



The [U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance](#) is pleased to announce that it is seeking applications for funding under the Harold Rogers Prescription Drug Monitoring Training and Technical Assistance Program. This program furthers the Department's efforts to assist states develop effective strategies for planning, implementing, or enhancing prescription drug monitoring programs.

Harold Rogers Prescription Drug Monitoring Training and Technical Assistance Program FY 2008 Competitive Grant Announcement

Eligibility

Applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, and institutions of higher learning.
(See "Eligibility," page 1)

Deadline

All applications are due by 8:00 p.m. e.t. on May 15, 2008.
(See "Deadline: Applications," page 1)

Contact Information

For assistance with the requirements of this solicitation, contact Rebecca Rose, BJA Policy Advisor, at 202-514-0726 or Rebecca.Rose@usdoj.gov.

This application must be submitted through Grants.gov. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

Grants.Gov number assigned to announcement: BJA-2008-1822
Release date: March 17, 2008

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Harold Rogers Prescription Drug Monitoring Training and Technical Assistance Program CFDA #16.580

Overview of the Harold Rogers Prescription Drug Monitoring Training and Technical Assistance Program

The Bureau of Justice Assistance (BJA) National Prescription Drug Monitoring Training and Technical Assistance Program supports the Harold Rogers Prescription Drug Monitoring Discretionary Grant Program. The grant program was created by the Department of Justice Appropriations Act, 2002 (Public Law 107-77) and received FY 2008 funding under the Consolidated Appropriations Act, 2008 (Public Law 110-161). BJA is seeking a provider(s) to deliver training and technical assistance to state agencies to assist them with developing effective strategies for planning, implementing, or enhancing prescription drug monitoring programs.

Deadline: Registration

Registering with Grants.gov is a one-time process; however, if you are a first-time registrant, it could take up to several weeks to have your registration validated and confirmed and to receive your user password. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. There are three steps that you must complete before you are able to register: 1) register with Central Contractor Registry (CCR), 2) register yourself as an Authorized Organization Representative (AOR), and 3) be authorized as an AOR in your organization. For more information, go to www.grants.gov/. **Note: Your CCR registration must be renewed once a year. Failure to renew your CCR registration will prohibit submission of a grant application through Grants.gov.**

Deadline: Applications

The due date for applying for funding under this announcement is 8:00 p.m. e.t. on May 15, 2008.

Eligibility

Applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, and institutions of higher learning with demonstrated expertise in assisting states develop, implement, and enhance prescription drug monitoring programs. BJA encourages organizations or agencies to apply with expert knowledge of prescription drug monitoring programs, extensive knowledge of brokering and developing technical assistance, and willingness to work with other BJA training and technical assistance providers. For-profit organizations must agree to waive any profit or fees for services. Collaborative efforts and consortiums of providers may apply.

Faith-Based and Other Community Organizations: Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to

fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, please go to www.usdoj.gov/fbci/effect-rfra.pdf.

Harold Rogers Prescription Drug Monitoring Training and Technical Assistance Program-Specific Information

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

The primary purpose of prescription drug monitoring programs (PDMP) is to enhance the capacity of regulatory and law enforcement agencies to collect and analyze controlled substance prescription data through a centralized database administered by an authorized state agency. States are eligible to apply for planning, implementation, or enhancement funding through the Harold Rogers Prescription Drug Monitoring Discretionary Grant Program. The primary goal of the Prescription Drug Monitoring Training and Technical Assistance Program is to provide a comprehensive array of training and technical assistance (TTA) to assist state grantees.

BJA is seeking a TTA provider with extensive expertise in the following areas: 1) providing proactive, comprehensive, user-friendly technical assistance services; 2) developing uniform protocols for the assessment and delivery of technical assistance, as well as tracking, evaluation, and follow-up; 3) using technical assistance strategies that include, but are not limited to, developing publications, teleconferencing, peer-to-peer consultations, onsite technical assistance, and ongoing technical assistance by phone and e-mail; and 4) planning and hosting national and regional conferences.

Requirements and Deliverables

The TTA provider(s) will:

- Serve as the primary technical assistance provider for PDMP grantees, providing technical assistance available online, via telephone, through onsite assistance, and through peer-to-peer consultations.

- Develop and maintain a PDMP technical assistance web site to include information produced by the TTA provider, links to state and national resources, and a mechanism for requesting technical assistance and providing feedback.
- Plan and execute a national conference for up to 150 participants including PDMP grantees, non-grantees who are planning a PDMP, federal officials, and other interested national organizations. The conference should include updates on grantees' efforts to implement and enhance PDMPs, updates from federal and national partners regarding efforts to combat prescription drug abuse, and opportunities for networking among conference attendees.
- Plan and execute 3-4 regional meetings for PDMP grantees and non-grantees who are planning a PDMP. Regional conferences will allow for neighboring states to share strategies for implementation and enhancement of PDMPs and address regional concerns such as cross-border prescription drug abuse and interstate sharing.
- Produce and electronically distribute a bi-monthly update on state PDMP implementation efforts; BJA and partner updates; upcoming conferences and training; and summaries of articles and reports about PDMPs, prescription drug abuse, diversion, and addiction, and technology improvements. Develop and maintain a listserv of key contacts, including PDMP administrators, interested state contacts, prescription drug abuse experts, and federal and national partners.
- Develop a model educational curriculum for stakeholders involved in the PDMP such as law enforcement, health professionals, and the public. Curriculum can include information on general awareness of the program, how to effectively use the program, and information on the extent of prescription drug abuse at the national and state level.
- Serve as a national resource for PDMP grantees and others to include information such as sample operational materials/forms, sample vendor Requests for Proposals (RFP), procedures for data collection, manuals that describe the function and operations of the PDMP, reports or other data sources from states that show outcomes and positive results for PDMPs, and reports or other data sources from national or federal organizations that track prescription drug abuse trends.
- Provide analysis/summaries of key information from states' statutes, regulations, and other programmatic functions regarding PDMPs.
- Assist grantees in collecting and reporting on required program performance measures.
- Support PDMP national and federal partners on related projects.

Amount and Length of Award

One or more cooperative agreements for a total of up to \$670,000 will be awarded for a project period of 12 months.

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), Pub. L. 103-62, the applicant who receives funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

Program Goals	Performance Measures	Data Grantee Provides
Reduce abuse of prescription drugs by: 1. Providing training and technical assistance to states	<ul style="list-style-type: none"> • Percent of completed TA requests that did not require lengthy or ongoing assistance and could be completed in 	During the reporting period: <ul style="list-style-type: none"> • Total number of technical assistance (TA) requests.

<p>seeking to implement or enhance prescription drug monitoring programs.</p>	<p>less than 1 hour.</p> <ul style="list-style-type: none"> • Percent of completed TA requests that required lengthy or ongoing assistance through multiple e-mails, phone calls, or other contacts that took more than one 1 to complete. • Percent of evaluations which indicate the TA recipient was "satisfied" or "extremely satisfied" with the assistance provided. 	<ul style="list-style-type: none"> • Number of state agencies receiving TA. • Number of completed TA requests that did not require lengthy or on-going assistance and could be completed in less than one hour. • Number of completed TA requests that required lengthy or on-going assistance through multiple emails, phone calls or other contacts that took longer than one hour to complete. • Number of completed onsite TA visits. • Number of requesting agencies that completed an evaluation of the quality of service delivery for the onsite visit. • Number of onsite TA visits for which the provider made follow-up contact within 6 months after the visit. • Number of completed peer-to-peer TA consultations. • Number of requesting agencies that completed an evaluation of the quality of service delivery for the peer-to-peer consultation. • Number of peer-to-peer TA consultations for which the provider made follow-up contact within 6 months after the consultation. • Number of completed requests for information/resources from the PDMP and BJA PDMP grantees.
<p>2. Providing national or regional conferences.</p>	<ul style="list-style-type: none"> • Percent of evaluations that indicate that national or regional conference attendees were "satisfied" or "extremely satisfied" with the conference content. 	<p>During the reporting period:</p> <ul style="list-style-type: none"> • Number of national conferences held. • Number of individuals who attended the national conference. • Number of attendees who completed an evaluation at the conclusion of the national conference. • Number of regional meetings held. • Number of individuals who attended the regional meetings. • Number of attendees who completed an evaluation at the conclusion of the regional meeting.
<p>3. Developing a PDMP web site to support training and technical assistance.</p>	<ul style="list-style-type: none"> • Average initial response time for TA requests submitted via the PDMP web site. 	<p>During the reporting period:</p> <ul style="list-style-type: none"> • Number of visits to PDMP web site. • Number of new/updated materials posted to the PDMP website. • Number of TA requests received via the web site.

How To Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative—Grants.gov—is a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

Grants.gov Instructions: Complete instructions can be found at www.grants.gov. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at 1-800-518-4726. **Note:**

Note: Grants.gov does not support the Microsoft Vista Operating system. The PureEdge software used by Grants.gov for forms is not compatible with Vista. Also, Grants.gov cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".DOCX." Please ensure the document is saved using "Word 97-2003 Document (*.doc)" format.

Please also note: OJP's GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

CFDA Number: The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.580, titled “Edward Byrne Memorial State and Local Law Enforcement Assistance Discretionary Grants Program,” and the funding opportunity number is BJA-2008-1822.

A DUNS number is required: The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at www.dunandbradstreet.com. Individuals are exempt from this requirement.

What an Application Must Include

Standard Form 424

Program Narrative (Attachment 1)

Applicants must submit a program narrative that describes the proposed activities for the grant period and responds to the Selection Criteria. The narrative should be double-spaced, using a standard 12-point font (Times New Roman preferred) with 1-inch margins, and must not exceed 20 pages. Please number pages “1 of 20,” “2 of 20,” etc.

Budget and Budget Narrative (Attachment 2)

Applicants must provide a budget that is complete and allowable. Applicants must submit a budget worksheet and budget narrative in one file. A fillable budget detail worksheet form is available on OJP's web site at www.ojp.usdoj.gov/funding/forms.htm.

Project Timeline, Resumes, and Letters of Support (Attachment 3)

Attach a project timeline with each task, expected completion date, and responsible person or organization; resumes for key positions; and letters of support that outline the partners' responsibilities (if applicable).

Selection Criteria

1. Statement of the Problem (35 percent of 100)

Describe an understanding of the problem of prescription drug abuse and how state prescription drug monitoring programs are being implemented to address this problem, including an effective plan to transfer knowledge and best practices regarding PDMP.

2. Program Design and Implementation (20 percent of 100)

Describe the goals, objectives, and deliverables for providing prescription drug monitoring program training and technical assistance to state agencies. Identify strategies for developing and implementing the deliverables (see pages 2-3); provide a timeline for completing the tasks (see Attachment 3); and identify the percentage of time that will be dedicated by the individuals responsible for the tasks. Describe how the logistical arrangements associated with the national and regional conferences will be handled (e.g., identification of sites, brokering/contracting with hotel, plans for staffing events, etc.)

3. Capabilities/Competencies (25 percent of 100)

Describe the management structure, staffing, and in-house or contracted capacity to complete each of the potential tasks or projects outlined. Provide information that illustrates the ability to manage complex activities (both type and expertise) effectively. Outline the organization's ability to conduct the individual activities through the organization's and staff's experience, and recruit and partner with individuals and/or organizations with prescription drug monitoring expertise to enhance the organization's and staff's experience in developing and providing training and technical assistance. Describe the organization's capability to provide conference planning for the national and regional conferences.

4. Budget (10 percent of 100)

Provide a proposed budget that is complete, allowable, and cost effective (see Attachment 2).

5. Impact/Outcomes and Evaluation (10 percent of 100)

Describe the process for measuring project performance, including meeting timelines and deliverables, as well as obtaining input and feedback from customers and stakeholders. Identify who will collect the data, who is responsible for performance measurement, and how the information will be used to guide the program.

Review Process

BJA ensures a competitive and equitable process for awarding grants, based on a minimum qualifications review and factors such as peer scoring. The BJA Director makes award recommendations to OJP's Assistant Attorney General, who makes all final award decisions.

Additional Requirements

We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights compliance.
- Confidentiality and Human Subjects Protections regulations.
- Anti-Lobbying Act.
- Financial and Government Audit requirements.
- National Environmental Policy Act (NEPA) compliance.
- DOJ Information Technology Standards.
- Single Point of Contact Review.
- Non-Supplanting of State or Local Funds.
- Criminal Penalty for False Statements.
- Compliance with Office of the Comptroller *Financial Guide*.
- Suspension or Termination of Funding.