ONDCP Circular: Tracking System for Federally Funded Grant Programs

September 9, 2021

TO: **THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS**

FROM: **REGINA M. LABELLE, ACTING DIRECTOR**

SUBJECT: **FEDERAL DRUG CONTROL GRANTS TRACKING**

1. **Purpose.** This circular provides guidance for National Drug Control Program agencies (NDCPA) to ensure Federally-funded drug control grants are tracked in ONDCP's compilation of drug control grants. This includes information and procedures related to providing identifying information on drug control grants, providing information on the effectiveness of the programs supporting the grants, and providing information on feedback received on the grants application process.

2. **Rescission**. This circular rescinds and replaces the ONDCP Circular, Tracking System for Federally Funded Grant Programs, dated October 22, 2019.

3. **Authority.** *The Substance Use-Disorder Prevention that Promotes Opioid Recovery and Treatment (SUPPORT) for Patients and Communities Act of 2018* (P.L. 115-271, dated October 24, 2018) provides the authority for ONDCP's oversight of the National Drug Control Program. In relevant part, this law has been codified at 21 U.S.C. §§ 1701 *et seq.*

4. **Definitions.** As used in this circular, -

   a. **Federally-funded grant program** means any grant-making program scored in the National Drug Control Program budget. This may include both discretionary and non-discretionary grants.

   b. **Drug Control Grants** are funding opportunities, either discretionary or non-discretionary, whose parent programs are part of budgets that are currently scored by ONDCP in the National Drug Control Program budget. This may also include cooperative agreements.

   c. **National Drug Control Agency** (hereinafter also referred to as agency) means an agency designated by the Director of National Drug Control Policy as part of the National Drug Control Program. The criteria for these agencies can be found in *ONDCP Circular: Budget Formulation*, dated September 9, 2021. A full list of these agencies is published annually in the *National Drug Control Strategy: Budget and Performance Summary.*

d. **Bureau** means any component of an agency.

e. **Other key terms** related to the National Drug Control Program and its associated budget are defined in Section 4 of the ONDCP Circular: *Budget Formulation*. These terms include *National Drug Control Program*, *National Drug Control Program agency*, and *bureau*.

5. **Coverage.** The provisions of this circular apply to all agencies in the Executive Branch as defined by ONDCP Circular: *Budget Formulation*, Section 4.b.

6. **Requirements.** Pursuant to 21 U.S.C.§ 1704(f)(2), "the head of each National Drug Control Program Agency shall provide to the Director a complete list of all drug control...grant programs and any other relevant information for inclusion in the system…and annually update such list."

a. **Annual Report** – Each agency shall annually report the following information for grant announcements and awards for the most recently completed fiscal year to the ONDCP Director. Agencies may use the template provided in Attachment A to prepare their annual report.

(1) **Grant Tracking Information –** The report shall include the following grant tracking information.

   i. **Catalog of Federal Domestic Assistance (CFDA) numbers** – Agencies shall provide the CFDA numbers, by bureau if appropriate, for all grant programs covered by this circular.

   ii. **Program Names** – The report shall identify the grant programs associated with each of the CFDA numbers included in the report.

   iii. **Public Notification** – The report shall identify whether notification and award of each grant was made available on grants.gov and usaspending.gov.

   iv. **Changes from the Prior Year Report** – The report shall notate any change in reporting in the CFDA numbers or grant programs from the most recently submitted report.

(2) **Performance, Evaluation, and Other Effectiveness Information –** The report shall include the following performance, evaluation, and other effectiveness information.

   i. **Performance Metrics** – The report shall include the web address that links to performance metrics for the grants reported, including metrics that show impact in advancing equity.

ii. **Evaluations** – The report shall include the web address that links to programs or grant evaluation information for the grants reported.

iii. **Other Effectiveness Information** – The report shall include a list of other documents/information that documents the effectiveness of the programs or activities covered by Section 6.a.(1) and the web address for the information.

(3) **Barriers Identified and Corrective Action Proposed –** The report shall include a section where agencies identify any barriers or impediments in the grant application process identified by stakeholders and any corrective actions proposed and/or taken to remove such barriers.

(4) **Duplication, Overlap or Gaps in Funding –** The report shall include a section where agencies identify potential duplication, overlap, or gaps in funding for Federal grants for substance use disorder treatment, prevention and enforcement and, if identified, ways to reduce the reported duplication, overlap, or gaps.

b. **Due Dates.** This report shall be submitted to ONDCP no later than November 1 each year.

c. **Ongoing Reporting.** National Drug Control Program Agencies shall provide updates to the list of applicable CFDA numbers on an ongoing basis to ensure the accuracy of information made publicly-available on the grants.

7. **ONDCP Point of Contact.** The point of contact for all matters referenced in this circular is the Performance Budget Coordinator at performancebudgetcoordinator@ondcp.eop.gov.

ATTACHMENT A: MODEL REPORT

FY 20XX Federal Drug Control Grants Tracking Report

Department:_____

Agency: _____

CFDA Number	Programs Covered	Posted on grants.gov?	Posted on usaspending.gov?

*Please highlight any changes in this list

Performance, Evaluations, and Effectiveness Information:

Are there performance metrics for the programs grants reported? *Yes/no*

Where can this information be found online?

Have any evaluations been conducted of the programs reported? *Yes/no*

If yes, where can these evaluations be found?

Is there any additional information on effectiveness on the programs reported that should be included in ONDCP's webpage dedicated to tracking this information? If yes, please list it below.

Barriers in the Grants Application Process:

What barriers have been identified in the grants application process by applicants, grantees, or other stakeholders?

What has been done to address these barriers?

Duplication, Overlap or Gaps in Funding:

Identify potential duplication, overlap, or gaps in Federal grants for substance use disorder treatment, harm reduction, prevention, recovery, and enforcement. For each instance where a potential duplication, overlap, or gap is identified, include a recommended approach to reducing or eliminating the duplication, overlap, or gap.