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U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) is seeking applications for funding under the Harold Rogers Prescription Drug Monitoring Program. This program furthers the Department's mission by providing resources to plan, implement, and enhance prescription drug monitoring programs to prevent and reduce misuse and abuse of prescription drugs and aid in investigations of pharmaceutical crime.

Harold Rogers Prescription Drug Monitoring Program FY 2015 Competitive Grant Announcement

Eligibility

PDMP Implementation and Enhancement Grants (Category 1): Applicants are limited to state governments that have a pending or enacted enabling statute or regulation requiring the submission of controlled substance prescription data to an authorized state agency.

PDMP Practitioner and Research Partnerships (Category 2): Applicants are limited to state agencies and units of local government located in states with existing and operational prescription drug monitoring programs.

Data-Driven Multi-Disciplinary Approaches to Reducing Rx Abuse Grants (Category 3): Applicants are limited to state agencies and units of county government located in states with existing and operational prescription drug monitoring programs.

Tribal Prescription Drug Monitoring Program Data Sharing Grants (Category 4): Applicants are limited to federally recognized Indian tribal governments as defined under the Indian Self Determination Act, 25 U.S.C. 450b(e).

Several funding categories within this solicitation lend themselves to regional or multidisciplinary partnership initiatives that may span multiple organizations and jurisdictions. This type of partnership is encouraged; however, BJA requires that one eligible entity must serve as the sole applicant with other partners identified within the proposal as subrecipients. The applicant will be responsible for all grant administration and reporting, and must have a mechanism to enter into contractual agreements with subrecipient organizations, as applicable.

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

For additional eligibility information, see Section C. Eligibility Information.

Deadline

Applicants must register with Grants.gov prior to submitting an application. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on May 28, 2015.

All applicants are encouraged to read this **Important Notice: Applying for Grants in Grants.gov.**

For additional information, see How to Apply in Section D. Application and Submission Information.

Contact Information

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

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the BJA contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under "Experiencing Unforeseen Grants.gov Technical Issues" in the How to Apply section.

For assistance with any other requirements of this solicitation, contact the National Criminal Justice Reference Service (NCJRS) Response Center at 1–800-851-3420, via totty at 301-240-6310 (hearing impaired only); email responsecenter@ncjrs.gov; fax to 301-240-5830; or web chat at https://webcontact.ncjrs.gov/ncjchat/chat.jsp. The NCJRS Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday and 10:00 a.m. to 8:00 p.m. eastern time on the solicitation close date.

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Harold Rogers Prescription Drug Monitoring Program (CFDA #16.754)

A. Program Description

Overview
The primary purpose of the Harold Rogers Prescription Drug Monitoring Program (PDMP) is to enhance the capacity of regulatory and law enforcement agencies and public health officials to collect and analyze controlled substance prescription data and other scheduled chemical products through a centralized database administered by an authorized state agency. The program was created by the FY 2002 U.S. Department of Justice Appropriations Act (Public Law 107-77) and has received funding under each subsequent year's Appropriations Act.

Program-Specific Information
PDMPs help detect and prevent the diversion and abuse of pharmaceutical controlled substances. Forty-nine states and one U.S. territory (Guam) now have operational PDMPs.

Under the BJA grant program, 15 site-based awards were made in FY 2014 for states to implement or enhance a PDMP program or strategy to address prescription drug abuse, misuse, and diversion within their communities. Since inception of the grant program in FY 2002, grants have been awarded to 49 states and 1 U.S. territory to support their efforts to plan, implement, or enhance a PDMP.

Performance measures and other results for current grantees can be found at: www.bja.gov/ProgramDetails.aspx?Program_ID=72.

The Harold Rogers Prescription Drug Monitoring Program allows for state discretion to plan, implement, or enhance a PDMP to accommodate local decisionmaking based on state laws and preferences, while encouraging the replication of promising practices. In recent years, the program expanded to include tribal participation in drug monitoring activities, and support to states and localities to assemble responsive, collaborative efforts between public health and public safety professionals to pilot innovative ways to use PDMP and other data to inform prevention, treatment, and enforcement efforts. This year's solicitation introduces a new funding category to enable more rigorous, in-depth study of monitoring strategies designed to contribute to the growing body of knowledge of best practice tools and techniques, and spur innovation among state and local drug abuse programs.

Goals, Objectives, and Deliverables
This program is designed to accommodate a range of activities based on local needs and priorities. Depending on the applicant type and the category of funding being sought, grant funds obtained may be used to:

- Create, implement, or enhance a state-level PDMP to expand the capacity of regulatory agencies, law enforcement agencies, and health officials to assess, plan, and execute effective responses to preventing drug abuse, misuse, and diversion.

- Promote the use of data from the PDMP and other sources to measure drug abuse trends, identify and address sources of diversion, and better inform decisionmaking by prescribers and dispensers.
- Facilitate and participate in national evaluation efforts to assess the efficiency and effectiveness of potential best practices.
- Plan and implement the exchange of controlled substance prescription dispensing information with other PDMP programs (interstate data sharing) and non-PDMP sources (such as electronic medical records systems) as permitted by law and local regulation. PDMP data sharing activities must utilize the PMP Information Exchange (PMIX) Architecture.
- Contribute to state level opioid abuse prevention plans and determine methodologies to encourage replication of strategies that are proven to be effective.
- Enable collaborations between law enforcement, prosecutors, public health, treatment professionals, the medical community, pharmacies, and regulatory boards to promote comprehensive strategies and partnerships that fully leverage the PDMP.
- Enable federally recognized tribal governments to establish the policy, legal, and technological infrastructure to share PDMP data from health care facilities with the appropriate state PDMP.
- Support local collaborative efforts to collect and analyze various sources of data to determine best practices for sharing data, establishing effective policy and regulatory schemes, supporting investigations, treatment intervention, and prevention efforts for at-risk individuals and communities. Data should be used to identify areas at greatest risk for prescription drug abuse and overdose deaths and create data-driven responses at the local or state level to include education, outreach, treatment, and enforcement.

For information on model PDMP legislation, visit the National Alliance for Model State Drug Laws web site.

Any organization using OJP grant funds, in whole or in part, to collect, aggregate, and/or share data on behalf of a government agency must guarantee that the agency that owns the data and its approved designee(s) will retain unrestricted access to the data, in accordance with all applicable laws, regulations, and BJA policy: a) in an expeditious manner upon request by the agency; b) in a clearly defined format that is open, user-friendly, and unfettered by unreasonable proprietary restrictions; and c) at a minimal additional cost to the requestor (which cost may be borne by using grant funds).

BJA administers this program in coordination with the U.S. Drug Enforcement Administration's Office of Diversion Control, the Office of National Drug Control Policy, the U.S. Centers for Disease Control and Prevention (CDC), the U.S. Food and Drug Administration (FDA), and the Substance Abuse and Mental Health Services Administration's (SAMHSA) Center for Substance Abuse Treatment.

Please note, applicants who receive funding to support Prescription Drug Monitoring Programs from other federal sources, including the CDC and SAMHSA, will be expected to coordinate activities to prevent duplication of effort, and report to all funding agencies regarding the specific tasks covered by each grant.

Priority Considerations

Based on promising practices identified by existing programs and analysis performed by the PDMP Center of Excellence, BJA will give priority consideration to applicants who include

activities that address one or more of the following (as applicable by funding category, and in no particular order):

- Development of new, innovative, and novel strategies that can be conceptualized, implemented, tested, and evaluated within the grant period to address specific local, state, or regional challenges, with the intention of contributing to the growing catalog of best practices for prescription drug monitoring programs nationwide. Strategies should be data-driven; for example, using PDMP and related data sets to identify high-risk populations or track prescribing patterns in order to target responses to reduce drug abuse and overdose.

- The provision of unsolicited prescription history reports to prescribers, dispensers, law enforcement investigators, regulatory agencies, and/or licensing boards, and evaluating the impact of this information on prescribing and dispensing decisions.

- Implementation of information exchange between state PDMPs (or between PDMPs and other data sharing partners) in compliance with the PMIX Architecture.

- The ability to share statistical and/or de-identified data to track trends in drug use and abuse, demographic analysis, geographical analysis, or any other analytical process that can demonstrably improve the understanding of local and regional issues and develop targeted, effective response strategies.

- Modernization of technology systems and interfaces that may include implementation of the latest standards for the American Society for Automation in Pharmacy (ASAP), PMIX, electronic prescribing, or health system integration.

- Efforts that will demonstrably enhance the timeliness and accuracy of data collected (improved data quality), resulting in more reliable and effective PDMP operation.

- An examination of the effectiveness of prescriber- and pharmacist-mandated enrollment and/or utilization of PDMPs, taking into account logistics, benefits, drawbacks, and overall evaluation data that will assist other locales considering similar actions.

  An evaluation of the impact of PDMP data and reports on prescriber behavior, with a focus on opportunities for screening assessments, and, where appropriate, linkages to treatment. Proposals that utilize and evaluate the effectiveness of models to support screening assessment, intervention techniques, and linkages to treatment are encouraged.

- Evaluating the impact of making PDMP data available to drug courts, probation officers, pretrial officers, medical examiners, drug treatment programs, and/or criminal diversion programs.

Note: If applicable, applicants MUST state in their applications which of the above factors are currently in place or will be addressed upon award, so that priority considerations can be determined.

Information Sharing Requirements
In furtherance of states' goals to improve the monitoring of controlled substance prescriptions, BJA supported the development of consensus-based, national standards to enable interstate sharing of PDMP data. This work resulted in the creation of the National PMIX Architecture, which is currently in use or in the process of being adopted by all existing interstate data sharing hubs. This architecture provides a framework within which states share data seamlessly and securely across state borders regardless of their chosen technical solution.

Guidance materials and technical assistance are available to all state PDMPs that have the authority to exchange data beyond their state border. Funds should be used to implement information sharing with other state PDMPs within the grant period using technical solutions that are compliant with the National PMIX Architecture. Applicants for funding may choose any technical solution that complies with the architecture for interstate data-sharing purposes. Documentation regarding compliance with this requirement should be included as part of the application.

For more information on the National PMIX Architecture, visit the PDMP Training and Technical Assistance Center's web site at www.pdmpassist.org/content/prescription-drug-monitoring-information-architecture-pmix.

Evidence-Based Programs or Practices
OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. 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
- 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. The OJP CrimeSolutions.gov web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Collaborative partnerships between researchers and practitioners have great potential to improve practice and policy. The National Institute of Justice recently published findings of the Research-Practitioner Partnerships Study, which documents, synthesizes, and shares what makes partnerships between researchers and practitioners successful: "Recommendations for Collaborating Successfully with Academic Researchers, Findings from the Researcher-Practitioner Partnerships Study (RPPS)."

In addition, applicants can obtain more information on PDMP evidence-based strategies at www.pdmpexcellence.org/content/pdmp-best-practices.

B. Federal Award Information

BJA estimates that it will make up to 15 awards for a total of $7 million with project periods beginning on October 1, 2015. Grant amounts and length are identified below.

There are four funding categories within this solicitation. A state should submit at most one application per funding category under Categories 1, 2, and 3. Local governments should submit at most one application per funding category under Categories 2 and 3. Tribal governments should submit one application only under Category 4. The applicant should clearly state in the application which category of funding is being sought, which will determine the competitive pool.

BJA may, in certain cases, provide supplemental funding in future years to awards under this solicitation. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and assessment of the progress of the work funded under the award.

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

CATEGORY 1: PDMP IMPLEMENTATION AND ENHANCEMENT GRANTS. Gant Amount: Up to $500,000. Project period: 24 months. Competition ID: BJA-2015-4190

States that have in place legislation or regulations that require the submission of dispensing data to a centralized database and authorize and/or designate a state agency to provide program oversight and implementation, or are seeking to improve an existing PDMP may apply for a Category 1 grant. States with legislative authority to establish a pilot program in one or more jurisdictions of that state also may apply for a Category 1 grant. Funds may be used to establish and build a data collection and analysis system; develop an infrastructure to support programmatic activities; facilitate the exchange of information and collected prescription data and other scheduled chemical products among states; facilitate the establishment of collaborations; develop a training program for system users; produce and disseminate educational materials; and assess the efficiency and effectiveness of the program. Funds may also be used to enhance the functioning of a data collection and analysis system; enhance an existing educational or training program; support collaborations with law enforcement and prosecutors or public health officials; support collaborations with treatment providers and drug courts; facilitate electronic information sharing among states in compliance with the National PMIX Architecture; expand monitoring to Schedules II, III, IV, and V; develop or enhance the capacity to provide unsolicited reports of controlled substance prescribing to authorized individuals or entities; and assess the efficiency and effectiveness of the program.

CATEGORY 2: PDMP PRACTITIONER AND RESEARCH PARNERSHIPS. Grant Amount: Up to $750,000. Project period: 36 months. Competition ID: BJA-2015-4191

PDMPs are charged with supporting the needs of a diverse group of stakeholders, and, as such, many have developed differing practices with respect to the information collected, methods for ensuring data quality and integrity, producing data reports and analysis, creating and enforcing access rules that define to whom and under what circumstances certain data can be made available, and differences in a wide array of other procedures, rules, regulations, capabilities, and practices. This diversity provides an opportunity for researchers to examine the impact of policies and procedures on patient and community-level outcomes.

The goal of this funding category is to strengthen PDMP efforts to develop and test innovative strategies and to implement evidence-based approaches that demonstrate the impact of expanded use of PDMP data to support decisionmaking. Applicants are required to incorporate a research partner to assist with a) data collection and analysis, b) problem assessment, c) strategy development, or d) monitoring and evaluation performance. The research partner can be an independent consultant, or located in an academic institution, a state Statistical Analysis Center, or other research organization. The research partner should have demonstrated expertise conducting the type of work proposed, including policy, program, or organization evaluation experience, and assist with producing a final written report that documents the results of the project.

In addition to identifying the research partner, applicants must explain how the research-practitioner partnership will assist in program development and evaluation, as well as describing relevant organizational experience of the researcher, which must have expertise relevant to the field of substance abuse and prescription drug monitoring programs. Citations of previous evaluations are encouraged, and a letter of support for the grant application from the research partner is required. Evaluation design should focus on demonstrating the impact of policy or practice changes on PDMP utilization, and/or patient- or community-level outcomes. In addition to documenting the outcomes produced by the policy or practice changes, research partners should help document implementation issues, including the resources, partners, and environment needed to implement successfully and maximize the impact.

Where there are gaps in research, applicants are encouraged to build new strategies or test promising interventions with the support of their research partner(s). Category 2 grantees will receive oversight and guidance from BJA's training and technical assistance (TTA) provider to support their planning and implementation efforts and validate research plans including needs assessment, development of logic models, data collection plans, and evaluation plans. Since this work requires the TTA provider to remain neutral and objective, an applicant may not partner with the BJA TTA provider as their chosen research partner (applies to this funding category only). Multi-agency partnerships are encouraged, especially where evaluation data may span multiple jurisdictions. Applicants should fully consider the partnerships required, the logistics of establishing data sharing or data use agreements, and budget for each partner's project costs appropriately.

Award Special Condition (Category 2 Grantees only):
The following information applies to Category 2 grantees only. At the time of award each grant will have in place a special condition withholding all but $100,000 of the total award amount. The first task will be to submit to BJA a complete action plan within 180 days of accepting the award. The action plan must:

- Describe the policy, practice, or activity to be examined, the problem, and the data that led to its identification.
- Provide a logic model that identifies the solution(s) to be tested and projects result(s).
- Describe the evaluation to be conducted including an overview of the methods to be used and the research questions to be answered.
- Provide an executed contract, agreement, or other memoranda of understanding or agreement that delineates the role and responsibilities of the research partner. This document should establish the authority of the research partner to access agency data,

interview personnel, and monitor operations that are relevant to the evaluation of the initiative.
- Demonstrate executive support and commitment of agency resources to the project,
- Include letters of commitment from external agencies or organizations that are expected to participate in the project.

Upon approval of the action plan by BJA, the remaining funds will be released to the grantee.

CATEGORY 3: DATA-DRIVEN MULTIDISCIPLINARY APPROACHES TO REDUCING PRESCRIPTION DRUG ABUSE. Grant Amount: Up to $500,000. Project period: 24 months. Competition ID: BJA-2015-4192

States and localities within states with an existing and operational prescription drug monitoring program seeking to pilot an innovative approach to combating and reducing prescription drug abuse may apply for Category 3 grant funding. Funds may be used to form multidisciplinary action groups consisting of local, state, and federal criminal justice professionals in addition to state and local health authorities as well treatment providers. Action group members may include (but are not limited to): district attorney's office, state or local health department, state medical and pharmacy boards, police and sheriff departments, probation and parole, local drug treatment providers, and community organizations. The action groups will collect data from various sources such as medical examiners, emergency rooms, crime data, and other relevant sources that can help to corroborate PDMP data as well as provide additional information to help pinpoint specific locations within the county that are at-risk for prescription drug abuse and drug overdose deaths. Grant activities should focus on data-sharing arrangements, data collection, and analysis. Applicants should describe the type of strategies to be developed and the areas (e.g., prevention, treatment, regulatory activity, enforcement) in which the action group plans to have impact to address prescription drug abuse rates in a defined jurisdiction(s). It is anticipated that grantees will determine best practices for sharing data, establishing effective policy and regulatory schemes, supporting investigations, treatment intervention, and prevention efforts for at-risk individuals and communities. Data should be used to identify areas at greatest risk for prescription drug abuse and overdose deaths and create data-driven responses at the local or state level to include education, outreach, treatment, and enforcement. Applicants for this funding category must describe how they will collaborate with the PDMP to partner on grant activities, obtain relevant data sets, perform data analysis and assessment, and communicate with stakeholders. If the PDMP is named as a partner organization but is not the applicant, then a letter of support from the PDMP must accompany the application.

CATEGORY 4: TRIBAL PDMP DATA SHARING GRANTS. Grant Amount: Up to $150,000. Project period: 24 months. Competition ID: BJA-2015-4193

Tribal governments seeking to report to and request data from individual states' PDMPs for the purpose of equipping providers with prescription drug monitoring history data are eligible to apply for Category 4 funding. Funds may be used to enable federally-recognized Indian tribal governments to develop and implement the necessary legal, policy, and technical infrastructure to support the reporting and requesting of patient-level controlled substance prescription dispensing data transmission from tribal and urban health care facilities (to include tribes, tribal organizations, or urban health programs operating under Indian Self-Determination and Education Assistance Act (ISDEAA) Title I Self-Determination Contracts, ISDEAA Title V Self-Governance Compacts, or Indian Health Care Improvement Act (IHCIA) Title V Contracts) to the state prescription drug monitoring program; facilitate the establishment of collaborations; develop a training program for system users and practitioners; and produce and disseminate educational materials.

Type of Award[1]
BJA expects that it will make any award from program Categories 1 and 4 in the form of a grant.

BJA expects that it will make any award from program Categories 2 and 3 in the form of a cooperative agreement, which is a particular type of grant used if BJA expects to have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant, but does not involve day-to-day project management. See Administrative, National Policy, and other Legal Requirements, under Section F. Federal Award Administration Information, for details regarding the federal involvement anticipated under an award from this solicitation.

Financial Management and System of Internal Controls
If selected for funding, the award recipient must:

(a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the non-federal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

(b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.

(c) Evaluate and monitor the non-federal entity's compliance with statute, regulations and the terms and conditions of federal awards.

(d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.

(e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the non-federal entity considers sensitive consistent with applicable Federal, state and local laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, award applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available here.

Budget Information

Cost Sharing or Match Requirement
This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

[1] *See generally* 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements (a type of grant)).

Pre-Agreement Cost Approvals
OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the Financial Guide, for more 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, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110 percent 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.[2] The 2015 salary table for SES employees is available on the Office of Personnel Management web site. Note: A recipient may compensate an employee at a greater 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 Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the 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 the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, 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.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs
OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully – before submitting an application – the OJP policy and guidance on conference approval, planning, and reporting available at www.ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most such costs for cooperative agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

[2] This limitation on use of award funds does not apply to the non-profit organizations specifically named at Appendix VIII to 2 C.F.R. part 200.

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 under "Solicitation Requirements" in the OJP Funding Resource Center.

C. Eligibility Information

For additional eligibility information, see Title page.

Cost Sharing or Match Requirement
For additional information on cost sharing and match requirement, see Section B. Federal Award Information.

Limit on Number of Application Submissions
If an applicant submits multiple versions of the same application, BJA will review only the most recent system-validated version submitted. For more information on system-validated versions, see How to Apply. This does not prohibit certain applicants from submitting different applications to more than one funding category – in this case, only the most recent version submitted within each category will be reviewed.

D. Application and Submission Information

What an Application Should Include
Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that BJA has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJA has designated the following application elements as critical: Program Abstract, Program Narrative, Budget Detail Worksheet, and Budget Narrative. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Please review the "Note on File Names and File Types" under How to Apply to be sure applications are submitted in permitted formats.

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

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

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and OJP's Grants Management System (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).

Intergovernmental Review: This funding opportunity (program) **is not** subject to Executive Order 12372. (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate that the "Program is not covered by E.O. 12372.")

2. Project Abstract

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

- Be written for a general public audience
- Be submitted as a separate attachment with "Project Abstract" as part of its file name
- Be single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins
- Identify the category under which the application is being submitted
- List all priority considerations that the applicant meets
- List the total number of prescribers in the past year that have prescribed a controlled substance, including the percentage of those prescribers who are registered with the state PDMP (Categories 1 and 2 only)
- Provide the percentage of prescribers who have prescribed a controlled substance in the past month who have checked the PDMP database (Categories 1 and 2 only)

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 ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf.

3. Program Narrative

The program narrative should be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and must not exceed 20 pages. Number pages "1 of 20," "2 of 20," etc.

If the program narrative fails to comply with these length-related restrictions, BJA may consider such noncompliance in peer review and in final award decisions.

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

a. Statement of the Problem

b. Project Design and Implementation

c. Capabilities and Competencies

d. Plan for Collecting the Data Required for this Solicitation's 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. Post award, recipients will be required to submit quarterly performance metrics through BJA's online Performance Measurement Tool (PMT), located at www.bjaperformancetools.org. Applicants should review and understand the complete list of PDMP program performance measures at: www.bjaperformancetools.org/help/PDMPPerformanceMeasures.pdf.

BJA does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that BJA will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

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

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, "a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge" 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the "Research and the Protection of Human Subjects" section of the OJP Funding Resource Center web page (ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm). Applicants whose proposals may involve a research or statistical component also should review the "Data Privacy and Confidentiality Requirements" section on that Web page.

e. Plan for Measuring Program Success to Inform Plans for Sustainment

4. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet
A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

BJA anticipates several meetings will occur during the grant period for which applicants must budget their travel. All applicants should budget for at least two staff to attend an annual 3-day national meeting in Washington, DC normally held during the fall season. Category 1 applicants should additionally budget for at least two staff to attend one regional meeting that will occur on a biannual basis at locations to be determined later. Category 2 and 3 applicants should additionally budget for at least two staff to attend an annual coordination meeting, likely to be held in Washington, DC. Applicants should note that projects which span multiple years may need to budget for multiple meetings to accommodate their participation throughout the life of the grant.

The purpose of this travel may vary according to funding category and specific project goals; however, BJA wants to ensure that all grantees have the opportunity to present their work and collaborate with their peers and other national and federal stakeholder groups. BJA and the PDMP Training and Technical Assistance Center will be in contact with grantees post-award to plan the logistics of attending the regional and national meetings.

Applicants may budget additional travel funding for regional trips if it is required as part of the proposed project; for instance, to conduct educational campaigns or training programs or to facilitate meetings between multidisciplinary action teams.

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

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 technology and collaboration with outside organizations could be used 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.

c. Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently

set at $150,000, the application should address the considerations outlined in the Financial Guide.

d. Pre-Agreement Cost Approvals
For information on pre-agreement costs, see Section B. Federal Award Information.

5. Indirect Cost Rate Agreement (if applicable)
Indirect costs are allowed only if the applicant has a current federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their 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. For the definition of Cognizant Federal Agency, see the "Glossary of Terms" in the Financial Guide. For assistance with identifying your cognizant agency, please contact the Customer Service Center at 1-800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at www.ojp.gov/funding/Apply/Resources/IndirectCosts.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, a 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, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or 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 unable to submit an application that includes a fully-executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe's governance structure, should, at a minimum, submit an unsigned, draft version of such legal documentation as part of its application (except for cases in which, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, BJA will make use of and access to funds contingent on receipt of the fully-executed legal documentation.

7. Applicant Disclosure of High Risk Status
Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

- The federal agency that currently designated the applicant as high risk
- Date the applicant was designated high risk

- The high risk point of contact name, phone number, and email address, from that federal agency
- Reasons for the high risk status

OJP seeks this information to ensure appropriate federal oversight of any grant award. Unlike the Excluded Parties List, this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

8. Additional Attachments

a. Applicant Disclosure of Pending Applications

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) 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. 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 pending 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

SAMPLE

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 on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) 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. Research and Evaluation Independence and Integrity

If a proposal involves research and/or evaluation, regardless of the proposal's other merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity, both in this proposal and as it may relate to the applicant's other current or prior related projects. This documentation may be included as an attachment to the application which addresses BOTH i. and ii. below.

i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items:

   a. A specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and sub-recipients) and it has concluded that the design, conduct, or reporting of research and evaluation funded by BJA grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of part of its staff, consultants, and/or sub-recipients responsible for the research and evaluation or on the part of the applicant organization;

   OR

   b. A specific listing of actual or perceived conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal (related to specific staff, consultants, and/or sub-recipients) or organizational (related to the applicant or any subgrantee organization). Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.

ii. In addition, for purposes of this solicitation applicants must address the issue of possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:

   a. If an applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Applicants MUST also

include an explanation of the specific processes and procedures that the applicant will put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or sub-recipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

OR

b. If the applicant has identified specific personal or organizational conflicts of interest in its proposal during this review, the applicant must propose a specific and robust mitigation plan to address conflicts noted above. At a minimum, the plan must include specific processes and procedures that the applicant will put in place to eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or sub-recipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

Considerations in assessing research and evaluation independence and integrity will include, but are not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

c. Letters of Support and/or Memoranda of Understanding/Agreement
Applicants under Categories 2 and 3 (and others if applicable) should attach Letters of Support and/or Memoranda of Understanding/Agreement between the partner agencies and offices to show commitment for participation in the proposed action group. If the PDMP is not the applicant, but is named as a project partner (especially in cases where data-use agreements will be required), then a letter of support from the PDMP must be included.

d. Logic Model,
Attach a Logic Model that links key project activities with program goals and performance measures.

e. Project Timeline
Attach a Project Timeline (with an estimated start date of October 1, 2015) with each project goal, related objective, activity, expected completion date, and responsible person or organization.

f. Position Descriptions
Include Position Descriptions for key positions.

9. Financial Management and System of Internal Controls Questionnaire

In accordance with 2 CFR 200.205, Federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a Federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this form.

10. Disclosure of Lobbying Activities

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").

How to Apply

Applicants must register in, and submit applications through Grants.gov, a "one-stop storefront" to find federal funding opportunities and apply for funding. 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.

BJA strongly encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ( )	Curly braces { }	Square brackets [ ]
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (__)	Comma (,)	Semicolon (;)	Apostrophe (')
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign ($)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	**When using the ampersand (&) in XML, applicants must use the "&" format.**		

Grants.gov is designed to forward successfully submitted applications 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." GMS may reject applications

with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

OJP may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

1. **Acquire a Data Universal Numbering System (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 is 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 be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status.

   Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. **The information transfer from SAM to Grants.gov can take up to 48 hours.** OJP recommends that the applicant register or renew registration with SAM as early as possible.

   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. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/web/grants/register.html.

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. Note that 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 16.754, titled "Harold Rogers

Prescription Drug Monitoring Program," and the funding opportunity number is BJA-2015-4189.

6. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas (funding categories), 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.

7. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 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.

   Click here for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

Note: Duplicate Applications
If an applicant submits multiple versions of the same application, BJA will review only the most recent system-validated version submitted. See Note on File Names and File Types under How to Apply.

Experiencing Unforeseen Grants.gov Technical Issues
Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the Grants.gov Customer Support Hotline or the SAM Help Desk to report the technical issue and receive a tracking number. Then applicant must e-mail the BJA contact identified in the Contact Information section on page 2 **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: BJA *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 OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:
- Failure to register in SAM or Grants.gov in sufficient time
- Failure to follow Grants.gov instructions on how to register and apply as posted on its web site
- Failure to follow each instruction in the OJP solicitation

- 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.gov/funding/Explore/CurrentFundingOpportunities.htm.

E. Application Review Information

Selection Criteria

1. **Statement of the Problem (15 percent)**
   Describe the impact that the abuse and diversion of controlled substances is having on your state. Provide data to support your discussion.

   For Category 1 applicants working to initiate or complete implementation of a new PDMP program, discuss the efforts that have been taken to implement the system, in which department/agency the program will be housed including how many personnel are required to staff operations of the PDMP, how many prescribers and dispensers there are in the state, and any problems they anticipate in implementing a program/pilot full scale. If funds will be used to fund additional PDMP personnel, provide the percentage increase of total staff in addition to detailing what additional staff roles will be and how additional positions will contribute to meeting the overall goals of the project.

   For Category 1 applicants seeking to enhance an operational program, discuss the current registration and utilization of the system by prescribers, dispensers, and law enforcement; how many dispensers report to the system; current training and registration efforts taken to date; results of any completed program analysis or evaluation; and the weaknesses of the current system. For applicants proposing to implement information sharing with other state PDMPs using the PMIX specifications, discuss the need for interstate data sharing, describe the current barriers in place to implement interstate data sharing, and discuss the efforts that have been taken to implement interstate data sharing.

   For Category 2 applicants, identify the major impact areas where detailed evaluation or study is needed, including data or policy analysis that supports the problem statement. Clearly identify the communities, state or regions that will be included in the evaluation.

   For Category 3 applicants, discuss the prescription drug abuse problem that you plan to address in the identified community or state based on current data.

   For Category 4 applicants, identify the state PDMP(s) your government wishes to share data with, access data from, and efforts that have been taken to establish and formalize relationships between required participant entities.

   For all categories, provide any relevant data on prescription drug abuse rates in the applicant state, PDMP utilization data (if available), along with any other data that sheds light on the identified problem and how they may inform project objectives and performance targets.

2. Project Design and Implementation (40 percent)

Strategy Overview (10 percent): A clear connection should be shown between the proposed strategy and the problem. For all categories, summarize the current strategy to reduce the abuse and diversion of pharmaceutical controlled substances, and how the proposal supports or expands upon it. Describe current law enforcement activities, public health initiatives, and/or government and industry partnerships addressing this problem and describe how the state's PDMP fits into this strategy. Where relevant, identify the statutory authority and/or restrictions for the prescription drug monitoring database, the state agency that has been designated to carry out the legislative mandates, and how the applicant agency is positioned to implement the activities proposed.

For Category 1 applications that are proposing to implement information sharing with other state PDMPs using the PMIX Architecture, identify the authority (either through statute or regulation) that allows information sharing with other states and describe the agency's capacity and readiness to implement the activities required for information sharing.

For Category 2 applications, identify the key stakeholders, including research partners, that will be engaged in the effort. Articulate how an in-depth evaluation of the subject will provide meaningful insights into solving local, state, or regional challenges, while contributing to the national body of knowledge with respect to PDMP best practices. The applicant should also make note of how this work is unique, novel, and builds on previous research and analysis to avoid duplication of effort.

For Category 3 applications, describe the proposed partnership and the various members of the action group and what efforts have been taken to include local, state, and federal partners. Discuss what the individual roles will be of each of the team members and who will be responsible for which particular duties and responsibilities. Discuss what data sources will be collected and any legal, policy, or other barriers to gaining access to the data and how those barriers will be addressed. Discuss who will provide analysis of the data, once collected, and how the analyses will be applied to inform the development of data-driven local strategies. Describe the type of strategies to be developed and the areas (e.g., prevention, treatment, regulatory activity, enforcement) the action group plans to have impact to address prescription drug abuse rates in a defined jurisdiction(s). Describe how best practices will be identified and shared for data sharing, regulatory schemes, deconfliction strategies, intelligence gathering, targeted regulatory and enforcement activity, and prioritization of treatment and prevention efforts for at-risk individuals and communities. Explain how data will be used to identify areas at greatest risk for prescription drug diversion, abuse, and overdose deaths and create data-driven responses at the local level to include education, outreach, treatment, and enforcement.

For Category 4 applications that are proposing to share tribal health facility information with a specific state PDMP, explain the current monitoring process and how access to and participation in specific PDMPs contributes to this strategy. Specifically discuss how the proposed activities will be implemented by the applicant.

Program Implementation (20 percent): Describe what the applicant proposes to do to address the problem and how it will be carried out. If applicable, describe how the applicant will address the priority considerations listed on pages 5-6. Attach a logic model and a project timeline. Explain how each task will support and/or enhance the development of the

PDMP (for Categories 1, 2, and 3), and/or the local, state, or tribal government's capacity to respond to prescription drug abuse in the identified community (for Categories 2, 3, and 4). Explain the targets for each goal. For instance, if as part of an enhancement activity, the applicant proposes to increase the number of prescribers, or subset of prescribers using the PDMP, state the current usage rate and the target usage rate.

For Category 2 applicants, the application should describe any reports or publications (including a mandatory final report to be submitted to BJA before the grant end date), and include a plan for dissemination at national meetings and virtual forums so that others can benefit from the results.

For applications that are proposing to implement information sharing with other state PDMPs in compliance with the National PMIX Architecture, applicants must clearly demonstrate the program implementation plan to share data with other states, including the identification of the specific technical solution they plan to employ, by the end of the grant period.

Collaboration (10 percent): Identify who the applicant plans to collaborate with (e.g., state, regulatory, and law enforcement officials; public health officials; substance abuse treatment agencies; researchers; etc.), their responsibilities, and how they will support the project and provide outreach to the community. Describe the strategy to collaborate with other public and private agencies and organizations as appropriate. Include any previous collaboration that occurred that will help to achieve these goals. Explain existing partnership agreements, and specify what steps must be taken to formalize new ones.

3. **Capabilities and Competencies (15 percent)**
   Describe the management structure and staffing, specifically identifying the key person (or people) responsible for carrying out program activities. Demonstrate the capability to implement the project successfully both from an individual and an organizational standpoint. Attach position descriptions for key personnel.

   For Category 2 applicants that include a research component, the proposal should include a thorough description of the role and responsibilities of the research partner/organization, provide a brief biographical statement about the proposed research partner's qualifications in conducting field research including citations to relevant prior evaluations, and describe how the partner(s) are uniquely qualified to produce the intended project outcomes and deliverables.

4. **Plan for Collecting the Data Required for this Solicitation's Performance Measures (10 percent)**
   For Category 2 applicants, identify a plan for responding to BJA performance measures and who will be responsible for data collection and reporting. Category 2 applicants should also provide an overview of the research questions to be answered in the proposed project.

   For all other applicants (Categories 1, 3, and 4), explain how the state or local jurisdiction will know if the program works in order to assess the impact of its efforts. Describe the data the applicant has access to and/or will collect to show a reduction in diversion, abuse, and inappropriate use as a result of program implementation or enhancement. Explain what will be measured, how the information will be used, and who is responsible for reporting on BJA performance measures. Current grantees should describe their progress toward compliance with current BJA performance measurement data reporting.

5. **Plan for Measuring Program Success to Inform Plans for Sustainment (10 percent)**
   Describe how grant-funded activities and partnerships will be leveraged to build long-term support and resources to sustain the PDMP, tribal data-sharing initiative, or multidisciplinary action group when the federal grant ends. Describe the policies, statutes, and regulations that will need to be put in place to support and sustain service delivery. Identify potential sources of funding and a plan to transition from federal funding to continue longer-term services and initiatives.

   Category 2 applicants should describe how research findings will be disseminated at the state or national level including planned publications, briefs, and education outreach efforts. While outreach to the research or academic community may be proposed, BJA is particularly interested in outreach efforts geared toward practitioners or policymakers. Applicants may budget for dissemination activities in pursuit of these goals.

6. **Budget (10 percent)**
   Submit a budget that is 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.[3]

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

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant
- Applications must request funding within programmatic funding constraints (if applicable)
- Applications must be responsive to the scope of the solicitation
- Applications must include all items designated as “critical elements”
- Applicants will be checked against the General Services Administration’s Excluded Parties List

For a list of critical elements, see “What an Application Should Include” under Section D. Application and Submission Information.

[3] 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.

BJA may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation's selection criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers' ratings and any resulting recommendations are advisory only, although their views are considered carefully. 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 under prior BJA and OJP awards, and available funding.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide
3. History of performance
4. Reports and findings from audits
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those 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 may consider factors including, but not limited to, peer review ratings, underserved populations, geographic diversity, strategic priorities, past performance under prior BJA and OJP awards, and available funding when making awards.

F. Federal Award Administration Information

Federal Award Notices
OJP award notification will be sent from GMS. Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

Administrative, National Policy, and other Legal Requirements
If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ or other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist

applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its Solicitation Requirements page of the OJP Funding Resource Center.

Please note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the Apply section of the OJP Funding Resource Center and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

- Standard Assurances

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements[4] with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements which may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via Mandatory Award Terms and Conditions page of the OJP Funding Resource Center.

As stated above, BJA anticipates that it will make any award from this solicitation under Categories 2 and 3 in the form of a cooperative agreement. Cooperative agreement awards include standard "federal involvement" conditions that describe the general allocation of responsibility for execution of the funded program. Generally-stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with BJA.

In addition to any "federal involvement" condition(s), OJP cooperative agreement awards include a special condition specifying certain reporting requirements required in connection with conferences, meetings, retreats, seminars, symposium, training activities, or similar events funded under the award, consistent with OJP policy and guidance on conference approval, planning, and reporting.

[4] *See generally* 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of federal awards, including the Federal Funding Accountability and Transparency Act of 2006 (FFATA)).

General Information about Post-Federal Award Reporting Requirements
Recipients must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with 2 CFR Part 200. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by OJP depending on the statutory, legislative or administrative obligations of the recipient or the program.

G. Federal Awarding Agency Contact(s)

For additional Federal Awarding Agency Contact(s), see the Title page.

For additional contact information for Grants.gov, see the Title page. **Error! Reference source not found.**

H. Other Information

Provide Feedback to OJP
To assist OJP in improving 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. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This e-mail is for feedback and suggestions only. Replies are **not** sent 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 help 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, please e-mail your resume to ojppeerreview@lmbps.com. The OJP Solicitation Feedback email 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.

Application Checklist
FY 2015 Harold Rogers Prescription Drug Monitoring Program

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:
_____ Acquire a DUNS Number (see page 22)
_____ Acquire or renew registration with SAM (see page 22)

To Register with Grants.gov:
_____ Acquire AOR and Grants.gov username/password (see page 22)
_____ Acquire AOR confirmation from the E-Biz POC (see page 22)

To Find Funding Opportunity:
_____ Search for the Funding Opportunity on Grants.gov (see page 22)
_____ Select the correct Competition ID (see page 23)
_____ Download Funding Opportunity and Application Package (see page 23)
_____ Sign up for Grants.gov email notifications (optional) (see page 21)
_____ Read Important Notice: Applying for Grants in Grants.gov

After application submission, *receive Grants.gov email notifications that:*
_____ (1) application has been received,
_____ (2) application has either been successfully validated or rejected with errors (see page 23)
If no Grants.gov receipt, and validation or error notifications are received:
_____ contact the NCJRS Response Center regarding experiencing technical difficulties (see page 23)

General Requirements:

_____ Review the Solicitation Requirements in the OJP Funding Resource Center.

Scope Requirement:

_____ The federal amount requested is within the allowable limits of $500,000 for Category 1 and 3 applicants, $750,000 for Category 2 applicants, and $150,000 for Category 4 applicants.

Eligibility Requirement:
_____ The applicant meets the eligibility requirements specified on the title page.

What an Application Should Include:

_____ Application for Federal Assistance (SF-424) (see page 14)
_____ *Project Abstract (see page 14)
_____ *Program Narrative (see page 14)
_____ *Budget Detail Worksheet (see page 15)
_____ *Budget Narrative (see page 15)
_____ Employee Compensation Waiver request and justification (if applicable)

(see page 12)

_____ Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm (see page 12)

_____ Disclosure of Lobbying Activities (SF-LLL) (see page 21)

_____ Indirect Cost Rate Agreement (if applicable) (see page 17)

_____ Tribal Authorizing Resolution (if applicable) (see page 17)

_____ Applicant Disclosure of High Risk Status (see page 17)

_____ Additional Attachments (see page 18)

_____ Applicant Disclosure of Pending Applications

_____ Research and Evaluation Independence and Integrity

_____ Letters of Support and/or Memoranda of Understanding/Agreement (if applicable)

_____ Logic Model

_____ Project Timeline

_____ Position Descriptions

_____ Financial Management and System of Internal Controls Questionnaire (if applicable)(see page 21)