



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) is seeking applications for its Fiscal Year (FY) 2013 Family Drug Court Programs. This program furthers the Department's mission by supporting states and communities as they develop and implement effective and coordinated substance abuse intervention programs.

OJJDP FY 2013 Family Drug Court Programs

Eligibility

Applicants are limited to states (including territories), state and local courts, units of local government, and federally recognized tribal governments (as determined by the Secretary of the Interior). 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. Eligible applicants must provide direct services to youth who are younger than 18 years of age and to their parents.

OJJDP may elect to make awards in future fiscal years for applications submitted under this solicitation, dependent on the merit of the applications and the availability of appropriations.

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See How To Apply, page 31.) All applications are due by 11:59 p.m. eastern time on March 25, 2013. (See Deadlines: Registration and Application, page 3.)

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, or via e-mail to support@grants.gov. Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, contact the Justice Information Center (JIC) at 1-877-927-5657, via e-mail to JIC@telesishq.com, or by [live Web chat](#). JIC hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time on the solicitation close date.

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OJJDP FY 2013 Family Drug Court Programs (CFDA #16.585)

Overview

The 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 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, who are involved with the family dependency court as a result of child abuse, neglect, and other parenting issues. Applicants must provide services to the parents in the program and their children. 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 is authorized by 42 U.S.C. 3797u, *et seq.*

Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to register several weeks before the application submission deadline. In addition, OJJDP urges applicants to submit their applications **at least 72 hours prior** to the due date to allow them time to receive the validation message and to correct any problems that may have caused a rejection notification. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on March 25, 2013. See How To Apply, page 31, 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. Eligible applicants must provide direct services to youth who are younger than 18 years of age and their parents.

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 district attorney's office as its representative when applying for this grant. In such cases, the applicant must submit an authorization letter from the eligible agency or organization.

Program-Specific Information

The Family Drug Court program seeks to build the capacity of states, state courts, local courts, units of local government, and federally recognized 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 who are involved with the family dependency court as a result of child abuse and neglect issues. The programs must provide services to parents in the program and their children. Also, OJJDP encourages applicants to consider the needs of veteran/military families.

A drug court is a specially designed court calendar or docket; OJJDP does not encourage applicants to create a separate or special jurisdiction court. A family drug court is devoted to cases of child abuse and neglect that involve the child's parents or other caregivers who have substance abuse problems. Its purpose is to protect the safety and welfare of the children while giving parents the tools they need to become sober, responsible caregivers. The authorizing statute, 42 U.S.C. 3797u et seq., requires that any family drug court that this program funds limit participation to nonviolent offenders. For this solicitation, adult 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). For this solicitation, juvenile violent offenders means a juvenile who has been convicted of, or adjudicated delinquent for, a felony-level offense that (1) has as an element, the use, attempted use, or threatened use of physical force against the person or property of another or the possession or use of a firearm; or (2) by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense (42 U.S.C. 3797u-2(b)). Funding will be immediately suspended if DOJ determines that violent offenders are participating in any program funded under this solicitation.

The authorizing statute, 42 U.S.C.3797u(c)(1), requires mandatory periodic drug testing. Each participant must be tested for every controlled substance that the participant has been known to abuse and for any that the court may require. The family drug court must impose graduated sanctions that increase punitive measures, therapeutic measures, or both whenever a participant fails a drug test. Such sanctions and measures may include, but are not limited to, one or more of the following:

- Incarceration.
- Detoxification treatment.
- Residential treatment.
- Increased time in the program.
- Termination from the program.
- Increased drug screening requirements.
- Increased court appearances.
- Increased counseling.
- Increased supervision.
- Electronic monitoring.

Applicants should review and reference the *Ten Key Components of a Drug Court* (see Appendix A on page 34) and the *Common Characteristics of Family Dependency Treatment* (see Appendix B on page 35) 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 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 either no family drug court currently exists or a family drug court has been operational for less than 1 year. To be eligible to apply under this 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 grants are available to jurisdictions with a fully operational (for 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 they have already implemented.

All applicants must address each of the following eight components: (see Program Design and Implementation, page 17):

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.

Purpose

The purpose of the program is to build the capacity of states, state courts, local courts, units of local government, and federally recognized 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.

Goals, Objectives, and Deliverables

The program's goal is to provide substance-abusing parents with support, treatment, and access to services that will protect children, reunite families, when safe to do so, and expedite permanency. 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

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice. OJP is committed to:

- improving the quantity and quality of evidence OJP generates;
- integrating evidence into program, practice, and policy decisions within OJP and the field; and
- improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more 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. OJP's CrimeSolutions.gov and OJJDP's [Model Program Guide](#) Web sites are two resources that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services. The following two Web sites are additional resources:

- Substance Abuse and Mental Health Services Administration's *Guide to Evidence-Based Practices* at www.samhsa.gov/ebpwebguide
- National Registry of Evidence-Based Programs and Practices at www.nrepp.samhsa.gov/.

Attorney General's National Task Force on Children Exposed to Violence

OJJDP is committed to facilitating identification, screening, assessment, and treatment to promote the recovery and well-being of children, youth, and families who have been exposed to violence. In December 2012, the Attorney General's National Task Force on Children Exposed to Violence published a report with over 50 recommendations to improve the nation's response to children exposed to violence. The report can be found at www.justice.gov/defendingchildhood/cev-rpt-full.pdf. OJJDP encourages applicants to review the report and, when appropriate, include the use of trauma-informed care and training in the project design of programs serving youth and families.

Amount and Length of Awards

Category 1: Implementation Grants. Competition ID: OJJDP-2013-3462. 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. Competition ID: OJJDP-2013-3465. 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 to 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 2012 salary table for SES employees is available at www.opm.gov/oca/12tables/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 requesting a waiver should 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 to be done.

Minimization of Conference Costs. OJP encourages applicants to review the guidance on conference approval, planning, and reporting that is available on the OJP Web site at www.ojp.gov/funding/confcost.htm. This guidance sets out the current OJP policy, which requires all funding recipients who propose to hold or sponsor conferences (including, meetings, trainings, and other similar events) to minimize costs, requires OJP review and prior written approval of most conference costs for cooperative agreement recipients (and certain costs for grant recipients) and generally prohibits the use of OJP funding to provide food and beverages at conferences. The guidance also sets upper limits on many conference costs, including facility space, audio/visual services, logistical planning services, programmatic planning services, and food and beverages (in the rare cases where food and beverage costs are permitted).

Prior review and approval of conference costs can take time (see the guidance for specific deadlines), and applicants should take this into account when submitting proposals. Applicants

also should understand that conference cost limits may change and that they should check the guidance for updates before incurring such costs.

Note on food and beverages. OJP may make exceptions to the general prohibition on using OJP funding for food and beverages, but will do so only in rare cases where food and beverages are not otherwise available (e.g., in extremely remote areas); the size of the event and capacity of nearby food and beverage vendors would make it impractical to not provide food and beverages; or a special presentation at a conference requires a plenary address where conference participants have no other time to obtain food and beverages. Any such exception requires OJP's prior written approval. The restriction on food and beverages does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not affect direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

The provision of food and/or beverages to youth as part of programmatic activity is not subject to the above restriction because such activity does not fall within the definition of a conference, training, or meeting.

Costs Associated with Language Assistance (if applicable). If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page at www.ojp.usdoj.gov/funding/other_requirements.htm.

Match Requirement. Federal funds awarded under this program may not cover more than 75 percent of the total costs of the project being funded. Applicants must identify the source of the 25 percent non-federal portion of the total project costs and how they will use match funds. If a successful applicant's proposed match exceeds the required match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit. (Match is restricted to the same uses of funds as allowed for the federal funds.) Applicants may satisfy this match requirement with either cash or in-kind services. The formula for calculating the match is:

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

$$\text{Required Recipient's Share Percentage} \times \text{Adjusted Project Cost} = \text{Required Match}$$

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

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

Performance Measures

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. OJJDP will require award recipients, post award, to submit quarterly performance metrics of relevant data through the Data Reporting Tool (DCTAT) located at www.ojjdp-dctat.org/. Performance measures for this solicitation are as follows:

Objective	Performance Measure	Description	Data Grantee Provides
<p>Increase the capacity of courts to intervene with substance-abusing adults and adults with co-occurring mental health disorders who are enrolled with the court as a result of child abuse and neglect issues.</p>	<p>Number of enrolled parents or guardians served during the reporting period</p> <p>Number of enrolled parents or guardians who successfully exit the court.</p> <p>Number of children placed in out of home care.</p> <p>Number of parents or guardians whose parental rights were terminated.</p> <p>Number and percentage of parents or guardians who exhibited an increase in job skills during the reporting period.</p>	<p>The intent of this indicator is to measure the change in the number of parents or guardians who are enrolled in the drug court.</p>	<p>Number of enrolled parents or guardians carried over from the previous reporting period.</p> <p>New admissions during the reporting period.</p> <p>Number of enrolled parents and guardians who exited the court having completed all requirements during the reporting period Total number of enrolled parents and guardians who exited the court during the reporting period (either successfully or unsuccessfully).</p> <p>Number of children served during the reporting period.</p> <p>Number of children placed in out of home care during the reporting period.</p> <p>Number of parents or guardians whose parental rights were terminated during the reporting period.</p> <p>Number of parents or guardians in the program.</p> <p>Number of parents or guardians served during the reporting period with the noted behavioral change.</p>

Objective	Performance Measure	Description	Data Grantee Provides
	Number and percent of parents or guardians who have exhibited an improvement in employment status during the reporting period.		Total number of parents or guardians receiving services for target behavior during the reporting period.
	Number of additional family members served during the reporting period.		<p>Number of additional family members carried over from the previous reporting period.</p> <p>New admissions during the reporting period.</p>
	Number of enrolled parents or guardians with whom an evidence-based program or practice was used.	The number of enrolled parents or guardians served with whom an evidence-based program or practice was used. These include programs that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing substance abuse. Model programs can come from many valid sources (e.g., Blueprints for Violence Prevention, OJJDP's Model Programs Guide, SAMHSA's Model Programs, state model program resources, etc.).	<p>Number of enrolled parents or guardians served using an evidence-based program or practice.</p> <p>Total number of enrolled parents or guardians served during the reporting period.</p>
	Number (by type) of services provided to enrolled parents or guardians and additional family members.	This measure is designed to assess both need and program capacity. Report the number of parents or guardians and additional family members who are assessed as	Number of services provided by type and to whom (parents or guardians and additional family members).

Objective	Performance Measure	Description	Data Grantee Provides
		<p>needing various types of services during the reporting period, and also the number parents or guardians and additional family members who actually receive various services during the reporting period. Services may include substance use/counseling services, mental health services, housing, or other services.</p>	
	<p>Number of drug/alcohol tests performed on enrolled parents or guardians.</p>	<p>The number of drug and alcohol tests performed on enrolled parents or guardians served by the program during the reporting period. Tests could be urinalysis, blood tests, or other proven reliable forms of drug and alcohol testing. Report the number of TESTS conducted, rather than the number of people tested (it is understood that one person may be tested several times or tested using several methods during a reporting period).</p>	<p>Number of drug and alcohol tests performed on enrolled parents or guardians during the reporting period.</p> <p>The number of positive tests recorded.</p>

Objective	Performance Measure	Description	Data Grantee Provides
	<p>Number of enrolled parents or guardians arrested for technical violations.</p> <p>Number of enrolled parents or guardians arrested for a new drug offense</p>	<p>The number of enrolled parents or guardians who were arrested for violations of the family drug court conditions, short- and long-term.</p> <p>The number of enrolled parents or guardians who were arrested for a new drug offense, short and long term.</p> <p>Short-term refers to time during program participation and long term refers to 6 to 12 months post-program completion.</p>	<p>Number of enrolled parents or guardians arrested for a new technical violation during the reporting period.</p> <p>Number of enrolled parents or guardians arrested for a new drug offense during the reporting period.</p> <p>Number of enrolled parents or guardians tracked for a new technical violation 6-12 months after exiting the program.</p> <p>Number of enrolled parents or guardians arrested for a new drug offenses 6-12 months after exiting the program.</p>
	<p>Number of enrolled parents or guardians who successfully exit the court.</p>	<p>The number of enrolled parents or guardians who have successfully met all the court obligations and requirements.</p> <p>Program obligations will vary by program, but should be a predefined list of obligations or requirements that participants must meet before program completion.</p> <p>Court records are the preferred data source. The total number of enrolled parents and guardians includes those enrolled parents and guardians who have exited successfully as well as those who have exited unsuccessfully</p>	<p>Number of enrolled parents or guardians who exited the court having completed all requirements during the reporting period.</p> <p>Total number of enrolled parents or guardians who exited the court during the reporting period (either successfully or unsuccessfully).</p>

Objective	Performance Measure	Description	Data Grantee Provides
		during the reporting period.	
	<p>The number and percent of enrolled parents or guardians who have exhibited a desired change in target behaviors.</p> <p>The number and percent of additional family members who have exhibited desired change in target behaviors.</p>	<p>Number of enrolled parents or guardians exhibiting a desired change in targeted behavior (behavior targeted will depend on specific program goals and activities and may include substance use, academic achievement, school attendance, social competence, etc.).</p> <p>Short term: during program participation. Long term: 6-12 months after program participation..</p>	<p>Number of enrolled parents or guardians served with the noted behavioral change.</p> <p>Total number of parents or guardians receiving services for target behavior.</p> <p>Number of additional family members served with the noted behavioral change</p> <p>Number of additional family members served reporting a change in targeted behavior as reported in a pre and post test.</p>
	<p>Average length of program stay for enrolled parents or guardians.</p> <p>Average length of stay for children in out of home care.</p>		<p>Total number of days in the program for parents or guardians who exited the program regardless of reason for exit during the reporting period.</p> <p>Number of children placed in out of home care during the reporting period.</p>
	<p>Number of children reunited after being removed from the home and placed in temporary placement.</p>		<p>Number of children removed from their parents' or guardians' home during the reporting period.</p> <p>Number of children reunited with their parents or guardians after being removed from the home.</p>
	<p>Number of parents or guardians whose parental rights were terminated.</p> <p>Number of children in permanent placement.</p>		<p>Number of parents or guardians whose parental rights were terminated during the reporting period.</p> <p>Number of children awaiting permanent placement.</p> <p>Number of children in permanent placement during the reporting period.</p>

OJP does not require applicants to submit performance measures data with their applications. 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 on page 15 for additional information.

Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations or statistical data collections should be aware that these activities (such as systematic investigations to develop or contribute to generalizable knowledge) may constitute research, which is defined as follows:

Research means a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. Activities that meet this definition constitute research for the purposes of this policy, whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities (28 C.F.R. § 46.102(d)). The following information pertains to applications that propose to conduct research and involves human subjects:

DOJ regulations (28 C.F.R. Part 46) protect the human subjects of federally funded research. In brief, 28 C.F.R. Part 46 requires that an Institutional Review Board, in accordance with the regulations, review and approve most research involving human subjects that any federal department or agency conducts or supports before an award recipient may expend federal funds for that research. As a rule, persons who participate in federally funded research must provide their informed consent and must be permitted to terminate their participation at any time. Funding recipients, before they will be allowed to spend OJP funds on any research activity involving human subjects, must submit appropriate documentation to OJP showing compliance with 28 C.F.R. Part 46 requirements, as requested by OJP.

DOJ regulations (28 C.F.R. Part 22) require recipients of OJP funding to submit a Privacy Certificate as a condition of approval of any grant application or contract proposal that contains a research or statistical component under which information identifiable to a private person will be collected, analyzed, used, or disclosed. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect the confidentiality of identifiable data (28 C.F.R. § 22.23). The Department's regulations provide, among other matters, that: "Research or statistical information identifiable to a private person may be used only for research or statistical purposes (28 C.F.R. § 22.21)." Moreover, any private person from whom information identifiable to a private person is collected or obtained (either orally or by means of written questionnaire or other document) must be advised that the information will only be used or disclosed for research or statistical purposes and that compliance with the request for information is voluntary and may be terminated at any time (28 C.F.R. § 22.27).

OJP has developed a decision tree (www.ojp.usdoj.gov/funding/pdfs/decision_tree.pdf) to assist applicants in assessing whether an activity they plan to undertake with OJP funds may constitute research involving human subjects. **Applicants should review this decision tree and include a statement in their application narrative that clarifies if they intend to use any information from a project evaluation or data collection to contribute to generalizable knowledge or if they intend to use the information solely for internal improvements and/or to meet OJP's performance measures data reporting requirements.**

If an application includes a research, demonstration evaluation, or statistical data collection component, OJP will examine that component to determine whether it meets the definition of research.

Notice of Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require 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), to report award information on any first-tier sub awards 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 sub recipients. 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 sub awards will be made through the FFATA Sub award Reporting System (FSRS), found at www.fsrs.gov.

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

What an Application Is Expected To Include

Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of 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, that do not meet the eligibility requirements, that do not request funding within the funding limit, or that do not include the application elements that OJJDP has designated to be critical will neither proceed to peer review nor receive further consideration. Under this solicitation, OJJDP has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet or Budget Narrative.

OJP strongly recommends use of 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 resumes be included in a single file.

1. Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 is a standard form used 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 www.grants.gov/assets/SF424Instructions.pdf.

2. Abstract

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

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

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

All project abstracts should follow the detailed template available at www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf.

The abstract should include a brief describe the project’s purpose, the population to be served, and the activities that the applicant will implement to achieve the project’s goals and objectives. The abstract should describe how the applicant will measure progress toward these goals. The abstract should indicate whether any portion of the project budget will used to conduct research as described in Project Evaluations on page 14.

Permission to Share Project Abstract with the Public. It is unlikely that OJJDP will be able to fund all promising applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding promising but unfunded applications, for example, through a listing on a Web page available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

The project abstract template asks applicants to indicate whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP’s funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of promising but unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

3. Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative should be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11 inches, and use a standard 12-point font, preferably Times New Roman. Pages should be numbered “1 of 30,” etc. The tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced, and will count in the 30-page limit. Material required under the “Budget and Budget Narrative” and “Additional Attachments” sections will not count toward the program narrative page count. Applicants may provide bibliographical references as a separate attachment that will not count toward

the 30-page program narrative limit. If the program narrative fails to comply with these length-related restrictions, 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) goals, objectives, and performance measures; (3) program design and implementation; and (4) capabilities/competencies. The applicant should clearly delineate the connections between and among each of these sections. For example, the applicant should derive the goals and objectives directly from the problems to be addressed. Similarly, the project design section should clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

The following sections should be included as part of the program narrative.

- a. Statement of the Problem.** Applicants should briefly describe the nature and scope of the problem that the program will address (e.g., drug-exposed newborns, reunification rates for children with substance abusing parents, lack of access to treatment services for parents, reentry rates, poor family functioning, etc.). The applicant should use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe the target population and any previous or current attempts to address the problem.

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

- b. Goals, Objectives, and Performance Measures.** Applicants should describe the goals of the proposed program and identify its objectives. When formulating the program's goals and objectives, applicants should be cognizant of the performance measures that OJJDP will require successful applicants to provide.

Goals. Applicants should describe the program's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

Program Objectives. Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be clearly linked to the problem identified in the preceding section and measurable.

Performance Measures. OJJDP requires award recipients to report data in support of mandated performance measures for this solicitation (see Performance Measures, page 9.) OJJDP does not require applicants to submit performance measures data with their applications. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

OJJDP encourages award recipients to use information from existing program records to fulfill performance measures reporting requirements rather than initiating new data collection activities for this purpose.

- c. 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 stakeholders, including government and community entities. Describe the planning process, its participants, major milestones accomplished, and commitments obtained for the continuing involvement of these participants. Identify related governmental or community initiatives that complement or will be coordinated with the proposal.
- Discuss how a shared mission was developed based on common grounds and principles and how the agencies and staff can work together to best ensure family reunification and permanency and a safe and stable home for children with parents in recovery.
- Provide memoranda of understanding, as stipulated under Additional Attachments, page 27, 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 to consult and coordinate with appropriate state and local prosecutors, particularly when participants fail to comply with program requirements (42 U.S.C. 3797u(a)(3)).
- Certify that there has been appropriate consultation with all affected agencies and that there will be appropriate coordination with all affected agencies in the implementation of the program.
- Discuss the governance structure and decision making process that is in or will be in place for policy changes and oversight of the family drug court program.

(2) Eligibility, Engagement, and Screening

- Define the target population and eligibility criteria aligned with the program's goals and objectives. To the extent possible, this should include support for parents with substance use disorders and with co-occurring mental health problems, learning disorders, and histories of trauma. This may necessitate the development of approaches to include and support parents to participate in family drug court while they are using prescribed medications for mental health disorders or medication assistance for opiate addiction.
- Describe how the nature and extent of any substance use disorder is determined and what (mode of treatment) level of care is clinically appropriate.
- Specify drugs of choice and substance abuse patterns of the target population. Note any recent or emerging trends.
- Specify strategies to improve the engagement of parents in family drug court. OJJDP encourages applicants to identify efforts to promote parental engagement. For example, discuss the use of recovery coaches/mentors/specialists, skills such as motivational interviewing and strength-based approaches to work with families, and use of process improvement analyses of client drop-off points through the program and strategies to address the findings. Provide specific engagement and retention strategies to ensure families' and parents' stay in treatment for a sufficient period to keep them on track in meeting recovery needs.
- Explain how, when, and by whom eligible adult clients are identified, screened, and referred to the family drug court. 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.
- 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 plans to shorten these time frames.
- Describe how applicants will determine the capacity of the family drug court and what process they will use to ensure that they reach and maintain the capacity. 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 will be used to conduct a comprehensive clinical assessment of the client, children, and family for substance use, mental health disorders, parenting capacity, trauma, and family functioning. Identify the individuals or agencies who will conduct these tasks and specify the time period for conducting the initial and subsequent assessments and the instruments to be used.

- Describe how the assessment will be used to develop treatment plans and match treatment needs with services.
- Describe the role of the substance abuse treatment, medical, mental health, trauma, social services, domestic violence, housing, legal, and employment-related services with the family drug court and how available community resources will be used to provide for the needs of the families in the program.
- Describe how services will be delivered, with specific reference to the following issues:
 - Services for parents
 - Specify the treatment providers who will deliver services and the specific interventions that they will employ (i.e., treatment modality, structure, levels of care).
 - Specify a plan for parental engagement that ensures parents/guardians have or will have a voice in developing support services. Services to the adults may include parenting skills, mental/physical health services, and any other services to improve the parents' ability to regain and maintain custody of their children. However, OJJDP encourages applicants to describe how parents will have a voice in the development of the family drug court support service plan and how they will play a role in developing policy that the program will operate under. This may be reflected in manuals, handbooks, etc.
 - 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, be gender appropriate, trauma informed, and culturally competent.
 - For parents with co-occurring mental health problems that the family drug court cannot support, describe how the grant will provide for enhanced case coordination to support access to mental health services.
 - 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.
 - Describe evidence-based strategies to address women's experience of trauma (e.g., seeking safety, trauma recovery, and empowerment, etc.)
 - Describe how the family drug court parents are screened for primary health concerns and how services are coordinated to meet their needs.
 - Services for children

- Describe how services will be coordinated 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 parents' substance abuse disorders on the children.
 - Describe how children are screened, assessed, and provided treatment and other services based on their unique developmental, social, and cognitive needs.
 - Describe how children are screened, assessed, and provided treatment or linkages to resources for trauma-informed services. Specify what evidence-based programs are used to meet this need.
 - 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 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 assist them in securing 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 been abused or neglected and whose parents have a substance use disorder.
- Describe how families are screened, assessed, and provided treatment or linkages to resources for trauma services. Specify what evidence-based programs are utilized to meet this need.
- Case management
 - Specify who will provide case management, what services will be provided, how frequently cases will be monitored, and the expected average caseload per case manager. Discuss how case management services will be coordinated, especially for parents with multiple case managers (such as those on formal probation).
 - Describe how information from each system impacting the family will be shared to promote child safety, engagement, and retention of parents in recovery, and to measure program effectiveness.
 - Describe the process in which families are connected with community-based organizations to support comprehensive needs and to provide on-going support after formal services have ended.

(4) Program Design and Duration

- Describe how the family drug court will be structured (i.e., pre-adjudication, post-adjudication, post-disposition, or a combination thereof) and the anticipated average length of participation.
- Describe the various phases of the family drug court program and the requirements for the client to proceed from one phase to another.
- Describe the family drug court model that is or will be used (i.e. an integrated court model [same court and judge hears the dependency and recovery matters] or parallel court model [one court/judge hears the dependency matter and a different judge in a different court hears the recovery component]).
- Indicate the requirements for successful completion of the program.
- Explain under what circumstances a program would terminate a client.
- Explain the use of incentives and sanctions in response to behaviors:
 - Describe how the family drug court will respond to participant behavior or use incentives and sanctions and guidelines to apply 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 to obtain necessary support and continue the proposed program following the conclusion of federal support. (See 42 U.S.C. 3797u-3(d)).
- Describe a sustainability plan to develop multi-year stability for the program to maintain its innovative approaches in services for parents and children. Explain how the program will leverage cross-system resources and access opportunities for expanded funding. If possible, note any cost savings or a cost.

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

(6) Mandatory Drug Testing and Monitoring

- Indicate how drug testing of specimens will be used, including frequency of testing, events that trigger additional testing, the randomization process and the methods of analysis that will be used for the initial testing, and for confirmation testing (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.
- Describe the graduated sanctions that increase punitive measures, therapeutic measures, or both whenever a participant fails a drug test.

(7) Staff Training

- Specify training for all partners involved in the activities to support interagency communication and performance of the family drug court and delivery of related services.
- Describe training to ensure that all partners (e.g. judges, attorneys, 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.
- Explain the process of cross and joint training of family drug court partners/ stakeholders (courts, child welfare, treatment, and others).

(8) Management Information System, Performance Measures and Evaluation

- Describe methods to collect, store, and maintain data to support the family drug court's operations and the process and outcome evaluations.
- Describe the methodology that will be used in evaluating the program.
- Discuss plans for data-sharing agreements with treatment service providers, child protection services, the court, and other agencies and explain how applicable local, state, and federal confidentiality guidelines and requirements will be met.
- Specify how frequently progress reports will be submitted to the court and the minimum data elements that are required in these reports.
- Describe how the program will develop shared outcomes with partner agencies. Explain what the shared outcomes are and how they will be measured. Discuss how the family drug court will demonstrate to partner agencies that outcomes have been achieved.

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

www.ojjdp.gov/grantees/pm/logic_models.html. Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments, page 27.

Timeline. Applicants should submit a realistic timeline or milestone chart that indicates major tasks associated with the goals and objectives of the project, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using “Year 1,” “Month 1,” “Quarter 1,” etc., not calendar dates (see “Sample Project Timelines” at ojjdp.gov/grantees/timelines.html).

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 27. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

- d. Capabilities and Competencies.** 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 explain their inability to fund the program adequately without federal assistance. Applicants should certify that federal support provided will be used to supplement, and not supplant, state, tribal, and local sources of funding that would otherwise be available.

Letters of Support/Memoranda of Understanding. If submitting a joint application, as described under Eligibility, page 3, applicants should provide signed and dated letters of support or memoranda of understanding for all key partners that include the following:

- expression of support for the program and a statement of willingness to participate and collaborate with it
- description of the partner’s current role and responsibilities in the planning process and expected responsibilities when the program is operational
- estimate of the percent of time that the partner will devote to the planning and operation of the project.

4. 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.

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

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.

- a. **Budget Detail Worksheet.** A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.
- b. **Budget Narrative.** The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary or how the applicant could use technology and collaboration with outside organizations to reduce costs without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, 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.

5. 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/funding/pdfs/indirect_costs.pdf.

6. Tribal Authorizing Resolution (if applicable)

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, then the application should include appropriate legal documentation, as described above, from all tribes that would receive services/assistance 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 an authorizing resolution or comparable legal

documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

Applicants that are unable to submit with the application a fully-executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe’s governance structure, should, at minimum, submit an unsigned, draft version of such legal documentation 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, OJJDP will make use of and access to funds contingent on receipt of the fully executed legal documentation.

7. Additional 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 and/or Letters of Support/Memoranda of Understanding when assessing “Capabilities/Competencies.” Peer reviewers will not consider any additional information that the applicant submits other than that specified below.

- a. Applicant disclosure of pending applications.** Applicants are to disclose whether they have pending applications for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and that cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about applications submitted within the last 12 months:

- the federal or state funding agency
- the solicitation name/project name
- the point of contact information at the applicable funding agency.

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov

HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov
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Applicants should include the table as a separate attachment, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page. (e.g., “[Applicant Name] does not have pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”)

- b. **logic model** (see Logic Model, page 24)
- c. **timeline or milestone chart** (see Timeline, page 25)
- d. **résumés** of all key personnel
- e. **job descriptions** outlining roles and responsibilities for all key positions
- f. **letters of support/memoranda of understanding** from partner organizations (see Letters of Support/Memoranda of Understanding, page 25)
- g. **evidence of nonprofit status**, e.g., a copy of the tax exemption letter from the Internal Revenue Service, if applicable.
- h. **evidence of for-profit status**, e.g., a copy of the articles of incorporation, if applicable.

8. Other Standard Forms

Additional forms that OJP may require in connection with an award are available 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:

- a. [Standard Assurances](#).^{*} Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
- b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#).^{*} Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.
- c. [Accounting System and Financial Capability Questionnaire](#). Any applicant (other than an individual) that is a non-governmental entity and has not received any award from OJP within the past 3 years, must download, complete, and submit this form.

^{*}These OJP Standard Assurances and Certifications are forms that applicants accept in GMS. They are not additional forms to be uploaded at the time of application submission.

Selection Criteria

The following five selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criteria. For example, the first criteria, Statement of the Problem, is worth 15 percent of the entire score in the application review process.

1. Abstract (5 percent)
2. Statement of the Problem (15 percent)
3. Goals, Objectives, and Performance Measures (20 percent)
4. Project Design and Implementation (40 percent)
5. Capabilities and Competencies (10 percent)
6. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities) Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.¹ (10 percent)

See What an Application Is Expected To Include, page 15, for the criteria that the peer reviewers will use to evaluate applications.

Review Process

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

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. 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 subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. Applications that meet basic minimum requirements 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 reviews 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, who also may give

¹ Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

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. Additional information for each requirement can be found 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 of 2006 (FFATA)
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement

- Policy and Guidance for Conference Approval, Planning, and Reporting
- OJP Training Guiding Principles for Grantees and Subgrantees

How to Apply

Applicants must submit applications through Grants.gov. Applicants must first register with Grants.gov, a “one-stop storefront” to find federal funding opportunities and apply for funding, to submit an application. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 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. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Note: OJJDP encourages all prospective applicants to sign up for Grants.gov e-mail notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for e-mail updates will be notified.

All applicants are required to complete the following steps:

- 1. Acquire a DUNS number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and 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. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.
- 2. Acquire registration with the System for Award Management (SAM).** SAM replaces the Central Contractor Registration (CCR) database as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must register in SAM to successfully register in Grants.gov. (Previously, organizations that had submitted applications via Grants.gov were registered with CCR, as it was a requirement for Grants.gov registration. SAM registration replaces CCR as a pre-requisite for Grants.gov registration.) Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applicants that were previously registered in the CCR database must, at a minimum:

- Create a SAM account.

- Log into SAM and migrate permissions to the SAM account (all the entity registrations and records should already have been migrated).

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM registration procedures can be accessed at www.sam.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, go to www.grants.gov/applicants/get_registered.jsp.
- 4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant 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-2013-3452.
- 6. Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.
 - Category 1: Implementation Grants. **Competition ID: OJJDP-2013-3462**
 - Category 2: Enhancement Grants. **Competition ID: OJJDP-2013-3465**
- 7. Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities* (SF-LLL). Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
- 8. Follow the directions in Grants.gov to submit an application consistent with this solicitation.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The message will state whether the application has been received and validated, or rejected due to errors, with an explanation. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** of the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Note: Grants.gov permits the use of specific characters in names of attachment files. Valid file names may include only the following characters: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, and period. 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.”

Note: Duplicate Applications. If an applicant submits multiple versions of an application, OJJDP will review the most recent version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues that prevent them from submitting their application by the deadline must e-mail the Justice Information Center (see Page 1 for contact information) **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: OJJDP does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If the technical issues reported cannot be validated, OJP will reject the application as untimely.

The following conditions are not valid reasons to permit late submissions: (1) failure to register 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 each instruction in the OJP solicitation, and (4) technical issues with the applicant's computer or information technology environment, including firewalls.

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

Provide Feedback to OJP on This Solicitation

To help OJP improve its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Feedback may be provided to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This e-mail is for feedback and suggestions only. OJP does **not** send replies from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or e-mail listed on the front of this solicitation document. These contacts are provided to ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, e-mail your resume to ojppeerreview@lmbps.com. The OJP Solicitation Feedback e-mail account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

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: Common Characteristics of Family Dependency Treatment Courts²

1. Integrated a focus on the permanency, safety, and welfare of abused and neglected children with the needs of the parents.
2. Intervened early to involve parents in developmentally appropriate, comprehensive services with increased judicial supervision.
3. Adopted a holistic approach to strengthening family function.
4. Used individualized case planning based on comprehensive assessment.
5. Ensured legal rights, advocacy, and confidentiality for parents and children.
6. Scheduled regular staffing and judicial court reviews.
7. Implemented a system of graduated sanctions and incentives.
8. Operated within the mandates of the Adoption and Safe Families Act of 1997 and the Indian Child Welfare Act of 1979.
9. Relied on judicial leadership for both planning and implementing the court.
10. Made a commitment to measuring program outcomes.
11. Planned for program sustainability.
12. Strived to work as a collaborative, nonadversarial team supported by cross training.
13. Integrated a focus on the permanency, safety, and welfare of abused and neglected children and the needs of their parents.

² Bureau of Justice Assistance. 2004. *Family Dependency Treatment Courts: Addressing Child Abuse and Neglect Cases Using the Drug Court Model*. Washington, DC: U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance.

Appendix C: Application Checklist

OJJDP FY 2013 Family Drug Court Programs

This application checklist has been created to assist in developing an application.

Eligibility Requirement:

- State or local court
- Unit of local government
- Federally recognized tribe
- The amount requested does not exceed \$650,000 for implementation, \$550,000 for enhancement.

What is Expected to Include:

- Application for Federal Assistance (SF 424) (see page 15)
- Abstract (see page 15)

- Program Narrative (see page 16)
 - Format (double spaced, 12-point standard font, 1" standard margins, narrative is 30 pages or less)
 - Statement of the Problem
 - Goals, Objectives, and Performance Measures
 - Program Design and Implementation
 - Capabilities/Competencies

- Budget Detail Worksheet and Budget Narrative (see page 25)
- Indirect Cost Rate Agreement (if applicable) (see page 26)
- Tribal Authorizing Resolution (if applicable) (see page 26)

- Additional Attachments (see page 27)
 - disclosure of pending applications
 - logic model
 - timeline or milestone chart
 - résumés of all key personnel
 - job descriptions for all key positions
 - letters of support/memoranda of understanding from partner organizations
 - evidence of nonprofit status e.g., copy of articles of incorporation, if applicable

- Other Standard Forms, Certifications, and Other Components, including:
 - Accounting System and Financial Capability Questionnaire (see page 28)
 - DUNS number (see page 31)
 - System for Award Management (SAM) registration (see page 31)
 - AOR registration and confirmation (see page 32)
 - Disclosure of Lobbying Activities (SF-LLL) (see page 32)