



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 National Training and Technical Assistance Program. This program furthers the Department's efforts to assist states with developing effective strategies for planning, implementing, or enhancing prescription drug monitoring programs.

Harold Rogers Prescription Drug Monitoring National Training and Technical Assistance Program FY 2014 Competitive Grant Announcement

Eligibility

Applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, and institutions of higher learning (including tribal institutions of higher education) with demonstrated expertise in assisting states with developing, implementing, and enhancing 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 management fees.

BJA welcomes applications that involve two or more entities; however, one eligible entity must be the applicant and the others must be proposed as subrecipients. The applicant must be the entity with primary responsibility for conducting and leading the program.

BJA may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations.

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How to Apply," page 19.) All applications are due by 11:59 p.m. eastern time on May 6, 2014. (See "Deadlines: Registration and Application," page 4.)

All applicants are encouraged to read this [Important Notice: Applying for Grants in Grants.gov](#).

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to support@grants.gov. The

Grants.gov Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the BJA contact identified below **within 24 hours after the application deadline** and request approval to submit their application.

For assistance with any other requirement of this solicitation, contact the BJA Justice Information Center at 1-877-927-5657, via e-mail to JIC@telesishq.com, or by live web chat at www.justiceinformationcenter.us. The BJA Justice Information Center hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Grants.gov number assigned to this announcement: BJA-2014-3825

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Harold Rogers Prescription Drug Monitoring National Training and Technical Assistance Program (CFDA #16.754)

Overview

BJA's Harold Rogers Prescription Drug Monitoring Program (PDMP) National Training and Technical Assistance (TTA) Program supports the Harold Rogers PDMP Discretionary Grants Program. The primary purpose of Harold Rogers PDMP grants is to enhance 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 state agency. The program was created by the FY 2002 U.S. Department of Justice Appropriations Act (Public Law 107-77) and has received funding under each subsequent year's Appropriations Act. BJA is seeking a provider to deliver TTA on a national level to PDMP grantees and other state agencies to assist them with developing effective strategies for planning, implementing, or enhancing prescription drug monitoring programs.

Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on May 6, 2014. See "How to Apply" on page 19 for details.

Eligibility

Refer to the title page for eligibility under this program.

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

Goals, Objectives, and Deliverables

The primary purpose of PDMPs are to serve as effective tools to curtail the abuse, misuse, and diversion of controlled substances. This strategic approach focuses on preventing unnecessary, unwarranted, or illegal use of prescription drugs, with the ultimate goal of reducing the number of unintentional overdose deaths. The program strives to enhance the capacity of regulatory and law enforcement agencies and public health officials to collect and analyze controlled substance prescription data and other scheduled listed chemical products through a centralized database administered by an authorized state agency. States, tribes, and certain local agencies are eligible to apply (through a separate solicitation) for implementation or enhancement funding through the Harold Rogers Prescription Drug Monitoring Program (HRPDMP). The primary goal of the Harold Rogers Prescription Drug Monitoring National TTA Program is to provide a comprehensive array of TTA services to assist grantees and other key stakeholders. As in past

years, the FY 2014 solicitation will focus on two critical areas to support the implementation and enhancement of PDMPs:

1. Development and delivery of comprehensive TTA services
2. Identification, analysis, and implementation of best practices by PDMP Programs

In previous years, BJA has sought to issue two separate grants for each of these broad purpose areas. This model was well suited during the initial TTA program development phase, and resulted in the creation of the [PDMP Training and Technical Assistance Center](#) (TTAC), and the [PDMP Center of Excellence](#) (COE). BJA will continue to support both of these programs as distinct work streams; however, at this stage BJA feels greater efficiencies can be gained by consolidating both programs into a single TTA award. The applicant must address both TTAC- and COE-related activities, and propose a staffing and resource mix that will effectively address the current needs of the PDMP community. Multiple organizations may partner as part of a single application, but one lead organization must be chosen to apply and, if selected, be responsible for management of all deliverables and costs.

Amount and Length of Awards

BJA expects to make a single award under this solicitation for up to \$1,200,000. The project period is up to 24 months, and the project start date should be on or after October 1, 2014.

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

PDMP Training and Technical Assistance Center Background

The applicant may propose a division of costs between what would have been considered TTAC- and COE-related tasks; however, BJA suggests an approximate allocation of no more than \$1,000,000 for TTAC and \$200,000 for COE. From this point forward, the solicitation will refer only to TTAC, which should be interpreted to include both TTAC and COE requirements and tasks.

BJA is seeking a TTA provider to operate the PDMP TTAC with extensive skills and experience in the following areas:

1. Providing proactive, comprehensive, and responsive technical assistance services to a large number of diverse stakeholders.
2. Coordinating with stakeholders at the state, local, and tribal levels of government in order to identify needs and trends, recommend strategies, and deliver proactive solutions.
3. Working with national partners (including federal agencies) to increase utilization and improve the benefits derived from PDMPs.
4. Developing uniform protocols for the delivery and assessment of technical assistance, including tracking, evaluation, and follow-up.
5. Formulating and delivering technical assistance products that include, but are not limited to: developing publications, teleconferencing and webinars, peer-to-peer consultations, onsite technical assistance, and ongoing technical assistance by phone and e-mail.
6. Planning and hosting national and regional conferences.

7. Implementing strategies that increase collaboration between PDMP programs, including advancing the ability for PDMPs to share data with peer programs as well as external stakeholders.
8. Demonstrating proven research and analysis skills applicable to prescription drug monitoring and drug abuse/misuse.
9. Maintaining a clearinghouse of information for PDMP stakeholders, to include up-to-date data on PDMP program status, capabilities, and contacts, as well as policy papers, briefings, scientific reports, studies, and other resources to serve PDMP program stakeholders.
10. Advancing the state of the art in the PDMP field by focusing on the assessment of PDMPs, identifying promising practices, and facilitating adoption of proven strategies.

The successful applicant will be expected to fulfill the following roles and duties as BJA's TTAC partner:

- Technical Assistance Provider
 - Serving as the primary technical assistance provider for HRPDMP grantees, providing technical assistance available online, via telephone and online collaboration, through onsite assistance, and through peer-to-peer consultations.
 - Developing and maintaining 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. See the following link to the existing web site: www.pdmpassist.org.
 - Producing and electronically distributing 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. Developing and maintaining a listserv of key PDMP practitioners, including PDMP administrators, interested state contacts, prescription drug abuse experts, and federal and national partners.
 - Supporting PDMP programs, as well as national and federal partners, by responding to requests for assistance, information, and materials on an as-needed basis.
- Convener and Collaborator
 - Planning and executing a national training event (referred to as the Harold Rogers PDMP National Meeting in 2013) for up to 150 participants including PDMP grantees, non-grantees who are planning a PDMP, federal officials, and other interested national organizations. The training event 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.
 - Planning and executing at least two regional meetings for up to 50 people. Participants will include PDMP grantees and other key stakeholders (states looking to establish a PDMP and other local, national, and federal partners who contribute to the successful implementation of PDMPs) and 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. Expenses for participant travel other than grantees will be paid out of the service provider's budget. Plan for up to 15 nongrant participant. Regions will be chosen in consultation with BJA on a rotational basis.

- Planning and executing at least two special focus meetings on topics to be determined for up to 25 people for PDMP grantees and other key stakeholders (states looking to establish a PDMP and other local, national, and federal partners who contribute to the successful implementation of PDMPs). Expenses for all participant travel will be paid out of the service provider's budget.
- Technology and Standards Development
 - Supporting development and implementation of interstate data sharing solutions and standards. Specifically: 1) serving as technical support for interstate data sharing hub implementation as required by state users; 2) providing maintenance support for the PMIX Architecture and facilitating PMIX Architecture governance group meetings and remote collaboration sessions as needed to maintain the standards that govern interstate data exchange; and 3) facilitating data integration activities among state PDMPs, between PDMPs and electronic health records systems, and with additional users in accordance with state law and policy.
 - Providing responsive and in-depth technical assistance to grantees and other states and tribes to implement PDMP data sharing, and developing policy guidance that will allow states to expand the utilization of PDMP data.
- Information Clearinghouse and Resource Center
 - Serving as a clearinghouse of information; research findings; evaluation results and tools; statistics; epidemiological examinations; reports or other data sources from states that show outcomes and positive results for PDMPs; reports or other data sources from national or federal organizations that track prescription drug abuse trends; and other materials relevant to PDMP administrators, state and federal policymakers, and researchers. Maintaining a web site to include clearinghouse information. See the following link for the existing web site: www.pdmpexcellence.org.
 - Serving as a national resource for PDMP grantees and others to include information such as sample operational materials/forms, sample vendor Requests for Proposals (RFPs), procedures for data collection, and manuals that describe the function and operations of the PDMP.
 - Providing analysis/summaries of key information from states' statutes, regulations, and other programmatic functions regarding PDMPs.
 - Engaging national experts regularly to help inform clearinghouse content and set priorities for future direction on assessing PDMP effectiveness and promising practices to increase the utilization and improve the benefits of PDMPs.

- Research and Performance Analysis
 - Identifying and distributing different methodologies for assessing PDMP effectiveness, and undertaking and encouraging research and evaluation to identify and improve the benefits of PDMPs.
 - Providing and distributing analyses of research findings to the field; preparing and distributing documents that highlight PDMP promising practices; and providing technical assistance and guidance to state PDMPs and their research partners to increase the availability of research findings.
 - Developing methods and vehicles for states to report out on PDMP operations and effectiveness, as well as identification of underserved stakeholders and opportunities for expansion of PDMP support roles.
 - Assisting HRPDMP grantees in collecting and reporting on required BJA program performance measures. Conducting and reporting out on data analysis of performance measure data semi-annually.

Additional Information

The successful applicant will be required to work collaboratively with BJA's national partners who support related programs. BJA administers this program in coordination with the U.S. Drug Enforcement Administration's Office of Diversion Control, the Office of National Drug Control Policy, and the Substance Abuse and Mental Health Services Administration's Center for Substance Abuse Treatment.

BJA is encouraging applicants to think strategically regarding the effective and efficient delivery of services through TTAC, in particular with respect to any blending of services with respect to the current TTAC/COE model. The applicant should discuss in its proposal the degree to which efficiencies and cost savings may be realized through the use of shared resources and personnel, and how prioritization of limited resources will be achieved.

In addition, all applicants should articulate a communications strategy to ensure that PDMP program administrators and related stakeholders are able to quickly and easily access the appropriate PDMP resources effectively, in accordance with the proposed approach.

BJA also recognizes that a program of this scope and complexity must rely on multiple partnerships for adequate expertise across various disciplines. BJA, therefore, strongly encourages applicants to partner directly with outside organizations as part of the application wherever necessary. For example, an organization with expertise primarily in the TA delivery business may want to include a subcontract with a research organization to adequately address the full range of required deliverables. BJA also wants to strongly encourage applicants to partner with organizations that represent practitioners within certain key stakeholder groups, including law enforcement and public health. It is expected that such partnerships will better inform PDMP support activities, and foster similar partnerships at the state and local levels where PDMP utilization could be improved. Including these organizations within the application will help demonstrate to BJA the applicant's commitment to forming and maintaining such partnerships for the duration of the grant. Applicants are further encouraged to be creative in forming a project team, and including both organizations as well as individual staff that

represent a diverse array of expertise that will contribute to a more holistic view of PDMP operations and best practices.

Refer to the FY 2014 Harold Rogers PDMP competitive grant announcement for more information on state grantee funding opportunities: www.bja.gov/Funding/14PDMPsol.pdf.

Evidence-Based Programs or Practices

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

- improving the quantity and quality of evidence OJP generates;
- integrating evidence into program, practice, and policy decisions within OJP and the field; and
- improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. OJP's CrimeSolutions.gov web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2014 salary table for SES employees is available at www.opm.gov/salary-tables. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the

individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

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

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully – before submitting an application – the OJP policy and guidance on “conference” approval, planning, and reporting available at www.ojp.gov/funding/confcost.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most such costs for cooperative agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

Costs Associated with Language Assistance (if applicable)

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

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" web page at www.ojp.usdoj.gov/funding/other_requirements.htm.

Match Requirement

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

Performance Measures

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. Post award, recipients will be required to submit quarterly performance metrics through BJA's online Training and Technical Assistance Reporting System (TTARS), located at www.bjatools.org. Applicants should review the BJA training and technical assistance reporting matrix at: <https://ttars.bjatools.org/tta2/View/BJATTARSReportingMatrix.pdf>.

OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Should Include” on page 11 for additional information.

Note on Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subject's protection regulations. However, project

evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP's performance measure data reporting requirements likely do not constitute "research." Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, "a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge" 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the "Research and the Protection of Human Subjects" section of the OJP "Other Requirements for OJP Applications" web page (www.ojp.usdoj.gov/funding/other_requirements.htm). Applicants whose proposals may involve a research or statistical component also should review the "Confidentiality" section on that web page.

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that BJA has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJA has designated the following application elements as critical: Project Abstract, Program Narrative, and Budget Detail Worksheet and Budget Narrative. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. Also, OJP recommends that applicants include resumes in a single file.

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

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

2. Project Abstract

Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Project abstracts should—

- Be written for a general public audience.

- Submitted as a separate attachment with “Project Abstract” as part of its file name.
- Identify the category under which the application is being submitted.
- Be single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

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

All project abstracts should follow the detailed template available at www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf.

Permission to Share Project Abstract with the Public: It is unlikely that BJA will be able to fund all promising applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding promising but unfunded applications, for example, through a listing on a webpage available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP’s funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of promising but unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

3. Program Narrative

The program narrative should be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and should not exceed 20 pages. Number pages “1 of 20,” “2 of 20,” etc.

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

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

- a. Statement of the Problem
- b. Project Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting the Data Required for this Solicitation’s Performance Measures
BJA does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that BJA will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

4. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

b. Budget Narrative

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

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

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

c. Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [OJP Financial Guide](#).

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. For assistance with identifying your cognizant agency, please contact the Customer Service Center at 1-800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

6. Tribal Authorizing Resolution (if applicable)

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

7. Additional Attachments

a. Project Timeline, Resumes, and Letters of Support

Attach a *Project Timeline* (with an estimated start date of October 1, 2014) with each project goal, related objective, activity, expected completion date, and responsible person or organization; *Resumes* for key positions; and *Letters of Support* that demonstrate support of the project and outline the partners' responsibilities (if applicable). Do not include materials not requested in this attachment; additional material will not be reviewed.

b. Applicant Disclosure of Pending Applications

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to State agencies that will subaward federal funds).

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

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- the Federal or State funding agency
- the solicitation name/project name
- the point of contact information at the applicable funding agency.

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov

HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov
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Applicants should include the table as a separate attachment, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”).

c. Research and Evaluation Independence and Integrity

If a proposal involves research and/or evaluation, regardless of the proposal’s other merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity.

For purposes of this solicitation, research and evaluation independence and integrity pertains to ensuring that the design, conduct, or reporting of research and evaluation funded by BJA grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of the investigators responsible for the research and evaluation or on the part of the applicant organization. Conflicts can be either actual or apparent. Examples of potential investigator (or other personal) conflict situations may include those in which an investigator would be in a position to evaluate a spouse’s work product (actual conflict), or an investigator would be in a position to evaluate the work of a former colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that project, as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability is a problem.

In the attachment dealing with research and evaluation independence and integrity, the applicant should explain the process and procedures that the applicant has put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients. It should also identify any potential organizational conflicts of interest on the part of the applicant with regard to the proposed research/evaluation. If the applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

For situations in which potential personal or organizational conflicts of interest exist, in the attachment, the applicant should identify the safeguards the applicant has or will put in place to eliminate, mitigate, or otherwise address those conflicts of interest.

Considerations in assessing research and evaluation independence and integrity will include, but may not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

8. Accounting System and Financial Capability Questionnaire

Any applicant (other than an individual) that is a non-governmental entity and that has not received any award from OJP within the past 3 years must download, complete, and submit this [form](#).

Selection Criteria

The following five selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criteria. For example, the first criteria, "Statement of the Problem," is worth 15 percent of the entire score in the application review process.

1. Statement of the Problem (10 percent)

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. Describe the challenges states face in planning, implementing, or enhancing a PDMP and the need for training and technical assistance.

2. Project Design and Implementation (40 percent)

Describe how the project will reach the stated goals and objectives by providing a complete description of its design and proposed implementation. Identify strategies for developing and implementing the deliverables (see pages 5-8 for deliverable requirements for each category). 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.).

Include a comprehensive project timeline that identifies milestones, numerically listed deliverables, and who is responsible for each activity (as an attachment).

3. Capabilities and Competencies (35 percent)

Fully describe the applicant(s) capabilities to implement the project and the competencies of the staff assigned to the project. All applicants should demonstrate a sound knowledge of prescription drug abuse issues, the knowledge of the needs of practitioners involved in PDMPs at all levels of government, and the ability to translate this knowledge into practice across a variety of jurisdictions (including tribal governments).

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

Explain how the program's effectiveness will be demonstrated. Describe the data the provider will collect to demonstrate effective services to the field. Explain what will be measured, how the information will be used, and who is responsible for reporting on BJA performance measures.

5. 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 generally demonstrate 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.¹

Review Process

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

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. BJA may use internal peer reviewers, external peer reviewers, or a combination, to review the applications. An external peer reviewer is an expert in the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer, in consultation with BJA, reviews applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants, examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

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 consider factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

¹ 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.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Civil Rights Compliance Specific to State Administering Agencies
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- Reporting of Potential Fraud, Waste, and Abuse, and Similar Misconduct
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Non-profit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act of 2006 (FFATA)
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement

- Active SAM Registration
- Policy and Guidance for Approval, Planning, and Reporting of Conferences (including Meetings and Trainings)
- OJP Training Guiding Principles for Grantees and Subgrantees

How to Apply

Applicants must register in, and submit applications through Grants.gov, a “one-stop storefront” to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

BJA strongly encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be notified.

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

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ()	Curly braces { }	Square brackets []
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (_)	Comma (,)	Semicolon (;)	Apostrophe (‘)
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign (\$)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	When using the ampersand (&) in XML, applicants must use the “&amp;” format.		

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

All applicants are required to complete the following steps:

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.
- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. The information transfer from SAM to Grants.gov can take up to 48 hours. OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at www.sam.gov.

- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
- 4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that an organization can have more than one AOR.
- 5. Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.754, titled "Harold Rogers Prescription Drug Monitoring Program," and the funding opportunity number is BJA-2014-3825.
- 6. Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form *Disclosure of Lobbying Activities* (SF-LLL). Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
- 7. Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24-48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The message will state whether the application has been received and validated, or rejected due to errors, with an

explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection.

Important: OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

Note: Duplicate Applications

If an applicant submits multiple versions of an application, BJA will review only the most recent valid version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the BJA contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: BJA does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- failure to register in SAM or Grants.gov in sufficient time
- failure to follow Grants.gov instructions on how to register and apply as posted on its web site
- failure to follow each instruction in the OJP solicitation
- technical issues with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page at www.ojp.usdoj.gov/funding/solicitations.htm.

Provide Feedback to OJP

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

IMPORTANT: This e-mail is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or e-mail listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual

who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please e-mail your resume to ojppeerreview@lmbps.com. The OJP Solicitation Feedback email account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist

FY 2014 Harold Rogers Prescription Drug Monitoring National Training and Technical Assistance Program

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- _____ Acquire a DUNs Number (see page 20)
- _____ Acquire or renew registration with SAM (see page 20)

To Register with Grants.gov:

- _____ Acquire AOR and Grants.gov username/password (see page 20)
- _____ Acquire AOR confirmation from the E-Biz POC (see page (see page 20)

To Find Funding Opportunity:

- _____ Search for the funding opportunity on Grants.gov (see page (see page 20)
- _____ Download Funding Opportunity and Application Package (see page 20)
- _____ Sign up for Grants.gov email notifications (optional) (see page (see page 19)
- _____ Read [Important Notice: Applying for Grants in Grants.gov](#)

General Requirements:

- _____ Review "[Other Requirements](#)" web page

Scope Requirement:

- _____ The federal amount requested is within the allowable limit(s) of \$1,200,000.

Eligibility Requirement:

- _____ For-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, and institutions of higher learning (including tribal institutions of higher education)

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 11)
- _____ *Project Abstract (see page 12)
- _____ *Program Narrative (see page 13)
- _____ *Budget Detail Worksheet (see page 13)
- _____ *Budget Narrative (see page 13)
- _____ Employee Compensation Waiver request and justification (if applicable) (see page 9)
- _____ Read OJP policy and guidance on "conference" approval, planning, and reporting available at www.ojp.gov/funding/confcost.htm (see page 10)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page (see page 20)
- _____ Indirect Cost Rate Agreement (if applicable) (see page (see page 20)
- _____ Tribal Authorizing Resolution (if applicable) (see page (see page 20)
- _____ Additional Attachments
 - _____ Project Timeline, Resumes, and Letters of Support (see page 14)

- _____ Applicant Disclosure of Pending Applications (see page 14)
- _____ Research and Evaluation Independence and Integrity (see page 15)
- _____ Accounting System and Financial Capability Questionnaire (if applicable) (see page 16)

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