

**BUREAU OF JUSTICE ASSISTANCE**

**FY2024**

**HAROLD ROGERS PRESCRIPTION  
DRUG MONITORING PROGRAM  
(PDMP)**

**This webinar will begin shortly**



**BJA**  
Bureau of Justice Assistance  
U.S. Department of Justice



**BJA**  
Bureau of Justice Assistance  
U.S. Department of Justice

# TODAY'S PRESENTER:

**David P. Lewis**

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**Office of Justice Programs**

**U.S. Department of Justice**

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# OFFICE OF JUSTICE PROGRAMS



- OJP provides grant funding, training, research, and statistics to the criminal justice community.
- OJP is one of three grant-making components of the Department of Justice along with the Office on Violence Against Women (OVW) and the Office of Community Oriented Policing Services (COPS)

BJA – Bureau of Justice Assistance



BJS – Bureau of Justice Statistics



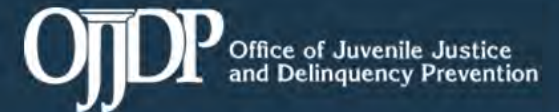
NIJ – National Institute of Justice



OVC – Office for Victims of Crime



OJJDP – Office of Juvenile Justice and Delinquency Prevention



SMART – Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking



## U.S. Department of Justice Bureau of Justice Assistance

**Mission:** BJA's mission is to provide leadership and services in grant administration and criminal justice policy development to support state, local, and Tribal justice strategies to achieve safer communities. BJA works with communities, governments, and nonprofit organizations to reduce crime, recidivism, and unnecessary confinement, and promote a safe and fair criminal justice system.

**BJA**  
Bureau of Justice Assistance  
U.S. Department of Justice  
<https://bja.ojp.gov>





# Welcome

**Karhlton F. Moore**  
**Director, Bureau of Justice Assistance**





BJA's programmatic and policy efforts on providing a wide range of resources, including training and technical assistance, to law enforcement, courts, corrections, treatment, reentry, justice information sharing, and community-based partners to address chronic and emerging criminal justice challenges nationwide.

## Policy Office

provides national leadership to criminal justice organizations that partner with BJA to identify effective program models for replication and infuse data-driven, evidence-based strategies into operational models, practices, and programs.

## Programs Office

administers state, local, tribal, and territorial grant programs. It acts as BJA's direct line of communication to states, local jurisdictions, territories, and tribal governments by providing customer-focused grants management support and careful stewardship over federal funds.

## Operations Office

coordinates all communication, formulates and executes the budget, manages contracts, measures grantees' performance, and provides administrative support to BJA.

## Public Safety Officer Benefits Office

provides death and education benefits to survivors of fallen law enforcement officers, firefighters, and other public safety officers, and disability benefits to officers catastrophically injured in the line of duty.

## Five Major Strategic Focus Areas

Improve public safety through measures which build trust with the community and ensure an effective criminal justice system

Reduction in recidivism and prevention of unnecessary confinement and interactions with the criminal justice system

Integration of evidence-based, research-driven strategies into the day-to-day operations of BJA and the programs BJA administers and supports

Increasing program effectiveness with a renewed emphasis on data analysis, information sharing, and performance management

Ensuring organizational excellence through outstanding administration and oversight of all of BJA's strategic investments

**Fund** – Invest diverse funding streams to accomplish goals.

**Educate** – Research, develop, and deliver what works.

**Equip** – Create tools and products to build capacity and improve outcomes.

**Partner** – Consult, connect, and convene.



## Webinar Topics

- Program overview
- Program purpose
- Available funding
  - What are allowable costs?
  - What are non-allowable costs?
- Agency eligibility
- How to submit an application
- Review and award process
- Attachments
- Post-award requirements
- Available agency assistance.



## Program Overview

- The Harold Rogers Prescription Drug Monitoring Program is a grant program for state prescription drug monitoring programs (PDMPs) and training and technical assistance.
- The program is designed to strengthen states and territories ability to plan, implement, or enhance PDMPs by accommodating local decision-making based on state laws and preferences while encouraging the replication of promising practices.
- The program also supports the Administration's priority of tracking prescribing across providers and states through the integration of PDMPs and electronic health records and health information exchanges.
- This program furthers the DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

## Program Purpose

- BJA seeks to enhance the capacity of regulatory and law enforcement agencies and public health officials to collect and analyze controlled substance prescription data and other scheduled chemical products through a centralized database administered by an authorized agency.
- The primary function of a PDMP is to facilitate the collection, analysis, and reporting of information on the prescribing, dispensing, and use of prescription drugs within a state, commonwealth, district, or territory. An overriding goal of PDMPs is to uphold both the laws ensuring access to appropriate pharmaceutical care by citizens and the laws deterring prescription drug diversion.
- The goal of the Harold Rogers PDMP is to support state and local governments in detecting and preventing the diversion and misuse of pharmaceutically controlled substances such as opioids and other prescription drugs.

## Program Objectives

- BJA's objectives are to support state PDMP's work to share data within their state and across state lines, provide training and technical assistance as requested by the PDMPs, and collect information and produce publications to highlight the work being done by the state programs to support the national PDMP effort.
- Award recipients will be expected to ensure that their PDMP systems have the capacity to exchange data with other PDMP systems utilizing their method of choice and be able to exchange data via RxCheck hub.
- Applicants that are not already actively connected to RxCheck hub may include the cost of connecting, if any, in their budget requests.

## Available funding

- This program is funded under the Harold Rogers Prescription Drug Monitoring Program
- Up to \$10,000,000 million has been allocated for this solicitation.
- Eligible applicants may request **up to \$1,000,000**.
- Applicant's requests **must** be for allowable items.
- BJA anticipates on issuing up to 10 awards under this solicitation.
- The award period is for 24 months and needs to be reflected in the budget.

## What ARE allowable cost?

- Employment costs for PDMP staff members and service providers
  - Must be reflected in the budget documentation
  - Percent of time associated with program
- Associated agency costs associated with program
- Equipment **specifically used for PDMP work**
  - This could include laptops, printers, etc.
  - This could also include printing costs for community awareness programs
- Education, training, conferences (must be reasonable)
  - If hosting a training, it should be made available to agencies in the geographic area.
  - Attending BJA sponsored meeting and events.
- Items must be reasonable, allowable, and necessary for program activities.

**NOTE:** BJA has the discretion to approve or deny any costs requested by the applicant.



## What ARE NON-allowable cost?

- No vehicles of any kind are allowed
  - This includes rentals and leases
  - Unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS or UAV.
- Foreign travel or excessive travel
- Service costs/contracts (cellphones, wireless service for laptops, etc.)
- Items requested in previous awards issued by BJA
- Standard equipment that should be issued by the agency
- Food or refreshments for any hosted presentations, trainings, or meetings
- Any land acquisition or construction project
- Security enhancements or equipment provided to any non-governmental entity

**NOTE:** Any questions contact OJP Response Center; 800-851-3420

## Agency Eligibility

- State governments
- Native American tribal organizations (other than Federally recognized tribal governments)
- Native American tribal governments (Federally recognized)
- BJA will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees).
- FY2023 PDMP award recipients who did not accept supplement funding.

**NOTE:** Applications from multiple agencies in the same jurisdiction will not be funded

## Deliverables for the program

- Develop or enhance the capacity to provide unsolicited reports on controlled substance prescribing to authorized individuals or entities.
- Assess the efficiency and effectiveness of the PDMP program or specific PDMP initiatives.
- Facilitate and improve the exchange of information and collection of data on prescriptions and other scheduled chemical products among states.
- Support collaboration among law enforcement, prosecutors, public health officials, treatment providers, and/or drug courts.
- Facilitate electronic information sharing among states.
- Utilize emerging technology and reporting methods to improve the collection and sharing of PDMP data both intrastate and interstate.

## Deliverables for the program

- Address staffing needs for the state agency and support agencies.
- Provide and develop training for system users.
- Produce and disseminate educational materials.
- Be required to document the results of their project with the intent to share the information with other PDMPs.
- Be able to provide guidance should another PDMP want to replicate the project/approach.
- Be willing to present their project/findings to BJA or other entities that BJA identifies.
- Ensure data quality and integrity.
- Produce data reports and analysis.
- Maintain connection to RxCheck

## Application process

There is a two-step application process

Step 1: Application Grants.gov Deadline:  
August 9, 2024 8:59 PM ET

Step 2: Application JustGrants Deadline:  
August 16, 2024 8:59 PM ET

**NOTE:** If the deadline for Grants.gov is missed, an application CANNOT be submitted to JustGrants

## Required documents in application

- Proposal Abstract
- Proposal Narrative
  - Address all elements identified in the solicitation
- Budget Web-Based Form (ensure items are entered correctly . . . funding lines and category)
- Copies of any memoranda of understanding (MOUs) or cooperation agreements for the applying state PDMP

**NOTE:** failure to include these documents may result in the disqualification of application



## Additional documents for inclusion

- Disclosure of Lobbying form signed and dated by the Authorizing Official
- Duplication of Cost acknowledgement
- Financial Capability Questionnaire (complete and signed)
- Disclosure of Lobbying Activities
- Financial Management and System of Internal Controls Questionnaire
- Limitation on Employee Compensation; Waiver
- Resumes for key personnel
- Indirect Cost Rate Agreement (if applicable)
- Letters of support (optional, but must be included in applicable)

**NOTE:** Refer to the solicitation about these documents, questions OJP Response Center (page2)

## Application review process

- Verify:
  - Applicant is eligible
  - Applicant has submitted required documents
- Conduct peer review process
- Review recommendations of peer review
- Evaluate proposed program/project
- Review budgets and verify allowable costs
- Approval process through BJA
- Notification to applicants (successful or unsuccessful)
- Final budget clearance

## Things to keep in mind

- Read the entire solicitation
- Verify that your agency meets the eligibility for this program
- Budget numbers are correct for both years and totals are correct
- Clearly articulate your program in the allowed space requirements
- Provide ALL items mentioned in the solicitation are reflected in your narrative.
- Be cognizant of deadlines
- Follow directions provided in the solicitation
- Use solicitation contacts to ask questions – DO NOT ASSUME
- Double check required documents are attached to the application
- **DO NOT WAIT UNTIL THE LAST MINUTE TO SUBMIT**

**NOTE:** If you are having technical difficulties submitting, contact technical assistance immediately.

# **BJA FY 2024 Resources Available for Grant Applicants**

# Solicitation Overview



**FY24 Harold Rogers Prescription Drug Monitoring Program (PDMP)**

Opportunity ID: O-BJA-2024-172184  
 Solicitation Status: Open  
 Fiscal Year: 2024  
 Closing Date: August 16, 2024  
 Posting Date: June 17, 2024  
 Solicitation Type: Competitive

**Grants.gov Deadline:** August 9, 2024, 8:59 pm Eastern  
**Application JustGrants Deadline:** August 16, 2024, 8:59 pm Eastern

[Download](#)  
 PDF, 314.05 KB

**Description**

With this solicitation, the Bureau of Justice Assistance (BJA) seeks to enhance the capacity of regulatory and law enforcement agencies and public health officials to collect and analyze controlled substance prescription data and other scheduled chemical products through a centralized database administered by an authorized agency.

[View/print the Solicitation Overview](#)

**Similar Opportunities**

- FY24 Byrne State Crisis Intervention Program Formula Solicitation
- FY24 Comprehensive Opioid, Stimulant, and

## BUREAU OF JUSTICE ASSISTANCE SOLICITATION OVERVIEW

# FY 2024 HAROLD ROGERS PRESCRIPTION DRUG MONITORING PROGRAM (PDMP)

### IMPORTANT DEADLINES



**GRANTS.GOV:**  
AUGUST 9, 2024

**JUSTGRANTS:**  
AUGUST 16, 2024

<b>Who May Apply:</b>	State governments, federally recognized Native American tribal governments, and Native American tribal organizations
<b>Why Apply:</b>	To receive funding to enhance the capacity of regulatory, law enforcement agency, and public health officials to collect and analyze controlled substance prescription data and other scheduled chemical products through a PDMP administered by an authorized state agency.
<b>Maximum per Award:</b>	<ul style="list-style-type: none"> <li>Up to \$1,000,000</li> </ul>
<b>BJA encourages the following entities to apply:</b>	<ul style="list-style-type: none"> <li>Agencies that have not previously received BJA funding.</li> </ul>
<b>Examples of strategies/activities that can be funded:</b>	<ul style="list-style-type: none"> <li>Provide training for PDMP system users.</li> <li>Support collaboration among law enforcement, prosecutors, public health officials, treatment providers, and drug courts.</li> <li>Facilitate and improve the exchange of information and collection of data on prescriptions and other scheduled chemical products among states.</li> <li>Develop different methods for collecting PDMP information.</li> <li>Address staffing needs for the state PDMP agency and support agencies.</li> <li>Document the results of the project to share the information with other PDMPs; provide guidance should another PDMP want to replicate the project.</li> </ul>
<b>Where to get more information about this opportunity:</b>	Visit <a href="https://bja.ojp.gov/funding/opportunities/o-bja-2024-172184">bja.ojp.gov/funding/opportunities/o-bja-2024-172184</a> for full funding information.



# Application Assistance

## Grants.gov

Provides technical assistance with submitting the **SF-424** and **SF-LLL**.

- **Customer Support Hotline:** 800-518-4726 or 606-545-5035

Operates 24 hours a day, 7 days a week, except on federal holidays.

- **Email**
  - <https://www.grants.gov/web/grants/support.html>
  - [support@grants.gov](mailto:support@grants.gov)

- Provides information on available federal funding opportunities for various federal agencies.

## JustGrants

Provides technical assistance with submitting the full application in DOJ's Justice Grants System (JustGrants).

- **Customer Support Hotline:** 833-872-5175
  - Monday – Friday between 7:00 a.m. and 9:00 p.m. ET
  - Saturday, Sunday, and federal holidays from 9:00 a.m. – 5:00 p.m. ET
- **Email**
  - <https://justicegrants.usdoj.gov/user-support>
  - [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)



The screenshot shows the top portion of the website. On the left is the U.S. Department of Justice logo. To its right, the text reads "U.S. DEPARTMENT OF JUSTICE" and "OFFICE OF JUSTICE PROGRAMS". Further right are links for "Contact Us", "Careers", and "Subscribe". A search bar is located below these links. The navigation menu includes "About Us", "News Center", "Grants/Funding" (which is highlighted), "For Congress", "NCJRS Library", "Topics", "Training", and "Data". Below the navigation menu is a breadcrumb trail: "Home / Grants/Funding / Applicant Resources". The main heading "OJP Grant Application Resource Guide" is displayed in large white text on a dark blue background.

### **⚠️ SAM.gov Entity Validation Update**

GSA implemented a new process to validate an entity's legal business name and physical address when requesting a Unique Entity Identifier (UEI) and for completing a SAM.gov entity registration. Due to a high volume of requests, entity validations are taking longer than expected to process. This validation process is now taking 7-10 business days, and in some cases longer.

**OJP strongly recommends starting your SAM.gov registration process as soon as possible to allow the time necessary to process entity validations well in advance of the Grants.gov due date posted in the solicitation.** Read [this FAQ](#) for more information.

The Office of Justice Programs (OJP) Grant Application Resource Guide ("Guide") provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding. It addresses a variety of policies, statutes, and regulations that apply to many (or in some cases, all) OJP program applicants, or to grants and cooperative agreements awarded in fiscal year (FY) 2023. Some OJP programs may have program solicitations that expressly modify a provision of this Guide; in such cases, the applicant is to follow the guidelines in the solicitation as to any such expressly modified provision.

## Contents

- [How To Apply](#)
- [Application Elements and Formatting Instructions](#)
  - [Complete the Application for Federal Assistance\(Standard Form \(SF\)-424\)](#)
  - [Disclosure of Lobbying Activities](#)
    - [Unique Entity Identifier and System for Award Management \(SAM\)](#)
  - [Proposal Abstract](#)
  - [Budget Preparation and Submission Information](#)
    - [Detailed Computations and Allowable Costs](#)
    - [Narrative Justification for Every Cost](#)
    - [Consolidated Budget Summary](#)
    - [Information on Proposed Subawards \(if any\) and Proposed Procurement Contracts \(if any\)](#)
    - [Indirect Cost Rate Agreement \(if applicable\)](#)
  - [Tribal Authorizing Resolution \(if applicable\)](#)
- [Application Attachments](#)
  - [Applicant Disclosure of Pending Applications \(Duplication in Cost Items\)](#)
  - [Applicant Disclosure and Justification – DOJ High Risk Grantees](#)
  - [Research and Evaluation Independence and Integrity](#)
  - [Disclosure of Process Related to Executive Compensation](#)
- [Financial Information](#)
  - [Financial Management and System of Internal Controls](#)
  - [Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High-Risk Status\)](#)
  - [Cost Sharing or Matching Requirement](#)
  - [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 \(if applicable\)](#)
- [Application Review Information](#)
- [Federal Award Administration Information](#)
  - [Federal Award Notices](#)
  - [Administrative, National Policy, and Other Legal Requirements](#)
  - [Information Technology \(IT\) Security Clauses](#)
  - [General Information about Post-Federal Award Reporting Requirements](#)
- [Programmatic Information](#)
  - [Evidence-Based Programs or Practices](#)
  - [Information Regarding Potential Evaluation of Programs and Activities](#)
  - [Note on Project Evaluations](#)
- [Other Information](#)
  - [Freedom of Information and Privacy Act \(5 U.S.C. § 552 and 5 U.S.C. § 552a\)](#)
  - [Provide Feedback to OJP](#)
  - [To Become an OJP Peer Reviewer](#)

## Reminder: Dual Deadlines

Applications will be submitted in a two-step process, each with its own deadline:

- Step 1: Submit an SF-424 and an SF-LLL at [Grants.gov](https://www.Grants.gov)
  - **Deadline – August 9, 2024; 8:59pm ET**
- Step 2: Submit the full application, with attachments, at [JusticeGrants.usdoj.gov](https://JusticeGrants.usdoj.gov)
  - **Deadline – August 16, 2024; 8:59pm ET**

**Read the solicitations carefully for further guidance.**

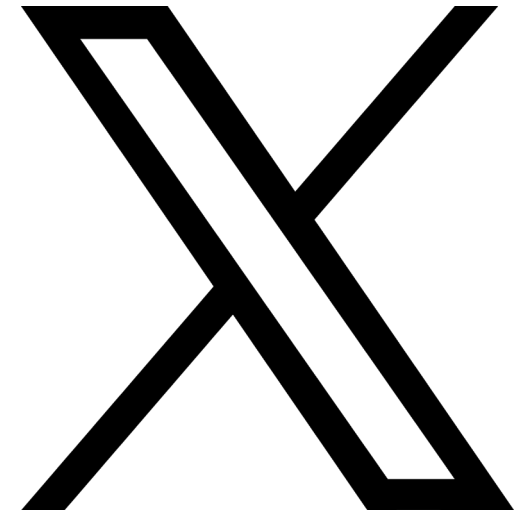
**NOTE:** Submission deadline times for both Grants.gov and JustGrants are now 8:59pm ET, not 11:59pm ET as in past years.

## Resources for FY 2024 Grant Applicants

- OJP Funding Resource Center  
<https://ojp.gov/funding/index.htm>
- DOJ Grants Financial Guide  
<https://ojp.gov/financilaguidedojo/overview>
- DOJ Grants Financial Management Online Training  
<https://www.ojp.gov/training/financial-management-training>
- OJP Grant Application Resource Guide  
<https://ojp.gov/funding/Apply/Resources/Grant-App-Resource-Guide.htm>

# Stay Connected!!

- **Facebook:** <https://www.facebook.com/DOJBJA>
- **X:** <https://twitter.com/DOJBJA>
- **YouTube:** <https://www.youtube.com/dojbja>
- Subscribe to “**Justice Matters**” and “**News From BJA**” to receive the latest information from BJA and the field.
- For information on funding opportunities, publications, and initiatives, visit **BJA’s website:** [www.bja.ojp.gov](http://www.bja.ojp.gov).





**Email Updates**  
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The screenshot shows the top of the U.S. Department of Justice Office of Justice Programs website. The header includes the DOJ seal, the text 'U.S. DEPARTMENT OF JUSTICE OFFICE OF JUSTICE PROGRAMS', and navigation links for 'Contact Us', 'Careers', 'Subscribe', and a search bar. A secondary navigation bar contains links for 'About Us', 'News Center', 'Grants/Funding', 'For Congress', 'NCJRS Library', 'Topics', 'Training', and 'Data'. Below this is a large blue banner with the word 'Subscribe' in white. Underneath the banner is a 'Stay Connected' section with a list of newsletters to subscribe to.

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OFFICE OF JUSTICE PROGRAMS

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# Subscribe

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### Stay Connected

- Subscribe to:
  - [OJP News Releases](#) for the latest OJP press releases and publication advisories
  - [JUSTINFO](#), a twice-monthly email newsletter
  - [Funding News](#), a weekly notice of new grant opportunities and application tips
  - [JusticeGrants Update e-newsletter](#) for the latest information and updates on JustGrants, DOJ's grants management system
  - [OJP email newsletters](#) and topical messages available from OJP program offices (BJA, BJS, NIJ, OJJDP, OVC, and SMART)
- Sign up for [U.S. Department of Justice Email Updates](#)

<https://www.ojp.gov/subscribe>

# Additional Questions?

Contact the OJP Response Center:

- Email: [grants@ncjrs.gov](mailto:grants@ncjrs.gov)
- Toll free: 800-851-3420
- TTY: 301-240-6310 (hearing impaired only)

The Response Center hours of operation are 10:00 a.m. to 6:00 p.m., eastern time, Monday through Friday.

## FINAL THOUGHTS!

- Read the entire solicitation
- Ask questions
- Remember dual deadlines
- Apply early
- Double check:
  - Application guidelines are followed
  - ALL required attachments are included
  - Letters of support are included in submission
- Any problems entering application contact the appropriate technical assistance provider

## Quick Reference: Important Contacts



**Technical Assistance Submitting the SF-424 and SF-LLL into Grants.Gov:** 800–518–4726, 606–545–5035  
[support@grants.gov](mailto:support@grants.gov)



**Technical Assistance Submitting the FULL APPLICATION into JustGrants:** 833–872–5175  
[JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)



**Technical Assistance with Programmatic Requirements** contact the OJP Response Center: 800–851–3420  
[grants@ncjrs.gov](mailto:grants@ncjrs.gov)



# Questions?

Enter in the Q&A box and send to All Panelists