

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



---

## BJA FY 21 Adult Drug Court and Veterans Treatment Court Discretionary Grant Program

<b>Assistance Listing Number #</b>	16.585
<b>Grants.gov Opportunity Number:</b>	O-BJA-2021-46003
<b>Solicitation Release Date:</b>	December 22, 2020 1:00 PM
<b>Version:</b>	3
<b>Grants.gov Deadline:</b>	March 03, 2021 11:59 PM
<b>Application JustGrants Deadline:</b>	March 17, 2021 11:59 PM

---

### Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications to implement and enhance drug court services, including service coordination, management of drug court participants, and recovery support services. This program furthers the Department's mission by providing resources to state, local, and federally recognized tribal governments to enhance drug court programs and systems for nonviolent offenders and veterans with addictions, including stimulant and opioid abuse and overdose.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

### Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C- BJA-2021-00 017-PROD	1	10	\$500,000.00	10/1/21 12:00 AM	48
C- BJA-2021-00 018-PROD	2	15	\$500,000.00	10/1/21 12:00 AM	48
C- BJA-2021-00 019-PROD	3	55	\$500,000.00	10/1/21 12:00 AM	48
C- BJA-2021-00 020-PROD	4	11	\$1,500,000.00	10/1/21 12:00 AM	48

**Eligible Applicants:**

City or township governments, County governments, Native American tribal governments (Federally recognized), State governments, Other

**Other**

For **Category 1: Implementation of Veterans Treatment Court, Category 2: Veterans Treatment Court, and Category 3: Adult Drug Court**, the following entities are eligible to apply:

- State governments
- City or township governments
- County governments
- Native American tribal governments (Federally recognized)
- Other

On behalf of a single drug court or veterans treatment court.

For **Category 4: Statewide Strategies to Support Adult Drug Courts and Veterans Treatment Courts**, the following entities are eligible to apply:

- State governments
- Other
  - State agencies such as the State Administering Agency, the Administrative Office of the Courts, and the State Substance Abuse Agency
  - State criminal justice agencies and other state agencies involved with the provision of substance abuse and/or mental illness services, or related services, to criminal substance abusers

For purposes of this solicitation, “state” means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

See Eligibility Information further in solicitation

BJA will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

BJA may elect to fund applications submitted under this FY 2021 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

## Contact Information

For technical assistance with submitting the **SF-424 and SF- LLL** in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at [Grants.gov customer support webpage](#), or email at [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or at 833-872-5175. The JustGrants Service Desk operates 5 a.m. to 9 p.m. EST Monday - Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and federal holidays.

An applicant that experiences unforeseen Grants.gov or JustGrants technical issues beyond its control that prevent it from submitting its application by the deadline must email the Response Center contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline.

For assistance with any other requirements of this solicitation, contact the Response Center, by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only) or by email at [grants@ncjrs.gov](mailto:grants@ncjrs.gov). Response Center hours of operation are 10 a.m. to 6 p.m. eastern time Monday through Friday, and 10 a.m. to 8 p.m. eastern time on the solicitation close date.

## Submission Information

In FY 2021, applications will be submitted to DOJ in a **NEW** two-step process.

**Step 1:** Applicants will submit an **SF-424 and an SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, applicants will need to obtain a Data Universal Numbering System (DUNS) and System for Award Management (SAM) registration or renewal.

**Step 2:** Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://JustGrants.usdoj.gov).

To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

OJP encourages applicants to review, the "How to Apply" section in the [OJP Grant Application Resource Guide](#).

# Contents

Contact Information . . . . .	3
Program Description . . . . .	6
Overview . . . . .	6
Statutory Authority . . . . .	6
Specific Information . . . . .	6
Goals, Objectives, Deliverables, and Timeline . . . . .	8
Evidence-Based Programs or Practices . . . . .	9
Information Regarding Potential Evaluation of Programs and Activities . . . . .	9
OJP Priority Areas . . . . .	10
Federal Award Information . . . . .	10
Awards, Amounts and Durations . . . . .	11
Continuation Funding Intent . . . . .	11
Availability of Funds . . . . .	11
Types of Awards . . . . .	12
Financial Management and System of Internal Controls . . . . .	12
Budget Information . . . . .	12
Cost Sharing or Matching Requirement . . . . .	12
Pre-agreement Costs (also known as Pre-award Costs) . . . . .	12
Limitation on Use of Award Funds for Employee Compensation: Waiver . . . . .	12
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs . . . . .	12
Costs Associated with Language Assistance (if applicable) . . . . .	13
Cost Associated with Recovery Support Services (if applicable) . . . . .	13
Eligibility Information . . . . .	13
Application and Submission Information . . . . .	13
Information to Complete the Application for Federal Assistance (SF-424) . . . . .	14
Standard Applicant Information (JustGrants 424 and General Agency Information) . . . . .	14
Proposal Abstract . . . . .	14
Proposal Narrative . . . . .	15
Goals, Objectives, Deliverables, and Timeline . . . . .	27
Budget and Associated Documentation . . . . .	27
Budget Worksheet and Budget Narrative (Web-based Form) . . . . .	27
Indirect Cost Rate Agreement (if applicable) . . . . .	27
Financial Management Questionnaire (including applicant disclosure of high-risk status) . . . . .	28
Disclosure of Process Related to Executive Compensation . . . . .	28
Memorandum of Understanding Signed by Key Drug Court Team Members or by a Designated Agency Representative (recommended) . . . . .	28

Fiscal Agent Memorandum of Understanding (MOU) Signed by Applicant and Drug Court Administrator (recommended) . . . . .	28
Additional Application Components . . . . .	28
Tribal Authorizing Resolution . . . . .	28
Timeline Form . . . . .	29
Letters of Support . . . . .	29
Research and Evaluation Independence and Integrity Statement . . . . .	29
Documentation of Rural Challenges (if applicable) . . . . .	29
Documentation of High-Poverty Areas or Persistent-Poverty Counties (if applicable) . . . . .	29
Documentation of Anticipated Benefit to Qualified Opportunity Zones (if applicable) . . . . .	30
Disclosures and Assurances . . . . .	30
Disclosure of Lobbying Activities . . . . .	30
DOJ Certified Standard Assurances . . . . .	30
Applicant Disclosure of Duplication in Cost Items . . . . .	30
DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements . . . . .	30
How to Apply . . . . .	31
Submission Dates and Time . . . . .	31
Application Review Information . . . . .	31
Review Criteria . . . . .	31
Review Process . . . . .	31
Federal Award Administration Information . . . . .	32
Federal Award Notices . . . . .	32
Administrative, National Policy, and Other Legal Requirements . . . . .	32
Information Technology (IT) Security Clauses . . . . .	32
General Information about Post-Federal Award Reporting Requirements . . . . .	33
Federal Awarding Agency Contact(s) . . . . .	33
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a) . . . . .	33
Provide Feedback to OJP . . . . .	33
Performance Measures . . . . .	33
Application Checklist . . . . .	33
Adult Drug Court and Veterans Treatment Court Discretionary Grant Program FY 2021 Competitive Grant Solicitation . . . . .	33

# Program Description

## Overview

The Adult Drug Court and Veterans Treatment Court (ADC and VTC) Discretionary Grant Program provides financial and technical assistance to states, state courts, local courts, units of local government, and federally recognized Indian tribal governments to implement and enhance the operations of adult drug courts and veterans treatment courts.

## Statutory Authority

34 U.S.C. 10611, et seq. Any awards under this solicitation would be made under statutory authority provided by a full-year appropriations act for FY 2021. As of the writing of this solicitation, the Department of Justice is operating under a short-term "Continuing Resolution;" no full-year appropriation for the Department has been enacted for FY 2021.

## Specific Information

The ADC and VTC Program supports efforts by state, local, and tribal courts to address the needs of individuals in the criminal justice system with substance abuse issues, including targeting the needs of veterans. These courts effectively integrate evidence-based substance abuse treatment, random drug testing, equitable sanctions and incentives, and transitional services in judicially supervised court settings with jurisdiction over offenders to reduce recidivism and substance abuse, and prevent overdoses.

### 10 Key Component for Drug Courts

BJA provides applicants the flexibility to identify the most appropriate court model on which to base their drug courts in order to accommodate the needs and available resources of their jurisdictions, so long as the model conforms to the National Association of Drug Court Professionals (NADCP's) 10 key components for drug courts. These components are described in the BJA and NADCP publication, *Defining Drug Courts: The Key Components*, found at <https://www.ncjrs.gov/pdffiles1/bja/205621.pdf>.

**Note:** The applicant must demonstrate that eligible drug court participants promptly enter the drug court program following a determination of their eligibility. BJA will not make awards to an applicant whose drug courts require an initial period of incarceration unless the period of incarceration is mandated by statute for the offense in question. In such instances, the applicant must demonstrate that the person receives treatment services, if available, while incarcerated and begins drug court treatment services immediately upon release.

### Drug Court Standards

NADCP has identified 10 best practice standards for ADCs. BJA strongly encourages applicants, and particularly those proposing to enhance existing drug courts, to design their proposed programs with the intention of moving toward the full incorporation of NADCP's adopted standards, which represent the most current evidence-based principles and practices. For more information on the NADCP-identified 10 best practice standards, volumes I and II, visit: <https://www.ndci.org/standards/>. These standards represent the cumulative body of the most current evidence-based practices available to drug courts to effectively operationalize the drug court 10 key components.

Each program design must function in accordance with the corresponding court types indicated in the following links:

- Tribal healing to wellness courts (THWCs): <https://www.ncjrs.gov/pdffiles1/bja/188154.pdf>

- VTCs: <https://justiceforvets.org/resource/ten-key-components-of-veterans-treatment-courts/>
- Driving while intoxicated (DWI) Courts: [https://www.dwicourts.org/wp-content/uploads/Guiding\\_Principles\\_of\\_DWI\\_Court\\_0.pdf](https://www.dwicourts.org/wp-content/uploads/Guiding_Principles_of_DWI_Court_0.pdf).

Medication-assisted treatment (MAT) is an evidence-based substance abuse treatment protocol, and BJA supports making it available to individuals under the care and prescription of a physician. For more information regarding BJA's provisions on MAT, visit: <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/adc-faq-medication-assisted-treatment.pdf>

Award recipients are prohibited from using federal funds to support programs or activities that violate the Controlled Substances Act, 21 U.S.C. § 801, et seq, regardless of local or state practices or laws. Programs or activities funded under a BJA adult drug court and veterans treatment court award must ensure that drug court participants are tested periodically for the use of controlled substances, including medical marijuana. See [34 U.S.C. § 10611, et seq.](#)

Eligible drug court types are: ADCs; DWI/driving under the influence (DUI) courts; co-occurring courts (participants possess both a substance abuse and mental illness diagnosis); VTCs (Types A and B); and THWCs. Court programs that combine or propose to combine drug court types with other court programs or dockets are also eligible for funding, although the funding under this program must be used to address only those clients eligible for drug court services. Applicants should refer to their relevant local statutes for definitions of the legal age of an "adult."

Under the ADC and VTC Program authorization, BJA funds **may not** be used to serve persons who are "violent offenders." ( [34 U.S.C. § 10613](#)). This prohibition applies to programs or activities that are funded by the BJA grant award, including match funds contributed by the grantees. Grantees that use both ADC and VTC Program and other funds for a program must be able to track their expenditures to ensure the separation of funds, and they must maintain documentation that they can show to an auditor if necessary. Note, however, that an applicant can serve veterans charged with violent or nonviolent offenses using veterans treatment court funds under Type B. Applicants should clearly identify in their proposal abstract whether they are applying under Type A or B, as described below:

- **Veterans Treatment Courts, Type A**, may only serve veterans who are nonviolent offenders, pursuant to the definition included in the Drug Court Program authorizing legislation ([34 U.S.C. § 10613](#)).
- **Veterans Treatment Courts, Type B**, may serve veterans who are charged with violent or nonviolent offenses.

The National Drug Court Resource Center (NDCRC), available at <http://ndcrc.org/>, is a BJA-funded resource for the drug court field that serves as a clearinghouse for drug court training, technical assistance, publications, funding resources, and other practitioner-specific resources. Applicants are encouraged to visit <https://ndcrc.org/solicitations/> for useful information regarding this solicitation.

The focus of the ADC and VTC Discretionary Grant Program is to reduce opioid, stimulant, and substance abuse. In the **proposal narrative**, all applicants are required to describe a plan to serve offenders with substance addictions.

The FY 2021 ADC and VTC Discretionary Grant Program solicitation offers the following four grant categories:

**CATEGORY 1: IMPLEMENTATION OF VETERANS TREATMENT COURTS. Competition ID: BJA-2021-00017**

Implementation grants are available to eligible jurisdictions that have completed a substantial amount of planning and are ready to implement and/or launch an evidence-based veterans treatment court that supports core capacity and provides critical treatment services, case management and coordination, judicial supervision, sanctions and incentive services, and other key

resources such as transitional housing, relapse prevention, and employment that can reduce recidivism.

**CATEGORY 2: VETERANS TREATMENT COURTS. Competition ID: BJA-2021-00018**

Grants are available to eligible jurisdictions with an operational veterans treatment court. Funding may assist a jurisdiction to scale up the existing veterans treatment court program's capacity; provide access to or enhance treatment capacity or other critical support services; enhance court operations; expand or enhance court services; or improve the quality and/or intensity of services based on needs assessments.

**CATEGORY 3: ADULT DRUG COURTS. Competition ID: BJA-2021-00019**

Grants are available to eligible jurisdictions with an operational adult drug court or jurisdictions that are **ready to fully implement** an adult drug court. Funding may assist a jurisdiction to launch a drug court; scale up a drug court program's capacity; provide access to or enhance treatment capacity or other critical support services; enhance court operations; expand or enhance court services; or improve the quality and/or intensity of services based on needs assessments.

**Note:** For purposes of this solicitation, the term “**ready to fully implement a drug court**” means the jurisdiction has completed a substantial amount of planning and is ready to implement an evidence-based adult drug court that supports core capacity and provides critical treatment services, case management and coordination, judicial supervision, sanctions and incentive services, and other key resources such as transitional housing, relapse prevention, and employment that can reduce recidivism.

**CATEGORY 4: STATEWIDE STRATEGIES TO SUPPORT ADULT DRUG COURTS AND VETERANS TREATMENT COURTS. Competition ID: BJA-2021-00020**

Under this category, state applicants may apply for funding to improve, enhance, or expand adult drug court and veterans treatment court services statewide. Statewide enhancement activities include:

- Scaling up the adult drug court and/or veterans treatment court program's capacity
- Launching an adult drug court and/or veterans treatment court
- Expanding treatment and services
- Conducting an audit of the practice and the technical assistance for adherence to standards
- Data collection and analysis to assess the practice and track recidivism
- Delivering training and technical assistance (TTA)

In FY 2021, priority will be given to proposals that focus on the development or expansion of a state-based TTA program that will enhance the capacity of states to support local ADC and VTC TTA needs. This includes training to address staff turnover, offer operational skills updates, and expand treatment resources in locations with critical substance abuse issues. States are encouraged to submit applications that seek funds for smaller, short-term projects that will provide statewide training conferences, scholarships to attend key training events, including national drug court conferences, and other operational training to support local capacity.

Note that an entity (i.e., unit of local government or county) applying to Categories 1, 2, and 3 **on behalf of a drug court** should attach a fiscal agent memorandum of understanding (MOU). See Additional Application Components, 6d. in the Proposal Narrative discussion.

## **Goals, Objectives, Deliverables, and Timeline**

### **Goal**

To provide drug court and criminal justice professionals with the resources needed to implement, enhance, and sustain evidence-based drug court programs and systems for nonviolent adult offenders and veterans with addictions.



## Objectives

- Ensure drug court practitioners have tools to effectively provide judicial and community supervision, mandatory and random drug testing, substance abuse and mental health treatment, and appropriate incentives and sanctions.
- Utilize evidence-based practices and principles, which are incorporated into the NADCP drug court standards.
- Build and maximize the capacity of jurisdictions to ensure that all potential participants are identified and assessed for risk and need.
- Enhance the provision of recovery support services, including transitional clean and sober housing assistance to support ongoing recovery.
- Enhance collaboration between states and local and/or tribal jurisdictions to support the operations and enhancements of adult drug court and veterans treatment court activities.

## Deliverables

- Category 1: Document that the grantee has implemented a new VTC program that adheres to the requirements of this solicitation, including NADCP best practice standards and consistent with [Ten Key Components of Veterans Treatment Courts](#).
- Category 2: Document that the grantee has enhanced and/or expanded the operations of the VTC, consistent with the requirements of this solicitation, including NADCP best practice standards and consistent with [Ten Key Components of Veterans Treatment Courts](#).
- Category 3: Document that the grantee has fully implemented, enhanced, and/or expanded the operations of the adult drug court program consistent with the requirements of this solicitation, including the NADCP best practice standards and consistent with the [10 key components of adult drug courts](#).
- Category 4: Document that the grantee has enhanced and/or expanded the state's capacity to coordinate activities and expand services that support the needs of ADCs and VTCs in the state, consistent with the requirements of this solicitation, including NADCP best practice standards and consistent with the 10 key components of [adult drug courts](#), [veterans treatment courts](#), and/or [tribal healing to wellness courts](#).

The Goal, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under Application and Submission Information.

## Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

## Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

In FY 2021 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).

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/programs-surveys/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.

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/>) and 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/census-poverty.html> and at <https://www.census.gov/programs-surveys/saie.html>).

To receive priority consideration under the Qualified Opportunity Zones 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>

OJP policy priority consideration will consist of receiving additional points in the application scoring process. Receipt of priority consideration does not guarantee that an application will be funded; nor will the failure to receive priority consideration necessarily mean that an application will not be funded.

## **Federal Award Information**

### **Solicitation Category**

Competition ID Enter to sort	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C- BJA-2021-0 0017- PROD	1	10	\$500,000.00	10/1/21 12:00 AM	48
C- BJA-2021-0 0018- PROD	2	15	\$500,000.00	10/1/21 12:00 AM	48
C- BJA-2021-0 0019- PROD	3	55	\$500,000.00	10/1/21 12:00 AM	48
C- BJA-2021-0 0020- PROD	4	11	\$1,500,000.00	10/1/21 12:00 AM	48

### **Awards, Amounts and Durations**

#### **Period of Performance Start Date**

10/1/21 12:00 AM

#### **Period of Performance Duration (Months)**

48

#### **Anticipated Total Amount to be Awarded Under Solicitation**

\$56,750,000.00

#### **Additional Information**

Category 1, 2, and 3: up to \$500,000. Category 4: up to \$1,500,000

### **Continuation Funding Intent**

BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and progress of award funded work, when making continuation award decisions.

### **Availability of Funds**

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

BJA expects to make awards under this solicitation as grants. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants (and cooperative agreements).

## **Financial Management and System of Internal Controls**

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. The “Part 200 Uniform Requirements” means the DOJ regulation at 2 C.F.R. Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200. See [OJP Grant Application Resource Guide](#) for additional information.

## **Budget Information**

The budget must explicitly describe how the proposed budget items directly apply to the program design and how they will assist the applicant in meeting the program objectives. In addition to allowable costs identified in the [DOJ Grants Financial Guide](#), award funds may not be used for the following:

- Prizes, rewards, entertainment, trinkets, or any other monetary incentives
- Client stipends
- Gift cards
- Vehicles
- Food and beverages

Federal funds may also not be used to replace (supplant) nonfederal dollars that are appropriated for the same purpose. For a definition of supplanting, visit: <https://ojp.gov/grants101/definitions.htm>.

## **Cost Sharing or Matching Requirement**

This solicitation requires a 25 percent **cash or in-kind match**. See [OJP Grant Application Resource Guide](#) for additional information on this match requirement.

## **Pre-agreement Costs (also known as Pre-award Costs)**

See the [OJP Grant Application Resource Guide](#) information on Pre-agreement Costs (also known as Pre-award Costs).

## **Limitation on Use of Award Funds for Employee Compensation:**

### **Waiver**

See the [OJP Grant Application Resource Guide](#) information on Limitation on Use of Award Funds for Employee Compensation; Waiver.

## **Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs**

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

## **Costs Associated with Language Assistance (if applicable)**

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

## **Cost Associated with Recovery Support Services (if applicable)**

Applicants are encouraged to provide recovery support services, including transitional or recovery housing and peer recovery support services, to participants in their drug court programs. No more than 25 percent of the total budget may be used for these services.

## **Eligibility Information**

To advance Executive Order 13929 Safe Policing for Safe Communities, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be eligible for FY 2021 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use of force policies adhere to all applicable federal, state, and local laws; and (2) the agency's use of force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this new certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, Implementation Fact Sheet, and List of Designated Independent Credentialing Bodies.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

**Note:** public and private nonprofit organizations are considered ineligible applicants; therefore, they are restricted from applying, although they may serve in a key supporting role to the drug court program as a subrecipient (subgrantee).

A grantee currently receiving federal funding for a part of its drug court program may apply to the BJA ADC and VTC Discretionary Grant Program; however, it will be ineligible if the request is for the same focus area and/or court type as its currently active federally funded drug court program. A grantee may only apply to fund the same focus area and/or court type as a current grant if the close date is before the start date of this grant.

## **Application and Submission Information**

The following application elements **MUST** be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding:

- Proposal Abstract,
- Proposal Narrative,

- Budget Worksheet and Budget Narrative (web-based form), and
- Time Task Plan

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements or that is nonresponsive to the scope of the solicitation.

## Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 will be submitted in Grants.gov. The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

**Intergovernmental Review:** This solicitation (“funding opportunity”) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the “Program is not covered by E.O. 12372.”)

## Standard Applicant Information (JustGrants 424 and General Agency Information)

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. Applicants will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, applicants will need to: add zip codes for areas affected by the project; confirm their Authorized Representative; and verify the organization’s legal name and address.

## Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project including primary activities, products and deliverables, the service area, and who will benefit from the proposed project, will be completed in the JustGrants Web-based form.

They must also:

Clearly describe the following for each court:

- Category of funding requested: Category 1: Implementation of Veterans Treatment Court, Category 2: Veterans Treatment Court, Category 3: Adult Drug Court, and Category 4: Statewide
- Whether the court is pre- or post-adjudication
- Type of drug court(s) funds requested:
  - o ADC
  - o Co-occurring substance abuse and mental health court
  - o DWI/DUI court
  - o THWC
  - o VTC Type A or Type B (see Program Description for requirements associated with each type)
- If requesting to fund activities with a combination of any of the five courts indicated above, please include the percentage of funding requested for each court if the combination includes a VTC.

State the total federal amount requested for the duration of the grant. This total amount should be the same amount listed on the SF-424 form and in the required budget attachment. (**Note: The total amount of federal funds being requested should not exceed the category’s grant maximum** ).

State the total number of participants proposed to receive services with these grant funds (if

awarded) over the life of the grant period. Identify the minimum, maximum, and average length of program participation.

Briefly describe the target population and the jurisdiction's access to MAT services.

Briefly describe the plan to provide treatment and services to address opioid, stimulant, and other substance abuse reduction.

Indicate which of the [NADCP Adult Drug Court Best Practice Standards](#) will be addressed and the page numbers where each item is discussed in the application.

Indicate whether the jurisdiction is leveraging any other federal funding sources (e.g., Second Chance Act, Justice Reinvestment, or Justice Assistance Grant Program) to support the drug court.

Indicate whether the applicant jurisdiction has ever received a drug court grant from OJP (include grant number).

As a separate attachment, the program abstract will **not** count against the page limit for the proposal narrative.

## **Proposal Narrative**

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point Times New Roman font; have no less than 1-inch margins; and should not exceed 20 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, BJA may negatively consider such noncompliance in peer review and in final award decisions.

The following sections must be included as part of the proposal narrative:

### **a. Description of the Issue**

Within this section, the applicant should explain its inability to fund the program adequately without federal assistance.

For each category, the applicant must provide verified sources for the data that support the description of the issue (i.e., U.S. Census or other federal, state, and local databases).

### **Category 1: VTC Implementation Applicants**

Describe the nature and scope of the substance abuse problem for veterans in the jurisdiction. Include data on race, ethnicity, age, gender, arrest volume (i.e., specifics of the general arrestee population, including the percentage screened for drug court and what percentage of those are admitted into drug court), and crime patterns for adult defendants.

Explain the problems with the current court's response to cases involving substance abuse; identify how and to what extent the proposed program will address the current arrest volume; and describe how the current number of treatment slots meets the needs of anticipated referrals.

Describe the proposed veteran target population, including criminogenic risk level (high, medium, low), substance abuse treatment need, and the average jail or prison sentence that potential participants face, if any. Provide the target number of people for whom services will be provided under this program during the grant award period (48 months).

### **Category 2: VTC Applicants**

Describe the immediate issues that the VTC grant will address. The applicant is encouraged to incorporate the evidence-based program principles included in the NADCP Adult Drug Court Best Practice Standards and to specify which standard(s) will be addressed and how the standard(s) will be implemented. The applicant should also refer to the allowable uses of funds described under

Budget Information in the Federal Award Information section. In addition, the proposed enhancements should include criminal justice-related needs and can also include enhancements related to enhancing treatment and relapse prevention support services.

Describe the current operation of the veterans treatment court, addressing:

- Referral, screening, and assessment process
- Eligibility requirements
- Target population
- Current capacity
- Length and phases of the program
- Case management process
- Community supervision
- Recovery support services delivery plan, including vocational and/or educational and transitional housing services
- Judicial supervision
- Process for randomized drug testing
- Incentives and sanctions
- Graduation requirements and expulsion criteria (include what drug court members are present when it is decided and communicated that a participant is terminated from the program)
- Restitution costs and all fees required for program participation

Describe the mechanism that prioritizes court resources and services for individuals with high criminogenic risk and treatment need, including persons with repeat criminal justice involvement and substance abuse issues.

Indicate whether the veterans treatment court team to be funded has received training on the veterans treatment court model. Describe current efforts and planning that document that the jurisdiction is ready to enhance its veterans treatment court.

Identify the treatment service(s) and/or practice(s) available for participants, including access to MAT services, and how those services are currently monitored or will be monitored for quality and effectiveness. Discuss the evidence that shows that the drug and other treatment service(s) and/or practice(s) are evidence-based and effective with the target population. If the evidence is limited or nonexistent for the target population, provide other information to support the intervention selection. Provide local data and any evaluation findings that demonstrate the program's impact with regard to participant recidivism and functional outcomes.

### **Category 3: ADC Applicants**

Describe the nature and scope of the substance abuse problem in the jurisdiction. Include data on race, ethnicity, age, gender, arrest volume (i.e., specifics on the general arrestee population, including the percentage screened for drug court and what percentage of those are admitted into drug court), and crime patterns for adult defendants.

Explain the problems with the current court's response to cases involving substance abuse; identify how and to what extent the proposed program will address the current arrest volume; and describe how the current number of treatment slots meets the needs of anticipated referrals.

If the applicant is proposing to launch its implementation plans to operate a new drug court, describe the proposed target population, including criminogenic risk level (high, medium, low), substance abuse treatment need, and the average jail or prison sentence that potential participants face, if any. Provide the target number of people for whom services will be provided under this program during the grant award period (48 months). Describe current efforts and planning that document that the jurisdiction is ready to implement an adult drug court.



If the applicant is planning to enhance current ADC operations, describe the current operations addressing:

- Referral, screening, and assessment process
- Eligibility requirements
- Target population
- Current capacity
- Length and phases of the program
- Case management process
- Community supervision
- Recovery support services delivery plan, including vocational and/or educational and transitional housing services
- Judicial supervision
- Process for randomized drug testing
- Incentives and sanctions
- Graduation requirements and expulsion criteria (include what drug court members are present when it is decided and communicated that a participant is terminated from the program)
- Restitution costs and all fees required for program participation

Describe the mechanism that the applicant will use to prioritize court resources and services for individuals with high criminogenic risk and treatment need, including persons with repeat criminal justice involvement and substance abuse.

Indicate whether the drug court team to be funded has received training on the adult drug court model.

Describe the immediate issues that the ADC grant will address. The applicant is encouraged to incorporate the evidence-based program principles included in the NADCP Adult Drug Court Best Practice Standards, and to specify which standard(s) will be addressed and how the standard(s) will be implemented. The applicant should also refer to the allowable uses of funds described under Budget Information in the Federal Award Information section. In addition, the proposed enhancements should include criminal justice-related needs and can also include enhancements related to enhancing treatment and relapse prevention support services.

Identify the treatment service(s) and/or practice(s) available for drug court participants, including access to MAT services, and how those services are currently monitored or will be monitored for quality and effectiveness. Discuss the evidence that shows that the drug and other treatment service(s) and/or practice(s) are evidence-based and effective with the target population. If the evidence is limited or nonexistent for the target population, provide other information to support the intervention selection. Provide local data and any evaluation findings that demonstrate the program's impact with regard to participant recidivism and functional outcomes.

#### **Category 4: Statewide Applicants**

Describe the enhancements being proposed to support adult drug court(s), veterans treatment courts, and other problem-solving courts with jurisdiction over substance abusers operating in your state.

Describe the extent to which the state and these courts meet the needs of the eligible population as defined in the solicitation, if they are operating at capacity, and the nonbudgetary reasons if they are not operating at capacity.

Provide information about the extent to which the enhancement proposed incorporates evidence-based treatment practices and/or services.

Describe the issue or need that the statewide grant seeks to address.

For applications that seek support to launch implementation plans to operate local ADCs and VTCs:

- Describe the nature and scope of the substance abuse problem in the jurisdictions to be targeted. Include data on race, ethnicity, age, gender, arrest volume (i.e., specifics on the general arrestee population, including the percentage screened for drug court and what percentage of those are admitted into drug court), and crime patterns for adult defendants.
- Explain the problems with the local jurisdiction's current response to cases involving substance abuse; identify how and to what extent the proposed program will address the current arrest volume; and describe how the current number of treatment slots meets the needs of anticipated referrals.
- Indicate whether the drug court team to be funded has received training on the drug court model.
- Describe the proposed target population, including criminogenic risk level (high, medium, low), substance abuse treatment need, and the average jail or prison sentence that potential participants face, if any. Provide the target number of people for whom services will be provided under this program during the grant award period (48 months). Describe current efforts and planning that document that the jurisdiction is ready to implement an adult drug or veterans treatment court.

Provide state data and any evaluation findings that demonstrate the state drug court program's impact with regard to offender and community outcomes.

Describe the distinct TTA needs of drug courts statewide. Needs may be different based on the geographical location of the drug court program (i.e., urban, suburban, or rural). Provide the target number of drug courts for which TTA services will be provided. This number will serve as the target number, and BJA will measure the grantee against this target number. Include the data source used to determine the target number.

#### **b. Project Design and Implementation**

For this section, the applicant should address the following items and then address the specific category requirements below.

Demonstrate that eligible drug court participants promptly enter the drug court program following a determination of their eligibility. The applicant must also explain that people receive treatment services while incarcerated, if available, and begin drug court treatment services immediately upon release.

The ADC and VTC Discretionary Grant Program authorizing statute requires participants to pay for treatment and restitution; however, it does not allow imposing a fee on a client that would interfere with their rehabilitation. In the application, indicate how participants will be notified of the fee and include provisions for determining how these costs would not interfere with their rehabilitation or graduation.

Demonstrate that the drug court for which funds are being sought will not deny any eligible client access to the program because of their use of U.S. Food and Drug Administration-approved medications for the treatment of substance abuse. Please refer to the discussion on MAT in the Program Description section for additional information.

Discuss the applicant's commitment to admit and provide evidence-based interventions to participants with opioid and/or other substance abuse, including strategies for early assessment and entry into treatment to prevent overdose.

Describe the plan to provide treatment and services to address opioid, stimulant, and substance abuse reduction.

Describe how any budget expenses that are not specifically tied to the courts and criminal justice processes are reasonable and their use tied specifically back to the objectives of the drug court.

Applicants should budget to have up to three team members attend up to two conferences or trainings per year to support ongoing capacity and success in implementation.

### **Category 1: VTC Implementation Applicants**

Describe the veterans treatment court program, to include the following:

- Referral, screening, and assessment process
- Eligibility requirements
- Structure of the drug court (pre-, post-, plea, etc.)
- Length and phases of the program
- Case management process
- Community supervision
- Availability of evidence-based treatment services
- Recovery support services delivery plan
- Judicial supervision
- Process for randomized drug testing
- Incentives and sanctions: Demonstrate an understanding that relapse is a part of the substance abuse recovery process and is taken into consideration in the development of incentives and sanctions.
- Graduation requirements and expulsion criteria
- Restitution costs and all fees required for program participation, including identifying how fees will be absorbed back into the program. Include whether the program fees present a barrier to participation and the measures available to reduce or waive fees for indigent participants.

Describe which, if any, evidence-based principles and practices included in the NADCP drug court standards will be implemented.

Describe how the treatment provider(s) will be selected and address the frequency with which key veterans treatment court members will monitor the providers. Monitoring should ensure that the treatment is effective. Describe the evidence base for the drug and other treatment intervention(s) to be used and how it is responsive to the needs of the target population.

Describe the range of treatment modalities that will be provided to address the substance abuse, mental illness, and cognitive behavioral needs of participants.

Describe how the court will identify, assess, and prioritize participation and services for high-risk/high-need persons. Identify the validated assessment tool that will be used. Provide information on why the specific assessment tool was selected, and identify who will administer the tool.

If a post-adjudication drug court model is proposed, discuss how the concept of “early intervention” will be implemented.

Discuss how the community has been engaged in the planning process and describe the community partnerships available to support the veterans treatment court program.

Discuss how the court will make efforts to engage and support participants’ families.

If trauma-informed care is proposed, discuss how the model will be implemented.

Demonstrate how the proposal conforms to the framework of the state drug court strategy, if one exists.

Describe how participant treatment will be funded.

Describe the plan to provide treatment and services to address opioid, stimulant, and substance abuse reduction.

For VTCs serving violent offenders, describe the availability of anger management and domestic violence treatment.

### **Category 2: VTC Applicants**

Describe the proposed enhancement and its specific objectives, including how they tie to the criminal justice purpose of the program.

Describe which, if any, evidence-based principles and practices included in the NADCP drug court standards described on will be implemented with the requested funds.

Describe how the court will identify, assess, and prioritize participation and services for high-risk/high-need persons. Identify the validated assessment tool used and provide information on why the specific assessment tool was selected.

Provide the target number of people for whom services will be provided. Explain how this target number was derived. This number will serve as the target service number, and BJA will measure the grantee's success using this target number. Describe the focus of the drug court (pre-, post-, plea, etc.)

Identify the enhancement options discussed in the Program Description section for which funds are being requested and explain how each will be accomplished. In the explanation address the following:

- Describe the detailed and randomized drug testing process and how it will occur throughout all components or phases of the program. Describe the mechanism which the court will use to ensure coverage and coordination of drug testing among all available agencies associated with clients.
- Describe the proposed frequency of judicial status hearings and related criteria in the program. Describe how the program will ensure consistent procedures in the status hearings.
- Describe the process the court will use to ensure a perception of procedural fairness throughout all court and program operations.
- Describe the evidence base for the treatment intervention(s) to be used and how it is responsive to the needs of the target population. Describe the range of treatment modalities that will be provided to address participants' substance abuse, mental illness, and cognitive behavioral needs.
- Describe the plan to provide treatment and services to address opioid, stimulant, and substance abuse reduction.

Discuss how the court will make efforts to engage and support participants' families.

- If trauma-informed care is proposed, discuss how the model will be implemented.
- If delivering recovery support services, describe the agency and personnel that will administer the services and how those services are coordinated.
- Demonstrate how the proposal conforms to the framework of the state drug court strategy, if one exists.
- For VTCs serving violent offenders, describe the availability of anger management and domestic violence treatment.

### **Category 3: ADC Applicants**

Describe how the implementation plan will be launched for a new adult drug court program or the proposed enhancement to an existing adult drug court, including its objectives and how they tie to the criminal justice purpose of the program. Provide the following information:

- Referral, screening, and assessment process
- Eligibility requirements
- Structure of the drug court (pre-, post-, plea, etc.)
- Length and phases of the program
- Case management process
- Community supervision
- Availability of evidence-based treatment services
- Recovery support services delivery plan
- Judicial supervision
- Process for randomized drug testing
- Incentives and sanctions: Demonstrate an understanding that relapse is a part of the substance abuse recovery process and is taken into consideration in the development of incentives and sanctions.
- Graduation requirements and expulsion criteria
- Restitution costs and all fees required for program participation, including identifying how fees will be absorbed back into the program. Include whether the program fees present a barrier to participation and the measures available to reduce or waive fees for indigent participants.

Describe which, if any, evidence-based principles and practices included in the NADCP drug court standards will be implemented.

Describe how the treatment provider(s) will be selected and address the frequency with which key veterans treatment court members will monitor the providers. Monitoring should ensure that the treatment is effective. Describe the evidence base for the drug and other treatment intervention(s) to be used and how it is responsive to the needs of the target population.

Describe the range of treatment modalities that will be provided to address the substance abuse, mental illness, and cognitive behavioral needs of participants.

Describe how the court will identify, assess, and prioritize participation and services for high-risk/high-need persons. Identify the validated assessment tool that will be used. Provide information on why the specific assessment tool was selected, and identify who will administer the tool.

If a post-adjudication drug court model is proposed, discuss how the concept of “early intervention” will be implemented.

Discuss how the community has been engaged in the planning or operations of the ADC and describe the community partnerships available to support the program.

Discuss how the court will make efforts to engage and support participants’ families.

If trauma-informed care is proposed, discuss how the model will be implemented.

Demonstrate how the proposal conforms to the framework of the state drug court strategy, if one exists.

Describe how participant treatment will be funded.

Describe the plan to provide treatment and services to address opioid, stimulant, and substance abuse reduction.

If delivering recovery support services, describe the agency and personnel that will administer the

services and how those services are coordinated.

For enhancement activities, if relevant, Identify the enhancement options discussed in the Program Description section for which funds are being requested and explain how each will be accomplished, fully addressing the criteria outlined above.

#### **Category 4: Statewide Applicants**

Describe the specific design and objectives for the proposed statewide enhancement program.

Describe which, if any, evidence-based principles and practices included in the NADCP drug court standards will be implemented and how the proposed use of funds will assist in their implementation. If the state is proposing to increase or improve implementation of its own state standards, describe those standards and how they will be implemented.

Provide a program strategy identifying how one or more of the following statewide initiatives will be accomplished: supporting state or local implementation of a new drug court; best practice standards implementation; a TTA program and/or strategy for operational drug court teams; tracking or compiling state drug court information and resources; disseminating statewide drug court information to enhance or strengthen drug court programs; increasing communication, coordination, and information sharing among drug court programs; conducting a statewide drug court evaluation; or establishing an automated drug court data collection system.

Describe the statewide, data-driven drug court strategy, including the plan to expand the capacity of problem-solving courts to divert nonviolent substance-abusing defendants from incarceration, which may include state or local implementation of new drug courts and/or scaling up existing drug courts to better meet the existing and eligible defendant population that is high risk/high need. Demonstrate how this proposal will assist in implementing that state strategy.

Describe the personnel required to coordinate the state-based TTA program. Describe the system and process for coordinating TTA to drug courts statewide. Detail how the state will assess, implement, and monitor the TTA needs of drug courts. Plans may include support from BJA's TTA providers (e.g., National Association of Drug Court Professionals, Center for Court Innovations, and Tribal Law and Policy Institute).

Describe the state's plan to coordinate treatment and services statewide to address opioid, stimulant, and substance abuse reduction.

Describe the detailed and randomized drug testing process and how it will occur throughout all components or phases of the program. Describe the mechanism which the court will use to ensure coverage and coordination of drug testing among all available agencies associated with clients.

Describe the proposed frequency of judicial status hearings and related criteria in the program. Describe how the program will ensure consistent procedures in the status hearings.

Describe the process the court will use to ensure a perception of procedural fairness throughout all court and program operations.

Describe the plan for sustaining drug court programming after federal funding has ended.

For VTCs serving violent offenders, describe the availability of anger management and domestic violence treatment.

#### **c. Capabilities and Competencies**

### **Category 1: VTC Implementation Applicants**

Indicate whether the current veterans treatment court team members have received training through the BJA Veterans Treatment Court Planning Initiative or through another opportunity. If not, describe any training received or planning completed.

Identify each member of the veterans treatment court team and briefly describe their role and responsibilities. Key team members must include a judge, prosecutor, defense attorney, treatment provider, researcher/evaluator/ management information specialist, and VTC coordinator.

Attach an MOU signed by each key VTC team member with the responsibilities outlined for each.

Describe how effective communication and coordination among the team members will be implemented throughout the program period.

Indicate whether the team includes members from local law enforcement and probation departments. If applicable, describe the roles of these members as related to staffing attendance, home visits, and court appearances.

Describe the VTC program's proposed treatment partners; describe the history of this partnership and how the court will ensure these substance abuse treatment providers will use evidence-based treatment services, including MAT.

### **Category 2: VTC Applicants**

Identify each veterans treatment court team member who will have a significant role in implementing the enhancement and describe their role, responsibilities, and qualifications to ensure success of the proposed enhancement program. Key team members must include a judge, prosecutor, defense attorney, treatment provider, researcher/evaluator/ management information specialist, community supervision representative, and VTC coordinator.

Identify personnel other than the team members who are critical to the enhancement program's successful implementation and discuss their roles, responsibilities, and qualifications. Discuss the organizational capabilities or competencies that will directly impact the ability to successfully implement the proposed enhancement.

Describe the VTC program's proposed treatment partners, the history of the partnerships, and how the court will ensure that these substance abuse treatment providers use evidence-based treatment services and monitor the quality and effectiveness of service delivery.

Attach an MOU signed by each key team member, with the responsibilities outlined for each.

### **Category 3: ADC Applicants**

Identify each drug court team member who will have a significant role in implementing and/or enhancing the ADC program. Describe their role, responsibilities, and qualifications to ensure success of the proposed strategy. Key drug court team members must include a judge, prosecutor, defense attorney, treatment provider, researcher/evaluator/management information specialist, community supervision representative, and drug court coordinator.

Identify personnel other than the team members who are critical to the program's successful implementation and/or enhancement and discuss their roles, responsibilities, and qualifications. Discuss the organizational capabilities or competencies that will directly impact the ability to successfully implement the proposed application.

Describe the drug court program's proposed treatment partners, the history of the partnerships, and how the court will ensure that these substance abuse treatment providers use evidence-based treatment services and monitor the quality and effectiveness of service delivery.

Indicate whether the ADC court team members have received training through the BJA Drug Court Planning Initiative or through another opportunity. If not, describe any training received or planning completed.

Describe how effective communication and coordination among the team members will be implemented throughout the program period.

Indicate whether the drug court team does or will include members from local law enforcement and probation departments. If applicable, describe the roles of these members as related to staffing attendance, home visits, and court appearances.

Attach an MOU signed by each key drug court team member, with the responsibilities outlined for each.

#### **Category 4: Statewide Applicants**

Identify personnel who are critical to the program's successful implementation and discuss their roles, responsibilities, and qualifications. Discuss the organizational capabilities or competencies that will directly impact the ability to successfully implement the proposed enhancement and/or coordination of a state-based TTA program.

For applications seeking to expand the launch of new local implementation plans, please also:

- Identify each drug court team member who will have a significant role in implementing and/or enhancing the ADC program. Describe their role, responsibilities, and qualifications to ensure success of the proposed strategy. Key drug court team members must include a judge, prosecutor, defense attorney, treatment provider, researcher/evaluator/management information specialist, community supervision representative, and drug court coordinator.
- Identify personnel other than the team members who are critical to the program's successful implementation and/or enhancement and discuss their roles, responsibilities, and qualifications. Discuss the organizational capabilities or competencies that will directly impact the ability to successfully implement the proposed application.
- Describe the drug court program's proposed treatment partners, the history of the partnerships, and how the court will ensure that these substance abuse treatment providers use evidence-based treatment services and monitor the quality and effectiveness of service delivery.
- Indicate whether the ADC court team members have received training through the BJA Drug Court Planning Initiative or through another opportunity. If not, describe any training received or planning completed.
- Describe how effective communication and coordination among the team members will be implemented throughout the program period.
- Indicate whether the drug court team does or will include members from local law enforcement and probation departments. If applicable, describe the roles of these members as related to staffing attendance, home visits, and court appearances.
- Attach an MOU signed by each key drug court team member, with the responsibilities outlined for each.

#### **d. Plan for Collecting the Data Required for this Solicitation's Performance Measures**

The applicant must describe its current ability to collect and analyze client-level demographic, performance, and outcome data and to conduct regular assessments of program service delivery and performance as described in the evidence-based program principles described in this solicitation



in the Application and Submission Information section. All applicants must indicate their willingness and ability to report aggregated client-level performance and outcome data through BJA's performance reporting systems (e.g., JustGrants or PMT) as well as identify the person responsible for collecting the data. Statewide applicants are expected to report on behalf of their subawardees.

**Category 1: VTC Implementation Applicants**

Describe the steps the veterans treatment court will take to develop a performance management and evaluation plan. The plan should include strategies to collect data, review data, and use data to improve program performance, and it should discuss how the drug court will work with an evaluator when appropriate. Describe the program's screening tool and referral process which ensure that participants screened and referred to the court mirror the jurisdiction's substance abuse arrestee percentages.

Describe who will be responsible for, and the process of, the quarterly review of the actual number of participants served with grant funds as compared to the projected number of participants to be served. The Time Task Plan should reflect when and how the jurisdiction plans to reach that capacity and should be measured on a quarterly basis.

Provide a client community reintegration or continued care strategy detailing the step down provisions for reintegration services to assist program graduates as they reintegrate into the community. The applicant should emphasize client access to drug-free or transitional housing. If applicable, the applicant is encouraged to consider and describe how its state's planned Medicaid expansion, as allowed under the Patient Protection and Affordable Care Act, will increase future program capacity or sustainability.

Provide a sustainability plan detailing how veterans treatment court operations will be maintained after federal assistance ends. The sustainability plan should describe how current collaborations and evaluations will be used to leverage ongoing resources. BJA encourages the applicant to ensure sustainability by coordinating with local, state, and other federal resources. Note that allowable uses of funds under the BJA [Edward Byrne Memorial Justice Assistance Grant \(JAG\) Program](#) include court services and substance abuse treatment.

Describe how operation and enhancement efforts will be maintained after federal assistance ends and how current collaborations and evaluations will be used to leverage ongoing resources.

**Category 2: VTC Applicants**

Provide a plan detailing how the performance of court operations will be evaluated and managed. Describe the program's screening tool and referral process which ensure that participants screened and referred to drug court mirror the jurisdiction's substance abuse arrestee percentages.

Describe who will be responsible for, and the process of, the quarterly review of the actual number of participants served with grant funds as compared to the projected number of participants to be served. The Time Task Plan should reflect when and how the jurisdiction plans to reach that capacity and should be measured on a quarterly basis.

Describe how operation and enhancement efforts will be maintained after federal assistance ends and how current collaborations and evaluations will be used to leverage ongoing resources.

Provide a client community reintegration or continued care strategy detailing the step down provisions for reintegration services to assist program graduates as they reintegrate into the community. The applicant should emphasize client access to drug-free or transitional housing. If applicable, the applicant is encouraged to consider and describe how its state's planned Medicaid expansion, as allowed under the Patient Protection and Affordable Care Act, will increase future program capacity or sustainability.

BJA encourages the applicant to ensure sustainability by coordinating with local, state, and other federal resources. Such resources, such as the [Edward Byrne Memorial Justice Assistance Grant \(JAG\) Program](#), have purpose areas to support court services and substance abuse treatment.

### **Category 3: ADC Applicants**

Describe the steps the adult drug court will take to develop a performance management and evaluation plan. The plan should include strategies to collect data, review data, and use data to improve program performance, and it should discuss how the drug court will work with an evaluator when appropriate. Describe the program's screening tool and referral process which ensure that participants screened and referred to the court mirror the jurisdiction's substance abuse arrestee percentages.

Describe who will be responsible for, and the process of, the quarterly review of the actual number of participants served with grant funds as compared to the projected number of participants to be served. The Time Task Plan should reflect when and how the jurisdiction plans to reach that capacity and should be measured on a quarterly basis.

Provide a client community reintegration or continued care strategy detailing the step down provisions for reintegration services to assist program graduates as they reintegrate into the community. The applicant should emphasize client access to drug-free or transitional housing. If applicable, the applicant is encouraged to consider and describe how its state's planned Medicaid expansion, as allowed under the Patient Protection and Affordable Care Act, will increase future program capacity or sustainability.

Provide a sustainability plan detailing how drug court operations will be maintained after federal assistance ends. The sustainability plan should describe how current collaborations and evaluations will be used to leverage ongoing resources. BJA encourages the applicant to ensure sustainability by coordinating with local, state, and other federal resources. Allowable uses of funds under the BJA [Edward Byrne Memorial Justice Assistance Grant \(JAG\) Program](#) include court services and substance abuse treatment.

Describe how operation and enhancement efforts will be maintained after federal assistance ends and how current collaborations and evaluations will be used to leverage ongoing resources.

### **Category 4: Statewide Applicants**

Provide a plan detailing how enhancement activities will be managed and evaluated.

Describe who will be responsible for the quarterly reporting of the number and type(s) of state-based TTA services provided on a quarterly basis.

Describe how enhancement efforts will be maintained after federal assistance ends and how current collaborations and evaluations will be used to leverage ongoing resources.

**Note:** applicants are not required to submit performance data with the application. Rather, performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables."

Note: applicants are **not** required to submit performance data with the application. Rather, performance measures information is included as an alert that successful applicants will be required

to submit performance data as part of the reporting requirements under an award.

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under “Goals, Objectives, and Deliverables.”

Applicants can also visit OJP’s performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

Award recipients will be required to submit performance measure data in [insert PMT Tool name], and separately submit a [enter frequency (e.g., semi-annual, annual) performance report in JustGrants. Further guidance on the post-award submission process will be provided, if selected for award.

Award recipients will be required to submit performance measure data and performance reports in JustGrants. Further guidance on the post-award submission process will be provided, if selected for award.

Examples of the performance measures questionnaire can be found at <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/TreatmentCourt-Measures.pdf>.

### **Note on Project Evaluations**

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance under “Note on Project Evaluations” in the [OJP Grant Application Resource Guide](#).

### **Goals, Objectives, Deliverables, and Timeline**

Applicants will submit the ADC and VTC Discretionary Grant Program goals, objectives, deliverables, and timelines in the JustGrants Web-based form. See the [OJP Grant Application Resource Guide](#) for additional information.

### **Budget and Associated Documentation**

Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the objectives of the program. The total amount being requested must be identified on the SF-424 and program abstract. Applicants must submit the Budget Detail Worksheet and Budget Narrative in one file.

### **Budget Worksheet and Budget Narrative (Web-based Form)**

Applicants will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information.

### **Indirect Cost Rate Agreement (if applicable)**

Applicants will submit their indirect cost rate agreement by uploading the agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

### **of high-risk status)**

Applicants will download the questionnaire in JustGrants and submit by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

### **Disclosure of Process Related to Executive Compensation**

If applicable, applicants will submit a description of the process used to determine compensation by uploading the document as an attachment in JustGrants. See the "Application Attachments" section of the [OJP Grant Application Resource Guide](#) for information.

### **Memorandum of Understanding Signed by Key Drug Court Team Members or by a Designated Agency Representative (recommended)**

Attach an MOU signed by each key drug court team member or by a designated agency representative, including the general responsibilities and expectations for coordination agreed upon by each member. Key drug court team members include a judge, prosecutor, defense attorney, treatment provider, researcher/evaluator, management information specialist, community supervision representative, and drug court coordinator. Applicants will submit the narrative by uploading the document as an attachment in JustGrants.

### **Fiscal Agent Memorandum of Understanding (MOU) Signed by Applicant and Drug Court Administrator (recommended)**

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. Applicants will submit a description of their research and evaluation independence and integrity by uploading the document as an attachment in JustGrants. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

**Note:** Fiscal Agent MOU recommended for only Category 1,2 and 3)

### **Additional Application Components**

Applicants will attach the additional requested documentation in JustGrants.

### **Tribal Authorizing Resolution**

If applicable, applicants will submit the Tribal Authorizing Resolution by uploading the resolution as an attachment in JustGrants. An application in response to this solicitation may require inclusion of information related to a tribal authorizing resolution as an attachment. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

**Time Task Plan** is required and should outline when the objectives will be met over the program period. It must summarize the major activities, responsible agencies, and expected completion dates for the principal tasks required to implement and manage the drug court program. Applicants must indicate the number of program participants to be served quarterly under the grant-funded program to demonstrate how the total number of anticipated participants will be served before the end of the grant period.

## **Letters of Support**

### **State Substance Abuse Agency Director or Designee Letter (recommended)**

Nontribal applicants are encouraged to include a letter from the Single State Agency (SSA) for Substance Abuse Services director or designated representative in support of the application and include confirmation that the proposal conforms to the framework of the State Strategy of Substance Abuse Treatment. Applicants will submit the narrative by uploading the document as an attachment in JustGrants. A listing of SSAs can be found on the Substance Abuse and Mental Health Services Administration's website at <https://www.samhsa.gov/sites/default/files/single-state-agencies-directory-08232019.pdf>.

### **Chief Justice, State Court Administrator, or Designee Letter (recommended)**

Nontribal applicants are encouraged to include a letter from the chief justice of the state's highest court, the state court administrator, or a designee (e.g., the state drug or problem-solving court coordinator) describing how the proposed application would enhance statewide efforts related to problem-solving courts and/or is part of the state's problem-solving court strategy. The letter should be addressed to the BJA Director. Applicants will submit the narrative by uploading the document as an attachment in JustGrants.

## **Research and Evaluation Independence and Integrity Statement**

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. Applicants will submit a description of their research and evaluation independence and integrity by uploading the document as an attachment in JustGrants. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

## **Documentation of Rural Challenges (if applicable)**

As is mentioned above, OJP will give priority consideration in award decisions to applications that address specific challenges that rural communities face. Each applicant proposing to receive priority consideration under the rural priority must provide a sufficient narrative to include what makes the geographic service area rural (using U.S. Census or other appropriate government data), how isolated the area is from needed services, and how it will address specific challenges in rural communities. Applicants will submit the narrative by uploading the document as an attachment in JustGrants.

## **Documentation of High-Poverty Areas or Persistent-Poverty Counties (if applicable)**

As mentioned above, OJP will give priority consideration in award decisions to applications that demonstrate that the individuals who will benefit from the requested grant reside in high-poverty areas or persistent-poverty counties as defined above. Each applicant proposing to receive consideration under the High-Poverty Areas or Persistent Poverty Counties priority must provide a sufficient narrative explanation to identify each specific High-Poverty Area (by census tract number(s)) and/or each specific Persistent-Poverty County where individuals are intended to benefit from the requested grant and how the requested grant will address specific challenges in each such identified area and/or county. Applicants will submit the narrative by uploading the document as an attachment in JustGrants.

## **Documentation of Anticipated Benefit to Qualified Opportunity Zones (if applicable)**

As is mentioned above, OJP will give priority consideration in award decisions to designated Qualified Opportunity Zones (QOZs). Each applicant proposing to receive priority consideration under the under the Qualified Opportunity Zones priority must provide a sufficient narrative explanation in order for OJP to identify clearly the public safety benefit the applicant anticipates that its project will have on a specified QOZ(s). The narrative and the list of affected QOZs (by census tract number) must be included as an attachment that is clearly labeled as addressing QOZs. The applicant may also include tables, charts, graphs, or other relevant illustrations that may be useful in comprehending the manner in which the proposed project is anticipated to benefit a QOZ(s). Applicants will submit the narrative by uploading the document as an attachment in JustGrants.

## **Disclosures and Assurances**

Applicants will complete the following disclosures and assurances.

### **Disclosure of Lobbying Activities**

Applicants will complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

### **DOJ Certified Standard Assurances**

See the DOJ Certified Standard Assurances in the [OJP Grant Application Resource Guide](#).

### **Applicant Disclosure of Duplication in Cost Items**

Applicants will complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

## **DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements**

Applicants will review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements. See [OJP Grant Application Resource Guide](#).

## How to Apply

Applicants will submit an **SF-424** and an **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov).

For additional information, see the "How to Apply" section in the [OJP Grant Application Resource Guide](#).

## Submission Dates and Time

The **SF-424** and the **SF-LLL** will be submitted in Grants.gov by March 3, 2021 11:59 p.m. eastern time. OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant 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.

The **full application** will be submitted in JustGrants on March 17, 2021 11:59 p.m. eastern time.

To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

## Application Review Information

### Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers. Applications will be evaluated on how the proposed project/program addresses the following criteria:

1. Statement of the Problem/Description of the Issue (20%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (40%)- evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (20%) - evaluate administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (15%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (5%) - evaluate for completeness, cost effectiveness, allowability and reflects the 25 percent match requirement. (e.g., reasonable, allocable, and necessary for project activities)

### b. Additional Review Criteria

Other important considerations for BJA include geographic diversity, strategic priorities (specifically including, but not limited to, those mentioned above relating to addressing specific challenges that rural communities face, high-poverty areas or persistent-poverty counties, demonstrable potential enhancement to public safety in one or more federally designated Qualified Opportunity Zones), available funding, past performance, and the extent to which the Budget Worksheet and Budget Narrative (Web-based Form) accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

### Review Process

Applications submitted under this solicitation that meet basic minimum requirements, will be

evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the stated review criteria above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting peer review. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

**Important note on FAPIIS:** An applicant, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may take into account not only peer review ratings and BJA's recommendations, but also other factors as indicated in this section.

## **Federal Award Administration Information**

### **Federal Award Notices**

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

### **Administrative, National Policy, and Other Legal Requirements**

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance).

For additional information on these legal requirements, see the "Administrative, National Policy, and Other Legal Requirements" section in the [OJP Grant Application Resource Guide](#).

### **Information Technology (IT) Security Clauses**

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for information on information technology security.

## **General Information about Post-Federal Award Reporting Requirements**



In addition to the deliverables described in the Program Description section, any recipient of an award under this solicitation will be required to submit certain reports and data.

Required reports. Recipients typically must submit quarterly financial reports, quarterly progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data.

## **Federal Awarding Agency Contact(s)**

For OJP contact(s), see solicitation cover page

For contact information for Grants.gov, see solicitation cover page.

## **Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)**

See the [OJP Grant Application Resource Guide](#) for information on Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).

## **Provide Feedback to OJP**

See the [OJP Grant Application Resource Guide](#) for information on how to provide feedback to OJP.

## **Performance Measures**

Examples of the performance measures questionnaire can be found at <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/TreatmentCourt-Measures.pdf>.

## **Application Checklist**

### **Adult Drug Court and Veterans Treatment Court Discretionary Grant Program FY 2021 Competitive Grant Solicitation**

This application checklist has been created as an aid in developing an application.-

#### **What an Applicant Must Do:**

*Prior to Registering in Grants.gov:*

- Acquire a DUNS Number (see [OJP Grant Application Resource Guide](#))
- Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

*To Register with Grants.gov:*

- Acquire AOR and Grants.gov username/password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Biz POC (see [OJP Grant Application Resource Guide](#))

*To Find Funding Opportunity:*

- Search for the Funding Opportunity on Grants.gov
- Select the correct Competition ID *[insert if applicable]*
- Access Funding Opportunity and Application Package (see [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](#) (see [OJP Grant Application Resource Guide](#))

*Overview of Post-Award Legal Requirements:*

- Review the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2021 Awards](#)” in the [OJP Funding Resource Center](#).

*Scope Requirement:*

- The federal amount requested is within the allowable limit(s) of:

*\$500,000 for Category 1: Implementation of Veterans Treatment Courts*  
*\$500,000 for Category 2: Veterans Treatment Courts*  
*\$500,000 for Category 3: Adult Drug Courts*  
*\$1,500,000 for Category 4: Statewide Strategies to Support Adult Drug Court and Veterans Treatment Courts*

*Eligibility Requirement:*

For **Category 1: Implementation of Veterans Treatment Court, Category 2: Veterans Treatment Court, and Category 3: Adult Drug Court**, the following entities are eligible to apply:

- State governments
- City or township governments
- County governments
- Native American tribal governments (Federally recognized)
- Other

on behalf of a single drug court or veterans treatment court.

For **Category 4: Statewide Strategies to Support Adult Drug Courts and Veterans Treatment Courts**, the following entities are eligible to apply:

- State governments
- Other
  - State agencies such as the State Administering Agency, the Administrative Office of the Courts, and the State Substance Abuse Agency
  - State criminal justice agencies and other state agencies involved with the provision of substance abuse and/or mental illness services, or related services, to criminal substance abusers

- Submit **SF-424** and **SF-LLL** in Grants.gov

After SF-424 and SF-LLL Submission in Grants.gov, Receive Grants.gov Email Notifications That:

- Submission has been received in Grants.gov
- Submission has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

If No Grants.gov Receipt, and Validation or Error Notifications are Received:

- Contact BJA regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

Receive email notification to complete application in JustGrants:

- Complete Application in JustGrants

### **Content of Application Submission:**

The following items are critical application elements required to pass Basic Minimum Requirements review. An application that OJP determines does not include the application elements that must be included in the application submission in order for the application to meet the basic minimum requirements, will neither proceed to peer review, nor receive further consideration.

- Proposal Abstract (see page insert page number)
- Proposal Narrative (see page insert page number)
- Time Task Plan (see page insert page number)
- Budget Worksheet and Budget Narrative (web-based form) (see page insert see [OJP Grant Application Resource Guide](#))

### **Content of Application Submission**

- Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov
- Standard Applicant Information (SF-424 info from Grants.gov)
- Proposal Abstract
- Program Narrative
- Budget and Associated Documentation
  - Budget Worksheet and Budget Narrative (web-based form)
  - Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
  - Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
  - Disclosure of Process related to Executive Compensation (*if applicable*)
- Additional Application Components
  - Tribal Authorizing Resolution (if applicable) [*insert if applicable*] (see [OJP Grant Application Resource Guide](#))
  - Research and Evaluation Independence and Integrity [*insert if listed in the solicitation*] (see [OJP Grant Application Resource Guide](#))
  - Documentation of rural challenges (if applicable)
  - Documentation of high-poverty areas or persistent poverty counties (if applicable)
  - Documentation of enhanced public safety in federally designated Qualified Opportunity Zones (if applicable)
  - Memorandum of Understanding Signed by Key Drug Court Team Members or by a Designated Agency Representative (recommended)
  - Fiscal Agent Memorandum of Understanding (MOU) Signed by Applicant and Drug

- Court Administrator (recommended)
- State Substance Abuse Agency Director or Designee Letter (recommended)
- Chief Justice, State Court Administrator, or Designee Letter (recommended)
  
- Disclosures and Assurances
  - [Disclosure of Lobbying Activities \(SF-LLL\)](#)  
(see [OJP Grant Application Resource Guide](#))
  - Applicant Disclosure of Duplication in Cost Items (Pending Applications)  
(see [OJP Grant Application Resource Guide](#))
  - DOJ Certified Standard Assurance  
(see [OJP Grant Application Resource Guide](#))
  - DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements  
  
(see [OJP Grant Application Resource Guide](#))
  - Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)  
(see [OJP Grant Application Resource Guide](#))

*Submit Application in JustGrants:*

- Application has been successfully submitted in JustGrants

*If JustGrants Application Submission, Validation, or Error Notifications are Received:*

- Contact [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175 regarding technical difficulties