



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications to plan and implement comprehensive strategies in response to the growing opioid epidemic. This program furthers the Department's mission by providing resources to state, local, and tribal governments to intervene with persons with substance-use disorders.

Comprehensive Opioid Abuse Program Training and Technical Assistance (TTA) Program FY 2017 Competitive Grant Announcement Applications Due: April 25, 2017

Eligibility

Eligible applicants are limited to nonprofit organizations (including tribal nonprofit and for-profit organizations), for-profit (commercial) organizations, and institutions of higher education (including tribal institutions of higher education) that have experience delivering training and technical assistance nationwide. For-profit organizations (as well as other recipients) must forgo any profit or management fee. Eligible nonprofit organizations must be exempt from taxation under section 501(a) of the Internal Revenue Code of 1986, and have a 501(c)(3) designation. Applicants are encouraged to submit an application that demonstrates a thorough understanding of the diverse training and technical assistance needs of communities and states attempting to plan and implement comprehensive strategies in response to the growing opioid epidemic. Applications should also demonstrate the capacity to build and sustain partnerships with key organizations in both the criminal justice and substance abuse fields. Applicants with demonstrated expertise in assisting states with developing, implementing, and enhancing prescription drug monitoring programs are encouraged to apply under the Harold Rogers Prescription Drug Monitoring National Training and Technical Assistance category.

BJA welcomes applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients ("subgrantees").¹ The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire program. Under this solicitation, only one application by any particular applicant entity will be considered. An entity may, however, be proposed as a subrecipient ("subgrantee") in more than one application. Applicants may apply to one or more categories listed within this announcement.

¹ For additional information on subawards, see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

Note: a nonprofit organization that holds money in offshore accounts for the purpose of avoiding to pay the tax described in section 511(a) of the Internal Revenue Code of 1986 is not eligible to apply, and may not be a party to a contract supported by this award or receive a subaward under this award.

BJA may elect to fund applications submitted under this FY 2017 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

Deadline

Applicants must register with [Grants.gov](https://www.grants.gov) prior to submitting an application. All applications are due by 11:50 p.m. eastern time on April 25, 2017.

To be considered timely, 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, in order 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.

OJP encourages all applicants to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see [How to Apply](#) in Section D. Application and Submission Information.

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 email to support@grants.gov. The [Grants.gov](https://www.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** in order 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](#) section.

For assistance with 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.

Grants.gov number assigned to this announcement: BJA- 2017-11461

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Comprehensive Opioid Abuse Program Training and Technical Assistance (TTA) Program (CFDA #16.754 and #16.838)

A. Program Description

Overview

Signed into law on July 22, 2016, the Comprehensive Addiction and Recovery Act (CARA) is the first major federal substance use disorder treatment and recovery legislation in 40 years and the most comprehensive effort to address the opioid epidemic. CARA establishes a comprehensive, coordinated, and balanced strategy through enhanced grant programs that expand prevention and education efforts while also promoting treatment and recovery. The purpose of this program is to deliver training and technical assistance (TTA) to state and local criminal justice and substance abuse treatment agencies, prescription drug monitoring programs (PDMPs), and their partner agencies in sites selected through the Comprehensive Opioid Abuse Site-based solicitation which will be posted during the first quarter of FY 2017. This TTA program is designed to complement the site-based competitive solicitation.

BJA is seeking four TTA providers that will work collaboratively to develop the Comprehensive Opioid Abuse Program (COAP) Network TTA and support the delivery of TTA to current and future site-based COAP grantees, PDMPs, and their stakeholders. Please note that the four categories described within this competitive grant announcement are soliciting applications from providers to **deliver** nationwide training and technical assistance. This grant announcement is **not** soliciting applications from individual jurisdictions to receive funding, training, or technical assistance from BJA.

Statutory Authority

The Comprehensive Opioid Abuse Program Training and Technical Assistance (TTA) Program was authorized by the Comprehensive Addiction Recovery Act of 2016 (CARA) (Public Law 114–198), and codified at 42 U.S.C. § 3797ff. The Harold Rogers Prescription Drug Monitoring Program was created by the FY 2002 U.S. Department of Justice Appropriations Act; additional authority for this program may come from statutory authority provided by a full-year appropriations act for FY 2017. As of the writing of this solicitation, the Department of Justice is operating under a short-term "Continuing Resolution;" no full-year appropriation for the Department has been enacted for FY 2017.

Program-Specific Information

The misuse of opioids such as heroin, morphine, and other prescription pain medicines has developed into a serious national epidemic. In 2015, 1 in 10 Americans reported using an illicit drug in the past 30 days.² Marijuana use and the misuse of prescription pain relievers account for the majority of illicit drug use. Of the 21.5 million Americans 12 or older who had a substance

² Center for Behavioral Health Statistics and Quality, 2016, *Key substance use and mental health indicators in the United States: Results from the 2015 National Survey on Drug Use and Health* (HHS Publication No. SMA 16-4984, NSDUH Series H-51). Retrieved from <http://www.samhsa.gov/data/>.

use disorder in 2014, 1.9 million had a substance use disorder involving prescription pain relievers and 586,000 had a substance use disorder involving heroin.³

Widespread use of opioids has devastated many communities. In 2014, more people died from drug overdoses than in any year in history. More specifically, an average of 78 Americans died every day from an opioid overdose. Drug overdose now surpasses motor vehicle crashes as the leading cause of injury death in the United States. In response to this epidemic, the Comprehensive Opioid Abuse Training and Technical Assistance Program was designed to promote the use of prescription drug monitoring programs (PDMPs); maximize diversion opportunities for individuals who come in contact with the justice system as a result of an opioid use disorder; expand outreach, treatment, and recovery opportunities to underserved populations; promote cross-system planning and coordination of service delivery; and reduce the incidence of fatal overdoses associated with opioid use.

Goals, Objectives, and Deliverables

The goals of the Comprehensive Opioid Abuse Training and Technical Assistance Program are twofold. First, the program aims to support site-based and state initiatives designed to reduce opioid misuse and the number of overdose fatalities. Second, the program supports PDMPs and their stakeholders in expanding the implementation, enhancement, and proactive use of prescription drug monitoring programs to support clinical decision-making and prevent the misuse and diversion of controlled substances.

The objectives of the Comprehensive Opioid Abuse Training and Technical Assistance Program are to:

- Collaborate with all TTA providers that are part of the COAP initiative to identify and provide training and/or technical assistance to address a wide range of issues related to program design, implementation, and program assessment.
- Engage proactively with current and future COAP grantees to assess progress, address challenges, and identify sustainable solutions.
- Develop communication strategies to improve national awareness and knowledge of best practices for responding to opioid and prescription drug misuse, implementing diversion and alternatives to incarceration programs, and reducing the number of overdose fatalities.
- Support comprehensive cross-system planning and collaboration among officials who work in law enforcement, pretrial services, the courts, probation and parole, child welfare, reentry, PDMPs, emergency medical services and healthcare providers, and agencies that provide substance misuse treatment and recovery support services.
- Collect, maintain, and disseminate information about effective policies, programmatic practices, and trends relevant to the COAP grantees, stakeholders, and policy makers.
- Work with states and national partners (including federal agencies) to increase utilization and improve the benefits derived from PDMPs.
- Maintain 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.

³ Substance Abuse and Mental Health Services Administration, Center for Behavioral Health Statistics and Quality, 2015, *Behavioral health trends in the United States: Results from the 2014 National Survey on Drug Use and Health*. Rockville, MD: Substance Abuse and Mental Health Services Administration.

- Communicate regularly with BJA staff to assess the impact of services on program goals and review the progress of the COAP grantees.

This solicitation offers four TTA categories for distinct sets of activities to provide targeted customized TTA to existing and future COAP sites. Applicants must clearly designate under which category they are applying. The role of the Category A COAP Network TTA provider is unique, providing the logistical support and coordination necessary to unify the COAP Network TTA Program. As a result, BJA anticipates that the agency selected as the Category A COAP Network TTA provider will **not** be selected to serve as the TTA provider for the other COAP categories (Categories B-D). Applicants may submit multiple applications for the COAP TTA categories listed below; however, unique applications must be submitted for each category. Applicants must clearly indicate on the front page of the Program Abstract and Program Narrative under which category they are applying.

COAP TTA CATEGORY A: COAP NETWORK TRAINING AND TECHNICAL ASSISTANCE COORDINATION PROVIDER

Applications are solicited to support the infrastructure and logistics of the COAP Network TTA initiative, including providing all of the **logistical** support associated with providing online and in-person training, data collection, and publications. The subject matter expertise to develop and deliver the distance learning, onsite training and technical assistance, and written publications will be provided by the COAP TTA providers in the other TTA categories (Categories B-D).

BJA expects to make up to one award in this category.

Requirements and Deliverables:

With guidance from BJA, the provider will:

- Provide the logistical support to produce webinars, podcasts, and other distance learning opportunities. Category A COAP Network applicants should plan to provide logistical support for up to 80 distance learning events per year for each year of the grant. The Category A COAP Network TTA provider will be responsible for advertising the distance learning events, managing the registration and sending event reminders, recording the distance learning events, conducting the post-event evaluations with attendees, and summarizing event evaluations. In addition, the Category A COAP Network TTA provider should plan to produce up to 10 podcasts per year for each year of the grant. The Category B, Category C, and Category D COAP TTA providers will be responsible for developing the actual content of all distance learning events, including developing any materials and identifying and securing speakers.
- Produce and electronically distribute a quarterly update on COAP Network TTA implementation efforts. The quarterly update will include, at a minimum, a listing of upcoming conferences and training events; summaries of articles and reports about topics relevant to COAP grantees; and updates about COAP implementation. The Category B, Category C, and Category D COAP TTA providers will be responsible for providing at least three articles per quarter for the quarterly update.
- Coordinate annual new grantee orientation calls for each category of COAP site-based grantees.
- Collect, distribute, and maintain project-specific communication, articles of interest, reports, and other information relevant to COAP Network TTA providers.

- Coordinate COAP Network TTA conference calls, including preparing agendas and briefing materials, and developing and distributing meeting summaries. These calls are expected to occur every other week.
- Design a template for all COAP TTA publications. Assist in editing all COAP TTA reports and publications to ensure they are error free.
- Work collaboratively with TTA providers to ensure projects are planned and implemented in tandem.
- Coordinate and collaborate with BJA and the Category B TTA provider to establish a protocol for collecting appropriate performance measures data from the COAP site-based grantees in order to determine the effectiveness of the policies and programs implemented with COAP TTA and site-based funding.
- Coordinate and collaborate with BJA and the Category B TTA provider to produce an annual report summarizing performance data from the COAP site-based grantees.
- Maintain an online COAP Resource Center website where TTA services and other relevant resources are made available to the COAP sites and the broader stakeholder community. The website should include information on COAP publications, activities, and resources.
- Manage the logistics associated with the various COAP grantee meetings. This includes working with BJA staff to identify the venue for the meetings, submitting the meeting approval requests, working with the Category B, Category C, and Category D TTA providers to establish an agenda, managing registration and speaker and attendee reimbursement (where applicable), producing meeting materials, writing brief meeting summaries, and completing the post-conference meeting evaluations. Applicants must budget for the logistical support associated with the following events:
 - An annual national training event for up to 180 participants, including PDMP grantees, non-grantees who are planning a PDMP, federal officials, and others interested from national organizations. Expenses for up to 10 speakers should be budgeted.
 - An annual national training event for up to 250 participants, including COAP grantees, non-grantees, federal officials, and others interested from national organizations. Expenses for up to 10 speakers should be budgeted.
 - One symposium on the intersection of recovery support services with criminal justice, child welfare, law enforcement, and emergency departments. Expenses for up to 10 speakers should be budgeted.
 - A 2-day grantee training event every year for Category 1, Category 2, Category 3, Category 4 and Category 6 of COAP site-based grantees, as outlined in the COAP site-based solicitation. Expenses for up to seven speakers should be budgeted.
 - Four 1.5-day regional face-to-face PDMP meetings every year. Expenses for 12 attendees and 3 speakers should be budgeted for each face-to-face meeting.
 - One 1.5-day face-to face PMIX Working Group meeting every year for up to 15 PMIX Working Group members and 2 guests/speakers. Expenses for all attendee travel should be budgeted.
 - Two face-to face RxCheck Hub Working Group meetings every year for up to 15 members and 2 guests/speakers. Expenses for all participant travel should be budgeted.

COAP TTA CATEGORY B: COAP NATIONAL TRAINING AND TECHNICAL ASSISTANCE PROVIDER

To support the COAP Program, BJA seeks an entity to provide training and technical assistance to all Category 1–4 COAP site-based grantees. Applicants should reference the COAP site-

based solicitation for complete details about each category. The goal of this assistance is to increase each COAP site-based grantee's capacity to achieve its project goals. Because the project goals and objectives can vary by category and by site, the provider (including any partner organizations proposed as subrecipients in the application) will be expected to have capacity, either through staff or through consultants, to deliver assistance on a broad range of subjects that is tailored to each site's strategies. The provider will assist stakeholders in planning to ensure timely and faithful implementation of adopted policies and practices and provide technical expertise and guidance regarding the operational and programmatic aspects of implementation.

BJA expects to make up to one award in this category.

Requirements and Deliverables:

With guidance from BJA, the provider(s) will:

- Provide ongoing TTA (both remote and onsite) to the following categories of site-based COAP grantees throughout the duration of their BJA grant awards:
 - Category 1: Overdose Outreach Projects
 - Category 2: Technology-Assisted Treatment Programs
 - Category 3: System-Level Diversion and Alternatives to Incarceration Projects
 - Category 4: Statewide Planning, Coordination, and Implementation Projects
- While the award recipient is expected to have demonstrated subject matter expertise, the breadth of knowledge and capacity needed to fully support the above categories of site-based grantees will exceed the capacity of a single organization. As a result, the successful award recipient is expected to recruit, maintain, and use a cadre of subject matter experts (SMEs) to assist site-based COAP grantees with their COAP project implementation and technical assistance needs. The Category B TTA award recipient is expected to dedicate an amount of \$150,000 for each site-based COAP Category 1–4 per year (for a total of \$1.2 million over 24 months) to assist in training, implementation, and sustainability. Pass-through funding recipients and amounts must be approved by BJA before being committed. Applicants should, at a minimum, anticipate grantees will need SMEs with the following expertise:
 - Knowledge and experience mapping existing diversion and alternative to incarceration programs at the county level using the sequential intercept model
 - Knowledge and experience integrating data sets to identify high-frequency utilizers in multiple systems (e.g., intercept points in criminal justice system, child welfare, healthcare, etc.)
 - Experience facilitating teams of stakeholders through a cross-system planning and prioritization process
 - Experience guiding the implementation of law enforcement, prosecutor, pretrial, and court-based diversion programs
 - Knowledge and expertise related to naloxone programs, overdose prevention programming, and providing treatment and engagement services to survivors of non-fatal overdoses and their friends and family members
 - Knowledge and expertise related to technology-assisted treatment, including providing web-based programming and/or establishing private two-way real time-interactive audio and video to conduct substance abuse assessments, developing and monitoring case plans, monitoring medication-assisted treatment (MAT), and/or delivering cognitive behavioral treatment remotely to justice-involved individuals with opioid use disorders
 - Knowledge and expertise working with rural populations

- Knowledge and expertise incorporating MAT into corrections, community corrections, judicial, or jail-based programs
- Experience providing training to corrections and community corrections, judicial, behavioral health, and other key staff on evidence-based practices for reducing recidivism
- Experience and knowledge of swift, certain, and fair sanctions for individuals under community supervision and programs that successfully reduce technical violations and recidivism

Applicants that choose to submit an application that involves established partnerships with named entities or specific subject matter experts to address the above TTA needs, **which include appropriate funding in the budget for partner agencies or subject matter experts**, may reduce the amount dedicated to each site-based COAP Category to \$50,000 per category per year (for a total of \$400,000 over 24 months).

The Category B TTA provider will be responsible for working with SMEs to perform the following TTA functions **for COAP site-based grantees in Category 1, Category 2, Category 3, and Category 4**. Applicants should reference the COAP site-based solicitation for additional detail on each category.

- Provide ongoing TTA (both remote and onsite) throughout the duration of their BJA grant awards. This includes assisting with project design in the planning phase, facilitating partnerships with relevant stakeholders, assisting with establishing a data collection process, and addressing issues that may hinder a site's progress in achieving its goals.
- Develop the content for a minimum of eight webinars and two podcasts per year for each COAP site-based category referenced above. This includes developing any written materials associated with the webinar/podcast and identifying and securing webinar and podcast speakers.
- Provide a minimum of three substantive articles about each COAP site-based category referenced above per quarter for the COAP newsletter, which will be produced by the Category A COAP Network TTA provider.
- Provide subject matter expertise to support a grantee orientation webinar (for each COAP site-based category referenced above) and facilitate frequent (no less than quarterly) grantee conference calls to support cross-site coordination and peer-to-peer learning.
- Provide subject matter expertise to plan a track for each COAP site-based category referenced above for the annual national COAP meeting. This includes identifying speakers and facilitating sessions at the meeting.
- Provide subject matter expertise to plan the agenda for a grantee training event every year. This includes identifying speakers and facilitating sessions at the meeting.
- Draft site-specific profiles of **each** COAP site-based grantee (in each category) at three milestones: (1) at project initiation, describe the site-specific initiative, the project partners, and the project design; (2) at 12 months after project implementation, detail the preliminary project outcomes; and (3) 18 to 24 months after project implementation, report on the implementation results, including performance data.
- Coordinate and collaborate with BJA and the Category A COAP Network TTA provider to establish a protocol for collecting appropriate performance measurement data from the COAP site-based grantees in order to determine the

effectiveness of the policies and programs implemented with COAP TTA and site-based funding.

- Work directly with the project directors at each site to monitor the collection of performance data, ensuring consistent data collection across sites. Gather data for the COAP site-based grantees quarterly and for annual reports.
- Work collaboratively and share information among the COAP TTA providers.
- Participate in bi-weekly and monthly calls with BJA staff and the Category A COAP Network TTA provider.

In addition to the activities outlined above, the provider will:

- Support national and federal partners on related projects and maintain a presence at national conferences and training events, budgeting travel costs appropriately for representatives from the COAP sites to participate in panel presentations.
- Cooperate with any external evaluators selected or approved by BJA to assess the COAP programs, ensuring access to data, grantee meetings, and grantee reports.

COAP TTA CATEGORY C: COAP NATIONAL TRAINING AND TECHNICAL ASSISTANCE CENTER FOR PEER RECOVERY SUPPORT PARTNERSHIPS

To support COAP grantees in incorporating peer recovery support as a component of effective programs, BJA seeks to establish a national training and technical assistance center to support peer recovery support partnerships in the criminal justice and child welfare systems.

BJA expects to make up to one award in this category.

Requirements and Deliverables:

With guidance from BJA, the provider will:

- Provide ongoing TTA (both remote and onsite) to all site-based COAP grantees interested in incorporating a peer recovery component into their projects. This includes assisting with project design in the planning phase, facilitating partnerships with relevant stakeholders, assisting with establishing a data collection process, and addressing issues that may hinder a site's progress in achieving its goals.
- Provide subject matter expertise to plan a symposium on the intersection of recovery support services with criminal justice, child welfare, law enforcement, and emergency departments. This includes identifying speakers and facilitating sessions at the meeting.
- Prepare and distribute at least one publication per year that highlights effective peer recovery support models being used in the criminal justice and child welfare arenas. The publication will include case studies, discuss sustainability using Medicaid reimbursement, and provide a state-by-state review of certification models, if any.
- Work collaboratively with BJA to develop an objective selection process to identify three to five national recovery support services mentor sites. Mentor sites must agree to host structured peer-to-peer site visits for teams interested in incorporating peer recovery support as a component of their diversion or alternative to incarceration program. The Category C COAP TTA provider will coordinate the mentor site selection and training process and manage an application process that allows jurisdictions to apply to participate in a structured peer-to-peer site visit. Applicants must budget to provide a small stipend to each mentor site (up to \$5,000 per mentor site over the course of the grant) and for the travel costs to support 12 teams of 3 individuals to participate in the peer-to-peer mentor visits.

- Develop an online training curriculum to support peer recovery coaching, peer supervision, telephone recovery support, and virtual peer support.
- Develop the content for a minimum of eight webinars and two podcasts per year. This includes developing any written materials associated with the webinar/podcast and identifying and securing webinar and podcast speakers.
- Provide a minimum of three substantive articles about successful peer recovery models per quarter for the COAP newsletter, which will be produced by the Category A COAP Network TTA provider.
- Provide subject matter expertise to plan a track related to peer recovery support for the annual national COAP meeting. This includes identifying speakers and facilitating sessions at the meeting.
- Work collaboratively and share information among the selected COAP TTA providers.
- Participate in bi-weekly and monthly calls with BJA staff and the Category A COAP Network TTA provider.
- Support national and federal partners on related projects and maintain a presence at national conferences and training events, budgeting travel costs to participate in panel presentations.

COAP TTA CATEGORY D: HAROLD ROGERS PDMP TRAINING AND TECHNICAL ASSISTANCE PROVIDER

BJA seeks an entity to provide training and technical assistance to all Harold Rogers PDMP site-based grantees (COAP site-based grantees in Categories 5–6). Applicants should reference the COAP site-based solicitation for complete details about each category. The successful applicant will manage the existing PDMP Resource Center to equip PDMP practitioners with access to a myriad of PDMP resources, including recent evidence-based findings, TTA, publications, webinars, and a searchable online library. The PDMP Resource Center will also aim to reduce the time from dissemination of evidence-based practices to adoption of those practices. This requires analyzing, compiling, and continually updating information on PDMP activity and emerging issues and maintaining an extensive online curated reference collection of materials. The successful applicant's staff will also serve the PDMP community by providing comprehensive, timely responses to all relevant requests for information. See the following link for the existing web site: www.pdmpassist.org.

BJA expects to make up to one award in this category.

Requirements and Deliverables

With guidance from BJA, the provider(s) will:

- 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, misuse and diversion, and technology improvements.
- Provide subject matter expertise to plan the agenda for the annual national PDMP training event for up to 180 participants, including PDMP grantees, non-grantees who are planning a PDMP, federal officials, and others interested from national organizations. The successful applicant will be responsible for selecting speakers and facilitating the meeting.
- Provide subject matter expertise to support a grantee orientation webinar for Harold Rogers Multi-Disciplinary Data-Driven grantees and facilitate frequent (no less than

quarterly) grantee conference calls to support cross-site coordination and peer-to-peer learning.

- Provide subject matter expertise to plan a PDMP track for the annual national COAP meeting. This includes identifying speakers and facilitating sessions at the meeting.
- Develop the content for a minimum of eight webinars and two podcasts per year for each COAP site-based category referenced above. This includes developing any written materials associated with the webinar/podcast and identifying and securing webinar and podcast speakers.
- Provide a minimum of three substantive articles about Harold Rogers Multi-Disciplinary Data-Driven grantees for the COAP newsletter, which will be produced by the Category A COAP Network TTA provider.
- Draft site-specific publications for each Harold Rogers Multi-Disciplinary Data-Driven site at three milestones: (1) at project initiation, describe the initiative, the project partners, and the project design; (2) 12 months after project implementation, detail preliminary project outcomes; and (3) 24 to 30 months after project implementation, report on implementation results, including performance data.
- Participate in bi-weekly and monthly calls with BJA staff and the Category A COAP Network TTA provider.
- Provide subject matter expertise to plan the agenda for four regional face-to-face PDMP meetings per year. The successful applicant will also be responsible for selecting speakers and facilitating the meeting.
- Provide subject matter expertise to plan the agenda for one face-to face PMIX Working Group meeting per year for up to 15 PMIX Working Group members and 2 guests/speakers. The successful applicant will also be responsible for facilitating the meeting.
- Provide subject matter expertise to plan the agenda for two face-to face RxCheck Hub Working Group meetings per year for up to 15 members and 2 guests/speakers. The successful applicant will also be responsible for facilitating the meeting.
- Assist Harold Rogers PDMP grantees in collecting and reporting on the required BJA program performance measures.
- Prepare and distribute at least one publication per year that highlights PDMP promising practices. The topic of this publication will be determined jointly with BJA policy staff.
- Serve 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 a PDMP.
- Conduct an annual assessment of PDMP practices nationwide and publish the findings in a report for online dissemination on topics agreed upon by BJA. Develop and disseminate other materials (FAQs, bulletins, etc.) on PDMP activity, including operational characteristics, emerging issues, research, and statutory and case law development, and offer current PDMP materials from the field via program summaries.
- Review state legislation and develop an annual PDMP legislative update to be disseminated online. The annual legislative update should include summaries of key information from states' statutes, regulations, and other programmatic functions regarding PDMPs.
- Provide support to both the RxCheck Hub Working Group and the PMIX Working Group by facilitating monthly calls for the working group and subcommittees.
- Engage national experts regularly to help improve the PDMP resource center and establish priorities for future direction on assessing PDMP effectiveness and promising practices to increase the utilization and improve the benefits of PDMPs.

- Support national and federal partners on related projects and maintain a presence at national conferences and training events, budgeting travel costs appropriately for representatives from PDMPs and the Multi-Disciplinary Data-Driven Grantee sites to participate in panel presentations.
- Work collaboratively and share information among the selected TTA providers.
- Participate in bi-weekly and monthly calls with BJA staff and the Category A COAP Network TTA provider.

Additional Information

BJA TTA providers are required to coordinate all TTA activities with BJA's National Training and Technical Assistance Center (NTTAC) at www.bjatrainng.org. The successful applicant will be required to comply with BJA NTTAC protocols in order to ensure coordinated delivery of services among TTA providers and effective use of BJA TTA grant funding. BJA reserves the right to reasonably modify these protocols at any time, at its discretion.

TTA providers may be required to participate in BJA's GrantStat. Through GrantStat, BJA management and staff examine the performance of the grant programs funded by BJA by tracking grantee or program performance along several key indicators. GrantStat calls for the collection and analysis of performance data and other relevant grant-level information that enables BJA as well as our TTA partners to be held accountable for the grantee's and program's performance as measured against the program's goals and objectives. In addition, the TTA provider will be required to assist grantees in the collection of performance measure data, working in collaboration with the local research partners.

BJA encourages applicants to think strategically regarding the effective and efficient delivery of TTA services. 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. 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 TTA delivery business may want to include a subaward 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.

The Goals, Objectives and Deliverables are directly related to the performance measures set out in the table in [Section D. Application and Submission Information](#), under "Program Narrative."

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
- 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. The OJP CrimeSolutions.gov website is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

B. Federal Award Information

BJA expects to make up to four awards with an estimated total amount awarded of up to \$6,200,000. BJA expects to make awards for a 24-month period of performance, to begin on October 1, 2017.

COAP TTA Category A: COAP Network Training and Technical Assistance Coordination Provider – One anticipated award of \$2,650,000. Performance Period: 24 months. Competition ID: BJA-2017-12486

COAP TTA Category B: COAP National Training and Technical Assistance Provider – One anticipated award of \$2,150,000. Performance Period: 24 months. Competition ID: BJA-2017-12487

COAP TTA Category C: COAP National Training and Technical Assistance Center for Peer Recovery Support Partnerships – One anticipated award of \$400,000. Performance Period: 24 months. Competition ID: BJA-2017-12488

COAP TTA Category D: Harold Rogers PDMP Training and Technical Assistance Provider – One anticipated award of \$1,000,000. Performance Period: 24 months. Competition ID: BJA-2017-12489

BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation, through supplemental awards. In making decisions regarding supplemental awards, OJP will consider, among other factors, the availability of appropriations, OJP's strategic priorities, and OJP's assessment of both the management of the award (for example, timeliness and quality of progress reports), and the progress of the work funded under the award.

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 that any award under this solicitation will be made in the form of a cooperative agreement, which is a type of award that provides for OJP to have substantial involvement in carrying out award activities. See [Administrative, National Policy, and Other Legal Requirements](#), under [Section F. Federal Award Administration Information](#), for a brief discussion of what may constitute substantial federal involvement.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities⁴) must, as described in the Part 200 Uniform Requirements⁵ as set out at 2 C.F.R. 200.303:

- (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that [the recipient (and any subrecipient)] is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- (c) Evaluate and monitor [the recipient's (and any subrecipient's)] compliance with statutes, regulations, and the terms and conditions of Federal awards.
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or [the recipient (or any subrecipient)] considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

To help ensure that applicants understand applicable administrative requirements and cost principles, OJP encourages prospective applicants to enroll, at no charge, in the DOJ Grants Financial Management Online Training, available [here](#).

⁴ For purposes of this solicitation, the phrase “pass-through entity” includes any recipient or subrecipient that provides a subaward (“subgrant”) to a subrecipient (“subgrantee”) to carry out part of the funded award or program.

⁵ 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.

Budget Information

Cost Sharing or 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.

Pre-Agreement Costs (also known as Pre-award Costs)

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the federal award.

OJP does **not** typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. (Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs.) Should there be extenuating circumstances that make it appropriate for OJP to consider approving pre-agreement costs, the applicant may contact the point of contact listed on the title page of this solicitation for the requirements concerning written requests for approval. If approved in advance by OJP, award funds may be used for pre-agreement costs, consistent with the recipient's approved budget and applicable cost principles. See the section on Costs Requiring Prior Approval in the [DOJ Grants Financial Guide](#) for more 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, a recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110% 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.⁶ The 2017 salary table for SES employees is available at the Office of Personnel Management [website](#). 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. (Non-federal funds used for any such additional compensation will not be considered matching funds, where match requirements apply.) If only a portion of an employee's time is charged to an OJP award, the maximum allowable compensation is equal to the percentage of time worked times the maximum salary limitation.

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, this limitation on compensation rates allowable under an award. An applicant that requests a waiver should include a detailed justification in the budget narrative of its application. An applicant that does not submit a waiver request and justification with its application should anticipate that OJP will require the applicant to adjust and resubmit the budget.

The justification should address—in the context of the work the individual would do under the award—the particular qualifications and expertise of the individual, the uniqueness of a service the individual will provide, the individual's specific knowledge of the proposed program or project, and a statement that explains whether and how the individual's salary under the award would be commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work he/she would do under the award.

⁶ OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed in Appendix VIII to 2 C.F.R. Part 200.

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

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the OJP and DOJ policy and guidance on approval, planning, and reporting of such events, available at:

www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.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 conference, meeting, and training costs for cooperative agreement recipients, as well as some conference, meeting, and training costs for grant recipients; and (3) set cost limits, which include 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 under "Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 Awards" in the [OJP Funding Resource Center](#).

C. Eligibility Information

For eligibility information, see the title page.

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

D. Application and Submission Information

What an Application Should Include

This section describes in detail what an application should include. An applicant should anticipate that if it fails to submit an application that contains all of the specified elements, it may negatively affect the review of its application; and, should a decision be made to make an award, it may result in the inclusion of award conditions that preclude the recipient from accessing or using award funds until the recipient satisfies the conditions and OJP makes the funds available.

Moreover, an applicant should anticipate that an application that OJP determines is nonresponsive to the scope of the solicitation, or that OJP determines does not include the application elements that BJA has designated to be critical, will neither proceed to peer review, nor receive further consideration. For this solicitation, BJA has designated the following application elements as critical: Project Abstract, Program Narrative, Budget Detail Worksheet, and Budget Narrative. An applicant 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. Please review the "Note on File Names and

File Types” under [How to Apply](#) (below) to be sure applications are submitted in permitted formats.

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 the OJP 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).

To avoid processing delays, an applicant must include an accurate legal name on its SF-424. Current OJP award recipients, when completing the field for “Legal Name,” should use the same legal name that appears on the prior year award document which is also the legal name stored in OJP’s financial system. On the SF-424, enter the Legal Name in box 5 and Employer Identification Number (EIN) in box 6 exactly as it appears on the prior year award document. An applicant with a current, active award(s) must ensure that its GMS profile is current. If the profile is not current, the applicant should submit a Grant Adjustment Notice updating the information on its GMS profile prior to applying under this solicitation.

A new applicant entity should enter the Official Legal Name and address of the applicant entity in box 5 and the EIN in box 6 of the SF-424. An applicant must attach official legal documents to its application (e.g., articles of incorporation, 501C3, etc.) to confirm the legal name, address, and EIN entered into 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

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
- Single-spaced, using a standard 12-point font (such as Times New Roman) with 1-inch margins

Applicants should include the following:

- List the category of funding requested (Category A, Category B, Category C, or Category D).
- State the legal name of the grant recipient and the title of the project.
- Describe the project’s goals and deliverables and how the goals relate to the COAP goals and objectives.

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 ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf.

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

In the project abstract template, each applicant is asked to indicate whether it gives OJP permission to share the applicant's project abstract (including contact information for individuals) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions. Moreover, if the application is not funded, providing permission will not ensure that OJP will share the abstract information, nor will it assure funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of 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 15 pages. Number pages "1 of 15," "2 of 15," 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 narrative⁷:

- 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

OJP will require each successful applicant to submit specific performance measures data as part of its reporting under the award (see "[General Information about Post-Federal Award Reporting Requirements](#)" in [Section F. Federal Award Administration Information](#)). The performance measures correlate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in [Section A. Program Description](#).

⁷ For information on subawards (including the details on proposed subawards that should be included in the application), see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

The application should describe the applicant's plan for collection of all of the performance measures data listed in the table below under “Data Grantee Provides,” should it receive funding.

Post award, recipients will be required to submit performance metric data semi-annually through BJA’s online Training and Technical Assistance Reporting Portal. More information on reporting requirements can be found at: <https://www.bjatrainng.org/working-with-nttac/providers>.

Below are the performance measures for this solicitation:

Objectives	Catalog ID	Performance Measure	Data Grantee Provides
Objective 1: Support the development, implementation, and sustainment of comprehensive, evidence-based strategies designed to reduce opioid misuse and overdose fatalities and expand the use of PDMPs nationally	458	Number of Trainings conducted	Number of trainings (by type): <ul style="list-style-type: none"> • In-person, • Web-based, • CD/DVD, • Peer to Peer, • Workshop
	228	Number of participants who attend the training	Number of individuals who: <ul style="list-style-type: none"> • Attend 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
	239	Percentage of participants who successfully completed the training	
	235	Percentage of participants who rated the training as satisfactory or better	
	215	Percentage of participants trained and subsequently demonstrated performance improvement	

	237	Percentage of scholarship recipients surveyed who reported that the training provided information that could be utilized in their job	Number of Individuals who: <ul style="list-style-type: none"> 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
	144	Number of curricula developed	Number of training curricula: <ul style="list-style-type: none"> Developed; Pilot tested; Revised after being pilot tested
	520	Number of curricula that were pilot tested	
	521	Percentage of curricula that were revised after pilot testing	
Objective 2: Support the development, implementation, and sustainment of comprehensive, evidence-based strategies designed to reduce opioid misuse and overdose fatalities and expand the use of PDMPs nationally through short-term and comprehensive technical assistance	12	Percentage of requesting agencies who rated services as satisfactory or better	<ul style="list-style-type: none"> Number of onsite visits completed; Number of reports submitted to requesting agencies after onsite visits; Number of requesting agencies who completed an evaluation of services; Number of agencies who rated the services a satisfactory or better (in terms of timeliness and quality); Number of follow-ups with requesting agencies completed 6 months after onsite visit; Number of agencies that were planning to implement at least one or more
	11	Percentage of requesting agencies that were planning to implement one or more recommendations	

			recommendations 6 months after the onsite visit
	247	Percentage of peer visitors who reported that the visit to the other agency was useful in providing information on policies or practices	<ul style="list-style-type: none"> • Number of peer-to-peer visits completed; • Number of peer visitors who completed an evaluation; • Number of peer visitors who reported that the visit was useful in providing information on policies or practices; • Number of follow-ups with the requesting peer visitor completed 6 months after the peer-to-peer visit; • Number of peer visitors who were planning to implement at least one or more recommendations 6 months after the onsite visit
	246	Percentage of peer visitors that were planning to implement one or more policies or practices 6 months after they were observed at the visited site	
	526	Percentage of requesting agencies of other onsite services who rated the services provided as satisfactory or better	<ul style="list-style-type: none"> • Number of other onsite services provided; • Number of requesting agencies who completed an evaluation of other onsite services; • Number of agencies who rated the services a satisfactory or better
Objective 3: Increase information provided to BJA and the criminal justice, public health, and substance abuse treatment communities	147	Number of conferences or advisory/focus groups held	<ul style="list-style-type: none"> • Number of conferences or advisory/focus groups held; • Number of conference or advisory/focus group attendees who

	493	Percentage of advisory/focus groups evaluated as satisfactory or better	<ul style="list-style-type: none"> completed an evaluation; Number of conference or advisory/focus group attendees who rated the advisory/focus group as satisfactory or better
	144	Number of publications developed.	<ul style="list-style-type: none"> Number of publications/resources developed; Number of publications/ resources disseminated
	145	Number of publications disseminated	
	491	Number of web sites developed	<ul style="list-style-type: none"> Number of web sites developed; Number of web sites maintained; Number of visits to web sites during the current reporting period; Number of visits to web sites during the previous reporting period
	492	Percent of web sites maintained	
	486	Percent of increase in the number of visits to web sites	
	354	Percentage of information requests responded to	<ul style="list-style-type: none"> Number of information requests; Number of information requests responded to

Note on Project Evaluations

An applicant that proposes to use award funds 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 subjects 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.” Each applicant should provide sufficient information for OJP to determine whether the particular project it proposes would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ definition of research that appears at 28 C.F.R. Part 46 (“Protection of Human Subjects”).

Research, for purposes of human subjects protection 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 for purposes of human subjects protection, applicants should consult the decision tree in the “Research and the protection of human subjects” section of the “[Requirements related to Research](#)” web page of the "Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017," available through the [OJP Funding Resource Center](#). Every prospective applicant whose application may propose a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that web page.

4. Budget and Associated Documentation

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf. An applicant that submits its budget in a different format should use the budget categories listed in the sample budget worksheet. The Budget Detail Worksheet should break out costs by year.

For questions pertaining to budget and examples of allowable and unallowable costs, see the [DOJ Grants Financial Guide](#).

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).

An applicant should demonstrate in its budget narrative how it will maximize cost effectiveness of award 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 budget narrative should be mathematically sound and correspond clearly 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 those costs are necessary 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 describe costs by year.

c. Information on Proposed Subawards (if any), as well as on Proposed Procurement Contracts (if any)

Applicants for OJP awards typically may propose to make "subawards." Applicants also may propose to enter into procurement "contracts" under the award.

Whether—for purposes of federal grants administrative requirements—a particular agreement between a recipient and a third party will be considered a "subaward" or instead considered a procurement "contract" under the award is determined by federal rules and applicable OJP guidance. It is an important distinction, in part because the federal administrative rules and requirements that apply to "subawards" and to procurement "contracts" under awards differ markedly.

In general, the central question is the relationship between what the third-party will do under its agreement with the recipient and what the recipient has committed (to OJP) to do under its award to further a public purpose (e.g., services the recipient will provide, products it will develop or modify, research or evaluation it will conduct). If a third party will provide some of the services the recipient has committed (to OJP) to provide, will develop or modify all or part of a product the recipient has committed (to OJP) to develop or modify, or will conduct part of the research or evaluation the recipient has committed (to OJP) to conduct, OJP will consider the agreement with the third party a subaward for purposes of federal grants administrative requirements.

This will be true **even if** the recipient, for internal or other non-federal purposes, labels or treats its agreement as a procurement, a contract, or a procurement contract. Neither the title nor the structure of an agreement determines whether the agreement -- for purposes of federal grants administrative requirements -- is a "subaward" or is instead a procurement "contract" under an award.

Additional guidance on the circumstances under which (for purposes of federal grants administrative requirements) an agreement constitutes a subaward as opposed to a procurement contract under an award, is available (along with other resources) on the [OJP Part 200 Uniform Requirements](#) web page.

1. Information on proposed subawards

A recipient of an OJP award may not make subawards ("subgrants") unless the recipient has specific federal authorization to do so. Unless an applicable statute or DOJ regulation specifically authorizes (or requires) subawards, a recipient must have authorization from OJP before it may make a subaward.

A particular subaward may be authorized by OJP because the recipient included a sufficiently-detailed description and justification of the proposed subaward in the application as approved by OJP. If, however, a particular subaward is not authorized by federal statute or regulation, and is not sufficiently described and justified in the application as approved by OJP, the recipient will be required, post-award, to request and obtain written authorization from OJP before it may make the subaward.

If an applicant proposes to make one or more subawards to carry out the federal award and program, the applicant should (1) identify (if known) the proposed subrecipient(s), (2) describe in detail what each subrecipient will do to carry out the federal award and federal program, and (3) provide a justification for the subaward(s), with details on pertinent matters such as special qualifications and areas of expertise. Pertinent information on subawards should appear not only in the Program Narrative, but also in the Budget Detail Worksheet and budget narrative.

2. Information on proposed procurement contracts (with specific justification for proposed noncompetitive contracts over \$150,000)

Unlike a recipient contemplating a subaward, a recipient of an OJP award generally does not need specific prior federal authorization to enter into an agreement that—for purposes of federal grants administrative requirements—is considered a procurement contract, **provided that** (1) the recipient uses its own documented procurement procedures and (2) those procedures conform to applicable federal law, including the Procurement Standards of the (DOJ) Part 200 Uniform Requirements (as set out at 2

C.F.R. 200.317 - 200.326). The Budget Detail Worksheet and budget narrative should identify proposed procurement contracts. (As discussed above, subawards must be identified and described separately from procurement contracts.)

The Procurement Standards in the Part 200 Uniform Requirements, however, reflect a general expectation that agreements that (for purposes of federal grants administrative requirements) constitute procurement “contracts” under awards will be entered into on the basis of full and open competition. If a proposed procurement contract would exceed the simplified acquisition threshold—currently, \$150,000—a recipient of an OJP award may not proceed without competition unless and until the recipient receives specific advance authorization from OJP to use a non-competitive approach for the procurement.

An applicant that (at the time of its application) intends—without competition—to enter into a procurement “contract” that would exceed \$150,000 should include a detailed justification that explains to OJP why, in the particular circumstances, it is appropriate to proceed without competition. Various considerations that may be pertinent to the justification are outlined in the [DOJ Grants Financial Guide](#).

d. Pre-Agreement Costs

For information on pre-agreement costs, see [Section B. Federal Award Information](#).

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs may be charged to an award only if:

- (a) The recipient has a current (that is, unexpired), federally-approved indirect cost rate; or
- (b) The recipient is eligible to use, and elects to use, the “de minimis” indirect cost rate described in the Part 200 Uniform Requirements, as set out at 2 C.F.R. 200.414(f).

An applicant with a current (that is, unexpired) federally-approved indirect cost rate is to attach a copy of the indirect cost rate agreement to the application. An applicant that does not have a current federally-approved rate may request one through its cognizant federal agency, which will review all documentation and approve a rate for the applicant entity, or, if the applicant’s accounting system permits, applicants may propose to allocate costs in the direct cost categories.

For assistance with identifying the appropriate cognizant federal agency for indirect costs, please contact the OCFO 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 <http://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

Certain OJP recipients have the option of electing to use the “de minimis” indirect cost rate. An applicant that is eligible to use the “de minimis” rate that wishes to use the “de minimis” rate should attach written documentation to the application that advises OJP of both (1) the applicant’s eligibility to use the “de minimis” rate, and (2) its election to do so. If an eligible applicant elects the “de minimis” rate, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. The “de minimis” rate may no longer be used once an approved federally-negotiated indirect cost rate is in place. (No entity that ever has had a federally-approved negotiated indirect cost rate is eligible to use the “de minimis” rate.)

6. Tribal Authorizing Resolution (if applicable)

A tribe, tribal organization, or third party that proposes to provide direct services or assistance to residents on tribal lands should include in its application a resolution, letter, affidavit, or other documentation, as appropriate, that demonstrates (as a legal matter) that the applicant has the requisite authorization from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for an award 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 award. 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. Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)

Every applicant (other than an individual applying in his/her personal capacity) is to download, complete, and submit the [OJP Financial Management and System of Internal Controls Questionnaire](#), as part of its application.

Among other things, the form requires each applicant to disclose whether it currently is designated “high risk” by a federal grant-making agency outside of DOJ. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the applicant’s past performance, or other programmatic or financial concerns with the applicant. If an applicant is designated high risk by another federal awarding agency, the applicant must provide the following information:

- The federal awarding agency that currently designates the applicant high risk
- The date the applicant was designated high risk
- The high-risk point of contact at that federal awarding agency (name, phone number, and email address)
- The reasons for the high-risk status, as set out by the federal awarding agency

OJP seeks this information to help ensure appropriate federal oversight of OJP awards. An applicant that is considered “high risk” by another federal awarding agency is not automatically disqualified from receiving an OJP award. OJP may, however, consider the information in award decisions, and may impose additional OJP oversight of any award under this solicitation (including through the conditions that accompany the award document).

8. Disclosure of Lobbying Activities

Each applicant must complete and submit this information. An applicant that expends any funds for lobbying activities is to provide all of the information requested on the form [Disclosure of Lobbying Activities \(SF-LLL\)](#). An applicant that does not expend any funds for lobbying activities is to enter “N/A” in the text boxes for item 10 (“a. Name and Address of Lobbying Registrant” and “b. Individuals Performing Services”).

9. Additional Attachments

a. Project Timeline, Résumés, Letters of Support, Agreements or Memorandums of Understanding, and Sample TTA products

- Attach a *Project Timeline* (with an estimated start date of October 1, 2017) with each project goal, related objective, activity, expected completion date, and responsible person or organization.
- Provide *Résumés* for key positions.
- Provide *Letters of Support* that demonstrate support of the project and outline the partners' responsibilities (if applicable). *Agreements or Memorandums of Understanding* should be included if the application has multiple partners and should identify the lead applicant and the subrecipients.
- Attach two to three examples of *sample products* the organization has produced that exemplify high quality product and the ability to communicate effectively with stakeholders (e.g., fact sheet, research brief, link to archived webinar, TA final report with recommendations, graphics, etc.).

Do not include materials not requested; additional material will not be reviewed.

b. Applicant Disclosure of Pending Applications

Each applicant is to disclose whether it has (or is proposed as a subrecipient under) any pending applications for federally-funded grants or cooperative agreements that (1) include requests for funding to support the same project being proposed in the application under this solicitation, and (2) would cover any identical cost items outlined in the budget submitted to OJP as part of the application under this solicitation. The applicant is to disclose applications made directly to federal awarding agencies, and also applications for subawards of federal funds (e.g., applications to State agencies that will subaward ("subgrant") 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.

Each applicant that has one or more pending applications as described above is 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 federal or State funding agency

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/Email for Point of Contact at Federal or State Funding Agency
DOJ/Office of Community Oriented Policing Services (COPS)	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov

Health & Human Services/ Substance Abuse and 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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Each applicant should include the table as a separate attachment to its application. The file should be named “Disclosure of Pending Applications.” The applicant Legal Name on the application must match the entity named on the disclosure of pending applications statement.

Any applicant that does not have any pending applications as described above is to submit, as a separate attachment, a statement to this effect: “[Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally-funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of in this application.”

c. Research and Evaluation Independence and Integrity

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant must demonstrate independence and integrity regarding both this proposed research and/or evaluation, and any current or prior related projects.

Each application should include an attachment that addresses **both** i. and ii. below.

- i. For purposes of this solicitation, each applicant is to document research and evaluation independence and integrity by including one of the following two items:
 - a. A specific assurance that the applicant has reviewed its application to identify any actual or potential apparent conflicts of interest (including through review of pertinent information on the principal investigator, any co-principal investigators, and any subrecipients), and that the applicant has identified no such conflicts of interest – whether personal or financial or organizational (including on the part of the applicant entity or on the part of staff, investigators, or subrecipients) – that could affect the independence or integrity of the research, including the design, conduct, and reporting of the research.

OR

- b. A specific description of actual or potential apparent conflicts of interest that the applicant has identified—including through review of pertinent information on the principal investigator, any co-principal investigators, and any subrecipients—that could affect the independence or integrity of the research, including the design, conduct, or reporting of the research. These conflicts

may be personal (e.g., on the part of investigators or other staff), financial, or organizational (related to the applicant or any subrecipient entity). Some examples of potential investigator (or other personal) conflict situations are 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 or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization would not be given an award to evaluate a project, if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), because the organization in such an instance might 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 of an evaluation or research product is a problem and must be disclosed.

- ii. In addition, for purposes of this solicitation, each applicant is to address possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:
 - a. If an applicant reasonably believes that no actual or potential apparent conflicts of interest (personal, financial, or organizational) exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. The applicant also is to include an explanation of the specific processes and procedures that the applicant has in place, or will put in place, to identify and prevent (or, at the very least, mitigate) any such conflicts of interest pertinent to the funded project during the period of performance. Documentation that may be helpful in this regard may include organizational codes of ethics/conduct and policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

OR

- b. If the applicant has identified actual or potential apparent conflicts of interest (personal, financial, or organizational) that could affect the independence and integrity of the research, including the design, conduct, or reporting of the research, the applicant must is to provide a specific and robust mitigation plan to address each of those conflicts. At a minimum, the applicant is expected to explain the specific processes and procedures that the applicant has in place, or will put in place, to identify and eliminate (or, at the very least, mitigate) any such conflicts of interest pertinent to the funded project during the period of performance. Documentation that may be helpful in this regard may include organizational codes of ethics/conduct and policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

OJP will assess research and evaluation independence and integrity based on considerations such as the adequacy of the applicant's efforts to identify factors that

could affect the objectivity or integrity of the proposed staff and/or the applicant entity (and any subrecipients) 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.

d. Disclosure of Process Related to Executive Compensation

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees.

Under certain circumstances, a nonprofit organization that provides unreasonably high compensation to certain persons may subject both the organization's managers and those who receive the compensation to additional federal taxes. A rebuttable presumption of the reasonableness of a nonprofit organization's compensation arrangements, however, may be available if the nonprofit organization satisfied certain rules set out in Internal Revenue Service regulations with regard to its compensation decisions.

Each applicant nonprofit organization must state at the time of its application (in the "OJP Financial Management and System of Internal Controls Questionnaire" mentioned earlier) whether or not the applicant entity believes (or asserts) that it currently satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to establishing or invoking a rebuttable presumption of reasonableness of compensation of certain individuals and entities).

A nonprofit organization that states in the questionnaire that it believes (or asserts) that it has satisfied the requirements of 26 C.F.R. 53.4958-6 must then disclose, in an attachment to its application (to be titled "Disclosure of Process related to Executive Compensation"), the process used by the applicant nonprofit organization to determine the compensation of its officers, directors, trustees, and key employees (together, "covered persons").

At a minimum, the disclosure must describe in pertinent detail: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant organization maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions.

For purposes of the required disclosure, the following terms and phrases have the meanings set out by the Internal Revenue Service for use in connection with 26 C.F.R. 53.4958-6: officers, directors, trustees, key employees, compensation, conflict of interest, appropriate data as to comparability, adequate documentation, and concurrent documentation.

Applicant nonprofit organizations should note that following receipt of an appropriate request, OJP may be authorized or required by law to make information submitted to satisfy this requirement available for public inspection. Also, a recipient may be required to make a prompt supplemental disclosure after the award in certain circumstances (e.g., changes in the way the organization determines compensation).

How to Apply

Applicants must register in, and submit applications through Grants.gov, a primary source 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**, which operates 24 hours a day, 7 days a week, except on 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 of registration and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications at least 72 hours prior to the application due date, in order 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.

OJP 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 automatically notified.

Browser Information: Grants.gov was built to be compatible with Internet Explorer. For technical assistance with Google Chrome, or another browser, contact Grants.gov Customer Support.

Note on Attachments: Grants.gov has two categories of files for attachments: “mandatory” and “optional.” OJP receives all files attached in both categories. Please ensure that all required documents are attached in either Grants.gov category.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in the file names of attachments. Valid file names may include only the characters shown in the table below. Grants.gov rejects any application that includes an attachment(s) with a file name that contains any characters not shown in the table below. Grants.gov forwards successfully-submitted applications to the OJP 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 (.)	Applicants must use the “&” format in place of the ampersand (&) when using XML format for documents.		

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:

Every applicant entity must comply with all applicable System for Award Management (SAM) and unique entity identifier (currently, a Data Universal Numbering System [DUNS] number) requirements. If an applicant entity has not fully complied with applicable SAM and unique identifier requirements by the time OJP makes award decisions, OJP may determine that the applicant is not qualified to receive an award and may use that determination as a basis for making the award to a different applicant.

An individual who wishes to apply in his/her personal capacity should search Grants.gov for funding opportunities for which individuals are eligible to apply. Use the Funding Opportunity Number (FON) to register. (An applicant applying as an individual must comply with all applicable Grants.gov individual registration requirements.)

Complete the registration form at <https://apply07.grants.gov/apply/IndCPRegister> to create a username and password for Grants.gov. (An applicant applying as an individual should complete all steps except 1, 2 and 4.)

- 1. Acquire a unique entity identifier (DUNS number).** In general, the Office of Management and Budget requires every applicant for a federal award (other than an individual) to include a "unique entity identifier" in each application, including an application for a supplemental award. Currently, a DUNS number is the required unique entity identifier.

A DUNS number is a unique nine-digit identification number provided by the commercial company Dun and Bradstreet. This unique entity identifier is used for tracking purposes, and to validate address and point of contact information for applicants, recipients, and subrecipients. It will be used throughout the life cycle of an OJP award. 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 certain standard information about federal financial assistance applicants, recipients, and subrecipients. All applicants for OJP awards (other than individuals) must maintain current registrations in the SAM database. An applicant must be registered in SAM to successfully register in Grants.gov. Each applicant must **update or renew its SAM registration at least annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete.

An application cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. Once the SAM registration/renewal is complete, **the information transfer from SAM to Grants.gov can take as long as 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. An applicant entity's "unique entity identifier" (DUNS number) must be used to complete this step. For more information about the registration process for organizations and other entities, go to <https://apply07.grants.gov/apply/OrcRegister>. Individuals registering with Grants.gov should go to <http://www.grants.gov/web/grants/applicants/individual-registration.html>.
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. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. 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 ("CFDA") number for this solicitation is 16.754 and 16.838, and the funding opportunity number is BJA-2017-12486.
6. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application:

COAP TTA Category A: COAP Network Training and Technical Assistance Coordination Provider. Competition ID: BJA-2017-12486

COAP TTA Category B: COAP National Training and Technical Assistance Provider. Competition ID: BJA-2017-12487

COAP TTA Category C: COAP National Training and Technical Assistance Center for Peer Recovery Support Partnerships. Competition ID: BJA-2017-12488

COAP TTA Category D: Harold Rogers PDMP Training and Technical Assistance Provider. Competition ID: BJA-2017-12489
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 two notifications from Grants.gov. The first will confirm the receipt of the application. The second will state whether the application has been validated and successfully submitted, or whether it has been 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 an application well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges each applicant to submit its application **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. Applications must be successfully submitted through Grants.gov by 11:59 p.m. eastern time on April 25, 2017.

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

Note: Application Versions

If an applicant submits multiple versions of the same application, OJP will review only the most recent system-validated version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) (Federal Service Desk) to report the technical issue and receive a tracking number. The applicant must email the NCJRS Response Center identified in the Contact Information section on the title page **within 24 hours after the application deadline** to request approval to submit its application after the deadline. The applicant's email must describe the technical difficulties, and must 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: OJP does not automatically approve requests to submit a late application. After OJP reviews the applicant's request, and contacts the Grants.gov or SAM Help Desks to verify 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 untimely application submission was due to the applicant's failure to follow all required procedures, OJP will deny the applicant's request to submit its application.

The following conditions generally are insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
- Failure to follow Grants.gov instructions on how to register and apply as posted on its website
- Failure to follow each instruction in the OJP solicitation
- Technical issues with the applicant's computer or information technology environment, such as issues with firewalls or browser incompatibility.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP [Funding Resource Center](#) web page.

E. Application Review Information

Review Criteria

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

1. Statement of the Problem (10 percent)

All applicants must specify the category for which the application is submitted:

Category A: COAP Network Training and Technical Assistance Coordination Provider

- Provide a thorough understanding of the need for gathering and transferring knowledge, best practices, and information to COAP site-based grantees as well as to communities interested in replicating successful initiatives.
- Describe the challenges of disseminating information in such a way as to reduce the time to adoption of evidence-based practices.
- Describe the challenges practitioners face in accessing information and resources and the need to have a coordinated COAP TTA network.

Category B: COAP National Training and Technical Assistance Provider

- Provide a thorough understanding of the diverse training and technical assistance that Category 1–4, site-based COAP grantees may need.
- Describe the common challenges grantees may face in planning, implementing, and sustaining grant-funded initiatives.
- Describe the challenges practitioners face in accessing information and resources and the need to have a coordinated COAP TTA network.

Category C: COAP National Training and Technical Assistance Center for Peer Recovery Support Partnerships

- Provide a thorough understanding of the need for gathering and transferring knowledge, best practices, and information related to recovery support services.
- Describe the challenges of disseminating information in such a way as to reduce the time to adoption of evidence-based practices.

Category D: Harold Rogers PDMP Training and Technical Assistance Provider

- Describe the challenges states face in planning, implementing, or enhancing a PDMP and/or responding to changing legislation regarding PDMP operations.
- Describe the challenges states face in planning, implementing, or enhancing a PDMP and/or responding to changing legislation regarding PDMP operations.
- Describe the challenges practitioners face in accessing information and resources and the need for training and technical assistance.

2. Project Design and Implementation (35 percent)

All applicants must:

- Address **each** deliverable under the relevant category (see pages 6–13). Identify specific strategies and approaches for designing and implementing the deliverables.
- Provide a timeline for completing the tasks and identify the percentage of time that will be dedicated by the individuals responsible for the tasks.

3. Capabilities and Competencies (35 percent)

All applicants must:

- Clearly articulate the organization's history of involvement with implementation projects of a national scope.
- Discuss the staffing resources, either permanent full-time staff or proposed consultants, to effectively implement the program, including the applicant's ability to manage subrecipients and contractors with appropriate accountability.
- Describe the capacity to complete each of the potential tasks or projects outlined.
- Describe how the applicant will coordinate with other COAP TTA providers throughout the project.

- Attach two to three examples of relevant products the organization has produced that exemplify high quality product and the ability to communicate effectively with stakeholders (e.g., fact sheet, research brief, link to archived webinar, TA final report with recommendations, graphics, etc.)

Category A: COAP Network Training and Technical Assistance Coordination Provider

- Provide examples of the organization's experience supporting distance learning and organizing and coordinating small- and medium-sized conferences.
- Provide examples of the organization's experience coordinating the development of publications and written materials for a national audience.
- Describe the organization's experience developing online toolkits or resource centers for a national audience.

Category B: COAP National Training and Technical Assistance Provider

- Provide examples of the organization's experience using TTA strategies that include developing tools and resources, using distance learning, peer-to-peer consultations, and onsite and offsite technical assistance.
- List the consultants or partners with whom the organization plans to work to deliver TTA services. For each consultant or partner, include a letter of support.
- Describe the qualifications/capabilities of any proposed subrecipient(s). Outline how the organization will recruit and partner with consultants to provide training/technical assistance/resource center projects.

Category C: COAP National Training and Technical Assistance Center for Peer Recovery Support Partnerships

- Provide examples of the organization's experience using TTA strategies that include developing tools and resources, using distance learning, peer-to-peer consultations, and onsite and offsite technical assistance.

Category D: Harold Rogers PDMP Training and Technical Assistance Provider

- Provide examples of the organization's experience using TTA strategies that include developing tools and resources, using distance learning, peer-to-peer consultations, and onsite and offsite technical assistance.
- List the consultants or partners with whom the organization plans to work to deliver TTA services. For each consultant or partner, include a letter of support.
- Describe the qualifications/capabilities of any proposed subrecipient(s). Outline how the organization will recruit and partner with consultants to provide training/technical assistance/resource center projects.

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

All applicants must:

- Describe a process for assessing the project's effectiveness (see Performance Measures). This should include measures of adhering to project timelines, meeting deliverables schedules, obtaining input from customers, and seeking feedback from stakeholders.
- Identify the person or group that will be responsible for collecting and reporting the required performance measurement data outlined in the Performance Measures section.

5. Budget (10 percent)

All applicants must:

- 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.⁸

Category B: COAP National Training and Technical Assistance Provider

- The Category B TTA award recipient must budget a dedicated amount of \$150,000 for each COAP site-based Category 1–4 every year (for a total of \$1.2 million over 24 months), such as via subaward grants, to assist in training, implementation, and sustainability. Applicants that include appropriate funding to support established partnerships with named entities or specific subject matter experts in the budget may reduce the amount set aside to \$50,000 for each COAP site-based Category 1–4 every year (for a total of \$400,000 over 24 months).

Category C: COAP National Training and Technical Assistance Center for Peer Recovery Support Partnerships

- Applicants must budget to provide a small stipend to each mentor site (up to \$5,000 per mentor site over the course of the grant) and budget for the travel costs to support 12 teams of 3 individuals to participate in the peer-to-peer mentor visits.

Review Process

OJP is committed to ensuring a fair and open process for making awards. 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. For purposes of assessing whether an application meets basic minimum requirements and should proceed to further consideration, OJP screens applications for compliance with those requirements. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- The application must be submitted by an eligible type of applicant
- The application must request funding within programmatic funding constraints (if applicable)
- The application must be responsive to the scope of the solicitation
- The application must include all items designated as “critical elements”
- The applicant must not be identified in SAM as excluded from receiving federal awards

For a list of the critical elements for this solicitation, see “What an Application Should Include” under [Section D. Application and Submission Information](#).

⁸ 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.

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. BJA may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation's review criteria. 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. Peer reviewers' ratings and any resulting recommendations are advisory only, although reviewer views are considered carefully. Other important considerations for OJP include underserved populations, geographic diversity, strategic priorities, and available funding, as well as the extent to which the budget detail worksheet and budget narrative accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by applicants. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award. If OJP anticipates that an award will exceed \$150,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System; "FAPPIIS").

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 applicants.

The evaluation of risks goes beyond information in SAM, however. OJP itself has in place a framework for evaluating risks posed by applicants for competitive awards. OJP takes into account information pertinent to matters such as --

1. Applicant financial stability and fiscal integrity
2. Quality of the management systems of the applicant, and the applicant's ability to meet prescribed management standards, including those outlined in the DOJ Grants Financial Guide
3. Applicant's history of performance under OJP and other DOJ awards (including compliance with reporting requirements and award conditions), as well as awards from other federal agencies
4. Reports and findings from audits of the applicant, including audits under the Part 200 Uniform Requirements
5. Applicant's ability to comply with statutory and regulatory requirements, and to effectively implement other award requirements

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

Federal Award Notices

Award notifications will be made by September 30, 2017. OJP sends award notifications by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The email notification includes detailed instructions on how to access and view the award documents, and steps to take in GMS to start the award acceptance process. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date.

For each successful applicant, an individual with the necessary authority to bind the applicant will be required to log in; execute a set of legal certifications and a set of legal assurances; designate a financial point of contact; thoroughly review the award, including all award conditions; and sign and accept the award. The award acceptance process requires physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

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, as well as all applicable requirements of federal statutes, regulations, and executive orders (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance). OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

Applicants should consult the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 Awards](#)," available in the [OJP Funding Resource Center](#). In addition, applicants should examine the following two legal documents, as each successful applicant must execute both documents before it may receive any award funds.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Standard Assurances](#)

Applicants may view these documents in the Apply section of the [OJP Funding Resource Center](#).

The web pages accessible through the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 Awards](#)" are intended to give applicants for OJP awards a general overview of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants and cooperative agreements awarded in FY 2017. Individual OJP awards typically also will include additional award conditions. Those additional conditions may relate to the particular statute or program, or solicitation under which the award is made; to the substance of the funded application; to the recipient's performance

under other federal awards; to the recipient's legal status (e.g., as a for-profit entity); or to other pertinent considerations.

As stated above, BJA expects that any award under this solicitation to be a cooperative agreement. A cooperative agreement will include a condition in the award document that sets out the “substantial federal involvement” in carrying out the award and program. Generally speaking, under cooperative agreements with OJP, responsibility for the day-to-day conduct of the funded project rests with the recipient. OJP, however, may have substantial involvement in matters such as coordination efforts and site selection, as well as review and approval of work plans, research designs, data collection instruments, and major project-generated materials. In addition, OJP often indicates in the award condition that it may redirect the project if necessary.

In addition to a condition that sets out the “substantial federal involvement” in the award, cooperative agreements awarded by OJP include a condition that requires specific reporting in connection with conferences, meetings, retreats, seminars, symposia, training activities, or similar events funded under the award.

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 the following reports and data.

Required reports. Recipients typically must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

Awards that exceed \$500,000 will include an additional condition that, under specific circumstances, will require the recipient to report (to FAPIIS) information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either the OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Additional information on this reporting requirement appears in the text of the award condition posted on the OJP web site at <http://ojp.gov/funding/FAPIIS.htm>.

Data on performance measures. In addition to required reports, an award recipient also must provide data that measure the results of the work done under the award. To demonstrate program progress and success, as well as to assist DOJ in 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, OJP will require any recipient, post award, to provide the data listed as “Data Recipient Provides” in the performance measures table in [Section D. Application and Submission Information](#), under "Program Narrative," so that OJP can calculate values for this solicitation's performance measures.

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see the title page.

For contact information for Grants.gov, see the title page.

H. Other Information

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

All applications submitted to OJP (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. By law, DOJ may withhold information that is responsive to a request pursuant to FOIA if DOJ determines that the responsive information either is protected under the Privacy Act or falls within the scope of one of nine statutory exemptions under FOIA. DOJ cannot agree in advance of a request pursuant to FOIA not to release some or all portions of an application.

In its review of records that are responsive to a FOIA request, OJP will withhold information in those records that plainly falls within the scope of the Privacy Act or one of the statutory exemptions under FOIA. (Some examples include certain types of information in budgets, and names and contact information for project staff other than certain key personnel.) In appropriate circumstances, OJP will request the views of the applicant/recipient that submitted a responsive document.

For example, if OJP receives a request pursuant to FOIA for an application submitted by a nonprofit or for-profit organization or an institution of higher education, or for an application that involves research, OJP typically will contact the applicant/recipient that submitted the application and ask it to identify—quite precisely—any particular information in the application that applicant/recipient believes falls under a FOIA exemption, the specific exemption it believes applies, and why. After considering the submission by the applicant/recipient, OJP makes an independent assessment regarding withholding information. OJP generally follows a similar process for requests pursuant to FOIA for applications that may contain law-enforcement sensitive information.

Provide Feedback to OJP

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

IMPORTANT: This email is for feedback and suggestions only. OJP does **not** reply from this mailbox to messages it receives in this mailbox. Any prospective applicant that has specific questions on any program or technical aspect of the solicitation **must** use the appropriate telephone number or email listed on the front of this document to obtain information. These contacts are provided to help ensure that prospective applicants can directly reach an individual who can address specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your résumé to ojppeerreview@lmsolas.com. (Do not send your résumé to the OJP Solicitation Feedback email account.) **Note:** Neither you nor anyone else from your organization or entity can be a peer reviewer in a competition in which you or your organization/entity has submitted an application.

**Application Checklist
FY 2017 Comprehensive Opioid Abuse Program
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 33)
- Acquire or renew registration with SAM (see page 33)

To Register with Grants.gov:

- Acquire AOR and Grants.gov username/password (see page 34)
- Acquire AOR confirmation from the E-Biz POC (see page 34)

To Find Funding Opportunity:

- Search for the Funding Opportunity on Grants.gov (see page 34)
- Select the correct Competition ID (see page 34)
- Download Funding Opportunity and Application Package
- Sign up for Grants.gov email [notifications](#) (optional) (see page 32)
- 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 page 17)

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 page 34)

If no Grants.gov receipt, and validation or error notifications are received:

- contact the NCJRS Response Center regarding experiencing technical difficulties (see page 2)

General Requirements:

- Review the [Solicitation Requirements](#) in the OJP Funding Resource Center.

Scope Requirement:

- The federal amount requested is within the allowable limits and not to exceed:
 - \$2,650,000 for Category A: COAP Network Training and Technical Assistance Coordination Provider
 - \$2,150,000 for Category B: COAP National Training and Technical Assistance Provider

The Category B TTA award recipient must dedicate an amount of \$150,000 for each COAP site-based Category 1–4 every year (for a total of \$1.2 million over 24 months) via subaward grants to assist in training, implementation, and sustainability. Applicants that include appropriate funding to support established partnerships with named entities or specific subject matter experts in the budget

may reduce the dedicated to \$50,000 for each COAP site-based Category 1–4 every year (for a total of \$400,000 over 24 months).

_____ \$400,000 for Category C: COAP National Training and Technical Assistance Center for Peer Recovery Support Partnerships

Applicants must budget to provide a small stipend to each mentor site (up to \$5,000 per mentor site over the course of the grant) and for the travel costs to support 12 teams of 3 individuals to participate in the peer-to-peer mentor visits.

_____ \$1,000,000 for Category D: Harold Rogers PDMP Training and Technical Assistance Provider

_____ Applicants wishing to apply under multiple categories have submitted a separate application for each category of funding.

Overview of Post-Award Legal Requirements:

_____ Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 Awards](#)" in the OJP Funding Resource Center.

Eligibility Requirement:

_____ Eligible applicants are limited to for-profit (commercial) organizations, nonprofit organizations (including tribal nonprofit and for-profit organizations), and institutions of higher education (including tribal institutions of higher education) that have experience delivering training and technical assistance nationwide. For-profit organizations must agree to forgo any profit or management fee.

What an Application Should Include:

*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.

_____ Application for Federal Assistance (SF-424)	(see page 18)
_____ *Project Abstract	(see page 18)
_____ *Program Narrative	(see page 19)
_____ *Budget Detail Worksheet	(see page 24)
_____ *Budget Narrative	(see page 24)
_____ Indirect Cost Rate Agreement (if applicable)	(see page 26)
_____ Tribal Authorizing Resolution (if applicable)	(see page 27)
_____ Financial Management and System of Internal Controls Questionnaire	(see page 27)
_____ Disclosure of Lobbying Activities (SF-LLL)	(see page 27)
_____ Additional Attachments	
_____ Project Timeline	(see page 28)
_____ Staff Résumés	(see page 28)
_____ Letters of Support	(see page 28)
_____ Two to three samples of previous TTA products	(see page 28)

- _____ Applicant Disclosure of Pending Applications (see page 28)
- _____ Research and Evaluation Independence and Integrity, if applicable
(see page 29)
- _____ Disclosure of Process related to Executive Compensation
(see page 31)
- _____ Request and Justification for Employee Compensation; Waiver (if applicable)
(see page 16)