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## BJA FY 21 Comprehensive Opioid, Stimulant, and Substance Abuse Program Training and Technical Assistance Program - Logistics

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### Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding to support various training and technical assistance providers and comprehensive strategies in response to the growing addiction crisis that continues to impact our nation's families and communities. This program furthers the Department's mission by providing resources to state, local, and tribal governments to intervene with persons with substance use disorders.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants for the preparation and submission to OJP of applications for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

### Solicitation Categories

This solicitation does not include Solicitation Categories.

### Eligible Applicants:

Other

### Other

See Eligibility Section

BJA may elect to fund applications submitted under this FY 2021 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

## Contact Information

For technical assistance with submitting the **SF-424 and SF- LLL** in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at [Grants.gov customer support webpage](#), or email at [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov). The JustGrants Service Desk operates 5 a.m. to 9 p.m. eastern time, Monday-Friday, and 9 a.m. to 5 p.m. Saturday, Sunday, and federal holidays.

An applicant that experiences unforeseen Grants.gov or JustGrants technical issues beyond its control that prevent it from submitting its application by the deadline must email the National Criminal Justice Reference Service Response Center (Response Center) at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) **within 24 hours after the application deadline** to request approval to submit its application after the deadline.

For assistance with any other requirements of this solicitation, contact the Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only) or by email at [grants@ncjrs.gov](mailto:grants@ncjrs.gov). Response Center hours of operation are 10 a.m. to 6 p.m. eastern time Monday through Friday, and 10 a.m. to 8 p.m. eastern time on the solicitation close date.

### **Submission Information**

In FY 2021, applications will be submitted to DOJ in a **NEW** two-step process.

**Step 1:** Applicants will submit an **SF-424** and an **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, applicants will need to obtain a Data Universal Numbering System (DUNS) and System for Award Management (SAM) registration or renewal.

**Step 2:** Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov).

To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

OJP encourages applicants to review, the "How to Apply" section in the [OJP Grant Application Resource Guide](#).

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# Program Description

## Overview

The Department of Justice is committed to advancing work that promotes civil rights, increases access to justice, supports crime victims, protects the public from crime and evolving threats, and builds trust between law enforcement and the community. Signed into law on July 22, 2016, the Comprehensive Addiction and Recovery Act (CARA) establishes a comprehensive, coordinated, and balanced strategy to address opioid, stimulant, and substance abuse through enhanced grant programs that expand prevention and education efforts while also promoting treatment and recovery. The purpose of this program is to identify one provider to support a collaborative team and coordinate training and technical assistance (TTA) for state, tribal, and local criminal justice and substance abuse treatment agencies and their partner agencies for more than 400 Comprehensive Opioid, Stimulant, and Substance Abuse Program (COSSAP) site-based programs. TTA may also be delivered to other entities needing such support. This TTA program is designed to complement the site-based competitive solicitation.

## Statutory Authority

34 USC 10701; Public Law 116-260, 134 Stat. 1182, 1259. Any awards under this solicitation would be made under statutory authority provided by a full-year appropriations act for FY 2021.

## Specific Information

BJA is seeking a TTA provider to support the infrastructure and logistics of the COSSAP Network TTA initiative (comprised of several TTA providers), including providing all of the logistical support associated with online and in-person training, data collection, national events, resource center, website management, and publications. The collaborative team will assume the lead for all subject matter specific content and the selected logistics provider will deliver the content, coordinate onsite training and technical assistance, coordinate national meetings, and disseminate written newsletters and publications.

## Goals, Objectives, Deliverables, and Timeline

### Goals

The goal of the Comprehensive Opioid, Stimulant, and Substance Abuse Logistics Training and Technical Assistance Program is to support more than 400 site-based and state grantees to reduce opioid, stimulant, and other substance misuse as well as support overdose fatality initiatives and public safety and public health collaborations to support rural jurisdictions.

### Objectives

The objectives of the Comprehensive Opioid, Stimulant, and Substance Abuse Logistics Training and Technical Assistance Program are to:

- Coordinate services for a collaborative of up to six COSSAP TTA providers to identify and provide training and/or technical assistance to address a wide range of substance misuse issues.
- Aggregate national data and engage proactively with current and future COSSAP grantees to assess progress, address challenges, and identify sustainable solutions.
- Maintain the COSSAP Resources [website](#) and develop communication strategies to improve national awareness and knowledge of best practices for responding to opioid, stimulant, and prescription drug misuse, implementing diversion and alternatives to incarceration programs, and reducing the number of overdose fatalities.
- Facilitate quarterly collaborative discussions with partners and support comprehensive cross-system planning and collaboration among officials who work in law enforcement, pretrial services, courts, probation and parole, child welfare, reentry, prescription drug monitoring programs (PDMPs), emergency medical services and healthcare providers, and agencies that provide substance misuse treatment and recovery support services.
- Collect, maintain, and disseminate information about effective policies, programmatic practices, and trends relevant to COSSAP grantees, stakeholders, and policy makers.
- Work with states and national partners (including federal agencies) to increase utilization and improve the benefits derived from PDMPs.
- Communicate regularly with BJA staff to assess the impact of services on program goals and review the progress of the COSSAP grantees.
- Establish clear protocols for BJA review and approval of projects affecting program services and goals.
- Ensure the COSSAP resources content is relevant and frequently updated to reflect scientific, evidence-based principles and Administration priorities. This should include curricula, website content, and other related work products.

## Deliverables

With guidance, direction, and approval from BJA, the provider will:

- Provide the logistical support to produce webinars, podcasts, and other distance learning opportunities. Applicants should plan to provide logistical support for up to 80 distance learning events per year for each year of the grant. The selected TTA provider will be responsible for advertising the distance learning events, managing registration and sending event reminders, recording distance learning events, conducting post-event evaluations with attendees, and summarizing event evaluations. In addition, the selected provider should plan to produce up to 10 podcasts per year for each year of the grant.
- Produce and electronically distribute a quarterly update for all COSSAP Collaborative TTA efforts. The quarterly update should include, at a minimum, a listing of upcoming conferences and training events, summaries of articles and work products for topics relevant to COSSAP grantees, and updates regarding COSSAP TTA data analysis.
- Coordinate annual applicant webinars, stakeholder briefings, and new grantee orientation calls for all COSSAP programming.
- Collect, distribute, and maintain project-specific communication, articles of interest, reports, and other information relevant to COSSAP Collaborative TTA providers.
- Coordinate COSSAP Collaborative TTA conference calls, including preparing agendas and briefing materials, and developing and distributing meeting summaries. These calls are expected to occur quarterly.
- Assist in editing all COSSAP TTA reports and publications to reduce duplication and ensure they are error free.
- Work collaboratively with TTA providers to ensure projects are planned and implemented to avoid overlap and duplicative efforts.
- Coordinate and collaborate with BJA and other TTA providers to establish a protocol for collecting appropriate performance measures data from COSSAP site-based grantees in order to determine the effectiveness of the policies and programs implemented with COSSAP TTA and site-based funding.
- Coordinate and collaborate with BJA and other TTA providers to produce an annual report summarizing performance data from the COSSAP site-based grantees.
- Maintain the online COSSAP Resource Center [website](#) where all TTA services and other relevant resources are made available to COSSAP grantees and the broader stakeholder community. The website should include information on COSSAP publications, activities, and resources.
- Ensure that the online website resources include a data dashboard, up-to-date data visualization maps, and related utilities highlighting the work and best practices of COSSAP grantees.
- Manage the logistics associated with the various virtual and in-person COSSAP grantee meetings. This includes working with BJA staff to identify the methodology, venue for meetings, submitting meeting approval requests, working with other TTA providers to establish an agenda, managing virtual meetings or in person logistics, and speaker and attendee reimbursement (where applicable), producing meeting materials, writing brief meeting summaries, and completing post-conference meeting evaluations. Applicants must budget for the logistical support associated with the following events:
  - An annual national training event for up to 1000 participants, including COSSAP grantees, nongrantees, federal officials, and others interested from national organizations. Expenses for up to 20 speakers should be budgeted.
  - One symposium on a topic to be determined by BJA. Expenses for up to 10 speakers should be budgeted.
  - The selected logistics TTA provider should develop contingencies to produce some or all in-person events as virtual events to account for public health and/or travel restrictions. Moreover, virtual events are often the only option for some small or rural jurisdictions due to budgetary or geographic limitations.
- In coordination with the Centers for Disease Control and BJA, provide direct TTA to enhance efforts to build public health and public safety partnerships to address opioid, stimulant, and substance use in rural jurisdictions. Applicants must budget for support to include:
  - Providing TTA coordination support to existing rural demonstration sites ( <https://rural.cossapresources.org/Sites>) continuing operation into FY 2022.
  - Maintaining and developing new resources (publications, briefs, web content) to support all rural jurisdictions seeking to enhance public health and public safety partnerships, which will include maintaining the COSSAP rural resources at: <https://rural.cossapresources.org/>.

- Providing remote TTA opportunities for rural jurisdictions such as webinars, regional coordination virtual meetings, and ad hoc TTA as needed.
- Providing intensive TTA for up to 10 rural jurisdictions to include onsite TTA and working with appropriate subject matter experts as needed.
- Providing subawards for up to 10 sites for rural demonstration work. The application should budget for \$50,000 per subaward.
- Planning for a rural track at the annual national training event mentioned above with workshops focused specifically on supporting rural jurisdictions.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under the Application and Submission Information section.

## **Evidence-Based Programs or Practices**

OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

## **Information Regarding Potential Evaluation of Programs and Activities**

OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

## **Federal Award Information**

### **Awards, Amounts and Durations**

#### **Anticipated Number of Awards**

1

#### **Anticipated Maximum Dollar Amount of Awards**

\$8,000,000.00

#### **Period of Performance Start Date**

10/1/21 12:00 AM

#### **Period of Performance Duration (Months)**

24

#### **Anticipated Total Amount to be Awarded Under Solicitation**

\$8,000,000.00

## **Continuation Funding Intent**

BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and progress of award funded work, when making continuation award decisions.

## **Availability of Funds**

This solicitation, and awards (if any are made) under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

## **Types of Awards**

BJA expects to make awards under this solicitation as cooperative agreements, which provide for OJP to have substantial involvement in carrying out award activities. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#).

## **Financial Management and System of Internal Controls**

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and

program management. 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. See [OJP Grant Application Resource Guide](#) for additional information.

## **Budget Information**

### **Cost Sharing or Matching Requirement**

This solicitation does not require a match.

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

See the [OJP Grant Application Resource Guide](#) information on Pre-agreement Costs (also known as Pre-award Costs).

### **Limitation on Use of Award Funds for Employee Compensation: Waiver**

See the [OJP Grant Application Resource Guide](#) information on Limitation on Use of Award Funds for Employee Compensation; Waiver.

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

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

### **Costs Associated with Language Assistance (if applicable)**

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

## **Eligibility Information**

- Nonprofit organizations having a 501(c)(3) status with the IRS, other than institutions of higher education
- Public and state controlled institutions of higher education
- Private institutions of higher education
- For-profit organizations other than small businesses

To advance Executive Order 13929 Safe Policing for Safe Communities, as of October 28, 2020, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be allocated FY 2021 DOJ discretionary grant funding, as either a recipient or a subrecipient. For detailed information on this new certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO>.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

BJA may elect to fund applications submitted under this FY 2021 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

## **Application and Submission Information**

The following application elements MUST be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding:

- Proposal Abstract,
- Proposal Narrative,
- Budget Worksheet and Budget Narrative (web-based form)

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements or that is nonresponsive to the scope of the solicitation.

### **Information to Complete the Application for Federal Assistance (SF-424)**

The SF-424 will be submitted in Grants.gov. The SF-424 is a required standard form used as a cover sheet for submission



of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

In Section F of the SF-424, please include the name and contact information of the individual who will complete application materials in JustGrants. JustGrants will use this information (email address) to assign the application to this user in JustGrants.

**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.”)

### **Standard Applicant Information (JustGrants 424 and General Agency Information)**

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. Applicants will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, applicants will need to: add zip codes for areas affected by the project; confirm their Authorized Representative; and verify the organization's legal name and address.

### **Proposal Abstract**

A proposal abstract (no more than 400 words) summarizing the proposed project including primary activities, products and deliverables, the service area, and who will benefit from the proposed project, will be completed in the JustGrants Web-based form.

### **Proposal Narrative**

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point Times New Roman font; have no less than 1-inch margins; and should not exceed 15 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, BJA may negatively consider such noncompliance in peer review and in final award decisions. The following sections must be included as part of the proposal narrative:

#### **a. Description of the Issue**

Describe why this project/these proposed activities are necessary (significance/value) and/or address a need and include supporting information.

#### **b. Project Design and Implementation**

Describe the strategy to address the needs identified in the Description of the Issue. List the proposed program activities and describe how they relate to the stated objectives. Activities are the specific actions to be undertaken to fulfill the program objectives and reach the program goal(s). Provide a detailed description of the method(s) to be used to carry out each activity. Provide a timetable indicating roughly when activities or program milestones are to be accomplished.

#### **c. Capabilities and Competencies**

Describe the capabilities and competencies to accomplish the goals and objectives of the project.

#### **d. Plan for Collecting the Data Required for this Solicitation's Performance Measures**

Describe the process for measuring project performance. Identify who will collect the data, who is responsible for performance measurements, and how the information will be used to guide and evaluate the impact of the project. Describe the process to accurately report data.

Note: Applicants are **not** required to submit performance data with the application. Rather, 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.

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under “Goals, Objectives, and Deliverables.”

A list of performance measure questions for this program can be found in that section.

Applicants can also visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

Award recipients will be required to submit performance measure data in the BJA TTA Reporting Portal and/or JustGrants. Examples of the performance measures questionnaire can be found at: [https://bjatta.bja.ojp.gov/sites/default/files/interest\\_groups/TTA%20Reporting%20Portal%20Data%20Dictionary\\_0.pdf](https://bjatta.bja.ojp.gov/sites/default/files/interest_groups/TTA%20Reporting%20Portal%20Data%20Dictionary_0.pdf). Further guidance on the post-award submission process will be provided, if selected for award.

#### **Note on Project Evaluations**

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance under "Note on Project Evaluations" in the [OJP Grant Application Resource Guide](#).

#### **Goals, Objectives, Deliverables, and Timeline**

Applicants will submit the program goals, objectives, deliverables, and timelines in the JustGrants web-based form. See the [OJP Grant Application Resource Guide](#) for additional information.

#### **Budget and Associated Documentation**

##### **Budget Worksheet and Budget Narrative (Web-based Form)**

Applicants will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information.

##### **Indirect Cost Rate Agreement (if applicable)**

Applicants will submit their indirect cost rate agreement by uploading the agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

##### **Financial Management Questionnaire (including applicant disclosure of high-risk status)**

Applicants will download the questionnaire in JustGrants and submit by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

##### **Disclosure of Process Related to Executive Compensation**

If applicable, applicants will submit a description of the process used to determine compensation by uploading the document as an attachment in JustGrants. See the "Application Attachments" section of the [OJP Grant Application Resource Guide](#) for information.

#### **Additional Application Components**

Applicants will attach the additional requested documentation in JustGrants.

##### **Tribal Authorizing Resolution**

If applicable, applicants will submit the Tribal Authorizing Resolution by uploading the resolution as an attachment in JustGrants. An application in response to this solicitation may require inclusion of information related to a tribal authorizing resolution as an attachment. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

##### **Research and Evaluation Independence and Integrity Statement**

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. Applicants will submit a description of their research and evaluation independence and integrity by uploading the document as an attachment in JustGrants. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

#### **Disclosures and Assurances**

Applicants will complete the following disclosures and assurances.

##### **Disclosure of Lobbying Activities**

Applicants will complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

##### **DOJ Certified Standard Assurances**

See the DOJ Certified Standard Assurances in the [OJP Grant Application Resource Guide](#).

### **Applicant Disclosure of Duplication in Cost Items**

Applicants will complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

### **DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements**

Applicants will review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements. See [OJP Grant Application Resource Guide](#).

### **Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)**

If applicable, applicants will submit as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information. 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.

### **How to Apply**

Applicants will submit an **SF-424** and an **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://justgrants.usdoj.gov).

For additional information, see the “How to Apply” section in the [OJP Grant Application Resource Guide](#).

### **Submission Dates and Time**

The **SF-424** and the **SF-LLL** will be submitted in Grants.gov by June 14, 2021 at 11:59 pm EST. 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.

The **full application** will be submitted in JustGrants on June 28, 2021 at 11:59 pm EST.

To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

## **Application Review Information**

### **Review Criteria**

#### **a. Merit Review Criteria**

Applications that meet basic minimum requirements will be evaluated by peer reviewers. Applications will be evaluated on how the proposed project/program addresses the following criteria:

1. Statement of the Problem/Description of the Issue (10%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (35%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (35%) - evaluate administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (10%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

#### **b. Other Review Criteria/Factors**

Other important considerations for BJA include geographic diversity, strategic priorities, available funding, past performance, and the extent to which the Budget Worksheet and Budget Narrative (web-based form) accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

## Review Process

Applications submitted under this solicitation that meet basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the stated review criteria above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting peer review. 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 necessary to meet the basic minimum requirements.

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, 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.

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's recommendations, but also other factors as indicated in this section.

## Federal Award Administration Information

### Federal Award Notices

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

### 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, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance).

For additional information on these legal requirements, see the "Administrative, National Policy, and Other Legal Requirements" section in the [OJP Grant Application Resource Guide](#).

### Information Technology (IT) Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for information on information technology security.

### General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the Program Description section, any recipient of an award under this solicitation will be required to submit certain reports and data.

**Required reports.** Recipients typically must submit quarterly financial reports, 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.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data.

## Federal Awarding Agency Contact(s)

For OJP contact(s), see solicitation cover page.

For contact information for Grants.gov and JustGrants, see solicitation cover page.

## Other Information

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

See the [OJP Grant Application Resource Guide](#) for information on Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).

### Provide Feedback to OJP

See the [OJP Grant Application Resource Guide](#) for information on how to provide feedback to OJP.

## Performance Measures

Award recipients will be required to submit performance measure data in the BJA TTA Reporting Portal and/or JustGrants. Examples of the performance measures questionnaire can be found at:

[https://bjatta.bja.ojp.gov/sites/default/files/interest\\_groups/TTA%20Reporting%20Portal%20Data%20Dictionary\\_0.pdf](https://bjatta.bja.ojp.gov/sites/default/files/interest_groups/TTA%20Reporting%20Portal%20Data%20Dictionary_0.pdf).

Further guidance on the post-award submission process will be provided, if selected for award.

## Application Checklist

### Comprehensive Opioid, Stimulant, and Substance Abuse Training and Technical Assistance Program – Logistics

This application checklist has been created as an aid in developing an application.

#### What an Applicant Must Do:

*Prior to Registering in Grants.gov:*

- Acquire a DUNS Number (see [OJP Grant Application Resource Guide](#))
- Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

*To Register with Grants.gov:*

- Acquire AOR and Grants.gov username/password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Biz POC (see [OJP Grant Application Resource Guide](#))

*To Find Funding Opportunity:*

- Search for the Funding Opportunity on Grants.gov
- Access Funding Opportunity and Application Package (see [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, reporting available at [oip.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](https://oip.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm) (see [OJP Grant Application Resource Guide](#))

*Overview of Post-Award Legal Requirements:*

- Review the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2021 Awards](#)” in the [OJP Funding Resource Center](#).

*Scope Requirement:*

- The federal amount requested is within the allowable limit(s) of \$8,000,000

*Eligibility Requirement: See Eligibility Section*

- Submit **SF-424** and **SF-LLL** in Grants.gov

*After SF-424 and SF-LLL Submission in Grants.gov, Receive Grants.gov Email Notifications That:*

- Submission has been received in Grants.gov
- Submission has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

*If No Grants.gov Receipt, and Validation or Error Notifications are Received:*

- Contact the Response Center by telephone at 800–851–3420 or TTY: 301–240–6310 (hearing impaired only) or by email at [grants@ncjrs.gov](mailto:grants@ncjrs.gov). Response Center hours of operation are 10 a.m. to 6 p.m. eastern time Monday through Friday, and 10 a.m. to 8 p.m. eastern time on the solicitation close date.

*Receive email notification to complete application in JustGrants:*

- Complete Application in JustGrants

**Content of Application Submission:**

The following items are critical application elements required to pass Basic Minimum Requirements review. An application that OJP determines does not include the application elements that must be included in the application submission in order for the application to meet the basic minimum requirements, will neither proceed to peer review, nor receive further consideration.

- **Proposal Abstract**
- **Proposal Narrative**
- **Budget Worksheet and Budget Narrative (web-based form)**

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**Content of Application Submission**

- Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov
- Standard Applicant Information (SF-424 info from Grants.gov)

**Budget and Associated Documentation**

- Budget Worksheet and Budget Narrative (Web-based form)
- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation

**Additional Application Components**

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))

Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource](#)

[Guide](#))

#### Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (Pending Applications) (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurance (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification - DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

#### *Submit Application in JustGrants:*

- Application has been successfully submitted in JustGrants

#### *If No JustGrants Application Submission, Validation, or Error Notifications are Received:*

- Contact [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175 regarding technical difficulties