

U.S. Department of Justice
Office of Justice Programs
Office of Juvenile Justice and Delinquency Prevention



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP), is pleased to announce that it is seeking applications for funding under the OJJDP FY 2010 Family Drug Court Programs. This program furthers the Department's mission by building the capacity of states, state courts, local courts, units of local government, and Indian tribal governments to either implement new or to enhance pre-existing drug courts for substance-abusing adults involved with the family dependency court as a result of child abuse and neglect issues.

OJJDP FY 2010 Family Drug Court Programs

Eligibility

Applicants are limited to states, state and local courts, units of local government, and federally recognized tribal governments as determined by the Secretary of the Interior and published in the Federal Register. (See "Eligibility," page 3.)

Deadline

Registration with [OJP's Grant Management System \(GMS\)](#) is required prior to application submission.

(See "How to Apply," page 8)

All applications are due by 5:00 p.m. eastern time on April 27, 2010.

(See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting an application, Grants Management System Support Hotline at 1-888-549-9901, option 3 or via e-mail to GMSHelpDesk@usdoj.gov. The [GMS](#) Support Hotline hours of operation are Monday-Friday from 6:00 a.m. to midnight Eastern Time, (closed weekends and Federal holidays).

For assistance with any other requirement of this solicitation, contact Jennifer Tyson, Program Manager, 202-305-1598 or Jennifer.Tyson@usdoj.gov

Release Date: March 9, 2010

CONTENTS

Overview	3
Deadlines: Registration and Application	3
Eligibility	3
Program-Specific Information	4
Performance Measures	6
How to Apply	8
What An Application Must Include:	
Standard Form-424	
Program Narrative	10
Budget and Budget Narrative	15
Indirect Cost Rate Agreement	16
Plan for Collecting the Data Required for Performance Measurement	17
Tribal Authorizing Resolution	17
Other Attachments	17
Selection Criteria	17
Review Process	18
Additional Requirements	18
Appendix: Application Checklist	20

OJJDP FY 2010 Family Drug Court Programs (CFDA Number: 16.585)

Overview

The purpose of the Family Drug Courts Program is to build the capacity of states, state and local courts, units of local government, and federally recognized Indian tribal governments to either implement new drug courts or enhance pre-existing drug courts for substance-abusing adults involved with the family dependency court as a result of child abuse and neglect issues. Applicants must provide services to the children of the parents in the program as well as to the parents. The program provides seed money, not long-term support. OJJDP expects successful applicants to develop and implement a sustainability plan during the grant period to continue operation of the family drug court when the grant ends. The program is authorized under 42 U.S.C. 3797u et seq.

Deadlines: Registration and Application

Registration is required prior to submission. The deadline to register and submit your application in GMS is **5:00 p.m. eastern time on April 27, 2010**. Please see the “How to Apply” section, page 9, for more details.

Eligibility

Applicants are limited to states, state and local courts, units of local government, and federally recognized tribal governments (as determined by the Secretary of the Interior and published in the Federal Register), acting together or through agreements with other public and private entities. Applicants must demonstrate that they have the management and financial capabilities to effectively plan and implement projects of the size and scope described in the grant announcement. Faith- and community-based, nonprofit, and for-profit agencies are ineligible as applicants, but OJJDP encourages them to partner with eligible applicants as a community provider of services, if applicable and appropriate. OJJDP welcomes joint applications from two or more eligible applicants; however, one applicant must be clearly indicated as the primary applicant (for correspondence, award, and management purposes) and the others indicated as co-applicants.

An eligible applicant must designate any subunits of government (for example, county probation department, district attorney’s office, or pretrial services agency) that wish to apply under this application as the authorized representative. For example, the county executive may designate the county probation or county district attorney’s office as its representative for the purpose of applying for this grant. In such cases, the applicant must submit an authorization letter from the eligible agency or organization.

American Indian and Alaska Native Tribes and Tribal Organizations. All tribal applications must be accompanied by a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable government body. If the grant will benefit more than one tribal entity, the applicant must include a current authorizing resolution or other enactment of the tribal council or comparable government body from each tribal entity. Grant application submissions on behalf of a tribal entity must include a letter or similar document authorizing the inclusion of the tribal entity named in the application.

Eligible applicants who propose to provide direct services to youth must not include youth who are age 18 or older in the population to be served.

Program-Specific Information

The Family Drug Court Program seeks to build the capacity of states, state courts, local courts, units of local government, and Indian tribal governments to either (1) implement new or (2) to enhance pre-existing drug courts for substance-abusing adults involved with the family dependency court as a result of child abuse and neglect issues. The programs must provide services to the children of the parents in the program as well as to the parents.

The term “drug court” means a specially designed court calendar or docket; a separate or special jurisdiction court is neither necessary nor encouraged. The authorizing statute, 42 U.S.C. 3797u-2, requires that any family drug courts funded by this program target nonviolent offenders. For this solicitation, the term “violent offender” means a person who: (1) is charged with or convicted of an offense that is punishable by a term of imprisonment exceeding one year, during the course of which: (a) the person carried, possessed, or used a firearm or dangerous weapon, (b) the person caused the death of or serious bodily injury to another person, or (c) the person used force against another person, without regard to whether any of the circumstances described above are an element of the offense or conduct of which or for which the person is charged or convicted; or (2) has one or more prior convictions for a felony crime of violence involving the use or attempted use of force against a person with the intent to cause death or serious bodily harm.

This solicitation offers two family drug court grant categories. The applicant must clearly designate under which category it is applying.

Category 1: Implementation: Implementation grants are available to jurisdictions that have completed a substantial amount of planning and are ready to implement a family drug court. These are for jurisdictions where no family drug court currently exists. To be eligible to apply under the implementation category, jurisdictions may already have other types of drug or treatment courts (such as adult drug or mental health courts), but, may not have a current, operational family drug court. Applicants must address all eight categories outlined below.

Category 2: Enhancement: Enhancement grants are available to jurisdictions with a fully operational (at least 1 year) family drug court wishing to enhance the operation of the court and the capacity to deliver any of the eight elements below. Applicants must still address each of the eight categories outlined below but must also address the extent to which each is already implemented and the extent of the enhancement.

All applicants must address each of the following eight components: (see “Project/Program Design and Implementation,” page 11):

1. Collaborative Planning
2. Target Population, Screening, and Eligibility
3. Clinical Assessment and Service Delivery (including services for children, parents, and families, as well as case management)

4. Design and Duration of Program
5. Judicial Supervision
6. Drug Testing
7. Incentives and Sanctions
8. Management Information System and Evaluation.

- **Purpose**

The purpose of the Family Drug Court Program is to support the implementation and enhancement of sustainable drug courts with the capacity for targeted responses for substance-abusing adults who are involved with the family dependency court system as a result of child abuse and neglect issues. The program must provide services to the children of the parents in the program as well as to the parents.

- **Goals, Objectives, and Deliverables**

The program's goal is to decrease the incidence of child abuse and neglect, intervene in family risk factors, and reduce the likelihood of negative outcomes for the children by addressing the substance abuse of parents and providing services to their children. The objectives are to increase the capacity of courts to intervene with substance-abusing adults involved with the court as a result of child abuse and neglect issues.

- **Amount and Length of Awards**

Category 1: Implementation: OJJDP will make awards of up to \$500,000 per award for up to 3 years for implementation grants. The award will cover the entire requested project period.

Category 2: Enhancement: OJJDP will make awards of up to \$350,000 per award for up to 3 years for enhancement grants. The award will cover the entire requested project period.

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

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver: With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award 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. (The 2010 salary table for SES employees is available at <http://www.opm.gov/oca/10tables/indexSES.asp>.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit their budget.

The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work that is to be done.

Match Requirement

Federal funds awarded under both categories in this program may not cover more than 75 percent of the total costs of the project being funded. The applicant must identify the source of the 25 percent non-federal portion of the total project costs and how they will use match funds. (Match is restricted to the same uses of funds as allowed for the federal funds.) An in-kind contribution may constitute a portion of the match requirement. The formula for calculating the match is:

$$\frac{\text{Federal Award amount}}{\text{Federal Share Percentage}} = \text{Adjusted (Total) Project Costs}$$

$$\text{Required Recipient's Share Percentage} \times \text{Adjusted Project Cost} = \text{Required Match}$$

Example: 75%/25% match requirement: for a federal award amount of \$350,000, match would be calculated as follows:

$$\frac{\$350,000}{75\%} = \$466,667 \quad 25\% \times \$466,667 = \$116,667 \text{ match}$$

Performance Measures

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Refer to "What An Application Must Include" (page 9) for additional information on applicant responsibilities for collecting and reporting data. Performance measures for this solicitation are as follows:

Objective	Output Measure	Reporting Format
To establish and enhance drug courts for parents with substance abuse problems and in the child protective services system	Number of families served.	Number of families carried over from the previous reporting period plus new admissions during the reporting period.
	Percent of families served by an evidence-based program or a practices intervention model.	Number of families served by an evidence-based program or practices intervention model. Number of program participants.
	Average length of program stay.	Number of days between program entry and exit (regardless of reason). Number of participants who exit the program.
	Percent of participants who successfully complete the program.	Number of participants successfully completing the program. Number of program participants.
	Percent of participants who re-offend through drug offenses.	Number of participants who were rearrested or seen in court for a new drug offense during the reporting period. Number of program participants.
	Percent of participants who reoffend through child protection offenses.	Number of participants who were rearrested or seen in court for a new child protection offense during the reporting period. Number of program participants.
	Number of system-level initiatives implemented.	Number of current system-level initiatives implemented during the reporting period.

For more information about OJJDP performance measures, see www.ojjdp.ncjrs.gov/grantees/pm/ or contact Janet Chiancone at janet.chiancone@usdoj.gov.

How to Apply

Applications will be submitted through OJP's Grants Management System ([GMS](#)). [GMS](#) is a Web-based, data-driven computer application that provides cradle to grave support for the application, award and management of grants at OJP. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Complete instructions on how to register and submit an application in GMS can be found at www.ojp.usdoj.gov/gmscbt/. If you experience technical difficulties at any point during this process, please e-mail GMSHelpDesk@usdoj.gov or call 1-888-549-9901 (option 3), Monday-Friday from 6:00 a.m. to 12:00 a.m. Eastern Time, (closed weekends and Federal holidays). The Office of Justice Programs highly recommends starting the registration process as early as possible to prevent delays in the application submission by the specified deadline.

All applicants are required to complete the following steps:

- 1. Acquire a DUNS Number.** A DUNS number is required to submit an application in GMS. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) number in their application for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at www.dnb.com. Individuals are exempt from this requirement.
- 2. Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** CCR registration is required to receive funding. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
- 3. Acquire a GMS Username and Password.** If you are a new user, please create a GMS profile by selecting the first time user link under the sign-in box of the [GMS](#) home page. For more information on how to register in GMS, go to www.ojp.usdoj.gov/gmscbt/.
- 4. Search for the Funding Opportunity on GMS.** After you log in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left hand side of the page. Please select OJJDP and the OJJDP FY 2010 Family Drug Court Programs solicitation.

5. **Select the Correct Solicitation Title.** Some OJP solicitations posted in GMS contain multiple purpose areas, denoted by the solicitation categories identified in the solicitation title. If you are applying to a solicitation with multiple solicitation categories, you must select the appropriate solicitation title for the intended purpose area of your application. The application will be peer reviewed according to the requirements of the purpose area under which it is submitted.
6. **Select the Apply Online Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and Application Deadlines for this funding opportunity. Please select the Apply Online button in the Action Column to create an application in the system.
7. **Submit an Application Addressing All of the Requirements Outlined in this Solicitation by Following the Directions in GMS.** Once submitted, GMS will display a confirmation screen stating your submission was successful. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application.

Note: OJP's Grants Management System (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."

Experiencing Unforeseen GMS Technical Issues

If you experience unforeseen GMS technical issues beyond your control which prevent you from submitting your application by the deadline, you must contact OJJDP staff **within 24 hours after the deadline** and request approval to submit your application. At that time, OJJDP staff will require you to e-mail the complete grant application, your DUNS number, and provide a GMS Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the GMS Helpdesk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow GMS instructions on how to register and apply as posted on its Web site; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Notifications regarding known technical problems with GMS are posted on the OJP funding Web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Must Include

OJJDP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all required attachments. Where resumes are required, OJJDP recommends that all resumes be included in a single file.

Standard Form-424

See www07.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF424. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants may select additional applicable categories (e.g., "Private Institution of Higher Education").

Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative must be double-spaced with 1-inch margins, not exceeding 20 pages of 8½ by 11-inches, and use a standard 12-point font, preferably Times New Roman. Pages must be numbered "1 of 20," etc. Material required under the "Budget and Budget Narrative" and "Other Attachments" sections will not count toward the program narrative page count. **At the beginning of the program narrative, applicants must indicate the category (Category 1: Implementation or Category 2: Enhancement) for which they are applying.** OJJDP may reject applications that are incomplete, do not respond to the scope of the solicitation, or fail to comply with format requirements.

The program narrative must address the following selection criteria: (1) project abstract, (2) statement of the problem, (3) performance measures requirements, (4) project/program design and implementation, (5) capabilities/ competencies, and (6) sustainability plan. The applicant must clearly delineate the connections among these sections. For example, the applicant must derive the goals and objectives directly from the problems to be addressed. Similarly, the project design section must clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

Project Abstract. Applicants must include a project abstract as the first page of their program narrative, and it is included in the page limitation specified above. The abstract must not exceed 200 words and briefly describe the project's purpose, identify the population to be served, and summarize the activities that the applicant will implement to achieve the project's goals and objectives. These goals and objectives must focus on short-term and intermediate outcomes (see "Performance Measures Requirements," below). The abstract must describe how the applicant will measure progress toward these goals.

- **Statement of the Problem**

Applicants must briefly describe the nature and scope of the problem that the program will address. Applicants should use local data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe any previous or current attempts to address the problem.

Applicants should describe any research or evaluation studies that relate to the problem and contribute to the applicant's understanding of its causes and potential solutions.

- **Performance Measures Requirements**

Applicants must describe the goals of the proposed program and identify its objectives. When formulating the program's goals and objectives, applicants must be cognizant of the performance measures that OJJDP will require successful applicants to provide.

Goals. Applicants must describe the program's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

Program Objectives. Applicants must explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They must be clearly linked to the problem identified in the preceding section and measurable.

Performance Measures. Award recipients are required to report data in support of mandated performance measures for this solicitation (see "Performance Measures," 6.) Applicants must describe the steps they will take to assemble the information needed to comply with OJJDP's performance measures reporting requirements. Award recipients will be encouraged to use information from existing program records to fulfill performance measures reporting requirements, rather than initiating new data collection activities for this purpose. To ensure confidentiality of program records, award recipients will also be required to submit a completed Privacy Certificate post-award. (See www.ojjdp.ncjrs.gov/grantees/pm/faq.html for more information).

- **Project/Program Design and Implementation**

Applicants must detail how the project will operate throughout the project period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. OJJDP encourages applicants to select evidence-based practices for their programs and adopt a project design that will facilitate the gathering of data on the required performance measures.

In addition, applicants must address each of the eight components outlined below:

- 1. Collaborative Planning**

- Describe steps taken to engage the necessary stakeholders in their jurisdictions. (Implementation applicants only.)
- Explain the planning process, its participants, and major milestones accomplished. (Implementation applicants only.)
- Describe plans regarding collaboration (particularly among related governmental or community initiatives), cross-training, and the development of community partnerships and what is envisioned as the continuing involvement of these participants.
- Describe plans for consultation and coordination with appropriate State and local prosecutors, particularly when participants fail to comply with program requirements (42 U.S.C. 3797u(D)(3)).

2. Target Population, Screening, and Eligibility

- Define target population and eligibility criteria aligned with program's goals and objectives.
- Specify drugs of choice and substance abuse patterns of target population.
- Explain how and by whom eligible clients are identified, screened, and referred to family dependency drug court. Identify the screening instrument.
- If all individuals under court supervision for child abuse and neglect are not routinely screened for substance abuse, explain what triggers such screening.
- Indicate the stage in the dependency court process that parents are screened.
- Indicate the average length of time between the substantiation of the case by child welfare, the filing of a dependency petition, the client's first appearance in family drug court, and enrollment in treatment.
- Describe how the targeted capacity of the family drug court was determined and what process will be used to ensure that the capacity will be reached and maintained.

3. Clinical Assessment and Service Delivery

- Explain process and criteria that the court will use to conduct a comprehensive clinical assessment of the client, children, and family and identify the individuals or agencies responsible for these tasks.
- Identify the instruments that will be used and the time period for conducting an initial assessment.
- Describe the way that the assessment will be used to develop treatment plans and match treatment needs with services.
- Describe how the families' primary substance abuse and mental health care needs will be assessed.
- Describe the role of the medical, mental health, and social service community with the family drug court and how the available community resources will be utilized to provide for the needs of the families in the program.
- Describe how services will be delivered, with specific reference to the following issues:
 - Services for parents. Specify the treatment providers that will be used to deliver services and the specific interventions that will be employed (i.e., treatment modality, structure, levels of care). Describe how treatment plans are developed and explain how interventions will be tailored to the individual needs of the client, be gender appropriate, and culturally competent. Describe any training that is provided to the treatment professionals related to the integration of treatment services with the family court. Explain how the family drug court will monitor the quality and effectiveness of the treatment services.

- Services for children. Describe how the family dependency drug court program will assist parents in developing parenting and life skills that will enhance the clients' understanding of healthy child development and assist them in the ongoing care of their children.
- Describe the continuum of care available to children and detail how case plans are developed to address any substance abuse, mental health, health, child care, educational, and/or social service needs of the children.
- Services for families. Describe the relationship the court has established to meet the families' needs for additional services, such as housing, transportation, educational and vocational services, mentoring, community service, job preparation, and child care. Specify who will arrange for these services and how available community resources will be utilized to meet the families' needs in these areas.
- Case management. Specify who will provide case management and what services will be provided, how frequently cases will be monitored, and the expected average caseload per case manager.

4. Program Design and Duration

- Describe how the family dependency drug court will be structured (i.e., pre-adjudication, post-adjudication, post-disposition, or a combination thereof) and the anticipated average length of participation.
- Describe the various phases of the program and the requirements for the client to proceed from one phase to another.
- Indicate the requirements for successful completion of the program.
- Explain under what circumstances a client would be terminated from the program.
- Describe how the program will be integrated within the dependency court process and how it will help the court comply with the permanency placement timeframes mandated by the Adoption and Safe Families Act of 1997.

5. Judicial Supervision

- Specify how frequently the client appears before the judge.
- Describe how the initial schedule or frequency of hearings is linked to a client's needs or risk assessment.
- Explain what criteria are used to determine whether to increase or decrease the frequency of hearings.
- Indicate whether the family dependency drug court team meets before scheduled status hearings to review and discuss the progress of clients. If not, explain how this information is communicated to the judge and the team.

- Explain the process by which information is exchanged between team members in preparation for the status hearings. Indicate who, in addition to the client and judge, participates in the status hearings.

6. Drug Testing

- Indicate how frequently clients are tested for drug use and explain the randomization process that will be used.
- Specify what methods of analysis will be used for the initial testing and for confirmation testing (e.g., test cups, EMIT, GCMS). Who will administer the drug tests, and what procedures will be used to guard against tampering?
- Specify the turnaround time for results, and explain the rationale for determining the drugs for which to test. Indicate whether a family member can be tested for drugs.

7. Incentives and Sanctions

- Describe incentives and sanctions used by program and guidelines for applying them.
- Indicate behaviors (e.g., positive urine tests, missed counseling sessions) that are eligible for incentives or sanctions during each program phase.
- Indicate methods used to develop incentives and sanctions and whether consideration was given to research that demonstrates which are effective for the target population.

8. Management Information System and Performance Measures

- Describe methods planned for collecting, storing, and maintaining data to support the family drug court's operations and the process and outcome evaluations.
- Discuss plans for data-sharing agreements with treatment service providers, child protection services, the court, and other agencies, and explain how applicable local, state, and federal confidentiality guidelines and requirements will be met.
- Specify how frequently progress reports will be submitted to the court and the minimum data elements that are required in these reports.

Logic Model. Applicants must include a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design. Sample logic models are available at ojjdp.ncjrs.gov/grantees/performance.html. The applicant must submit the logic model as a separate attachment, as stipulated in "Other Attachments," page 17.

Timeline. Applicants must submit a timeline or milestone chart that indicates major tasks, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using "Year 1," "Month 1," "Quarter 1," etc., not calendar dates (see "Sample Project Timelines" at ojjdp.ncjrs.gov/grantees/timelines.html). The applicant must submit the timeline as a separate attachment, as stipulated in "Other Attachments," page 17. On

receipt of an award, the grantee may revise the timeline based on training and technical assistance that OJJDP will provide.

- **Capabilities/Competencies**

Applicants must describe the roles and responsibilities of project staff and explain the program's organizational structure and operations.

This section of the program narrative must describe how the project will be managed and staffed locally. Applicants must clearly and evidently connect management and staffing patterns to the project design described in the previous section. Applicants must explain how they will develop and maintain an interdisciplinary, nonadversarial work team. They must describe the mechanisms that they will establish to ensure effective communication and coordination among the team. The applicant must identify each member of the family drug court team and describe his/her role and responsibilities. Key family drug court members include the judge, child protection services representative, agency attorney/prosecutor, parent attorney/defense attorney, child representative, treatment provider, and drug court coordinator.

This section must describe the experience and capability of the applicant's organization and any contractors that they will use to effectively implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude.

- **Letters of Support**

All applicants must also include a letter from the state court administrator or chief justice of the highest court of the state indicating the highest court has been consulted in connection with this application. The letter should describe how the proposed application would expand or enhance statewide efforts related to problem-solving courts.

- **Sustainability Plan**

Applicants must explain their inability to fund the program without Federal assistance, identify plans for obtaining support to continue the program following the conclusion of Federal support, and certify that the Federal support provided will be used to supplement, and not supplant, State, Indian, and local resources that would otherwise be available. Applicants should detail any current leveraged resources from local sources, cash or in kind, to support the project and discuss plans for sustainability beyond the project period. Applicants should identify any other federal, state, or private foundation grants that serve the same local area and target population.

Applicants must provide a plan detailing how court operations will be maintained after federal assistance ends and how current collaborations and evaluations will be used to leverage ongoing resources.

Budget and Budget Narrative

Applicants must provide a budget that: (1) is complete, allowable, and cost effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. Applicants must submit a budget that includes a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item, as described

below. Total costs that the applicant specifies in its budget must match the amount it provides in the Estimated Funding section of the Project Information screen in GMS. All funds listed in the budget will be subject to audit.

Travel. OJJDP requires all applicants to budget for as many as two people to attend at least two OJJDP-sponsored training events. For purposes of budgeting, applicants should plan on these events occurring in Washington, DC, over a period of 2.5 days. Applicants must also include calculations for these items and should refer to [GSA Per Diem Rates](#) for an estimate of costs.

- **Budget Detail Worksheet**

The worksheet must provide the detailed computation for each budget line item, listing its cost and showing how it was calculated. For example, personnel costs must show the annual salary rate and percent of time devoted to the project for each employee paid with grant funds. The budget detail worksheet must present a complete and detailed itemization of all proposed costs. A template is available at http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf.

- **Budget Narrative**

The budget narrative must describe each budget item and relate it to the appropriate project activity. It must closely follow the content of the budget detail worksheet and justify all proposed costs listed in the budget worksheet (particularly, supplies, travel, and equipment) and demonstrate that they are reasonable. In the budget narrative, applicants must explain how they calculated fringe benefits, how they estimated travel costs, why they must purchase particular items of equipment or supplies, and how they calculated overhead or indirect costs, if applicable.

Indirect Cost Rate Agreement

Applicants that would like to establish a federally negotiated indirect cost rate must submit a proposal to their cognizant federal agency. Generally, the cognizant federal agency is the agency that provides the preponderance of direct federal funding. This can be determined by reviewing an organization's schedule of federal financial assistance. If DOJ is your cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

Accounting System and Financial Capability Questionnaire

First time applicants and applicants that have not previously received funding from OJP that are private organizations (i.e. non-profit, for-profit, faith based organizations) should also submit a completed Accounting System and Financial Capability Questionnaire and financial statements. This requirement only applies to non-governmental applicants that have not received awards from OJP within the past 3 years. Government (state or local) agencies do not need to complete the questionnaire. Obtain the questionnaire at: http://www.ojp.gov/funding/forms/financial_capability.pdf.

Consult the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at www.ojp.gov/financialguide/index.htm.

Plan for Collecting the Data Required for Performance Measures. (See "Performance Measures," page 6.)

Tribal Authorizing Resolution

If a tribe or tribal organization or a third party submits an application proposing to provide direct services or assistance to residents on tribal lands, the application must include a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its residents. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, the application must include a resolution from all tribes that will receive services or assistance provided under the grant.

If an applicant is unable to obtain a signed copy of a tribal resolution documenting support for its application, then, at a minimum, the applicant must submit an unsigned, draft tribal resolution as part of its application. If an applicant fails to submit either a signed or an unsigned copy of a tribal resolution as part of its application, then it will be eliminated from funding consideration. If selected for funding, any applicant that has submitted an unsigned tribal resolution must submit the signed copy of the tribal resolution to OJP within 30 days of acceptance of the award. In all such cases, use of and access to funds will be contingent on receipt of the signed tribal resolution.

Other Attachments

Applicants must submit the following information, as stipulated in the cited pages, as attachments to their application.

- logic model (see "Logic Model," page 14).
- timeline or milestone chart (see "Timeline," page 14)
- résumés of all key personnel
- job descriptions outlining roles and responsibilities for all key positions

Selection Criteria

OJJDP will rate applications that proceed to peer review on a 100-point scale, based on the following point values for the selection criteria:

1. Abstract (5 percent)
2. Statement of the Problem (15 percent)
3. Performance Measures Requirements (15 percent)
4. Project/Program Design and Implementation (40 percent)
5. Capabilities/Competencies (10 percent)
6. Sustainability Plan (5 percent)
7. Budget (10 percent)

See "Program Narrative," page 10, for detailed descriptions of the above criteria.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OJJDP reviews applications to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with basic minimum program or legislative requirements as stated in the solicitation (including, but not limited to, requirements as to timeliness, proper format, and responsiveness to the scope of the solicitation).

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

The Office of the Chief Financial Officer (OCFO), in consultation with OJJDP, conducts a financial review of applications for potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General, who may also consider other factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding, will make all final grant award decisions.

Additional Requirements

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

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)

- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000–federal taxes certification requirement

Appendix: Application Checklist

OJJDP FY 2010 Family Drug Court Programs

The application check list has been created to aid you in developing your application. If any of the items listed below are missing, the application may not move forward for review.

Eligibility

- Federally Recognized Tribe
- State
- State and Local Courts
- Units of Local Government

- The amount requested does not exceed \$500,000 for Implementation, \$350,000 for Enhancement**

The application contains:

- Project Abstract
- Statement of the Problem
- Performance Measures Requirements
- Program Design and Implementation
- Capabilities/Competencies
- Budget Narrative
- Budget Worksheet
- Other

Program Narrative/Abstract Format

- Double-Spaced
- 12-Point Standard Font
- 1" Standard Margins
- Narrative Is 20 Pages or Less

Other Required Components

- Standard-424 Form
- DUNS Number
- Program Narrative Indicates Application Category
- Project Timeline
- Logic Model
- Position Descriptions
- Letters of Support
- Certifications
- Disclosure of Lobbying Activities (if applicable)
- Accounting System and Financial Capability Questionnaire (if applicable)