



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) is pleased to announce that it is seeking applications for funding under the FY 2012 Juvenile Drug Courts/Reclaiming Futures program. This program furthers the Department's mission by building the capacity of states, state and local courts, units of local government, and Indian tribal governments to develop and establish juvenile drug courts for substance abusing juvenile offenders.

OJJDP FY 2012 Juvenile Drug Courts/Reclaiming Futures

Eligibility

Applicants are limited to states, state courts, local courts, units of local government, and Indian tribal governments, acting directly or through agreement with other public or private entities. Applicants must implement a juvenile drug court program that is integrated with the Reclaiming Futures model, which is described at www.reclaimingfutures.org. Faith- and community-based, nonprofit, and for-profit agencies are ineligible as applicants, but OJJDP encourages them to partner as a community provider of services, if applicable and appropriate.

If a subunit of government (e.g., county probation department, district attorney's office, or pretrial services agency) wishes to apply, the authorized representative must designate that applicant for purposes of applying for this grant. For example, the county executive may designate the county probation or county district attorney's office as its representative for the purpose of applying for this grant. In such cases, the applicant must submit an authorization letter.

Deadline

Applicants must register with Grants.gov prior to submitting an application. (See How To Apply, page 12.) All applications are due by 11:59 p.m. eastern time on May 16, 2012. (See Deadlines: Registration and Application, page 3.)

Contact Information

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

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

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OJJDP FY 2012 Juvenile Drug Courts/Reclaiming Futures (CFDA # 16.585)

Overview

OJJDP and the Robert Wood Johnson Foundation are collaborating to enhance the capacity of states, state and local courts, units of local government, and Indian tribal governments to develop and establish juvenile drug courts conjointly with the Reclaiming Futures program model¹ to serve substance abusing juvenile offenders. This solicitation invites communities to propose the implementation of a juvenile drug court program, using best practices in substance abuse treatment, along with the Reclaiming Futures program model. This program is authorized by 42 U.S.C. Section 3797u.

Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to register several weeks before the application submission deadline. In addition, applicants are urged to submit applications **at least 72 hours prior** to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on May 16, 2012. See How To Apply, page 12, for details.

Eligibility

Applicants are limited to states, state courts, local courts, units of local government, and Indian tribal governments, acting directly or through agreement with other public or private entities. Applicants must implement a juvenile drug court program integrated with the Reclaiming Futures model, which is described at www.reclaimingfutures.org. Faith- and community-based, nonprofit, and for-profit agencies are ineligible as applicants, but OJJDP encourages them to partner as a community provider of services, if applicable and appropriate.

If a subunit of government (e.g., county probation department, district attorney's office, or pretrial services agency) wishes to apply, the authorized representative must designate that applicant for purposes of applying for this grant. For example, the county executive may designate the county probation or county district attorney's office as its representative for the purpose of applying for this grant. In such cases, the applicant must submit an authorization letter.

OJJDP welcomes joint applications from two or more eligible applicants; however, one applicant must be clearly indicated as the primary applicant (for correspondence, award, and management purposes) and the others indicated as co-applicants.

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

Program-Specific Information

The goal of the Juvenile Drug Courts Program is to build the capacity of states, state courts, local courts, units of local government, and Indian tribal governments to develop and establish juvenile drug courts integrated with the Reclaiming Futures model for juvenile offenders who are abusing substances. The program provides seed money, but does not provide long-term support. OJJDP expects that successful applicants will develop and implement a sustainability plan during the course of the grant period to continue the operation of the juvenile drug court once the grant period ends.

Applicants must implement a juvenile drug court based on [Juvenile Drug Courts: Strategies in Practice](#) and incorporate the Reclaiming Futures model, which is described at www.reclaimingfutures.org. For this solicitation, applicants must use the Global Appraisal of Individual Needs Short-screener (GAIN-SS) and the Global Appraisal of Individual Needs (GAIN) assessment tools and [The Seven Challenges Program®](#) evidence-based treatment intervention model to implement the treatment component.

GAIN is a clinical assessment tool and clinical instrument for follow-up. Additional information, including detailed instructions for implementation, can be found on the [GAIN Coordinating Center site](#). Awardees will receive training and certification in conducting a full bio-psycho-social clinical assessment that identifies substance use disorder, co-occurring mental health disorders, and family support and functioning. In the Adolescent Treatment Models study, the Center for Substance Abuse Treatment (CSAT) proved GAIN to be effective. GAIN is also used for appropriate placement in treatment and revisions to the treatment plan and supports the specific treatment intervention required in this solicitation.

[The Seven Challenges Program®](#) is an evidence-based program in the Substance Abuse and Mental Health Services Administration (SAMHSA) National Registry of Evidence-based Programs and Practices. The program is designed specifically for adolescents to address substance use disorders as well as co-occurring disorders and trauma, life skill deficits, and situational problems. The program uses an empowerment model, putting personal problems in the context of broader social and environmental issues. Because of the flexibility of the program, drug court personnel can easily integrate culturally relevant work into the Seven Challenges program as they implement it. Data from the CSAT Adolescent Treatment Data Set, containing treatment, intervention, and outcome data on more than 23,000 youth has shown the Seven Challenges intervention to be among the most effective interventions for youth with substance use and co-occurring mental health disorders. In addition, the Seven Challenges has achieved the highest rating possible for readiness for dissemination through SAMHSA's National Registry of Evidence-Based Programs and Practices and is widely used across the nation in programs for youth in the juvenile justice system, to include juvenile drug courts.

The term drug court means a specially designed court calendar or docket within a juvenile court to which youth having problems with alcohol and/or other drugs are referred; a separate or special jurisdiction court is neither necessary nor encouraged. The juvenile drug court judge closely oversees each case and both leads and works as a member of a team that comprises representatives from treatment, juvenile justice, social services, school and vocational training programs, law enforcement, probation, the prosecution, and the defense.

In addition to ongoing, active oversight and monitoring of youth referred to the docket, other methods that the juvenile drug court system uses include addressing problems that may contribute to their use of drugs and providing linkages to programs that build skills to enable them to succeed upon completion of the drug court programs.

The program must serve youth younger than age 18. Funds from this program cannot serve violent offenders. For purposes of this grant program, the term violent offender means a juvenile who has been convicted of or adjudicated delinquent for a felony-level offense that (1) has as an element, the use, attempted use, or threatened use of physical force against the person or property of another or the possession or use of a firearm; or (2) by its nature, involved a substantial risk that physical force against the person or property of another may have been used in the course of committing the offense.

The Reclaiming Futures program model embodies three major elements: improvement in treatment services for drug and alcohol use; a comprehensive system of care that coordinates social services; and the involvement of the community in creating new opportunities for the youth.

The integration of the juvenile drug court and Reclaiming Futures models should provide comprehensive, appropriate treatment and support services to juvenile offenders and their families and significant partnerships between juvenile justice agencies, treatment agencies, and other core support and opportunity agencies.

Evidence-based Programs or Practices

Reclaiming Futures is an evidence-based program. However, best treatment practices as well as other evidence-based programs should be integrated into the program plan. OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence (generally obtained through one or more outcome evaluations). Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. OJP's CrimeSolutions.gov and OJJDP's [Model Program Guide](#) Web sites are two resources that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Youth involved in juvenile drug court often have co-occurring mental health and substance use disorders. Over the past decade, the quality of services has improved and the documented number of youth with positive outcomes has grown. As the number of scientifically tested evidence-based treatment interventions has grown, there has also been an improvement in the quality of standardized assessments that are crucial to understand the problems that youth face and the course of treatment and other ancillary services that they need. Consequently, to best serve youth and to understand how the blending of Reclaiming Futures and juvenile drug court can increase positive outcomes, OJJDP requires the use of reliable and validated state-of-the-art screening and assessment instruments and evidence-based practice for substance use and co-occurring mental health problems.

Amount and Length of Awards

OJJDP expects to make three awards. Requests for funding may not exceed \$1.325 million. The project and budget period is 4 years. The award will be for the entire 4-year period.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law. OJJDP expects to make any awards under this solicitation by no later than September 30, 2012.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver: With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2012 salary table for SES employees is available at www.opm.gov/oca/12tables/indexSES.asp. Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General for OJP. An applicant requesting a waiver should include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit its budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

Minimization of Conference Costs. No OJP funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be obtained. Such an exception would require prior approval from OJP. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

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

Updated Department of Justice and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP website at www.ojp.usdoj.gov/funding/funding.htm.

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

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

Match Requirement. Unless waived, the funds awarded under this program may not cover more than 75 percent of the total costs of the project being funded. Applicants must identify the source of the 25 percent non-federal portion of the total project costs and how they will use match funds. (Match is restricted to the same uses of funds as allowed for the federal funds.) The match may constitute cash, in-kind services, and/or a combination of cash and in-kind services. Proposed matches that exceed the required match amount will be incorporated into the OJP-approved budget and will be mandatory and subject to audit.

Within each budget category, the applicant must clearly delineate the individual items as match. (For example, individual items that are match may be indicated with an asterisk.) Cash contributions must constitute a portion of the nonfederal share of the grant, as C42U.S.C.3797u-5(b) requires. The remainder of the match may be in-kind. The OJP *Financial Guide* (www.ojp.gov/financialguide/index.htm) provides additional information on the types and sources of match funds. The formula for calculating the match is:

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

$$\text{Federal Award Amount} \times \text{Required Recipient's Share Percentage} = \text{Required Match}$$

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

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

Performance Measures

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act (GPRA) of 1993, Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. Any award recipient will be required, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objectives	Performance Measure(s)	Description	Data Grantee Provides
<p>To improve the treatment services for drug and alcohol use.</p> <p>To implement a comprehensive system of care that coordinates social services.</p> <p>To involve the community in creating new opportunities for the youth.</p>	<p>Number of youth that the drug court program served.</p>	<p>The intent of this indicator is to measure the change in the number of offenders who are enrolled in the drug court.</p>	<p>Number of youth enrolled in the drug court during the reporting period.</p>
	<p>Number of program youth and/or families served during the reporting period.</p>	<p>An unduplicated count of the number of individual youth and family members participating and served by the program during the reporting period. Definition of the number of youth and family members served for a reporting period is the number of program youth and family members carried over from the previous reporting period plus new admissions during the reporting period. Program records are the preferred data source.</p>	<p>Number of program youth/families carried over from the previous reporting period.</p> <p>New admissions during the reporting period.</p>
	<p>Percentage of youth who were screened and provided a full assessment.</p> <p>Number of youth served with an evidence-based practice model.</p>	<p>The number and percentage of youth who were screened, assessed and with whom the required treatment intervention was used.</p>	<p>Number of youth served using the required screening tool, the number of those screened and demonstrating a need for further assessment who were assessed with the required assessment instrument, and the number assessed and demonstrating a need for treatment services the number that were engaged in treatment using the required treatment intervention the required intervention during the reporting period.</p> <p>Number of youth served with an evidence-based practice model.</p>
	<p>Number of services</p>	<p>This measure is</p>	<p>Number of youth assessed</p>

	<p>provided to youth.</p>	<p>designed to assess both need and program capacity. Report the number of youth who are assessed as needing various types of services during the reporting period and also the number of youth who actually receive various services during the reporting period. Other services may include educational services, social skills building, cultural skills building, or any other services other than substance use counseling, mental health, or housing services. Program records are the preferred data source.</p>	<p>as needing substance use counseling/services during the reporting period.</p> <p>Number of youth enrolled in substance use counseling/services during the reporting period.</p> <p>Number of youth assessed as needing mental health services during the reporting period.</p> <p>Number of youth enrolled in mental health services during the reporting period.</p> <p>Number of youth assessed as needing housing services during the reporting period.</p> <p>Number of youth who successfully found housing during the reporting period.</p> <p>Number of youth assessed as needing other services during reporting period.</p> <p>Number of youth enrolled in other services during the reporting period.</p>
	<p>Number of drug/alcohol tests performed.</p>	<p>The number of drug and alcohol tests performed on juveniles that the program served during the reporting period. Tests could be urinalysis, blood tests, or other proven reliable forms of drug and alcohol testing. Report the number of tests conducted, rather than the number of people tested (it is understood that one person may be tested several times or tested using several methods during a reporting period).</p>	<p>Number of drug and alcohol tests performed during the reporting period.</p> <p>The number of positive tests recorded.</p>
	<p>Percentage of program youth who were adjudicated (short and long term).</p>	<p>The number and percentage of participating program youth who were adjudicated for a new</p>	<p>Number of program youth who were committed to a juvenile residential facility as a result of a new adjudication during the</p>

	<p>delinquent offense during the reporting period or 6-12 months post-program completion. This does not include technical violations and is appropriate for any youth-serving program.</p> <p>A juvenile residential facility is a place where young persons who have committed offenses may be housed overnight. A facility has living and sleeping units, such as wings, floors, dorms, barracks, or cottages.</p> <p>Official records (police, juvenile court) are the preferred data source.</p>	<p>reporting period.</p> <p>Number of youth sentenced to adult prison as a result of a new adjudication during the reporting period.</p> <p>Number of youth given another sentence as a result of a new adjudication during the reporting period.</p> <p>Number of program youth tracked for adjudications during this reporting period.</p>
Percentage of program youth who had technical violations (short and long term).	<p>The number and percentage of program youth who had a violation of the terms of their supervision (commonly referred to as a technical violation) during the reporting period or 6-12 months post program completion.</p> <p>A juvenile residential facility is a place where young persons who have committed offenses may be housed overnight. A facility has living and sleeping units, such as wings, floors, dorms, barracks, or cottages.</p>	<p>Number of program youth who were committed to a juvenile residential facility as a result of a technical violation during the reporting period.</p> <p>Number of youth who were sentenced to adult prison as a result of a technical violation during the reporting period.</p> <p>Number of youth who received some other sentence as a result of a technical violation during the reporting period.</p> <p>Number of program youth tracked for technical violations during this reporting period.</p>
Percentage of youth completing program requirements.	<p>The number and percentage of youth who have successfully met all program obligations and requirements. Program obligations will vary by program, but should be a predefined list of obligations or</p>	<p>A. Number of program youth who exited the program having completed all program requirements during the reporting period.</p> <p>B. Total number of youth who exited the program</p>

		requirements that clients must meet before program completion. Program records are the preferred data source. The total number of youth (the "B" value) includes those youth who have exited successfully as well as those who have exited unsuccessfully.	during the reporting period (either successfully or unsuccessfully). Percent (A/B)
	Percentage of program youth exhibiting desired change in the targeted behavior (short and long term).	The number and percentage of program youth who have exhibited a desired change in the targeted behavior during the reporting period or 6-12 months post program completion.	Number of youth exhibiting a desired change in targeted behavior, which will depend on specific program goals and activities and may include academic achievement, school attendance, social competence, etc., as indicated in a pre/post survey.

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section What an Application Is Expected To Include on page 14 for additional information.

Project Evaluations

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

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

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

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

OJP has developed a decision tree www.ojp.usdoj.gov/funding/pdfs/decision_tree.pdf to assist applicants in assessing whether an activity they plan to undertake with OJP funds may constitute research involving human subjects. **Applicants should review this decision tree and include a specific statement in their application narrative that clarifies if they intend to use any information from a project evaluation or data collection to contribute to “generalizeable knowledge” or if they intend to use the information solely for the purpose of internal improvements and/or to meet OJP’s performance measures data reporting requirements.** If an application includes a research, demonstration evaluation, or statistical data collection component, OJP will examine that component to determine whether it meets the definition of research.

For additional information visit the “Research and Protection of Human Subjects” and the “Confidentiality” sections of the OJP “Other Requirements” Web page at www.ojp.usdoj.gov/funding/other_requirements.htm.

Notice of Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), to report award information on any first-tier sub-awards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at www.fsrs.gov.

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

How To Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at www.Grants.gov. If the applicant experiences technical difficulties at any point during

this process, call the Grants.gov Customer Support Hotline at **800-518-4726, 606-545-5035**, or via e-mail to support@grants.gov, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to complete the following steps:

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling Dun and Bradstreet at 866-705-5711 or by applying online at www.dnb.com. A DUNS number is usually received within 1-2 business days.
- 2. Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the CCR database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Note, however, that applicants must **update or renew their CCR registration annually** to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
- 4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that there can be more than one AOR for the organization.
- 5. Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.585, titled "Drug Court Discretionary Grant Program," and the funding opportunity number is OJJDP-2012-3263.
- 6. Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities*, (SF-LLL). An

applicant that does not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields.

- 7. Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **at least 72 hours prior** to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

Note: Grants.gov will forward the application to OJP’s Grants Management System (GMS). GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.”

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

Experiencing Unforeseen Grants.gov Technical Issues

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant’s control that prevent submission of its application by the deadline, the applicant must email the Justice Information Center (see Page 1 for contact information) **within 24 hours after the application deadline** and request approval to submit its application. The applicant must include in the e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) the applicant has received. **Note: Requests are not automatically approved by OJJDP.** After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, (3) failure to follow all of the instructions in the OJP solicitation, and (4) technical issues experienced with the applicant’s computer or information technology environment, including firewalls.

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

What an Application Is Expected To Include

Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are unresponsive to the scope of the solicitation, or that do not include application elements designated by OJJDP to be critical, will neither proceed to peer review, nor receive further consideration. Under this solicitation, OJJDP has designated the following application elements as critical: Program Narrative, a Budget Detail Worksheet, and supportive Budget Narrative.

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

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

The SF-424 is a standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable). Instructions on completing the SF 424 are available at www.grants.gov/assets/SF424Instructions.pdf.

2. Program Narrative

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

The program narrative should address the following selection criteria: (1) project abstract; (2) statement of the problem; (3) goals, objectives, and performance measures; (4) program design and implementation; and (5) capabilities/competencies. The applicant should clearly delineate the connections between and among each of these sections. For example, the applicant should derive the goals and objectives directly from the problems to be addressed. Similarly, the project design section should clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

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

- a. **Project Abstract.** Applicants should include a project abstract as the first page of the program narrative, and it is included in the page limitation specified above. The abstract should not exceed 200 words and briefly describe the juvenile drug court's purpose, identify the population to be served, and summarize the activities, including the implementation of the Reclaiming Futures Model, the GAIN assessment tools, and the Seven Challenges®, that the applicant will implement to achieve the project's goals and

objectives. These goals and objectives should focus on short-term and intermediate outcomes (see Goals, Objectives, and Performance Measures, below). The abstract should describe how the applicant will measure progress toward these goals.

Permission to Share Abstract and Contact Information with Private Funders. It is unlikely that OJJDP will be able to fund all competitive applications the Office receives, but may have the opportunity to share unfunded competitive application information with private foundations. Applicants should indicate whether they give OJJDP permission to share their abstract and contact information for both the authorized representative and point of contact with potentially interested private foundations. Granting this permission will not affect OJJDP's funding recommendations, and if the application is not funded, it will not guarantee that information will be shared, nor does it guarantee funding from any other source.

- b. Statement of the Problem.** Applicants should briefly describe the nature and scope of the problem that the program will address. The applicant should use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe the target population and any previous or current attempts to address the problem.

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

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

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

Program Objectives. Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be clearly linked to the problem identified in the preceding section and measurable. (Examples of measurable objectives include the following: use more effective treatment of substance abuse and mental health disorders and co-occurring substance abuse/mental health issues to reduce recidivism among juvenile drug court participants by at least 20 percent, reduce substance abuse among juvenile drug court youth by at least 65 percent in each reporting year, train program staff on the use of the Global Appraisal on Individual Needs treatment model, at least 70 percent of youth will complete the program, etc.)

Performance Measures. OJJDP requires award recipients to report data in support of mandated performance measures for this solicitation (see Performance Measures, page 7.) OJJDP does not require applicants to submit performance measures data with their applications. For the application, applicants should indicate an understanding of these

requirements and discuss how they will gather the required data, should they receive funding.

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

- d. 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.

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.

Applicants should identify any other federal, state, or private foundation grants that they receive that serves the same purpose for the same local area and target population.

Applicants must describe how they will implement a juvenile drug court based on [Juvenile Drug Courts: Strategies in Practice](#) and incorporate the Reclaiming Futures program model and best treatment practices. The following elements must be included in the description:

- (1) Commit systemwide to the Reclaiming Futures model, which will guide the operation and coordination of the juvenile justice and alcohol/drug treatment systems.
- (2) Hire a “change leader” with a formal job description to work at least half time using the Reclaiming Futures model to establish an integrated care system for alcohol- and drug-involved young people.
- (3) Appoint a “change team” that includes representatives of the judiciary; juvenile justice (preferably probation, alcohol and drug treatment, community representative), faith, business, mentoring, or youth leadership organizations; youth and family sectors, and others, as needed.
- (4) Assure that change team members participate as a team in a Reclaiming Futures Learning Collaborative and complete a core curriculum, including online learning courses, phone conferences with Reclaiming Futures learning collaborative organizers and other sites, and occasional face-to-face national meetings.
- (5) Produce a strategic plan (with timelines, benchmarks, and clear assignments of responsibilities) that includes the following elements:
 - (a) management structure for the change effort.
 - (b) articulated commitment to a whole-system shift to improve the identification of and intervention with seriously alcohol- and drug-involved young people across all sectors of the juvenile justice system.
 - (c) cross-disciplinary orientation and training for system partners.

- (d) adoption of the six elements of the Reclaiming Futures model.
 - (e) a plan for the treatment component that includes ongoing training, support, coaching, and supervision of treatment service implementation.
 - (f) expansion of active community partners (treatment agencies, youth mentoring and leadership opportunities, youth employment opportunities, etc.).
 - (g) development and implementation of a data tracking system to demonstrate the process and outcome measures described in the Reclaiming Futures model.
 - (h) strategies and capacity to engage in sustained and targeted communications to specific stakeholders, such as teens, families, and the public.
- (6) Applicants must document how they will incorporate the Seven Challenges® treatment program and describe how they will become an officially licensed site for the provision of treatment services for substance use and co-occurring mental health problems by the fourth month after grant award, and how they will maintain the license and provide the services throughout the lifetime of the grant. Further information on the Seven Challenges® intervention can be obtained from the developer/trainer through their Web site at www.sevenchallenges.com, and from the National Registry of Evidence-Based Programs and Practices at nrepp.samhsa.gov/ViewIntervention.aspx?id=159.
- (7) Applicants must document how they will perform screening and assessment prior to entry into the drug court program on all youth using the Global Appraisal of Individual Needs Short-Screener (GAIN-SS) for screening, and the Global Appraisal of Individual Needs (GAIN) for those youth whose screening results indicate a need for further assessment. Additionally, applicants must document how they will complete the requirements for data collection and entry from these tools (GAIN-SS data following screening, GAIN data following initial assessment, and the follow-up instrument GAIN M-90 at 3, 6, 9 and 12 months following the initial assessment along with the full range of requirements for use of the GAIN to include cost, all necessary agreements, trainings and certifications found at [www.gaincc.org/ data/files/Grant_Information/OJJCDP_2012_GAINI_Service_Pack age.pdf](http://www.gaincc.org/data/files/Grant_Information/OJJCDP_2012_GAINI_Service_Package.pdf).

Logic Model. Applicants should include a logic model that graphically illustrates how the performance measures are related to the project’s problems, goals, objectives, and design. Sample logic models are available at www.ojjdp.gov/grantees/pm/logic_models. Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments, page 21.

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

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 21. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

- e. **Capabilities and Competencies.** Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Management and staffing patterns should be clearly connected to the project design described in the previous section. This section should describe the experience and capability of the applicant's organization and any contractors that the applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude. The applicant should demonstrate that they have the management and financial capabilities to effectively plan and implement projects of the size and scope described in the grant announcement.

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

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

3. Budget Detail Worksheet and Budget Narrative

Applicants should provide a budget that (1) is complete, allowable, and cost-effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how they arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. The budget should cover the entire award period. OJJDP expects grantees to travel to at least two training conferences per year (regional and national). The conferences will be 2.5 days and the national training will be in Washington, DC.

OJJDP will require applicants to submit individual budgets for each year of the 4-year award period along with a total budget of as much as \$1.325 million for the 4-year period. The budget for each year and the total budget should include a separate line item (under the Other Category) for the "Treatment Services" with the appropriate breakdown in costs and supportive justification. The treatment component for the 4-year period may total as much as \$900,000. Applicants should budget as much as \$425,000 over the 4-year period to support the operation of the juvenile drug court.

The budget should provide for any necessary training for treatment providers and for drug court practitioners.

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

- a. **Budget Detail Worksheet.** A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. Applicants who submit the budget in a different format should include the budget categories listed in the sample budget worksheet. The budget detail worksheet should be mathematically sound.
- b. **Budget Narrative.** The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. Proposed budgets are expected to be complete, reasonable and allowable, cost-effective, and necessary for project activities. The narrative should be mathematically sound and correspond with the information and figures the applicant provides in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

4. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

5. Tribal Authorizing Resolution (if applicable)

If an application is being submitted by either (1) a tribe or tribal organization or (2) a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its membership should be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application should include a resolution (or comparable legal documentation, as may be applicable) from all tribes that will be included as a part of the services/assistance provided under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions (or comparable legal documentation).

If an applicant is unable to obtain and submit with its application a fully-executed (*i.e.*, signed) copy of a tribal resolution or other, comparable legal documentation as may be consistent with the tribe's governance structure, then, at minimum, the applicant should submit an unsigned, draft version of such legal documentation as part of its application (except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, use of and access to funds will be contingent on receipt of the fully-executed tribal resolution or other, comparable legal documentation.

6. Additional Attachments

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

- logic model (see Logic Model, page 18)
- timeline or milestone chart (see Timeline, page 18)
- résumés of all key personnel
- job descriptions outlining roles and responsibilities for all key positions
- letters of support/memoranda of understanding from partner organizations (see Letters of Support/Memoranda of Understanding, page 19).

7. Other Standard Forms

Additional forms that may be required in connection with an award are available on OJP’s funding page at www.ojp.usdoj.gov/funding/forms.htm. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms.

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

Selection Criteria

The following five selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criteria. For example, the third criteria, Project Design and Implementation, is worth 40 percent of the entire score in the application review process.

1. Statement of the Problem (15 percent)
2. Goals, Objectives, and Performance Measures (20 percent)

3. Program Design and Implementation (40 percent)
4. Capabilities and Competencies (15 percent)
5. Budget (complete; reasonable and allowable; cost-effective; and necessary for project activities) (10 percent)

See What an Application Is Expected To Include, page 14, for the criteria that the peer reviewers will use to evaluate applications.

Review Process

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

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. OJJDP may use either internal peer reviewers, external peer reviewers, or a combination, to review the applications under this solicitation. An external peer reviewer is an expert in the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. Applications that meet basic minimum requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer, in consultation with OJJDP, conducts a financial review of applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality

- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

Provide Feedback to OJP on This Solicitation

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

Appendix: Application Checklist

OJJDP FY 2012 Juvenile Drug Courts/Reclaiming Futures

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

Eligibility Requirement:

- State
- Unit of local government
- State court
- Local court
- Federally recognized tribal government.
- The federal amount requested is within the allowable limits of \$1.325 million.

What an Application Should Include:

- Disclosure of Lobbying Activities, (SF-LLL) (see page 13)
- Application for Federal Assistance (SF 424) (see page 15)

- Program Narrative (see page 15)
 - Format (double spaced, 12-point standard font, 1" standard margins, narrative is 30 pages or less)
 - Abstract
 - Statement of the Problem
 - Goals, Objectives, and Performance Measures
 - Program Design and Implementation
 - Capabilities/Competencies

- Budget Detail Worksheet and Budget Narrative (see page 19)
- Indirect Cost Rate Agreement (if applicable) (see page 20)
- Tribal Authorizing Resolution (if applicable) (see page 20)

- Additional Attachments (see page 21)
 - logic model
 - timeline or milestone chart
 - résumés of all key personnel
 - job descriptions for all key positions
 - letters of support/memoranda of understanding from partner organizations

- Other Standard Forms, Certifications, and Other Components, (see page 21) including:
 - DUNS number
 - CCR registration
 - Certifications
 - Accounting System and Financial Capability Questionnaire