

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



OJJDP FY 2019 Juvenile Drug Treatment Court Program FY 2019 Competitive Grant Solicitation

CFDA #16.585

Grants.gov Solicitation Number: OJJDP-2019-15032

Solicitation Release Date: March 29, 2019

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Application Deadline: 11:59 p.m. eastern time (ET) on May 30, 2019

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) is seeking applications for funding for the fiscal year (FY) 2019 Juvenile Drug Treatment Court Program. This program furthers the Department's mission by providing resources to state, local, and tribal governments to create and enhance juvenile drug court programs for youth in the justice system with substance abuse problems, specifically related to opioid abuse.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.

Eligibility (Who may apply):

Eligible applicants are limited to states, territories, State courts, local courts, units of local government,¹ and federally recognized Indian tribal governments (as determined by the Secretary of the Interior) acting on behalf of a single jurisdiction drug court. Faith- and

¹ A "unit of local government" 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
- (c) 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.

community-based, nonprofit, and for-profit organizations are ineligible as applicants, but OJJDP encourages them to partner with eligible applicants as a community provider of services, if applicable and appropriate.

An eligible applicant may designate a subunit of government (for example, county probation department, district attorney's office, or pretrial services agency) as the authorized representative. As another example, the county executive may designate the county probation or district attorney's office as its representative when applying for this grant. In such cases, the applicant must submit an authorization letter from the eligible agency or organization.

Eligible applicants who propose to provide direct services must not include the provision of services to any person who is older than age 18.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

This solicitation is composed of two grant categories. Information regarding the specific eligibility requirements for each Category identified below can be found below. Applicants must clearly designate the category for which they are applying.

Category 1: Juvenile Drug Treatment Court Planning OJJDP-2019-15033

Juvenile Drug Treatment Court Planning grants are available to jurisdictions that want to establish a juvenile drug treatment court. These grants are for jurisdictions where no juvenile drug court currently exists or a juvenile drug court has been operational for less than a year.

Category 2: Juvenile Drug Treatment Court Enhancement OJJDP-2019-15034

Juvenile Drug Treatment Court Enhancement grants are available to jurisdictions with a fully operational (for at least 1 year) juvenile drug treatment court to enhance the operation of the court. Jurisdictions applying for funding under this category must have courts that have been fully operational for at least 1 year.

OJJDP will consider 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). 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. For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

OJJDP may elect to fund applications submitted under this FY 2019 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

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. 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 **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 (Grants.gov) section in the [OJP Grant Application Resource Guide](#).

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. 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/JDTC.pdf>.

Post-Award Legal Requirements Notice

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 and all applicable requirements of federal statutes and regulations (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.

For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

Deadline Details

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. ET on May 30, 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 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.

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

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

For additional information, see the “How to Apply (Grants.gov)” section in the [OJP Grant Application Resource Guide](#).

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OJJDP 2019 Juvenile Drug Treatment Court Program

CFDA # 16.585

A. Program Description

Overview

The Juvenile Drug Treatment Court Program builds the capacity of states, state and local courts, units of local government, and federally recognized tribal governments to enhance existing drug courts or implement new juvenile drug treatment courts (JDTCs) for individuals with substance abuse problems² or co-occurring mental health disorders, including histories of trauma. OJJDP expects successful applicants to develop and implement a sustainability plan during the grant period to continue operation of the drug court when the grant ends.

Statutory Authority: This program is authorized under 34 U.S.C. 10611 et seq.

Program-Specific Information

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 the treatment, mental health, and social support services that can help them recover from their substance use and lead healthier lives. The purpose of this solicitation is to provide support to juvenile courts that intend to establish a new JDTC or to enhance existing JDTCs.

This program is authorized by 34 U.S.C. 10611 et seq., which requires that any drug treatment court that this program funds prohibit participation by violent offenders. For the purposes of this solicitation, the term "violent offender" includes a juvenile who has 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. See 34 USC 10613. Funding will be immediately suspended if DOJ determines that violent offenders are participating in any program funded under this solicitation.

The JDTC must also meet the requirements of 34 U.S.C. 10611(a), including:

1. Continuing judicial supervision over juveniles, and other individuals under the jurisdiction of the court, with substance abuse problems who are not violent offenders.

² When describing substance abuse, the [Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition](#) 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>.

2. Coordination with the appropriate state or local prosecutor.
3. The integrated administration of other sanctions and services, which shall 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.
 - Offender management and aftercare services such as relapse prevention, healthcare, education, vocational training, job placement, housing placement, and child care or other family support services for each participant who requires such services.
 - 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, of restitution, to the extent practicable, to either a victim of the offender's offense or to a restitution or similar victim support fund.

Although the authorizing statute requires Juvenile Drug Treatment Court Program grant recipients to require participant payments for treatment and restitution, it does not allow recipients to impose a fee on an offender that would interfere with his rehabilitation. Applicants should include in their application provisions for determining if these costs would interfere with an offender's rehabilitation or graduation. See 34 U.S.C. 10611(b).

Furthermore, consistent with the authorizing statute at 34 U.S.C. 10611(c)(2), Juvenile Drug Treatment Court Program grant recipients must require mandatory periodic drug testing that is accurate and practicable. Each participant must be tested for every controlled substance that the participant has been known to abuse and for any that the court may require. The courts 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.

This solicitation offers two juvenile drug court grant categories. Applicants must clearly designate under which category they are applying.

Goals, Objectives, and Deliverables

Category 1: Juvenile Drug Treatment Court Planning

This program will support jurisdictions that have identified a need to establish a JDTC. Funding under this program will support a 24-month planning process that will educate the JDTC team about the basic components of a JDTC and develop a program that integrates court and treatment functions.

Applicants must include in their application:

- Signed letters of commitment from each of the key drug court team members: judge, prosecutor, defense attorney, treatment provider, drug court coordinator, law enforcement, and community supervision representative. All letters of commitment must include the following:
 - A statement of willingness to participate and collaborate with the drug treatment court.
 - Letters must be signed by the official who has authority to commit agency resources to planning efforts and specify an estimate of the percentage of time the team member will devote to planning efforts.
 - A description of the team member's role and responsibilities in the planning process and expected responsibilities when the drug court is operational.
- A letter from the state court administrator or chief justice of the highest court for the state indicating the highest court has been consulted in connection with this application. The letter should describe how the proposed applicant would expand or enhance statewide efforts related to drug courts.
- A plan to hire a JDTC coordinator to manage the coordination of activities and the strategic plan.
- A plan that demonstrates that participating offenders will be supervised by one or more designated judges with responsibility for the JDTC program.
- Certify that violent offenders will be excluded from JDTC programs that receive funds under this program. See 34 U.S.C. 16013.
- Certify that all treatment programs and providers used in the drug court program are licensed, certified, or accredited by appropriate state government or professional agencies.

Deliverables:

At the conclusion of the planning process, the grantee must produce the following deliverables:

- A strategic plan for program implementation that includes a timeline for implementing the program.

- A JDTC Policies and Procedures Manual for the program.
- A plan for regular training for the JDTC team to improve staff capacity to operate the JDTC and deliver related programming effectively.

Category 2: Juvenile Drug Treatment Court Enhancement

The goal of this category is to enhance the capacity of JDTCs and ultimately improve the outcome for the youth involved in the JDTC. Applicants may consider enhancements on one or more of the following key components of a JDTC, but are not limited to these. JDTCs should propose enhancements according to their greatest areas of need for improvement.

- Focus the JDTC practice on effectively addressing substance abuse and criminogenic needs to decrease future offending and substance abuse and to increase positive outcomes.
- JDTCs should engage parents or guardians throughout the court process, which includes addressing the specific barriers to their full engagement.
- Ensure appropriate treatment for all youth by adhering to eligibility criteria and conducting an initial screening. Eligible youth (1) have a substance abuse problem (as identified by a validated screening instrument), (2) are 14 years old or older but younger than age 18, and (3) have a moderate to high risk of reoffending (as identified by a validated risk assessment instrument), but are not currently referred for a violent offense.
- Refer participants to evidence-based substance abuse treatment and/or to other services as needed. Treatment and other services for opioid abuse should be addressed as appropriate. Applicants should identify in their application the substance abuse treatment and/or other services that will be provided to participants.
- Monitor and track program completion and termination.
- Provide a JDTC process that engages the full JDTC team (e.g., drug court coordinator, judge, prosecutor, defense attorney, treatment providers, schools, probation officer, families) and follows procedures.
- Conduct comprehensive needs assessments that inform individualized case management. Validated needs assessments should include information for each participant on use of alcohol or other drugs; criminogenic needs; mental health needs; history of abuse or other traumatic experiences; well-being needs and strengths; and parental substance abuse, parental mental health needs, and parenting skills.
- Implement contingency management, case management, and community supervision strategies effectively.

Applicants should describe the long-term strategy and detailed implementation plan to enhance their juvenile drug treatment court and include an overview of (1) the JDTC's current practices and (2) proposed practices to change or implement during the project period.

OJJDP is interested in supporting courts that propose to enhance the JDTC program by expanding the continuum of care through implementation of peer recovery support services.

Peer [recovery support services](#) involve an array of supports and services that are responsive to the specific needs of the participants.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under [What an Application Should Include](#).

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. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

Applicants should note that OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section titled “Information Regarding Potential Evaluation of Programs and Activities.”

Encouraging Program Investments in Economically-Distressed Communities (Qualified Opportunity Zones)

Under this program, OJP will, as appropriate, give priority consideration in award decisions to applications that propose projects that directly benefit federally designated Qualified Opportunity Zones (QOZ).^[1] In order to assist OJP in considering this factor, applicants should include information in the application that specifies how the project will enhance public safety in the specified QOZs. For resources on QOZs, and for a current list of designated QOZs, see the U.S. Department of the Treasury’s resource webpage, accessible at <https://www.cdfifund.gov/pages/opportunity-zones.aspx>.

B. Federal Award Information

Maximum number of awards OJJDP expects to make	10 awards
Estimated maximum dollar amount for each award	Category 1: up to 5 awards of \$250,000 each Category 2: up to 5 awards of \$400,000 each
Total amount anticipated to be awarded under solicitation	\$3,250,000
Period of performance start date	October 1, 2019
Period of performance duration	Category 1: 24 months Category 2: 36 months

OJJDP may, in certain cases, provide additional funding in future years to awards made under this solicitation. Applicants awarded under Category 1 may be eligible for implementation funding in FY 2021 based on performance and availability of funding. In making decisions regarding continuation awards, OJP will consider, among other factors, the availability of appropriations, when the program or project was last competed, OJP’s strategic priorities, and

^[1] See Public Law 115-97, Title I, Subtitle C, Part IX, Subpart B, Sec. 13823.

OJP's assessment of both the management of the award (for example, timeliness and quality of progress reports), and the progress of the work funded under the award.

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

Type of Award

OJJDP expects to make any award under this solicitation in the form of a grant. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants (and cooperative agreements).

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements³ as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [OJP Grant Application Resource Guide](#) for additional information.

Budget Information

Cost Sharing or Match Requirement

This solicitation requires a 25 percent **cash or in-kind match**. See the [OJP Grant Application Resource Guide](#) for additional information on this match requirement.

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 the 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 (Post award Requirements section) at <https://ojp.gov/financialguide/DOJ/index.htm> for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver

For applicants seeking the waiver, see the [OJP Grant Application Resource Guide](#) for information.

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

³ 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.

application—the OJP and DOJ policy and guidance on approval, planning, and reporting of such events. See the [OJP Grant Application Resource Guide](#) for information.

Costs Associated With Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on costs associated with language assistance that may be allowable.

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

For this solicitation, OJJDP has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, and Budget Narrative.

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on, among other things, what happens to an application that does not contain all of the specified elements or that is nonresponsive to the scope of the solicitation.

1. Complete the Application for Federal Assistance (Standard Form (SF)-424)

The SF-424 is a required standard form used as a cover sheet for submission of preapplications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

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

2. Project Abstract

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

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

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 14. All project

abstracts should follow the detailed template available at www.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:

- 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 abuse problems who come in contact with the juvenile court, rates of youth substance use). 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. **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 7. OJJDP encourages applicants to select evidence-based practices for their programs.

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 16.

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

- c. **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 highlight their experience/capability/capacity to manage subawards, including details on their system for fiscal accountability. Management and staffing patterns should be clearly connected to the project design described in the previous section. Applicants should describe the roles and responsibilities of project staff 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.

Letters of Support/Memoranda of Understanding. If submitting a joint application, as described under Eligibility, page 2, applicants should provide 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.

Note: Applicants applying under **Category 1: Juvenile Drug Treatment Court Planning** must submit the required letters of commitment as described on page 7.

- d. **Plan for Collecting the Data Required for This Solicitation's 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. 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 for an overview of performance measurement activities at OJP.

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

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 follow the guidance under Note on Project Evaluations in the [OJP Grant Application Resource Guide](#).

4. Budget Information and Associated Documentation

See the Budget Preparation and Submission Information section of the [OJP Grant Application Resource Guide](#) for details on the Budget Detail Worksheet and on budget information and associated documentation, such as information on proposed subawards, proposed procurement contracts under awards, and preagreement costs.

5. Indirect Cost Rate Agreement

See the Budget Preparation and Submission Information section of the [OJP Grant Application Resource Guide](#) for information.

6. Tribal Authorizing Resolution (if applicable)

The following two paragraphs in this solicitation expressly modify the “Tribal Authorizing Resolution” provisions in the OJP Grant Application Resource Guide. An applicant is to follow the guidance in these two paragraphs instead of the guidance stated under the “Tribal Authorizing Resolution” heading in the Guide.

An application in response to the solicitation may require inclusion of information related to a tribal authorizing resolution. 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.

An applicant unable to submit an application that includes a fully executed (i.e., signed) copy of legal appropriate documentation, as described above, consistent with the applicable tribe’s governance structure, should submit an unsigned, draft version of such legal documentation as part of its 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 the fully executed legal documentation.

7. Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)

Every OJP applicant (other than an individual applying in his or her personal capacity) is required to download, complete, and submit the OJP Financial Management and System of Internal Controls Questionnaire (questionnaire) at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> as part of its application. See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this questionnaire.

8. Disclosure of Lobbying Activities

Each applicant must complete and submit this information. See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this disclosure.

9. Applicant Disclosure of Pending Applications

Each applicant is to disclose whether it has (or is proposed as a subrecipient under) any pending applications for federally funded grants or cooperative agreements that (1) include requests for funding to support the same project being proposed in the application under this

solicitation and (2) would cover any identical cost items outlined in the budget submitted to OJP as part of the application under this solicitation. For additional information on the submission requirements for this disclosure, see the [OJP Grant Application Resource Guide](#).

10. Applicant Disclosure and Justification – DOJ High Risk Grantees⁴ (if applicable)

An applicant that is designated as a DOJ High Risk Grantee is to submit as a separate attachment to its application, information that OJP will use, among other pertinent information, to determine whether it will consider or select the application for an award under this solicitation. The file should be named “DOJ High Risk Grantee Applicant Disclosure and Justification.” (See, also, “Review Process,” below, under Section E. Application Review Information, for a brief discussion of how such information may be considered in the application review process.) See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this disclosure.

11. Research and Evaluation Independence and Integrity

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

12. 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. Logic model (see page 13).
- b. Timeline or milestone chart (see page 13).
- c. Résumés of all key personnel.
- d. Job descriptions outlining roles and responsibilities for all key positions.
- e. Letters of support/memoranda of understanding from partner organizations (see page 13)

⁴ A “DOJ High Risk Grantee” is a recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

- f. Category 1: Juvenile Drug Treatment Court Planning--Signed letters of commitment from each of the key drug court team members (See page 7).
- g. Category 1: Juvenile Drug Treatment Court Planning--A letter from the state court administrator or chief justice of the highest court for the state indicating the highest court has been consulted in connection with this application (See page 7).
- h. Documentation of Anticipated Benefit to Qualified Opportunity Zones (if applicable)** As is mentioned above, OJP will, as appropriate, give priority consideration in award decisions to applications that propose projects that will likely enhance public safety in federally designated Qualified Opportunity Zones (QOZ). Each applicant proposing a project it anticipates will likely enhance public safety in one or more QOZs should provide a sufficient narrative explanation in order for OJP to identify clearly the public safety benefit the applicant anticipates that its project will have on a specified QOZ(s). The attachment(s) should be clearly labeled as addressing QOZs. The applicant may also include tables, charts, graphs, or other relevant illustrations that may be useful in comprehending the manner in which the proposed project is anticipated to benefit a QOZ(s).

How To Apply (Grants.gov)

Applicants must register in and submit applications through [Grants.gov](https://www.grants.gov), a primary source to find federal funding opportunities and apply for funding. Find information on how to apply in response to this solicitation in the [OJP Grant Application Resource Guide](#).

Registration and Submission Steps

Applicants will need the following identifying information when searching for the funding opportunity on Grants.gov.

- 16.585, OJJDP FY 2019 Juvenile Drug Treatment Court Program
- OJJDP-2019-15032
 - Category 1: Juvenile Drug Treatment Court Planning: OJJDP-2019-15033
 - Category 2: Juvenile Drug Treatment Court Planning: OJJDP-2019-15034

For information on each registration and submission step, see the [OJP Grant Application Resource Guide](#).

E. Application Review Information

Review Criteria

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

1. Statement of the Problem/Description of the Issue (10%)
2. Project Design and Implementation (45%)
3. Capabilities and Competencies (25%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10%)

5. Budget (10%): 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.

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.
- The application must include all items designated as “critical elements.”

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 OJJDP include geographic diversity, strategic priorities (specifically including, but not limited to, demonstrable potential enhancement to public safety in one or more federally designated Qualified Opportunity Zones), 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 the applicant. 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. In addition, if OJP anticipates that an award will exceed \$250,000 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, FAPIIS).

Important note on FAPIIS: An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

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

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

Administrative, National Policy, and Other Legal Requirements

OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application. See the [OJP Grant Application Resource Guide](#) for additional information on administrative, national policy, and other legal requirements.

Information Technology (IT) Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for information on information technology security.

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 certain reports and data.

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

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data.

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see page 2.

For contact information for Grants.gov, see page 2.

H. Other Information

Freedom of Information and Privacy Act (5 U.S.C. 552 and 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. See the [OJP Grant Application Resource Guide](#) for information on DOJ and OJP processes with regard to application information requested pursuant to FOIA.

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. See the [OJP Grant Application Resource Guide](#) for information on providing solicitation feedback to OJP.

Appendix A: Performance Measures Table

Category 1: Juvenile Drug Treatment Court Planning

Objective	Performance Measure(s)	Description	Data Recipient Provides
To develop a strategic plan to start a new juvenile drug treatment court.	Number of memoranda of understanding (MOU) implemented.	<p>Number of MOUs implemented during the reporting period. Include all formal partnering or coordination agreements.</p> <p>Only count the date when the MOU was officially signed by all participants.</p> <p>Program records are the preferred data source.</p>	Number of MOUs implemented during the reporting period.
	Number of system-level initiatives implemented during the reporting period.	<p>Number of system-level initiatives implemented during the reporting period.</p> <p>Only count a system-level initiative as implemented on the date a new policy or practice is first put into operation to implement the new initiative. If your jurisdiction is implementing more than one system-level initiative during a reporting period, count each initiative separately.</p> <p>If significant changes are made to an original initiative design during the award cycle, count each time a new policy or practice is put into operation during a reporting period.</p>	Number of system-level initiatives implemented during the reporting period.

		<p>A system-level initiative includes changing policies and practices to how the jurisdiction's juvenile justice system operates. System-level initiatives impact multiple stakeholders, agencies, and organizations. System-level initiatives do not include starting a new program, unless the new program is in response to a change in policy or practice.</p> <p>Program records are the preferred data source.</p>	
	Number of system planning activities conducted.	Number of system planning activities undertaken during the reporting period. System planning activities focus on system-level initiatives and include creation of task forces or interagency committees, meetings held, needs assessments undertaken, etc. Program records are the preferred data source.	Number of system planning activities undertaken.
	Number of new, revised, or rescinded system-level policies or procedures enacted during the reporting period.	Number of new, revised, or rescinded system-level policies enacted during the reporting period. A policy is a plan or specific course of action that guides the general goals and directives of programs and/or agencies. Include policies that are relevant to the system improvement initiatives	<p>A. Number of new system-level policies or procedures enacted during the reporting period.</p> <p>B. Number of system-level policies or procedures revised during the reporting period.</p> <p>C. Number of system-level policies or</p>

		<p>or that affect system-level operations.</p> <p>Program records are the preferred data source.</p>	<p>procedures rescinded during the reporting period.</p>
	<p>Number of systems that have established interagency planning bodies.</p>	<p>Number of planning bodies or interagency coordinating groups established during the reporting period. Only count the first time the planning body or interagency coordinating group meets.</p> <p>Program records are the preferred data source.</p>	<p>Number of planning bodies or interagency coordinating groups established during the reporting period.</p>
	<p>Number of programs and/or agencies that are sharing automated data during the reporting period.</p>	<p>Number of programs and/or agencies using automated data systems that enable the appropriate sharing of justice information with partners during the reporting period.</p> <p>Only count the first time a program(s) and/or agency share justice information. A program and/or agency may have multiple partnerships to share justice information. Count each partnership between a program and/or agency separately.</p>	<p>Number of programs and/or agencies sharing automated data.</p>
	<p>Number of cross-sector partnerships established.</p>	<p>Number of partnerships established and maintained during the reporting period to support system improvement efforts, by type of partner agency/organization. Partner organizations</p>	<p>A. Number of new partnerships established during the reporting period.</p> <p>B. Number of partnerships ended during the reporting period.</p>

		<p>may include schools, law enforcement officials, prosecutors, defense counsel, judges, jail officials, corrections officials, public and private service providers, local public interest groups, and healthcare providers.</p> <p>Program records are the preferred data source.</p>	<p>C. Number of partnerships continued from the previous reporting period.</p> <p>D. Number of new partnerships established with schools during the reporting period.</p> <p>E. Number of new partnerships established with law enforcement agencies during the reporting period.</p> <p>F. Number of new partnerships established with prosecutors during the reporting period.</p> <p>G. Number of new partnerships established with defense council during the reporting period.</p> <p>H. Number of new partnerships established with judges during the reporting period.</p> <p>I. Number of new partnerships established with jail officials during the reporting period.</p> <p>J. Number of new partnerships established with corrections officials during the reporting period.</p> <p>K. Number of new partnerships established with public and private service providers during the reporting period.</p> <p>L. Number of new partnerships established with public interest</p>
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			<p>groups during the reporting period.</p> <p>M. Number of new partnerships established with healthcare providers during the reporting period.</p> <p>N. Number of new partnerships established with other groups or organizations during the reporting period.</p>
	<p>Number of people trained during the reporting period.</p>	<p>Number of people trained during the reporting period. The number is the raw number of people receiving any formal training relevant to a program, system initiative, policy, best practices, or their position as program staff. Include any training from any source or medium received during the reporting period as long as receipt of training can be verified. Training does not have to have been completed during the reporting period. Program records are the preferred data source.</p>	<p>Number of people trained during the reporting period.</p>
	<p>Number and percent of training recipients with increased knowledge of the program area.</p>	<p>Number of people who exhibit an increased knowledge of the program area after participating in training. Use of pre- and post-tests is preferred.</p>	<p>A. Number of people trained during the reporting period who report increased knowledge.</p> <p>B. Number of people trained during the reporting period and returning surveys.</p> <p>C. Percent (A/B).</p>

Category 2: Juvenile Drug Treatment Court Enhancement

Objective	Performance Measure(s)	Description	Data Recipient Provides
To support existing juvenile drug treatment courts to implement system changes, service delivery, and programming	Number and 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 programs can come from many valid sources (e.g., Blueprints, OJJDP's Model Programs Guide, SAMHSA's Model Programs, state model program resources, etc.)	A. Number of program/initiatives employing evidence-based programs or practices. B. Total number of programs/initiatives. C. Percent (A/B).
	Number and 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	A. Number of youth served using an evidence-based program or practice. B. Total number of youth served during the reporting period. C. Percent (A/B).

		Programs Guide, SAMHSA's Model Programs, etc.).	
	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. Definition of 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 reporting period.	A. Number of program youth carried over from the previous reporting period. B. New admissions during the reporting period.
	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	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.

		<p>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.</p>	<p>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. G. Number of youth assessed as needing other services during reporting period. H. Number of youth enrolled in other services during the reporting period.</p>
	<p>Percent of program youth exhibiting a desired change in the targeted behavior (short and long term).</p>	<p>Number and percent of program youth who have exhibited a desired change in the targeted behavior during the reporting period or 6–12 months after exiting the program.</p>	<p>A. Number of program youth served during the reporting period or who exited the program 6–12 months ago with the noted behavioral change (behavior targeted will depend on specific program goals and activities and may include academic achievement, school attendance, social competence, etc.). B. Total number of youth receiving services for the targeted behavior during the reporting period or who exited the program 6–12 months ago. C. Percent (A/B).</p>

	Substance use (short and long term).	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.	A. Number of program youth served during the reporting period or who exited the program 6–12 months ago who had the noted behavioral change. B. Number of youth who received services for the targeted behavior during the reporting period or who exited the program 6–12 months ago. C. Percent (A/B).
	Number of drug/alcohol tests performed on program youth.	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).	A. Number of drug and alcohol tests performed on program youth during the reporting period. B. Number of positive tests recorded. C. Percent (A/B).
	Number of program youth who were adjudicated during the reporting period (short and long term).	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	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.

		<p>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>D. Number of program youth tracked for adjudications. E. Percent $((A+B+C)/D)$.</p>
	<p>Number and 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 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. 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. Program records 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 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. D. Number of program youth tracked for technical violations during the reporting period. E. Percent $((A+B+C)/D)$.</p>
	<p>Number and 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</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</p>

		<p>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. Program records are the preferred data source.</p>	<p>reporting period (either successfully or unsuccessfully). C. Percent (A/B).</p>
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Appendix B: Application Checklist

OJJDP FY 2019 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 [OJP Grant Application Resource Guide](#))
- _____ Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

To Register with Grants.gov:

- _____ Acquire AOR and Grants.gov username/password (see [OJP Grant Application Resource Guide](#))
- _____ Acquire AOR confirmation from the E-Biz POC (see [OJP Grant Application Resource Guide](#))

To Find Funding Opportunity:

- _____ Search for the Funding Opportunity on Grants.gov (see page 17)
- _____ Select the correct Competition ID (see page 17)
- _____ Access Funding Opportunity and Application Package (see page 17)
- _____ Sign up for Grants.gov email notifications (optional)
- _____ 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

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 [OJP Grant Application Resource Guide](#))

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

- _____ Contact the Response Center at grants@ncjrs.gov regarding experiencing technical difficulties (see page 2)

Overview of Post-Award Legal Requirements:

- _____ Review the "[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>.

Scope Requirement:

- _____ The federal amount requested is within the allowable limit(s) of \$250,000 for Category 1 and \$400,000 for Category 2.

Eligibility Requirement: See title page.

What an Application Should Include:

The following items are critical application elements required to pass BMR. An application that OJP determines does not include the application elements designated to be critical will neither proceed to peer review nor receive further consideration.

- Project Abstract (see page 11)
- Budget and Budget Narrative (see page 14)
- Program Narrative (see page 12)

- Application for Federal Assistance (SF-424) (see page 11)
- Project Abstract (see page 11)
- Program Narrative (see page 12)
- Budget Detail Worksheet (including Narrative) (see page 14)
- Indirect Cost Rate Agreement (if applicable) (see page 14)
- Tribal Authorizing Resolution (if applicable) (see page 15)
- Financial Management and System of Internal Controls Questionnaire (see page 15)
- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see page 15)
- Applicant Disclosure of Pending Applications (see page 15)
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see page 16)
- Research and Evaluation Independence and Integrity (see page 16)

Additional Attachments

- Category 1: Juvenile Drug Treatment Court Planning--Signed letters of from each of the key drug court team members (see page 7)
- Category 1: Juvenile Drug Treatment Court Planning--A letter from the state court administrator or chief justice of the highest court for the state indicating the highest court has been consulted in connection with this application (See page 7)
- Request and Justification for Employee Compensation; Waiver (if applicable) (see page 10)
- Logic Model (see page 13)
- Timeline (see page 13)

- Résumés of all key personnel
- Job descriptions outlining roles and responsibilities for all key positions
- Letters of support/memoranda of understanding from partner organizations (see page 13)
- Documentation of Anticipated Benefit to federally designated Qualified Opportunity Zones (if applicable) (see page 17)