

BUREAU OF JUSTICE ASSISTANCE

**FY 2020**

**Comprehensive Opioid, Stimulant, and  
Substance Abuse Site-Based Program  
(COSSAP)**

**Solicitation Webinar**



# **Policy Advisors**

## **BJA's COSSAP Team**

**Tim Jeffries**  
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# Agenda for the Webinar

- Overview of the application process
- Overview of available funding
- 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 including...

- 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.cossapresources.org](http://www.cossapresources.org)

(Current COAP/COSSAP grantee information)

[FY 2020 Comprehensive Opioid, Stimulant, and Substance Abuse Site-Based Program \(COSSAP\)](#)

(COSSAP site-based solicitation)

1

Applications are Due

May 21, 2020

2

Award Announcements

Awards are typically announced by the end of September

## COSSAP Objectives and Deliverables

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

# Funding Categories

## Category 1: Local or Tribal Applications

Units of local government or Federally recognized Indian tribes

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

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

# Category 1: Locally Driven Responses to the Opioid Epidemic

## Allowable Uses

- Prebooking or postbooking treatment alternative-to-incarceration programs that serve individuals at high risk for overdose or substance abuse.
- Law enforcement and other first responder diversion programs. A variety of multidisciplinary overdose prevention, response, and diversion and referral models, led by law enforcement and other first responders, have emerged in communities throughout the nation. Examples of such models include the Law Enforcement Assisted Diversion (LEAD) model and the Police Assisted Addiction and Recovery Initiative (PAARI). OJP anticipates a minimum of **\$10 million** in COSSAP funds will be used to support communities seeking to replicate the LEAD model per congressional report language.
- Education and prevention programs to connect law enforcement agencies with K-12 students. Per congressional report language, no less than **\$5 million** will be made available for this activity.

# Category 1: Locally Driven Responses to the Opioid Epidemic

## **Allowable Uses (*continued*)**

- Embedding social services with law enforcement in order to rapidly respond to drug overdoses where children are impacted. Per congressional report language, no less than **\$10 million** will be made available for this activity.
- Comprehensive, real-time, regional information collection, analysis, and dissemination.
- Naloxone for law enforcement and other first responders.
- Identifiable and accessible take-back programs for unused controlled substances found in the home and used by hospitals and long-term care facilities.

# Category 1: Locally Driven Responses to the Opioid Epidemic

## **Allowable Uses (*continued*)**

- Evidence-based treatment, such as medication-assisted treatment (MAT), as well as recovery support services including transitional or recovery housing and peer recovery support services. No more than 30 percent of total grant funds may be used for transitional or recovery housing.
- Court-based intervention programs or family court programming to prioritize and expedite treatment and recovery services to individuals at high risk for overdose. Funding is available under other BJA solicitations to implement or enhance an adult drug court and/or a veterans treatment court. As such, implementing or enhancing these court models is not an allowable funding activity under this solicitation.

## Category 2: Statewide Projects

Category	Funding Cap	Length of Award
Applications from states on behalf of county, local, municipal, or tribal communities.	\$6,000,000 for the entire grant period	36 months

## Category 2: Statewide Projects

- The objective of Category 2 is to support states in their efforts to implement and enhance one or more of the allowable activities detailed under Category 1 in a **minimum of six** geographically diverse counties, localities, or regions.
- The state may retain up to \$800,000 in total (not annually) for administrative purposes and to support the mandatory deliverables. In addition to the \$800,000 that may be retained for administrative expenses, a portion of the funds may be used to support an independent evaluation of project activities. The balance of the funds must be subawarded to local communities, regions, or tribal entities.

# Category 2: Statewide Projects

## Deliverables for Category 2

- Select and provide subawards to a minimum of six geographically diverse localities or regions within the state within 9 months of the grant award.
- Implement one or more of the allowable activities detailed under Category 1.
- Support a robust planning period for the sites, if needed, to support implementation efforts at each of the sites.
- Coordinate cross-site training and peer-to-peer learning.
- If the proposed project is solely for program evaluation or includes an evaluation component, provide a copy of any evaluation report prior to the close of the grant period.

# Congressional Conference Language

Focus Area	Funding Amount
Support Law Enforcement Assisted Diversion (LEAD) programs.	\$10 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

## OJP Policy Priority Areas for Categories 1 and 2

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

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

## OJP Policy Priority Areas for Categories 1 and 2

To receive priority consideration under the **rural priority**, applicants must describe what makes the geographic service area rural (using U.S. Census or other appropriate government data; for assistance, applicants may wish to refer to <https://www.census.gov/programssurveys/geography/guidance/geo-areas/urban-rural.html>), how isolated the area is from needed services, and how they will address specific challenges in rural communities.

## OJP Policy Priority Areas for Categories 1 and 2

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

## OJP Policy Priority Areas for Categories 1 and 2

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

# How to Apply

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## If you are a new applicant, register early!

There are 3 steps in registering as an organization applicant in Grants.gov.

- **CDFA #16.838 Comprehensive Opioid, Stimulants, and Substance Abuse Site-Based Program (Categories 1 and 2)**
- **Funding Opportunity #: BJA-2020-17023**
- **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.
  - Category 1: Competition ID: BJA-2020-17024
  - Category 2: Competition ID: BJA-2020-17025

**Tip/Resource:** 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** (<https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide#howToApply>).

## Additional Steps to Submit an Application

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 May 21, 2020.**

# Program Narrative

# Application Overview

## **Program Narrative:**

The 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:**

- A. Statement of the problem
- B. Project design and implementation
- C. Capabilities and competencies
- D. Plan for collecting the data required for this solicitation's performance measures
- E. Budget \*

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

# Application Overview

## Project Abstract

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.

- Include a project abstract that summarizes the proposed program in 400 words or fewer. Project abstracts should be:
  - Written for a general public audience.
  - Submitted as a separate attachment with “Project Abstract” as part of its file name.
  - Single-spaced, using a standard 12-point Times New Roman font with **1-inch margins**.
- For each project abstract:
  - State the legal name of the grant recipient and the title of the project.
  - For Category 1 only: State the population size of the community or region being served in the proposed project.
  - For Category 2 only: State the communities or regions selected to receive subawards, if known

# Budget

# Budget and Associated Documentation

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.

See <https://www.ojp.gov/funding/apply/forms/ojp-budget-detail-worksheet>.

# Budget and Associated Documentation

## Make sure you budget for:

- Tracking quarterly performance measures and performing applicable evaluations.
- Travel or Training 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**

- **Documentation of Rural Challenges (if applicable)**
- **Documentation of High-Poverty Areas or Persistent-Poverty Counties (if applicable)**
- **Documentation of Enhanced Public Safety in Qualified Opportunity Zones (if applicable)**
- **Letters of Support and/or Memoranda of Understanding/Interagency Agreement**
- **Time Task Plan (Required)**
- **Subrecipient and Procurement Contract Disclosures (if applicable)**

# 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](mailto: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 COSSAP 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.

## **When should my workplan timeline start?**

January 2021.

# 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 2020 COSSAP 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, located at [https://ojp.gov/financialguide/doj/pdfs/DOJ\\_FinancialGuide.pdf](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?**

