BUREAU OF JUSTICE ASSISTANCE

FY 2019
Comprehensive Opioid Abuse Program

Solicitation Webinar

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

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U.S. Department of Justice

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Agenda for the Webinar

- Overview of the application process
- Overview of each category of funding available
- Questions and answers

Resources for New Applicants

- BJA Grant Applicant Education Series
  - https://www.bja.gov/funding/webinars.html#PastWebinars
- These previously recorded webinars cover important topics such as
  - How to navigate Grants.gov
  - How to find the critical elements of a solicitation
  - What applications should include
  - Tips for developing a budget
  - How the peer review process works
  - The application checklist
  - How subawards can be incorporated into an application
  - How to attach documents

Resources for Applicants

www.coapresources.org
(Current COAP grantee information)

www.bja.gov/funding/coap19.pdf
(COAP site-based solicitation)

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Applications are Due
June 5, 2019

Award Announcements

Awards are typically announced by the end of September

How to Apply
Pages 31–35

If you are a new applicant, register early!

- There are 4 steps in registering as an organization applicant in Grants.gov
- To register you will need all of the information listed below
  - Name of organization
  - Organization address
  - Name of the chief executive officer (CEO) or organization owner
  - Legal structure of the organization (e.g., corporation, partnership, proprietorship)
  - Year the organization started
  - Primary type of business

Tip: Refer to the Registration and Submission section of the OJP Grant Application Resource Guide at https://ojp.gov/funding/Apply/Resources/Grant-App-Resource-Guide.htm for instructions on How to Apply

Additional Steps to Submit an Application

- Acquire a unique entity identifier (currently a DUNS number) – page 32
- Acquire registration with SAM – page 33
- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password – page 33
- Acquire confirmation for the AOR from the E-Business Point of Contact – page 33
- Search for the funding opportunity on Grants.gov – page 33
- Select the correct Competition ID – page 33
- Access the Funding Opportunity and Application Package from Grants.gov
- Submit a valid application consistent with the solicitation
- Registering with Grants.gov is a one-time process; however, processing delays may occur, and it can take several weeks for first-time registrants to receive confirmation of registration and a user password. The Office of Justice Programs (OJP) encourages applicants to register several weeks before the application submission deadline.
- OJP urges each applicant to submit its application at least 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov and to correct, in a timely fashion, any problems that may have caused a rejection notification. Applications must be successfully submitted through Grants.gov by 11:59 p.m., Eastern Time, on June 5, 2019.

Program Narrative

Application Overview

Program Narrative must
- Be double-spaced
- Use a standard 12-point font (Times New Roman is preferred)
- Have no less than 1-inch margins
- DO NOT exceed 20 pages. Pages should be numbered "1 of 20," "2 of 20," etc.
- The following sections are part of the program narrative (pages 35–41)
  a) Statement of the problem (15 percent of scoring)
  b) Project design and implementation (35 percent of scoring)
  c) Capabilities and competencies (25 percent of scoring)
  d) Plan for collecting the data required for this solicitation's performance measures (5 percent of scoring)
  e) Impact/Outcomes, Evaluation, and Sustainment (10 percent of scoring)

* The budget is the other 10 percent of the score but does not count in your page limit

Application Overview

- Project Abstract (page 18)
  - Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or fewer. The project abstract does not count against the page limit for the program narrative
- Project abstracts should
  - List the category of funding requested. If applying for Category 1, clearly state whether you are applying under Subcategory 1a, Subcategory 1b, or Subcategory 1c. If applying for Category 2, clearly state whether you are applying under Subcategory 2a or Subcategory 2b, or under Subcategory 2c for both Subcategories 2a and 2b
  - State the total federal amount requested for the life of the grant. This total amount should be the same amount listed on the SF-424 form and should align with the objectives of the solicitation
  - State the legal name of the grant recipient and the title of the project
  - Describe the project's objectives and deliverables
  - Provide the complete list of partners involved in the project, if any. If a research partner is included, identify the name of the research partner and his or her agency affiliation
  - Identify the geographic area to be served by the proposed project (e.g., name of state, county, city, or region)
  - State the population size of the community or region being served in the proposed project
  - Identify any priority considerations being addressed

Follow the sample provided on page 18

Budget

Budget and Associated Documentation (pages 21–25)

- The Budget Detail Worksheet and the Budget Narrative are now combined in a single document collectively referred to as the Budget Detail Worksheet. The Budget Detail Worksheet is a user friendly, fillable, Microsoft Excel-based document designed to calculate totals. Additionally, the Excel workbook contains worksheets for multiple budget years that can be completed as necessary

- All applicants should use the Excel version when completing the proposed budget in an application, except in cases where the applicant does not have access to Microsoft Excel or experiences technical difficulties. If an applicant does not have access to Microsoft Excel or experiences technical difficulties with the Excel version, then the applicant should use the 508-compliant accessible Adobe Portable Document Format (PDF) version

Budget and Associated Documentation (pages 21–25)

- Make sure you budget for
  - Supporting the mandatory project coordinator position (Categories 1 and 2)
  - Tracking quarterly performance measures and performing applicable evaluations
  - Travel expenses (airfare, hotel, per diem, and group transportation) for the mandatory meetings
- If an applicant proposes to fund services to children impacted by the opioid epidemic, applicants should ensure that their budget clearly labels all costs used to support children/victim services and separate these costs from any other project expenses

Attachments

Additional Attachments

- Application for Federal Assistance (SF-424) – page 17
- Project Timeline – page 28
- Letters of Support and/or MOUs – page 28
- Position Description for the Project Coordinator and Research Partner (if applicable) – page 28
- Subrecipient and Procurement Contract Disclosures – page 22–23 and 28
- Applicant Disclosure of Pending Applications – page 26
- Research and Evaluation Independence and Integrity (if applicable) - page 29
- Documentation of Anticipated Benefit to Qualified Opportunity Zones (if applicable) – page 31
- Indirect Cost Rate Agreement – page 24–25
- Tribal Authorizing Resolution (if applicable) – page 25
- Financial Management and System of Internal Controls Questionnaire – page 25 Disclosure of Lobbying Activities – page 26
- Required Statutory Certifications – page 30

Funding Categories

Category 1: Locally Driven Responses to the Opioid Epidemic

Category	Funding Cap	Length of Award
Subcategory 1a – An urban area (e.g., city, town, village) or large county with a population greater than 500,000	$1,200,000 for the entire grant period	36 months
Subcategory 1b – A suburban area (e.g., city, town, village) or medium-size county with a population between 100,000 and 500,000	$900,000 for the entire grant period	36 months
Subcategory 1c – A rural area (e.g., city, town, village) or small county with a population of fewer than 100,000 or a federally recognized Indian tribe	$600,000 for the entire grant period	36 months

Category 1: Locally Driven Responses to the Opioid Epidemic

- **Eligibility**
  - Applicants are limited to units of local government and federally recognized Indian tribal governments (as determined by the Secretary of the Interior). Jurisdictions without a county- or local government-based addiction service system may designate the State Administering Agency (SAA) to serve as the primary applicant and subgrant funds to providers at the county level. Applicants should ensure they apply under the appropriate subcategory based on the population of the proposed project area.
- FAQ: A "unit of local government" includes a city, a town, a village, a county, etc.

Category 1: Locally Driven Responses to the Opioid Epidemic

- Mandatory Elements
  - Outline a comprehensive, collaborative approach to addressing the opioid epidemic
  - Agree to work closely with BJA's designated training and technical assistance (TTA) provider(s) that may assist with planning, implementation, and assessment of the sites
  - Agree to work closely with a researcher selected by BJA who may conduct a site-specific or cross-site evaluation in future years
  - Identify a project coordinator to manage the day-to-day operations of the initiative. The project coordinator should devote at least 50 percent of his or her time to the proposed project and may be funded as part of the proposed project
  - Implement the proposed project within 9 months of the award
  - Document the implementation of the program in a manual that includes policies and procedures, forms, and other relevant project materials and provide this to BJA for inclusion on the COAP Resource Center no later than 24 months from the time of the award
  - If an evaluation is proposed, provide a copy of any evaluation report funded under the project prior to the close of the grant period

Category 1: Locally Driven Responses to the Opioid Epidemic

- Allowable Uses
  - Establish pre-arrest or post-arrest law enforcement or other first-responder diversion programs for individuals who commit low level, non-violent, drug-related offenses to community-based substance abuse and behavioral health services
  - Support law enforcement agencies in identifying individuals in need of substance abuse treatment services and connecting these individuals to treatment services
  - Develop programs that embed social services with law enforcement in order to rapidly respond to opioid overdoses where children are impacted
  - Connect individuals at risk for overdose and/or survivors of a non-fatal overdose and their families with substance abuse and behavioral health treatment providers or peer recovery support providers trained in addiction support and recovery
  - Provide transitional or recovery housing as part of a comprehensive response strategy. No more than 30 percent of total grant funds may be used for this purpose

Category 1: Locally Driven Responses to the Opioid Epidemic

- Allowable Uses
  - Establish 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 veteran treatment court. As such, implementing or enhancing these court models is not an allowable funding activity under this solicitation
  - Develop, implement, or enhance programs to address the opioid epidemic in rural or tribal communities. Applicants may use technology to expand access to treatment and recovery support services for individuals who abuse illicit and prescription opioids and have limited access to treatment and recovery services due to geographic isolation
  - Develop and implement a comprehensive plan to reduce the risk of overdose death and enhance treatment and recovery service engagement among the pretrial and posttrial populations leaving jails or secure residential treatment facilities
  - Purchase and distribute tamper-proof drug-collection boxes and other federally approved controlled substance collection and permanent disposal programs

Category 1: Locally Driven Responses to the Opioid Epidemic

- Allowable Uses
  - Implement an overdose fatality review team (that includes representation from medical examiner or coroner offices) and/or support multidisciplinary intervention models such as New York City's RxStat Program
  - Support the timely collection of data and/or data integration with other data sets (such as PDMP records) to provide an understanding of drug trends, support program evaluation, inform clinical decision making, identify at-risk individuals or populations, or support investigations. Examples of data sources may include medical examiner and coroner offices, forensic science laboratories, crime scene units (such as data related to the analysis of suspected controlled substances and toxicology analysis), or other novel sources of information such as testing used needles from syringe exchange programs to understand the current local drug supply. Applications solely for equipment or case/information management system upgrades, leases, or purchases will not be considered
  - Implement other comprehensive approaches that align with the objectives of COAP

Category 1: Locally Driven Responses to the Opioid Epidemic

- Priority Consideration (page 13): priority consideration will be given to applicants that
  - Demonstrate the state, or regions within the state, have been disproportionately impacted by the abuse of illicit opioids and prescription drugs as evidenced, in part, by high rates of primary treatment admissions; high rates of overdose deaths from heroin and other opioids; and/or a lack of accessibility to treatment providers and facilities and to emergency medical services
  - Include a research partner that will assist in the identification of the problem, design of the solution, and evaluation of the proposed initiative
  - Incorporate the use of Overdose Detection Mapping Application Program (ODMAP) data collection tools to track near real-time fatal and non-fatal overdose data. Communities with existing data tracking systems that capture fatal and nonfatal overdose data can receive priority consideration by agreeing to also make data available through ODMAP. See www.odmap.org
  - Propose projects at sites that are not current BJA COAP-funded sites
  - Propose projects that will enhance public safety in a specified Qualified Opportunity Zone (see page 12)

Congressional Conference Language

Focus Area	Funding Amount
Purchase and distribute tamper-proof drug-collection boxes and other federally approved controlled substance collection and permanent disposal programs as described under Chapter 6 of Public Law 115-271	$10 million available
Support Law Enforcement Assisted Diversion (LEAD) programs	$5 million available
For education and prevention programs to connect law enforcement agencies with K-12 students	$5 million available
To embed social services with law enforcement to respond to opioid overdoses where children are impacted	$10 million available
For forensics services for rural law enforcement to address backlogs	$3 million available

Category 2: Statewide Implementation, Enhancement, and Evaluation Projects

Category 2a	Funding Cap	Length of Award
State applicants that propose to implement **new** opioid-intervention programs in a minimum of **three and less than six** geographically diverse localities or regions within the state.	$3,000,000 for the grant period Up to $400,000 may be retained by the state for administrative purposes and to support the mandatory deliverables.	36 months
State applicants that propose to implement **new** opioid-intervention programs in a **minimum of six** geographically diverse localities or regions within the state.	$5,000,000 for the grant period Up to $800,000 may be retained by the state for administrative purposes and to support the mandatory deliverables.	36 months

Category 2: Statewide Implementation, Enhancement, and Evaluation Projects

Category 2b	Funding Cap	Length of Award
State applicants must enhance or evaluate **existing** opioid-intervention programs in a minimum of three geographically diverse localities or regions within the state.	$1,500,000 Up to $200,000 may be retained by the state for administrative purposes and to support the mandatory deliverables.	36 months

Applicants who wish to apply for 2c (which is Category 2a and 2b) may do so. Follow the rules for each category when developing your budget.

Category 2: Statewide Implementation, Enhancement, and Evaluation Projects

- Mandatory Elements for all of Category 2 (a, b or c)
  - Outline a comprehensive, collaborative approach to addressing the opioid epidemic
  - Agree to work closely with BJA's designated training and technical assistance (TTA) provider(s) that may assist with planning, implementation, and assessment of the sites
  - Agree to work closely with a researcher selected by BJA who may conduct a site-specific or cross-site evaluation in future years
  - Identify a project coordinator to manage the day-to-day operations of the initiative. The project coordinator should devote at least 50 percent of his or her time to the proposed project and may be funded as part of the proposed project
  - Select one or more of the allowable activities detailed under the "Allowable Uses of Funds" section of Category 1 and support their implementation (Category 2a) or enhancement, expansion and/or evaluation (Category 2b)

Category 2: Statewide Implementation, Enhancement, and Evaluation Projects

- Mandatory Elements for Category 2a
  - Select and subaward to a minimum of three geographically diverse localities or regions within the state within 9 months of the grant award
  - Support a robust planning period for the sites of no longer than 4 months and support implementation efforts at each of the sites
  - Coordinate cross-site training and peer-to-peer learning
  - Document the implementation of the programs in a manual that includes policies and procedures, forms, and other relevant project materials and provide this to BJA for inclusion on the COAP Resource Center no later than 24 months after the time of the award
  - Produce an annual brief on the status of each program site, summarizing the key performance indicators

Category 2: Statewide Implementation, Enhancement, and Evaluation Projects

- Mandatory Elements for Category 2b
  - Select and subaward to a minimum of **three** geographically diverse localities or regions (depending on the funding amount requested) within the state within 9 months
  - If the proposed project is an enhancement or expansion project, develop a manual that includes policies and procedures, forms, and other relevant project materials and provide this to BJA for inclusion on the COAP Resource Center no later than 24 months after the time of the award
  - If the proposed project is an enhancement or expansion project, produce an annual brief on the status of each project site, summarizing key performance indicators
  - If the proposed project is an evaluation, provide a copy of any evaluation report funded under Subcategory 2b prior to the close of the grant period

Category 2: Statewide Implementation, Enhancement, and Evaluation Projects

- Priority Consideration (page 13): priority consideration will be given to applicants that
    - Demonstrate the state, or regions within the state, have been disproportionately impacted by the abuse of illicit opioids and prescription drugs as evidenced, in part, by high rates of primary treatment admissions; high rates of overdose deaths from heroin and other opioids; and/or a lack of accessibility to treatment providers and facilities and to emergency medical services
    - Include a research partner that will assist in the identification of the problem, design of the solution, and evaluation of the proposed initiative
    - Incorporate the use of Overdose Detection Mapping Application Program (ODMAP) data collection tools to track near real-time fatal and non-fatal overdose data. Communities with existing data tracking systems that capture fatal and nonfatal overdose data can receive priority consideration by agreeing to also make data available through ODMAP. See www.odmap.org
    - Propose projects in sites that are not current BJA COAP-funded sites

Category 3: Harold Rogers PDMP Implementation and Enhancement Projects

Category	Funding Cap	Length of Award
Harold Rogers PDMP Implementation and Enhancement Projects	$2,000,000 for the entire grant period	36 months

Eligibility

Applicants are limited to state governments and territories that have a pending or enacted enabling statute or regulation requiring the submission of controlled substance prescription data to an authorized state agency. Applicants within a state that does not have an enabling state statute requiring the submission of controlled substance prescription data to an authorized state agency are eligible to apply as a city, county, or region.

Category 3: Harold Rogers PDMP Implementation and Enhancement Projects

- Mandatory Project Components
  - Agree to work closely with BJA's designated TTA provider(s)
  - Use technical solutions that are compliant with the PMIX National Architecture if requesting funds to implement information sharing with other state PDMPs
  - Ensure that the recipient's PDMP system has the capacity to exchange data with other PDMP systems via the PDMP hub, which is the RxCheck hub. Category 3 applicants that are not already actively connected to the RxCheck hub may include the cost of connecting, if any, in their budget request. Additional information about this requirement may be found at https://www.coapresources.org/PDMP/RxCheck

Category 3: Harold Rogers PDMP Implementation and Enhancement Projects

- Allowable Uses for Funds
  - Establish or enhance a PDMP system
  - Facilitate the exchange of information and collection of data on prescriptions and other scheduled chemical products among states
  - Develop a training program for system users
  - Produce and disseminate educational materials
  - Support collaborations among law enforcement, prosecutors, public health officials, treatment providers, and/or drug courts
  - Facilitate electronic information sharing among states in compliance with the PMIX National Architecture
  - Expand monitoring to Schedules II, III, IV, and V
  - Improve the quality and accuracy of PDMP data
  - Develop or enhance the capacity to provide unsolicited reports of controlled substance prescribing to authorized individuals or entities
  - Assess the efficiency and effectiveness of the PDMP program or specific PDMP initiatives

Category 3: Harold Rogers PDMP Implementation and Enhancement Projects

- Priority Consideration (page 14): priority consideration will be given to applicants that have pending or enacted state legislation that
    - Requires licensed prescribers to register with the PDMP
    - Requires prescribers to query the PDMP before prescribing drugs in Schedules II, III, and IV
    - Allows the PDMP to proactively analyze their data
    - Requires interstate data sharing of PDMP data
    - Allows law enforcement access to the PDMP based on an open investigation
    - Allows unsolicited reports to be sent to regulatory/licensing boards and law enforcement
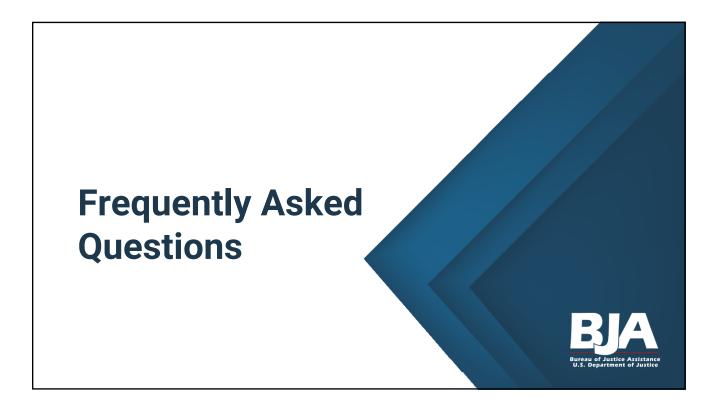
Technical Issues and Questions

Technical Issues and Questions

- 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, or via TTY at (301) 240–6310 (hearing-impaired only)
    - Email at grants@ncjrs.gov
    - Fax to (301) 240–5830
    - 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.

Technical Issues

- An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must contact the Grants.gov Customer Support Hotline at https://www.grants.gov/web/grants/support.html or the SAM Help Desk (Federal Service Desk) at https://www.fsd.gov/fsd-gov/home.do to report the technical issue and receive a tracking number
- 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 in the Contact Information section on the solicitation title page **within 24 hours after the application deadline** to request approval to submit its application after the deadline
- The applicant's email must describe the technical difficulties and must include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s)

Frequently Asked Questions

Frequently Asked Questions

- Can I apply for a new grant if I am a current COAP grantee?
  - Yes, but your new application should reflect a project that is substantively different than your current COAP grant-funded project. Priority is given to new applicants but this does not prohibit awards to current COAP grantees.
- Can nonprofit agencies apply?
  - A nonprofit agency must partner with an eligible entity in order to apply. Under this scenario, the nonprofit agency would be a subgrantee.
- Can I submit more than one application per category?
  - Yes, but you must submit separate applications.
- When should my workplan timeline start?
  - January 2020. The solicitation says "January 2019" and that is a typo.

Frequently Asked Questions

- How many applications do you intend to fund in each category?
  - BJA has not pre-established the number of awards we intend to make in each category. We will consider the number and quality of the applications received when making awards.
- How many awards do you intend to make in total?
  - BJA anticipates making a minimum of 100 awards for varying amounts under the FY 2019 COAP solicitation.
- Do my charts or tables have to be double-spaced?
  - No, charts and tables do not need to be double-spaced.
- Can a sub-grantee charge indirect costs to the grant?
  - A subgrantee can budget indirect costs; the prime recipient is responsible for approving the rates for all subrecipients. If the subrecipient has a negotiated rate with a Federal agency, then that rate would apply. More information can be found in the DOJ Financial Guide https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf)
- When will grant awards be announced?
  - Grant awards are typically announced by the end of September.

Questions?