



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications to plan and implement comprehensive programs in response to the growing opioid epidemic. This program furthers the Department's mission by providing resources to support state, local, tribal, and territorial efforts to reduce violent crime and drug abuse and enhance public safety, while supporting victims.

Comprehensive Opioid Abuse Site-based Program FY 2019 Competitive Grant Announcement Applications Due: June 5, 2019

Eligibility

Eligible applicants are those that meet the following criteria for the three categories:

Category 1: Locally Driven Responses to the Opioid Epidemic – Applicants are limited to units of local government and federally recognized Indian tribal governments (as determined by the Secretary of the Interior). Jurisdictions without a county- or local government-based addiction service system may designate the [State Administering Agency \(SAA\)](#) to serve as the primary applicant and subgrant funds to providers at the county level. Applicants should ensure they apply under the appropriate subcategory based on the population of the proposed project area.

Subcategory 1a – An urban area or large county with a population greater than 500,000.

Subcategory 1b – A suburban area or medium-size county with a population between 100,000 and 500,000.

Subcategory 1c – A rural area or small county with a population of fewer than 100,000 or a federally recognized Indian tribe.

Category 2: Statewide Implementation, Enhancement, and Evaluation Projects – Applicants are limited to the SAA responsible for directing criminal justice planning or the State Alcohol and Substance Abuse Agency.

Category 3: Harold Rogers Prescription Drug Monitoring Program (PDMP) Implementation and Enhancement Projects – Applicants are limited to state governments and territories that have a pending or enacted enabling statute or regulation requiring the submission of controlled substance prescription data to an authorized state agency. Applicants

within a state that does not have an enabling state statute requiring the submission of controlled substance prescription data to an authorized state agency are eligible to apply as a city, county, or region if (a) the city, county, or region has enacted an enabling statute, ordinance, or regulation requiring the submission of controlled substance prescription data to an authorized city, county, or region; (b) the city, county, or region agrees to transition the PDMP system to an authorized state agency if the state adopts an enabling state statute requiring the submission of controlled substance prescription data to an authorized state agency; and (c) the city, county, or region ensures that all vendor contracts are written to permit the transfer of ownership of the system to the authorized state agency.

For any of the categories listed above, BJA welcomes applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients ("subgrantees").¹ The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire project.

For each category, only one application by any particular applicant entity will be considered. An entity may, however, be proposed as a subrecipient (subgrantee) in more than one application. This includes applications that propose to serve a region that crosses state boundaries. Subrecipients may include treatment providers, victim service providers, and other not-for-profit entities as part of a comprehensive cross-disciplinary response as outlined in Categories 1 and 2. If an agency wishes to apply under multiple categories, a separate application is needed for each category of funding.

BJA may elect to fund applications submitted under this FY 2019 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

Deadline

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/register.html> prior to submitting an application. All applications are due by 11:59 p.m. eastern time on June 5, 2019.

To be considered timely, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date, to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

OJP encourages all applicants to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see [How To Apply](#) in Section D. Application and Submission Information.

¹ For additional information on subawards, see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, at <https://www.grants.gov/web/grants/support.html>, or via email to support@grants.gov. The Grants.gov Support Hotline hours of operation are 24 hours a day, 7 days a week, except on federal holidays.

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under “Experiencing Unforeseen Grants.gov Technical Issues” in the [How To Apply](#) section.

For assistance with any unforeseen Grants.gov technical issues beyond an applicant’s control that prevent it from submitting its application by the deadline, or any other requirement of this solicitation, contact the National Criminal Justice Reference Service (NCJRS) Response Center: toll-free at 800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email grants@ncjrs.gov; fax to 301-240-5830; or web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. The NCJRS Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday, and 10:00 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Grants.gov number assigned to this announcement: BJA-2019-15111

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Comprehensive Opioid Abuse Site-based Program CFDA #16.838 (Categories 1 and 2) and CFDA #16.754 (Category 3)

A. Program Description

Overview

The Comprehensive Opioid Abuse Site-based Program (COAP) was developed as part of the Comprehensive Addiction and Recovery Act (CARA) legislation. COAP's purpose is to provide financial and technical assistance to states, units of local government, and Indian tribal governments to plan, develop, and implement comprehensive efforts to identify, respond to, treat, and support those impacted by the opioid epidemic. The Harold Rogers Prescription Drug Monitoring Program (PDMP) has been incorporated into the FY 2019 COAP solicitation. The purpose of the Harold Rogers PDMP is to improve collaboration and strategic decision making among regulatory and law enforcement agencies and public health entities to address prescription drug and opioid abuse, save lives, and reduce crime.

Statutory Authority

34 U.S.C. 10701 and Pub. L. No. 116-6, 133 Stat 13, 114.

Program-specific Information

The opioid crisis is a public health emergency that threatens the wellbeing of individuals who abuse drugs and impacts the safety of communities. It is impacting first responders, the criminal justice system, child welfare and foster care, and behavioral health systems. Responding to this epidemic is one of DOJ's top priorities. Since 2017, BJA has supported innovative work in over 200 COAP sites. Examples of successful BJA-funded COAP projects can be found at: <https://www.coapresources.org/#COAPHOME>.

Objectives and Deliverables

COAP aims to reduce opioid abuse and the number of overdose fatalities, as well as to mitigate the impacts on crime victims by supporting comprehensive, collaborative initiatives. The program also supports the implementation, enhancement, and proactive use of PDMPs to support clinical decision making and prevent the abuse and diversion of controlled substances. Grantees are prohibited from using federal funds to support activities that violate the Controlled Substances Act.

Mandatory Project Components of Categories 1 and 2

Applicants applying for funding under Categories 1 or 2 must:

- Agree to work closely with BJA's designated training and technical assistance (TTA) provider(s) that may assist with planning, implementation, and assessment of the sites.
- Agree to work closely with a researcher selected by BJA who may conduct a site-specific or cross-site evaluation in future years.
- Identify a project coordinator to manage the day-to-day operations of the initiative. The project coordinator should devote at least 50 percent of his or her time to the

proposed project and may be funded as part of the proposed project.

Category 1: Locally Driven Responses to the Opioid Epidemic

The objective of Category 1 is to encourage and support the development of comprehensive, locally driven responses to the opioid epidemic that expand access to supervision, treatment, and recovery support services across the criminal justice system; support law enforcement and other first responder diversion programs for non-violent drug offenders; promote education and prevention activities; and address the needs of children impacted by the opioid epidemic. All projects are expected to involve multiple agencies and partners.

Allowable Uses of Category 1 Funds

Category 1 grant funds, regardless of the subcategory, may be used to support a combination of the allowable use activities described below, or be concentrated on one, so long as the proposed budget is appropriate and justified:

- Establish pre-arrest or post-arrest law enforcement or other first-responder diversion programs for individuals who commit low level, non-violent, drug-related offenses to community-based substance abuse and behavioral health services. Jurisdictions seeking to replicate a branded model of law enforcement diversion, such as the Law Enforcement Assisted Diversion (LEAD) model or Police Assisted Addiction and Recovery Initiative (PAARI), should familiarize themselves with the goals and core principles of the model and reflect these concepts in their applications. BJA supports a wide variety of diversion models that promote public safety and public health collaboration. OJP anticipates a minimum of \$5 million in COAP funds will be used to support communities seeking to replicate the LEAD model per Congressional report language.
- Support law enforcement agencies in identifying individuals in need of substance abuse treatment services and connecting these individuals to treatment services. A variety of approaches may be proposed including embedding substance abuse clinicians into patrol units or increasing a law enforcement agency's analytic capability by hiring data analysts or epidemiologists. In areas where human trafficking is prevalent, law enforcement agencies may propose projects to strengthen the connection between human trafficking taskforces and substance abuse treatment providers.
- Develop programs that embed social services with law enforcement in order to rapidly respond to opioid overdoses where children are impacted. Examples of services that may be included are: Co-locating staff to assist with screening, assessment, referral, and/or the provision of services to children and families impacted by substance abuse; Implementing a combination of evidence-based or evidence-informed programs and practices, including parenting and/or family strengthening, treatment for trauma or mental health problems, counseling and peer support groups, and child development services designed to support children and youth exposed to drug use and their caregivers; Developing specialized training to first responders, victim service providers, and child protective services professionals to ensure that there is an established process/protocol to follow when encountering a child or youth affected by overdose or in a home where the child is exposed to substance abuse; Supporting cross-system collaborative activities (e.g., multidisciplinary training, regular partnership meetings) to increase understanding among the different service systems about issues facing families involved in child protective services due to a parent's substance abuse; and, Providing training and information on resources to child and youth-serving organizations, such as schools, athletic leagues and faith-based organizations, on the impact of substance abuse on children, youth, and families. As directed by Congress, a minimum of \$10 million in COAP funds will be made available for this purpose. Efforts that involve

serving children may be jointly supported by BJA in partnership with the Office for Victims of Crime (OVC).

- Connect individuals at risk for overdose and/or survivors of a non-fatal overdose and their families with substance abuse and behavioral health treatment providers or peer recovery support providers trained in addiction support and recovery. “Peers” may include, but are not limited to, peer mentors, peer navigators, forensic peers, and family members of those in recovery.
- Provide transitional or recovery housing as part of a comprehensive response strategy. No more than 30 percent of total grant funds may be used for this purpose.
- Establish court-based intervention programs or family court programming to prioritize and expedite treatment and recovery services to individuals at high risk for overdose. Funding is available under other BJA solicitations to implement or enhance an adult drug court and/or a veteran treatment court. As such, implementing or enhancing these court models is not an allowable funding activity under this solicitation.
- Develop, implement, or enhance programs to address the opioid epidemic in rural or tribal communities. Applicants may use technology to expand access to treatment and recovery support services for individuals who abuse illicit and prescription opioids and have limited access to treatment and recovery services due to geographic isolation.
- Purchase and distribute tamper-proof drug-collection boxes and other federally approved controlled substance collection and permanent disposal programs. OJP anticipates a minimum of \$10 million in COAP funds will be made available for this purpose per congressional report language.
- Develop and implement a comprehensive plan to reduce the risk of overdose death and enhance treatment and recovery service engagement among the pretrial and post-trial populations leaving jails or secure residential treatment facilities. This includes implementing medication-assisted treatment and cognitive behavioral treatment within a local or regional jail and supporting the transition to community-based services once released from custody. Applicants must demonstrate strong coordination between in-custody and community-based treatment as part of the application.
- Implement an overdose fatality review team (that includes representation from medical examiner or coroner offices) and/or support multidisciplinary intervention models such as New York City’s RxStat Program (<http://www.pdmpassist.org/pdf/RxStat.pdf>) to bring together stakeholders with different perspectives and different data sets.
- Support the timely collection of data and/or data integration with other data sets (such as PDMP records) to provide an understanding of drug trends, support program evaluation, inform clinical decision making, identify at-risk individuals or populations, or support investigations. Examples of data sources may include medical examiner and coroner offices, forensic science laboratories, crime scene units (such as data related to the analysis of suspected controlled substances and toxicology analysis), or other novel sources of information such as testing used needles from syringe exchange programs to understand the current local drug supply. Grant funds may be used to upgrade, lease, or purchase equipment or case/information management systems only to the extent the applicant clearly articulates how the equipment or case/information management systems will expedite access to data or data integration that will be used as part of a comprehensive strategy. Applications must clearly articulate how the proposed collection of data or data integration efforts are part of a larger collaborative effort with multiple project partners. Applications solely for equipment or case/information management system upgrades, leases, or purchases will not be considered.
- Implement other comprehensive approaches that align with the objectives of COAP.

Mandatory Project Components of Category 1

Applicants applying for funding under Category 1 must propose to implement one or more of the allowable activities outlined above and outline a comprehensive, collaborative approach to addressing the opioid epidemic.

Mandatory Deliverables of Category 1

Applicants applying for funding under Category 1 must:

- Implement the proposed project within 9 months of the award.
- Document the implementation of the program in a manual that includes policies and procedures, forms, and other relevant project materials and provide this to BJA for inclusion on the COAP Resource Center no later than 24 months from the time of the award.
- If an evaluation is proposed, provide a copy of any evaluation report funded under the project prior to the close of the grant period.

Category 2: Statewide Implementation, Enhancement, and Evaluation Projects

The objective of Category 2 is to support states in their efforts to implement, enhance, or evaluate effective opioid-related efforts within the criminal justice system. Applicants should clearly indicate in their applications whether they are applying for Subcategory 2a, Subcategory 2b, or Subcategory 2c (which is both 2a **and** 2b). A description of each subcategory is below.

Subcategory 2a: Statewide Implementation Projects

State applicants may request up to \$5,000,000 to implement new opioid-intervention programs in a **minimum of six** geographically diverse localities or regions within the state or \$3,000,000 to **implement new** opioid-intervention programs in a **minimum of three** geographically diverse localities or regions within the state. Project funds in 2a should be focused on implementing new programs, not enhancing existing programs.

Allowable Uses of Subcategory 2a Funds

The state may select one or more of the allowable activities detailed under the [Allowable Uses of Funds section](#) of Category 1 and support their implementation. For example, a state may propose to implement six new law enforcement diversion programs and overdose fatality review teams across the state.

Mandatory Project Components for Subcategory 2a

Applicants applying for funding under Subcategory 2a must:

- Propose to implement one or more of the allowable activities outlined in Category 1 in a minimum of three sites.
- If the state proposes to implement projects in three to five sites, up to \$400,000 may be retained by the state for administrative purposes and to support the mandatory deliverables. If the state proposes to implement projects in six or more sites, up to \$800,000 may be retained by the state for administrative purposes and to support the mandatory deliverables. The remaining federal funds under Subcategory 2a must be passed through to the proposed project sites. States that have no county or local government-managed addiction service system may contract funds directly to providers at the community level.
- Outline a comprehensive, collaborative approach to addressing the opioid epidemic.

Mandatory Deliverables for Subcategory 2a

- Select and subaward to a minimum of three geographically diverse localities or

regions within the state within 9 months of the grant award.

- Support a robust planning period for the sites of no longer than 4 months and support implementation efforts at each of the sites.
- Coordinate cross-site training and peer-to-peer learning.
- Document the implementation of the programs in a manual that includes policies and procedures, forms, and other relevant project materials and provide this to BJA for inclusion on the COAP Resource Center no later than 24 months after the time of the award.
- Produce an annual brief on the status of each program site, summarizing the key performance indicators.

Subcategory 2b. Statewide Enhancement or Evaluation

State applicants must enhance or evaluate **existing** opioid-intervention programs in a **minimum** of three geographically diverse localities or regions within the state.

Allowable Uses of Subcategory 2b Funds

Applicants may propose to enhance, expand, and/or evaluate existing opioid-related activities by providing training and/or technical assistance; expanding successful programs to additional sites; adding additional components to existing programs to strengthen the program's impact; assessing the impact of specific policy or practice changes on patient/client level or community-level outcomes; or conducting a multisite evaluation of established opioid-intervention programs in the state.

Mandatory Project Components for Subcategory 2b

- Propose to implement one or more of the [allowable activities](#) described under Category 1.
- Retain up to \$200,000 for administrative purposes and to support the mandatory deliverables.

Mandatory Deliverables for Subcategory 2b

- Select and subaward to a minimum of three geographically diverse localities or regions (depending on the funding amount requested) within the state within 9 months.
- If the proposed project is an enhancement or expansion project, develop a manual that includes policies and procedures, forms, and other relevant project materials and provide this to BJA for inclusion on the COAP Resource Center no later than 24 months after the time of the award.
- If the proposed project is an enhancement or expansion project, produce an annual brief on the status of each project site, summarizing key performance indicators.
- If the proposed project is an evaluation, provide a copy of any evaluation report funded under Subcategory 2b prior to the close of the grant period.

Subcategory 2c. A state that would like to implement new initiatives **and** enhance or evaluate existing initiatives may apply for both Subcategories 2a and 2b. If you would like to apply for both Subcategories 2a and 2b, label your application as "Subcategory 2c" and include all the necessary components of both subcategories in the single application.

Category 3: Harold Rogers PDMP Implementation and Enhancement Projects

The objective of Category 3 is to strengthen the nation's PDMP system and support enhancements to PDMPs that improve clinical decision making and prevent the abuse and diversion of controlled substances.

Allowable Uses of Funds for Category 3

Grant funds may be used to establish or enhance a PDMP system; facilitate the exchange of information and collection of data on prescriptions and other scheduled chemical products among states; develop a training program for system users; produce and disseminate educational materials; support collaborations among law enforcement, prosecutors, public health officials, treatment providers, and/or drug courts; facilitate electronic information sharing among states in compliance with the Prescription Monitoring Information Exchange (PMIX) National Architecture; expand monitoring to Schedules II, III, IV, and V; improve the quality and accuracy of PDMP data; develop or enhance the capacity to provide unsolicited reports of controlled substance prescribing to authorized individuals or entities; and/or assess the efficiency and effectiveness of the PDMP program or specific PDMP initiatives.

Mandatory Project Components and Deliverables for Category 3

- Agree to work closely with BJA's designated TTA provider(s).
- Use technical solutions that are compliant with the PMIX National Architecture if requesting funds to implement information sharing with other state PDMPs. Documentation regarding compliance with this requirement should be included in the application. For instance, if an interstate data-sharing hub has been certified as PMIX compliant, include this information. Absent such information, BJA will withhold funding for such purposes until compliance can be verified. For more information on the National PMIX Architecture, visit the PDMP Training and Technical Assistance Center's website at <http://www.pdmpassist.org/content/prescription-drug-monitoring-information-architecture-pmix>.
- Ensure that the recipient's PDMP system has the capacity to exchange data with other PDMP systems via the PDMP hub, which is the RxCheck hub. Category 3 applicants that are not already actively connected to the RxCheck hub may include the cost of connecting, if any, in their budget request. Additional information about this requirement may be found at https://www.coapresources.org/Content/Documents/pdmpDataSharing/COAP_PDMP_SpecialConditions.pdf.

Mandatory Project Component for Projects that Propose Data Collection, Aggregation, and Sharing

Any organization using OJP grant funds, in whole or in part, to collect, aggregate, and/or share data must guarantee that the agency that owns the data and its approved designee(s) will retain unrestricted access to the data, in accordance with all applicable laws, regulations, and BJA policy. This includes providing data (a) in an expeditious manner upon request by BJA; (b) in a clearly defined format that is open, user-friendly, and unfettered by unreasonable proprietary restrictions; and (c) at a minimal additional cost to the requestor (which cost may be borne by using grant funds).

Interagency Coordination

OJP administers the Harold Rogers PDMP in partnership and collaboration with the Centers for Disease Control (CDC) and the Substance Abuse and Mental Health Services Administration (SAMHSA)'s Center for Substance Abuse Treatment and is cognizant of the importance of PDMPs to the Drug Enforcement Agency (DEA) Office of Diversion Control and the Office of

National Drug Control Policy (ONDCP). Similarly, OJP is cognizant of the importance of all other COAP programs and projects to the agencies noted above. OJP will communicate with these and other agencies, as needed, to inform the grant-making process, prevent duplication across federal funding sources, and support the Administration's goals with respect to substance abuse and diversion.

The Objectives and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed in [Section D. Application and Submission Information](#), under "Program Narrative."

Evidence-based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- Improving the quantity and quality of evidence OJP generates
- Integrating evidence into program, practice, and policy decisions within OJP and the field
- Improving the translation of evidence into practice

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based.

The OJP CrimeSolutions.gov website at <https://www.crimesolutions.gov> is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Collaborative partnerships between researchers and practitioners have great potential to improve practice and policy. The National Institute of Justice published findings of the Research-Practitioner Partnerships Study, which documents, synthesizes, and shares what makes partnerships between researchers and practitioners successful. Access the findings at <http://www.ncjrs.gov/pdffiles1/nij/grants/243911.pdf>.

For information related to implementation science, applicants may wish to refer to the National Implementation Research Network website at <http://nirn.fpg.unc.edu/>.

Information Regarding Potential Evaluation of Programs and Activities

The Department of Justice has prioritized the use of evidence-based programming and deems it critical to continue to build and expand the evidence informing criminal and juvenile justice programs to reach the highest level of rigor possible. Therefore, applicants should note that the Office of Justice Programs may conduct or support an evaluation of the programs and activities funded under this solicitation. Recipients and sub-recipients will be expected to cooperate with program-related assessments or evaluation efforts, including through the collection and provision of information or data requested by OJP (or its designee) for the assessment or evaluation of any activities and/or outcomes of those activities funded under this solicitation.

The information or data requested may be in addition to any other financial or performance data already required under this program.

Encouraging Program Investments in Economically-Distressed Communities (Qualified Opportunity Zones)

Under Category 1 of this program, OJP will, as appropriate and as allowed under the distribution requirements of 34 U.S.C. 10704, give priority consideration in award decisions to applications that propose projects that directly benefit federally designated Qualified Opportunity Zones (QOZ).² In order to assist OJP in considering this factor, applicants should include information in the application that specifies how the project will enhance public safety in the specified QOZs. For resources on QOZs, and for a current list of designated QOZs, see the U.S. Department of the Treasury's resource webpage, accessible at <https://www.cdfifund.gov/pages/opportunity-zones.aspx>.

B. Federal Award Information

Type of Award

BJA expects to make up to 80 awards for varying amounts and performance periods, depending on the category or subcategory under which the application is awarded (see below). BJA anticipates that over half of these awards will be funded by the CARA appropriation and the remaining awards will be funded under the Harold Rogers Prescription Drug Monitoring Program. All performance periods should begin on or after October 1, 2019.

BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. In making decisions regarding continuation awards, OJP will consider, among other factors, the availability of appropriations, when the program or project was last competed, OJP's strategic priorities, and OJP's assessment of both the management of the award (for example, timeliness and quality of progress reports), and the progress of the work funded under the award.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Category 1: Locally Driven Responses to the Opioid Epidemic. Project period: 36 months. Competition ID: BJA-2019-15112.

The maximum award amount available is based on the population of the proposed community to be served as described below.

Subcategory 1a – An urban area or large county with a population greater than 500,000. The maximum award available for Category 1a is \$1,200,000 for the entire grant period.

Subcategory 1b – A suburban area or medium-size county with a population between 100,000 and 500,000. The maximum award available for Category 1b is \$900,000 for the entire grant period.

Subcategory 1c – A rural area or small county with a population of fewer than 100,000 or a federally recognized Indian tribe. The maximum award available for Category 1c is \$600,000 for the entire grant period.

² See Public Law 115-97, Title I, Subtitle C, Part IX, Subpart B, Sec. 13823.

Category 2: Statewide Implementation, Enhancement and Evaluation Projects. Project period: 36 months. Competition ID: BJA-2019-15090.

Applicants may apply for **Subcategory 2a** (projects to be implemented in 3 to 5 sites may request up to \$3,000,000; projects to be implemented in 6 or more sites may request up to \$5,000,000) for up to a 36-month period; **Subcategory 2b** (projects to be implemented in 3 or more sites may request up to \$1,500,000) for up to a 36-month period; or **Subcategory 2c** (up to \$6,500,000) for up to a 36-month period.

Category 3: Harold Rogers Prescription Drug Monitoring Program (PDMP) Implementation and Enhancement Projects. Project period: 36 months. Competition ID: BJA-2019-15091.

Applicants under Category 3 may request a project period of 36 months and an award amount no greater than \$2,000,000. The application budget must reflect the total requested funding amount for the entire grant period.

Categories 1 and 2: Type of Award

BJA expects that any award under this solicitation in these categories will be made in the form of a cooperative agreement, which is a type of award that provides for OJP to have substantial involvement in carrying out award activities. See [Administrative, National Policy, and Other Legal Requirements](#), under [Section F. Federal Award Administration Information](#), for a brief discussion of what may constitute substantial federal involvement.

Category 3: Type of Award

BJA expects that any award under this solicitation will be made in the form of a grant. See [Administrative, National Policy, and Other Legal Requirements](#), under [Section F. Federal Award Administration Information](#), for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

Priority Considerations for Categories 1 and 2

Priority consideration will be given to applicants that:

- Demonstrate the state, or regions within the state, have been disproportionately impacted by the abuse of illicit opioids and prescription drugs as evidenced, in part, by high rates of primary treatment admissions; high rates of overdose deaths from heroin and other opioids; and/or a lack of accessibility to treatment providers and facilities and to emergency medical services.
- Include a research partner that will assist in the identification of the problem, design of the solution, and evaluation of the proposed initiative.
- Incorporate the use of Overdose Detection Mapping Application Program (ODMAP) data collection tools to track near real-time fatal and non-fatal overdose data. This information is designed to facilitate public safety, behavioral health, and/or public health partnerships, and help inform prevention, outreach, treatment and enforcement initiatives. Communities with existing data tracking systems that capture fatal and non-fatal overdose data can receive priority consideration by agreeing to also make data available through ODMAP.
- Propose projects in Categories 1 and 2a that are not current BJA COAP-funded sites. A list of these current BJA COAP-funded sites may be found at <https://www.coapresources.org/>.

Priority Considerations for Category 3

Priority consideration will be given to applicants that have pending or enacted state legislation that:

- Requires licensed prescribers to register with the PDMP.
- Requires prescribers to query the PDMP before prescribing drugs in Schedules II, III, and IV.
- Allows the PDMP to proactively analyze their data.
- Requires interstate data sharing of PDMP data.
- Allows law enforcement access to the PDMP based on an open investigation.
- Allows unsolicited reports to be sent to regulatory/licensing boards and law enforcement.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities³) must, as described in the Part 200 Uniform Requirements⁴ as set out at 2 C.F.R. 200.303:

(a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that [the recipient (and any subrecipient)] is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

(b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.

(c) Evaluate and monitor [the recipient’s (and any subrecipient’s)] compliance with statutes, regulations, and the terms and conditions of Federal awards.

(d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.

(e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or [the recipient (or any subrecipient)] considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

To help ensure that applicants understand the applicable administrative requirements and cost principles, OJP encourages prospective applicants to enroll, at no charge, in the DOJ Grants

³ For purposes of this solicitation, the phrase “pass-through entity” includes any recipient or subrecipient that provides a subaward (“subgrant”) to a subrecipient (“subgrantee”) to carry out part of the funded award or program.

⁴ The “Part 200 Uniform Requirements” means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

Financial Management Online Training, available at <https://onlinegfmt.training.ojp.gov>. (This training is required for all OJP award recipients.)

Also, applicants should be aware that OJP collects information from applicants on their financial management and systems of internal controls (among other information) which is used to make award decisions. Under [Section D. Application and Submission Information](#), applicants may access and review a questionnaire—the [OJP Financial Management and System of Internal Controls Questionnaire](#)—that OJP requires **all** applicants (other than an individual applying in his/her personal capacity) to download, complete, and submit as part of the application.

Budget Information

The budget must explicitly describe how the proposed budget items directly apply to the project design and will assist the applicant in meeting the project objectives.

For all Categories, no more than 10 percent of the budget may be used for costs incurred to administer the grant, including administrative costs that are included in an indirect cost rate agreement (see page 24 for more information). Note that expenses involved with the direct implementation of project objectives are not considered administrative for the purpose of this limitation.

Cost Sharing or Match Requirement

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

For additional information on cost sharing and match, see the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.3b.htm>.

Pre-agreement Costs (also known as Pre-award Costs)

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the federal award.

OJP does **not** typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. (Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs.) Should there be extenuating circumstances that make it appropriate for OJP to consider approving pre-agreement costs, the applicant may contact the point of contact listed on the title page of this solicitation for the requirements concerning written requests for approval. If approved in advance by OJP, award funds may be used for pre-agreement costs, consistent with the recipient's approved budget and applicable cost principles. See the section on Costs Requiring Prior Approval in the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/index.htm> for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, a recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency

with a Certified SES Performance Appraisal System for that year.⁵ The 2019 salary table for SES employees is available on the Office of Personnel Management website at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/19Tables/exec/html/ES.aspx>. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Non-federal funds used for any such additional compensation will not be considered matching funds, where match requirements apply.) If only a portion of an employee's time is charged to an OJP award, the maximum allowable compensation is equal to the percentage of time worked times the maximum salary limitation.

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant that requests a waiver should include a detailed justification in the budget narrative of its application. An applicant that does not submit a waiver request and justification with its application should anticipate that OJP will require the applicant to adjust and resubmit the budget.

The justification should address, in the context of the work the individual would do under the award, the particular qualifications and expertise of the individual, the uniqueness of a service the individual will provide, the individual's specific knowledge of the proposed program or project, and a statement that explains whether and how the individual's salary under the award would be commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work he/she would do under the award.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the OJP and DOJ policy and guidance on approval, planning, and reporting of such events, available at

www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most conference, meeting, and training costs for cooperative agreement recipients and of some conference, meeting, and training costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

Costs Associated with Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section under "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)" in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

C. Eligibility Information

For eligibility information, see title page.

⁵ OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed in Appendix VIII to 2 C.F.R. Part 200.

For information on cost sharing or match requirements, see Section [B. Federal Award Information](#).

D. Application and Submission Information

What an Application Should Include

This section describes in detail what an application should include. An applicant should anticipate that if it fails to submit an application that contains all of the specified project components, it may negatively affect the review of its application; and, should a decision be made to make an award, it may result in the inclusion of award conditions that preclude the recipient from accessing or using award funds until the recipient satisfies the conditions and OJP makes the funds available.

Moreover, an applicant should anticipate that an application that OJP determines is nonresponsive to the scope of the solicitation, or that OJP determines does not include the application elements that BJA has designated to be critical, will neither proceed to peer review, nor receive further consideration. For this solicitation, BJA has designated the following application elements as critical: Project Abstract, Program Narrative, Budget Detail Worksheet and Budget Narrative, Project Timeline, and Letters of Support or Interagency Agreements.

NOTE: OJP has combined the Budget Detail Worksheet and Budget Narrative in a single document collectively referred to as the Budget Detail Worksheet. See “Budget Information and Associated Documentation” below for more information about the Budget Detail Worksheet and where it can be accessed.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., “Program Narrative,” “Budget Detail Worksheet,” “Timelines,” “Letters of Agreement) for all attachments. Also, OJP recommends that applicants include résumés in a single file.

Please review the “Note on File Names and File Types” under How To Apply to be sure applications are submitted in permitted formats.

1. Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and the OJP Grants Management System (GMS) take information from the applicant’s profile to populate the fields on this form. When selecting “type of applicant,” if the applicant is a for-profit entity, select “For-Profit Organization” or “Small Business” (as applicable).

To avoid processing delays, an applicant must include an accurate legal name on its SF-424. On the SF-424, current OJP award recipients, when completing the field for “Legal Name” (box 8a), should use the same legal name that appears on the prior year award document (which is also the legal name stored in OJP’s financial system.) Also, current recipients should enter the Employer Identification Number (EIN) in box 8b exactly as it appears on the prior year award document. An applicant with a current, active award(s) must ensure that its GMS profile is current. If the profile is not current, the applicant should submit a Grant Adjustment Notice updating the information on its GMS profile prior to applying under this solicitation.

A new applicant entity should enter its official legal name in box 8a, its address in box 8d, its EIN in box 8b, and its Data Universal Numbering System (DUNS) number in box 8c of the SF-424. A new applicant entity should attach official legal documents to its application (e.g., articles of incorporation, 501(c)(3) status documentation, organizational letterhead) to confirm the legal name, address, and EIN entered into the SF-424. OJP will use the System for Award Management (SAM) to confirm the legal name and DUNS number entered in the SF-424; therefore, an applicant should ensure that the information entered in the SF-424 matches its current registration in SAM. See the [How To Apply](#) section for more information on SAM and DUNS numbers.

Intergovernmental Review: This solicitation (“funding opportunity”) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the “Program is not covered by E.O. 12372.”)

2. Project Abstract

Applications should include a high quality Project Abstract that summarizes the proposed project in 400 words or fewer. Project abstracts should be:

- Written for a general public audience.
- Submitted as a separate attachment with “Project Abstract” as part of its file name.
- Single-spaced, using a standard 12-point font (such as Times New Roman) with 1-inch margins.

For each Project Abstract:

- List the category of funding requested. If applying for Category 1, clearly state whether you are applying under Subcategory 1a, Subcategory 1b, or Subcategory 1c. If applying for Category 2, clearly state whether you are applying under Subcategory 2a or Subcategory 2b, or under Subcategory 2c for both Subcategories 2a and 2b.
- State the total federal amount requested for the life of the grant. This total amount should be the same amount listed on the SF-424 form and should align with the objectives of the solicitation.
- State the legal name of the grant recipient and the title of the project. Describe the project’s objectives and deliverables.
- Provide the complete list of partners involved in the project, if any. If a research partner is included, identify the name of the research partner and his or her agency affiliation.
- Identify the geographic area to be served by the proposed project (e.g., name of state, county, city, or region)
- State the population size of the community or region being served in the proposed project.
- Identify any priority considerations being addressed.

An example of a project abstract is below:

[Insert legal name of grant recipient] is applying for a [Insert category of funding requested] in the amount of [Insert total federal amount requested for the life of the grant]. The [insert project title] will [insert purpose of the project – this typically takes 3 to 5 sentences and focuses on the primary objectives and deliverables]. This project serves [insert name of area to be served by the project and population size]. The project includes partnerships between [insert project partners]. This project will engage the

[insert research partner's name] as the research partner for this project [If not applicable, remove this sentence]. Priority considerations addressed in this application include [Insert priority considerations. If not applicable, remove this sentence].

As a separate attachment, the Project Abstract will **not** count against the page limit for the Program Narrative.

All Project Abstracts should follow the detailed template available at ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf.

3. Program Narrative

The Program Narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred); have no less than 1-inch margins; and must not exceed 20 pages. Pages should be numbered "1 of 20," "2 of 20," etc.

If the program narrative fails to comply with these length-related restrictions, BJA may consider such noncompliance in peer review and in final award decisions.

The following sections should be included as part of the program narrative⁶:

- a. Statement of the Problem
- b. Project Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award (see "[General Information about Post-Federal Award Reporting Requirements](#)" in [Section F. Federal Award Administration Information](#)). The performance data directly relate to the objectives and deliverables identified under "Objectives and Deliverables" in [Section A. Program Description](#).

Applicants should visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP. The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

⁶ For information on subawards (including the details on proposed subawards that should be included in the application), see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

Award recipients will be required to provide the relevant data by submitting quarterly performance metrics through BJA's online Performance Measurement Tool (PMT) located at <https://bjapmt.ojp.gov/>.

A set of shared performance measures are required for all awards found https://bjapmt.ojp.gov/help/COAPDocs/COAP_Common_Questionnaire_508c.pdf. In addition, project-specific performance measures are also required and will be assigned to funded applications based on their approved activities. Further, Category 2 Awards that subgrant will be required to assign subrecipients to the appropriate project-specific performance measures in the PMT. Applicants should familiarize themselves with the performance measure categories from the list below and identify which of those most closely match their activities. Note that BJA will be working toward revising the measures to account for any activities not already found in the measures.

- [First Responder Partnerships](#)
- [Technology-assisted Treatment Projects](#)
- [System-level Diversion Projects](#)
- [Statewide Planning, Coordination, and Implementation Projects](#) (SAAs conducting planning activities may report on these measures, but their subgrantees will likely report on other project-specific measures)
- [Harold Rogers Prescription Drug Monitoring Program \(PDMP\) Implementation and Enhancement Projects](#) (All Category 3 awards will report on these measures)
- [Public Safety, Behavioral Health, and Public Health Information-sharing Partnerships](#)

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute "research" for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP's performance measure data reporting requirements, likely do not constitute "research." Each applicant should provide sufficient information for OJP to determine whether the particular project it proposes would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ definition of research that appears at 28 C.F.R. Part 46 ("Protection of Human Subjects").

"Research," for purposes of human subjects protection for OJP-funded programs, is defined as "a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge." 28 C.F.R. 46.102(d).

For additional information on determining whether a proposed activity would constitute research for purposes of human subjects protection, applicants should consult the decision tree in the "Research and the protection of human subjects" section of the "[Requirements related to Research](#)" webpage of the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)," available through the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>. Every prospective applicant

whose application may propose a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that webpage.

e. Impact/Outcomes, Evaluation, and Sustainment.

4. Budget and Associated Documentation

The Budget Detail Worksheet and the Budget Narrative are now combined in a single document collectively referred to as the Budget Detail Worksheet. The Budget Detail Worksheet is a user-friendly, fillable, Microsoft Excel-based document designed to calculate totals. Additionally, the Excel workbook contains worksheets for multiple budget years that can be completed as necessary. **All applicants should use the Excel version when completing the proposed budget in an application, except in cases where the applicant does not have access to Microsoft Excel or experiences technical difficulties.** If an applicant does not have access to Microsoft Excel or experiences technical difficulties with the Excel version, then the applicant should use the 508-compliant accessible Adobe Portable Document Format (PDF) version.

Both versions of the Budget Detail Worksheet can be accessed at <https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet.htm>.

a. Budget Detail Worksheet

The Budget Detail Worksheet should provide the detailed computation for each budget line item, listing the total cost of each and showing how it was calculated by the applicant. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid with grant funds. The Budget Detail Worksheet should present a complete itemization of all proposed costs.

For questions pertaining to budget and examples of allowable and unallowable costs, see the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/index.htm>.

The budget summary page must reflect the amounts in the budget categories as included in the Budget Detail Worksheet. These amounts should mirror the amounts in the Budget Narrative.

The budget reflected on the SF-424 form should reflect the total requested funding amount for the **full** grant period.

BJA anticipates one annual national meeting will occur each year during the grant period for which applicants must budget their travel. All applicants should budget travel expenses (airfare, hotel, per diem, and group transportation) for two staff to attend one face-to-face meeting each year of the life of the grant. Category 2 applicants must require that all subrecipient sites budget to have a minimum of two staff attend the national meeting each year as well. Each meeting should be budgeted for 3 days each in Washington, D.C. The purpose of this travel may vary according to the funding category and specific project objectives; however, BJA wants to ensure that all grantees have the opportunity to present their work and collaborate with their peers and other national and federal stakeholder groups.

Category 3 applicants should also budget for at least two staff to attend a 2-day regional meeting held annually.

Applicants may budget additional travel funding for regional trips or to attend national conferences if it is required as part of the proposed project—for instance, to conduct educational campaigns or training programs or to facilitate meetings between multidisciplinary action teams.

See “Review Criteria” on page 39 for more detail on what a budget should include.

b. Budget Narrative

The budget narrative should thoroughly and clearly describe **every** category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

An applicant should demonstrate in its budget narrative how it will maximize cost effectiveness of award expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The Budget Narrative should be mathematically sound and correspond clearly with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated **all** costs, and how those costs are necessary to the completion of the proposed project. The narrative may include tables for clarification purposes, but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should describe costs by year.

c. Information on Proposed Subawards (if any) and on Proposed Procurement Contracts (if any)

Applicants for OJP awards typically may propose to make "subawards." Applicants also may propose to enter into procurement "contracts" under the award.

Whether an action—for federal grants administrative purposes—is a subaward or procurement contract is a critical distinction as significantly different rules apply to subawards and procurement contracts. If a recipient enters into an agreement that is a subaward of an OJP award, specific rules apply—many of which are set by federal statutes and DOJ regulations; others by award conditions. These rules place particular responsibilities on an OJP recipient for any subawards the OJP recipient may make. The rules determine much of what the written subaward agreement itself must require or provide. The rules also determine much of what an OJP recipient must do both before and after it makes a subaward. If a recipient enters into an agreement that is a procurement contract under an OJP award, a substantially different set of federal rules applies.

OJP has developed the following guidance documents to help clarify the differences between subawards and procurement contracts under an OJP award and outline the compliance and reporting requirements for each. This information can be accessed online at <https://ojp.gov/training/training.htm>.

- [Subawards under OJP Awards and Procurement Contracts under Awards: A Toolkit for OJP Recipients.](#)

- [Checklist to Determine Subrecipient or Contractor Classification.](#)
- [Sole Source Justification Fact Sheet and Sole Source Review Checklist.](#)

In general, the central question is the relationship between what the third-party will do under its agreement with the recipient and what the recipient has committed (to OJP) to do under its award to further a public purpose (e.g., services the recipient will provide, products it will develop or modify, research or evaluation it will conduct). If a third party will provide some of the services the recipient has committed (to OJP) to provide, will develop or modify all or part of a product the recipient has committed (to OJP) to develop or modify, or will conduct part of the research or evaluation the recipient has committed (to OJP) to conduct, OJP will consider the agreement with the third party a *subaward* for purposes of federal grants administrative requirements.

This will be true **even if** the recipient, for internal or other non-federal purposes, labels or treats its agreement as a procurement, a contract, or a procurement contract. Neither the title nor the structure of an agreement determines whether the agreement—for purposes of federal grants administrative requirements—is a *subaward* or is instead a procurement *contract* under an award. The substance of the relationship should be given greater consideration than the form of agreement between the recipient and the outside entity.

1. Information on proposed subawards

A recipient of an OJP award may not make subawards ("subgrants") unless the recipient has specific federal authorization to do so. Unless an applicable statute or DOJ regulation specifically authorizes (or requires) subawards, a recipient must have authorization from OJP before it may make a subaward.

A particular subaward may be authorized by OJP because the recipient included a sufficiently-detailed description and justification of the proposed subaward in the Program Narrative, Budget Detail Worksheet, and Budget Narrative as approved by OJP. If, however, a particular subaward is not authorized by federal statute or regulation, and is not approved by OJP, the recipient will be required, post-award, to request and obtain written authorization from OJP before it may make the subaward.

If an applicant proposes to make one or more subawards to carry out the federal award and program, the applicant should (1) identify (if known) the proposed subrecipient(s), (2) describe in detail what each subrecipient will do to carry out the federal award and federal program, and (3) provide a justification for the subaward(s), with details on pertinent matters such as special qualifications and areas of expertise. Pertinent information on subawards should appear not only in the Program Narrative, but also in the Budget Detail Worksheet and Budget Narrative.

2. Information on proposed procurement contracts (with specific justification for proposed noncompetitive contracts over \$250,000⁷)

Unlike a recipient contemplating a subaward, a recipient of an OJP award generally does not need specific prior federal authorization to enter into an agreement that—for purposes of federal grants administrative requirements—is considered a procurement contract, **provided that** (1) the recipient uses its own documented procurement procedures and (2) those procedures conform to applicable federal law, including the Procurement Standards of the (DOJ) Part 200 Uniform Requirements (as set out at 2 C.F.R. 200.317 - 200.326). The Budget Detail Worksheet and budget narrative should identify proposed procurement contracts. (As discussed above, subawards must be identified and described separately from procurement contracts.)

The Procurement Standards in the Part 200 Uniform Requirements, however, reflect a general expectation that agreements that (for purposes of federal grants administrative requirements) constitute procurement “contracts” under awards will be entered into on the basis of full and open competition. All noncompetitive (sole source) procurement contracts must meet the OJP requirements outlined at <https://ojp.gov/training/subawards-procurement.htm>. If a proposed procurement contract would exceed the Simplified Acquisition Threshold—currently, \$250,000—a recipient of an OJP award may not proceed without competition unless and until the recipient receives specific advance authorization from OJP to use a non-competitive approach for the procurement. An applicant that (at the time of its application) intends—without competition—to enter into a procurement contract that would exceed \$250,000 should include a detailed justification that explains to OJP why, in the particular circumstances, it is appropriate to proceed without competition.

If the applicant receives an award, sole source procurements that do not exceed the Simplified Acquisition Threshold (currently \$250,000) must have written justification for the noncompetitive procurement action maintained in the procurement file. If a procurement file does not have the documentation that meets the criteria outlined in 2 C.F.R. 200, the procurement expenditures may not be allowable. Sole source procurement over the \$250,000 Simplified Acquisition Threshold must have prior approval from OJP using a Sole Source Grant Adjustment Notice (GAN). Written documentation justifying the noncompetitive procurement must be submitted with the GAN and maintained in the procurement file.

d. Pre-agreement Costs

For information on pre-agreement costs, see [Section B. Federal Award Information](#).

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs may be charged to an award only if:

- (a) The recipient has a current (unexpired), federally approved indirect cost rate; or
- (b) The recipient is eligible to use, and elects to use, the “de minimis” indirect cost rate described in the Part 200 Uniform Requirements, as set out at 2 C.F.R. 200.414(f).

⁷ Consistent with the provisions of Office of Management and Budget memorandum, OMB M-18-18, dated June 20, 2018, and entitled, “Implementing Statutory Changes to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance,” DOJ will allow recipients (and any subrecipients) of awards made under this solicitation to use a simplified acquisition threshold of \$250,000 and a micro-purchase threshold of \$10,000 for federal grants administrative purposes.

An applicant with a current (unexpired) federally approved indirect cost rate is to attach a copy of the indirect cost rate agreement to the application. An applicant that does not have a current federally approved rate may request one through its cognizant federal agency, which will review all documentation and approve a rate for the applicant entity, or, if the applicant's accounting system permits, applicants may propose to allocate costs in the direct cost categories.

For assistance with identifying the appropriate cognizant federal agency for indirect costs, please contact the Office of the Chief Financial Officer (OCFO) Customer Service Center at 1-800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <https://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

Certain OJP recipients have the option of electing to use the "de minimis" indirect cost rate. An applicant that is eligible to use the "de minimis" rate that wishes to use the "de minimis" rate should attach written documentation to the application that advises OJP of both—(1) the applicant's eligibility to use the "de minimis" rate, and (2) its election to do so. If an eligible applicant elects the "de minimis" rate, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. The "de minimis" rate may no longer be used once an approved federally negotiated indirect cost rate is in place. (No entity that ever has had a federally approved negotiated indirect cost rate is eligible to use the "de minimis" rate.) For the "de minimis" rate requirements (including information on eligibility to elect to use the rate), see the Part 200 Uniform Requirements, at 2 C.F.R. 200.414(f).

6. Tribal Authorizing Resolution (if applicable)

A tribe, tribal organization, or third party that proposes to provide direct services or assistance to residents on tribal lands should include in its application a resolution, letter, affidavit, or other documentation, as appropriate, that demonstrates (as a legal matter) that the applicant has the requisite authorization from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for an award on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the award. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

7. Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)

Every OJP applicant (other than an individual applying in his or her personal capacity) is required to download, complete, and submit the OJP Financial Management and System of Internal Controls Questionnaire (Questionnaire) at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> as part of its application. The Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process.

The Questionnaire should only be completed by financial staff most familiar with the applicant's systems, policies, and procedures in order to ensure that the correct responses are recorded and submitted to OJP. The responses on the Questionnaire directly impact the

pre-award risk assessment and should accurately reflect the applicant's financial management and internal control system at the time of the application. The pre-award risk assessment is only one of multiple factors and criteria used in determining funding. However, a pre-award risk assessment that indicates that an applicant poses a higher risk to OJP may affect the funding decision and/or result in additional reporting requirements, monitoring, special conditions, withholding of award funds, or other additional award requirements.

Among other things, the form requires each applicant to disclose whether it currently is designated "high risk" by a federal grant-making agency outside of DOJ. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant. If an applicant is designated high risk by another federal awarding agency, the applicant must provide the following information:

- The federal awarding agency that currently designates the applicant high risk
- The date the applicant was designated high risk
- The high risk point of contact at that federal awarding agency (name, phone number, and email address)
- The reasons for the high risk status, as set out by the federal awarding agency

OJP seeks this information to help ensure appropriate federal oversight of OJP awards. An applicant that is considered "high risk" by another federal awarding agency is not automatically disqualified from receiving an OJP award. OJP may, however, consider the information in award decisions, and may impose additional OJP oversight of any award under this solicitation (including through the conditions that accompany the award document).

8. Disclosure of Lobbying Activities

Each applicant must complete and submit this information. An applicant that expends any funds for lobbying activities is to provide all of the information requested on the form Disclosure of Lobbying Activities (SF-LLL) posted at <https://ojp.gov/funding/Apply/Resources/Disclosure.pdf>. An applicant that does not expend any funds for lobbying activities is to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").

9. Applicant Disclosure of Pending Applications (Required)

Each applicant is to disclose whether it has (or is proposed as a subrecipient under) any pending applications for federally funded grants or cooperative agreements that (1) include requests for funding to support the same project being proposed in the application under this solicitation, **and** (2) would cover any identical cost items outlined in the budget submitted to OJP as part of the application under this solicitation. The applicant is to disclose applications made directly to federal awarding agencies, and also applications for subawards of federal funds (e.g., applications to state agencies that will subaward ("subgrant") federal funds).

OJP seeks this information to help avoid inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Each applicant that has one or more pending applications as described above is to provide the following information about pending applications submitted within the last 12 months:

- The federal or state funding agency
- The solicitation name/project name
- The point of contact information at the applicable federal or state funding agency

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/Email for Point of Contact at Federal or State Funding Agency
DOJ/Office of Community Oriented Policing Services (COPS Office)	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
Health and Human Services/Substance Abuse & Mental Health Services Administration	Drug-Free Communities Mentoring Program/North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Each applicant should include the table as a separate attachment to its application. The file should be named "Disclosure of Pending Applications." The applicant's Legal Name on the application must match the entity named on the disclosure of pending applications statement.

Any applicant that does not have any pending applications as described above is to submit, as a separate attachment, a statement to this effect: "[Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of this application."

10. Applicant Disclosure and Justification – DOJ High Risk Grantees⁸ (required)

An applicant that is designated as a DOJ High Risk Grantee is to submit, as a separate attachment to its application, information that OJP will use, among other pertinent information, to determine whether it will consider or select the application for an award under this solicitation. The file should be named "DOJ High Risk Grantee Applicant Disclosure and Justification." (See, also, Application Review Information, for a brief discussion of how such information may be considered in the application review process.)

OJP constantly seeks to optimize its investments in criminal- and juvenile justice-focused programs and activities, increase program effectiveness, and maximize the return – and program impact – from limited programmatic resources. Therefore, OJP may remove from consideration or not select for award a "DOJ High Risk Grantee" applicant that is determined

⁸ A "DOJ High Risk Grantee" is a recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

to pose a substantial risk of program implementation failure. In making such determinations, OJP will consider one or more of the following factors: the applicant's lack of sufficient progress in addressing required corrective actions necessary for removal of the DOJ High Risk Grantee designation; the nature and severity of the issues leading to or accompanying the applicant's DOJ High Risk Grantee designation; or the applicant's expected ability to manage grant funds and achieve grant goals and objectives.

In this attachment, the applicant is to provide any additional information or justification – especially with regard to corrective actions yet to be implemented (as of the application date) – that may help demonstrate how the applicant has addressed or otherwise mitigated such uncorrected matters, such that any negative impact on the proposed program and its implementation would be immaterial or would be significantly reduced or eliminated. (To the extent that the applicant believes that any of the information provided pursuant to this disclosure may be confidential in nature, the applicant should specifically identify it.)

11. Additional Attachments

a. Letters of Support and/or Memoranda of Understanding/Agreement (Required)

Applicants should attach letters of support and/or an interagency agreement between the partner agencies and offices to show commitment to participate in the project. The letters or interagency agreement should clearly articulate the level of involvement each agency will have in the proposed project.

b. Project Timeline (Required)

Attach a Project Timeline (with an estimated start date of January 1, 2019) with each project objective, activity, expected completion date, and responsible person or organization.

c. Position Descriptions (Required)

Include position descriptions for the key positions and **résumés** for the personnel in those positions, including the **project coordinator** and **research partner** position(s) where required.

d. Subrecipient and Procurement Contract Disclosures (if applicable)

Each applicant must include a table that details the name of any individual consultant/subgrantee, the subrecipient's organization name, and the subrecipient organization's city and state as a separate attachment to its application. A sample table is provided below. The file should be named "Subrecipient and Procurement Contract Disclosure." An applicant that does not have any proposed subrecipients as described above is to submit, as a separate attachment, a statement to this effect: "[Applicant Name on SF-424] does not have any proposed or anticipated subrecipients or procurement contracts."

Subrecipient's Last Name, First Name, if available	Subrecipient's Organization Name	Subrecipient Organization's City, State
Jane Doe	North County Youth Mentoring Program	North County, Ohio

e. Research and Evaluation Independence and Integrity (If applicable)

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant must demonstrate independence and integrity regarding both this proposed research and/or evaluation, and any current or prior related projects.

Each application should include an attachment that addresses **both** i. and ii. below.

- i. For purposes of this solicitation, each applicant is to document research and evaluation independence and integrity by including one of the following two items:
 - a. A specific assurance that the applicant has reviewed its application to identify any actual or potential apparent conflicts of interest (including through review of pertinent information on the principal investigator, any co-principal investigators, and any subrecipients), and that the applicant has identified no such conflicts of interest—whether personal or financial or organizational (including on the part of the applicant entity or on the part of staff, investigators, or subrecipients) – that could affect the independence or integrity of the research, including the design, conduct, and reporting of the research.

OR

- b. A specific description of actual or potential apparent conflicts of interest that the applicant has identified—including through review of pertinent information on the principal investigator, any co-principal investigators, and any subrecipients—that could affect the independence or integrity of the research, including the design, conduct, or reporting of the research. These conflicts may be personal (e.g., on the part of investigators or other staff), financial, or organizational (related to the applicant or any subrecipient entity). Some examples of potential investigator (or other personal) conflict situations are those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization would not be given an award to evaluate a project, if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), because the organization in such an instance might appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.
- ii. In addition, for purposes of this solicitation, each applicant is to address possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:

- a. If an applicant reasonably believes that no actual or potential apparent conflicts of interest (personal, financial, or organizational) exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. The applicant also is to include an explanation of the specific processes and procedures that the applicant has in place, or will put in place, to identify and prevent (or, at the very least, mitigate) any such conflicts of interest pertinent to the funded project during the period of performance. Documentation that may be helpful in this regard may include organizational codes of ethics/conduct and policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

OR

- b. If the applicant has identified actual or potential apparent conflicts of interest (personal, financial, or organizational) that could affect the independence and integrity of the research, including the design, conduct, or reporting of the research, the applicant must is to provide a specific and robust mitigation plan to address each of those conflicts. At a minimum, the applicant is expected to explain the specific processes and procedures that the applicant has in place, or will put in place, to identify and eliminate (or, at the very least, mitigate) any such conflicts of interest pertinent to the funded project during the period of performance. Documentation that may be helpful in this regard may include organizational codes of ethics/conduct and policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

OJP will assess research and evaluation independence and integrity based on considerations such as the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the applicant entity (and any subrecipients) in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

f. Required Statutory Certifications

Applicants must provide a statement of assurance signed by the authorized representative of the applicant organization identified on the first page of the application and the SF-424 to assure OJP that:

- Federal funds made available through this grant will not be used to supplant state, local, or tribal funds but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for the activities addressed in the application.
- There has been appropriate coordination with all affected agencies.
- The applicant will work with BJA, in collaboration with DEA, to develop an integrated and comprehensive strategy to address opioid abuse.
- The project or program will agree to work with the selected BJA COAP training and technical assistance provider(s) and/or evaluator to complete a program or project assessment pursuant to guidelines established by OJP, in coordination with the National Institute of Justice.

g. Documentation of Anticipated Benefit to Qualified Opportunity Zones (if applicable)

As mentioned above, OJP will, as appropriate, and as allowed under the distribution requirements of 34 U.S.C. 10704, give priority consideration in award decisions to applications that propose projects that will likely enhance public safety in federally designated Qualified Opportunity Zones (QOZ). Each applicant proposing a project it anticipates will likely enhance public safety in one or more QOZs should provide a sufficient narrative explanation in order for OJP to identify clearly the public safety benefit the applicant anticipates that its project will have on a specified QOZ(s). The attachment(s) should be clearly labeled as addressing QOZs. The applicant may also include tables, charts, graphs, or other relevant illustrations that may be useful in comprehending the manner in which the proposed project is anticipated to benefit a QOZ(s).

How To Apply

Applicants must register in and submit applications through Grants.gov, a primary source to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at <https://www.grants.gov/web/grants/support.html>. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, which operates 24 hours a day, 7 days a week, except on federal holidays.

Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation of registration and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications at least 72 hours prior to the application due date, in order to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

OJP strongly encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation at <https://www.grants.gov/web/grants/manage-subscriptions.html>. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

Browser Information: Grants.gov was built to be compatible with Internet Explorer. For technical assistance with Google Chrome, or another browser, contact Grants.gov Customer Support.

Note on Attachments: Grants.gov has two categories of files for attachments: “mandatory” and “optional.” OJP receives all files attached in both categories. Attachments are also labeled to describe the file being attached (e.g., Project Narrative, Budget Narrative, Other). Please ensure that all required documents are attached in the correct Grants.gov category and are labeled correctly. Do not embed “mandatory” attachments within another file.

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

An application can be checked for errors via the **Check Application** button on the **Forms** tab of the **Manage Workspace** page. The button is active if the set of forms in the workspace matches those required in the application package. If you receive a **Cross-Form Errors** message after clicking the **Check Application** button, refer to the Cross-Form Errors help article for more detailed information about this validation error.

Note on File Names and File Types: Grants.gov **only** permits the use of **certain specific** characters in the file names of attachments. Valid file names may include **only** the characters shown in the table below. Grants.gov rejects any application that includes an attachment(s) with a file name that contains **any** characters not shown in the table below. Grants.gov forwards successfully submitted applications to the OJP Grants Management System (GMS).

Characters
Upper case (A – Z)
Lower case (a – z)
Underscore (_)
Hyphen (-)
Space
Period (.)

Special Characters	Special Characters	Special Characters
Parenthesis ()	Curly braces { }	Square brackets []
Ampersand (&)*	Tilde (~)	Exclamation point (!)
Comma (,)	Semicolon (;)	Apostrophe (')
At sign (@)	Number sign (#)	Dollar sign (\$)
Percent sign (%)	Plus sign (+)	Equal sign (=)

***When using the ampersand (&) in XML, applicants must use the “&” format.**

GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

Unique Entity Identifier (DUNS Number) and System for Award Management (SAM)

Every applicant entity must comply with all applicable SAM and unique entity identifier (currently, a DUNS number) requirements. SAM is the repository for certain standard information about federal financial assistance applicants, recipients, and subrecipients. A DUNS number is a unique nine-digit identification number provided by the commercial company Dun and Bradstreet. More detailed information about SAM and the DUNS number is in the numbered sections below.

If an applicant entity has not fully complied with the applicable SAM and unique identifier requirements by the time OJP makes award decisions, OJP may determine that the applicant is not qualified to receive an award and may use that determination as a basis for making the award to a different applicant.

Registration and Submission Steps

- 1. Acquire a unique entity identifier (currently, a DUNS number).** The Office of Management and Budget requires every applicant for a federal award (other than an individual) to include a "unique entity identifier" in each application, including an application for a supplemental award. Currently, a DUNS number is the required unique entity identifier.

This unique entity identifier is used for tracking purposes, and to validate address and point of contact information for applicants, recipients, and subrecipients. It will be used throughout the life cycle of an OJP award. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at <https://www.dnb.com/>. A DUNS number is usually received within 2 business days.

- 2. Acquire registration with SAM.** Any applicant for an OJP award creating a new entity registration (or updating or renewing a registration) in SAM.gov must submit an original, signed notarized letter appointing the authorized Entity Administrator within thirty (30) days of the registration activation. **Notarized letters must be submitted via U.S. Postal Service Mail.** Read the Alert at sam.gov/SAM/ to learn more about what is required in the notarized letter, and read the Frequently Asked Questions (FAQs) at www.gsa.gov/samupdate to learn more about this process change. All applicants for OJP awards (other than individuals) must maintain current registrations in the SAM database. Applicants will need the authorizing official of the organization and an Employer Identification Number (EIN). Information about SAM registration procedures can be accessed at sam.gov/SAM/.

An application cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. Once the SAM registration/renewal is complete, **the information transfer from SAM to Grants.gov can take as long as 48 hours.** OJP recommends that the applicant register or renew registration with SAM as early as possible.

- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. An applicant entity's "unique entity identifier" (DUNS number) must be used to complete this step. For more information about the registration process for organizations and other entities, go to <https://www.grants.gov/web/grants/applicants/organization-registration.html>.
- 4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. Note that an organization can have more than one AOR.
- 5. Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance ("CFDA") numbers for this solicitation are 16.838, titled "Comprehensive Opioid Abuse Program," and 16.754, titled "Harold Rogers Prescription Drug Monitoring Program," and the funding opportunity number is BJA-2019-15111.
- 6. Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application:

Category 1: Locally Driven Responses to the Opioid Epidemic. Competition ID: BJA-2019-15112.

Category 2: Statewide Implementation, Enhancement, and Evaluation Projects. Competition ID: BJA-2019-15090.

Category 3: Harold Rogers Prescription Drug Monitoring Program (PDMP) Implementation and Enhancement Projects. Competition ID: BJA-2019-15091.

7. **Access Funding Opportunity and Application Package from Grants.gov.** Select “Apply for Grants” under the “Applicants” column. Enter your email address to be notified of any changes to the opportunity package before the closing date. Click the Workspace icon to use Grants.gov Workspace.
8. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** To preview the application prior to (or after) submitting, go to the **View Application** tab in Workspace. For additional information, review the [View Application Tab](#) help article and [Attachments Tab](#) help article. Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application. The second will state whether the application has been validated and successfully submitted, or whether it has been rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received, and then receive a rejection notice a few minutes or hours later. Submitting an application well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges each applicant to submit its application **at least 72 hours prior** to the application due date, to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification. Applications must be successfully submitted through Grants.gov by 11:59 p.m. eastern time on June 5, 2019.

Go to <https://www.grants.gov/web/grants/applicants/organization-registration.html> for further details on DUNS numbers, SAM, and Grants.gov registration steps and timeframes.

Note: Application Versions

If an applicant submits multiple versions of the same application, OJP will review **only** the most recent system-validated version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must contact the Grants.gov Customer Support Hotline at <https://www.grants.gov/web/grants/support.html> or the SAM Help Desk (Federal Service Desk) at <https://www.fsd.gov/fsd-gov/home.do> to report the technical issue and receive a tracking number. The applicant must email the contact identified in the Contact Information section on the title page **within 24 hours after the application deadline** to request approval to submit its application after the deadline. The applicant's email must describe the technical difficulties, and must include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s).

Note: OJP does not automatically approve requests to submit a late application. After OJP reviews the applicant's request, and contacts the Grants.gov or SAM Help Desks to verify the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the untimely application submission was due to the applicant's failure to follow all required procedures, OJP will deny the applicant's request to submit its application.

The following conditions generally are insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
- Failure to follow Grants.gov instructions on how to register and apply as posted on its website
- Failure to follow each instruction in the OJP solicitation
- Technical issues with the applicant's computer or information technology environment, such as issues with firewalls or browser incompatibility.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

E. Application Review Information

Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria. The following six criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criterion. For example, the first criterion, "Statement of the Problem," is worth 15 percent of the entire score in the application review process

1. Statement of the Problem (15 percent)

All applicants

- Clearly identify the community, state, or region that is included in the proposed program.
- Provide information that documents the impact of the opioid epidemic within the proposed service area.
- Identify the applicant agency.
- Identify existing strategic plans relevant to the program and areas of opportunities.
- Explain the inability to fund the proposed program without federal assistance and describe any existing funding or resources that are being leveraged to support the proposed program.

Category 1: Locally Driven Responses to the Opioid Epidemic

- Identify whether the application is for Subcategory 1a, 1b, or 1c.
- Using the Sequential Intercept Model as the framework, describe the existing services and the service gaps. If diversion programs currently exist, describe these in detail.

Category 2: Statewide Implementation, Enhancement, and Evaluation Projects

- Identify whether the application is for Subcategory 2a, 2b, or 2c.
- Identify the number of sites selected and describe the sites.
- Indicate whether your state is currently a CDC Prevention for States grantee or a current SAMHSA grantee under the Targeted Capacity Expansion: Medication Assisted Treatment – Prescription Drug and Opioid Addiction grant or the Grants to Prevent Prescription Drug/Opioid Overdose-Related Deaths program. If your state is

a current grantee, please indicate how the proposed project will be integrated with the other grant(s).

Category 3: Harold Rogers PDMP Grant Projects – Implementation Applicants

Applicants working to **initiate** or complete implementation of a new PDMP program should:

- Describe the impact that the abuse and diversion of controlled substances is having on your state. Provide data to support your discussion.
- Discuss the efforts that have been taken to implement the system and in which department or agency the project is to be housed.
- Indicate how many personnel are required to staff operations of the PDMP. If funds will be used to provide additional PDMP personnel, indicate the percentage increase of total staff in addition to detailing how additional positions will contribute to meeting the overall objectives of the project.
- State how many prescribers and dispensers there are in the state, and any problems they anticipate in implementing a full scale project pilot.

Category 3: Harold Rogers PDMP Grant Projects – Enhancement Applicants

Applicants seeking to **enhance** an operational program should:

- Describe the impact that the abuse and diversion of controlled substances is having on your state. Provide data to support your discussion.
- State the total number of prescribers in the past year who have prescribed a controlled substance.
- State the total number of prescribers in the past year who have prescribed a controlled substance, including the percentage of those prescribers who are registered with the state PDMP.
- State the percentage of prescribers who have prescribed a controlled substance in the past month who have checked the PDMP database.
- Describe any changes in the state (rules, regulations, legislative changes) in the last year that have impacted how the PDMP operates.
- Describe current training and registration efforts taken, to date.
- Describe the results of any completed program analysis or evaluation and the weaknesses of the current system.
- For applicants proposing to implement information sharing with other state PDMPs using the PMIX specifications, discuss the need for interstate data sharing; describe the current barriers in place to implement interstate data sharing; and discuss the efforts that have been taken to implement interstate data sharing.

2. Project Design and Implementation (35 percent)

All Applicants

Applicants should provide a description of how they will complete the required activities, including:

- Describe how the proposed project addresses the mandatory project components outlined on pages 5–10 and describe, in detail, how the project will be implemented.
- Describe which areas the proposed project will address (refer to the “Allowable Uses of Funds” sections on pages 6–10).
- Describe the deliverables to be produced.
- If applicable, describe how the applicant will address the priority considerations.

- If an evaluation is proposed, articulate how an in-depth evaluation of the subject will provide meaningful insights into solving local, state, or regional challenges while contributing to the national body of knowledge with respect to best practices.
- If the proposed project involves the delivery of medication-assisted treatment, please specify which forms of medication-assisted treatment will be provided and describe the coordination between in-custody and community-based treatment.
- If the proposed project involves supporting peer recovery services, describe the type of peer training offered (formal/informal); the type of training certification peers will possess; the peer supervision structure; and the manner in which peer support services will be evaluated and measured.
- If the proposed project involves serving children impacted by the opioid epidemic, describe the types of services to be provided.

Category 2: Statewide Implementation, Enhancement, and Evaluation Projects

- If proposing a Subcategory 2a project:
 - Describe the number of proposed implementation project sites.
 - Describe the needs of the particular sites selected and the reason these particular sites were selected.
 - State whether any of the proposed sites are current BJA COAP-funded sites. BJA prefers to fund implementation projects in sites that are not current BJA COAP-funded sites unless a strong justification is provided.
 - Describe how the state will support the selection of sites, assist with training the sites, collect performance data from the sites, provide ongoing training and technical assistance, and provide grant monitoring and oversight.
 - Describe how the state applicant agency will work with the sites to implement the project and develop the mandatory deliverables including an implementation manual and an annual summary of each project and the project accomplishments from each site.
- If proposing a Subcategory 2b project:
 - Describe the number of project sites that will be part of the proposed enhancement or evaluation and why these sites were selected.
 - Describe how the state will support the selection of sites and oversee the enhancement or evaluation project.
- If proposing a Subcategory 2c project:
 - Answer both Subcategory 2a and 2b questions above.

Category 3: Harold Rogers PDMP Implementation and Enhancement Projects

- Summarize the current strategy to reduce the abuse and diversion of pharmaceutical controlled substances, and how the proposal supports or expands upon it.
- Describe how the state's PDMP fits into existing state opioid strategies. Where relevant, identify the statutory authority and/or restrictions for the prescription drug monitoring database, the state agency that has been designated to carry out the legislative mandates, and how the applicant agency is positioned to implement the proposed activities.
- Applications that are proposing to implement information sharing with other state PDMPs must identify the authority (either through statute or regulation) that allows information sharing with other states and describe the agency's capacity and readiness to implement the activities required for information sharing. Describe how

the proposed technical solution used to support interstate data sharing is compliant with the PMIX National Architecture. For instance, if an interstate data-sharing hub has been certified as PMIX compliant, include this information.

- If applicable, describe how the applicant meets the priority considerations.

3. Capabilities and Competencies (25 percent)

All Applicants

- Describe the management structure and staffing, specifically identifying the key person (or people) responsible for carrying out program or project activities.
- Identify each partner agency that has demonstrated commitment to this effort via an interagency agreement or letter of support. Discuss any previous collaboration that occurred that will help to achieve the objectives. Explain existing partnership agreements.
- Provide letters of support or interagency agreements.
- Demonstrate the capability to implement the project successfully. Attach position descriptions for key personnel.
- Indicate each project objective, activity, expected completion date, and responsible person or organization in the attached project timeline.
- Describe any potential barriers to implementing the project and the strategies that will be used to overcome those barriers.
- If applicable, describe the roles and responsibilities of the research partner in the project.

Category 1: Locally Driven Responses to the Opioid Epidemic and Category 2: Statewide Implementation, Enhancement, and Evaluation Projects

- Describe who will serve as the project coordinator, the project coordinator's project-related duties, the amount of time this position will dedicate to the project per week, and which agency will house the project coordinator. If the project coordinator will be hired after the award, please provide a job description.
- Indicate a willingness to work closely with BJA's designated TTA provider(s), which were selected through a separate BJA COAP TTA program solicitation, as well as an evaluator who may conduct a site-specific or cross-site evaluation in future years.
- For applications involving a research component, describe the qualifications of the research partner and the prior experience of the researcher with action research, including prior work with drug monitoring and treatment agencies and other partners. The research partners should be experienced in several different data collection and analytic methods. It is preferable that they have several years of evaluation research experience.

4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5 percent)

All Applicants

- Describe who will be responsible for collecting and reporting the required performance measures and how data will be collected.
- List any additional performance metrics that will be used to assess the project's effectiveness and the process for collecting the information, including who will be responsible and how data will be collected.

- Discuss what data sources will be used and any legal, policy, or other barriers to gaining access to the data and how those barriers will be addressed.
- Identify the category of measures the best fits your project activities.

5. Impact/Outcomes, Evaluation, and Sustainment (10 percent)

All Applicants

- Identify the expected impact of the proposed initiatives, programs, projects, or strategies once implemented.
- Describe how performance will be documented, monitored, and evaluated. BJA expects that grantees should be able to report timely, complete, and accurate data in the required grant reports. Describe the data that are available and needed for the project. This should include a list of who collects and owns this information and their organizational commitment to finding a way to safely and appropriately share the information for the purposes of this project.
- Discuss how this effort will be financially sustained after federal funding ends, and the expected long-term results for the program or project. Describe the policies, statutes, and regulations that will need to be put in place to support and sustain service delivery, if any.

If an independent research partner is proposed:

- Address how the information will be disseminated among team members throughout the life of the project to promote greater knowledge and understanding about the value of research and evidence-based practice. Applicants may budget for dissemination activities in pursuit of these goals.
- Describe how research findings will be disseminated at the state or national level, including planned publications, briefs, and education outreach efforts. While outreach to the research or academic community may be proposed, BJA is particularly interested in outreach efforts geared to practitioners or policymakers.

6. Budget (10 percent)

All Applicants

- Submit a budget that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities) and includes the required meetings budgeted for each year. The budget narrative should generally demonstrate how the applicant will maximize cost effectiveness of grant expenditures. The budget narrative should demonstrate cost effectiveness in relation to potential alternatives and the objectives of the project.⁹
- Include an appropriate percent of the total grant award for research, data collection, performance measurement, and performance assessment. There is no minimum or maximum requirement regarding what constitutes an appropriate percent; however, the budget designated should be adequate to fund the activities outlined in the application. The budget narrative should explain how the amount dedicated to these activities is adequate to support the proposed activities.
- Where required, include appropriate funding for the project coordinator.

⁹ Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

- BJA anticipates one national meeting will occur during each year of the grant for which applicants must budget their travel. All applicants should budget for travel expenses (airfare, hotel, per diem, and group transportation) for a minimum of two staff to attend one face-to-face meeting each year of the life of the grant. Each meeting should be budgeted for 3 days each in Washington, D.C. The purpose of this travel may vary according to funding category and specific project objectives; however, BJA wants to ensure that all grantees have the opportunity to present their work and collaborate with their peers and other national and federal stakeholder groups. Category 2 applicants must require that all subrecipient sites budget to have a minimum of two staff attend the national meeting each year as well. In addition to budgeting for the national meeting, Category 3 applicants should also budget for at least two staff to attend a 2-day regional meeting held annually.
- If a project proposes teleservices:
 - No more than 10 percent of the total proposed budget may be used to purchase and maintain web-based services and electronic applications that can be accessed from computers, tablets, and/or smart phone devices that are designed to enhance or support treatment and recovery support services (e.g., apps for self-management through reminders and educational prompts).
 - No more than 10 percent of the total proposed budget may be used to purchase or lease devices that allow for the remote monitoring of offenders (e.g., applications or services that remotely monitor the location of an individual or monitor substance use remotely).
 - No more than 20 percent of the total proposed budget may be used to support remote, secure, and private two-way, real-time, interactive audio and video connections between the supervision officer and the client located at another location in the community. (See the previous note about budget restrictions associated with remote monitoring.)
 - No more than 30 percent of the proposed budget may be used to provide technology-assisted treatment and recovery support services to an incarcerated population.
- If an applicant proposes to fund recovery or transitional housing, no more than 30 percent of the total budget may be used for this purpose.
- If an applicant proposes to fund services to children impacted by the opioid epidemic, applicants should ensure that their budget clearly labels all costs used to support children/victim services and separate these costs from any other project expenses.

Category 1: Locally Driven Responses to the Opioid Epidemic

Applicants should ensure that they have abided by the budget restrictions associated with their subcategory based on the population size of the project site.

Category 2: Statewide Implementation, Enhancement, and Evaluation Projects

Applicants should ensure that they have abided by the following budget restrictions associated with the number of proposed project sites.

Subcategory 2a

- In Subcategory 2a, if the state proposes to implement projects in three to five sites in the state, no more than \$400,000 may be retained by the state for administrative purposes and to support the mandatory deliverables. If the state proposes to implement projects in six or more sites in the state, no more than \$800,000 may be retained by the state for administrative purposes and to support the mandatory

deliverables. The remaining federal funds under Subcategory 2a must be passed through to the proposed project sites. States that have no county or local government-managed addiction service system may contract funds directly to providers at the community level.

Subcategory 2b

- In Subcategory 2b, no more than \$200,000 may be retained by the state for administrative purposes and to support the mandatory deliverables.

Subcategory 2c

- The budget restrictions for both 2a and 2b apply to the respective funding awards.

Review Process

OJP is committed to ensuring a fair and open process for making awards. BJA reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether an application meets basic minimum requirements and should proceed to further consideration, OJP screens applications for compliance with those requirements. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- The application must be submitted by an eligible type of applicant
- The application must request funding within programmatic funding constraints (if applicable)
- The application must be responsive to the scope of the solicitation
- The application must include all items designated as “critical elements”

For a list of the critical elements for this solicitation, see “What an Application Should Include” under [Section D. Application and Submission Information](#).

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. BJA may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation’s review criteria. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. Peer reviewers’ ratings and any resulting recommendations are advisory only, although reviewer views are considered carefully. Other important considerations for BJA include geographic diversity, strategic priorities (specifically including, but not limited to, demonstrable potential enhancement to public safety in one or more federally designated Qualified Opportunity Zones), and available funding, as well as the extent to which the Budget Detail Worksheet and Budget Narrative accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory

record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, [FAPIIS]).

Important note on FAPIIS: An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

The evaluation of risks goes beyond information in SAM, however. OJP itself has in place a framework for evaluating risks posed by applicants for competitive awards. OJP takes into account information pertinent to matters such as:

1. Applicant financial stability and fiscal integrity
2. Quality of the management systems of the applicant, and the applicant's ability to meet prescribed management standards, including those outlined in the DOJ Grants Financial Guide
3. Applicant's history of performance under OJP and other DOJ awards (including compliance with reporting requirements and award conditions), as well as awards from other federal agencies
4. Reports and findings from audits of the applicant, including audits under the Part 200 Uniform Requirements
5. Applicant's ability to comply with statutory and regulatory requirements, and to effectively implement other award requirements

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may take into account not only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

F. Federal Award Administration Information

Federal Award Notices

Award notifications will be made by September 30, 2019. OJP sends award notifications by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The email notification includes detailed instructions on how to access and view the award documents, and steps to take in GMS to start the award acceptance process. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date.

For each successful applicant, an individual with the necessary authority to bind the applicant will be required to log in; execute a set of legal certifications and a set of legal assurances; designate a financial point of contact; thoroughly review the award, including all award conditions; and sign and accept the award. The award acceptance process requires a physical signature on the award document by the authorized representative. The fully-executed award document must then be scanned and submitted to OJP.

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, as well as all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance). OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

Applicants should consult the [“Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards,”](#) available in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>. In addition, applicants should examine the following two legal documents, as each successful applicant must execute both documents before it may receive any award funds. (An applicant is not required to submit these documents as part of an application.)

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Certified Standard Assurances](#)

Awards under this solicitation will include a condition (the specific terms of which will govern the award) related to verification of employment eligibility. The condition will, generally speaking, require the recipient (and any subrecipient) that accepts the award to verify the employment eligibility of any individual hired under the award, consonant with 8 U.S.C. § 1324(a)(1).

Awards under this solicitation will include a condition (the specific terms of which will govern the award) related to competition requirements set forth at 2 C.F.R. § 200.319. The condition will, generally speaking, prohibit recipients (and any subrecipients) from procuring goods and services with award funds by means of any competition that disadvantages or excludes vendors on the basis of their having (or their having had) a prior or existing contractual relationship with the federal government.

The web pages accessible through the [“Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards”](#) are intended to give applicants for OJP awards a general overview of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants and cooperative agreements awarded in FY 2019. Individual OJP awards typically also will include additional award conditions. Those additional conditions may relate to the particular statute, program, or solicitation under which the award is made; to the substance of the funded application; to the recipient's performance under other federal awards; to the recipient's legal status (e.g., as a for-profit entity); or to other pertinent considerations.

As stated above, BJA expects to make any award under categories 1 and 2 in this solicitation in the form of a cooperative agreement. A cooperative agreement will include a condition in the award document that sets out the “substantial federal involvement” in carrying out the award and program. Generally speaking, under cooperative agreements with OJP, responsibility for the day-to-day conduct of the funded project rests with the recipient. OJP, however, may have substantial involvement in matters such as coordination efforts and site selection, as well as review and approval of work plans, research designs, data collection instruments, and major

project-generated materials. In addition, OJP often indicates in the award condition that it may redirect the project if necessary.

In addition to an award condition that sets out the nature of the anticipated “substantial federal involvement” in the award, cooperative agreements awarded by OJP include an award condition that requires specific reporting in connection with conferences, meetings, retreats, seminars, symposia, training activities, or similar events funded under the award.

General Information about Post-federal Award Reporting Requirements

In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit the following reports and data.

Required reports. Recipients typically must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

Awards that exceed \$500,000 will include an additional condition that, under specific circumstances, will require the recipient to report (to FAPIIS) information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either the OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Additional information on this reporting requirement appears in the text of the award condition posted on the OJP web site at <http://ojp.gov/funding/FAPIIS.htm>.

Data on performance measures. In addition to required reports, each award recipient also must provide data that measure the results of the work done under the award. To demonstrate program progress and success, as well as to assist DOJ in fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103–62, and the GPRA Modernization Act of 2010, Public Law 111–352, OJP will require any award recipient, post award, to provide performance data as part of regular progress reporting. Successful applicants will be required to access OJP’s performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see the title page.

For contact information for Grants.gov, see the title page.

H. Other Information

Freedom of Information Act and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)

All applications submitted to OJP (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. By law, DOJ may withhold information that is responsive to a request pursuant to FOIA if DOJ determines that the responsive information either is protected under the Privacy Act or falls within the scope of one of nine statutory exemptions under FOIA. DOJ cannot agree in advance of a request pursuant to FOIA not to release some or all portions of an application.

In its review of records that are responsive to a FOIA request, OJP will withhold information in those records that plainly falls within the scope of the Privacy Act or one of the statutory exemptions under FOIA. (Some examples include certain types of information in budgets, and names and contact information for project staff other than certain key personnel.) In appropriate circumstances, OJP will request the views of the applicant/recipient that submitted a responsive document.

For example, if OJP receives a request pursuant to FOIA for an application submitted by a nonprofit or for-profit organization or an institution of higher education, or for an application that involves research, OJP typically will contact the applicant/recipient that submitted the application and ask it to identify—quite precisely—any particular information in the application that applicant/recipient believes falls under a FOIA exemption, the specific exemption it believes applies, and why. After considering the submission by the applicant/recipient, OJP makes an independent assessment regarding withholding information. OJP generally follows a similar process for requests pursuant to FOIA for applications that may contain law-enforcement sensitive information.

Provide Feedback to OJP

To assist OJP in improving its application and award processes, OJP encourages applicants to provide feedback on this solicitation, the application submission process, and/or the application review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This email is for feedback and suggestions only. OJP does **not** reply from this mailbox to messages it receives in this mailbox. Any prospective applicant that has specific questions on any program or technical aspect of the solicitation **must** use the appropriate telephone number or email listed on the front of this document to obtain information. These contacts are provided to help ensure that prospective applicants can directly reach an individual who can address specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your résumé to ojpprsupport@usdoj.gov. (Do not send your résumé to the OJP Solicitation Feedback email account.) **Note:** Neither you nor anyone else from your organization or entity can be a peer reviewer in a competition in which you or your organization/entity has submitted an application.

Appendix A: Application Checklist

FY 2019 Comprehensive Opioid Abuse Site-based Program

This application checklist has been created to assist in developing an application.

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- Acquire a DUNS Number (see page 32)
- Acquire or renew registration with SAM (see page 33)

To Register with Grants.gov:

- Acquire AOR and Grants.gov username/password (see page 33)
- Acquire AOR confirmation from the E-Biz POC (see page 33)

To Find Funding Opportunity:

- Search for the Funding Opportunity on Grants.gov (see page 33)
- Select the correct Competition ID (see page 33)
- Access Funding Opportunity and Application Package (see page 34)
- Sign up for Grants.gov email [notifications](#) (optional) (see page 31)
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm (see page 16)

After application submission, receive Grants.gov email notifications that:

- (1) application has been received,
- (2) application has either been successfully validated or rejected with errors

If no Grants.gov receipt, and validation or error notifications are received:

- Contact the NCJRS Response Center regarding experiencing technical difficulties

Overview of Post-Award Legal Requirements:

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)" in the OJP Funding Resource Center.

Funding Amounts:

- The federal amount requested is within the allowable limits and not to exceed the allowable amounts which are as follows:

Category 1: Locally Driven Responses to the Opioid Epidemic

- Subcategory 1a – Projects to be implemented in an urban area or large county with a population greater than 500,000 may request up to \$1,200,000 for the entire grant period.
- Subcategory 1b – Projects to be implemented in a suburban area or medium-size county with a population between 100,000 and 500,000 may request up to \$900,000 for the entire grant period.
- Subcategory 1c – Projects to be implemented in a rural area or small county with a population of fewer than 100,000 or a federally recognized Indian tribe may request up to \$600,000 for the entire grant period.

Category 2: Statewide Implementation, Enhancement, and Evaluation Projects

- _____ Subcategory 2a – Projects to be implemented in 3 to 5 sites may request up to \$3,000,000 for the entire grant period. Projects to be implemented in 6 or more sites may request up to \$5,000,000 for the entire grant period.
- _____ Subcategory 2b – Projects to be implemented in 3 or more sites may request up to \$1,500,000 for the entire grant period.
- _____ Subcategories 2c – Projects that propose to implement Subcategory 2a and 2b activities may request up to \$6,500,000 for the entire grant period.

Category 3: Harold Rogers PDMP Implementation and Enhancement Projects

- _____ Projects may request up to \$2,000,000 for the entire grant period.

Note, the total federal amount requested for all years should be the same amount as listed on the SF-424.

Eligibility Requirement: See title page.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 17)
- _____ *Project Abstract (including affirmation of evidence-based program features and total budget amount) (see page 18)
- _____ *Program Narrative (see page 19)
- _____ *Budget Detail Worksheet and *Budget Narrative (see page 21)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 24)
- _____ Tribal Authorizing Resolution (if applicable) (see page 25)
- _____ Financial Management and System of Internal Controls Questionnaire (see page 25)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 26)
- _____ Applicant Disclosure of Pending Applications (see page 26)
- _____ Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see page 27)

Additional Attachments

- _____ Required Statutory Certifications (see page 30)
- _____ *Project Timeline (Required) (see page 28)
- _____ Letters of Support or Interagency Agreements (see page 28)
- _____ Position Descriptions (Categories 1 and 2)
Provide a job description for the project coordinator, who dedicates a portion of their time beyond their normal job duties to manage the day-to-day operations of the initiative during the planning and implementation phases. No less than 50 percent of the project coordinator's time should be spent on BJA-funded project activities.
- _____ Applicant Disclosure of Proposed Sub-recipients (see page 28)
- _____ Research and Evaluation Independence and Integrity, if required (see page 29)
- _____ Request and Justification for Employee Compensation; Waiver (if applicable) (see page 15)
- _____ Documentation of Anticipated Benefit to federally designated Qualified Opportunit Zones (if applicable) (see page 31)

*These elements are the basic minimum requirements for applications. Applications that do not include these elements shall neither proceed to peer review nor receive further consideration by BJA.