Academic-based Drug Field Testing and Training Initiative

March 13, 2020

This solicitation has been changed to reflect a correction on page 5 to the maximum amount anticipated to be awarded. Thank you for your attention to this update.

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

Academic-based Drug Field Testing and Training Initiative
FY 2020 Competitive Grant Solicitation

CFDA #16.032

Grants.gov Solicitation Number: BJA-2020-18052

Solicitation Release Date: March 9, 2020

Application Deadline: 11:59 p.m. eastern time on May 8, 2020

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) is seeking applications from accredited academic entities to establish a training pilot on rapidly testing drugs in the field. This program furthers the Department's mission by providing support to law enforcement in combatting crime.

This solicitation incorporates the OJP Grant Application Resource Guide by reference. It 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):
Eligible applicants are accredited universities of higher education. An applicant university must be fully accredited by one of the regional institutional accreditation agencies recognized by the U.S. Secretary of Education (see 34 U.S.C. 10251(a)(17)). Foreign governments, foreign organizations, and foreign colleges and universities are not eligible to apply.

Academic-based applicants must demonstrate experience working in a law enforcement training environment and with local governments, law enforcement agencies, forensic laboratories, prosecution entities, and criminal justice systems. Applicants must exhibit an understanding of such systems and organizations, their operations, organizational structures, cultures, and environments.

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 8, 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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ACADEMIC-BASED DRUG FIELD TESTING AND TRAINING INITIATIVE
CFDA # 16.032

A. Program Description

Overview

With this initiative, BJA seeks to address delays in forensic lab testing with the ultimate goal of reducing court backlogs for drug-related offenses.

Statutory Authority: Any 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, 2407).

Program-specific Information

Under this initiative, BJA will select an applicant to establish a pilot project to develop a national training model on current rapid identification technology and scientifically sound field collection and testing methods that can be used when drugs are discovered in the field. To be led by an accredited institution of higher learning, the training should incorporate evidence collection and testing technologies and methods that are reliable within state and local court systems.

Objectives and Deliverables

To establish and implement this training nationwide, BJA will make one award to address the following objectives:

- Create a pilot program to establish a training model led by an accredited institution of higher learning that can be used nationwide regarding rapid identification technology and methods which can be used when drugs are discovered in the field.

- Provide training to local law enforcement officers both on the methods of conducting rapid field testing to identify drugs encountered in the field as well as proper evidence collection techniques and storage measures.

The required deliverables are:

- Develop a BJA-approved training for local law enforcement officers that incorporates adult learning techniques, is interactive, and makes use of available training technologies. The training should focus on both the methods for conducting rapid field testing to identify drugs encountered in the field and proper evidence collection techniques and storage measures.

- Deliver the BJA-approved training to law enforcement officers nationwide in geographically diverse areas and to jurisdictions varying in size.

- Delivery to BJA of training materials, communications products, training announcements, and other related items, as requested by BJA.

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 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
Applicants should note that 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 titled Information Regarding Potential Evaluation of Programs and Activities.

B. Federal Award Information

Maximum number of awards BJA expects to make	1
Estimated maximum dollar amount for each award	$1,800,000
Total amount anticipated to be awarded under this solicitation	$1,800,000
Period of performance start date	October 1, 2020
Period of performance duration	36 months

Note: Generally, no more than one no-cost extension may be made to an award and that extension, if granted, may not exceed 12 months. Further guidance related to project extensions can be found in the DOJ Grants Financial Guide at https://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.2a.htm.

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 cooperative agreements, which provides 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 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 Requirements[1] as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the OJP Grant Application Resource Guide for additional information.

Budget Information
The total budget must not exceed $1,800,000 for a 36-month project period. All expenses must be reasonable, allowable, and necessary to the project.

Cost Sharing or Match Requirement
This solicitation does not require a match.

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[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.

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](#)**

> **[Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)**

> **[Costs Associated with Language Assistance](#) (if applicable)**

C. Eligibility Information

For eligibility information, see 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, and letters of support from members of the applicant's pilot team.

See the Application Elements and Formatting Instructions section of the [OJP Grant Application Resource Guide](#) for information on, among other things, 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 preapplications, 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.
   - Clearly labeled, including the following information:
     - Legal name of the applicant and the title of the project
     - Project's objectives and deliverables
     - The projected number of participants to be serviced through the project and target population characteristics

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

3. Program Narrative

The program narrative 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.

If the program 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 should be included as part of the program narrative:

a. Description of the Issue

b. Project Design and Implementation to include a description of how the applicant will conduct problem analysis and the various delivery methods proposed for training development and implementation.

c. Capabilities and Competencies

d. Plan for Collecting 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. 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.

Performance measures for this solicitation are listed in Appendix B: Performance Measures Table.

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.

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.

Post award, grant recipients will be required to submit performance metric data semi-annually through BJA's online Training and Technical Assistance Reporting Portal. More information on the reporting requirements can be found at https://bjatta.bja.ojp.gov/working-with-nttac/providers.

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. [Tribal Authorizing Resolution](#) **(if applicable)**

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

8. [Disclosure of Lobbying Activities](#)

9. [Applicant Disclosure of Pending Applications](#)

10. [Applicant Disclosure and Justification – DOJ High Risk Grantees](#)[2] **(if applicable)**

11. [Research and Evaluation Independence and Integrity](#)

12. [Disclosure of Process Related to Executive Compensation](#)

13. **Additional Attachments**

   a. **Project Timeline** outlining key tasks, benchmarks, and persons or entities responsible. The timeline should reflect a 36-month project period. Award recipients will be expected to have staffing and other needed supports in place to fully address the primary project objectives and activities.

   b. **Letters of Support From Key Partners** on official letterhead that demonstrate the partners' commitment to the proposed initiative if they are members of the applicant's pilot team.

   c. **Position Descriptions for the key roles** and **résumés** for personnel in those roles. A position description should relate to the role on the proposed project, not the person's role within the applicant organization, and describe their critical competencies and expectations regarding project responsibilities.

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](#).

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[2] 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.

Registration and Submission Steps

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

1. **CFDA # 16.032**

2. **Funding opportunity number: 16.032**

For information on each registration and submission step, see the OJP Grant Application Resource Guide.

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 (20 percent)**

   • Describe and demonstrate understanding of the nature and scope of the problem to be addressed, using data and research as support.

   • Describe successful efforts to date to address the identified needs.

   • Describe the need for assistance and resources to address the problem.

   • Briefly introduce how the applicant proposes to address the problem.

2. **Project Design and Implementation (30 percent)**

   • Address in detail how the applicant proposes to undertake and accomplish each of the objectives and deliverables (see page 4). Applicants may propose other activities or deliverables in addition to the ones listed in this grant announcement, and should provide detailed information about them.

   • Demonstrate an understanding of the pilot's objectives as described on page 4.

3. **Capabilities and Competencies (30 percent)**

   • Provide a detailed description of the capacity of the organization and key personnel to deliver the required services and complete the key objectives described on page 4.

   • Describe how the proposed management structure and staffing of the project will facilitate the delivery of training. The management and organizational structure described should match the staffing needs necessary to accomplish the tasks outlined in the project timeline.

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

   • Describe the manner in which the data required for this solicitation's performance measures will be collected, including the system(s) used and the person(s) responsible.

   • Describe whether and how other relevant performance measures will be documented, monitored, and evaluated.

5. Budget (15 percent)

- Submit a budget 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 objectives of the project.[3]

- The budget must reflect the requirements detailed on page 5.

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 review process for this solicitation.

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

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[3] 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.

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 certain 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.) For this solicitation, the applicant will need to include in their final progress report a description of their problem analysis, a summary of the training strategies used and tested, and any overall project outcomes.

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 Grants.gov, 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
Academic-based Drug Field Testing and Training Initiative

This application checklist has been created as an aid 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 page 9)
- ☐ 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 experiencing technical difficulties   (see page 2)

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 is within the allowable limit of $1,800,000.

Eligibility Requirement:

See title 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 further consideration..
>
> ☐ Program Narrative   (see page 7)
>
> ☐ Budget Detail Worksheet and Budget Narrative   (see OJP Grant Application Resource Guide)
>
> ☐ Letters of Support from members of the applicant's pilot program team (see page 8)

☐ 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:

☐ Project Timeline   (see page 8)

☐ Letter From Research Partner (if applicable)   (see page 8)

☐ Letters of Support From All Other Key Partners   (see page 8)

☐ Position Descriptions for key roles and résumés for personnel in those roles
(see page 8)

☐ Request and Justification for Employee Compensation; Waiver (if applicable)
(see page 6)

Appendix B: Performance Measures Table

Objective	Performance Measures	Data Grantee Provides
Objective: Support the development of a training pilot for local law enforcement officers both on the methods of conducting rapid field testing to identify drugs encountered in the field as AND proper evidence collection techniques and storage measures.	Number of trainings conducted	Number of trainings (by type): • In-person • Web-based • CD/DVD • Peer-to-peer • Workshop
	Number of participants who attended the training Percentage of participants who successfully completed the training Percentage of participants who rated the training as satisfactory or better Percentage of participants trained who subsequently demonstrated performance improvement	Number of individuals who: • Attended the training (in-person) or started the training (web-based) • Completed the training • Completed an evaluation at the conclusion of the training • Completed an evaluation and rated the training as satisfactory or better • Completed the post-test with an improved score over their pre-test
	Percentage of scholarship recipients surveyed who reported that the training provided information that could be utilized in their job	Number of individuals who: • Received a scholarship • Completed the training • Completed a survey at the conclusion of the training • Reported the training provided information that could be utilized in their job
	Number of curricula developed Number of curricula that were pilot tested Percentage of curricula that were revised after pilot testing	Number of training curricula: • Developed • Pilot tested • Revised after being pilot tested