

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



---

## Comprehensive Opioid, Stimulant, and Substance Abuse Site-based Program (COSSAP) FY 2020 Competitive Grant Solicitation

CFDA # 16.838

Grants.gov Solicitation Number: BJA-2020-17023

Solicitation Release Date: February 21, 2020

Application Deadline: 11:59 p.m. eastern time on May 21, 2020

---

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications to develop, implement, or expand comprehensive programs in response to illicit opioids, stimulants, or other substances of abuse. This program furthers the Department's mission by providing resources to support state, local, tribal, and territorial efforts to reduce violent crime and drug abuse and enhance public safety while supporting victims.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. It 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)

#### Category 1: Local or Tribal Applications

- Units of local government
- Federally recognized Indian tribal governments

Jurisdictions without a county or local government-based addiction service system may designate the State Administering Agency (SAA) to serve as the primary applicant in Category 1. Applicants should ensure they apply under the appropriate subcategory below, based on the population of the proposed project area:

**Subcategory 1a** – An urban area or large county with a population greater than 500,000

**Subcategory 1b** – A suburban area or medium-size county with a population between 100,000 and 500,000

**Subcategory 1c** – A rural area or small county or tribal area with a population of fewer than 100,000 or a federally recognized Indian tribe. A rural area is defined as:

- (a) any area or community, respectively, no part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget;
- (b) any area or community, respectively, that is—(i) within an area designated as a metropolitan statistical area or considered as part of a metropolitan statistical area; and (ii) located in a rural census tract; or
- (c) any federally recognized Indian tribe.

### **Category 2: State Applications**

Applicants are limited to the SAA responsible for directing criminal justice planning, the State Alcohol and Substance Abuse Agency, or other state agency appropriate for the scope of the project.. Category 2 state applicants apply for funding on behalf of localities, tribal entities, or regions within the state and assist with the implementation of projects at multiple sites within the state.

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

### **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 contact identified below **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 unforeseen Grants.gov technical issues beyond an applicant’s control that prevent it from submitting its application by the deadline, or any other requirement of this solicitation, contact the National Criminal Justice Reference Service (NCJRS) Response Center: toll-free at 800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email [grants@ncjrs.gov](mailto:grants@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.

### **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 on May 21, 2020.

To be considered punctual, 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

<b>A. Program Description</b> .....	5
Overview .....	5
Objectives and Deliverables.....	5
OJP Policy Priority Areas for Categories 1 and 2 .....	7
Evidence-based Programs or Practices.....	8
Information Regarding Potential Evaluation of Programs and Activities .....	8
<b>B. Federal Award Information</b> .....	8
Financial Management and System of Internal Controls .....	9
Budget Information.....	9
Cost Sharing or Match Requirement.....	10
Pre-agreement Costs (also known as Pre-award 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
<b>C. Eligibility Information</b> .....	10
<b>D. Application and Submission Information</b> .....	10
What an Application Should Include .....	10
How To Apply (Grants.gov).....	14
Registration and Submission Steps .....	14
<b>E. Application Review Information</b> .....	15
Review Criteria .....	15
Review Process .....	18
<b>F. Federal Award Administration Information</b> .....	19
Federal Award Notices.....	19
Administrative, National Policy, and Other Legal Requirements .....	19
Information Technology (IT) Security Clauses.....	20
General Information About Post-federal Award Reporting Requirements.....	20
<b>G. Federal Awarding Agency Contact(s)</b> .....	20
<b>H. Other Information</b> .....	20
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).....	20
Provide Feedback to OJP .....	20
Appendix A: Application Checklist .....	21

# COMPREHENSIVE OPIOID, STIMULANT, AND SUBSTANCE ABUSE SITE-BASED PROGRAM CFDA #16.838

## A. Program Description

### Overview

The Comprehensive Opioid, Stimulant, and Substance Abuse Program (COSSAP) was developed as part of the Comprehensive Addiction and Recovery Act (CARA) legislation. COSSAP's purpose is to provide financial and technical assistance to states, units of local government, and Indian tribal governments to develop, implement, or expand comprehensive efforts to identify, respond to, treat, and support those impacted by illicit opioids, stimulants, and other drugs of abuse.

### Statutory Authority

34 U.S.C. 10701

### Program-specific Information

Our nation's substance abuse problem is a public safety and health emergency that threatens the wellbeing of individuals who abuse drugs and impacts the safety of communities. It is impacting first responders, the criminal justice system, child welfare and foster care, and behavioral health systems. Responding to this epidemic is one of DOJ's top priorities.

Since 2017, BJA has supported innovative work in nearly 300 Comprehensive Opioid Abuse Program (COAP) sites. Examples of successful BJA-funded COAP projects can be found at: <https://www.coapresources.org/#COAPHOME>.

### Objectives and Deliverables

COSSAP aims to reduce the impact of opioids, stimulants, and other substances on individuals and communities, including a reduction in the number of overdose fatalities, as well as mitigate the impacts on crime victims by supporting comprehensive, collaborative initiatives.

Note that grantees are prohibited from using federal funds to support activities that violate the Controlled Substances Act.

### Category 1: Local applications

The objective of Category 1 is to encourage and support the development of comprehensive, locally driven responses to opioids, stimulants, and other substances that expand access to supervision, treatment, and recovery support services across the criminal justice system; support law enforcement and other first responder diversion programs for nonviolent drug offenders; promote education and prevention activities; and address the needs of children impacted by substance abuse.

### *Allowable Uses of Category 1 Funds*

Category 1 grant funds may be used to develop, implement, or expand a combination of the allowable use activities described below, or be concentrated on one, so long as the proposed budget is appropriate and justified.

- Prebooking or postbooking treatment alternative-to-incarceration programs that serve individuals at high risk for overdose or substance abuse.
- Law enforcement and other first responder diversion programs. A variety of multidisciplinary overdose prevention, response, and diversion and referral models, led by law enforcement and other first responders, have emerged in communities throughout the nation. Examples of such models include the Law Enforcement Assisted Diversion (LEAD) model and the Police Assisted Addiction and Recovery Initiative (PAARI). OJP anticipates a minimum of \$10 million in COSSAP funds will be used to support communities seeking to replicate the LEAD model per congressional report language.
- Education and prevention programs to connect law enforcement agencies with K-12 students. Per congressional report language, no less than \$5 million will be made available for this activity.
- Embedding social services with law enforcement in order to rapidly respond to drug overdoses where children are impacted. Per congressional report language, no less than \$10 million will be made available for this activity.
- Comprehensive, real-time, regional information collection, analysis, and dissemination.
- Naloxone for law enforcement and other first responders.
- Identifiable and accessible take-back programs for unused controlled substances found in the home and used by hospitals and long-term care facilities.
- Evidence-based treatment, such as medication-assisted treatment (MAT), as well as recovery support services including transitional or recovery housing and peer recovery support services. No more than 30 percent of total grant funds may be used for transitional or recovery housing.
- Court-based intervention programs or family court programming to prioritize and expedite treatment and recovery services to individuals at high risk for overdose. Funding is available under other BJA solicitations to implement or enhance an adult drug court and/or a veterans treatment court. As such, implementing or enhancing these court models is not an allowable funding activity under this solicitation.

Additional program information may be found at [www.coapresources.org](http://www.coapresources.org).

### **Category 2: Applications from states on behalf of county, local, municipal, or tribal communities**

The objective of Category 2 is to support states in their efforts to implement and enhance one or more of the allowable activities detailed under Category 1 in a **minimum of six** geographically diverse counties, localities, or regions.

The state may retain up to \$800,000 in total (not annually) for administrative purposes and to support the mandatory deliverables. In addition to the \$800,000 that may be retained for administrative expenses, a portion of the funds may be used to support an independent evaluation of project activities. The balance of the funds must be subawarded to local communities, regions, or tribal entities.

#### ***Deliverables for Category 2***

- Select and provide subawards to a minimum of six geographically diverse localities or regions within the state within 9 months of the grant award.

- Implement one or more of the allowable activities detailed under Category 1.
- Support a robust planning period for the sites, if needed, to support implementation efforts at each of the sites.
- Coordinate cross-site training and peer-to-peer learning.  
If the proposed project is solely for program evaluation or includes an evaluation component, provide a copy of any evaluation report prior to the close of the grant period.

Applicants applying for funding under Categories 1 or 2 must:

- Agree to work closely with a researcher selected by BJA who may conduct a site-specific or cross-site evaluation in future years.

The 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](#).

### **Program-specific Priority Areas**

In FY 2020, and in addition to executing any OJP policy prioritization that may be applicable, priority consideration will be given to applicants that demonstrate the state, or regions within the state, has been disproportionately impacted by the abuse of illicit opioids, stimulants, or others substances as evidenced, in part, by:

- A high rate of primary treatment admissions for heroin or other opioids
- High rates of overdose deaths; and/or
- A lack of accessibility to treatment providers and facilities and to emergency medical services.

To receive priority consideration under this priority, applicants must include a clear and complete description in the program narrative.

### **OJP Policy Priority Areas for Categories 1 and 2**

In FY 2020, and in addition to executing any program-specific prioritization that may be applicable, OJP will give priority consideration to applications as follows:

- Applications that address specific challenges that rural communities face.
- Applications that demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent-poverty counties.
- Applications that offer enhancements to public safety in economically distressed communities (Qualified Opportunity Zones).

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; for assistance, applicants may wish to refer to <https://www.census.gov/programs-surveys/geography/guidance/geo-areas/urban-rural.html>), how isolated the area is from needed services, and how they will address specific challenges in rural communities.

To receive priority consideration under the poverty priority, the applicant must provide information to demonstrate that the individuals who are intended to benefit from the requested

grant reside in high-poverty areas or persistent poverty counties. For purposes of this priority consideration, the term “high-poverty area” means any census tract with a poverty rate of at least 20 percent as measured by the 2013–2017 5-year data series available from the American Community Survey of the Census Bureau (applicants may search by census tract at <https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/2017/>) and the term “persistent poverty counties” means any county that has had 20 percent or more of its population living in poverty over the past 30 years, as measured by the 1990 and 2000 decennial censuses and the most recent Small Area Income and Poverty Estimates (applicants may search by county at <https://www.census.gov/data/tables/time-series/dec/census-poverty.html> and at <https://www.census.gov/programs-surveys/saipe.html>).

To receive priority consideration under the Qualified Opportunity Zones (QOZs) 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>.

**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 BJA expects to make 120

Estimated maximum dollar amount for each award:

Category	Maximum Funding Amount for Each Award
<b>Category 1: Local applications</b>	
Subcategory 1a – An urban area or large county with a population greater than 500,000.	Up to \$1,200,000
Subcategory 1b – A suburban area or medium-size county with a population between 100,000 and 500,000.	Up to \$900,000
Subcategory 1c – A rural area or small county (as defined in the eligibility section) with a population of fewer than 100,000 or a federally recognized Indian tribe.	Up to \$600,000
<b>Category 2: Applications from states on behalf of county, local, municipal, or tribal communities</b>	Up to \$6,000,000



Total amount anticipated to be awarded under the solicitation	\$156,000,000
Period of performance start date	October 1, 2020
Period of performance duration	36 months

**BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards.** OJP will consider, among other factors, OJP’s strategic priorities, a recipient’s overall management of the award, and progress of award-funded work, when making continuation-award decisions.

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**

BJA 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>1</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**

The budget must explicitly describe how the proposed budget items directly apply to the program design and will assist the applicant in meeting the program objectives.

If an applicant proposes to fund recovery or transitional housing, no more than 30 percent of the total budget may be used for this purpose. For guidance on recovery housing, please see the [U.S. Department of Housing and Urban Development’s Policy Brief](#). Per the Substance Abuse and Mental Health Services Administration, transitional housing typically involves a temporary residence for up to 24 months with wrap-around services to help people stabilize their lives.

Transportation services may be included in the budget. These services may be provided to individuals who are engaged with the courts and have community corrections appointments, treatment- and/or recovery support-related appointments and activities, and require other necessary services to support treatment and recovery and who have no other means of obtaining transportation. Forms of transportation services may include public transportation, ride services, or a licensed and insured driver who is affiliated with an eligible program provider. If such costs are included, the applicant should be able to certify that they are nonredeemable, nontransferrable, and that their use by participants is auditable. The applicant must have written policies for determining eligibility, tracking distribution, and ensuring that passes are only used for transportation related to program activities.

---

<sup>1</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.

In addition to the unallowable costs identified in the [DOJ Grants Financial Guide](#), award funds may not be used for the following:

- Prizes, rewards, entertainment, trinkets, or any other monetary incentives
- Client stipends
- Gift cards
- Purchase vehicles
- Food and beverages

Federal funds may also not be used to replace (supplant) nonfederal dollars that are appropriated for the same purpose. For a definition of supplanting, visit: <https://ojp.gov/grants101/definitions.htm>.

### **Cost Sharing or Match Requirement**

This solicitation does not require a match.

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 [Section B. Federal Award Information](#).

## **D. Application and Submission Information**

### **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, and a Time Task Plan.

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

Include a project abstract that summarizes the proposed program in 400 words or fewer. 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**.

For each project abstract:

- State the legal name of the grant recipient and the title of the project.
- For Category 1 only: State the population size of the community or region being served in the proposed project.
- For Category 2 only: State the communities or regions selected to receive subawards, if known.

An example of a project abstract is below:

[Insert legal name of grant recipient] is applying for funding in the amount of [insert the amount]. This project serves [insert name of area to be served by the project and/or the population size]. The purpose of the project is to [typically takes 3 to 5 sentences and focuses on the primary objectives and deliverables]. The project includes partnerships between [insert project partners]. Priority considerations addressed in this application include [Insert priority considerations. If not applicable, remove this sentence]. Dr. [insert name] from the University of [insert name] serves as the evaluator for the proposed project.

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

## 3. Program Narrative

The program narrative must respond to the solicitation and the review criteria (1–4) listed below in the order given. The program narrative should be double-spaced, using a standard 12-point Times New Roman font with 1-inch margins, and should not exceed 20 pages. Number pages "1 of 20," "2 of 20," etc.

If the program narrative fails to comply with these length restrictions, BJA may negatively 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. Program Design and Implementation
- c. Capabilities and Competencies

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 objectives and deliverables identified under "Objectives and Deliverables" in [Section A. Program Description](#).

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.

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.

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.

Award recipients will be required to provide the relevant data by submitting quarterly performance metrics through BJA's online Performance Measurement Tool (PMT) located at <https://bjapmt.ojp.gov/>. Further information about performance measures can be found at <https://www.coapresources.org/Program/SiteGrants/Grantee/Management>. Applicants should review the information and be familiar with the data needed to be collected to fulfill the reporting requirements by examining the complete list of performance indicators at [Comprehensive Opioid Abuse Site-based Program Combined Performance Measures](#).

**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)
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>2</sup> \(if applicable\)](#)

11. [Research and Evaluation Independence and Integrity](#)

12. [Disclosure of Process Related to Executive Compensation](#)

13. **Additional Attachments**

**a. Documentation of Rural Challenges (if applicable)**

As is mentioned above, OJP will give priority consideration in award decisions to applications that address specific challenges that rural communities face. Each applicant proposing to 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 it will address specific challenges in rural communities.

**b. Documentation of High-Poverty Areas or Persistent-Poverty Counties (if applicable)**

As mentioned above, OJP will give priority consideration in award decisions to applications that demonstrate that the individuals who will benefit from the requested grant reside in high-poverty areas or persistent-poverty counties as defined above. Each applicant proposing to receive consideration under the High-Poverty Areas or Persistent Poverty Counties priority should provide a sufficient narrative explanation to identify each specific High-Poverty Area (by census tract number(s)) and/or each specific Persistent-Poverty County where individuals are intended to benefit from the requested grant and how the requested grant will address specific challenges in each such identified area and/or county.

**c. Documentation of Enhanced Public Safety in Qualified Opportunity Zones (if applicable)**

As is mentioned above, OJP will give priority consideration in award decisions to designated Qualified Opportunity Zones (QOZs). Each applicant proposing to receive priority consideration under the under the Qualified Opportunity Zones priority 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 affected 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).

**d. Letters of Support and/or Memoranda of Understanding/Interagency Agreement (Required for Category 1 only)**

Applicants should attach letters of support and/or interagency agreements between the partner agencies and offices to show commitment to participate in the project. They

---

<sup>2</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.

should clearly articulate the level of involvement each agency will have in the proposed project.

**e. Time Task Plan (Required)**

Attach a time task plan (with an estimated start date of October 1, 2020) with each project objective, activity, expected completion date, and responsible person or organization.

**f. Subrecipient and Procurement Contract Disclosures (if applicable)**

Each applicant must include a table that details the name of any individual consultant/subgrantee, the subrecipient’s organization name, and the subrecipient organization’s city and state as a separate attachment to its application. A sample table is provided below. The file should be named “Subrecipient and Procurement Contract Disclosure.” An applicant that does not have any proposed subrecipients as described above is to submit, as a separate attachment, a statement to this effect: “[Applicant Name on SF-424] does not have any proposed or anticipated subrecipients or procurement contracts.”

<b>Subrecipient’s Last Name, First Name, if available</b>	<b>Subrecipient’s Organization Name</b>	<b>Subrecipient Organization’s City, State</b>
Jane Doe	North County Youth Mentoring Program	North County, Ohio

**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.

- 1. CDFA #16.838 Comprehensive Opioid, Stimulants, and Substance Abuse Site-based Program (Categories 1 and 2)**
- 2. Funding Opportunity #: BJA-2020-17023**
- 3. Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.

Category 1: Competition ID: BJA-2020-17024  
Category 2: Competition ID: BJA-2020-17025

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 (15 percent)

##### All applicants

- Identify the applicant agency.
- Clearly identify the state and region(s) or communities included in the proposed program, including the population of the proposed service area.
- Provide information that documents the impact of the opioids, stimulants, and other illicit drugs within the proposed service area.
- Identify any specific challenges motivating the applicant's interest to apply for this grant.
- Explain the inability to fund the proposed program without federal assistance and describe any existing funding or resources that are being leveraged to support the proposed program.

##### Category 1: Local applicant

- Identify whether the application is for Subcategory 1a, 1b, or 1c.

#### 2. Project Design and Implementation (40 percent)

##### All Applicants

Applicants should provide a description of how they will complete the required activities, including:

- Describe how the proposed project addresses one or more of the allowable uses outlined on pages 5–7 and describe, in detail, how the project will be implemented.
- Describe which areas the proposed project will address (refer to the “Allowable Uses of Funds” section on pages 5–6).
- Describe the deliverables to be produced.
- If applicable, address the priority considerations.
- Describe any potential barriers to implementing the project and the strategies that will be used to overcome those barriers.
- If an evaluation is proposed, articulate how it will provide meaningful insights into solving local, state, or regional challenges while contributing to the national body of knowledge with respect to best practices.
- If the proposed project involves the delivery of MAT, please specify which forms of MAT will be provided and describe the coordination between in-custody and community-based treatment.
- If the proposed project involves supporting peer recovery services, describe the type of peer training offered (formal/informal); the type of training certification peers will possess; the peer supervision structure; and the manner in which peer support services will be evaluated and measured.

- If the proposed project involves serving children impacted by substance abuse, describe the types of services to be provided.

**Category 2: State applicant**

Applicants should provide a description of how they will complete the required activities, including:

- Indicate the number of proposed implementation project sites.
- Describe the needs of the particular sites selected and the reason these particular sites were selected.
- State whether any of the proposed sites are current BJA COAP-funded sites. BJA prefers to fund implementation projects in sites that are not current BJA COAP-funded sites unless a strong justification is provided.
- If the sites are not preselected, describe how the state will select the sites.
- Describe how the state will assist with training the sites, collect performance data from the sites, provide ongoing training and technical assistance, and provide grant monitoring and oversight.
- Describe how the state applicant agency will work with the sites to implement the project and develop the mandatory deliverables, including an implementation manual and annual summary of each project and the project accomplishments from each site.

**3. Capabilities and Competencies (25 percent)**

**All Applicants**

- Describe the management structure and staffing, specifically identifying the key person (or people) responsible for carrying out program or project activities. Demonstrate the capability to implement the project successfully.
- Identify each partner agency that has demonstrated commitment to this effort via an interagency agreement or letter of support. Discuss any previous collaboration that occurred that will help to achieve the objectives. Explain existing partnership agreements.
- For applications involving a research component, describe the qualifications of the research partner and their prior experience with action research, including prior work with drug monitoring and treatment agencies and other partners. Describe the roles and responsibilities of the research partner in the project.
- Describe who will serve as the project coordinator, the project coordinator’s project-related duties, the amount of time this position will dedicate to the project per week, and which agency will house the project coordinator. If the project coordinator will be hired after the award, please provide a job description.
- Indicate a willingness to work closely with an evaluator who may conduct a site-specific or cross-site evaluation in future years.

**4. Plan for Collecting the Data Required for this Solicitation’s Performance Measures (10 percent)**

**All Applicants**

- Describe who will be responsible for collecting and reporting the required performance measures and how data will be collected.



- List any additional performance metrics that will be used to assess the project's effectiveness and the process for collecting the information, including who will be responsible and how data will be collected.
- Discuss what data sources will be used and any legal, policy, or other barriers to gaining access to the data and how those barriers will be addressed.

## 5. Budget (10 percent)

### All Applicants

- BJA anticipates one national meeting will occur during each year of the grant for which applicants must budget their travel. All applicants should budget for travel expenses (airfare, hotel, per diem, and group transportation) for a minimum of two staff to attend one face-to-face meeting each year of the life of the grant. Each meeting should be budgeted for 3 days each in Washington, D.C. The purpose of this travel may vary according to funding category and specific project objectives; 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. Category 2 applicants must require that all subrecipient sites budget to have a minimum of two staff attend the national meeting each year as well.
- Submit a budget that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities) and includes the required meetings budgeted for each year. The budget narrative should generally demonstrate how the applicant will maximize cost effectiveness of grant expenditures. The budget narrative should demonstrate cost effectiveness in relation to potential alternatives and the objectives of the project.<sup>3</sup>
- Include an appropriate percent of the total grant award for performance measurement. There is no minimum or maximum requirement regarding what constitutes an appropriate percent; however, the budget should be adequate to fund the activities outlined in the application. The budget narrative should explain how the amount dedicated to these activities is adequate to support the proposed activities.
- If a project proposes teleservices:
  - No more than 10 percent of the total proposed budget may be used to purchase and maintain web-based services and electronic applications that can be accessed from computers, tablets, and/or smart phone devices designed to enhance or support treatment and recovery support services (e.g., apps for self-management through reminders and educational prompts).
  - No more than 10 percent of the total proposed budget may be used to purchase or lease devices that allow for the remote monitoring of offenders (e.g., applications or services that remotely monitor the location of an individual or monitor substance use remotely).
  - No more than 20 percent of the total proposed budget may be used to support remote, secure, and private two-way, real-time, interactive audio and video

---

<sup>3</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.

connections between the supervision officer and the client located at another location in the community.

- No more than 30 percent of the proposed budget may be used to provide technology-assisted treatment and recovery support services to an incarcerated population.
- If an applicant proposes to fund recovery or transitional housing, no more than 30 percent of the total budget may be used for this purpose.

#### Category 1: Local applicant

Applicants should heed the budget restrictions associated with their subcategory, based on the project site's population size.

#### Category 2: State applicant

Applicants should heed the following budget restrictions associated with the number of proposed project sites. No more than \$800,000 may be retained by the state for administrative purposes and to support the mandatory deliverables. In addition to the \$800,000 that may be retained for administrative expenses, a portion of the funds may be used to support an independent evaluation of project activities. The remaining federal funds must be passed through to the proposed project sites. States that have no county or local government-managed addiction service systems may contract funds directly to providers at the community level.

### **Review Process**

BJA reviews an application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation requirements.

The following five paragraphs in this solicitation expressly modify the "Application Review Information" provisions in the OJP Grant Application Resource Guide. An applicant is to follow the guidance in these five paragraphs instead of the guidance stated under the "Application Review Information" heading in the Guide.

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. BJA may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation's review 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 of this solicitation. Peer reviewers' ratings and any resulting recommendations are advisory only, although reviewer views are considered carefully.

Other important considerations for BJA include geographic diversity, strategic priorities (specifically including, but not limited to, those mentioned above relating to addressing specific challenges that rural communities face, high-poverty areas or persistent-poverty counties, demonstrable potential enhancement to public safety in one or more federally designated Qualified Opportunity Zones), available funding, as well as 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 record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in 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 BJA 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 [Section A. Program Description](#), 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**  
**FY 2020 Comprehensive Opioid, Stimulant, and Substance Abuse Site-based 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 14)
- 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 BJA regarding technical difficulties (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(s) and not to exceed:  
\_\_\_\_\_ An urban area or large county with a population greater than 500,000 may not exceed \$1,400,000 for the entire grant period.

\_\_\_\_\_ A suburban area or medium-size county with a population between 100,000 and 500,000 may not exceed \$1,100,000 for the entire grant period.

\_\_\_\_\_ A rural area or small county with a population of fewer than 100,000 or a federally recognized Indian tribe may not exceed \$800,000 for the entire grant period.

### **Eligibility Requirement:**

See title page.

### **What an Application Should Include:**

The following items are critical application elements required to meet the basic minimum requirements 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 Narrative) (see [OJP Grant Application Resource Guide](#))
- Time Task Plan (see page 14)

- Application for Federal Assistance (SF-424) (see [OJP Grant Application Resource Guide](#))
- 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 (see [OJP Grant Application Resource Guide](#))

### **Additional Attachments:**

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

- Disclosure of Process Related to Executive Compensation (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see page 10)
- Letters of Support and/or Memoranda of Understanding/Agreement (Required for Category 1 only) (see page 13)
- Documentation of rural challenges (if applicable) (see page 13)
- Documentation of high-poverty areas or persistent poverty counties (if applicable) (see page 13)
- Documentation of enhanced public safety in federally designated Qualified Opportunity Zones (if applicable) (see page 13)
- Applicant Disclosure of Proposed Subrecipients (see page 14)