



The [U.S. Department of Justice](#), [Office of Justice Programs](#), [Office of Juvenile Justice and Delinquency Prevention](#), is pleased to announce that it is seeking applications for funding under the OJJDP FY 2007 Family Drug Courts Program. 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 to develop and establish drug courts for substance-abusing adults who are involved with the family court due to child abuse and/or neglect issues.

OJJDP FY 2007 Family Drug Courts Program

Note: The Bureau of Justice Assistance (BJA) has released a solicitation for applicants seeking funding for drug court grants. For details, visit the BJA Web site at www.ojp.usdoj.gov/BJA under the heading Available Funding.

Eligibility

Applicants are limited to states, state courts, local courts, units of local government, and Indian tribal governments, acting directly or through agreement with other public or private entities.

(See "Eligibility," page 3.)

Deadline

All applications are due by 8:00 p.m. E.T., on February 14, 2007.
(See "Deadline: Application," page 3.)

Contact Information

For assistance with the requirements of this solicitation, contact Jennifer H. Yeh, Program Manager, at 202-616-9135 or Jennifer.Yeh2@usdoj.gov.

This application must be submitted through Grants.gov. The funding opportunity number is OJJDP-2007-1545. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

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OJJDP FY 2007

Family Drug Courts Program

CFDA Number: 16.585

Overview

The goal of the Family Drug Courts Program is to build the capacity of states, state courts, local courts, units of local government, and Indian tribal governments to develop and establish drug courts for substance-abusing adults who are involved with the family court due to child abuse and neglect issues. The Violent Crime Control and Law Enforcement Act of 1994 (Public Law 103-322) provides the statutory authority for this program. The program provides seed money and does not provide long-term support. It is expected that successful applicants will develop and begin implementation of a sustainability plan during the course of the grant period in order to continue the operation of the family drug court once the grant period ends.

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

Registration

Registering with Grants.gov is a one-time process; however, if you are a first time registrant it could take up to several weeks to have your registration validated and confirmed and to receive your user password. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. There are three steps that you must complete before you are able to register: 1) Register with Central Contractor Registry (CCR); 2) Register yourself as an Authorized Organization Representative (AOR); and 3) Be authorized as an AOR by your organization. For more Information, go to www.grants.gov. **Note: Your CCR Registration must be renewed once a year. Failure to renew your CCR registration may prohibit submission of a grant application through Grants.gov.**

Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. E.T., February 14, 2007.

Eligibility

Applicants are limited to states, state courts, local courts, units of local government, and Indian tribal governments, acting directly or through agreement with other public or private entities. Applicants must 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. Faith- and community-based, nonprofit, and for-profit agencies are ineligible as applicants, but they are encouraged to partner as a community provider of services if applicable and appropriate.

If a subunit of government (e.g. county probation department, district attorney's office, or pretrial services agency) wishes to apply, it must be designated by an eligible applicant as the authorized representative of that applicant for purposes of applying for this grant. For example, the county executive may designate the county probation or county district attorney's office as its representative for the purpose of applying for this grant. In such cases-, the applicant is required to submit an authorization letter.

Faith-Based and Other Community Organizations: Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Applicants are encouraged to review the Civil Rights Compliance section under "Additional Requirements" in this announcement.

Program-Specific Information

The goal of the Family Drug Courts Program is to build the capacity of states, state courts, local courts, units of local government, and Indian tribal governments to develop and establish drug courts for substance-abusing adults who are involved with the family court due to child abuse and/or neglect issues. The program provides seed money and does not provide long-term support. It is expected that successful applicants will develop and begin implementation of a sustainability plan during the course of the grant period in order to continue the operation of the family drug court once the grant period ends.

The term "drug court" means a specially designed court calendar or docket; a separate or special jurisdiction court is neither necessary nor encouraged. Family drug courts funded by this program are required by law to target nonviolent offenders. (For purposes of family drug courts, the term "violent offender" means a person who either: (1) is charged with or convicted of an offense during the course of which (a) the person carried, possessed, or used a firearm or another dangerous weapon; and (b) there occurred the use of force against the person of another; or (c) there occurred the death of, or serious bodily injury to, any person, without regard to whether any of the circumstances described above is 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 of 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.)

- **Award Information**

Requests for funding for family drug court grants may not exceed \$450,000. The project and budget period may not exceed 3 years. The federal share of a grant-funded project may not exceed 75 percent of the total project costs, with a minimum of 25 percent of the total project costs coming from state, local, or private sources.

It is anticipated that any awards that may be made under this solicitation should be awarded no later than September 30, 2007.

Match Requirement (cash or in-kind)

A grant made under this program may not cover more than 75% of the total costs of the project being funded. The applicant must identify the source of the 25% non-federal portion of the budget and how match funds will be used. Applicants may satisfy this match requirement with either cash or in-kind services. The formula for calculating match is:

$$\frac{\text{Award Amount}}{\text{Federal Share}} = \text{Adjusted Project Costs} \times \text{Recipient's Share} = \text{Required Match}$$

Example: 75/25% match requirement

For federal award amount of \$350,000, match would be calculated as follows:

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

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
<p>To develop and establish drug courts for nonviolent substance abusing parents involved in the child protection system.</p>	<p>Percentage of eligible individuals participating in family drug court program.</p> <p>Percentage of participants successfully graduating from family drug court program.</p> <p>Percentage increase in the graduation rate of drug court program participants (participants who have completed all treatment).</p> <p>Percentage of participants arrested for drug-related offenses while participating in family drug court program.</p> <p>Percentage of participants arrested for technical or non-drug related offenses while participating in family drug court program.</p> <p>Percentage decrease in drug court clients arrested while in the program.</p> <p>Percentage of participants who reenter the child protection system (CPS) while participating in the family drug court program, (e.g., new referral to CPS).</p> <p>Percentage of participants who have a new substantiated child protection case while participating in the family drug court program.</p>	<p>Number of eligible individuals participating in family drug court program, compared to total number of eligible individuals.</p> <p>Number of participants successfully graduating from family drug court program, compared to total number of program participants.</p> <p>Number of program participants arrested for drug-related offenses, compared to total number of program participants.</p> <p>Number of program participants arrested for technical or non-drug related offenses, compared to total number of program participants.</p> <p>Number of program participants who reenter the child protection system, compared to total number of program participants.</p> <p>Number of program participants who have a new substantiated child protection case, compared to total number of program participants.</p>

How To Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative—Grants.gov—is a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

Grants.Gov Instructions. Complete instructions can be found at www.grants.gov. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at 1-800-518-4726.

CFDA Number. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.585, titled “OJJDP FY 2007 Family Drug Courts Solicitation,” and the funding opportunity number is OJJDP-2007-1545.

A DUNS number is required. The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at www.dunandbradstreet.com. Individuals are exempt from this requirement.

What an Application Must Include

Standard Form-424

Applicants must complete the Application for Federal Assistance (SF-424), a standard form used by most federal agencies, following the instructions it provides.

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 must be double spaced and single-sided, using a standard 12-point font (Times New Roman preferred), with 1-inch margins, not exceeding 30 pages of 8½ by 11-inches. (Please number pages “1 of 30,” “2 of 30,” and so forth.) Material required under the “Budget and Budget Narrative” and “Other Attachments” sections will not count toward the program narrative page count. Applications that do not adhere to the required format may be deemed ineligible.

The program narrative must address the following selection criteria: (1) project abstract, (2) statement of the problem/program narrative, (3) impact/outcomes and evaluation, (4) project/program design and implementation, (5) capabilities/competencies, and (6) sustainability plan. The connections between and among each of these sections should be clearly delineated. For example, the goals and objectives should derive 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.

- **Project Abstract**

The project abstract should not exceed 200 words. It should briefly describe the project's purpose, identify the population to be served using grant funds, and summarize the activities that will be implemented to achieve the project's goals and objectives. These goals and objectives must focus on short-term and intermediate outcomes (see "Impact/Outcomes and Evaluation," page 8), and the abstract should also describe how progress towards these goals will be measured (see "Sample Project Abstract," page 16).

- **Statement of the Problem/Program Narrative**

Applicants must briefly describe the nature and scope of the problem in the jurisdiction to be served by this project. Provide information on the substance abuse patterns among those under the court's supervision and/or jurisdiction for child abuse/neglect cases as well as the race/ethnicity, age, and gender of this population. Include information on other relevant characteristics of this population regarding health, mental health, employment, education, etc. Incorporate additional information about the children and families of those entering the system. Provide statistics on the volume of child protection case filings in the community and how it is anticipated that this will impact the number of referrals to the family drug court program. Local 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. Describe any problems or challenges associated with how the family court and child protective systems currently handle cases involving substance abuse and how these problems will be addressed by the program. Provide information on the number of treatment slots available and whether this is sufficient to meet the needs of the target population. Applicants should describe any previous or current attempts to address the problem.

- **Impact/Outcomes and Evaluation**

Applicants must briefly describe a minimum of three goals of the proposed project and identify each goal's objectives. When formulating the project's goals and objectives, applicants should be cognizant of the performance measures that will be required of successful applicants.

Goals. Applicants should provide a broad statement, written in general terms, that conveys the program's intent to change, reduce, or eliminate the problem described. This section of the program narrative must outline the specific goals of the project.

Program Objectives. Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the desired results of the program, and they should be clearly connected to the problems identified in the preceding section. The objectives should be measurable. (Examples of measurable objectives might include the following: to provide school-based and community services for 40 youth returning from commitment, to increase the percentage of youth who successfully complete their current academic grade, to expand counseling services to cover an additional 50 at-risk youth.)

Performance Measures. Award recipients are required to collect and report data in support of performance measures (see “Performance Measures,” p.5). Recipients’ assistance in obtaining this information will facilitate future program planning and will allow OJP to provide Congress with measurable results associated with federally funded programs. Performance measures must reflect the specific problems, goals and objectives, and design (see “Project/Program Design and Implementation,” p. 9). associated with this grant.

To ensure that the Performance Measures selected by the grantee reflect the specific problems, goals, objectives, and design strategy of the project, OJJDP has developed mandatory performance measures. To determine those that apply to your application, visit ojjdp.ncjrs.gov/grantees/performance.html.

- **Project/Program Design and Implementation**

Applicants must describe the family drug court program that will be implemented. Applicants must address each of the eight components outlined below and submit a time/task plan as stipulated in “Other Attachments,” page 12.

1. **Collaborative Planning.** Describe the steps that have been undertaken to engage the necessary stakeholders in your jurisdiction. Explain the planning process that has occurred, who participated, and the major milestones to date that have been accomplished. Describe your future plans regarding collaboration, cross-training and the creation of community partnerships and what you envision as the continuing involvement of these participants. Include any Memorandums of Understanding that have been developed and signed (see “Other Attachments,” page 12).
2. **Target Population, Screening, and Eligibility.** Define a target population and eligibility criteria that is aligned with the program’s goals and objectives. Specify the drugs of choice and the substance abuse patterns of the target population. Explain how and by whom eligible clients are identified, screened, and referred to family drug court. Identify the screening instrument that will be used. Explain what triggers a substance abuse screening, if not all those under court supervision for child abuse/neglect are routinely screened. Indicate the stage in the dependency court process when parents are screened. Also indicate the average length of time between the substantiation of the case by child welfare, the filing of a dependency petition, the client’s first appearance in family drug court and enrollment in treatment. Describe how the targeted capacity of the family drug court was determined and what process will be used to ensure that the capacity will be reached and maintained.
3. **Clinical Assessment and Service Delivery.** Explain the process and criteria that will be used for conducting a comprehensive clinical assessment of the client, the children, and the family. Identify the individual or agency that will be responsible for these tasks. Identify the instruments that will be used and the time period for conducting an initial assessment. Describe the way that the assessment will be used to develop the treatment plan and match treatment needs with services. Describe how the families’ primary substance abuse and mental health care needs will be assessed. Describe the role of the medical, mental health and social service community with the family drug court and how the available community resources will be utilized to provide for the needs of the families in the program. Describe how services will be delivered, with specific reference to the following issues:

- a. **Services for Parents.** Specify the treatment providers that will be used to deliver services and the specific interventions that will be employed (e.g., treatment modality, structure, levels of care). Describe how treatment plans are developed and explain how interventions will be tailored to the individual needs of the client, be gender appropriate and culturally competent. Describe any training that is provided to the treatment professionals related to the integration of treatment services with the family court. Explain how the family drug court will monitor the quality and effectiveness of the treatment services.
 - b. **Services for Children.** Describe how the family drug court program will assist parents in developing parenting and life skills that will enhance the clients' understanding of healthy child development and assist them in the ongoing care of their children. Describe the continuum of care available to children and detail how case plans are developed to address any substance abuse, mental health, health, child care, educational and/or social service needs of the children.
 - c. **Services for Families.** Describe the relationship the court has established to meet the families' needs for additional services such as housing, transportation, educational and vocational services, mentoring, community service, job preparation and child care. Specify who will be responsible for arranging for these services and how available community resources will be utilized to meet the families' needs in these areas.
 - d. **Case Management.** Specify who is responsible for providing case management and indicate what services will be provided, how frequently cases will be monitored, and the expected average caseload per case manager.
4. **Design and Length of Program.** Describe how the family drug court will be structured (e.g., pre-adjudication, post-adjudication, post-disposition or a combination) and the anticipated average length of participation. Describe the various phases of the program that the client will progress through and the requirements 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. Applicants also must describe how the program will be structured within the dependency court process and how it will help the court comply with the permanency placement timeframes mandated by the Adoption and Safe Families Act of 1997.
 5. **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 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.
 6. **Drug Testing.** Indicate how frequently the clients are tested for drug use and explain the randomization process that will be used. Specify what methods of analysis will be used for the initial testing and for confirmation testing (e.g. test cups, EMIT, GCMS). Who will be responsible for administering the drug tests and what procedures will be used to

guard against tampering? Specify the turnaround time for results and explain the rationale for determining the drugs for which to test. Also, indicate whether a family member can be tested for drugs.

7. **Incentives and Sanctions.** Describe the incentives and sanctions used in the program and the guidelines for applying them. Indicate the behaviors (e.g., positive urine tests, missed counseling sessions) that are eligible for incentives or sanctions during each phase of the program. Indicate the methods that were used to develop the incentives and sanctions for the program and whether consideration was given to research that demonstrates what is effective for the target population.
8. **Management Information System and Evaluation.** Describe the methods planned for collecting, storing, and maintaining data to support the family drug court's operations as well as 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 the data elements to be collected and analyzed for the process evaluation and how these data will be used to improve the court's operation and management. Indicate the data elements that will be collected for the outcome evaluation and describe the plan for how this data will be collected. Identify a comparison group that will be used to measure the relative change in post-program outcome measures. Provide a rationale for selecting this group and your plans for collecting the necessary data elements for these comparison group participants. Explain how frequently written progress reports will be submitted to the court and the minimum data elements that are required in these reports.

Grant recipients are required to conduct both a process and an outcome evaluation. Applicants who receive an award are required to submit an evaluation plan for review and approval. Applicants must either identify an independent evaluator who will conduct the process and outcome evaluation or describe the steps the drug court will take to solicit and select the evaluator and how the court will work with the evaluator to design the data collection process, collect and maintain the data, analyze the data, and prepare evaluation reports. Specify the projected timeline for the completion of the process and outcome evaluations. In designing the Management Information System, applicants should bear in mind that they must report the Performance Measures listed beginning on page 5 to OJJDP on a semi-annual basis.

- **Capabilities/Competencies**

Applicants must explain how an interdisciplinary, nonadversarial work team will be developed and maintained. Describe the mechanisms that will be established to ensure effective communication and coordination among the team. Each member of the family drug court team must be identified and his/her role and responsibilities must be described. Key family drug court members include the judge, child protection services representative, agency attorney/prosecutor, parent attorney/defense attorney, child representative, treatment provider, evaluator, and drug court coordinator.

- **Sustainability Plan**

Applicants must certify an inability to fund the program adequately without federal assistance and specify plans for obtaining the necessary support to continue the proposed

program following the conclusion of federal support. Applicants must provide a plan detailing how court operations will be maintained after federal assistance ends, and how current collaborations and evaluations will be used to leverage ongoing resources.

Budget and Budget Narrative

Applicants must provide a budget that: (1) is complete, allowable, and cost effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. Applicants are encouraged to allocate a percentage of the funds over the term of the project period to cover travel and costs associated with attending at least two OJP-sponsored trainings and other drug court meetings/trainings

Applicants must submit a budget that includes both a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item:

- **Budget Detail Worksheet**

The worksheet should provide the detailed computation for each budget line item. The worksheet must list the cost of each item and show how the cost was calculated. 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 Budget Detail Worksheet template is available at www.ojp.usdoj.gov/Forms/budget.pdf.

- **Budget Narrative**

The narrative should describe each budget item and relate it to the appropriate project activity. It should closely follow the content of the budget detail worksheet and provide justification for all proposed costs. In the budget narrative, the applicant should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs (if applicable) were calculated. The budget narrative should justify the specific items listed in the budget detail worksheet (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable.

Indirect Cost Rate Agreement

Applicants that do not have a federally negotiated indirect cost rate and wish to establish one, can submit a proposal to their cognizant federal agency. Generally, the cognizant federal agency is the agency that provides the preponderance of direct federal funding. This can be determined by reviewing an organization's schedule of federal financial assistance. If DOJ is your cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/oc/indirectcosts.htm.

Other Attachments

Applicants must submit the following materials as attachments to their application. The Other Program Attachments—which must be submitted as a Microsoft Word document (.doc), PDF file (.pdf), or text document (.txt)—must include:

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 other than that specified below.

- Annualized project time/task plan covering the entire grant period and contain each project goal, related objective, activity, expected completion date, and responsible person or organization. Please set October 1, 2007 as your start date. (See “Sample Project Timelines” at ojjdp.ncjrs.gov/grantees/timelines.html.)
- Résumés of all key personnel.
- Job descriptions outlining roles and responsibilities for all key positions.
- A signed letter of support from each of the key drug court team members: judge, child protection services representative, agency attorney/prosecutor, parent attorney/defense attorney, child representative, treatment provider, evaluator, and drug court coordinator. All letters of support must include the following information:
 - (1) An expression of support for the project and a statement of willingness to participate and collaborate with the drug court.
 - (2) A description of the individual’s current role and responsibilities in the planning process, and his or her expected responsibilities when the drug court is operational.
 - (3) An estimate of the percentage of time the individual will devote to both the planning and operation of the drug court.
- Courts applying for grant funds must include a letter from the state court administrator or chief justice of the highest court of the state indicating the highest court has been consulted in connection with this application. The letter should describe how the proposed application would expand or enhance the statewide efforts related to problem-solving courts.
- **Geographic Information.** To help the Office of Justice Programs develop a geographic information system (GIS) strategic planning capacity, applicants must provide the following two items of information on the geographic area served by the funded activity (“service area”) in the formats specified below. If the mailing address is in a rural area with no street address, include the nearest street intersection. If the program has multiple service areas, include the required information for each area. If proposed multiple service areas have not been determined, simply provide the requested information for the applicant.

- **Physical address.** If the mailing address is a P.O. Box, specify the physical address of the location where services are to be provided.

(example with street address)
 ABC Associates
 123 First Street
 Shrewsbury, PA 17361

(example with no street address)
 ABC Associates
 First Street and Holiday Drive
 Shrewsbury, PA 17361

- **Map and street description.** Please provide a road map (with local detail) with the service area clearly depicted. The map should be marked with information identifying the grant application it is tied to, including applicant name, application number, and contact name and phone number. Also include a written description of streets bounding the service area. If GIS files are available, they can be e-mailed to OJJDP via Dennis Mondoro at Dennis.Mondoro@usdoj.gov.

Selection Criteria

Applications that proceed to peer review will be rated on a 100-point scale, based on the following point values for the selection criteria:

- Statement of the Problem/Program Narrative (10)
- Impact/Outcomes and Evaluation (10)
- Project/Program Design and Implementation (60)
- Capabilities/Competencies (10)
- Sustainability Plan (5)
- Budget (5)

See “Program Narrative,” page 7, for detailed descriptions of the above criteria.

Review Process

OJJDP is committed to ensuring a competitive and standardized process for awarding grants. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements will be evaluated, scored, and rated by a peer review panel.

Peer reviewers’ ratings and any resulting recommendations are advisory only. All final grant award decisions will be made by the U.S. Department of Justice, which may also give consideration to geographic distribution and regional balance when making awards.

Additional Requirements

- Applicants must ensure that the State Information Technology Point of Contact receives written notification regarding any information technology project funded under this grant during the obligation and expenditure period.
- Applicants must certify that all affected agencies have been consulted and that there will be appropriate coordination with all affected agencies during the implementation of the

program. Specific examples of consultation and coordination, as well as the identities of the affected agencies, must be provided.

- Applicants must certify that participating offenders will be supervised by one or more designated judges with responsibility for the drug court program.
- Applicants must certify that grants funds will target non-violent offenders only. Programs that receive a grant award must ensure that federal funds will not be used to serve violent offenders, as defined by 42 U.S.C. § 3797u-2(a).
- Applicants must certify that all treatment programs and providers used in the drug court program are licensed, certified, or accredited by appropriate state government or professional agencies.
- Applicants must provide a copy of the consent form that will be used to ensure patient confidentiality, as required by 42 U.S.C. § 290dd-2, and the regulations implementing this law in 42 C.F.R. Part 2.
- Civil Rights Compliance
- Confidentiality and Human Subjects Protections Regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller [Financial Guide](#)
- Suspension or Termination of Funding
- Non-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property

We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at www.ojp.usdoj.gov/funding/otherrequirements.htm.

Attachment: Sample Project Abstract

The following is a sample project abstract.

In 2002, Johnson County had a truancy rate of 12 percent. Several studies have established that lack of commitment to school is a risk factor for delinquency (Dryfoos, 1990; Catalano et al., 1998). Although many factors are associated with truancy, previous research indicates a particularly strong correlation between truancy and lack of parental involvement (Catalano et al. 1998). The ABC Project seeks to increase the parental involvement in Johnson County's at-risk youth population to address the county's high truancy rate. The project's primary activity will be the operation of parenting classes for the parents of truant youth. The project will offer the classes twice a week for 12 weeks. The project seeks to serve at least 100 parents over a 2-year period. Progress will be measured by the number of participants attending the classes and the number of parents completing the 12-week course. The project will also track the truancy rates of the students of the parents who attended the classes for a year after program completion.