

**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 seeking applications for funding under the fiscal year (FY) 2017 Juvenile Drug Treatment Court Program. This program furthers the Department's mission by supporting juvenile drug treatment courts in aligning their practices with the [Juvenile Drug Treatment Court Guidelines](#) (JDTC Guidelines) and implementing those practices for youth with substance use disorders who come in contact with the court.

## **OJJDP FY 2017 Juvenile Drug Treatment Court Program**

### **Applications Due: May 2, 2017**

#### **Eligibility**

Applicants are limited to states, state courts, local courts, units of local government,<sup>1</sup> and federally recognized tribal governments (as determined by the Secretary of the Interior) acting directly or through an agreement with other public or private entities. Applicants must have an operating juvenile drug court.

If a subunit of government (e.g., county probation department, district attorney's office, or pretrial services agency) wishes to apply, the authorized representative of the state, state court, local court, or unit of local government must designate that specific applicant for purposes of applying for this grant. 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.

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

---

<sup>1</sup> A "unit of local government," as defined by the applicable statute, means—

- (a) Any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a State.
- (b) Any law enforcement district or judicial enforcement district that—
  - (i) Is established under applicable State law, and
  - (ii) Has the authority to, in a manner independent of other State entities, establish a budget and impose taxes.
- (c) An Indian Tribe that performs law enforcement functions, as determined by the Secretary of the Interior, or
- (d) For the purposes of assistance eligibility, any agency of the government of the District of Columbia or the federal government that performs law enforcement functions in and for—
  - (i) The District of Columbia, or
  - (ii) Any Trust Territory of the United States.

OJJDP 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”).<sup>2</sup> The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire juvenile drug court 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.

OJJDP 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 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 11:59 p.m. eastern time (ET) on May 2, 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 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](mailto:support@grants.gov). The [Grants.gov](#) Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the National Criminal Justice Reference Service Response Center (Response Center) at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under “Experiencing Unforeseen Grants.gov Technical Issues” in the [How To Apply](#) section.

For assistance with any other requirements of this solicitation, contact the Response Center by telephone at 800–851–3420 or TTY: 301–240–6310 (hearing impaired only), by email at [grants@ncjrs.gov](mailto:grants@ncjrs.gov), or by [web chat](#). Response Center hours of operation are 10 a.m. to 6 p.m. ET, Monday through Friday, and 10 a.m. to 8 p.m. ET on the solicitation close date. Answers to

---

<sup>2</sup> For additional information on subawards, see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

frequently asked questions that may assist applicants are posted at [www.ojjdp.gov/grants/solicitations/FY2017/FAQ/JDTCP.pdf](http://www.ojjdp.gov/grants/solicitations/FY2017/FAQ/JDTCP.pdf).

A solicitation webinar will be held on April 18, 2017 at 12:00 p.m. ET. This call will provide a detailed overview of the solicitation and allow an opportunity for interested applicants to ask questions. Preregistration is required for all participants. Register by clicking on this link <http://ojdpta.adobeconnect.com/e8liwyucdhj/event/registration.html> and following the instructions. Due to the limited time, OJJDP encourages participants to review the solicitation and submit any questions they may have in advance and no later than April 11, 2017. Submit your questions to [grants@ncjrs.gov](mailto:grants@ncjrs.gov) with the subject as "Questions for Juvenile Drug Treatment Court Program Webinar."

Grants.gov number assigned to this solicitation: OJJDP-2017-11040

Release date: March 17, 2017

# Contents

A. Program Description .....	5
Overview .....	5
Program-Specific Information .....	5
Goals, Objectives, and Deliverables .....	7
Evidence-Based Programs or Practices .....	11
B. Federal Award Information .....	11
Type of Award .....	11
Financial Management and System of Internal Controls .....	12
Budget Information .....	12
Cost Sharing or Match Requirement (cash or in-kind) .....	12
Preaward Costs (also known as Preaward Costs) .....	13
Limitation on Use of Award Funds for Employee Compensation; Waiver .....	13
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs .....	14
Costs Associated With Language Assistance (if applicable) .....	14
C. Eligibility Information .....	14
D. Application and Submission Information .....	14
What an Application Should Include .....	14
How To Apply .....	32
E. Application Review Information .....	36
Review Criteria .....	36
Review Process .....	36
F. Federal Award Administration Information .....	38
Federal Award Notices .....	38
Administrative, National Policy, and Other Legal Requirements .....	38
General Information About Post-Federal Award Reporting Requirements .....	39
G. Federal Awarding Agency Contact(s) .....	39
H. Other Information .....	39
Freedom of Information Act and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a) .....	39
Provide Feedback to OJP .....	40
Application Checklist .....	41

# OJJDP FY 2017 Juvenile Drug Treatment Court Program

## CFDA # 16.585

### A. Program Description

#### Overview

OJJDP envisions a nation where our children are healthy, educated, and free from violence. If they come into contact with the juvenile justice system, the contact should be rare, fair, and beneficial to them. To meet this vision, this program will support juvenile drug treatment courts (JDTCs) in implementing system changes, service delivery, and programming enhancements that are aligned with OJJDP's [JDTC Guidelines](#), which were released in 2016. The new guidelines provide juvenile courts with an evidence-based, treatment-oriented approach that emphasizes family engagement and addresses the substance use and often co-occurring mental health challenges experienced by youth. The guidelines are grounded in research on adolescent development, substance use treatment, youth interventions, family engagement, juvenile courts, and juvenile drug courts. Successful applicants will be expected to work with OJJDP's training and technical assistance provider to align their activities with the JDTC Guidelines and participate in research and evaluation activities that will be conducted by an independent evaluator, funded by OJJDP.

**Statutory Authority:** This program is authorized under 42 U.S.C. 3797u, et seq.

#### Program-Specific Information

Youth substance use is a serious and widespread problem in the United States.<sup>3</sup> It often co-occurs with mental health disorders and can negatively impact adolescent development.<sup>4</sup> Effectively addressing the needs of such youth is a challenge frequently faced by juvenile courts.<sup>5</sup> Not all system-involved youth charged with substance-related crimes have actual substance use disorders, though, so it is important for courts to work with young people and their families to identify the mental, social, and emotional issues that may be contributing to youth's substance-related crimes.

A juvenile drug treatment court is a court calendar or docket that provides specialized treatment and services for youth with substance use or co-occurring mental health disorders. JDTCs represent a unique, treatment-oriented approach that requires strong community partnerships and enhances these partners' capacity to engage young people with substance use disorders in

---

<sup>3</sup> Hedden, S.L., Kennet, J., Lipari, R., Medley, G., Tice, P., Copello, E.A.P., and Kroutil, L.A. 2015. *Behavioral Health Trends in the United States: Results from the 2014 National Survey on Drug Use and Health*. Rockville, MD: U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, Center for Behavioral Health Statistics and Quality. HHS Publication No. SMA 15-4927, NSDUH Series H-50. Available online: <http://www.samhsa.gov/data/sites/default/files/NSDUH-FRR1-2014/NSDUH-FRR1-2014.pdf>.

<sup>4</sup> Ibid.

<sup>5</sup> Hockenberry, S., and Puzanchera, C. 2015. *Juvenile Court Statistics 2013*. Pittsburgh, PA: National Center for Juvenile Justice. Available online: <http://www.ojjdp.gov/ojstatbb/njcda/pdf/jcs2013.pdf>.

the treatment, mental health, and social support services that can help them recover from their substance use and lead healthier lives.

In 2016, OJJDP released the new [JDTC Guidelines](#) to assist courts in treating youth with substance use disorders by implementing research-informed approaches that are most likely to reduce future offending and improve outcomes.

The purpose of this solicitation is to support existing JDTCs in bringing their current practices into alignment with the [JDTC Guidelines](#). Successful applicants will be expected to work closely with OJJDP's training and technical assistance provider in this alignment process.

Under the JDTC Guidelines Initiative, OJJDP is also funding a separate evaluation of the implementation of the Guidelines and the impact that courts aligned with the Guidelines have on youth outcomes. While these research activities are funded separately, successful applicants under this initiative will be expected to work with the researchers to participate in the evaluation activities (outlined further below). OJJDP anticipates that participation in and findings from this evaluation will lead to updates to the Guidelines, which will continue to improve their clarity and usefulness to JDTCs. The evaluation findings will also lead to further understanding of how to promote the best outcomes for youth involved in the courts.

**Note:** Federally funded JDTCs must serve youth who are younger than age 18. Funds from this program cannot serve juveniles who have been convicted of or adjudicated delinquent for a felony-level offense that (1) has as an element the use, attempted use, or threatened use of physical force against the person or property of another, or the possession or use of a firearm or (2) by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense. OJJDP will immediately suspend funding for any award made under this solicitation if it is determined that youth with violent offenses (as defined above) are participating in any program funded under this solicitation.

The JDTC must also meet the requirements of 42 USC 3797u (a). The requirements include:

1. Continuing judicial supervision over offenders and other individuals with substance abuse problems under the jurisdiction of the court who are not violent offenders.
2. Coordination with the appropriate state or local prosecutor.
3. The integrated administration of other sanctions and services, which will include:
  - Mandatory periodic testing for the use of controlled substances or other addictive substances during any period of supervised release or probation for each participant.
  - Substance abuse treatment for each participant.
  - Diversion, probation, or other supervised release involving the possibility of prosecution, confinement, or incarceration based on noncompliance with program requirements or failure to show satisfactory progress.

- Case management and aftercare services, such as relapse prevention, health care, education, vocational training, job placement, housing placement, and child care or other family support services for each participant who requires them.
- Payment, in whole or in part, by the offender for treatment costs to the extent practicable, such as costs for urinalysis or counseling.
- Payment, in whole or in part, by the offender for restitution to the extent practicable, to either a victim of the offender's offense or to a restitution or similar victim support fund.

**Please note:** Economic sanctions imposed on an offender pursuant to this section shall not be at a level that would interfere with the offender's rehabilitation.

While the Drug Court Discretionary Grant Program authorizing statute requires participant payments for treatment and restitution, it does not allow imposing economic sanctions on a client that would interfere with the client's rehabilitation. Applicants should include in their application provisions for determining if economic sanctions would interfere with a client's rehabilitation or graduation.

Furthermore, the authorizing statute, 42 U.S.C.3797u(c) (1), requires mandatory periodic drug testing. Each participant must be tested for every controlled substance that he or she has been known to abuse and for any that the court may require. The family drug court must impose graduated sanctions that increase punitive measures, therapeutic measures, or both whenever a participant fails a drug test. Such sanctions and measures may include, but are not limited to, one or more of the following:

- Incarceration.
- Detoxification treatment.
- Residential treatment.
- Increased time in the program.
- Termination from the program.
- Increased drug screening requirements.
- Increased court appearances.
- Increased counseling.
- Increased supervision.
- Electronic monitoring.
- In-home restriction.
- Community service.
- Family counseling.
- Anger management classes.

### **Goals, Objectives, and Deliverables**

The goal of this program is to support existing JDTCs in implementing system changes, service delivery, and programming practices that are in alignment with the JDTC Guidelines. The following are the key objectives and deliverables for this program. Applicants should address how they propose to do each of the following:

- **Identify a participating site or jurisdiction for the grant award that has two types of courts: (1) a JDTC and (2) a traditional or nonspecialized juvenile court. These two types of courts must be presided over by different judges and must have each existed for 2 or more years.** As described further below, the existing JDTC will implement practices aligned with the [JDTC Guidelines](#) and serve youth under this initiative. The nonspecialized juvenile court will act as a “comparison court” in this initiative. Grant funds can be used to support the comparison court’s participation in the research activities associated with this project and provide data about the youth it serves; however, funds cannot be used to deliver court services in the comparison court. The comparison court should continue the same case review and processing for eligible youth it has been doing. See below for more specific eligibility, screening, and inclusion criteria for the youth.

**Collaborating jurisdictions or sites.** Participating sites could include either (1) a single JDTC and a single nonspecialized juvenile court in the same jurisdiction, as described above or (2) a collaboration between a JDTC and a nonspecialized juvenile court in one jurisdiction with JDTCs and nonspecialized courts in other jurisdictions. (Under option 2, each jurisdiction must have a JDTC and a nonspecialized juvenile court.) If applicants propose a collaborating approach, they should include a description of the plan regarding how the different jurisdictions will work together and documentation of commitment among the partners (such as a memorandum of understanding).

Applicants should describe the proposed jurisdictions or sites as follows:

- The jurisdiction(s) of the JDTC and nonspecialized court(s), and overview information of the types of cases seen in the courts.
- The general staffing and structure of the JDTC.
- The date the JDTC was established and the number of youth it has served per year.
- The total number of youth who meet the eligibility criteria for this initiative (described further below) that come in contact with the JDTC(s) and nonspecialized juvenile court(s).

Eligible youth are 14 to 17 years old, are assessed as moderate to high risk of reoffending, and have a substance use disorder. (As noted above, they also cannot be charged with violent offenses.) To illustrate the total number of eligible youth in a jurisdiction, applicants should provide a brief table of aggregated data, including the total number of youth seen by the JDTC(s) and nonspecialized juvenile court(s) over the past 2 years and subcounts of the total number of youth by (1) age (14 to 17), (2) risk level, (3) presence of a substance use disorder, and (4) offenses. Applicants should describe how these data were gathered and the court’s data infrastructure, including what types of administrative data the courts collect and the data management systems they use.

The counts should not reflect the proposed number of youth to be identified for this initiative, but should instead be total counts of youth over the past 2 years. A suggested table for presentation of the data appears in the Capabilities and Competencies section under What an Application Should Include on page 14.



- **Develop and implement a plan to screen and identify at least 150 eligible youth over a 2-year period, starting by April 1, 2018.** This is a minimum number and applicants are strongly encouraged to screen additional youth, because youth may initially appear eligible but may not meet all of the eligibility criteria. Eligibility is further defined under Objective 2 in the [JDTC Guidelines](#). Eligible youth must:
  - Have a substance use disorder.
  - Be 14 years old or older.
  - Have a moderate to high risk of reoffending (but not be currently referred for a violent offense).

As part of the evaluation design described below, approximately half (75) of these youth will be referred to the JDTC(s). The others will be referred to the nonspecialized juvenile court(s) (or comparison court).

- **Develop a plan to ensure practices are aligned with the JDTC Guidelines and implement those practices with at least 75 eligible youth who come in contact with the court(s) over 2 years, starting by April 1, 2018.** Applicants should describe:
  - An overview of both (1) the JDTC's current practices and (2) proposed practices to change or implement during this initiative under each of the following seven objectives and outlined further in the [JDTC Guidelines](#):
    - **Objective 1.** Focus the JDTC philosophy and practice on effectively addressing substance use and criminogenic needs to decrease future offending and substance use and to increase positive outcomes.
    - **Objective 2.** Ensure equitable treatment for all youth by adhering to eligibility criteria and conducting an initial screening.
    - **Objective 3.** Provide a JDTC process that engages the full team and follows procedures fairly.
    - **Objective 4.** Conduct comprehensive needs assessments that inform individualized case management.
    - **Objective 5.** Implement contingency management, case management, and community supervision strategies effectively.
    - **Objective 6.** Refer participants to evidence-based substance use treatment, to other services, and for prosocial connections. Applicants should specifically address if and how the substance use treatments to which youth will be referred align with the categories described in the [JDTC Guidelines](#) and the following:
      - Assertive continuing care.
      - Behavioral therapy.
      - Cognitive behavioral therapy.
      - Family therapy.
      - Motivational enhancement therapy.
      - Motivational enhancement therapy/cognitive behavioral therapy.
      - Multiservice packages.
    - **Objective 7.** Monitor and track program completion and termination.

- A commitment to work with OJJDP's training and technical assistance provider during the first 6 months of the project to assess the current JDTC practices and enhance or align them (as necessary) with the JDTC Guidelines, including incorporating new practices.
- **Work with independent researchers (funded separately) to participate in evaluation activities.** Projects funded under this program are for JDTC court and treatment services; however, as described further under the research plan posted here: <https://www.ojjdp.gov/JDTC/Phase2Testing.html>, a separate evaluation team is funded to conduct evaluation activities of the implementation of the Guidelines. Grant funds under this initiative can also be used to assist with the data collection for the youth in the nonspecialized juvenile court, but not for service delivery to those youth. Applicants should describe how they plan to:
  - Work with the researchers to enroll and randomly assign at least 150 eligible youth (as defined above) to the JDTC and nonspecialized juvenile courts over a 2-year period. For planning purposes, this process will likely operate differently depending on whether the applicant is a single jurisdiction or collaboration of jurisdictions:
    - If the proposed jurisdiction or site includes one JDTC and one nonspecialized juvenile court, approximately half of the eligible youth (75) will be randomly assigned to the JDTC(s) under this initiative and the other half will be randomly assigned to the nonspecialized juvenile court.
    - If the proposed applicant is a collaboration of jurisdictions, then each jurisdiction will function as above with approximately half of the eligible youth randomly assigned to either the JDTC or nonspecialized juvenile court within that jurisdiction (not across jurisdictions). The total number of youth across the jurisdictions should still equal at least 150, but each jurisdiction may serve different numbers of youth.
  - Work with the researchers to secure informed consent for research participation of all individuals involved and protect their private and identifiable information.
  - Participate in the data collection components of an evaluation, which includes:
    - Designating at least one person in the participating site who will be responsible to work with the evaluators and help with data collection. This person could also serve other roles, such as being a coordinator for the initiative.
    - Completing staff surveys, collecting program materials, completing practice assessments, and facilitating access to administrative data.
    - Making available to the researchers data on the reoffending and recidivism outcomes for each participant in all participating courts.

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."

### **Equitable Access to OJJDP-funded Programs**

OJJDP promotes an unbiased juvenile justice system in which all youth are treated fairly and have equal access to the services and programs they need. Research indicates that failure to provide equitable treatment may perpetuate and exacerbate a cycle of arrest and incarceration that disproportionately impacts vulnerable youth. OJJDP may give priority consideration to applications that document the applicant's capacity to serve all vulnerable youth. Such capacity may be documented by articulating a plan for meeting the needs of all youth or by demonstrating a record of such service. Applicants should also review the OJP Standard Assurances for information about the applicable nondiscrimination provisions.

### **Evidence-Based Programs or Practices**

OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. 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. Applicants may use the OJP [CrimeSolutions.gov](http://CrimeSolutions.gov) website and the [OJJDP Model Programs Guide](#) website to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

## **B. Federal Award Information**

OJJDP expects to make up to 10 awards of up to \$500,000 each, with an estimated total amount awarded of up to \$5,000,000. OJJDP expects to make awards for a 4-year period of performance, to begin on October 1, 2017.

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**

OJJDP expects that any award under this solicitation will be made in the form of a grant. See [Administrative, National Policy, and Other Legal Requirements](#), under [Section F. Federal Award](#)

[Administration Information](#), for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

## **Financial Management and System of Internal Controls**

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities<sup>6</sup>) must, as described in the Part 200 Uniform Requirements<sup>7</sup> 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](#).

## **Budget Information**

### **Cost Sharing or Match Requirement (cash or in-kind)**

Federal funds awarded under this solicitation may not cover more than 75 percent of the total costs of the project. An applicant must identify the source of the 25 percent nonfederal portion<sup>8</sup> of the total project costs and how it will use match funds. If a successful applicant’s proposed match exceeds the required match amount and OJP approves the budget, the total match

---

<sup>6</sup> 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.

<sup>7</sup> 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.

<sup>8</sup> Indian tribes and tribal organizations that otherwise are eligible for an award may be able to apply certain types of funds received from the federal government (for example, certain funds received under an Indian “self-determination contract”) to satisfy all or part of a required “nonfederal” match.

amount incorporated into the approved budget becomes mandatory and subject to audit. (“Match” funds may be used only for purposes that would be allowable for the federal funds.) Recipients may satisfy this match requirement with either cash or in-kind services. See the [DOJ Grants Financial Guide](#) for examples of “in-kind” services. The formula for calculating the match is:

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

Required Recipient’s Share Percentage x Adjusted Project Cost = Required Match

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

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

### **Preagreement Costs (also known as Preaward Costs)**

Preagreement 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 preagreement 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 preagreement 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 preagreement 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 percent of the maximum annual salary payable to a member of the federal government’s Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year.<sup>9</sup> 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 nonfederal funds. (Nonfederal 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

---

<sup>9</sup> 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.

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 or she would do under the award.

### **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](http://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](#)" 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 failure to submit an application that contains all of the specified elements may negatively affect the review of the 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 OJJDP has designated to be critical, will neither proceed to peer review nor receive further consideration. For this solicitation, OJJDP has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, or 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. Review the “Note on File Names and File Types” under [How To Apply](#) 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,” “Résumés”) for all attachments. Also, OJP recommends that applicants include résumés 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 preapplications, 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 current, active awards must ensure that its GMS profile is current. If the profile is not current, the applicant should submit a Grant Adjustment Notice (GAN) 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, 501(c)(3), 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 must 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 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.

The abstract should briefly describe the project's purpose, the population to be served, and the activities that the applicant will implement to achieve the project's goals and objectives. The abstract should describe how the applicant will measure progress toward these goals. The abstract should indicate whether the applicant will use any portion of the project budget to conduct research, as described in Note on Project Evaluations on page 24. All project abstracts should follow the detailed template available at [ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf](http://ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf).

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

**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 webpage 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

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 should be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11 inches, and use a standard 12-point font, preferably Times New Roman. Pages should be numbered "1 of 30," etc. The tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced and will count in the 30-page limit. Material required under the Budget and Budget Narrative and Additional Attachments sections will not count toward the program narrative page count. Applicants may provide bibliographical references as a separate attachment that will not count toward the 30-page program narrative limit. If the program narrative fails to comply with these length-related restrictions, OJJDP may consider such noncompliance in peer review and in final award decisions.

The program narrative should address the following selection criteria: (1) statement of the problem; (2) goals, objectives, and performance measures; (3) program design and implementation; and (4) capabilities/competencies. The applicant should clearly delineate the connections between and among each of these sections. For example, the applicant should derive the goals and objectives directly from the problems to be addressed. Similarly,



the project design section should clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

The following sections should be included as part of the program narrative:<sup>10</sup>

- a. **Statement of the Problem.** Applicants should briefly describe the nature and scope of the problem that the program will address (e.g., youth with substance use disorders who come in contact with the juvenile court). The applicant should use 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 the target population and 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 their understanding of its causes and potential solutions. While OJJDP expects applicants to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

- b. **Goals, Objectives, and Performance Measures.** Applicants should describe the goals of the proposed program and identify its objectives. When formulating the program's goals and objectives, applicants should be cognizant of the performance measures that OJJDP will require successful applicants to provide.

**Goals.** Applicants should describe the program's intent to align a juvenile drug treatment court with the JDTC Guidelines and to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

**Program Objectives.** Applicants should demonstrate an understanding of and intent to implement a program design responsive to the objectives of the solicitation outlined on pages 7–11 in the Goals, Objectives, and Deliverables section, which include:

- Identifying a participating site or jurisdiction for the grant award that has two types of courts: (1) a JDTC and (2) a traditional or nonspecialized juvenile court (as a comparison court). These two types of courts must be presided over by different judges and must have each existed for 2 or more years.
- Developing and implementing a plan to screen and identify at least 150 eligible youth over a 2-year period, starting by April 1, 2018.
- Developing and implementing a plan to ensure practices are aligned with the JDTC Guidelines and start implementing those practices with at least 75 eligible youth who come in contact with the court(s) over 2 years, starting by April 1, 2018.
- Working with independent researchers (funded separately) to participate in evaluation activities.

---

<sup>10</sup> 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](#).

**Performance Measures.** OJP will require successful applicants 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](#).

Because award recipients under this solicitation will be expected to work with the independent evaluators, OJJDP anticipates that the evaluators will collect and submit this information on behalf of the successful award recipients. The application should describe the applicant's plan for working with the evaluators to submit all of the performance measures data listed in the table below under “Data Recipient Provides,” should it receive funding. OJJDP does not require applicants to submit performance measures data with their application.

OJJDP encourages award recipients to use information from existing program records to fulfill performance measures reporting requirements rather than initiating new data collection activities for this purpose.

OJJDP will require award recipients to submit semiannual performance metrics of relevant data through the [Data Reporting Tool](#). Performance measures for this solicitation are described in the table below.

The following measures are a sampling of the core performance measures for the Juvenile Drug Treatment Court Program, but applicants should examine the complete list at [www.ojjdp-dctat.org/help/JDCPGrid.pdf](http://www.ojjdp-dctat.org/help/JDCPGrid.pdf). (Note that the following reflects OJJDP’s performance measures data only; the evaluators will also collect additional data and information for the evaluation.)

<b>Objective</b>	<b>Performance Measure(s)</b>	<b>Description</b>	<b>Data Recipient Provides</b>
To support existing JDTCs as they implement system changes, service delivery, and programming that are in alignment with the JDTC Guidelines.	Percent of programs/initiatives employing evidence-based programs or practices.	Number and percent of programs/initiatives employing evidence-based programs or practices. These include programs and practices that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance abuse. Model	A. Number of program/initiatives employing evidence-based programs or practices. B. Total number of programs/initiatives.

		programs can come from many valid sources (e.g., Blueprints, OJJDP's Model Programs Guide, SAMHSA's Model Programs, state model program resources).	
	Percent of youth with whom an evidence-based program or practice was used.	Number and percent of youth served with whom an evidence-based program or practice was used. These include programs and practices that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance abuse. Model programs can come from many valid sources (e.g., Blueprints for Violence Prevention, OJJDP's Model Programs Guide, SAMHSA's Model Programs).	A. Number of youth served using an evidence-based program or practice. B. Total number of youth served during the reporting period.
	Number of program youth served during the reporting period.	An unduplicated count of the number of individual youth served by the program during the reporting period. The number of youth served for a reporting period is the number of program youth carried over from the previous reporting period, plus new admissions during the	A. Number of program youth carried over from the previous reporting period. B. New admissions during the reporting period.

		reporting period. Program records are the preferred data source.	
	Number of youth screened, assessed, and receiving the required treatment intervention.	Number and percent of youth who were screened, assessed, and received the required treatment intervention during the reporting period.	A. Number of youth screened using the required screening tool during the reporting period. B. Of A, the number of youth who demonstrated a need for services or treatment during the reporting period. C. Of B, the number of youth who actually received services or treatment during the reporting period.
	Number of services provided to youth.	This measure is designed to assess both need and program capacity. Report the number of youth who are assessed as needing various types of services during the reporting period and also the number of youth who actually receive various services during the reporting period. Other services may include educational services, social skills building, cultural skills building, or any services other than substance use counseling, mental health, or housing services. Program records are the preferred data source.	A. Number of youth assessed as needing substance use counseling/services during the reporting period. B. Number of youth enrolled in substance use counseling/services during the reporting period. C. Number of youth assessed as needing mental health services during the reporting period. D. Number of youth enrolled in mental health services during the reporting period. E. Number of youth assessed as needing housing services during the reporting period. F. Number of youth who successfully found housing during the reporting period.

			<p>G. Number of youth assessed as needing other services during reporting period.</p> <p>H. Number of youth enrolled in other services during the reporting period.</p>
	Percent decrease in substance use among program youth	<p>Number and percent of program youth who have exhibited a decrease in substance use during the reporting period. Self-report, staff rating, or urinalysis are the most likely data sources.</p>	<p>A. Total number of youth who exited the program 6–12 months ago who had the noted behavioral change.</p> <p>B. Total number of youth who received services for the target behavior and who exited the program 6–12 months ago.</p> <p>C. Percent (A/B).</p>
	Number of drug and alcohol tests performed on program youth.	<p>Number of drug and alcohol tests performed on youth served by the program during the reporting period. Tests could be urinalysis, blood tests, or other proven reliable forms of drug and alcohol testing. Report the number of tests conducted, rather than the number of people tested (it is understood that one person may be tested several times, or tested using several methods during a reporting period).</p>	<p>A. Number of drug and alcohol tests performed on program youth during the reporting period.</p> <p>B. Number of positive tests recorded.</p>

	<p>Number of program youth who were adjudicated during the reporting period (short and long term).</p>	<p>Number and percent of participating program youth who were adjudicated for a new delinquent offense during the reporting period or 6–12 months after exiting the program. This does NOT include technical violations and is appropriate for any youth-serving program. A juvenile residential facility is a place where young persons who have committed offenses may be housed overnight. A facility has living and sleeping units, such as wings, floors, dorms, barracks, or cottages. Official records (police, juvenile court) are the preferred data source.</p>	<p>A. Number of program youth who were committed to a juvenile residential facility as a result of a new adjudication during the reporting period.  B. Number of youth sentenced to adult prison as a result of a new adjudication.  C. Number of youth given some other sentence as a result of a new adjudication.  D. Number of program youth tracked for adjudications.</p>
	<p>Percent of program youth who had technical violations during the reporting period (short and long term).</p>	<p>Number and percent of program youth during the reporting period and those who exited the program 6–12 months ago and had a violation of the terms of their supervision (commonly referred to as a technical violation) during the reporting period or 6–12 months after exiting the program.</p>	<p>A. Number of program youth who were committed to a juvenile residential facility as a result of a technical violation during the reporting period.  B. Number of youth who were sentenced to adult prison as a result of a technical violation during the reporting period.  C. Number of youth who received some other sentence as a result of a technical violation during the reporting period.</p>

		<p>A juvenile residential facility is a place where young persons who have committed offenses may be housed overnight. A facility has living and sleeping units, such as wings, floors, dorms, barracks, or cottages.</p> <p>The number of youth tracked should reflect the number of program youth who are followed or monitored for arrests or offenses 6–12 months after exiting the program.</p> <p>Program records are the preferred data source.</p>	<p>D. Number of program youth tracked for technical violations during the reporting period.</p>
	<p>Percent of program youth completing program requirements.</p>	<p>Number and percent of program youth who have successfully fulfilled all program obligations and requirements. This does not include youth who are still in ongoing programs. Program obligations will vary by program, but should be a predefined list of requirements or obligations that clients must meet before program completion. The total number of youth (the “B” value) includes those youth who have exited successfully as well as those who have exited unsuccessfully.</p>	<p>A. Number of program youth who exited the program having completed all program requirements during the reporting period.  B. Total number of youth who exited the program during the reporting period (either successfully or unsuccessfully).</p>

		Program records are the preferred data source.	
--	--	--	--

**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 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 measures 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”](#) webpage of the [“Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 Awards,”](#) 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 webpage.

- c. **Project Design and Implementation.** Applicants should detail how they propose to implement a project that will achieve the Goals, Objectives, and Deliverables on pages 7–11. Applicants should describe how the program will operate throughout the funding period and describe feasible strategies that they will use to achieve each of the four central objectives outline above under “Program Objectives.” This includes but is not limited to describing the strategies the applicant will use to:
  - Ensure participation from two types of courts: (1) a JDTC and (2) a traditional or nonspecialized juvenile court (as a comparison court only) in at least one jurisdiction.
  - Screen and identify at least 150 eligible youth over a 2-year period, starting by April 1, 2018.
  - Ensure practices are aligned with the JDTC Guidelines and start implementing those practices with at least 75 eligible youth. This includes describing:
    - i. An overview of both (1) the JDTC’s current practices and (2) proposed practices to change or implement during this initiative under each of the seven objectives in the JDTC Guidelines.



- ii. A commitment to work with OJJDP’s training and technical assistance provider.
- Work with the researchers to enroll and randomly assign the youth, including securing informed consent and participating in the data collections.

This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project and discuss plans for sustainability beyond the grant period.

**Logic Model.** Applicants should include a logic model that graphically illustrates how the performance measures are related to the project’s problems, goals, objectives, and design. See sample logic models [here](#). Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments, page 31.

**Timeline.** Applicants should submit a realistic timeline or milestone chart that indicates major tasks associated with the goals and objectives of the project, 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” [here](#)).

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 31. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

**d. Capabilities and Competencies.** This section should describe the experience and capability of the applicant organization and any contractors or subgrantees that the applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude. Applicants should describe the experience and capacity of the proposed jurisdictions or sites, including:

- The jurisdiction(s) of the JDTC and nonspecialized court(s), and overview information of the types of cases seen in the courts.
- The general staffing and structure of the JDTC.
- When the JDTC was established and how many youth it has served per year.
- The potential number of eligible youth who come in contact with the JDTC(s) and nonspecialized court(s), including subcounts by age, risk level, substance use disorder, and offense type. The following is an optional, but suggested table to reflect these data. As noted above, there should be at least one JDTC and one court that is not a JDTC; however, if additional courts are included, add columns describing which type of court is represented. For each item, provide counts for the most recent 2-year period for which there are complete data (specify the 2-year period). Then provide a breakdown within each category (i.e., age, risk level) for each court. If, for instance, 90 youth were served by Court 1 over that 2-year period, then show how many of those 90 youth were age 14, 15, 16, and 17. Applicants should describe how these data were gathered and the court’s data infrastructure, including what types of administrative data the courts collect and the data management systems they use.

		Court 1 (JDTC)	Court 2 (Nonspecialized juvenile court)	Court 3 (optional)	Court 4 (optional)
Count of the total number of youth that meet the criteria below over 2 years					
Subcounts by:					
Age	14				
	15				
	16				
	17				
Risk level	Medium				
	High				
Substance use disorder	Yes				
	No				
Offense type	Property				
	Drug				
	Public order				

Applicants should describe management and staffing patterns that are clearly connected to the project design described in the previous sections, including an individual who will assist with data collection. Applicants should describe the roles and responsibilities of project staff that are aligned with Guideline 1.2 in the JDTC Guidelines and explain the program’s organizational structure and operations. Applicants should include a copy of an organizational chart showing how the organization operates, including who manages the finances; how the organization manages subawards, if there are any; and the management of the project proposed for funding.

Applicants should highlight their experience/capability/capacity to manage subawards, including details on their system for fiscal accountability

**Collaborating Jurisdiction Sites and Letters of Support/Memoranda of Understanding.** If submitting a joint application, as described under Eligibility, page 1, applicants should provide and plan for collaboration among jurisdiction sites and include signed and dated letters of support or memoranda of understanding for all key partners that include the following:

- Expression of support for the program and a statement of willingness to participate and collaborate with it.
- Description of the partner’s current role and responsibilities in the planning process and expected responsibilities when the program is operational.
- Estimate of the percentage of time that the partner will devote to the planning and operation of the project.

Letters of support may be addressed to the OJJDP Administrator. Only letters of support that are submitted by the due date and with the full application will be considered during the review process.

#### 4. Budget and Associated Documentation

Applicants should provide a budget that (1) is complete, allowable, and cost effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how they arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. The budget should cover the entire award period.

All applicants must allocate \$7,500 in their budgets to support travel costs associated with technical assistance and capacity-building activities that OJJDP-designated technical assistance providers will sponsor or OJJDP has approved.

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

##### a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf](http://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.

##### b. Budget Narrative

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

Applicants should demonstrate in their budget narrative how they 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 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 nonfederal 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](#) webpage.

## **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 noncompetitive 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. Preagreement Costs**

For information on preagreement 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 (i.e., 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 must 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, contact the OCFO Customer Service Center at 800-458-0786 or at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov). If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at [www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf](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 and 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) the applicant's 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.

Applicants unable to submit an application that includes a fully executed (i.e., signed) copy of legally appropriate documentation, as described above, consistent with the applicable tribe's governance structure, should, at a minimum, submit an unsigned draft version of such legal documentation as part of their application (except for cases in which, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, OJP will make use of and access to award funds contingent on receipt of fully executed legal documentation.

## **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 or her personal capacity) must 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 must 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 must 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**

Applicants should submit the following information, as stipulated in the cited pages, as attachments to their applications. While the materials listed below are not assigned specific point values, peer reviewers will, as appropriate, consider these items when rating applications. For example, reviewers will consider résumés and/or letters of support/memoranda of understanding when assessing “capabilities/competencies.” Peer reviewers will not consider any additional information that the applicant submits other than that specified below.

### **a. Applicant Disclosure of Pending Applications**

Each applicant must 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 must 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 must 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 and Human Services/ Substance Abuse & Mental Health Services Administration	Drug-Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

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 must 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 this application.”

- b. Logic model (see page 25).
- c. Timeline or milestone chart (see page 25).
- d. Résumés of all key personnel.
- e. Job descriptions outlining roles and responsibilities for all key positions.
- f. Letters of support/memoranda of understanding from partner organizations (see page 26).

**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](http://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 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. 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 ( . )	<b>Applicants must use the “&amp;” format in place of the ampersand (&amp;) when using XML format for documents.</b>		

**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 (currently, a 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](http://www.dnb.com). A DUNS number is usually received within 1–2 business days.

- 2. Register with 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](http://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 [www.grants.gov/web/grants/applicants/individual-registration.html](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 16.585, titled “Drug Court Discretionary Grant Program,” and the funding opportunity number is OJJDP-2017-11040.
6. **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. ET on May 2, 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 the applicant’s control—which prevent the applicant from submitting the 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 Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) **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 Desk 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](#) webpage.**

## **E. Application Review Information**

### **Review Criteria**

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria with the different weight given to each based on the percentage value listed after each individual criterion. For example, the first criterion, Statement of the Problem, is worth 10 percent of the entire score in the application review process.

1. Statement of the Problem/Description of the Issue (10%)
2. Goals, Objectives, and Performance Measures (25%)
3. Project Design and Implementation (40%)
4. Capabilities and Competencies (20%)
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.<sup>11</sup> (5%)

See What an Application Should Include, page 14, for the criteria that the peer reviewers will use to evaluate applications.

### **Review Process**

OJP is committed to ensuring a fair and open process for making awards. OJJDP 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.

---

<sup>11</sup> 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.

- 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](#).

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. OJJDP 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 nonpublic segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System; "FAPIS").

**Important note on FAPIS:** An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIS, 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 OJJDP 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 p.m. ET 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 webpages 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.

## **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, semiannual 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. Special reporting requirements may be required by OJP depending on the statutory, legislative, or administrative obligations of the recipient or the program. 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 website 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 the 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](mailto: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, email your résumé to [ojppeerreview@lmsolas.com](mailto: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

### OJJDP FY 2017 Juvenile Drug Treatment Court Program

This application checklist has been created as an aid in developing an application.

#### What an Applicant Should Do:

##### *Prior to Registering in Grants.gov:*

- Acquire a DUNS Number (see page 34)
- Acquire or renew registration with SAM (see page 34)

##### *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 35)
- Download Funding Opportunity and Application Package (see page 35)
- Sign up for Grants.gov email [notifications](#) (optional) (see page 33)
- 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 14)

##### *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 35)

##### *If No Grants.gov Receipt, and Validation or Error Notifications are Received:*

- Contact Grants.gov and/or SAM regarding technical difficulties. Refer to the section: Experiencing Unforeseen Grants.gov Technical Issues (see page 35)
- Contact the Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) to request to submit the application after the deadline because of unforeseen technical issues. Refer to the section: Experiencing Unforeseen Grants.gov Technical Issues (see page 35)

#### 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.

#### Scope Requirement:

- The federal amount requested is within the allowable limit(s) of \$500,000.

#### Eligibility Requirement:

- State court, local court, unit of local government, or Indian tribal government
- Applicant has an operating juvenile drug treatment court

**What an Application Should Include:**

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 15)
- \_\_\_\_\_ Project Abstract (see page 15)
- \_\_\_\_\_ Program Narrative (see page 16)
- \_\_\_\_\_ Budget Detail Worksheet (see page 27)
- \_\_\_\_\_ Budget Narrative (see page 27)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 29)
- \_\_\_\_\_ Tribal Authorizing Resolution (if applicable) (see page 30)
- \_\_\_\_\_ Financial Management and System of Internal Controls Questionnaire (see page 30)
- \_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 31)
- \_\_\_\_\_ Additional Attachments (see page 31)
  - \_\_\_\_\_ Applicant Disclosure of Pending Applications
  - \_\_\_\_\_ Logic Model
  - \_\_\_\_\_ Timeline or milestone chart
  - \_\_\_\_\_ Résumés of all key personnel
  - \_\_\_\_\_ Job descriptions outlining roles and responsibilities for all key positions
  - \_\_\_\_\_ Letters of support/memoranda of understanding from partner organizations
  
- \_\_\_\_\_ Request and Justification for Employee Compensation; Waiver (if applicable) (see page 13)