



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 FY 2007 the Juvenile Drug Courts/Reclaiming Futures 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 juvenile drug courts for substance abusing juvenile offenders. This program is authorized under 42 U.S.C. 3797u. **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.**

OJJDP FY 2007 Juvenile Drug Courts/ Reclaiming Futures

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.

Deadline

All applications are due by 8:00 p.m. E.T., on June 20, 2007.
(See "Deadline: Application," page 4.)

Contact Information

For assistance with the requirements of this solicitation, contact Gwen Williams, Grants Program Specialist, at 202-616-1611 or gwendolyn.williams@usdoj.gov. This application must be submitted through Grants.gov. The funding opportunity number is OJJDP-2007-1578. 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

Juvenile Drug Courts/Reclaiming Futures

CFDA # 16.585

Overview

The U. S. Department of Justice's Office of Juvenile Justice and Delinquency Prevention, the U.S. Department of Health and Human Services' Center for Substance Abuse Treatment, and the Robert Wood Johnson Foundation are collaborating to enhance the capacity of states, state and local courts, units of local government, and Indian tribal governments to serve substance-abusing juvenile offenders by developing and establishing juvenile drug courts conjointly with the Reclaiming Futures program model.¹

The juvenile drug court is a community-based approach that builds community partnerships and enhances the capacity of the partners to assist in rehabilitating substance-abusing youth through an innovative, integrated approach that reflects the community's norms, values, resources, and needs. The Reclaiming Futures model has been effective in combining community system reforms, treatment improvement and community engagement to help youth break the cycle of drugs and crime.

The merger of the drug court and Reclaiming Futures program models will enhance the capacity of communities to provide intervention, treatment, and structure to young people whose lives have begun a downward spiral of substance abuse and delinquent activity.

This solicitation invites communities to propose the implementation of a juvenile drug court program, using best practices in substance abuse treatment, along with the Reclaiming Futures program model.

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.**

¹ The name "Reclaiming Futures" is a registered trademark of the Robert Wood Johnson Foundation.

Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. E.T., June 20, 2007.

Eligibility

OJJDP invites applications from public agencies (including state agencies, units of local government, public universities and colleges, and tribal governments) to present a juvenile drug court program using the Reclaiming Futures program model, which is described at <http://www.reclaimingfutures.org>. 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 Juvenile 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 juvenile drug courts using the Reclaiming Futures program model for juvenile offenders who are abusing substances. 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 juvenile drug court once the grant period ends.

Applicants must implement a juvenile drug court based on [Juvenile Drug Courts: Strategies in Practice](#), and incorporating the Reclaiming Futures program model. Consistent with this requirement, awardees may be licensed by the Robert Wood Johnson Foundation for certain uses of the trademark “Reclaiming Futures” name. The term “drug court” means a specially designed court calendar or docket within a juvenile court to which youth having problems with alcohol and/or other drugs are referred; a separate or special jurisdiction court is neither necessary nor encouraged. The juvenile drug court judge maintains close oversight of each case, and both leads and works as a member of a team that comprises representatives from treatment, juvenile justice, social services, school and vocational training programs, law enforcement, probation, the prosecution and the defense. In addition to ongoing, active oversight and monitoring of youth referred to the docket, other methods used by the juvenile drug court system include addressing problems that may be contributing to their use of drugs and providing linkages to programs to programs that build skills to enable them to succeed upon completion of the drug court programs. In an effort to develop additional capacity to serve the growing numbers of youth in need of these types of services, and to deeply retool a service infrastructure that can accommodate both the amount of, and complexity of cases, integrating the Reclaiming Futures program model into a juvenile drug court will allow communities to create and activate seamless community systems of care that can habilitate substance-abusing juvenile offenders. The Reclaiming Futures program model embodies three major elements: improvement in treatment services for drug and alcohol use; a comprehensive system of care that coordinates social services; and the involvement of the community in creating new opportunities for the youth. The collaboration of the two models should provide comprehensive, appropriate treatment and support services to juvenile offenders and their families and significant partnerships between juvenile justice agencies, treatment agencies, and other core support and opportunity agencies.

To be eligible to receive an award under this solicitation, applicants must:

1. Make a system-wide commitment that the Reclaiming Futures model will guide the operation and coordination of the juvenile justice and alcohol/drug treatment systems.
2. Hire a “change leader” working at least .5 FTE with a formal job description to use the Reclaiming Futures model to establish an integrated care system for alcohol and drug involved young people.
3. Appoint a “change team” that includes representatives of the judicial, juvenile justice—preferably probation, alcohol and drug treatment , community representative

(faith, business, mentoring or youth leadership organization), and youth and family sectors, and others as needed.

4. Assure that change team members participate in a Reclaiming Futures Learning Collaborative and complete a core curriculum as a team, including online learning courses, phone conferences with Reclaiming Futures learning collaborative organizers and other sites, and occasional face-to-face national meetings.
5. Produce a strategic plan (with timelines, benchmarks, and clear assignments of responsibilities) that includes the following elements:
 - a) management structure for the change effort.
 - b) articulated commitment to a whole-system shift to improving the response to identifying and intervening with seriously alcohol and drug involved young people across all sectors of the juvenile justice system.
 - c) cross-disciplinary orientation and training for system partner.
 - d) adoption of all six elements of the Reclaiming Futures model.
 - e) expansion of active community partners (treatment agencies, youth mentoring and leadership opportunities, youth employment opportunities, etc.)
 - f) development and implementation of a data tracking system to demonstrate the process and outcome measures described in the Reclaiming Futures model.
 - g) strategies and capacity to engage in sustained and targeted communications to specific stakeholders, such as teens and families, and the public.

- **Award Information**

It is anticipated that up to 4 awards of up to \$425,000 will be made for a project period of 4 years.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. It is anticipated that any awards that may be made under this solicitation should be awarded no later than September 30, 2007.

Match Requirement:

This program requires a local match of at least 25 percent of the total program costs. To calculate the amount of the required match, divide the Federal Request by 0.75, then multiply this amount by 0.25:

$$(\text{Federal Request}/0.75) \times 0.25 = \text{Required Local Match}$$

For example, if the request for federal support is \$200,000, the minimum local match requirement would be \$66,667, making the total project budget \$266,667:

\$200,000 divided by 0.75 equals \$266,667
 \$266,667 multiplied by 0.25 equals \$66,667.

Match funds are restricted to the same uses as allowed for federal funds. Within each budget category, the applicant must clearly delineate the individual items as match. (For example, individual items that are match may be indicated with an asterisk.) As required by statute, “cash” contributions must constitute a portion of the nonfederal share of the grant. “Cash” contributions must constitute a portion of the nonfederal share of the grant, as required by C42U.S.C.3797u-5(b). The remainder of the match may be in-kind. The OJP *Financial Guide* (www.ojp.usdoj.gov/FinGuide) provides additional information on the types and sources of match funds.

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
To develop and establish drug courts for nonviolent substance abusing juvenile offenders	<i>System Improvement:</i>	
	Percent of staff trained in drug court procedures.	Number of staff trained in drug court procedures, compared to total number of staff.
	Percent of staff trained in Reclaiming Futures procedures.	Number of staff trained in Reclaiming Futures procedures, compared to total number of staff.
	Percent of programs/initiatives participating in the Juvenile Drug Court evaluation.	Number of juvenile drug court programs/initiatives participating in the evaluation, compared to total number of programs.
	<i>Direct Service:</i>	
	Number of youth served by the juvenile drug court program.	Number of youth served by the juvenile drug court program.
Percent of program youth who exhibit a reduction in substance use during the reporting period (e.g., a desired change in the targeted behavior).	Number of program youth who exhibit a reduction in substance use during the reporting period, compared to total number of program youth.	

	<p>Percent of program youth who reoffend (arrested or seen at juvenile court for new offense or violation of a court order) while participating in the program.</p> <p>Percentage of participants successfully graduating from juvenile drug court program.</p>	<p>Number of program youth who reoffend, while participating in the program, compared to total number of program youth.</p> <p>Number of participants successfully graduating from juvenile drug court program, compared to total number of program participants.</p>
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The Office of Justice Programs (OJP) is developing enhanced performance measures for the Drug Court Program. These measures will be completed in the coming months, and grantees will be required to report in several new areas, including results of drug tests for participants and measures for statewide and enhancement grantees hosting training activities. By applying for this solicitation, applicants agree that they will also report on these additional measures when they are released.

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 the OJJDP FY 07 Juvenile Drug Courts Program is 16.585, and the funding opportunity number is OJJDP-2007-1578.

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) statement of the problem/program narrative, (2) impact/outcomes and evaluation, (3) project/program design and implementation, and (4) capabilities/competencies. 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.

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

Applicants must briefly describe the nature and scope of the youth substance abuse problem in the jurisdiction to be addressed by this project. Local data should be used to provide evidence that the problem exists, to demonstrate the size and scope of the problem, and to document the effects of the problem on the target population and the larger community. Information should be included on the rates and patterns of substance abuse among juvenile offenders as well as data on the race/ethnicity, age, and gender of this population. Statistics should be provided on the volume of arrests and patterns of offenses for juvenile offenders, and how it is anticipated that this will impact the capacity of the drug court program. In addition, applicants should describe any problems or challenges associated with how the current juvenile court system operates that will be addressed by this program. Information should be provided on the number of treatment slots available and whether this is sufficient to meet the needs of the target population. Also, applicants should describe any previous or current attempts to address the problem.

- **Impact/Outcomes and Evaluation**

Applicants must describe the goals of the proposed project and identify its 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 of youth substance abuse. This section 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 decrease the time during which screening and assessments are provided to youth that come before the court, increase the percentage of youth who successfully complete their current academic grade, expand treatment services to cover an additional 50 court-involved youth, etc.)

Performance Measures. Award recipients are required to collect and report data in support of performance measures. (See "Performance Measures," page 7.) 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" below) associated with this grant.

To ensure that the Performance Measures that the grantee selects 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.

Applicants should address how the two program models, Juvenile Drug Courts and Reclaiming Futures, will be merged, and develop a program design that will facilitate the gathering of data on the required performance measures.

In addition to data specific to the goals of each drug court/reclaiming futures program, funded sites will be expected to cooperate fully with the national evaluator by collecting process, impact and baseline data, and to collaborate across sites in order to document through qualitative and quantitative measures.

- **Project/Program Design and Implementation**

In this section, applicants should describe what they propose to do and how they intend to do it. Applicants should identify the program's target population and explain how the strategy will achieve the goals and objectives identified in the previous section.

Applicants should include a logic model that graphically illustrates how the chosen performance measures are related to the specific problems, goals, and program activities. Sample logic models are available at ojjdp.ncjrs.gov/grantees/performance.html.

Applicants must describe the juvenile drug court and how the Reclaiming Futures model and best practices in substance treatment will be integrated into the program. Each of the following components outlined below should be addressed in describing the juvenile drug court:

1. **Collaborative Planning.** Juvenile drug courts depend on the involvement of many organizations that traditionally have not worked together in the juvenile justice process. These organizations should be identified and engaged in the initial planning of the program. 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 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 in the Other Attachments.
2. **Target Population, Screening, and Eligibility.** Define a target population and eligibility criteria that are aligned with the program's goals and objectives. Certify that violent offenders will be excluded from the drug court program (see "Overview," page 3, for the definition of a "violent offender"). 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 drug court. Identify the screening and assessment instrument that will be used.
3. **Substance Abuse Assessment.** Explain the substance abuse assessment process. Identify the instruments that will be used and explain the role of the family in the assessment process. Describe the way that the assessment will be used to develop the treatment plan and match treatment needs with services.
4. **Structure and Length of Program.** Describe how the drug court will be structured (e.g., deferred prosecution, post adjudication, 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 such as sobriety, employment, education, and life skills. Explain under what circumstances a client would be terminated from the program.
5. **Service Delivery.** Describe how services will be delivered, with specific reference to the following issues:
 - a. **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.
 - b. **Treatment Services.** Specify the treatment provider(s) that will be used to deliver services and the specific interventions that will be employed (e.g., cognitive-behavioral, group, individual). Describe how individualized treatment plans are developed and the treatment protocol (i.e., phase structure, criteria for progressing through the program, frequency and intensity of treatment). Explain how interventions will be tailored to the individual needs of the youth, be developmentally and gender appropriate and culturally competent. Specify the methods to be used to engage the family in the juvenile's substance abuse treatment and what services they will receive. Explain how frequently written progress reports are submitted to the court and the minimum data elements that are required in these reports. Describe any training that is provided to the treatment professionals related to drug offenders and the integration of treatment

services with the juvenile court. Explain how the drug court will monitor the quality and effectiveness of the treatment services.

- c. Educational Linkages.** Describe the role of the local education community with the drug court. Explain to what extent available community resources are being used by the drug court to provide educational and vocational services.
 - d. Community Partnerships.** Describe how the client's primary and mental health care needs will be assessed. Describe the role of the medical and mental health community with the drug court and how the available community resources will be used to provide for the medical and mental health needs of enrolled youth. Describe the relationship the court has established to meet the clients' needs for additional services such as housing, transportation, mentoring, and community service. Specify who will be responsible for arranging for these services and how available community resources will be used to meet the clients' needs in these
- 6. Judicial Supervision.** The judges involvement in and supervision of youth participation in the juvenile drug court is essential. One of the hallmarks of the juvenile drug court is the personal relationship between each youth and judge. Specify how frequently the youth appears before the judge. Describe the frequency of hearings and what's expected to take place. Explain what criteria are used to determine whether to increase or decrease the frequency of hearings. Indicate whether the 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. Indicate who, in addition to the client and judge, participates in the status hearings and explain their role(s). Explain the role of the parent in the status hearing.
 - 7. Drug Testing.** Indicate how frequently the youth 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.
 - 8. 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.
 - 9. Management Information System and Evaluation.** Describe the methods planned for collecting, storing, and maintaining data to support the drug court's operations as well as the process and outcome evaluations. Discuss plans for data-sharing agreements with treatment service providers and other agencies and explain how applicable local, state, and federal confidentiality guidelines and requirements will be met. Specify the specific 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.

10. **Comprehensive Treatment Planning.** Describe how interventions will be tailored to the complex and varied needs of the youth and their families.
11. **Developmentally Appropriate Services.** Describe how the treatment will be tailored to the developmental needs of adolescents.
12. **Gender Appropriate Services.** Describe how treatment will be designed to address the unique needs of each gender.
13. **Cultural Competence.** Describe or discuss how policies and procedures will be developed that are responsive to cultural differences and how program personnel will be trained to be culturally competent.
14. **Focus on Strengths.** Present how the program will establish and maintain a focus on the strengths of the youth and their families during program planning and in every interaction between the court and those it serves.
15. **Family Engagement.** Describe how the program will recognize and engage the family as a valued partner in all components of the program.
16. **Confidentiality.** Describe how the program will address confidentiality and develop policies and procedures that will guard the privacy of the youth while allowing the drug court team to access key information.

Key elements of the Reclaiming Futures model include: 1) a comprehensive assessment of juvenile offenders for physical, psychological, and social issues, including drug and alcohol use or abuse, emotional or mental health issues, family or school dysfunction, physical problems, and history of abuse and neglect; 2) an expanded system of care that coordinates its efforts to serve juvenile offenders; 3) treatment and services that help youth and their families identify and build upon their strengths; and 4) a strength-based system of graduated responses that acknowledges the success of youth who successfully complete treatment. Specifically, applicants should discuss how the following will be implemented and integrated into the juvenile drug court approach:

- **Screening and Assessment.** Extensive state of the art approaches (scientifically validated techniques) should be used in the initial screening and assessment.
- **Care Coordination.** Applicants should describe case management services that assure that partners work together effectively with youth and their parents. These partners must include substance abuse and mental health treatment, and juvenile probation. Other critical partners in the process include a variety of community agencies and community members who involve teens in positive developmental activities that encourage youth to participate in their community in a variety of new ways. Care coordination should occur in close partnership with juvenile probation and under the supervision of the juvenile drug court.
- **Treatment Initiation.** Service initiation is a critical moment in intervention. Applicants should discuss previous time lags between referral to treatment and its start , if any, and how the time lags will be eliminated or drastically reduced, increasing the chances of youth retention in the treatment process.

- **Treatment Engagement.** There should be careful monitoring of youth's participation in treatment sessions.
- **Completion.** Applicants should discuss the completion of the coordinated care plans and methods used in recognizing and celebrating youth's successes. Applicant should discuss how the community coordination teams will specify how much of each service plan must be completed in order for the plan as a whole to be considered complete.

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.

- **Capabilities/Competencies**

Applicants must describe the roles and responsibilities of project staff and explain the program's organizational structure and operations.

This section must describe how the project will be managed and staffed locally. Management and staffing patterns should be clearly and evidently 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 will be used to effectively implement and manage this effort and its associated federal funding. Any prior experience implementing projects of similar design or magnitude should be highlighted in this section.

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 must submit a budget that includes a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item. All funds listed in the budget will be subject to audit.

- **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.

Other Attachments

Applicants must submit the following materials as attachments to their application. While these attachments are not assigned specific point values, peer reviewers will consider relevant 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

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:

Annualized project timeline containing each project goal, related objective, activity, expected completion date, and responsible person or organization. Please do not use actual calendar months/years in your timeline; instead prepare the timeline using “Year 1,” “Month 1,” etc. (See “Sample Project Timelines” at ojdp.ncjrs.gov/grantees/timelines.html.)

- Résumés of all key personnel.
- Job descriptions outlining roles and responsibilities for all key positions.
- Letters of support/commitment and memorandums of understanding (where appropriate).
- **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 (20)
- Project/Program Design and Implementation (40)
- Capabilities/Competencies (15)
- Budget (15)

See "Program Narrative," page 9, 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 violent offenders, as defined by 42 U.S.C. § 3797u-2(a), will be excluded from drug court programs that receive funds under this program.
- 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 certify that federal funds will be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that otherwise would be available for the same purpose. Potential supplanting will be subject to monitoring and audits. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and criminal penalties. (See 42 U.S.C. § 3797u-3(d)(5).)
- 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.
- Applicants must certify an inability to fund the program adequately without federal assistance and specify plans for obtaining necessary support and continuing the proposed program following the conclusion of federal support.

Further information is available in the *Drug Court Resource Series: Practical Guide for Applying Federal Confidentiality Laws to Drug Court Operations* (U.S. Department of Justice, 1999, NCJ 176977). Sample consent forms appear in the *Resource Guide for Drug Court Applicants*.

- 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

OJJDP strongly encourages every applicant to review the information pertaining to these additional requirements prior to submitting their application. Additional information for each can be found at www.ojp.usdoj.gov/funding/otherrequirements.htm.