



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), Office of Juvenile Justice and Delinquency Prevention (OJJDP) is seeking applicants for its Fiscal Year (FY) 2011 Family Drug Court Programs. This program furthers the Department's mission by building the capacity of states, state courts, local courts, units of local government, and Indian tribal governments either to implement new or enhance pre-existing drug courts for substance-abusing adults involved with the family dependency court as a result of child abuse and neglect issues.

OJJDP FY 2011 Family Drug Court Programs

Eligibility

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

Deadline

Registration with [Grants.gov](#) is required prior to application submission. (See "How To Apply," page 9.) All applications are due by 11:59 p.m., Eastern Time, on June 20, 2011. (See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting an application, call the Grants.gov Customer Support Hotline at 1-800-518-4726 or e-mail support@grants.gov. Hotline hours of operation are 24 hours, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, contact the Justice Information Center at 1-877-927-5657 or via email to JIC@telesishq.com. The Center hours of operation are 8:30 a.m. to 5:00 p.m., Eastern Time, Monday through Friday. On the solicitation close date, the Center will be open from 8:30 a.m. to 8:00 p.m., Eastern Time.

Grants.gov number assigned to this announcement: OJJDP-2011-3018.

Release Date: May 5, 2011

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OJJDP FY 2011 Family Drug Court Programs (CFDA #16.585)

Overview

The U. S. Department of Justice's Office of Juvenile Justice and Delinquency Prevention (OJJDP) will award funding to enhance the capacity of family drug courts. The Family Drug Courts Program builds the capacity of states, state and local courts, units of local government, and federally-recognized Indian tribal governments to either implement new drug courts or enhance pre-existing drug courts for individuals with substance abuse disorders or substance use and co-occurring mental health disorders including histories of trauma, involved with the family dependency court as a result of child abuse, neglect, and other parenting issues. Applicants must provide services to the children of the parents in the program as well as to the parents. This program provides seed money, not long-term support. OJJDP expects successful applicants to develop and implement a sustainability plan during the grant period to continue operation of the family drug court when the grant ends. This program will be authorized by this program is authorized by 42 U.S.C. 3797u, *et seq.*

Deadlines: Registration and Application

Registration with Grants.gov is required prior to application submission. OJJDP encourages applicants to register several weeks before the application deadline of 11:59 p.m., Eastern Time, on June 20, 2011. See "How To Apply," page 9, for details.

Eligibility

Applicants are limited to states, state and local courts, units of local government, and federally-recognized tribal governments (as determined by the Secretary of the Interior) acting together or through agreements with other public and private entities. Faith- and community-based, nonprofit, and for-profit organizations are ineligible as applicants, but OJJDP encourages them to partner with eligible applicants as a community provider of services, if applicable and appropriate.

OJJDP welcomes joint applications from two or more eligible applicants; however, one applicant must be clearly indicated as the primary applicant (for correspondence, award, and management purposes) and the others indicated as co-applicants.

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

Eligible applicants must provide direct services to youth who are under 18 years of age and their parents.

Program-Specific Information

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

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

Applicants should review and reference the *Key Components of a Drug Court* (see Appendix A on page 23) and use them as a guide.

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

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

Category 2: Enhancement. Enhancement grants are available to jurisdictions with a fully operational (at least 1 year) family drug court that wish to enhance the operation of the court. Applicants must address each of the eight components outlined below and explain the extent of any categories that have already been implemented.

All applicants must address each of the following eight components (see “Program Design and Implementation,” page 12):

1. Collaborative planning
2. Eligibility, engagement, and screening
3. Assessment, service delivery, and case management (including services for children, parents, and families)

4. Program design and duration
5. Continuing judicial supervision
6. Mandatory drug testing and monitoring
7. Staff training
8. Management information systems and evaluation.

Goals, Objectives, and Deliverables

The program's goal is to protect children and to reunite families by providing drug-abusing parents with support, treatment, and access to services. The objectives are to increase the capacity of courts to intervene with substance-abusing adults and adults with co-occurring mental health disorders who are involved with the court as a result of child abuse and neglect issues.

Evidence-based Programs or Practices (EBP)

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based.

EBPs have not been developed for all populations and/or service settings. In addition, other interventions that have an established evidence base for certain populations or in certain settings may not have been formally evaluated with other subpopulations or within other settings. OJJDP requires applicants proposing to serve a population with an intervention that has not been formally evaluated with that population to provide other forms of evidence that the practice they propose is appropriate for the population of focus. Evidence for these practices may include unpublished studies, preliminary evaluation results, clinical (or other professional association) guidelines, findings from focus groups with community members, etc. Information in support of the proposed practice must be sufficient to demonstrate the appropriateness of the practice to the individuals reviewing the application.

Please review the following resources for evidence-based practices:

- SAMHSA's *Guide to Evidence-Based Practices* at www.samhsa.gov/ebpwebguide,
- National Registry of Evidence-Based Programs and Practices at www.nrepp.samhsa.gov/, and
- OJJDP's *Model Programs Guide* at www.ojjdp.gov/mpg.

Amount and Length of Awards

Category 1: Implementation Grants: OJJDP will make awards of as much as \$650,000 per award for as long as 3 years. The award will cover the entire requested project period.

Category 2: Enhancement Grants: OJJDP will make awards of as much as \$550,000 per award for as long as 3 years. The award will cover the entire requested project period.

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

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver: With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2011 salary table for SES employees is available at www.opm.gov/oca/11tables/indexSES.asp.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

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

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

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

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

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

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

$$\frac{\$350,000}{75\%} = \$466,667$$

$$25\% \times \$466,667 = \$116,667 \text{ match}$$

Performance Measures

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants that receive funding under this solicitation must provide data that measure the results of their work. Any award recipient will be required, post award, to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for this solicitation are as follows:

Objective	Output Measure	Reporting Format
<p>To establish and enhance family drug courts for parents with substance abuse and co-occurring mental health problems and in the child protective services system and to provide services for all adult and child family members.</p>	Number of families served.	Number of families carried over from previous reporting period plus new admissions during the reporting period.
	Percentage of families served by an evidence-based program or practices intervention model.	Number of families served by an evidence-based program or practices intervention model.
	Average length of program stay.	Number of program participants.
		Number of days between program entry and exit (regardless of reason).
	Percentage of participants who successfully complete program.	Number of participants who exit the program.
		Number of participants successfully completing the program.
	Percentage of participants who re-offend through drug offenses.	Number of program participants.
	Percentage of participants who re-offend through child protection offenses.	Number of participants rearrested or seen in court for a new drug offense during reporting period.
	Percentage of participants who re-offend through child protection offenses.	Number of participants successfully completing the program.
	Percentage of participants who re-offend through child protection offenses.	Number of program participants.
	Percentage of children reunited after being removed from the home and placed in temporary placement.	Number of participants rearrested or seen in court for a new drug offense during reporting period.
		Number of program participants.
		Number of participants who were rearrested or seen in court for a new child protection offense during the reporting period.
		Number of participants who were rearrested or seen in court for a new child protection offense during the reporting period.
		Number of children removed from their parents homes.
		Number of children reunited with their parent after removed from the home.

	Percentage of children in permanent placement.	Number of children awaiting permanent placement.
	Percentage of parents whose parental rights were terminated for their child(ren).	Number of children in permanent placement at program end.
	Number of system-level initiatives implemented (by type).	Number of parents whose parental rights were terminated for the child(ren) participating in FDC.
	Number of professionals receiving training.	Number of current system-level initiatives implemented (by type) during the reporting period.
		Number of professionals receiving training during the reporting period.

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Is Expected To Include,” page 10, for additional information.

Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protections. However, project evaluations that are intended to generate internal improvements to a program or service or to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” [28 C.F.R. § 46.102(d)]. For additional information on determining whether a proposed activity would constitute research, see the decision tree on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” Web page (www.ojp.usdoj.gov/funding/other_requirements.htm). Applicants whose proposals may involve a research or statistical component, including use of comparison groups, also should review “Confidentiality” section on that Web page.

For more information about OJJDP performance measures, see www.ojjdp.ncjrs.gov/grantees/pm/index.html.

Notice of New Post-Award Reporting Requirements

Applicants should anticipate that all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier

subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at www.fsrs.gov.

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

How To Apply

Applications should be submitted through Grants.gov. Complete instructions on how to register and submit an application can be found at www.grants.gov. Applicants who experience difficulties during this process, should call the Grants.gov Customer Support Hotline at 1-800-518-4726. Hotline hours of operation are 24 hours, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, processing delays may occur and it can take several weeks for first-time registrants to receive confirmation and a user password. OJJDP recommends that applicants register as early as possible to avoid delays in submitting their applications by the deadline.

All applicants are required to complete the following steps:

- 1. Acquire a DUNS number.** A DUNS number is required for Grants.gov registration. OMB requires that all applicants for federal funds (other than individuals, who are exempt from this requirement) include a DUNS number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. The identifier is used to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at www.dnb.com.
- 2. Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR. However, applicants must update or renew their CCR registration annually to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov Username and Password.** Complete the AOR profile on Grants.gov and create a username and password. Applicants must use their organization's DUNS number to complete this step. For more information about the registration process, visit www.grants.gov/applicants/get_registered.jsp.

- 4. Acquire Confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The applicant's E-Biz POC must log into Grants.gov to confirm the organization's AOR. An organization can have more than one AOR.
- 5. Search for the Funding Opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.585, titled "Drug Court Discretionary Grant Program," and the funding opportunity number is OJJDP-2011-3018.
- 6. Submit an Application Addressing All Solicitation Requirements.** Within 24–48 hours after submitting an electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation will state whether OJJDP has received and validated the application or rejected it, with an explanation. Important: OJJDP urges applicants to submit their applications at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

Grants.gov Technical Issues

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must contact OJJDP staff **within 24 hours after the deadline** and request approval to submit its application. At that time, OJJDP staff will instruct the applicant to submit specific information detailing the technical difficulties. The applicant must e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) received. After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

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

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Is Expected To Include

This section describes what an application should include and sets out a number of elements. Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application and, should OJJDP

decide to make an award, it may result in OJJDP including special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that some application elements are so critical that applications that do not respond to the scope of the solicitation, do not meet the eligibility requirements, do not request funding within the funding limit, do not include a program narrative, budget detail worksheet, or a budget narrative will neither proceed to peer review nor receive further consideration.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that applicants include resumes in a single file.

Standard Form-424 (SF-424)

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable). Instructions on completing the SF-424 are available at www07.grants.gov/assets/SF424Instructions.pdf.

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 project abstract, 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 "Other Attachments" sections will not count toward the program narrative page count. If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

The program narrative should address the following selection criteria: (1) statement of the problem, (2) performance measures requirements, (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.

• Statement of the Problem

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.). Data should be used to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the

target population and the larger community. Applicants should describe any previous or current attempts to address the problem.

Applicants should describe any research or evaluation studies that relate to the problem and contribute to the applicant's understanding of its causes and potential solutions. While applicants are expected to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

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

- **Performance Measures Requirements**

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.

Performance Measures. Award recipients are required to report data in support of mandated performance measures for this solicitation (see "Performance Measures," page 7.) Applicants must describe the steps they will take to assemble the information needed to comply with OJJDP's performance measures reporting requirements. Award recipients will be encouraged to use information from existing program records to fulfill performance measures reporting requirements when available., To ensure confidentiality of program records, award recipients will also be required to submit a completed Privacy Certificate pre-award. (See www.ojjdp.ncjrs.gov/grantees/pm/faq.html for more information).

- **Program Design and Implementation**

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

Applicants should describe a sustainability plan to continue the project after the funding period ends.

This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project. Applicants should identify any other federal, state, or private foundation grants that serve the same local area and target population.

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

1. Collaborative Planning

- For both Implementation and Enhancement grants, describe steps taken to engage all the necessary stakeholders, including governmental and community entities. Describe the planning process, its participants, major milestones accomplished and commitments obtained for the continuing involvement of these participants.
- Provide memoranda of understanding, as stipulated under “Other Attachments,” page 19, including signed letters of support from each of the key drug court team members: (1) judge, (2) child protection services representative, (3) agency attorney/prosecutor, (4) parent attorney/defense attorney, (5) child representative, (6) treatment provider, and (7) drug court coordinator.
- Describe plans for consultation and coordination with appropriate state and local prosecutors, particularly when participants fail to comply with program requirements 42 U.S.C. 3797(a)(3).

2. Eligibility, Engagement, and Screening.

- Define the target population and eligibility criteria aligned with the program’s goals and objectives. To the extent possible, this should include support for parents with substance use disorders and co-occurring mental health problems, learning disorders, and histories of trauma. This may necessitate the development of approaches for inclusion of and supports for parents to participate in family drug court while using prescribed medications for mental health disorders or medication assistance for opiate addiction, who, were it not for their medication use, would otherwise likely succeed in family drug court.
- Specify drugs of choice and substance abuse patterns of the target population.
- Specify strategies used to improve the engagement of parents in family drug court. For example, discuss the use of recovery coaches/mentors/specialists and such skills as motivational interviewing and strength-based approaches to working with families as well as the use of process improvement analyses of client drop off points through the program and strategies to address the findings.
- Explain how, when, and by whom eligible adult clients are identified, screened, and referred to the family dependency drug court. Identify the screening instrument(s) for substance use disorders and co-occurring mental health disorders. If all individuals under court supervision for child abuse and neglect are not routinely screened for substance use and mental health disorders, explain what triggers such screening and possible changes to the procedures to support routine screening.

- Indicate the average length of time between when child welfare substantiates the case and files a dependency petition and the client first appears in family drug court and enrolls in treatment. Describe any efforts planned to shorten these time frames.
- Describe how the applicant will determine the targeted capacity of the family drug court and the process to ensure that the capacity will be reached and maintained. Specify the number of children, parents, foster parents, or other family members to be served per year.

3. Assessment, Service Delivery and Case Management

- Explain the process and criteria that the applicant will use to conduct a comprehensive clinical assessment of the client, children, and family for substance use and mental health disorders and for parenting capacity and family functioning. Identify the individuals or agencies that will conduct these tasks and specify the time period for conducting the initial and subsequent assessments and the instruments they will use.
- Describe how the applicant will use the assessment to develop treatment plans and match treatment needs with services.
- Describe the role of the substance abuse treatment, medical, mental health, and social service community with the family drug court and how the applicant will use available community resources to provide for the needs of the families in the program.
- Describe how the applicant will deliver services, with specific reference to the following issues:
 - **Services for parents.**
 - Specify the treatment providers that will deliver services and the specific interventions that they will employ (i.e., treatment modality, structure, levels of care).
 - Describe how treatment, discharge and aftercare plans are developed and explain how interventions will be evidence-based and tailored to the individual needs of the client and be gender appropriate, trauma-informed, and culturally competent.
 - For parents with co-occurring mental health problems that cannot be supported by the family drug court, describe how the grant will provide for enhanced case coordination to support access to behavioral health services.
 - Describe how the long-range recovery support needs of families will be met.
 - Explain how the family drug court and partners will monitor the quality and effectiveness of the treatment services.
 - **Services for children.**
 - Describe how the applicant will coordinate services with the child welfare agency

around safety planning, reunification and/or other permanent placements.

- Describe services to meet children’s mental health needs, including attention to the trauma informed service needs of children and services to address the long term impact of parent’s substance abuse disorders on the children.
 - Describe how children will be linked to primary medical and dental care.
 - Describe how children, including those known to be substance-exposed during pregnancy, will be assessed and provided services for developmental delays across a spectrum of childhood development indicators, such as linguistic, motor, and cognitive processing skills.
 - Specify evidence-based early intervention and preventive services that might be provided to address the increased risk for intergenerational abuse and dependence on alcohol and other drugs.
 - Describe any use of home visiting services, if planned.
- **Services for families.**
- Describe evidence-based family and parenting interventions designed for children of parents with substance use disorders and their parents (e.g., Celebrating Families; Nurturing Families; Strengthening Families; Parent-Child Psychotherapy, etc.).
 - Describe strategies to strengthen parent-child bonding, such as mentoring programs, home visits, and supervised visits as well as family counseling to strengthen family functioning and assist with reunification of families when children have been in out-of-home placements.
 - Describe linkages to ancillary services for families to provide assistance in securing needed services such as safe and drug-free housing, transportation, vocational training and education, government benefits, legal services, and child care.
 - Specify plans to coordinate with domestic violence prevention/intervention services.
 - Describe training for foster parents, relatives, and other substitute caregivers about the special needs of children and youth who have suffered from abuse or neglect and whose parents have a substance use disorder.
- **Case management.** Specify who will provide case management and what services they will provide, how frequently they will monitor cases, and the expected average caseload per case manager.

4. Program Design and Duration

- Describe how the family dependency drug court will be structured (i.e., pre-adjudication, post-adjudication, post-disposition, or a combination thereof) and the anticipated average length of participation.
- Describe the various phases of the program and the requirements for the client to proceed from one phase to another.
- Indicate the requirements for successful completion of the program.
- Explain under what circumstances a client would be terminated from the program.
- Explain the use of incentives and sanctions:
 - Describe incentives and sanctions that the program uses and guidelines for applying them.
 - Indicate behaviors (e.g., positive urine tests, missed counseling sessions, completion of milestones) that are eligible for incentives or sanctions during each program phase.
 - Indicate methods used to develop incentives and sanctions and whether consideration was given to research that demonstrates which are effective for the target population.
- Describe how the program will be integrated within the dependency court process and how it will help the court comply with the permanency placement timeframes that the Adoption and Safe Families Act of 1997 mandates.
- Specify plans for obtaining necessary support and continuing the proposed program following the conclusion of Federal Support. See 42 U.S.C. 3797u-3(d).

5. Continuing Judicial Supervision

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

- Certify that participating offenders will be supervised by one or more designated judges with responsibility for the drug court program. See 42 U.S.C. 3797u-3(d).

6. Mandatory Drug Testing and Monitoring

- Indicate how the applicant will use drug testing of specimens, 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 (e.g., test cups, EMIT, GCMS). Describe who will administer the drug tests and what procedures will be used to guard against tampering and disruptions in the chain of custody.
- Specify whether point of collection tests, laboratory tests, or both will be used and describe the turnaround time for results.
- Explain the rationale for determining the drugs for which to test.
- Describe non-specimen monitoring efforts that will be used, especially as it relates to alcohol use given alcohol's limited detection window.
- Indicate whether a family member can be tested for drugs.

7. Staff Training

- Specify training for all partners involved in the activities to support inter-agency communication and performance of the family drug court and delivery of related services.
- Describe training to ensure that all partners involved in the proposed activities (e.g. judges, attorneys, and court professionals, mental health and primary care providers and obstetricians, child welfare professionals, etc.) fully understand substance abuse and dependence and are trained to intervene appropriately with families.
- Describe training for alcohol and drug treatment professionals and other behavioral health service providers to understand risk assessment, court rules, and other child welfare requirements impacting their clients.

8. Management Information System and Performance Measures

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

Logic Model. Applicants should include a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design. Sample logic models are available at ojjdp.ncjrs.gov/grantees/performance.html. The logic model should be submitted as a separate attachment, as stipulated in "Other Attachments," page 20.

Timeline. Applicants should submit a timeline or milestone chart that indicates major tasks, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using "Year 1," "Month 1," "Quarter 1," etc., not calendar dates (see "Sample Project Timelines" at ojjdp.ncjrs.gov/grantees/timelines.html). The timeline should be submitted as a separate attachment, as stipulated in "Other Attachments," page 20. On receipt of an award, the timeline may be revised based on training and technical assistance provided by OJJDP.

- **Capabilities/Competencies**

Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Management and staffing patterns should be clearly connected to the project design described in the previous section. This section should describe the experience and capability of the applicant's organization and any contractors 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 demonstrate that they have the management and financial capabilities to effectively plan and implement projects of the size and scope described in the grant announcement.

Letters of Support/Memoranda of Understanding. If submitting a joint application, as described under "Eligibility," page 3, 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 percent of time that the partner will devote to the planning and operation of the project.

Budget Detail Worksheet and Budget Narrative

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

- **Budget Detail Worksheet**

The worksheet should provide the detailed computation for each budget line item, listing the cost of each and showing how the applicant calculated it. For example, costs for personnel

should show the annual salary rate and the percentage of time devoted to the project for each employee paid through grant funds. The budget detail worksheet should present a complete and detailed itemization of all proposed costs.

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included.

- **Budget Narrative**

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally-approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm.

Tribal Authorizing Resolution (if applicable)

If an application is being submitted by either (1) a tribe or tribal organization or (2) a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its membership should be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application should include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions.

If an applicant is unable to obtain a signed copy of a tribal resolution documenting support for its application, then, at minimum, the applicant should submit an unsigned, draft tribal resolution as part of its application (except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected

for funding, use of and access to funds will be contingent on receipt of the signed tribal resolution.

Other Attachments

Applicants should submit the following information, as stipulated in the cited pages, as attachments to their application. 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 when assessing “Capabilities/Competencies.” Peer reviewers will not consider any additional information that the applicant submits other than that specified below.

- logic model (see “Logic Model,” page 18)
- timeline or milestone chart (see “Timeline,” page 18)
- résumés of all key personnel
- job descriptions outlining roles and responsibilities for all key positions
- letters of support/memoranda of understanding from partner organizations (see “Letters of Support/Memoranda of Understanding,” page 18)
- evidence of nonprofit status, e.g., copy of tax exemption letter from the Internal Revenue Service
- evidence of for-profit status, e.g., copy of articles of incorporation.

Other Standard Forms

Additional forms that may be required in connection with an award are available with their instructions on OJP’s funding page at www.ojp.usdoj.gov/funding/forms.htm. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms:

- [Accounting System and Financial Capability Questionnaire](#) (required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and then uploaded).
- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded).
- [Disclosure of Lobbying Activities](#) (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded).
- [Standard Assurances](#) (required to be submitted in GMS prior to the receipt of any award funds).

Selection Criteria

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

1. Abstract (5 percent)
2. Statement of the Problem (10 percent)
3. Performance Measures Requirements (15 percent)
4. Program Design and Implementation (50 percent)
5. Capabilities/Competencies (10 percent)
6. Budget (10 percent)

See “What an Application Is Expected To Include,” page 10, for descriptions of the above criteria.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OJJDP reviews applications to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation and its requirements.

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

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

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General (AAG), who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information

pertaining to these additional requirements prior to submitting an application. Find additional information for each requirement at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

Appendix A: Key Components of Drug Courts

In January 1997, the Drug Courts Program Office (DCPO) released *Defining Drug Courts: The Key Components*, which describes the 10 key components of a drug court and provides performance benchmarks for each component. It was developed through a cooperative agreement between DCPO and the National Association of Drug Court Professionals, which convened the Drug Court Standards Committee. The committee comprised drug court practitioners throughout the nation and included judges, prosecutors, defense attorneys, treatment providers, pretrial services officers, and probation officers. The Conference of Chief Justices, the Conference of State Court Administrators, and several states have adopted the following key components. The report is available online at www.ojp.usdoj.gov/BJA/grant/DrugCourts/DefiningDC.pdf.

Ten Key Components of a Drug Court

1. Drug courts integrate alcohol and other drug treatment services with justice system case processing.
2. Using a non-adversarial approach, prosecution and defense counsel promote public safety while protecting participants' due process rights.
3. Eligible participants are identified early and promptly placed in the drug court program.
4. Drug courts provide access to a continuum of alcohol, drug, and related treatment and rehabilitation services.
5. Abstinence is monitored by frequent alcohol and other drug testing.
6. A coordinated strategy governs drug court responses to participants' compliance.
7. Ongoing judicial interaction with each drug court participant is essential.
8. Monitoring and evaluation measure the achievement of program goals and gauge effectiveness.
9. Continuing interdisciplinary education promotes effective drug court planning, implementation, and operations.
10. Forging partnerships among drug courts, public agencies, and community-based organizations generates local support and enhances drug court program effectiveness.

Appendix B: Application Checklist

OJJDP FY 2011 Family Drug Court Programs

The application check list has been created to assist in developing an application.

Eligibility:

- State; or
- State or local court; or
- Unit of local government; or
- Federally-recognized tribe.
- The amount requested does not exceed \$500,000 for implementation, \$350,000 for enhancement

What an Application Is Expected To Include:

- Application for Federal Assistance (SF 424) (see page 11)
- Program Narrative (see page 11)
 - Format (double spaced, 12-point standard font, 1" standard margins, narrative is 20 pages or less)
 - Project Abstract
 - Statement of the Problem
 - Performance Measures Requirements
 - Program Design and Implementation
 - Capabilities/Competencies
- Budget Detail Worksheet and Budget Narrative (see page 18)
- Indirect Cost Rate Agreement (if applicable) (see page 19)
- Tribal Authorizing Resolution (if applicable) (see page 19)
- Other Attachments (see page 20)
 - logic model
 - timeline or milestone chart
 - résumés of all key personnel
 - job descriptions for all key positions
 - letters of support/MOUs from partner organizations, if applicable
 - evidence of nonprofit status e.g., copy of articles of incorporation, if applicable
 - evidence of for-profit status e.g., copy of tax exemption letter from the Internal Revenue Service, if applicable
- Other Standard Forms, Certifications, and Other Components, (see page 20) including:
 - DUNS number
 - CCR registration
 - Certifications
 - Disclosure of lobbying activities (if applicable)
 - Accounting System and Financial Capability Questionnaire (if applicable)