

**U.S. Department of Justice**  
Office of Justice Programs  
*Office of Juvenile Justice and Delinquency Prevention*



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## **OJJDP FY 2020 Juvenile Drug Treatment Court Program FY 2020 Competitive Grant Solicitation**

**CFDA #16.585**

**Grants.gov Solicitation Number:** OJJDP-2020-17051

**Solicitation Release Date:** January 29, 2020

**UPDATED Application Deadline:** 11:59 p.m. eastern time (ET) on April 13, 2020

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) is seeking applications for funding for the fiscal year (FY) 2020 Juvenile Drug Treatment Court Program. This program furthers the Department's mission by providing resources to state, local, and tribal governments to create and enhance juvenile drug treatment court programs for youth in the justice system with substance abuse problems, specifically related to opioid abuse.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.

### **Eligibility** (Who may apply):

The following entities are eligible to apply:

- states and territories,
- state and local courts,
- units of local government,<sup>1</sup> and

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<sup>1</sup> A "unit of local government" means—

(a) Any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a state.

(b) Any law enforcement district or judicial enforcement district that—

(i) is established under applicable state law, and

(ii) has the authority to, in a manner independent of other state entities, establish a budget and impose taxes.

(c) An Indian tribe that performs law enforcement functions, as determined by the Secretary of the Interior; or

(d) For the purposes of assistance eligibility, any agency of the government of the District of Columbia or the federal government that performs law enforcement functions in and for—

(i) the District of Columbia, or

(ii) any Trust Territory of the United States.

- federally recognized Indian tribal governments acting on behalf of a single jurisdiction drug court.

Eligible applicants who propose to provide direct services must not include the provision of services to any person who is older than age 18.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

This solicitation is composed of two grant categories. Information regarding the specific eligibility requirements for each category can be found below. Applicants must clearly designate the category for which they are applying.

**Category 1: Juvenile Drug Treatment Court Planning and Implementation - OJJDP-2020-18092**

Juvenile Drug Treatment Court Planning and Implementation grants are available to jurisdictions that want to establish a juvenile drug treatment court. These grants are for jurisdictions where no juvenile drug court currently exists or a juvenile drug court has been operational for less than a year.

**Category 2: Juvenile Drug Treatment Court Enhancement - OJJDP-2020-18152**

Juvenile Drug Treatment Court Enhancement grants are available to jurisdictions with a fully operational (for at least 1 year) juvenile drug treatment court to enhance the operation of the court. Jurisdictions applying for funding under this category must have courts that have been fully operational for at least 1 year.

**Contact Information**

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, at <https://www.grants.gov/web/grants/support.html>, or at [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the National Criminal Justice Reference Service Response Center (Response Center) at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under “Experiencing Unforeseen Grants.gov Technical Issues” in the How To Apply (Grants.gov) section in the [OJP Grant Application Resource Guide](#).

For assistance with any other requirements of this solicitation, contact the Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only) or by email at [grants@ncjrs.gov](mailto:grants@ncjrs.gov). Response Center hours of operation are 10 a.m. to 6 p.m. ET, Monday through Friday, and 10 a.m. to 8 p.m. ET on the solicitation close date. General information on applying for OJJDP awards can be found at <https://www.ojjdp.gov/funding/funding.html>. Answers to frequently asked questions that may assist applicants are posted at <https://ojjdp.ojp.gov/sites/g/files/xyckuh176/files/media/document/ojjdp-2020-17051-faqs.pdf>.

## **Deadline Details**

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/register.html> prior to submitting an application. All applications are due by 11:59 p.m. eastern time (ET) on April 13, 2020.

To be considered timely, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date, to allow time for the applicant 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.

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

OJP encourages all applicants to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see the “How to Apply (Grants.gov)” section in the [OJP Grant Application Resource Guide](#).

## Contents

A.	Program Description.....	5
	Overview .....	5
	Program-Specific Information .....	5
	Goals, Objectives, and Deliverables .....	7
	Evidence-Based Programs or Practices .....	8
	Information Regarding Potential Evaluation of Programs and Activities .....	9
B.	Federal Award Information.....	9
	Type of Award .....	9
	Financial Management and System of Internal Controls .....	9
	Budget Information .....	9
	Cost Sharing or Match Requirement.....	9
	Preagreement Costs (also known as Preaward Costs).....	10
	Limitation on Use of Award Funds for Employee Compensation; Waiver.....	10
	Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs .....	10
	Costs Associated With Language Assistance (if applicable).....	10
C.	Eligibility Information .....	10
D.	Application and Submission Information .....	10
	What an Application Should Include .....	10
	How To Apply (Grants.gov) .....	14
E.	Application Review Information.....	15
	Review Criteria .....	15
	Review Process.....	16
F.	Federal Award Administration Information.....	17
	Federal Award Notices .....	17
	Administrative, National Policy, and Other Legal Requirements .....	17
	Information Technology (IT) Security Clauses .....	17
	General Information About Post-Federal Award Reporting Requirements .....	17
G.	Federal Awarding Agency Contact(s).....	18
H.	Other Information.....	18
	Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a) .....	18
	Provide Feedback to OJP .....	18
	Appendix A: Application Checklist .....	19

# OJJDP 2020 Juvenile Drug Treatment Court Program

## CFDA #16.585

### A. Program Description

#### Overview

As authorized by 34 U.S.C. 10611 et seq., the Juvenile Drug Treatment Court Program builds the capacity of states, state and local courts, units of local government, and federally recognized tribal governments to implement new juvenile drug treatment courts and enhance existing juvenile drug treatment courts (JDTCs) for individuals with substance abuse problems<sup>2</sup> or co-occurring mental health disorders, including histories of trauma.

#### Program-Specific Information

JDTCs allow for intensive judicial supervision of youth and the provision of treatment to eligible, drug-involved juvenile offenders with the goal of reducing recidivism and substance abuse. The purpose of this solicitation is to implement new JDTCs and provide support to existing JDTCs to enhance treatment services. Applicants are expected to develop and implement a sustainability plan during the grant period to continue operation of the juvenile drug treatment court when the grant ends.

Per 34 U.S.C. 10612, any drug treatment court that receives funds under this program may not permit participation by violent offenders. For the purposes of this solicitation, the term “violent offender” includes a juvenile who has been convicted of or adjudicated delinquent for a felony-level offense that (1) has as an element the use, attempted use, or threatened use of physical force against the person or property of another, or the possession or use of a firearm or (2) by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense. See 34 U.S.C. 10613. Funding will be immediately suspended if DOJ determines that violent offenders are participating in any program funded under this solicitation.

The JDTC must also meet the requirements of 34 U.S.C. 10611(a), including:

- Continuing judicial supervision over juveniles, and other individuals under the jurisdiction of the court, with substance abuse problems who are not violent offenders.
- Coordination with the appropriate state or local prosecutor.
- The integrated administration of other sanctions and services, which shall include:

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<sup>2</sup> When describing substance abuse, the [Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition](#) uses the term “substance use disorder” for the clinical and functional assessment of an individual’s recurrent use of alcohol and/or drugs that cause significant impairment, such as health problems; disabilities; or failure to meet work, school, or home responsibilities. For more information, see <https://www.samhsa.gov/disorders/substance-use>.

- Mandatory periodic testing for the use of controlled substances or other addictive substances during any period of supervised release or probation for each participant.
  - Substance abuse treatment for each participant.
  - Diversion, probation, or other supervised release involving the possibility of prosecution, confinement, or incarceration based on noncompliance with program requirements or failure to show satisfactory progress.
  - Offender management and aftercare services such as relapse prevention, healthcare, education, vocational training, job placement, housing placement, and child care or other family support services for each participant who requires such services.
  - Payment, in whole or in part, by the offender for treatment costs, to the extent practicable, such as costs for urinalysis or counseling.
  - Payment, in whole or in part, by the offender, of restitution, to the extent practicable, to either a victim of the offender's offense or to a restitution or similar victim support fund
- Although the authorizing statute requires JDTC Program grant recipients to require participant payments for treatment and restitution, it does not allow recipients to impose a fee on an offender that would interfere with his rehabilitation. Applicants should include in their application provisions for determining if these costs would interfere with an offender's rehabilitation or graduation. See 34 U.S.C. 10611(b).
  - Furthermore, consistent with the authorizing statute at 34 U.S.C. 10611(c) JDTC Program grant recipients must require mandatory periodic drug testing that is accurate and practicable. Each participant must be tested for every controlled substance that the participant has been known to abuse and for any that the court may require. The courts must impose graduated sanctions that increase punitive measures, therapeutic measures, or both whenever a participant fails a drug test. Such sanctions and measures may include, but are not limited to one or more of the following:
    - Incarceration.
    - Detoxification treatment.
    - Residential treatment.
    - Increased time in the program.
    - Termination from the program.
    - Increased drug screening requirements.
    - Increased court appearances.
    - Increased counseling.
    - Increased supervision.
    - Electronic monitoring.
    - In-home restriction.
    - Community service.

- Family counseling.
- Anger management classes.

Furthermore, juvenile drug treatment courts must also meet the requirements of 34 U.S.C. 10611(d). The requirements include:

1. Provide a long-term strategy and detailed implementation plan that shall provide for the consultation and coordination with appropriate state and local prosecutors, particularly when program participants fail to comply with program requirements.
2. Explain the inability to fund the program adequately without federal assistance.
3. Certify that the federal support provided will be used to supplement, and not supplant, state, Indian tribal, and local sources of funding that would otherwise be available.
4. Identify related governmental or community initiatives that complement or will be coordinated with the proposal.

### **Goals, Objectives, and Deliverables**

#### Category 1: Juvenile Drug Treatment Court Planning and Implementation

This category will support jurisdictions that have identified a need to establish a JDTC. Funding under this program will support a 12-month planning process that will educate the JDTC team about the basic components of a JDTC and develop a program that integrates court and treatment functions. OJJDP expects the court to be operational and providing services at the conclusion of the planning process.

Applicants must include in their application:

- Signed letters of commitment from each of the key drug court team members: judge, prosecutor, defense attorney, treatment provider, drug court coordinator, law enforcement, and community supervision representative.
- A plan to hire a JDTC coordinator to manage the coordination of activities and the strategic plan.
- Certification that all treatment programs and providers used in the drug court program are licensed, certified, or accredited by appropriate state government or professional agencies.

At the conclusion of the planning process, the grantee must produce the following deliverables: a strategic plan for program implementation that includes a timeline for implementing the program and a JDTC Policies and Procedures Manual for the program.

#### Category 2: Juvenile Drug Treatment Court Enhancement

The goal of this category is to expand adolescent substance use disorder (SUD) treatment services in existing JDTCs, including screening, assessment, case management, recovery support services, and program coordination to JDTC participants. Successful applicants will be expected to provide a coordinated, multisystem approach designed to combine the judicial oversight authority of JDTCs with effective SUD treatment services in order to reduce recidivism

and substance abuse. Applicants should propose to improve access and availability of adolescent (and family when appropriate) SUD services to a larger number of clients, increasing the number of individuals served, and/or propose enhancements to improve the quality of treatment services by adding evidence-based treatment approaches or adding new treatment services to address unmet needs or emerging trends.

Applicants should describe the long-term strategy and detailed implementation plan to enhance the JDTC and include an overview of (1) the JDTC's current practices and (2) proposed enhancements to change or implement during the project period.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under [What an Application Should Include](#).

### **OJP Priority Areas**

In FY 2020, OJP is supporting the priority areas identified below. Applications proposing activities in the following areas will be given priority consideration:

- Addresses the specific challenges that rural and underserved communities face with limited opportunity to access juvenile drug treatment courts.
- Encouraging program investments in economically distressed communities (Qualified Opportunity Zones).

In addition, under this solicitation, priority consideration will be given to states and localities that have high concentrations of opioid-related cases.

To receive priority consideration under the rural priority, applicants must describe what makes the geographic service area rural (using U.S. Census or other appropriate government data), how isolated the area is from needed services, and how they will address specific public safety challenges in rural communities.

To receive priority consideration under the Qualified Opportunity Zones priority, applicants must include information that specifies how the project will enhance public safety in the specified QOZs. For resources on QOZs, and for a current list of designated QOZs, see the U.S. Department of the Treasury's resource webpage, accessible at <https://www.cdfifund.gov/pages/opportunity-zones.aspx>.

To receive priority consideration under the high concentrations of opioid-related cases priority, applicants must provide opioid-related data in the statement of the problem to show evidence that the problem exists, demonstrate the size and scope of the opioid problem, and document the effects of the opioid problem on the target population and the larger community.

### **Evidence-Based Programs or Practices**

OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).



### Information Regarding Potential Evaluation of Programs and Activities

Applicants should note that OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section titled “Information Regarding Potential Evaluation of Programs and Activities.”

### B. Federal Award Information

Maximum number of awards OJJDP expects to make	13 awards
Estimated maximum dollar amount for each award	Category 1: up to 5 awards of \$500,000 each Category 2: up to 8 awards of \$600,000 each
Total amount anticipated to be awarded under solicitation	\$7,200,000
Period of performance start date	October 1, 2020
Period of performance duration	Category 1: 48 months Category 2: 48 months

OJJDP encourages applicants to partner with community providers of services, if applicable and appropriate.

Under this solicitation, only one application by any particular applicant entity will be considered. An entity may, however, be proposed as a subrecipient (subgrantee) in more than one application.

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

#### Type of Award

OJJDP expects to make awards under this solicitation as grants. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for additional information.

#### Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements<sup>3</sup> as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [OJP Grant Application Resource Guide](#) for additional information.

#### Budget Information

##### Cost Sharing or Match Requirement

This solicitation requires a 25 percent **cash or in-kind match**. See the [OJP Grant Application Resource Guide](#) for additional information on this match requirement.

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<sup>3</sup> The “Part 200 Uniform Requirements” means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

[Pre-agreement Costs \(also known as Pre-award Costs\)](#)  
[Limitation on Use of Award Funds for Employee Compensation; Waiver](#)  
[Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)  
[Costs Associated with Language Assistance \(if applicable\)](#)

## C. Eligibility Information

For eligibility information, see the title page.

For information on cost sharing or match requirements, see [Cost Sharing or Match Requirement](#).

## D. Application and Submission Information

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the “Disclosure of Process Related to Executive Compensation” provisions in the “Application Attachments” section of the [OJP Grant Application Resource Guide](#).

### What an Application Should Include

The following application elements MUST be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding: Program Narrative, Budget Detail Worksheet, and Budget Narrative.

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all of the specified elements or that is nonresponsive to the scope of the solicitation.

### 1. Application for Federal Assistance (Standard Form (SF)-424)

The SF-424 is a required standard form used as a cover sheet for submission of preapplications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

**Intergovernmental Review:** This solicitation (“funding opportunity”) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the “Program is not covered by E.O. 12372.”)

### 2. Project Abstract

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

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

The abstract should briefly describe the project's purpose, the population to be served, and the activities that the applicant will implement to achieve the project's goals and objectives. The abstract should describe how the applicant will measure progress toward these goals. The abstract should indicate whether the applicant will use any portion of the project budget to conduct research, as described in Note on Project Evaluations on page 9. All project abstracts should follow the detailed template available at [www.ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf](http://www.ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf).

### 3. Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative should be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11 inches, and use a standard 12-point Times New Roman font. Pages should be numbered "1 of 30," etc. The tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced and will count in the 30-page limit. Material required under the Budget and Budget Narrative and Additional Attachments sections will not count toward the program narrative page count. Applicants may provide bibliographical references as a separate attachment that will not count toward the 30-page program narrative limit. If the program narrative fails to comply with these length-related restrictions, OJJDP may negatively consider such noncompliance in peer review and in final award decisions.

The program narrative should address the following selection criteria: (1) statement of the problem, (2) project design and implementation, (3) capabilities and competencies, and (4) plan for collecting the data required for this solicitation's performance measures. The applicant should clearly delineate the connections between and among each of these sections. For example, the applicant should derive the goals and objectives directly from the problems to be addressed. Similarly, the project design section should clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

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

- a. **Statement of the Problem.** Applicants should briefly describe the nature and scope of the problem that the program will address (e.g., youth with substance abuse problems who come in contact with the juvenile court, prevalence of substance use by youth, and types of substances being used by youth). The applicant should use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Any data or research referenced in the narrative should include information about the source of the data and/or a citation. Applicants should describe the target population and any previous or current attempts to address the problem.

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

- b. **Project Design and Implementation.** Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. Applicants should describe how they will complete the deliverables stated in the Goals, Objectives, and Deliverables section on page 7. OJJDP encourages applicants to select evidence-based practices for their programs.

This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project and discuss plans for sustainability beyond the grant period.

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

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 14. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

- c. **Capabilities and Competencies.** This section should describe the experience and capability of the applicant organization and any contractors or subgrantees that the applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude. Applicants should highlight their experience/capability/capacity to manage subawards, including details on their system for fiscal accountability. Management and staffing patterns should be clearly connected to the project design described in the previous section. Applicants should describe the roles and responsibilities of project staff and explain the program’s organizational structure and operations. Applicants should include a copy of an organizational chart showing how the organization operates, including who manages the finances; how the organization manages subawards, if there are any; and the management of the project proposed for funding.

**Note:** Applicants applying under **Category 1: Juvenile Drug Treatment Court Planning and Implementation** must submit the required letters of commitment as described on page 7.

- d. **Plan for Collecting the Data Required for This Solicitation’s Performance Measures.** OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under "[Goals, Objectives, and Deliverables](#)."

Applicants should visit OJP’s performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

Award recipients will be required to provide the relevant data by submitting semi-annual performance metrics through OJJDP's online Performance Measurement Tool (PMT), located at <https://ojpsso.ojp.gov/>. Applicants should review the complete list of performance measures for this solicitation here: [Discretionary Programs 2.0 Performance Measures Grid – System Improvement](#) (Category 1: Juvenile Drug Treatment Court Planning and Implementation) and [Juvenile Drug Court Performance Measures Grid](#) (Category 2: Juvenile Drug Treatment Court Enhancement).

The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

#### **Note on Project Evaluations**

An applicant that proposes to use award funds through this solicitation to conduct project evaluations should follow the guidance under Note on Project Evaluations in the [OJP Grant Application Resource Guide](#).

**Please see the [OJP Grant Application Resource Guide](#) for information on the following:**

4. [Budget Information and Associated Documentation](#) in the Budget Preparation and Submission Information section.
5. [Indirect Cost Rate Agreement](#)
6. **Tribal Authorizing Resolution (if applicable)**

The following two paragraphs in this solicitation expressly modify the "Tribal Authorizing Resolution" provisions in the [OJP Grant Application Resource Guide](#). An applicant is to follow the guidance in these two paragraphs instead of the guidance stated under the "Tribal Authorizing Resolution" heading in the Guide.

An application in response to the solicitation may require inclusion of information related to a tribal authorizing resolution. A tribe, tribal organization, or third party that proposes to provide direct services or assistance to residents on tribal lands should include in its application a resolution, letter, affidavit, or other documentation, as appropriate, that demonstrates (as a legal matter) that the applicant has the requisite authorization from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for an award 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 award. 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.

An applicant unable to submit an application that includes a fully executed (i.e., signed) copy of legal appropriate documentation, as described above, consistent with the applicable tribe's governance structure, should 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, OJP will make use of and access to award funds contingent on receipt of the fully executed legal documentation.

7. [Financial Management and System of Internal Controls Questionnaire \(including applicant disclosure of high-risk status\)](#)
8. [Disclosure of Lobbying Activities](#)
9. [Applicant Disclosure of Pending Applications](#)
10. [Applicant Disclosure and Justification – DOJ High-Risk Grantees](#)<sup>4</sup>
11. [Research and Evaluation Independence and Integrity](#)
12. **Additional Attachments**

Applicants should submit the following information, as stipulated in the cited pages, as attachments to their applications. While the materials listed below are not assigned specific point values, peer reviewers will, as appropriate, consider these items when rating applications. For example, reviewers will consider résumés when assessing “capabilities/competencies.” Peer reviewers will not consider any additional information that the applicant submits other than that specified below.

- a. **Documentation of Anticipated Benefit to Qualified Opportunity Zones (if applicable).** As is mentioned above, OJP will, give priority consideration in award decisions to applications that propose projects that will likely enhance public safety in federally designated Qualified Opportunity Zones (QOZs). Each applicant proposing a project it anticipates will likely enhance public safety in one or more QOZs should provide a sufficient narrative explanation in order for OJP to identify clearly the public safety benefit the applicant anticipates that its project will have on a specified QOZ(s). The narrative and the list of impacted QOZs (by census tract number) must be included as an attachment that is clearly labeled as addressing QOZs. The applicant may also include tables, charts, graphs, or other relevant illustrations that may be useful in comprehending the manner in which the proposed project is anticipated to benefit a QOZ(s).
- b. **Documentation of Rural Challenges (if applicable).** As is mentioned above, OJP will, give priority consideration in award decisions to applications that address

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<sup>4</sup> A “DOJ High-Risk Grantee” is a recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

the specific public safety challenges that rural communities face. Each applicant proposing a project that will receive priority consideration under the rural priority should provide a sufficient narrative to include what makes the geographic service area rural (using U.S. Census or other appropriate government data), how isolated the area is from needed services, and how they will address specific public safety challenges in rural communities. The narrative must be included as an attachment that is clearly labeled as addressing rural challenges.

- c. Timeline or milestone chart (see page 12).
- d. Résumés of all key personnel.
- e. Job descriptions outlining roles and responsibilities for all key positions.
- f. Category 1: Juvenile Drug Treatment Court Planning and Implementation—Signed letters of commitment from each of the key drug court team members (see page 7).

### **How To Apply (Grants.gov)**

Applicants must register in and submit applications through [Grants.gov](https://www.grants.gov), a primary source to find federal funding opportunities and apply for funding. Find information on how to apply in response to this solicitation in the [OJP Grant Application Resource Guide](#).

### **Registration and Submission Steps**

Applicants will need the following identifying information when searching for the funding opportunity on Grants.gov.

- 16.585, OJJDP FY 2020 Juvenile Drug Treatment Court Program
  - OJJDP-2020-17051
  - **Category 1: Juvenile Drug Treatment Court Planning and Implementation - OJJDP-2020-18092**
  - **Category 2: Juvenile Drug Treatment Court Enhancement - OJJDP-2020-18152**

For information on each registration and submission step, see the [OJP Grant Application Resource Guide](#).

## **E. Application Review Information**

### **Review Criteria**

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

1. Statement of the Problem (10%)
2. Project Design and Implementation (45%)
3. Capabilities and Competencies (25%)
4. Plan for Collecting the Data Required for This Solicitation's Performance Measures (10%)



5. Budget (10%): complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally 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.<sup>5</sup>

## **Review Process**

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

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether an application meets basic minimum requirements and should proceed to further consideration, OJP screens applications for compliance with those requirements. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

For a list of the application elements that **MUST** be included in the application submission in order for an application to meet the basic minimum requirements, see “What an Application Should Include” under Section D. Application and Submission Information.

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. OJJDP may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation’s review criteria. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. Peer reviewers’ ratings and any resulting recommendations are advisory only, but are considered carefully.

Other important considerations for OJJDP include geographic diversity, strategic priorities (specifically including, but not limited to, addressing public safety challenges that rural communities face and/or demonstrable potential enhancement to public safety in one or more federally designated Qualified Opportunity Zones), available funding, and the extent to which the Budget Detail Worksheet and Budget Narrative accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory

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<sup>5</sup> 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.



record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in the System for Award Management (SAM) as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the nonpublic segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

**Important note on FAPIIS:** An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

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 take into account not only peer review ratings and OJJDP recommendations, but also other factors as indicated in this section.

## **F. Federal Award Administration Information**

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

### [Federal Award Notices](#)

#### [Administrative, National Policy, and Other Legal Requirements](#)

OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance).

For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

### [Information Technology \(IT\) Security Clauses](#)

#### [General Information About Post-Federal Award Reporting Requirements](#)

In addition to the deliverables described in [Goals, Objectives, and Deliverables](#), any recipient of an award under this solicitation will be required to submit certain reports and data.

Required reports. Recipients typically must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data.

## **G. Federal Awarding Agency Contact(s)**

For OJP contact(s), see page 2.

For contact information for Grants.gov, see page 2.

## **H. Other Information**

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

[Freedom of Information and Privacy Act \(5 U.S.C. 552 and 5 U.S.C. 552a\)](#)

[Provide Feedback to OJP](#)

## Appendix A: Application Checklist

### OJJDP FY 2020 Juvenile Drug Treatment Court Program

This application checklist has been created as an aid in developing an application.

#### What an Applicant Should Do:

##### *Prior to Registering in Grants.gov:*

- Acquire a DUNS Number (see [OJP Grant Application Resource Guide](#))
- Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

##### *To Register with Grants.gov:*

- Acquire AOR and Grants.gov username/password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Biz POC (see [OJP Grant Application Resource Guide](#))

##### *To Find Funding Opportunity:*

- Search for the Funding Opportunity on Grants.gov (see [OJP Grant Application Resource Guide](#))
- Select the correct Competition ID (see page 15)
- Access Funding Opportunity and Application Package (see [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm) (see [OJP Grant Application Resource Guide](#))

##### *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 [OJP Grant Application Resource Guide](#))

##### *If No Grants.gov Receipt, and Validation or Error Notifications Are Received:*

- Contact the Response Center at [grants@ncirs.gov](mailto:grants@ncirs.gov) to request to submit the application after the deadline because of unforeseen technical issues (see [OJP Grant Application Resource Guide](#))

#### Overview of Post-Award Legal Requirements:

- Review the ["Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2020 Awards"](#) in the [OJP Funding Resource Center](#).

**Scope Requirement:**

- The federal amount requested is within the allowable limit of:
  - Category 1: up to \$500,000
  - Category 2: up to \$600,000

**Eligibility Requirement:** See title page.

**What an Application Should Include:**

The following items are critical application elements required to pass BMR review. An application that OJP determines does not include the application elements that must be included in the application submission in order for the application to meet the basic minimum requirements, will neither proceed to peer review nor receive further consideration.

- Program Narrative (see page 11)
  - Budget Detail Worksheet (including Budget Narrative) (see [OJP Grant Application Resource Guide](#))
- 
- Application for Federal Assistance (SF-424) (see page 10)
  - Project Abstract (see page 11)
  - Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
  - Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
  - Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
  - [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
  - Applicant Disclosure of Pending Applications (see [OJP Grant Application Resource Guide](#))
  - Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))

Additional Attachments

(see page 15)

- Documentation of anticipated benefit to federally designated Qualified Opportunity Zones (if applicable)
- Documentation of rural challenges (if applicable)
- Timeline
- Résumés of all key personnel
- Job descriptions outlining roles and responsibilities for all key positions
- Category 1: Juvenile Drug Treatment Court Planning and Implementation—Signed letters of from each of the keydrug court team members (see page 7)