

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



OJJDP FY 2019 Family Drug Court Program FY 2019 Competitive Grant Solicitation

CFDA # 16.585

Grants.gov Solicitation Number: OJJDP-2019-15026

Solicitation Release Date: March 27, 2019

Application Deadline: 11:59 p.m. eastern time (ET) on May 29, 2019

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 Family Drug Courts Program. This program furthers the Department's mission by supporting states and communities as they develop and implement effective and coordinated substance abuse intervention programs.

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 community-based organizations, nonprofit organizations² and for-profit organizations (including tribal nonprofit and for-profit organizations), and institutions of higher education

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.

² See ojp.gov/funding/Explore/SolicitationRequirements/OrganizationalRequirements.htm for additional information on demonstrating nonprofit status.

(including tribal institutions of higher education) are ineligible as applicants; however, OJJDP encourages these entities to partner with eligible applicants as a community provider of services, if applicable and appropriate.

This solicitation is composed of three grant categories. Applicants must clearly designate the category for which they are applying.

Category 1: Enhancing Family Drug Courts

Category 2: Serving Veterans Through Family Drug Courts

Category 3: Establishing New Family Drug Courts

Category 1: Enhancing Family Drug Courts and Category 2: Serving Veterans Through Family Drug Courts are available to jurisdictions with a fully operational family drug court. Courts applying for funding under category 1 or 2 must be fully operational for at least 1 year, as funding is intended to enhance services of existing family drug courts.

Category 3: Establishing New Family Drug Courts grants are available to jurisdictions that are ready to implement a new family drug court. These grants are for jurisdictions where either no family drug court currently exists or a family drug court has been operational for less than 1 year. Jurisdictions may already have other types of drug or treatment courts (such as adult drug or mental health courts).

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

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

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/FDCP.pdf>.

A solicitation webinar will be held on April 29, 2019 at 2:00 p.m. ET. This call will provide a detailed overview of the solicitation and allow an opportunity for interested applicants to ask questions. Preregistration is required for all participants. Register by clicking [here](#) and following the instructions. Due to the limited time, OJJDP encourages participants to review the solicitation and submit any questions they may have in advance and no later than April 24, 2019. Submit your questions to grants@ncjrs.gov with the subject as “Questions for OJJDP FY 2019 Family Drug Court Program Webinar.”

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 29, 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 Family Drug Court Program

CFDA # 16.585

A. Program Description

Overview

The OJJDP Family Drug Court Program seeks to build the capacity of states, state and local courts, units of local government, and federally recognized tribal governments to sustain existing family drug courts or establish new family drug courts. Family drug courts serve parents who require treatment for a substance abuse disorder and who are involved with the child welfare system as a result of child abuse, neglect, or other parenting issues. Family drug courts provide intensive judicial monitoring and interventions using a multi-disciplinary approach to treat parents' substance use and/or co-occurring mental health disorders.

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

Program-Specific Information

Substance-abusing parents face significant challenges, hindering their ability to properly care for their children and potentially leading to the termination of parental rights.³ Parents who abuse substances are often unable to provide stable, nurturing home environments; have low likelihoods of successful reunification with their children; and, have children who tend to stay longer in foster care systems than children of parents who do not abuse substances.⁴ Youth who experience foster care are more likely to present with disruptive behavior disorders and are five times more likely to receive a drug dependence diagnosis.⁵ Adverse childhood experiences related to their abuse, neglect, or dependency are also linked to an increase in delinquency and crime.⁶

Family drug courts offer a specialized way to address the need for treatment and accountability among participants while supporting opportunities for family reunification. It is the mission of family drug courts to ensure the safety and well-being of children involved with the child welfare system while offering parents an option to reunify with their children upon completion of treatment and other court requirements. The courts partner with child protective services and

³ Hong, J. S., Ryan, J. P., Hernandez, P. M., & Brown, S. 2014. Termination of parental rights for parents with substance use disorder: For whom and then what? *Social Work in Public Health*, 29(6), 503–517. doi: 10.1080/19371918.2014.884960. Retrieved from http://digitalcommons.wayne.edu/soc_work_pubs/31

⁴ Kaplan, C., Schene, P., De Panfilis, D., and Gilmore, D. 2009. Shining light on chronic neglect. *Protecting Children*, 24:1–7; Gregoire, K.A., and Schultz, D.J. 2001. Substance-abusing and child welfare parents: Treatment and child placement outcomes. *Child Welfare*, 80:433–452; and Brook, J., and McDonald, T. 2010. The impact of parental substance abuse on the stability of family reunifications from foster care. *Child and Youth Services Review*, 31:193–198.

⁵ Pilowsky, D. J., and Wu, L. T. 2006. Psychiatric symptoms and substance use disorders in a nationally representative sample of American adolescents involved with foster care. *Journal of Adolescent Health*, 38(4), 351–358.

⁶ Crawford, B., Pharris, A. B., and Dorsett-Burrell, R. 2018. Risk of serious criminal involvement among former foster youth aging out of care. *Children and Youth Services Review*, 93, 451-457; Ryan, J. P., and Testa, M. F. 2005. Child maltreatment and juvenile delinquency: Investigating the role of placement and placement instability. *Children and Youth Services Review*, 27(3): 227-249; Taussig, H. N. 2002. Risk behaviors in maltreated youth placed in foster care: A longitudinal study of protective and vulnerability factors. *Child Abuse and Neglect*, 26(11): 1179-1199.

relevant service providers to address the needs of substance-abusing parents and their children.⁷

This program is authorized pursuant to 34 U.S.C. 10611 et seq., which requires that any family drug court that this program funds prohibit participation by violent offenders. For the purposes of this solicitation, violent offender means a person who (1) is charged with or convicted of an offense that is punishable by a term of imprisonment exceeding 1 year, during the course of which offense or conduct (a) the person carried, possessed, or used a firearm or dangerous weapon, (b) there occurred the death of or serious bodily injury to any person; or or (c) there occurred the use of force against another person, without regard to whether any of the circumstances described above (at (a) or (b)) is an element of the offense or conduct of which or for which the person is charged or convicted; or a person who (2) has one or more prior convictions for a felony crime of violence involving the use or attempted use of force against a person with the intent to cause death or serious bodily harm (34 U.S.C. 10613(a)). Funding will be immediately suspended if DOJ determines that violent offenders are participating in any program funded under this solicitation.

Family drug courts must also meet the requirements of 34 U.S.C. 10611(a). The requirements include:

1. Continuing judicial supervision over individuals under the jurisdiction of the court with substance abuse problems including co-occurring substance abuse and mental health problems, who are not violent offenders.
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, health care, 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 Drug Court Discretionary Grant Program authorizing statute requires participant payments for treatment and restitution (see above), it does not allow imposing a fee on a client at a level that would interfere with the client's rehabilitation. Applicants should include in their application provisions for determining if these costs would interfere with a client's rehabilitation or graduation.

⁷ Substance Abuse and Mental Health Services Administration. 2014. Grants to expand services to children affected by methamphetamine in families participating in family treatment drug court: Children affected by methamphetamine (CAM) brief. Washington, DC: Author. Retrieved from https://ncsacw.samhsa.gov/files/CAM_Brief_2014-Final.pdf.

Furthermore, consistent with the authorizing statute, 34 U.S.C. 10611(c), drug court programs 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 three family drug court grant categories. Applicants must clearly designate the category for which they are applying.

Goals, Objectives, and Deliverables

Category 1: Enhancing Family Drug Courts

The goal of programs funded under Category 1 is to enhance and/or expand existing family drug courts to provide substance-abusing parents with treatment and accountability by offering access to recovery services that will ultimately protect children; reunite families, when safe to do so; and, expedite permanency.

Activities applicants may consider to enhance and/or expand services in family drug court programs include, but are not limited to:

- Focus on the child and parent-child dyad by addressing the complex needs of both children and parents to create a family-centered approach to case management. Implement relationship-based parenting programs and developmental and behavioral interventions to improve family functioning and outcomes.
- Address the specific needs of children who have been prenatally exposed to drugs and/or alcohol, or have experienced post-natal exposure to substance abuse.
- Create community linkages to hospitals, physicians, maternal and child health agencies, and early intervention services, as needed.
- Engage new partnerships to address the needs of infants affected by substance abuse or withdrawal symptoms resulting from prenatal drug exposure or a fetal alcohol spectrum disorder.
- Expand partnerships with medication-assisted treatment (MAT) providers and other medical professionals to provide high-quality, evidence-based opioid addiction treatment.

- Use evidence-based interventions focused on parenting, child and parent trauma, parent-child relationships, and parental substance abuse, including opioid abuse recovery.⁸
- Coordinate outreach services that target family engagement and retention efforts. Applicants should consider employing specialized engagement or outreach positions.
- Incorporate wraparound recovery support services, particularly peer recovery support, to assist parents and families with recovery and wellness, including linkages to social supports and coordination among service providers.⁹
- Develop new policy and practice procedures or revise existing policies to build the capacity of courts to provide services to children.
- Offer ongoing cross-training opportunities to assist new and existing family drug court staff and partners in providing evidence-based services, including supportive services to children, care givers and family members affected by parental substance abuse.
- Establish and/or strengthen mutually agreed upon performance measures across family drug court partners for joint accountability. Applicants should have a process for developing and measuring outcomes and using evaluation results to guide the work of the collaborative team.
- Establish and/or strengthen data collection and reporting methods around performance measures, including data-sharing agreements with relevant stakeholders and partner agencies.
- Implement recent legislation and/or legislative changes (e.g., Family First Prevention Services Act of 2018) targeting children, parents, and families affected by substance abuse disorders and the systems that serve them.

Category 2: Serving Veterans Through Family Drug Courts

It is estimated that between 30-35% of veterans are affected by overlapping trauma and substance abuse disorders. Secondary trauma affecting veteran families has been documented, along with higher frequency of family stress and violence.¹⁰ Substance abuse disorders, as well as co-occurring mental health disorders such as post-traumatic stress, brain injuries, and other consequences of military service and/or deployment, may result in some of these families being referred to child protective services or family violence caseloads in response to incidents within the family. Therefore, identifying and addressing parental distress are critical to preventing and intervening in child maltreatment in veteran families. A collaborative approach among child and

⁸ Examples of evidence-based practices for program population(s) include Celebrating Families!, Strengthening Families Program, Nurturing Parenting Program, Parent-Child Psychotherapy, and Seeking Safety, among others (see [SAMHSA's National Registry of Evidence-based Programs and Practices](#) and [CrimeSolutions.gov](#)).

⁹ For additional resources about Peer Recovery Support Services (PRSS), visit SAMSHA's webpages on recovery at <https://www.samhsa.gov/recovery> and <https://www.samhsa.gov/brss-tacs/recovery-support-tools/peers>.

¹⁰ Galovski, T., & Lyons, J. A. 2004. Psychological sequelae of combat violence: A review of the impact of PTSD on the veteran's family and possible interventions. *Aggression and Violent Behavior*, 9(5), 477-501; Herzog, J. R., Everson, R. B., & Whitworth, J. D. 2011. Do Secondary Trauma Symptoms in Spouses of Combat-Exposed National Guard Soldiers Mediate Impacts of Soldiers' Trauma Exposure on Their Children?. *Child and Adolescent Social Work Journal*, 28(6), 459-473.

adult service providers, such as the family drug court model, can be helpful in serving the needs of the whole family.¹¹

The goal of programs funded under Category 2 is to assist family drug courts in efforts to provide substance-abusing veteran parents with support, treatment, and access to services that will protect children; reunite families when safe to do so; and, expedite permanency. The objective is to expand and increase access to services available through state child welfare, drug treatment, and court systems to more effectively intervene with veteran parents and their families with substance abuse disorders. Services are targeted to substance-abusing veteran parents with children and substance-abusing veteran parents who are involved in the child welfare system as a result of child abuse and neglect issues.

Successful applicants will expand and/or increase veteran access to family drug court and supportive services by developing a specialized track of services for veterans. The family drug court will develop and execute contracts or memoranda of understanding with local veteran and children and family serving agencies to ensure that veteran families entering the family drug court have access to services that reflect military competence.

Applicants are encouraged to design programs that address the unique community context of family drug courts and the needs of veteran participants. Proposals should detail a clear understanding of the veteran population and the impact of substance abuse on families. Applicants should include how they will complete the following activities:

- Identify eligible veteran family members entering the family drug court who may be affected by trauma and substance abuse disorders, including the development and implementation of screening and assessment methods to determine the need for supportive services to be provided by partner agencies.
- Incorporate the use of veteran peer support services to make linkages and assist veteran families in navigating the services they need.
- Plan and implement joint training among family drug court staff, non-veteran partner agencies, and external veteran serving agencies to ensure that staff have an accurate inventory of available public and community resources and an understanding of military culture, including the prevalence of trauma among veterans.

Category 3: Establishing New Family Drug Courts

The goal of programs funded under Category 3 is to implement new family drug courts to provide substance-abusing parents with treatment and accountability by offering access to recovery services that will ultimately protect children; reunite families, when safe to do so; and expedite permanency. Priority will be given to applicants that include a plan to develop and implement a specialized track of services for military veteran parents in their programs.

Activities applicants should consider in establishing a new family drug court include, but are not limited to:

- Provide direct services to substance-abusing parents.

¹¹ The National Child Traumatic Stress Network. 2015. [Child Maltreatment in Military Families: A Fact Sheet for Providers](#).

- Provide supportive services (as appropriate) to children and additional family members affected by substance abuse.
- Establish a multidisciplinary core team that includes partners from courts, child welfare, and treatment agencies. Roles and responsibilities should be documented and outlined in a signed memorandum of understanding.
- Focus on the child and parent-child dyad by addressing the complex needs of both children and parents to create a family-centered approach to case management.
- Create community linkages to hospitals, physicians, maternal and child health agencies, and early intervention services, as needed.
- Use evidence-based interventions focused on parenting, child and parent trauma, parent-child relationships, and parental substance abuse, including opioid abuse recovery. Applicants should describe the population(s) for which the practice(s) has been shown to be effective and demonstrate that the practice(s) is appropriate for the population(s) targeted.¹²
- Implement relationship-based parenting programs and developmental and behavioral interventions to improve family functioning and outcomes.
- Coordinate outreach services that target family engagement and retention efforts. Applicants should consider employing specialized engagement or outreach positions.
- Incorporate wraparound recovery support services, particularly peer recovery support, to assist parents and families with recovery and wellness, including linkages to social supports and coordination among service providers.¹³
- Develop policy and practice procedures to build the capacity of courts to provide services to children. Courts are expected to facilitate a collaborative effort across child welfare services, treatment agencies and the court system.
- Develop performance measures across family drug court partners for joint accountability. Applicants should have a process for developing and measuring outcomes for the program.
- Offer ongoing cross-training opportunities to assist family drug court staff and partners in providing evidence-based services, including supportive services to children, care givers and family members affected by parental substance abuse.
- Implement recent legislation and/or legislative changes (e.g., Family First Prevention Services Act of 2018) targeting children, parents, and families affected by substance abuse disorders and the systems that serve them.

¹² Examples of evidence-based practices for program population(s) include Celebrating Families!, Strengthening Families Program, Nurturing Parenting Program, Parent-Child Psychotherapy, and Seeking Safety, among others (see [SAMHSA's National Registry of Evidence-based Programs and Practices](#) and [CrimeSolutions.gov](#)).

Applicants that propose a specialized track of services for veteran participants should detail a clear understanding of their community's veteran population and the impact of substance abuse on families. Activities applicants should consider in establishing a new family drug court with a specialized track for veteran parents include, but are not limited to:

- Develop and execute formal working agreements, memoranda of agreements, and data-sharing protocols with local veteran and children and family serving agencies to ensure that veteran families entering the family drug court have access to services that reflect military competence.
- Identify eligible veteran family members entering the family drug court who may be affected by trauma and substance abuse disorders, including the development and implementation of screening and assessment methods to determine the need for supportive services to be provided by partner agencies.

All Categories. The program narrative should reflect how the applicant will accomplish the above-described program activities through the proposed objectives and deliverables. Applications should be realistic in estimating the cost of deliverables and in detailing the expansion schedule. OJJDP expects grantees selected under this program to work collaboratively with the OJJDP Family Drug Court TTA provider, who will support grantees in the execution of their implementation and/or expansion plans. The TTA provider will provide intensive technical assistance through a systematic, multiyear approach with specific timeframes and performance benchmarks. The TTA provider will also assist with the development or improvement of family drug court policies and practices to enhance or expand court services. Additionally, technical assistance will be provided to help grantees develop and monitor evaluation and information-sharing systems.

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. 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).¹⁴ In order to assist OJP in considering this factor, applicants should include

¹⁴ See Public Law 115-97, Title I, Subtitle C, Part IX, Subpart B, Sec. 13823.

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 14
Estimated maximum dollar amount for each award: (see categories below)

- Under Category 1 (Enhancing Family Drug Courts), OJJDP expects to make eight awards of up to \$750,000 each.
- Under Category 2 (Serving Veterans Through Family Drug Courts), OJJDP expects to make three awards of up to \$350,000 each.
- Under Category 3 (Establishing New Family Drug Courts), OJJDP expects to make three awards of up to \$650,000 each.

Total amount anticipated to be awarded under solicitation \$9,000,000 million
Period of performance start date October 1, 2019
Period of performance duration 36 months

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

For all categories, OJJDP expects to make any awards in the form of grants. 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 Requirements¹⁵ 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% **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.

¹⁵ 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.

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 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, Budget Narrative, Letters of support/MOUs (Categories 1 and 2 only).

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 30. 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) description of the issue; (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. **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 to 40 practitioners on trauma-informed care, to refer 50 parents to a partner organization substance use treatment program, or to expand substance use treatment services to cover an additional 50 parents).

- 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 8. OJJDP encourages applicants to select evidence-based practices for their programs.

This section should 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. Applicants must explain their inability to fund the program adequately without Federal assistance. In this section, applicants must also identify any related governmental or community initiatives which complement or will be coordinated with the proposed project.

Federal funds may not be used to replace (supplant) non-federal dollars that are appropriated for the same purpose. In this section, applicants must certify that the Federal support provided will be used to supplement, and not supplant, State, Indian tribal, and local sources of funding that would otherwise be available.

All applicants must also demonstrate in the program narrative that substance abuse treatment and related services are funded by this award, and that the program will include treatment and services to address opioid abuse reduction.

Category 1: Enhancing Family Drug Courts. Applicants should address each of the eight components outlined below:

(1) Collaborative Planning

- Discuss how a shared mission was developed based on common grounds and principles, and how agencies and staff can work together to best ensure family reunification and permanency and a safe and stable home for children with parents in recovery.
- Certify that there has been appropriate consultation with all affected agencies and that there will be appropriate coordination with all affected agencies in the expansion of the program. Enhancing Family Drug Courts applicants should include a signed memorandum of understanding that details partner roles and responsibilities.
- Explain the long-term strategy and detailed implementation plan that shall provide for the consultation and coordination with appropriate State and local prosecutors, particularly when program participants fail to comply with program requirements;
- Discuss the governance structure and decision making process that is in place or will be put in place for policy changes and oversight of the family drug court program.

(2) Eligibility, Engagement, and Screening

- Define the target population and eligibility criteria aligned with the program's goals and objectives. Describe how the nature and extent of any substance abuse, is determined and what level of care (mode of treatment) is clinically appropriate.
- Specify drugs of choice and substance abuse patterns of the target population and note any recent or emerging trends.
- Provide specific engagement and retention strategies to ensure families and parents stay in treatment for a sufficient period to keep them on track in meeting recovery needs.
- Explain how, when, and by whom eligible adult clients are identified, screened, and referred to the family drug court.
- Describe how applicants determine the capacity of the family drug court program and what process is used ensure that the program maintains capacity.

(3) Assessment, Service Delivery, and Case Management

- Explain the process and criteria used to conduct a comprehensive clinical assessment of the client, children, and family for substance abuse, mental health disorders, parenting capacity, trauma, and family functioning.
- Identify the individuals or agencies responsible for conducting assessments.

- Describe how the assessment is used to develop treatment plans and match treatment needs with services.
- Describe the role of the substance abuse treatment, medical, mental health, trauma, social services, domestic violence, housing, legal, and employment-related services with the family drug court and how available community resources are used to provide for the needs of the families in the program.
- Describe how services will be delivered, with specific reference to the following areas:
 - Services for parents:
 - Specify the treatment providers who deliver services and the specific interventions they employ (i.e., treatment modality, structure, levels of care).
 - Describe how treatment, discharge, and aftercare plans are developed, and explain how interventions are evidence-based and tailored to the individual needs of the client.
 - For parents with co-occurring mental health problems that the family drug court cannot support, describe how the grant will provide for enhanced case coordination to support access to mental health services.
 - Services for pregnant women:
 - For pregnant women with substance abuse problems, particularly opioid abuse, describe how the grant will provide enhanced case coordination to support access to comprehensive services that match the complex nature of substance abuse in this population.
 - Services for children:
 - Describe how services are coordinated with the child welfare agency regarding safety planning, reunification, and/or other permanent placements.
 - Describe how children are screened, assessed, and provided treatment and other services based on their unique developmental, social, and cognitive needs.
 - Services for families:
 - Describe evidence-based family and parenting interventions for children of parents with substance abuse problems, particularly opioid abuse, and their parents (e.g., Celebrating Families!, Nurturing Families, Strengthening Families, Parent-Child Psychotherapy).
 - Describe linkages to ancillary services for families to assist them in securing services, such as safe and drug-free housing, transportation, vocational training and education, government benefits, legal services, and child care.
 - Recovery support services:
 - Describe recovery support partnerships and how recovery services, particularly peer recovery support services, are incorporated in the program design.

- Case management:
 - Specify who provides case management, what services are provided, how frequently cases will be monitored, and the expected average caseload per case manager.
 - Describe how information from each system impacting the family is shared to promote child safety, engagement, and retention of parents in recovery, and to measure program effectiveness.

(4) Program Design and Duration

- Describe how the family drug court is structured (i.e., pre-adjudication, post-adjudication, post-disposition, or a combination thereof) and the anticipated average length of participation.
- Describe the various phases of the family drug court program and the requirements for the client to proceed from one phase to another.
- Describe the family drug court model that is used (i.e., an integrated court model [same court and judge hear the dependency and recovery matters] or parallel court model [one court and judge hear the dependency matter and a different judge in a different court hears the recovery component]).
- Indicate the requirements for successful completion of the program.
- Explain under what circumstances a client would be terminated from the program.
- Explain the use of incentives and sanctions in response to behaviors.
- Describe how the program is integrated within the dependency court process and how it will help the court comply with the permanency placement timeframes that the Adoption and Safe Families Act of 1997 mandates.
- Specify plans to obtain necessary support and continue the proposed program following the conclusion of federal support (see 34 U.S.C. 10614(d)(7)).

(5) Continuing Judicial Supervision

- Specify how frequently clients appear before the judge.
- Describe how the initial schedule or frequency of hearings is linked to a client's needs or risk assessment. Explain what criteria are used to determine whether to increase or decrease the frequency of hearings.
- Indicate whether the family dependency drug court team meets before scheduled status hearings to review and discuss the progress of clients. If not, explain how this information is communicated to the judge and the team.
- Explain the process by which information is exchanged between team members in preparation for the status hearings. Indicate who, in addition to the client and judge, participates in the hearings.
- Certify that one or more designated judges with responsibility for the drug court program will supervise participants (see 34 U.S.C. 10614(d)(6)).

(6) Mandatory Drug Testing and Monitoring

- Indicate how drug testing of specimens is used, including frequency of testing, events that trigger additional testing, the randomization process, and the methods of analysis are used for the initial testing and for confirmation testing

(e.g., test cups, Enzyme Multiplied Immunoassay Technique, Gas Chromatography/Mass Spectrometry). Describe who administers the drug tests and what procedures are used to guard against tampering and disruptions in the chain of custody.

- Describe the graduated sanctions that increase punitive measures, therapeutic measures, or both whenever a participant fails a drug test.

(7) Staff Training

- Specify training for all partners involved in the activities to support interagency communication, performance of the family drug court, and delivery of related services.

(8) Management Information Systems and Evaluation

- Describe methods to collect, store, and maintain data to support the family drug court's operations and the process and outcome evaluations.
- Describe the methodology used to evaluate the program.
- Discuss plans for data-sharing agreements with treatment service providers, child protection services, the court, and other agencies and explain how applicable local, state, and federal confidentiality guidelines and requirements will be met.

Category 2: Serving Veterans Through Family Drug Courts. Applicants should address each of the eight components outlined below:

(1) Collaborative Planning

- Discuss how a shared mission was developed based on common grounds and principles, and how agencies and staff can work together to best ensure family reunification and permanency and a safe and stable home for children with veteran parents in recovery.
- Certify that there has been appropriate consultation with all affected agencies and that there will be appropriate coordination with all affected agencies in the expansion of the program. Applicants should include a signed memorandum of understanding that details partner roles and responsibilities.
- Explain the long-term strategy and detailed implementation plan that shall provide for the consultation and coordination with appropriate State and local prosecutors, particularly when program participants fail to comply with program requirements;

(2) Eligibility, Engagement, and Screening

- Define the veteran population and eligibility criteria aligned with the program's goals and objectives. Describe how the nature and extent of any substance abuse, is determined and what level of care (mode of treatment) is clinically appropriate.

- Provide specific engagement and retention strategies to ensure veterans families and parents stay in treatment for a sufficient period to keep them on track in meeting recovery needs.
- Explain how, when, and by whom eligible adult, veteran clients will be identified, screened, and referred to the family drug court.

(3) Assessment, Service Delivery, and Case Management

- Explain the process and criteria used to conduct a comprehensive clinical assessment of the client, children, and family for substance abuse, mental health disorders, parenting capacity, trauma, and family functioning.
- Describe the role of the substance abuse treatment, medical, mental health, trauma, social services, domestic violence, housing, legal, and employment-related services with the family drug court and how available community resources are used to provide for the needs of the families in the program.

(4) Program Design and Duration

- Describe how the family drug court is structured (i.e., pre-adjudication, post-adjudication, post-disposition, or a combination thereof) and the anticipated average length of participation.
- Describe the various phases of the family drug court program and the requirements for the client to proceed from one phase to another.
- Describe the family drug court model that is used (i.e., an integrated court model [same court and judge hear the dependency and recovery matters] or parallel court model [one court and judge hear the dependency matter and a different judge in a different court hears the recovery component]).
- Indicate the requirements for successful completion of the program.
- Explain under what circumstances a client would be terminated from the program.
- Explain the use of incentives and sanctions in response to behaviors.

(5) Continuing Judicial Supervision

- Specify how frequently clients appear before the judge.
- Describe how the initial schedule or frequency of hearings is linked to a client's needs or risk assessment. Explain what criteria are used to determine whether to increase or decrease the frequency of hearings.
- Explain the process by which information is exchanged between team members in preparation for the status hearings. Indicate who, in addition to the client and judge, participates in the hearings.
- Certify that one or more designated judges with responsibility for the drug court program will supervise participants (see 34 U.S.C. 10614(d)(6)).

(6) Mandatory Drug Testing and Monitoring

- Indicate how drug testing of specimens is used, including frequency of testing, events that trigger additional testing, the randomization process, and the methods of analysis are used for the initial testing and for confirmation testing

(e.g., test cups, Enzyme Multiplied Immunoassay Technique, Gas Chromatography/Mass Spectrometry). Describe who administers the drug tests and what procedures are used to guard against tampering and disruptions in the chain of custody.

- Describe the graduated sanctions that increase punitive measures, therapeutic measures, or both whenever a participant fails a drug test.

(7) Staff Training

- Specify training for all partners involved in the activities to support interagency communication, performance of the family drug court, and delivery of related services.

(8) Management Information Systems and Evaluation

- Describe methods to collect, store, and maintain data to support the family drug court's operations and the process and outcome evaluations.
- Describe the methodology used to evaluate the program.
- Discuss plans for data-sharing agreements with treatment service providers, child protection services, the court, and other agencies and explain how applicable local, state, and federal confidentiality guidelines and requirements will be met.

Category 3: Establishing New Family Drug Courts. Applicants should address each of the eight components outlined below:

(1) Collaborative Planning

- Describe steps that will be taken to engage stakeholders, including local government such as law enforcement, prosecutors, and community entities. Describe the planning process, its participants, major milestones to be accomplished, and commitments to be obtained for the continuing involvement of these participants.
- Discuss how a shared mission will be developed based on common grounds and principles, and how agencies and staff will work together to best ensure family reunification and permanency and a safe and stable home for children with parents in recovery.
- Discuss planned consultation regarding appropriate coordination of services with all affected agencies. Applicants should work toward a signed memorandum of understanding that details partner roles and responsibilities.
- Explain the long-term strategy and detailed implementation plan that shall provide for the consultation and coordination with appropriate State and local prosecutors, particularly when program participants fail to comply with program requirements;
- Discuss the planned governance structure and decision making process that will be put in place for policy changes and oversight of the family drug court program.

(2) Eligibility, Engagement, and Screening

- Define the target population and describe plans to develop eligibility criteria aligned with the program's goals and objectives.
- Describe specific engagement and retention strategies to ensure families and parents stay in treatment for a sufficient period to keep them on track in meeting recovery needs.
- Describe plans to develop a referral and enrollment process.
- Applicants should discuss the projected capacity of the family drug court program and what processes will be implemented to ensure the program maintains capacity.

(3) Assessment, Service Delivery, and Case Management

- Discuss plans to develop a process and criteria to conduct comprehensive clinical assessments of the client, children, and family for substance abuse, mental health disorders, parenting capacity, trauma, and family functioning.
- Describe the role of the substance abuse treatment, medical, mental health, trauma, social services, domestic violence, housing, legal, and employment-related services with the family drug court and how available community resources will be used to provide for the needs of the families in the program.
- Describe plans to develop a process for appropriate case management -- who will provide case management, what services will be provided, how frequently cases will be monitored, and the expected average caseload per case manager.

(4) Program Design and Duration

- Describe the family drug court model that will be used (i.e., an integrated court model [same court and judge hear the dependency and recovery matters] or parallel court model [one court and judge hear the dependency matter and a different judge in a different court hears the recovery component]).
- Describe plans to integrate the program with the dependency court process and how it will help the court comply with the permanency placement timeframes that the Adoption and Safe Families Act of 1997 mandates.
- Describe how the family drug court will be structured (i.e., pre-adjudication, post-adjudication, post-disposition, or a combination thereof) and the anticipated average length of participation.
- Specify plans to obtain necessary support and continue the proposed program following the conclusion of federal support (see 34 U.S.C. 10614(d)(7)).

(5) Continuing Judicial Supervision

- Discuss plans for developing a process by which information is exchanged between team members in preparation for status hearings. Applicants should consider when the team will meet to discuss progress of clients and who, in addition to the client and judge, participates in the status hearings.
- Certify that one or more designated judges with responsibility for the drug court program will supervise participants (see 34 U.S.C. 10614(d)(6)).

(6) Mandatory Drug Testing and Monitoring

- Indicate how drug testing of specimens will be used, including frequency of testing, events that trigger additional testing, the randomization process, and the methods of analysis that will be used for the initial testing and for confirmation testing. Describe who is anticipated to administer the drug tests and what procedures will be used to guard against tampering and disruptions in the chain of custody.
- Describe plans to develop a graduated sanctions process that increases punitive measures, therapeutic measures, or both whenever a participant fails a drug test.

(7) Staff Training

- Describe plans to offer relevant training opportunities for all partners involved in the activities to support interagency communication, performance of the family drug court, and delivery of related services.
- Applicants should consider cross and joint training of family drug court partners/stakeholders (courts, child welfare, treatment, and others).

(8) Management Information Systems and Evaluation

- Describe planned methods to collect, store, and maintain data to support the family drug court's operations and the process and outcome evaluations.
- Describe the methodology used to evaluate the program.
- Discuss plans for developing data-sharing agreements with treatment service providers, child protection services, the court, and other agencies and explain how applicable local, state, and federal confidentiality guidelines and requirements will be met.

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 27.

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

- d. **Capabilities and Competencies.** This section should describe the experience and capability of the applicant organization and any contractors or subgrantees that the applicant will use to implement and manage this effort and its associated federal funding,

highlighting any previous experience implementing projects of similar design or magnitude. Applicants should 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 1, applicants must 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.

Category 1: Enhancing Family Drug Courts; and Category 2: Serving Veterans Through Family Drug Courts. **Category 1 and 2 applicants must** provide memoranda of understanding, including signed letters of support from each of the key drug court team members (i.e., judge, child protection services representative, agency attorney/prosecutor, parent attorney/defense attorney, child representative, treatment provider, and drug court coordinator).

Serving Veterans Through Family Drug Courts applicants **must** also provide memoranda of understanding, including signed letters from relevant agencies serving veterans.

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.

- e. **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.

All Categories. Applicants in each category should budget for two grantee meetings the first year (one will be the kickoff/new grantee orientation meeting) and one grantee meeting each successive year. Grantees must plan to send a minimum of four people (including the project director, family drug court judge/judicial officer, child welfare representative, and treatment representative). For budgetary purposes, assume that the meetings will be in the Washington, DC, area. Each meeting will be for a minimum of 2.5 days. Attendance is mandatory.

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)

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

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 Grantees¹⁶ (if applicable)

An applicant that is designated as a DOJ High Risk Grantee is to submit 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 24).

¹⁶ 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.

- b. Timeline or milestone chart (see page 24).
- 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 25).
- f. **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 Drug Court Discretionary Grant Program
- OJJDP-2019-15026
 - Category 1: Enhancing Family Drug Courts– OJJDP-2019-15029
 - Category 2: Serving Veterans Through Family Drug Courts– OJJDP-2019-15030
 - Category 3: Establishing New Family Drug Courts– OJJDP-2019-15031

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. Description of the Issue (10%)

2. Goals, Objectives, and Performance Measures (10%)
3. Project Design and Implementation (45%)
4. Capabilities and Competencies (25%)
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.¹⁷ Federal funds awarded under this solicitation may not cover more than 75% of the total costs of the project. An applicant must identify the source of the 25% nonfederal portion of the total project costs and how it will use match funds.

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

Review Process

OJP is committed to ensuring a fair and open process for making awards. OJJDP reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether an application meets basic minimum requirements and should proceed to further consideration, OJP screens applications for compliance with those requirements. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- The application must be submitted by an eligible type of applicant
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- 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

¹⁷ Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

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 the title page.

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

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: Enhancing Family Drug Courts and Category 3: Establishing New Family Drug Courts

Objective	Performance Measure(s)	Description	Data Recipient Provides
Increase the capacity of courts to intervene with substance-abusing adults and adults with co-occurring mental health disorders who are enrolled with the court as a result of child abuse and neglect issues.	Number of enrolled parents or guardians served during the reporting period.	An unduplicated count of the number of enrolled parents or guardians served by the program during the reporting period. Program records are the preferred data source.	A. Number of enrolled parents or guardians carried over from the previous reporting period. B. New admissions during the reporting period. C. Total of enrolled parents and guardians served during the reporting period (A+B).
	Number of additional family members served during the reporting period.	An unduplicated count of the number of additional family members (youth and adults) served by the program during the reporting period. Program records are the preferred data source.	A. Number of additional family members carried over from the previous reporting period. B. New admissions during the reporting period. C. Total (A+B).
	Number of enrolled parents or guardians with whom an evidence-based program or practice was used.	Number of enrolled parents or guardians served with whom an evidence-based program or practice was used. These include programs that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing substance abuse. Model programs can come from many valid sources (e.g., Blueprints for Violence Prevention, OJJDP's	A. Number of enrolled parents or guardians served using an evidence-based program or practice. B. Total number of enrolled parents or guardians served during the reporting period. C. Percent (A/B).

		Model Programs Guide, SAMHSA’s Model Programs, state model program resources, etc.).	
Number (by type) of services provided to enrolled parents or guardians.	This measure is designed to assess both need and program capacity. Report the number of enrolled parents and guardians who are assessed as needing various types of services during the reporting period, and also the number of parents and guardians who actually receive various services during the reporting period. Services may include substance use counseling/services, mental health services, housing, or other services.	A. Number of enrolled parents or guardians assessed as needing substance abuse counseling/ services during the reporting period. B. Number of enrolled parents or guardians enrolled in substance abuse counseling/ services during the reporting period. C. Number of enrolled parents or guardians assessed as needing mental health services during the reporting period. D. Number of enrolled parents or guardians enrolled in mental health services during the reporting period. E. Number of enrolled parents or guardians assessed as needing housing services during the reporting period. F. Number of enrolled parents or guardians who successfully found housing during the reporting period. G. Number of enrolled parents or guardians assessed as needing other services during the reporting period. H. Number of enrolled parents or guardians enrolled in other services during the reporting period.	
Number (by type) of services provided to additional family members.	This measure is designed to assess both need and program capacity. Report the number of additional family	A. Number of additional family members assessed as needing substance abuse counseling/ services during the reporting period.	

		<p>members who are assessed as needing various types of services during the reporting period, and also the number of additional family members who actually receive various services during the reporting period. Services may include substance use counseling/services, mental health services, housing, or other services.</p>	<p>B. Number of additional family members enrolled in substance abuse counseling/ services during the reporting period. C. Number of additional family members assessed as needing mental health services during the reporting period. D. Number of additional family members enrolled in mental health services during the reporting period. E. Number of additional family members assessed as needing housing services during the reporting period. F. Number of additional family members who successfully found housing during the reporting period. G. Number of additional family members assessed as needing other services during the reporting period. H. Number of additional family members enrolled in other services during the reporting period.</p>
	<p>Percent of parents or guardians exhibiting a desired change in the targeted behavior (short and long term).</p>	<p>Number and percent of parents or guardians who have exhibited a desired change in the targeted behavior during the reporting period or 6–12 months after exiting the program. Behavior targeted will depend on specific program goals and activities and may include family relationships, substance abuse problems, etc. Self-report or staff ratings are the most likely data sources.</p>	<p>A. Number of parents or guardians served during the reporting period or who exited the program 6–12 months ago with the noted behavioral change. B. Total number of parents or guardians receiving services for the targeted behavior during the reporting period or who exited the program 6–12 months ago. C. Percent (A/B).</p>

	Number of drug/alcohol tests performed on enrolled parents or guardians.	Number of drug and alcohol tests performed on enrolled parents or guardians 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 enrolled parents or guardians during the reporting period. B. Number of positive tests recorded. C. Percent (A/B).
	Number of enrolled parents or guardians arrested for new drug offenses (short term).	Number of enrolled parents or guardians who were arrested for a new drug offense during the reporting period.	A. Number of enrolled parents or guardians arrested for a new drug offense during the reporting period. B. Number of enrolled parents or guardians tracked for drug offenses during the reporting period. C. Percent (A/B).
	Number of enrolled parents or guardians arrested for new drug offenses (long term).	Number of enrolled parents or guardians who were arrested for a new drug offense 6–12 months after exiting the program.	A. Number of enrolled parents or guardians arrested for a new drug offense 6–12 months after exiting the program. B. Number of enrolled parents or guardians tracked for drug offenses 6–12 months after exiting the program. C. Percent (A/B).
	Number of enrolled parents or guardians who successfully exit the court (short term).	Number of enrolled parents or guardians who have successfully met all of the court obligations and requirements.	A. Number of enrolled parents or guardians who exited the court having completed all requirements during the reporting period. B. Total number of enrolled parents or guardians who

		<p>Court obligations will vary by court, but should be a predefined list of obligations or requirements that participants must meet before completion. Court records are the preferred data source. The total number of enrolled parents and guardians (the "B" value) includes those enrolled parents and guardians who have exited successfully as well as those who have exited unsuccessfully during the reporting period.</p>	<p>exited the court during the reporting period (either successfully or unsuccessfully). C. Percent (A/B).</p>
	<p>Average length of program stay for enrolled parents or guardians.</p>	<p>Average length of time (in days) that enrolled parents or guardians remain in the program regardless of reasons for exit. Include data for participants who both complete program requirements prior to program exit and those who do not. Program records are the preferred data source. Program refers to the day the participant entered the court to the day they exited the court.</p>	<p>A. Total number of parents or guardians who exited the program regardless of reason for exit during the reporting period. B. Total number of days in the program for parents or guardians who exited the program regardless of reason for exit during the reporting period. C. Percent (B/A).</p>
	<p>Number of children placed in out-of-home care.</p>	<p>An unduplicated count of the number of children who were placed in out-of-home care during the reporting period.</p>	<p>A. Number of children served during the reporting period. B. Number of children placed in out-of-home care during the reporting period. C. Percent (B/A).</p>
	<p>Average length of stay for children in out-of-home care.</p>	<p>Average length of time (in days) that children remain in out-of-home</p>	<p>A. Total number of days between entering and</p>

		care during the reporting period. Program records are the preferred data source.	exiting out-of-home care during the reporting period. B. Number of children placed in out-of-home care during the reporting period. C. Average (A/B).
	Number of children reunited after being removed from the home and placed in temporary placement.	An unduplicated count of the number of children who were reunited with parents or guardians after being removed from the home and placed in temporary placement during the reporting period.	A. Number of children removed from their parents' or guardians' home during the reporting period. B. Number of children reunited with their parents or guardians after being removed from the home during the reporting period. C. Percent (A/B).
	Number of parents or guardians whose parental rights were terminated.	An unduplicated count of the number of parents or guardians whose parental rights were terminated during the reporting period.	A. Number of parents or guardians whose parental rights were terminated during the reporting period. B. Number of parents or guardians in the program. C. Percent (A/B).
	Number of children in permanent placement.	An unduplicated count of the number of children in permanent placement during the reporting period.	A. Number of children awaiting permanent placement during the reporting period. B. Number of children in permanent placement during the reporting period. C. Percent (A/B).

Category 2: Serving Veterans Through Family Drug Courts

Objective	Performance Measure(s)	Description	Data Recipient Provides
Increase the capacity of courts to intervene with substance-abusing veterans and	Number of enrolled parents or guardians served during the reporting period.	An unduplicated count of the number of enrolled parents or guardians identified as a veteran of any U.S. military branch, served by the program during	A. Number of enrolled parents or guardians carried over from the previous reporting period. B. New admissions during the reporting period.

veterans with co-occurring mental health disorders who are enrolled with the court as a result of child abuse and neglect issues.		the reporting period. Program records are the preferred data source.	C. Total of enrolled parents and guardians served during the reporting period (A+B).
	Number of additional adult family members served during the reporting period.	An unduplicated count of the number of additional adult family members served by the program during the reporting period. Program records are the preferred data source.	A. Number of additional adult family members carried over from the previous reporting period. B. New admissions during the reporting period. C. Total (A+B).
	Number of enrolled parents or guardians with whom an evidence-based program or practice was used.	Number of enrolled parents or guardians identified as a veteran of any U.S. military branch, with whom an evidence-based program or practice was used. These include programs that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing substance abuse. Model programs can come from many valid sources (e.g., Blueprints for Violence Prevention, OJJDP's Model Programs Guide, SAMHSA's Model Programs, state model program resources, etc.).	A. Number of enrolled parents or guardians served using an evidence-based program or practice. B. Total number of enrolled parents or guardians served during the reporting period. C. Percent (A/B).
	Number (by type) of services provided to enrolled parents or guardians.	This measure is designed to assess both need and program capacity. Report the number of enrolled parents and guardians identified as a veteran of any U.S. military branch who are assessed as needing various types	A. Number of enrolled parents or guardians assessed as needing substance abuse counseling/ services during the reporting period. B. Number of enrolled parents or guardians enrolled in substance abuse counseling/ services during the reporting period.

		<p>of services during the reporting period, and also the number of veterans who actually receive various services during the reporting period. Report on services designed to meet the unique needs of veterans or those accessible only to individuals with veteran's status. Services may include substance use counseling/services, mental health services, housing, or other services.</p>	<p>C. Number of enrolled parents or guardians assessed as needing mental health services during the reporting period. D. Number of enrolled parents or guardians enrolled in mental health services during the reporting period. E. Number of enrolled parents or guardians assessed as needing housing services during the reporting period. F. Number of enrolled parents or guardians who successfully found housing during the reporting period. G. Number of enrolled parents or guardians assessed as needing other services during the reporting period. H. Number of enrolled parents or guardians enrolled in other services during the reporting period.</p>
	<p>Number (by type) of services provided to additional adult family members.</p>	<p>This measure is designed to assess both need and program capacity. Report the number of additional adult family members who are assessed as needing various types of services during the reporting period, and also the number of additional family members who actually receive various services during the reporting period. Services may include substance use counseling/services, mental health services, housing, or other services.</p>	<p>A. Number of additional adult family members assessed as needing substance abuse counseling/ services during the reporting period. B. Number of additional adult family members enrolled in substance abuse counseling/ services during the reporting period. C. Number of additional adult family members assessed as needing mental health services during the reporting period. D. Number of additional adult family members enrolled in mental health services during the reporting period. E. Number of additional adult family members</p>

			<p>assessed as needing housing services during the reporting period.</p> <p>F. Number of additional adult family members who successfully found housing during the reporting period.</p> <p>G. Number of additional adult family members assessed as needing other services during the reporting period.</p> <p>H. Number of additional adult family members enrolled in other services during the reporting period.</p>
	<p>Percent of parents or guardians and additional family members exhibiting a desired change in the targeted behavior (short and long term).</p>	<p>Number and percent of parents or guardians identified as a veteran of any U.S. military branch and additional family members who have exhibited a desired change in the targeted behavior during the reporting period or 6–12 months after exiting the program. Behavior targeted will depend on specific program goals and activities and may include family relationships, substance abuse problems, etc.</p>	<p>A. Number of parents or guardians and additional family members served during the reporting period or who exited the program 6–12 months ago with the noted behavioral change.</p> <p>B. Total number of parents or guardians and additional family members receiving services for the targeted behavior during the reporting period or who exited the program 6–12 months ago.</p> <p>C. Percent (A/B).</p>
	<p>Number of drug/alcohol tests performed on enrolled parents or guardians.</p>	<p>Number of drug and alcohol tests performed on enrolled parents or guardians identified as a veteran of any branch of the U.S. military, served by the program during the reporting period. Tests could be urinalysis, blood tests, or other proven reliable forms of drug</p>	<p>A. Number of drug and alcohol tests performed on enrolled parents or guardians during the reporting period.</p> <p>B. Number of positive tests recorded.</p> <p>C. Percent (A/B).</p>

		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).	
	Number of enrolled parents or guardians arrested for new drug offenses (short term).	Number of enrolled parents or guardians identified as a veteran of any U.S. military branch who were arrested for a new drug offense during the reporting period.	A. Number of enrolled parents or guardians arrested for a new drug offense during the reporting period. B. Number of enrolled parents or guardians tracked for drug offenses during the reporting period. C. Percent (A/B).
	Number of enrolled parents or guardians arrested for new drug offenses (long term).	Number of enrolled parents or guardians identified as a veteran of any U.S. military branch who were arrested for a new drug offense 6–12 months after exiting the program.	A. Number of enrolled parents or guardians arrested for a new drug offense 6–12 months after exiting the program. B. Number of enrolled parents or guardians tracked for drug offenses 6–12 months after exiting the program. C. Percent (A/B).
	Number of enrolled parents or guardians who successfully exit the court (short term).	Number of enrolled parents or guardians identified as a veteran of any U.S. military branch who have successfully met all of the court obligations and requirements. Court obligations will vary by court, but should be a predefined list of obligations or requirements that participants must meet before completion.	A. Number of enrolled parents or guardians who exited the court having completed all requirements during the reporting period. B. Total number of enrolled parents or guardians who exited the court during the reporting period (either successfully or unsuccessfully). C. Percent (A/B).

		<p>Court records are the preferred data source. The total number of enrolled parents and guardians identified as a veteran of any U.S. military branch (the "B" value) includes those enrolled parents and guardians identified as a veteran of any U.S. military branch who have exited successfully as well as those who have exited unsuccessfully during the reporting period.</p>	
	<p>Average length of program stay for enrolled parents or guardians.</p>	<p>Average length of time (in days) that enrolled parents or guardians identified as a veteran of any U.S. military branch, remain in the program regardless of reasons for exit. Include data for participants who both complete program requirements prior to program exit and those who do not. Program records are the preferred data source. Program refers to the day the participant entered the court to the day they exited the court.</p>	<p>A. Total number of parents or guardians who exited the program regardless of reason for exit during the reporting period. B. Total number of days in the program for parents or guardians who exited the program regardless of reason for exit during the reporting period. C. Percent (B/A).</p>
	<p>Number of children placed in out-of-home care.</p>	<p>An unduplicated count of the number of children of a parent or guardian identified as a veteran of any U.S. military branch, who were placed in out-of-home care during the reporting period.</p>	<p>A. Number of children served during the reporting period. B. Number of children placed in out-of-home care during the reporting period. C. Percent (B/A).</p>

	Average length of stay for children in out-of-home care.	Average length of time (in days) that children of a parent or guardian identified as a veteran of any U.S. military branch, remain in out-of-home care during the reporting period. Program records are the preferred data source.	A. Total number of days between entering and exiting out-of-home care during the reporting period. B. Number of children placed in out-of-home care during the reporting period. C. Average (A/B).
	Number of children reunited after being removed from the home and placed in temporary placement.	An unduplicated count of the number of children who were reunited with parents or guardians identified as a veteran of any U.S. military branch, after being removed from the home and placed in temporary placement during the reporting period.	A. Number of children removed from their parents' or guardians' home during the reporting period. B. Number of children reunited with their parents or guardians after being removed from the home during the reporting period. C. Percent (A/B).
	Number of parents or guardians whose parental rights were terminated.	An unduplicated count of the number of parents or guardians identified as a veteran of any U.S. military branch, whose parental rights were terminated during the reporting period.	A. Number of parents or guardians whose parental rights were terminated during the reporting period. B. Number of parents or guardians in the program. C. Percent (A/B).
	Number of children in permanent placement.	An unduplicated count of the number of children of a parent or guardian identified as a veteran of any U.S. military branch, in permanent placement during the reporting period.	A. Number of children awaiting permanent placement during the reporting period. B. Number of children in permanent placement during the reporting period. C. Percent (A/B).

Appendix B: Application Checklist

OJJDP FY 2019 Family Drug 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: See [OJP Grant Application Resource Guide](#)

- _____ Acquire a DUNS Number
- _____ Acquire or renew registration with SAM

To Register with Grants.gov:

- _____ Acquire AOR and Grants.gov username/password
- _____ Acquire AOR confirmation from the E-Biz POC

To Find Funding Opportunity:

- _____ Search for the Funding Opportunity on Grants.gov
- _____ Select the correct Competition ID
- _____ Access Funding Opportunity and Application Package
- _____ 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 <https://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

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

- _____ Contact Grants.gov and/or SAM regarding experiencing technical difficulties

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:

- Category 1: \$750,000
- Category 2: \$350,000
- Category 3: \$650,000

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 15)
- Budget and Budget Narrative (see page 26)
- Program Narrative (see page 15)
- Letters of support/MOUs (Categories 1 and 2 only) (see page 25)

- Application for Federal Assistance (SF-424) (see page 14)
- Project Abstract (see page 15)
- Program Narrative (see page 15)
 - Description of the Issue
 - Goals, Objectives, and Performance Measures
 - Project Design and Implementation
 - Capabilities and Competencies
- Budget Detail Worksheet (including Narrative) (see page 26)
- Indirect Cost Rate Agreement (if applicable) (see page 26)
- Tribal Authorizing Resolution (if applicable) (see page 26)
- Financial Management and System of Internal Controls Questionnaire (see page 26)
- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see page 26)
- Applicant Disclosure of Pending Applications (see page 27)
- Applicant Disclosure and Justification—DOJ High Risk Grantees (if applicable) (see page 27)
- Research and Evaluation Independence and Integrity (see page 27)
- Request and Justification for Employee Compensation; Waiver (if applicable) (see page 14)

Additional Attachments (page 27)

- Logic model
- Timeline or milestone chart)
- Résumés of all key personnel

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