

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance



Harold Rogers Prescription Drug Monitoring Program (PDMP) FY 2020 Competitive Grant Solicitation

CFDA # 16.754

Grants.gov Solicitation Number: BJA-2020-17754

Solicitation Release Date: March 6, 2020

Application Deadline: 11:59 p.m. eastern time on May 5, 2020

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding under the Harold Rogers Prescription Drug Monitoring Program (PDMP). This program furthers the Department's mission by assisting state, local, and tribal efforts to break the cycle of drug addiction and violence by reducing the demand for, use, and the illegal trafficking of controlled substances.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. **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.**

Eligibility (Who may apply)

The following entities are eligible to apply:

- State governments and U.S. territories that have an enabling statute or regulation (pending or enacted) requiring the submission of controlled substance prescription data to an authorized state agency.
- Applicants within a state that does not have such an enabling statute 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 transfer 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.

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

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 at support@grants.gov. The Grants.gov Support Hotline operates 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 (Grants.gov) section in the [OJP Grant Application Resource Guide](#).

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.

Deadline Details

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 May 6, 2020.

To be considered punctual, 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.

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.

OJP encourages all applicants to read this Important Notice: Applying for Grants in Grants.gov.

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

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FY 2020 Harold Rogers Prescription Drug Monitoring Program (PDMP) (CFDA #16.754)

A. Program Description

Overview

The Harold Rogers Prescription Drug Monitoring Program (PDMP) enhances the capacity of regulatory and law enforcement agencies and public health officials to collect and analyze controlled substance prescription data and other scheduled chemical products through a centralized database administered by an authorized agency.

Statutory Authority: Awards under this solicitation will be made under the authority provided by the Consolidated Appropriations Act, 2020, (Pub. L. No. 116-93, 133 Stat 2317, 2409).

Program-specific Information

PDMPs help state and local governments to detect and prevent the diversion and abuse of pharmaceutically controlled substances such as opioids and other prescription drugs. The Harold Rogers PDMP strengthens states' and territories' ability to plan, implement, or enhance PDMPs by accommodating local decision-making based on state laws and preferences, while encouraging the replication of promising practices. In addition to supporting the implementation and enhancement of PDMPs, the program can support the Administration's priority of tracking prescribing across providers and states through the integration of PDMPs and Electronic Health Records (EHRs) and Health Information Exchanges (HIEs) which are essential to promoting safe and responsible prescribing, while also assuring appropriate pain care.

Objectives and Deliverables

Grant funds may be used to support a variety of PDMP implementation or enhancement activities that encourage the use of PDMPs to improve clinical decisionmaking and prevent the abuse and diversion of controlled substances.

Award recipients will be expected to ensure that their PDMP systems have the capacity to exchange data with other PDMP systems via RxCheck hub. Applicants that are not already actively connected to RxCheck hub may include the cost of connecting, if any, in their budget requests.

The Objectives and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under [What an Application Should Include](#).

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. 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

Applicants should note 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.”

B. Federal Award Information

Maximum number of awards BJA expects to make	14 awards
Estimated maximum dollar amount for each award	\$2,000,000
Period of performance start date	October 1, 2020
Period of performance duration	36 months

The total amount anticipated to be awarded under this solicitation is \$28,000,000.

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

Type of Award

BJA expects to make awards under this solicitation as grants. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for additional information.

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 Requirements¹ as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See [OJP Grant Application Resource Guide](#) for additional information.

Budget Information

Supplanting

Federal funds must be used to supplement existing funds for program activities and cannot replace, or supplant, nonfederal funds that have been appropriated for the same purpose.

Prohibited Uses

PDMP funds shall not be used for land acquisition or construction projects.

Cost Sharing or Match Requirement

This solicitation does not require a match.

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

- [Pre-agreement Costs \(also known as Pre-award Costs\)](#)
- [Limitation on Use of Award Funds for Employee Compensation; Waiver](#)

¹ 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.

- [Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)
- [Costs Associated with Language Assistance](#) (if applicable)

C. Eligibility Information

For eligibility information, see the [title page](#).

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

D. Application and Submission Information

What an Application Should Include

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: Program Narrative, Budget Detail Worksheet and Budget Narrative

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 of the specified elements or that is nonresponsive to the scope of the solicitation.

1. Application for Federal Assistance (Standard Form (SF)-424)

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.

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

Include an 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 Times New Roman font with 1-inch margins.

As a separate attachment, the project abstract will **not** count against the 20-page limit for the program narrative.

3. Program Narrative

The program narrative must respond to the solicitation and the Review Criteria. The program narrative must be double-spaced, using a standard 12-point Times New Roman font with 1-inch margins, and must not exceed 20 pages. Please number pages "1 of 20," "2 of 20," etc. If the program narrative fails to comply with these length-related restrictions, BJA may negatively consider such noncompliance in peer review and in final award decisions.

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

a. Description of the Issue

- Describe how the state's plan to implement or enhance the PDMP fits into existing state substance abuse prevention or intervention strategies.
- Provide any relevant data on prescription drug abuse rates in the applicant state, PDMP utilization data (if available), along with any other data that sheds light on the identified problem and how they may inform project objectives and performance targets.
- Describe the current status of electronic health record/health information exchange (EHR/HIE) integration, if applicable, in the applicant's state.
- 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

b. Project Design and Implementation

- Describe in detail the proposed deliverables. Address in detail how the applicant proposes to undertake and accomplish objectives and deliverables (see page 4).
- Describe any potential barriers to implementing the project and the strategies that will be used to overcome those barriers.
- Include of Timeline/Project Plan that identifies the major tasks and deliverables of the proposed project and who is responsible for each activity.

c. Capabilities and Competencies

- 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.
- Indicate each project objective, activity, expected completion date, and responsible person or organization in the attached project timeline.

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

- Describe who will be responsible for collecting and reporting the required performance measures and how data will be collected.
- 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 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.
- List any additional performance measures 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.

- 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. 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/>. Further information about performance measures can be found at <https://www.coapresources.org/Program/SiteGrants/Grantee/Management>. Applicants should review the information and be familiar with the data needed to be collected to fulfill the reporting requirements by examining the complete list of performance indicators here: [PDMP Performance Measures](#).

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.

e. **Budget**

- 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.
- 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 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. In addition to budgeting for the national meeting, applicants should also budget for at least two staff to attend a 2-day regional meeting held annually.

Note on Project Evaluations

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

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

4. [Budget Information and Associated Documentation](#) in the "Budget Preparation and Submission Information" section.
5. [Indirect Cost Rate Agreement](#)
6. [Financial Management and System of Internal Controls Questionnaire \(including applicant disclosure of high risk status\)](#)
7. [Disclosure of Lobbying Activities](#)
8. [Applicant Disclosure of Pending Applications](#)

- 9. [Applicant Disclosure and Justification – DOJ High Risk Grantees^{\[1\]}](#) (if applicable)
- 10. [Tribal Authorizing Resolution](#) (if applicable)
- 11. [Research and Evaluation Independence and Integrity](#)
- 12. [Disclosure of Process Related to Executive Compensation](#)

13. Additional Attachments

a. Time/Task Plan

Include a time/task plan that identifies the dates of the major tasks/activities of your PDMP program and expected dates of completion.

b. Letter Affirming Assurances and Relevant Legislation and Memorandum of Understanding or Inter-Local Agreement (if applicable)

c. Letters of Support

Include letters of support from relevant state and local law enforcement agencies and federal agencies.

Any letters of support must be part of the application package; no independent letters will be accepted after the application has been submitted.

d. List of Subrecipients and Procurement Contracts

Include a list of subrecipients and contracted services, based on the example below, which will be part of the project and will receive funding if the application is selected:

Applicant Legal Name	Application Number	First Name, Last Name	Subrecipient Organization Name	Subrecipient Organization City/State

SAMPLE

How To Apply (Grants.gov)

Applicants must register in and submit applications through [Grants.gov](#), a primary source to find federal funding opportunities and apply for funding. Find information on how to apply in response to this solicitation in the [OJP Grant Application Resource Guide](#).

Registration and Submission Steps

Applicants will need the following identifying information when searching for the funding opportunity on Grants.gov.

- 1. **CFDA #16.754 Harold Rogers Prescription Drug Monitoring Program (PDMP)**
- 2. **Funding Opportunity #BJA-2020-17754**

For information on each registration and submission step, see the [OJP Grant Application Resource Guide](#).

^[1] 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.

E. Application Review Information

Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

1. Description of the Issue (15 percent)

Identify the precise issue to be addressed by the project. Provide specific data for the jurisdiction(s) in question, including the nature and scope of the problem.

2. Project Design and Implementation (40 percent)

Fully describe how the project will achieve the stated objectives by providing a complete description of its design and proposed implementation. Applications must relate activities to the program's objectives and performance measures; include a comprehensive discussion of how the applicant will ensure coordination among all appropriate federal, state, local, and/or tribal law enforcement entities, including prosecutors, appropriate federal agencies, partner organizations (e.g., industry), and the general public; and include a comprehensive timeline that identifies milestones, numerically listed deliverables, and who is responsible for each activity (provide title and agency).

3. Capabilities and Competencies (25 percent)

Fully describe the applicant's capabilities and the competencies of the staff assigned to oversee the project. Applications must identify the personnel critical to the project's successful implementation and discuss their roles, responsibilities, and qualifications; and discuss the organizational capabilities or competencies that will directly inform the ability to successfully implement the proposed project.

4. Impact/Outcomes – Plan for Collecting the Data Required for this Solicitation's Performance Measures (10 percent)

Explain how the program's effectiveness will be demonstrated. Applications must describe how performance measure data will be collected, by whom, how the data will be stored, and how it will be assessed to measure the impact of proposed efforts; and describe how the performance data will be shared with customers and stakeholders.

6. Budget (10 percent)

Provide a proposed budget for the entire project period that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.² The funds awarded under this solicitation may not be used for land acquisition or construction projects, and may not be used to provide any security enhancements or any equipment to any nongovernmental entity that is not engaged in law enforcement or law enforcement support, criminal or juvenile justice, or delinquency prevention.

² 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.

Review Process

BJA reviews an application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation requirements. See the [OJP Grant Application Resource Guide](#) for information on the application.

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 nonpublic 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.

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

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

[Federal Award Notices](#)

[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](#)

General Information about [Post-Federal Award Reporting Requirements](#)

In addition to the deliverables identified 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.)

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

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see [page 2](#).

For contact information for GMS, see [page 2](#).

H. Other Information

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

- [Freedom of Information and Privacy Act \(5 U.S.C. 552 and 5 U.S.C. 552a\)](#)
- [Provide Feedback to OJP](#)

**Appendix A
Application Checklist
FY 2020 Harold Rogers
Prescription Drug Monitoring 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 [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 (see [OJP Grant Application Resource Guide](#))
- 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, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](#) (see [OJP Grant Application Resource Guide](#))

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 (see [OJP Grant Application Resource Guide](#))

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

- Contact NCJRS regarding technical difficulties (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 2020 Awards](#)" in the [OJP Funding Resource Center](#).

Scope Requirement:

- The federal amount requested does not exceed \$2,000,000.

Eligibility Requirement: See cover page.

What an Application Should Include:

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 consideration for funding.

- Project Narrative (see page 6)
- Budget Detail Worksheet and Narrative (see [OJP Grant Application Resource Guide](#))
- Application for Federal Assistance (SF-424) (see [OJP Grant Application Resource Guide](#))
- Project Abstract (see page 6)
- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Pending Applications (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation (see [OJP Grant Application Resource Guide](#))

Additional Attachments:

- Time/Task Plan (see page 9)
- Letter Affirming Assurances and Relevant Legislation and Memorandum of Understanding or Inter-Local Agreement (if applicable) (see page 9)
- Letters of Support (see page 9)
- List of Subrecipients and Procurement Contracts (see page 9)
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))