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

Developing and Enhancing Prescription Drug Monitoring Programs: FY 2005 Competitive Grant Announcement

Eligibility

State governments are eligible for grant funds if they have in place or have pending an enabling statute or regulation that requires the submission of controlled substance prescription data to a centralized database administered by an authorized state agency. **Exception:** State governments applying for planning grants are not required to have an enabling statute or regulation in place.

GMS Application Submission Deadline: January 19, 2005

This deadline is firm and will not be extended.
Document upload can be time consuming; please plan accordingly.

Table of Contents

About OJP

The Office of Justice Programs (OJP), U.S. Department of Justice, was created in l984 to provide federal leadership in developing the nation's capacity to prevent and control crime, administer justice, and assist crime victims. OJP carries out this mission by forming partnerships with other federal, state, and local agencies, as well as national and community-based organizations. OJP is dedicated to comprehensive approaches that empower communities to address crime, break the cycle of substance abuse and crime, combat family violence, address youth crime, hold offenders accountable, protect and support crime victims, enhance law enforcement initiatives, and support advancements in adjudication. OJP also works to reduce crime in Indian Country, enhance technology's use within the criminal and juvenile justice systems, and support state and local efforts through technical assistance and training.

About BJA

The Bureau of Justice Assistance (BJA), a component of the Office of Justice Programs, U.S. Department of Justice, supports innovative programs that strengthen the nation's criminal justice system. Its primary mission is to provide leadership and a range of assistance to local criminal justice strategies to make America's communities safer. BJA accomplishes this mission by providing funding, training, technical assistance, and information to state and community criminal justice programs and by emphasizing the coordination of federal, state, and local efforts. BJA's specific goals are to help communities reduce and prevent crime, violence, and drug abuse and to improve the functioning of the criminal justice system.

About the Prescription Drug Monitoring Program

In fiscal year (FY) 2005, funding of qualified applicants submitted under this competitive grant announcement is contingent on the availability and amount of FY 2005 funding for the Harold Rogers Prescription Drug Monitoring Program.

Prescription drug monitoring programs (PDMPs) are systems in which controlled substance prescription data are submitted to a centralized database administered by an authorized state agency. These programs are designed to help prevent and detect the diversion and abuse of pharmaceutical controlled substances, particularly at the retail level where no other automated information collection system exists. Prescription drug abuse has been increasing throughout the United States at alarming rates. According to the National Survey on Drug Use and Health, in 2002 an estimated 6.2 million Americans reported use of prescription drugs for nonmedical purposes in the past month. Nearly 14 percent of youth aged 12 to 17 reported using such drugs, which include pain relievers, sedatives/tranquilizers, and stimulants, for nonmedical purposes at some point in their lives. Further, emergency room visits associated with narcotic pain relievers have increased 163 percent since 1995. The U.S. Congress has responded to this problem by funding state PDMPs since 2002, and states have responded by making use of this funding. After the first National Conference for Prescription Drug Monitoring Programs in 2003, applications for funding in FY 2004 increased by more than 200 percent.

States that have implemented prescription drug monitoring programs have the capability to collect and analyze prescription data much more efficiently than states without such programs, where the collection of prescription information requires the manual review of pharmacy files—a very time-consuming and invasive process. The increased efficiency of prescription drug monitoring programs allows for the early

detection of abuse trends and possible sources of diversion. The analysis of collected data also allows for the identification of outmoded prescribing practices, which may result in the development of educational programs for medical professionals.

The purpose of the Prescription Drug Monitoring Program is to enhance the capacity of regulatory and law enforcement agencies to collect and analyze controlled substance prescription data. This program focuses on providing help for states that want to either establish a prescription drug monitoring program or enhance existing programs. Program objectives include:

- Developing capacity to plan and/or implement a prescription drug monitoring program.
- Building a data collection and analysis system at the state level.
- Enhancing existing programs' abilities to analyze and use collected data.
- Facilitating the exchange of information and collected prescription data among states.
- Assessing the efficiency and effectiveness of the programs funded under this initiative.

BJA administers this program with the U.S. Drug Enforcement Administration (DEA), Office of Diversion Control; the Office of National Drug Control Policy (ONDCP) and with the support of the National Alliance for Model State Drug Laws (Alliance). BJA will continue working with DEA to ensure that the program is developed and implemented appropriately. DEA's Office of Diversion Control is responsible for preventing the diversion for illegal purposes of legally manufactured controlled substances and regulated chemicals that have legitimate medical, scientific, and industrial uses. ONDCP plays an important role in advancing this program by participating regularly in program planning meetings with BJA, DEA, and the Alliance. ONDCP's participation helps ensure that the program is consistent with the related goals identified in the President's National Drug Control Strategy. For 2005, this strategy focuses on three core priorities: stopping use before it starts, healing America's drug users, and disrupting the market. The strategy highlights the importance of prescription monitoring, physician training, and education programs to curb the abuse of prescription drugs.

In FYs 2003 and 2004, through a cooperative agreement with the Alliance, BJA provided technical assistance to states that had either a PDMP or an interest in establishing a PDMP. In collaboration with BJA and the DEA's Office of Diversion Control, Alliance staff conducted the first National Conference for Prescription Drug Monitoring Programs in Washington, DC in December 2003. Attendees, representing 33 states, included officials from law enforcement and regulatory agencies, public health and elected officials, addiction treatment professionals, pharmacists, and community leaders. They discussed current programming, technology, innovations, and next steps. The second national conference will be held in December 2004. Also in FY 2004, the Alliance provided several states with technical assistance and played an integral role in several PDMP regional planning meetings. Contingent upon the availability of funding, BJA intends to continue providing technical assistance in FY 2005.

Under the FY 2005 PDMP, states can apply for funds to plan, implement, or enhance a PDMP. Since BJA began administering the program in FY 2002, the number of states with such programs has increased from 15 to 29 (assuming all 14 states receiving implementation grants in the past 3 years are able to follow through with their stated goals). Two states have limited scope programs; one is a pilot project, and the other focused on only one aspect of the program (both plan to expand). Between FY 2002 and FY

2004, BJA awarded funding to 16 states for enhancement of their PDMPs. In addition, in FY 2004 BJA awarded funding to six states for planning PDMPs.

In FY 2005, specialized technical assistance will be made available to assist states in their efforts to share the information they collect under this program with neighboring states. More information on how states will be expected to address this area will be provided in the future. For now, BJA recommends that each state begin exploring how this project can be a part of its strategic plan, and include it in the plan as appropriate to the needs of the state. This assistance is designed to develop a methodology and a standard for facilitating the exchange of information among states regarding prescription drug fraud cases in support of investigative and prosecutorial efforts. The objective is to minimize the cost and time of automated information exchanges by taking advantage of the work done in support of the Global Justice XML Data Model (GJXDM), which has resulted in commonly accepted data definitions and object structures that can facilitate the exchange of information between disparate systems. The Integrated Justice Information Systems (IJIS) Institute will coordinate the development of a data element definition and structure of information to take advantage of existing data element structures currently used in the GJXDM. IJIS also will make recommendations on behalf of participating states to extend the GJXDM where necessary to ensure that there is a common model that states can consider deploying in establishing the computer-based information exchanges related to this subject. A steering committee consisting of practitioners and industry participants experienced in the use of XML-based data exchanges will guide the development effort for this model exchange, and it will publish its final recommendations for use by participating PDMP states. To learn more about the GJXDM, go to **www.it.ojp.gov**.

States may submit an application for one of three categories:

- **Category I: Planning a Program**
  BJA encourages interested states that do not have a prescription drug monitoring program to apply for a planning grant. States that want to implement a planning process need not have the required legislation or regulations pending or in place. States that will miss the application deadline for an implementation grant due to the necessary legislation not yet being passed should consider applying for a planning grant. Assuming federal funds are provided in FY 2006, states can apply for the implementation grant if the enabling legislation has been passed.

- **Category II: Implementing a Program**
  States interested in creating a Prescription Drug Monitoring Program are eligible to apply. To receive funding, a state must have in place or pending legislation/regulations that (1) require the submission of dispensing data to a centralized database and (2) authorize and/or designate a state agency to provide program oversight and implementation. States developing a voluntary pilot program also may apply. Grant funds may be used to plan/establish/build a data collection and analysis system, develop an infrastructure to support programmatic activities, facilitate the exchange of information and collected prescription data among states, and assess the efficiency and effectiveness of the program.

- **Category III: Enhancing an Existing Program**
  States seeking to improve their existing Prescription Drug Monitoring Program efforts are eligible to apply for an enhancement grant. Grant funds may be used to enhance the program's data collection and analysis system, develop infrastructure to support programmatic activities (including treatment referral activities), facilitate the exchange of information and collected prescription data among states, and assess the efficiency and effectiveness of the program.

Eligibility

State governments are eligible for grant funds if they have in place or pending an enabling statute or regulation that requires the submission of controlled substance prescription data to a centralized database administered by an authorized state agency. Optimally, the legislation or regulations would include the following:

- The required submission of data for prescriptions in Schedules II, III, IV, and V.
- The submission of data elements consistent with standards established by the American Society for Automation in Pharmacy.
- Access to collected data by federal, state, and local law enforcement personnel statutorily authorized to access prescription data by traditional, manual methods.

State governments that have not taken any action, but want to apply, must take steps to introduce legislation or regulations for a prescription drug monitoring program before the FY 2005 Developing and Enhancing Prescription Drug Monitoring Programs submission deadline, January 19, 2005, and they must provide evidence of doing so within their applications.

Exception: State governments applying for planning grants are not required to have an enabling statute or regulation pending or in place.

Note: For more information on developing legislation, a state may want to refer to the Prescription Monitoring Program Model Act adopted by the Alliance of States with Prescription Monitoring Programs and the National Association of State Controlled Substances Authorities (NASCSA). The Prescription Monitoring Program Model Act and background information about the act are available on NASCSA's web site at www.nascsa.org/rxmonnascsa.htm. Another resource is the National Alliance for Model State Drug Laws (www.natlalliance.org), which currently serves as BJA's technical assistance provider for the Prescription Drug Monitoring Program.

Amount and Length of Awards

The application should include a request for funding within the following guidelines.

- **Category I: Planning a Program:** States only planning a prescription drug monitoring program can apply for up to $50,000, and the project period is 15 months.
- **Category II: Implementing a Program:** These grants are for states interested in creating a prescription drug monitoring program. Grants can total up to $350,000, and the project period is 15 months.
- **Category III: Enhancing an Existing Program:** These grants are for states seeking to improve their existing prescription drug monitoring program. Grants can total up to $350,000, and the project period is 15 months.

BJA will determine the number of awards based on available resources, the number of submissions received, criteria set forth in this grant announcement, and other considerations described under Review Process.

Review Process

In collaboration with its federal partners, BJA will review all eligible applications and make recommendations to the Director of BJA, who will make final award recommendations to OJP's Assistant Attorney General.

Funding decisions will be made on the basis of several criteria, including the merit and fundamental strengths of the application. Consideration also may be given for other factors including, but not limited to, geographic and regional balance. Applications that meet all eligibility requirements will be evaluated according to the selection criteria described below. Peer reviewers' recommendations are advisory only. The final award decision is made by the Assistant Attorney General. BJA will negotiate specific terms of the awards with the selected applicants.

How To Apply

The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.580, titled "Edward Byrne Memorial State and Local Law Enforcement Assistance Discretionary Grants Program."

OJP requires that funding applications be submitted through the OJP Grants Management System (GMS). To access the system go to https://grants.ojp.usdoj.gov. Applications submitted via GMS must be in on of the following formats: Microsoft Word (*.doc), PDF (*.pdf), or text (*.txt).

If you experience difficulties at any point in this process, please call the GMS Help Desk at 1–888–549–9901.

Step 1: Signing On

- If you already have a GMS user ID, proceed to GMS sign in. Even if your organization already has a user ID, you will not be considered registered for the solicitation until you have signed on to GMS and entered the appropriate solicitation. To do so, please proceed to step 2.

- If you do not have a GMS user ID, select "New User? Register Here." After you have completed all of the required information, be sure to click "Create Account" at the bottom of the page and note your user ID and password, which are case sensitive.

- Beginning October 1, 2003, a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. The DUNS number will be required whether an applicant is submitting an application on paper, through OJP's Grants Management System, or using the governmentwide electronic portal (Grants.gov). **An application will not be considered complete until the applicant has provided a valid DUNS number.** Individuals who would personally receive a grant or cooperative agreement from the federal government are exempt from this requirement.

Organizations should verify that they have a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at **no cost** by calling the dedicated toll-free DUNS number request line at 1–800–333–0505.

Step 2: Selecting/Registering for the Program

- After you have logged onto the system using your user ID and password, click on "Funding Opportunities."
- Select the "Bureau of Justice Assistance" from the drop-down list and click "Search." This will narrow the list of solicitations within the Office of Justice Programs to those in BJA.
- From the list of BJA grants, find "Developing and Enhancing Prescription Drug Monitoring Programs" and click "Apply Online."
- Confirm that your organization is eligible to apply for this program by reading the text on the screen. If eligible, proceed by clicking "Continue."

Step 3: Completing Overview Information

- Select the type of application you are submitting by choosing "Application Non-Construction" in the "Type of Submission" section.
- Select "New" in the drop-down box for "Type of Application."
- If your state has a review and comment process under Executive Order 12372 (http://policy.fws.gov/library/rgeo12372.pdf), then select either "Yes" and enter the date you made this application available under that review or "N/A" because this program has not been selected by your state for such a review. If your state does not have such a process, then select "No. Program Not Covered by E.O. 12372."
- Click "Save and Continue."

Step 4: Completing Applicant Information

- Answer "Yes" or "No" to the question about whether or not your organization is delinquent on any federal debt.
- The rest of this page will prepopulate from the information you submitted during the registration process. Check this information for accuracy and relevance to your organization and make any needed changes.
- Click "Save and Continue."

Step 5: Completing Project Information

- Provide a title that is descriptive of your project.
- List the geographic areas to be affected by the project.
- Enter a start date for the project that is on or after May 1, 2005 and an end date 15 months later.
- Select all of the congressional districts that are affected by this application. To select multiple districts, hold down the CTRL key while making your selections.
- Enter the amount of the grant for which your organization is applying (no more than $350,000) in the federal line under the "Estimated Funding" section.
- Click "Save and Continue."

Step 6: Uploading Attachments

- You will be asked to upload three attachments to the online application system. (See the Attachments section for detailed instructions.)

    1. The Budget Detail Worksheet (Attachment #1).
    2. The Program Narrative (Attachment #2).
    3. Other Program Attachments (Attachment #3).

- To upload these documents, click "Attach." A new window will open. To continue, click "Browse" and find the file on your computer or the network drive from which you wish to upload, then click "Upload Your Document." A window that says "File Upload Successful" should pop up. Next to the upload list, the notation should change to "Attachment OK." Repeat these steps for all three uploads.

  Note: Depending on the size of the attachment and/or your computer connection, this process can take several hours. The system will shut down promptly at the deadline. Any incomplete application will not be accepted, and no exceptions will be granted. Please plan accordingly.

- If you encounter any difficulties uploading your file, click on "Tips for Successful Upload." This document will explain the usual problems with uploading files and will help you through them.
- Click "Save and Continue."

Step 7: Completing the Assurances and Certifications

- You will need to accept both the assurances document and the certifications document. To do so, click on the links marked "Assurances" and "Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements."

- Read both documents. At the bottom of each one, click the "Accept" button.

- Once you have accepted both documents, enter the correct personal information for the person submitting the application.

- Click the box next to the text at the bottom of the page to certify that the person submitting the application is authorized to accept these assurances and certifications.

- Click "Save and Continue."

Step 8: Reviewing the SF–424

- By answering the questions contained in GMS, you have completed the Standard Form 424 (SF–424) and forms required to apply for grant funding. Take a moment to review the SF–424 to ensure that it is accurate.

- If you need to make changes to any portion of the application, simply click that section along the left side of the screen and be sure to click "Save and Continue" after making any changes.

- When you are sure that the information is accurate, click "Continue."

Step 9: Submitting the Application

- A list of application components will appear on the screen. It should say "Complete" before each component. If it says "Incomplete" then click on the word and it will take you back to the section that needs to be completed. At the top of that screen, it will explain what is missing.

Note: If the applicant notifies BJA in advance of the deadline of its inability to submit an application electronically and demonstrates that it has made reasonable efforts to comply with the requirement to submit its application electronically, BJA **may,** at its discretion, allow submission of the application in a paper version via overnight express only. (General mail delivery is still delayed by heightened security screenings in the D.C. area.) The applicant must continue its efforts to submit an application electronically. An application approved for submission in hard copy/paper version will be accepted only if it is postmarked no later than the date of the application deadline.

Attachments

Budget Detail Worksheet (Attachment #1)

The applicant must provide a budget that (1) is complete, detailed, reasonable, allowable, and cost effective in relation to the proposed activities, (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested, and (3) provides a brief supporting budget narrative to link costs with project implementation (see below for more information about the budget narrative). Please note that the budget should indicate the amount of any indirect donations to be contributed to the program.

Applicants must submit **both** a budget worksheet and a budget narrative in one file. The worksheet provides the detailed computation for each budget item (often in spreadsheet format). The narrative justifies or explains each budget item and relates it to project activities.

- **Budget Worksheet.** The budget worksheet must list the cost of each budget item and show how the cost was calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee to be paid through grant funds. The budget worksheet should present a complete and detailed itemization of all proposed costs. **Note:** Total costs specified in the budget detail worksheet must match the total amount requested.

- **Budget Narrative.** The budget narrative should closely follow the content of the budget worksheet and provide justification for all proposed costs. For example, the narrative should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs (if applicable) were calculated. The budget narrative should justify the specific items listed in the budget worksheet (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable.

A sample budget worksheet form that can be used as a guide to assist applicants in the preparation of the budget worksheet and budget narrative is available on OJP's web site (www.ojp.usdoj.gov/forms.htm).

Program Narrative (Attachment #2)

The program narrative must respond to the selection criteria (numbers 1-7) in the order given. Submissions that do not adhere to the format will be ineligible.

The program narrative must be double spaced, use a standard 12-point font (Times New Roman preferred) with 1-inch margins, and must not exceed 20 pages. (Please number pages "1 of 20," "2 of 20," and so forth.)

Other Program Attachments (Attachment #3)

This attachment must include the following materials:

- A project timeline containing each project goal, related objective, activity, expected completion date, and responsible person or organization.

- Job descriptions for all key positions. Job descriptions should outline the roles and responsibilities for all key positions; résumés for the staff who currently hold these positions should also be included.

- Letters of support/commitment and/or memoranda of understanding, as appropriate for each partnership or collaboration referenced in the application. If letters of support cannot be uploaded as part of Attachment #3, they may be faxed to 202–354–4147 by **January 19, 2005.** The applicant must include the application number that is assigned by GMS (e.g., 2005-F001-DC-PM) on all faxed documents.

Selection Criteria

Important note: States without a prescription drug monitoring program should submit an application under either category I, "Planning a Program" or category II, "Implementing a Program." States applying to enhance an existing program should submit an application under category III.

Applicants will be evaluated and rated according to the criteria outlined below.

1. **Problem Definition** (10 points)
   Identify the problem(s) your proposal addresses. Problem statements should include a discussion of the various types of offenses and offenders that the new or enhanced prescription drug monitoring program will address. Also, include as much supporting information as possible to describe the impact that the abuse and diversion of controlled substances is having on the state. Include a summary of how this information is currently being collected and analyzed in the state.

2. **Strategy Overview** (15 points)
   Summarize the state's overall strategy or approach to reduce the abuse and diversion of pharmaceutical controlled substances. Describe current law enforcement activities and/or government and industry partnerships addressing this problem. Describe how the state's prescription drug monitoring program fits into this overall strategy. Identify the statute that provides for a prescription drug monitoring database, the state agency that has been designated to enforce legislation passed in this area, and how that agency is positioned to implement the planned activities under the proposed grant (not required for states apply for planning grants).

3. **Implementation Plan** (20 points)
   Describe what the state proposes to do and how the state will do it. (See the Performance Measures section.) Along with the goals and objectives, include a project timeline that describes each project goal, related objective, activity, expected completion date, and responsible person or organization. Briefly explain how each task will support and/or enhance the development of the prescription drug monitoring program.

4. **Collaboration** (15 points)
   Describe who will make up the development team (e.g., state, regulatory, and law enforcement officials; health care professionals; consumers, etc.). Include a discussion of how the state will involve the team in planning and/or enhancing the prescription drug monitoring program and in providing educational outreach to the community at large. Describe the strategy to collaborate with other public and private agencies, organizations, and institutions. Include letters of support and commitment and/or memoranda of understanding, where appropriate. Descriptions of collaborative commitments must clearly specify respective responsibilities. Collaboration that has previously occurred in PDMPs should be documented.

5. **Program Effectiveness** (10 points)
   Explain how the state will know if the program works. Describe the data the state has and the data the state will collect to show a reduction in diversion and abuse as well as the consequences of these problems. (See the Performance Measures section.) Describe how the state will assess the impact of its efforts. A clear connection should be maintained between the proposed strategy and the issues identified in the problem statement. Explain what will be measured, who will do it, and how the information will be used. States are encouraged to describe the data collection instruments that are

currently in use, if any, and any efforts to implement with recommendations related to the Global Justice XML Data Model.

6. **Management and Organizational Capacity** (10 points)
   Describe the management structure and staffing, specifically identifying a grant coordinator. Demonstrate the capability to implement the project successfully. Provide job descriptions that outline the roles and responsibilities of all key positions and résumés for the staff who currently hold these positions.

7. **Sustainment** (10 points)
   Outline a strategy for sustaining the project when the federal grant period ends.

8. **Budget** (10 points)
   Provide a proposed budget that is complete, detailed, reasonable, allowable, and cost effective in relation to the activities to be undertaken, consistent with the format provided under Budget Detail Worksheet (attachment #1). Include funding to support attendance at two or three national/regional planning and coordination meetings.

Performance Measures

To ensure compliance with the Government Performance and Results Act (GPRA), Public Law 103-62, grantees are required to collect and report data that measure the results of program performance. All applicants are required to address the outcome and process measures listed below. Grantees will be required to provide the data that will be aggregated from all the grantees to inform program performance. In addition to incorporating this information into their submission's narrative, applicants are required to address the type of information they will collect, who will collect it, the methods of collection, and how the information will be reported. Grantees also are expected to provide interim data in their semiannual progress reports and to submit project results as part of their final progress report.

Program Objectives	Performance Measures
Identify and adjudicate individuals (doctor shoppers, indiscriminate prescribers and dispensers, prescription forgers) engaged in the diversion of pharmaceutical controlled substances.	**Intermediate Outcome:** Number of individuals investigated for the diversion of pharmaceutical controlled substances before and after implementation/enhancement of the program. **Intermediate Outcome:** Number of individuals arrested for the diversion of pharmaceutical controlled substances before and after implementation/enhancement of the program. **Intermediate Outcome:** Number of individuals prosecuted for the diversion of pharmaceutical controlled substances before and after implementation/enhancement of the program. **Intermediate Outcome:** Number of dosage units of pharmaceutical controlled substances diverted by individuals who have been prosecuted. (Indicates focus has been placed on high-level diverters rather than low-level individuals.)
Reduce adverse effects of pharmaceutical controlled substance abuse.	**Outcome:** Number of Emergency Room and/or Medical Examiner reports of adverse events before and after implementation/enhancement of the program.
Reduce the quantity of pharmaceutical controlled substances obtained by individuals attempting to engage in fraud and deceit (i.e., “doctor shopping”).	**Outcome:** Number of excessive prescriptions for controlled substances from multiple prescribers obtained by “doctor shoppers” (individuals identified as receiving an excessive number of prescriptions) before and after such identification.* **Output:** Number of unsolicited notices sent to practitioners by the monitoring program.* **Outcome:** Number of reports requested by practitioners.*

Develop/increase the efficiency of investigational efforts.	**Output:** Number of investigations completed per investigator per year before and after implementation/enhancement of the program. **Output:** Average number of work hours/days spent per case before and after implementation/enhancement of the program.
Increase coordination among regulatory/law enforcement agencies across state lines.	**Output:** Number of reports disseminated to out-of-state regulatory agencies regarding filled prescriptions written by practitioners from another state.*
Increase cooperative effort between state/local agencies and federal agencies (DEA).	**Output:** Number of joint investigations conducted.
Increase the efficiency of data collection and reporting.	**Output:** Average number of days between the date a prescription is filled and the date the data is available in the system.* **Output:** Length of time required to provide reports pertaining to suspect activity to requestor (practitioner, pharmacist, regulatory or law enforcement agency).*

*Performance measure to be reported on by implementation and enhancement grant recipients only.

Submission Deadline

New GMS users must create a user account before submitting an application (see How To Apply, step 1). **Applications for this program are due by 8 p.m. e.t. on January 19, 2005.** Faxed or mailed applications or supplemental materials will not be accepted, except as described under How To Apply.

Technical Assistance

The National Alliance for Model State Drug Laws (www.natlalliance.org) currently serves as the technical assistance provider for the Prescription Drug Monitoring Program. Also, as part of its oversight role, DEA's Office of Diversion Control maintains contact with all the states working to implement prescription drug monitoring programs. BJA, in conjunction with the National Alliance and DEA, will help link grantees interested in obtaining technical assistance to other experienced state agencies. Technical assistance will be available for grantees funded under each category.

Other Requirements

Purchase of American-Made Equipment and Products

It is the sense of Congress, as conveyed through each year's appropriations act, that to the greatest extent practicable, all equipment and products purchased with grant funds should be American made.

Civil Rights Compliance

All recipients of federal grant funds must comply with nondiscrimination requirements contained in federal laws. If a court or administrative agency makes a finding of discrimination against a recipient of funds on grounds of race, color, religion, national origin, gender, disability, or age after a due process hearing, the recipient must forward a copy of the finding to the Office for Civil Rights of the Office of Justice Programs.

Limited English Proficiency

Recipients of OJP financial assistance are required to comply with several federal civil rights laws, including Title VI of the Civil Rights Act of 1964 (Title VI) and the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services.

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs.

The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov, by contacting OJP's Office for Civil Rights at 202–307–0690, or by writing to the following address:

Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 7th Street NW., Eighth Floor
Washington, DC 20531

Faith-Based and Community Organizations

It is OJP policy that faith-based and community organizations that statutorily qualify as eligible applicants under OJP programs are invited and encouraged to apply for assistance awards. Faith-based and community organizations will be considered for awards on the same basis as any other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees

in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or people working in the organization.

Anti-Lobbying Act

The Anti-Lobbying Act (18 U.S.C. § 1913) recently was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between $10,000 and $100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352.

The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars (www.whitehouse.gov/omb/circulars/index.html) and the common rule (codified at 28 C.F.R. Part 69 for U.S. Department of Justice grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval by OJP. Any violation of this prohibition is subject to a minimum $10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

Confidentiality and Human Subjects Protection

U.S. Department of Justice regulations (28 C.F.R. Part 22) require applicants for BJA 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 personally identifiable information will be collected. In addition to the regulations in Part 22, regulations concerning protection of human subjects are set forth in 28 C.F.R. Part 46. In general, 28 C.F.R. Part 46 requires that all research involving human subjects conducted or supported by a federal department or agency be reviewed and approved by an Institutional Review Board before funds are expended for that research.

General information regarding Confidentiality and Human Subjects Protection can be found on the National Institute of Justice web site (www.ojp.usdoj.gov/nij/humansubjects). Sample formats of the Privacy Certificate, Transfer Agreement, and Single Project Assurance for submission to BJA can be found on the OJP web site (www.ojp.usdoj.gov/forms.htm).

Evaluation

Grant recipients must agree to cooperate with any assessments, national evaluation efforts, or information/ data collection requests relating to any activities under this program.

Additional Information

For general information about BJA programs, training, and technical assistance, contact BJA at 202–616–6500 or visit the BJA home page at www.ojp.usdoj.gov/BJA.

For specific information about this solicitation, contact Deborah Sheetz, BJA Policy Office, at 202–514–9338 or deborah.sheetz@usdoj.gov or Mandy Healy, DEA Office of Diversion Control, at 202–307–7286 or Mandy.A.Healy@usdoj.gov.

The OJP *Financial Guide*, which contains information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records, is available on the OJP web site at www.ojp.usdoj.gov/FinGuide. This document governs the administration of funds by all successful applicants and their contractors.