

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



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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) 2019 Drug Treatment Courts Training and Technical Assistance Program. This program furthers the Department's mission by building the capacity of states, state and local courts, units of local government, and tribal governments to develop, maintain, and enhance drug courts for juveniles and parents/guardians with substance abuse problems or co-occurring mental health disorders, specifically those related to opioid abuse.

## **OJJDP FY 2019 Drug Treatment Courts Training and Technical Assistance Program**

**Applications Due: May 6, 2019**

### **Eligibility**

Eligible applicants are limited to nonprofit organizations<sup>1</sup> and for-profit organizations (including tribal nonprofit and for-profit organizations) and institutions of higher education (including tribal institutions of higher education). All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

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 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.

### **Deadline**

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/register.html> prior to submitting an application. All applications are due by 11:59 p.m. eastern time (ET) on May 6, 2019.

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

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<sup>1</sup> See [ojp.gov/funding/Explore/SolicitationRequirements/OrganizationalRequirements.htm](http://ojp.gov/funding/Explore/SolicitationRequirements/OrganizationalRequirements.htm) for additional information on demonstrating nonprofit status.

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

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, at <https://www.grants.gov/web/grants/support.html>, or at [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) or by email at [grants@ncjrs.gov](mailto:grants@ncjrs.gov). 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. General information on applying for OJJDP awards can be found at <https://www.ojjdp.gov/funding/funding.html>. Answers to frequently asked questions that may assist applicants are posted at <https://www.ojjdp.gov/grants/solicitations/FY2019/FAQ/DCTPTTA.pdf>.

Grants.gov number assigned to this solicitation: OJJDP-2019-15023

Release date: March 5, 2019

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# OJJDP FY 2019 Drug Treatment Courts Training and Technical Assistance Program CFDA #16.585

## A. Program Description

### Overview

OJJDP is working towards a nation where children are free from crime and violence. If they come into contact with the justice system, the contact should be both just and beneficial to them. To help OJJDP fulfill this vision, this program will fund training and technical assistance (TTA) to states, state and local courts, units of local government, and tribal governments that will build their capacity to develop, maintain, and enhance drug courts for juveniles and parents/guardians with substance abuse problems<sup>3</sup> or co-occurring mental health disorders, specifically those related to opioid abuse. This solicitation has two categories—Category 1: Juvenile Drug Treatment Courts Training and Technical Assistance Program and Category 2: Family Drug Courts Training and Technical Assistance Program.

**Statutory Authority:** This program is authorized pursuant to 34 U.S.C. § 10619.

### Program-Specific Information

For the purposes of this solicitation, the term “drug court” means a specially designed court calendar or docket; a separate or special jurisdiction court is neither necessary nor encouraged. When implemented using an evidence-based approach, drug treatment courts can reduce recidivism and substance abuse among high-risk participants and increase their likelihood of successful rehabilitation.<sup>4</sup> Juvenile and family drug treatment courts offer a specialized way to respond to the needs of substance-abusing juveniles and parents/guardians and their complex disorders, which require targeted interventions.

OJJDP seeks providers with extensive expertise in providing training and technical assistance to develop and enhance juvenile or family drug court strategies. The providers should have substantial experience conducting assessments of technical assistance needs, using evidence-based best practices, assessing the capacity of established juvenile or family drug court programs to address substance abuse/co-occurring mental health needs, developing and conducting training for juvenile or family drug courts, conducting post-training evaluations, and effectively communicating and collaborating with other agencies to enhance juvenile or family drug treatment court outcomes. Successful applicants will work with OJJDP to provide guidance

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<sup>3</sup> When describing substance abuse, the *Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition* (DSM-V) uses the term “substance use disorder” for the clinical and functional assessment of an individual’s recurrent use of alcohol and/or drugs that cause significant impairment, such as health problems; disabilities; or failure to meet work, school, or home responsibilities. For more information, see <https://www.samhsa.gov/disorders/substance-use>.

<sup>4</sup> Mitchell, O., Wilson, D.B., Eggers, A., and MacKenzie, D.L. 2012. Assessing the effectiveness of drug courts on recidivism: A meta-analytic review of traditional and non-traditional drug courts. *Journal of Criminal Justice* 40:60–71.

on training topics, publications, manuals, training conferences, selection of grantees for onsite visits, and other substantive issues and deliverables.

Providers will be expected to coordinate and collaborate with the OJJDP Opioid Affected Youth Initiative<sup>5</sup> TTA provider in efforts to develop a comprehensive approach to help states, local governments, and tribal jurisdictions develop and implement an effective, data-driven, coordinated response that addresses the abuse of opioids and provides services to improve public safety and outcomes for children, youth, and their families impacted by the opioid crisis. Providers will also be expected to coordinate and collaborate with the OJJDP Tribal Youth TTA Center.<sup>6</sup>

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

The overall goal of the Drug Treatment Court TTA Program is to assist new and operational juvenile or family drug treatment court programs in the development and implementation of improved practices for increased program effectiveness and long-term participant success. OJJDP requires providers to assist new and operational courts (federally funded and nonfederally funded) with building and maximizing local capacity around effectively identifying and assessing potential drug court participants; ensuring drug court participants receive targeted research-based services; implementing consistent, efficient, and effective case planning, monitoring, and supervision procedures; enhancing the provision of treatment and recovery support services; and helping collect and report on performance measures to identify and assess successes, gaps, and trends in drug court case processing and service delivery.

### **Category 1: Juvenile Drug Treatment Courts TTA Program**

The goal of the Juvenile Drug Treatment Courts TTA Program is to build the capacity and effectiveness of juvenile drug treatment courts. The successful applicant should have substantial experience in assessing TTA needs, effectively communicating and collaborating with drug courts, providing peer-to-peer training, providing individualized technical assistance, and conducting post-training follow-up and evaluations. Training and technical assistance should be targeted to all OJJDP-funded juvenile drug treatment courts and reach as many juvenile drug treatment courts as possible.

The program's overall objective is to provide juvenile drug treatment court practitioners with training and technical assistance that will develop, maintain, and enhance their juvenile drug treatment court. It is expected that the successful applicant will develop a TTA strategy and prioritization approach that includes both OJJDP-funded juvenile drug treatment courts and other juvenile drug treatment courts with identified needs.<sup>7</sup> To achieve this overall objective, it is expected that the successful applicant will:

- Develop, implement, expand, and enhance TTA materials and activities based on best JDTC practices and treatment practices.

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<sup>5</sup> See [OJJDP FY 2018 Opioid Affected Youth Initiative](#).

<sup>6</sup> See [OJJDP FY 2018 Supporting Tribal Youth: Training and Technical Assistance and Youth Leadership Development](#).

<sup>7</sup> OJJDP-funded juvenile drug treatment court grantees may be found at <https://external.ojp.usdoj.gov/selector/solicitations>.

- Provide JDTCs with local and regional TTA (including rural and remote areas) that will enhance their capacity, knowledge, and skills about best practices related to JDTC operations and the delivery of treatment services. It is expected that this will include assessing needs, initiating and supporting strategic planning, helping implement appropriate program improvements, assessing program performance, and helping to sustain effective juvenile drug treatment court programs.
- Assist OJJDP in identifying promising, innovative, and effective adolescent recovery programs, and assist JDTCs in establishing and sustaining collaborative partnerships with adolescent recovery service providers and stakeholders.
- Assess and address the national training needs for the treatment component of the JDTC.
- Coordinate and collaborate with the Opioid Affected Youth Initiative TTA provider, Tribal Youth Center TTA Program, and Family Drug Court TTA provider in helping program sites develop and implement effective, data-driven responses that address substance abuse, particularly opioids, and provide services to improve public safety and outcomes for children, youth, and families impacted by the national opioid crisis.

**Deliverables.** In addition to the strategy and content of the program design, the successful applicant should complete the following deliverables during the project period. The program narrative should reflect how the applicant will accomplish these activities. Prior to the end of the project, if specified, OJJDP will require the awardee to transfer OJJDP-funded work products to OJJDP. With guidance from OJJDP, the successful applicant will develop the following:

### **1. TTA Transition Plan (if necessary)**

- A transition work plan that describes how the grantee will incorporate data, materials, and processes from the current OJJDP-funded TTA provider into the applicant's proposed TTA approach, including collaboration and interface between outgoing and incoming providers during the transition phase.

### **2. TTA Needs Assessment**

- A plan (including timelines, performance measures, and benchmarks) that specifies which activities the grantee will conduct to achieve the program goals and objectives. Potential activities and deliverables should include, but are not limited to:
  - Develop cost-effective and sustainable strategies for local juvenile drug treatment courts to internally evaluate court programs and monitor participant outcomes.
- A plan for managing training requests to assist in developing a comprehensive strategic plan using JDTC assessment tools for both OJJDP-funded and nonfunded JDTCs.

### 3. TTA Plan, Protocols, and Delivery

- A strategic TTA plan (in coordination with OJJDP) and protocols (including timelines, performance measures, and benchmarks) that specify which activities the applicant will conduct to achieve the program goals and objectives.
- A plan to deliver consistent and quality TTA and performance monitoring. Potential activities and deliverables should include, but are not limited to:
  - Use of JDTC assessment tools to capture grantees' technical assistance needs to track and report results and participant outcomes to OJJDP.
  - Develop strategies to engage OJJDP juvenile drug treatment court grantees and maintain ongoing communication.
  - Develop an individualized, site-specific technical assistance approach based on the results of the self-assessment tool.
  - Follow up with trained drug court teams; track implementation processes; note implementation challenges; monitor participant outcomes; and provide limited, ongoing technical assistance.
- A directory of training experts in juvenile drug treatment courts, trauma-informed care approaches, substance use and co-occurring disorders, mental health, and diverse treatment approaches such as inpatient, outpatient, telehealth,<sup>8</sup> and medication-assisted treatment and recovery communities.
- A projected plan for delivering remote TTA. Potential activities and deliverables could include, but are not limited to:
  - Web-based and/or virtual technical assistance tools (webinars, Skype, etc.) for download and/or online streaming, and determine how they will be marketed to reach all jurisdictions, particularly rural areas.
- A projected plan for coordinating and collaborating with OJJDP's Opioid Affected Youth Initiative TTA provider, Tribal Youth Center TTA Program, and Family Drug Court TTA provider in helping program sites develop and implement an effective, data-driven response that addresses the abuse of opioids and provides services to improve public safety and outcomes for children, youth, and their families impacted by the opioid crisis.

### 4. Marketing Plan

- A program marketing plan that outlines the development of products and materials that will inform JDTCs of the available training services.
- A web-based, interactive map of JDTCs across the nation.

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<sup>8</sup> Use of telecommunications technology to deliver healthcare at a distance from the patient.

## Category 2: Family Drug Courts TTA Program

The goal of the Family Drug Courts TTA Program is to help family drug court practitioners develop, maintain, and enhance family drug courts. The successful applicant should have substantial experience in assessing training needs, effectively communicating and collaborating with drug courts, providing peer-to-peer training, and conducting post-training follow-up and evaluations. It is expected that the successful applicant will develop a TTA strategy and prioritization approach that includes both OJJDP-funded family drug courts and other family drug courts with identified needs.<sup>9</sup>

The program's overall objective is to provide family drug court practitioners with TTA that will develop, maintain, and enhance their family drug court. It is expected that the successful applicant will:

- Assess and address the TTA needs of family drug courts and recommend a plan to deliver assistance to jurisdictions at national, regional, and state levels.
- Develop, implement, and enhance TTA materials and activities, including but not limited to standards, guidelines, protocols, and TTA intake and delivery methods.
- Provide TTA to OJJDP-funded family drug court grantees that includes implementation, enhancement, and veterans initiatives. TTA support should help family drug courts build program capacity, assess needs, initiate strategic planning, implement appropriate program improvements, evaluate program performance, and sustain their programs.
- Identify and describe best practices and lessons learned regarding family drug court implementation, enhancement, and veteran initiatives to share with other jurisdictions. Disseminate those practices and lessons learned through models, case studies, articles, and white papers to strengthen the family drug court community.
- Coordinate and collaborate with OJJDP's Opioid Affected Youth Initiative TTA provider, Tribal Youth Center TTA Program, and Juvenile Drug Treatment Court TTA provider in helping program sites develop and implement effective, data-driven responses that address substance abuse, particularly opioids, and provide services to improve public safety and outcomes for children, youth, and families impacted by the national opioid crisis.

**Deliverables.** In addition to the strategy and content of the program design, the successful applicant must complete the following deliverables during the project period. Additional deliverables may be developed annually according to need and funding availability. Prior to the end of the project, if specified, OJJDP will require the awardee to transfer OJJDP-funded work products to OJJDP. With guidance from OJJDP, the successful applicant will develop the following:

### 1. TTA Transition Plan (if necessary)

- A transition work plan that describes how the grantee will incorporate data, materials, and processes from the current OJJDP-funded TTA provider into the applicant's

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<sup>9</sup> OJJDP-funded family drug court grantees may be found at <https://external.ojp.usdoj.gov/selector/solicitations>.

proposed TTA approach, including collaboration and interface between outgoing and incoming providers during the transition phase.

## **2. TTA Needs Assessment**

- A plan (including timelines, performance measures, and benchmarks to measure internal progress) that specifies which activities the grantee will conduct to achieve the program goals and objectives. Potential activities and deliverables should include, but are not limited to:
  - Develop cost-effective and sustainable strategies for local family drug courts and statewide initiatives to internally evaluate court programs and monitor participant outcomes.
  - Develop strategies to address the disparate needs of urban versus suburban and rural family drug court programs and their beneficiaries.
- A plan of action to address TTA requests from family drug court programs that includes the collection and use of program evaluation management data. Potential activities and deliverables should include, but are not limited to:
  - Conduct a TTA needs assessment with family drug courts to identify strengths and gaps in current knowledge and practices.
  - Propose methods for family drug courts to conduct self-assessments of their drug court operations as a guide to shaping their TTA requests and maximizing the value and impact of TTA.
  - Develop and implement a prioritization process for fulfilling training requests.

## **3. TTA Plan, Protocols, and Delivery**

- Training, technical assistance, and evaluation protocols to ensure quality of service delivery. Potential activities and deliverables should include, but are not limited to:
  - A projected plan describing how the applicant will engage OJJDP family drug court grantees and maintain ongoing communication.
  - Implementing an instrument to capture, track, and report to OJJDP evaluation and feedback data on the technical assistance recipients' level of satisfaction with the services provided.
- A mechanism for identifying and responding to family drug court training needs (local, regional, and statewide) that maximizes OJJDP funding and increases training participation and use and adoption of TTA recommendations.
- A training proposal to support OJJDP-funded implementation, enhancement, and veterans initiatives.

- A multidisciplinary directory of experts who possess diverse skills and abilities relevant to the family drug court issues identified in the TTA needs assessment, including but not limited to trauma-informed care approaches; substance use and co-occurring disorders; mental health; and diverse treatment approaches such as inpatient, outpatient, telehealth, and medication-assisted treatment and recovery communities.
- A projected plan for onsite training and technical assistance visits. Potential activities and deliverables could include but are not limited to:
  - Develop and facilitate strategic planning meetings, conduct trainings, assist with program design, review data collection and analysis tools and strategies, and advise grantees on meeting their objectives.
  - Submit site visit reports to OJJDP after each onsite visit, summarizing findings and recommended next steps.
  - Develop and implement a mechanism to track courts' implementation of technical assistance recommendations.
  - Follow up with family drug court teams, track implementation processes, note implementation challenges, and provide ongoing technical assistance.
- A projected plan for delivering remote TTA. Potential activities and deliverables could include but are not limited to:
  - Make web-based and/or virtual technical assistance tools (webinars, Skype, etc.) available for download and/or online streaming and determine how they will be marketed to reach all jurisdictions, particularly rural areas.
- A projected plan to facilitate and coordinate mentor court peer-learning opportunities.
- A projected plan for coordinating and collaborating with OJJDP's Opioid Affected Youth Initiative TTA provider, Tribal Youth Center TTA Program, and Juvenile Drug Treatment Court TTA provider in helping program sites develop and implement an effective, data-driven response that addresses the abuse of opioids and provides services to improve public safety and outcomes for children, youth, and their families impacted by the opioid crisis.

#### **4. Marketing Plan**

- A program marketing plan to inform family drug court personnel about available technical assistance, trainings, products, and materials. Potential activities and deliverables should include but are not limited to:
  - A projected plan describing how web-based and/or virtual technical assistance opportunities (webinars, Skype, etc.) will be made available for download and/or online streaming, and how they will be marketed to reach all jurisdictions, particularly in rural areas.

- A program marketing plan for disseminating information and lessons learned from OJJDP family drug court implementation, enhancement, and veterans initiatives. Potential activities and deliverables may include:
  - Family drug court fact sheets, videos, social media campaigns, listservsF, podcasts, and interactive webinars.
- A plan for maintaining a presence at national and/or state drug court conferences and training events to engage a larger audience representing stakeholders across multiple, relevant disciplines.

**Categories 1 and 2.** Applicants should be realistic in estimating the cost of deliverables and in detailing the implementation schedule. OJJDP expects that all program materials developed will be adaptable to address diverse populations. OJJDP also encourages applicants to be innovative and expects applicants to propose alternative approaches to the delivery of training and technical assistance to maximize resources.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed in [Section D. Application and Submission Information](#), under Program Narrative.

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

OJP strongly emphasizes the use of data and evidence in 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.

The [OJP CrimeSolutions.gov](https://www.crimesolutions.gov) website at <https://www.crimesolutions.gov> and the [OJJDP Model Programs Guide](#) website are two resources that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

**OJJDP training and technical assistance awardee standards.** OJJDP has developed the Core Performance Standards for Training, Technical Assistance, and Evaluation to promote among providers the consistency and quality of OJJDP-sponsored training and technical assistance and to advance common expectations of performance excellence. The standards present minimum expectations that providers must meet for effective practice in the planning,

coordination, delivery, and evaluation of training. Award recipients must coordinate with OJJDP's National Training and Technical Assistance Center (NTTAC) in the assessment and delivery of services to ensure the effective use of OJJDP grant funding.

Requirements related to coordination of activities will include, but are not limited to:

- **Coordination with OJJDP NTTAC.** OJJDP requires all training and technical assistance projects to coordinate their activities with OJJDP NTTAC by complying with all OJJDP/NTTAC protocols to ensure coordinated delivery of services among providers and the effective use of OJJDP grant funding. OJJDP reserves the right to modify these protocols at any time with reasonable notice to the grantee prior to project completion.
- **OJJDP-funded webinars.** The award recipient must comply with OJJDP's Webinar Guidelines, as described in the core performance standards. Minimally, OJJDP training and technical assistance providers will submit information to OJJDP NTTAC in advance of all events for the online calendar, use the approved OJJDP presentation template, and record events and provide the final files which are compliant with Section 508 of the Workforce Rehabilitation Act to OJJDP or OJJDP's representative. For more information on Section 508 of the Workforce Rehabilitation Act, visit [www.section508.gov](http://www.section508.gov).
- **Training information sharing.** OJP will collect information from its program offices on OJP-funded training and technical assistance events. Award recipients must use OJJDP's standard electronic training request form, submit information to NTTAC on all training events (e.g., name of requestor, description of request, dates of event) 30 days in advance of the event date, and report additional data, as OJJDP requires.

### **Information Regarding Potential Evaluation of Programs and Activities**

The Department of Justice has prioritized the use of evidence-based programming and deems it critical to continue to build and expand the evidence informing criminal and juvenile justice programs to reach the highest level of rigor possible. Therefore, applicants should note that OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. Recipients and subrecipients will be expected to cooperate with program-related assessments or evaluation efforts, including through the collection and provision of information or data requested by OJP (or its designee) for the assessment or evaluation of any activities and/or outcomes of those activities funded under this solicitation. The information or data requested may be in addition to any other financial or performance data already required under this program.

## **B. Federal Award Information**

OJJDP expects to make up to two awards with an estimated total amount awarded of up to \$8,000,000. OJJDP expects to make awards for a 36-month period of performance, to begin on October 1, 2019.

Under Category 1 (Juvenile Drug Treatment Courts TTA), OJJDP expects to make one award of up to \$3,500,000.

Under Category 2 (Family Drug Courts TTA), OJJDP expects to make one award of up to \$4,500,000.

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

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

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities<sup>10</sup>) must, as described in the Part 200 Uniform Requirements<sup>11</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 the applicable administrative requirements and cost principles, OJP encourages prospective applicants to enroll, at no charge, in the DOJ Grants

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<sup>10</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. Additional information on proposed subawards is listed under [What an Application Should Include](#), Section D of this solicitation.

<sup>11</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.

Financial Management Online Training, available at <https://onlinegfmt.training.ojp.gov>. (This training is required for all OJP award recipients.)

Also, applicants should be aware that OJP collects information from applicants on their financial management and systems of internal controls (among other information), which is used to make award decisions. Under [Section D. Application and Submission Information](#), applicants may access and review a questionnaire – the [OJP Financial Management and System of Internal Controls Questionnaire](#) – that OJP requires **all** applicants (other than an individual applying in his/her personal capacity) to download, complete, and submit as part of the application.

## **Budget Information**

### **Cost Sharing or Match Requirement**

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

### **Preagreement Costs (also known as Preadward 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 at <https://ojp.gov/financialguide/DOJ/index.htm> 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>12</sup> The 2018 salary table for SES employees is available on the Office of Personnel Management website at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/18Tables/exec/html/ES.aspx>. 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.

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<sup>12</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.

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

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

### **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

<https://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 2018 Awards](#)" in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

## **C. Eligibility Information**

For eligibility information, see the title page.

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

## **D. Application and Submission Information**

### **What an Application Should Include**

This section describes in detail what an application should include. An applicant should anticipate that if it fails to submit an application that contains all of the specified elements, it may

negatively affect the review of its application; and, should a decision be made to make an award, it may result in the inclusion of award conditions that preclude the recipient from accessing or using award funds until the recipient satisfies the conditions and OJP makes the funds available.

Moreover, an applicant should anticipate that an application that OJP determines is nonresponsive to the scope of the solicitation, including the funding limit, 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, and Budget Narrative.

**NOTE:** OJP has combined the Budget Detail Worksheet and Budget Narrative in a single document collectively referred to as the Budget Detail Worksheet. See “Budget Information and Associated Documentation” below for more information about the Budget Detail Worksheet and where it can be accessed.

*OJP strongly recommends that applicants use appropriately descriptive file names (e.g., “Program Narrative,” “Budget Detail Worksheet,” “Timelines,” “Memoranda of Understanding,” “Résumés”) for all attachments. Also, OJP recommends that applicants include résumés in a single file.*

Please review the “Note on File Names and File Types” under [How To Apply](#) to be sure applications are submitted in permitted formats.

## **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. On the SF-424, current OJP award recipients, when completing the field for “Legal Name” (box 8a), 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). Also, current recipients should enter the Employer Identification Number (EIN) in box 8b exactly as it appears on the prior year award document. An applicant with a current, active award(s) must ensure that its GMS profile is current. If the profile is not current, the applicant should submit a Grant Adjustment Notice (GAN) updating the information on its GMS profile prior to applying under this solicitation.

A new applicant entity should enter its official legal name in box 8a, its address in box 8d, its EIN in box 8b, and its Data Universal Numbering System (D-U-N-S) number in box 8c of the SF-424. A new applicant entity should attach official legal documents to its application (e.g., articles of incorporation, 501(c)(3) status documentation, organizational letterhead) to confirm the legal name, address, and EIN entered into the SF-424. OJP will use the System for Award Management (SAM) to confirm the legal name and D-U-N-S number entered in the SF-424; therefore, an applicant should ensure that the information entered in the SF-424

matches its current registration in SAM. See the [How To Apply](#) section for more information on SAM and D-U-N-S numbers.

**Intergovernmental Review:** This solicitation ("funding opportunity") **is not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the "Program is not covered by E.O. 12372.")

## 2. Project Abstract

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

- Written for a general public audience.
- Submitted as a separate attachment with "Project Abstract" as part of its file name.
- Single-spaced, using a standard 12-point font (such as Times New Roman) with 1-inch margins.

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 19. 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.

## 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>13</sup>

- a. **Description of the Issue.** Applicants should briefly describe the nature and scope of the problem that the program will address (e.g., gang activity, underage drinking, drug abuse, truancy, youth employment, school performance, etc.). 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. Any data or research referenced in the narrative should include information about the source of the data and/or a citation. 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 change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

**Program Objectives.** Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be clearly linked to the problem identified in the preceding section and measurable. (Examples of measurable objectives include the following: to provide training services to 200 juvenile/family drug court staff, to offer onsite technical assistance services to 30 juvenile/family drug courts).

**Performance Measures.** OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award (see "[General Information About Post-Federal Award Reporting Requirements](#)" in [Section F. Federal Award Administration Information](#)). The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in [Section A. Program Description](#).

Applicants should visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

Performance measures for this solicitation are listed in [Appendix A: Performance Measures Table](#).

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<sup>13</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](#).

The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

OJJDP will require award recipients to submit semiannual performance metrics of relevant data through the [Data Reporting Tool](#).

### **Note on Project Evaluations**

An applicant that proposes to use award funds through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute "research" for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP's performance measure data reporting requirements, likely do not constitute "research." Each applicant should provide sufficient information for OJP to determine whether the particular project it proposes would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ definition of research that appears at 28 C.F.R. Part 46 ("Protection of Human Subjects").

Research, for purposes of human subjects protection for OJP-funded programs, is defined as "a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge." 28 C.F.R. 46.102(d).

For additional information on determining whether a proposed activity would constitute research for purposes of human subjects protection, applicants should consult the decision tree in the "Research and the protection of human subjects" section of the "[Requirements related to Research](#)" webpage of the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)," available through the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

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 the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. Applicants should describe how they will complete the deliverables stated in the Goals, Objectives, and Deliverables section on page 5. OJJDP encourages applicants to select evidence-based practices for their programs.























































