

BUREAU OF JUSTICE ASSISTANCE

ADULT DRUG COURT DISCRETIONARY GRANT PROGRAM

FY 2022 Competitive Grant Announcement

Thursday, April 21, 2022

11:00AM-12:00 PM PT / 12:00-1:00 PM MT

1:00-2:00PM CT / 2:00-3:00 PM ET



Tribal Law and Policy Institute
www.Home.TLPI.org
www.WellnessCourts.org



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

Panelists



Jordan Martinson, *Tribal Law and Policy Specialist*, Tribal Law and Policy Institute

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Precious Benally, *Tribal Healing to Wellness Court Specialist*, Tribal Law and Policy Institute

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What is the Office of Justice Programs?



- The Office of Justice Programs (OJP) provides grant funding, training, research, and statistics to the criminal justice community.
- OJP is one of three grant-making components of the Department of Justice along with the Office on Violence Against Women (OVW) and the Office of Community Oriented Policing Services (COPS).

Office of Justice Programs

BJA - Bureau of Justice Assistance

BJS - Bureau of Justice Statistics

NIJ - National Institute of Justice

OVC - Office for Victims of Crime

OJJDP - Office of Juvenile Justice and Delinquency Prevention

SMART - Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking

OJP Goals

OJP strives to prevent and reduce crime through a comprehensive approach, engage and empower those in at-risk environments, advance systemic improvements in the justice system, and deliver effective and outcome-driven capabilities and programs.

BJA Mission Statement

BJA provides leadership and services in grant administration and criminal justice policy development to support local, state, and tribal justice strategies to reduce violent crime and strengthen communities.

Finding the BJA Drug Court RFP



BJA.gov

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Bureau of Justice Assistance
U.S. Department of Justice

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FY 2022 Adult Drug Court Discretionary Grant Program

Opportunity ID: O-BJA-2022-171041
Solicitation Status: Open
Fiscal Year: 2022
Closing Date: May 25, 2022
Posting Date: March 22, 2022
Solicitation Type: Competitive

Grants.gov Deadline: May 20, 2022, 8:59 pm Eastern
Application JustGrants Deadline: May 25, 2022, 8:59 pm Eastern

[Download](#)
PDF 1.67 MB

Description
Through this opportunity, the Bureau of Justice Assistance is seeking applications to plan, implement, and enhance drug court services, including service coordination, management of drug court participants, and recovery support services. Adult drug courts effectively integrate evidence-based substance use disorder treatment, mandatory drug testing, incentives and sanctions, and transitional services in judicially supervised criminal court settings that have jurisdiction over persons with great

Available Funding
Past Funding
Awards
Performance Measures

Similar Opportunities

- FY 2022 Improving Substance Use Disorder Treatment and Recovery Outcomes for Adults in Reentry
- FY 2022 Connect and Protect: Law Enforcement Behavioral Health Response Program

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FUNDING OPPORTUNITY: BJA FY 2022 Adult Drug Court Discretionary Grant Program

Through this opportunity, the Bureau of Justice Assistance is seeking applications to plan, implement, and enhance drug court services, ...
[More](#)

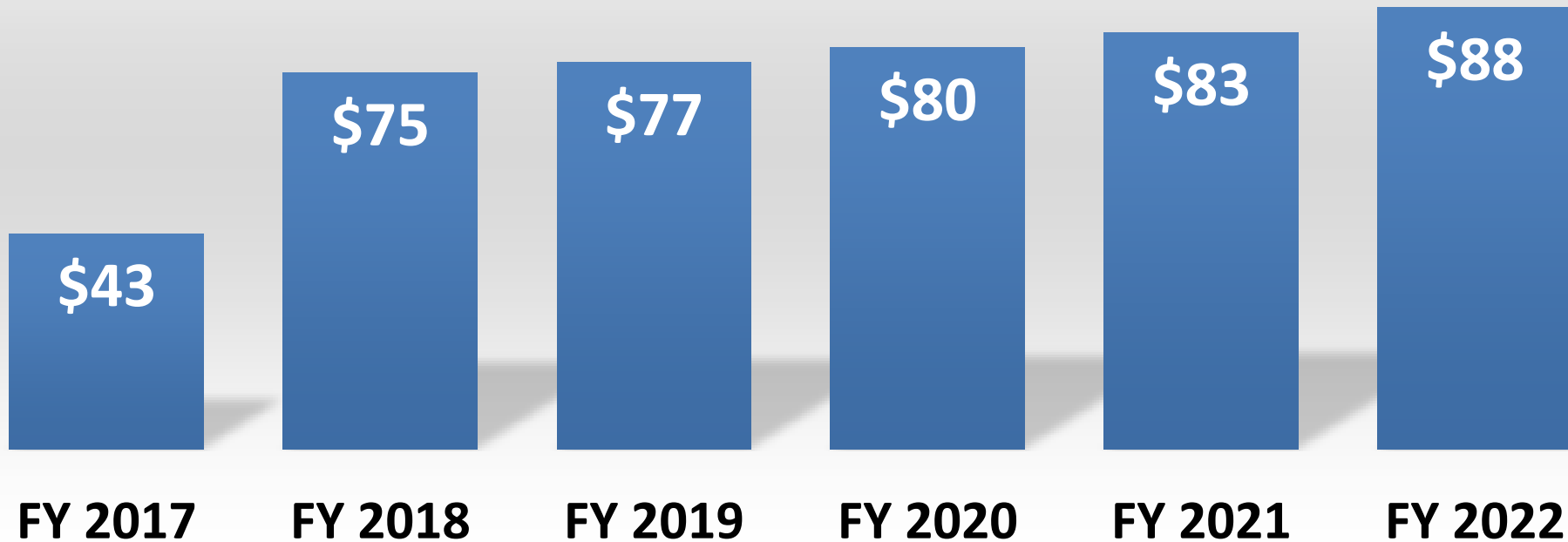
- Request Technical Assistance
- Funding Announcements
- News and Announcements
- Drug Court TTA Calendar
- Prior Event Resources

Resources & Tools | Wellness Court Resources | Tribal Key Components | Forms & Policies | Drug Court Research | State Resources

Search by Tribe:
Search Tribes

- Indian Nations
- Tribal Justice Systems
- Tribal Wellness Courts

Adult Drug Court Discretionary Grant Program



Adult Drug Court Appropriation for FY2022

\$88,000,000 for Adult Drug Courts to support the following:

- **Adult Drug Court (ADC) Grant Programs** – estimated grant awards based on appropriation amount (Projection FY22: **51** awards)
- **National Drug Court Training and Technical Assistance (TTA)** – TTA support to all operational drug courts (priority to BJA funded drug courts)
- **National Drug Court Resource Center (NDCRC)** - serves as a clearinghouse for treatment court resources
- **Office of Juvenile Justice and Delinquency Prevention (OJJDP)** – Transfer funds to support Family and Juvenile Treatment Courts

OJP Priority Areas



In FY 2022, and in addition to executing any statutory prioritization that may be applicable, OJP will give priority consideration to applications as follows:

- Applications that Support Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government
 - address issues related to **racial equity** and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized and adversely affected by inequality.
- Applications that include at least one sub-recipient (that will receive at least 30% of requested funds) which identifies as a **culturally specific organization**.
- Applications that seek to provide resources to **rural and tribal jurisdictions**.

BJA Adult Drug Court Priorities



- Serve high-risk/high-need participants as determined by the use of a validate risk assessment tool
- Adhere to the 10 key components and the National Association of Drug Court Professionals (NADCP) Drug Court Best Practice Standards
- Ensure equity and inclusion
- Provide access to U.S. Food and Drug Administration (FDA) approved Medication-Assisted Treatment (MAT)
- Engage law enforcement
- Support veterans and tribal communities
- Demonstrate efforts to increase swift entry (50 days or less)

Program 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.

This includes a focus on supporting tribal justice systems in developing tribal healing to wellness courts



Court Model



Applicants have the flexibility to identify the most appropriate court model on which to base their drug courts to accommodate the needs and available resources of their jurisdictions,

so long as

the model conforms to NADCP's 10 key components for drug courts. All adult drug courts must be operated based on the following BJA and National Association of Drug Court Professionals (NADCPs) publication: *Defining Drug Courts: The Key Components*, found at

<https://www.ncjrs.gov/pdffiles1/bja/205621.pdf>

Grant Categories



The FY 2022 ADC Discretionary Grant Program solicitation offers the following three grant categories:

Category 1: **Planning and Implementation**

Category 2: **Enhancement**

Category 3: **Statewide**

Note: Applicants may request funds to support a veterans treatment court (VTC) docket and veteran related services in all three categories of this ADC solicitation.

The FY22 ADC Discretionary Grant Program solicitation offers the following three grant categories:

CATEGORY 1 PLANNING & IMPLEMENTATION: Competition ID: C-BJA-2022-00017-PROD

Planning and Implementation grants are available to eligible jurisdictions ready to commit to a 6-month planning phase followed by an implementation phase of an evidence-based adult drug court with core capacity to provide 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 to reduce recidivism.

Note: The 6-month planning phase will incorporate Drug Court Planning Initiative (DCPI) foundational training. DCPI trains court teams on the skills necessary to build a program that integrates court and treatment functions and adheres to best practice standards. See: <https://www.ndci.org/resource/training/foundational-training/design-a-drug-court/> for details.

CATEGORY 2 ENHANCEMENT: Competition ID: C-BJA-2022-00018-PROD

Enhancement grants are available to eligible jurisdictions with an operational adult drug court. Funding may be used to assist a jurisdiction to scale up its existing 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: It is recommended that an eligible entity (i.e., unit of local government or county) applying to Categories 1 and 2 on behalf of an adult drug court attach a fiscal agent memorandum of understanding (MOU). See Additional Application Components in the Proposal Narrative discussion.

CATEGORY 3 STATEWIDE: Competition ID: C-BJA-2022-00019-PROD

State applicants may apply for funding to improve, enhance, or expand adult drug court services statewide. Statewide activities may include:

- scaling up the adult drug court program's capacity
- launching an adult drug 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)

Note: Applicants may request funds to support a veterans treatment court (VTC) docket and veteran related services in all three categories of this ADC solicitation; however, funding to specifically plan, implement, and enhance a VTC is available under the BJA Veterans Treatment Court Discretionary Grant solicitation. For more information, please visit: <https://bjaj.ojp.gov/program/veterans-treatment-courtgrant-program/overview>.

Eligibility



For **Categories 1-2**, the following entities are eligible to apply:

- State governments (including territories)
- City or township governments
- County governments
- Units of local government
- **Native American tribal governments (Federally recognized)**
- Special district governments
- Other

acting directly or through agreements with other public or private entities on behalf of a single jurisdiction adult drug court.

OMB No. 1121-0329
Approval Expires 12/31/2023

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

BJA FY22 Adult Drug Court Discretionary Grant Program



Assistance Listing Number # 16.585
Grants.gov Opportunity Number: O-BJA-2022-171041
Solicitation Release Date: March 22, 2022 3:00 PM
Grants.gov Deadline: May 20, 2022 8:59 PM
Application JustGrants Deadline: May 25, 2022 8:59 PM

Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) seeks applications to plan, implement, and enhance drug court services, including service coordination, management of drug court participants, and recovery support services. This program furthers the DOJ's mission by providing resources to state, local, and federally recognized tribal governments to support drug court programs and systems for nonviolent justice-involved individuals with substance use disorder, including stimulant and opioid use.

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-2022-00017-PROD	1	11	\$700,000.00	10/1/22 12:00 AM	48
C-BJA-2022-00018-PROD	2	26	\$750,000.00	10/1/22 12:00 AM	48
C-BJA-2022-00019-PROD	3	8	\$2,000,000.00	10/1/22 12:00 AM	48

Eligible Applicants:

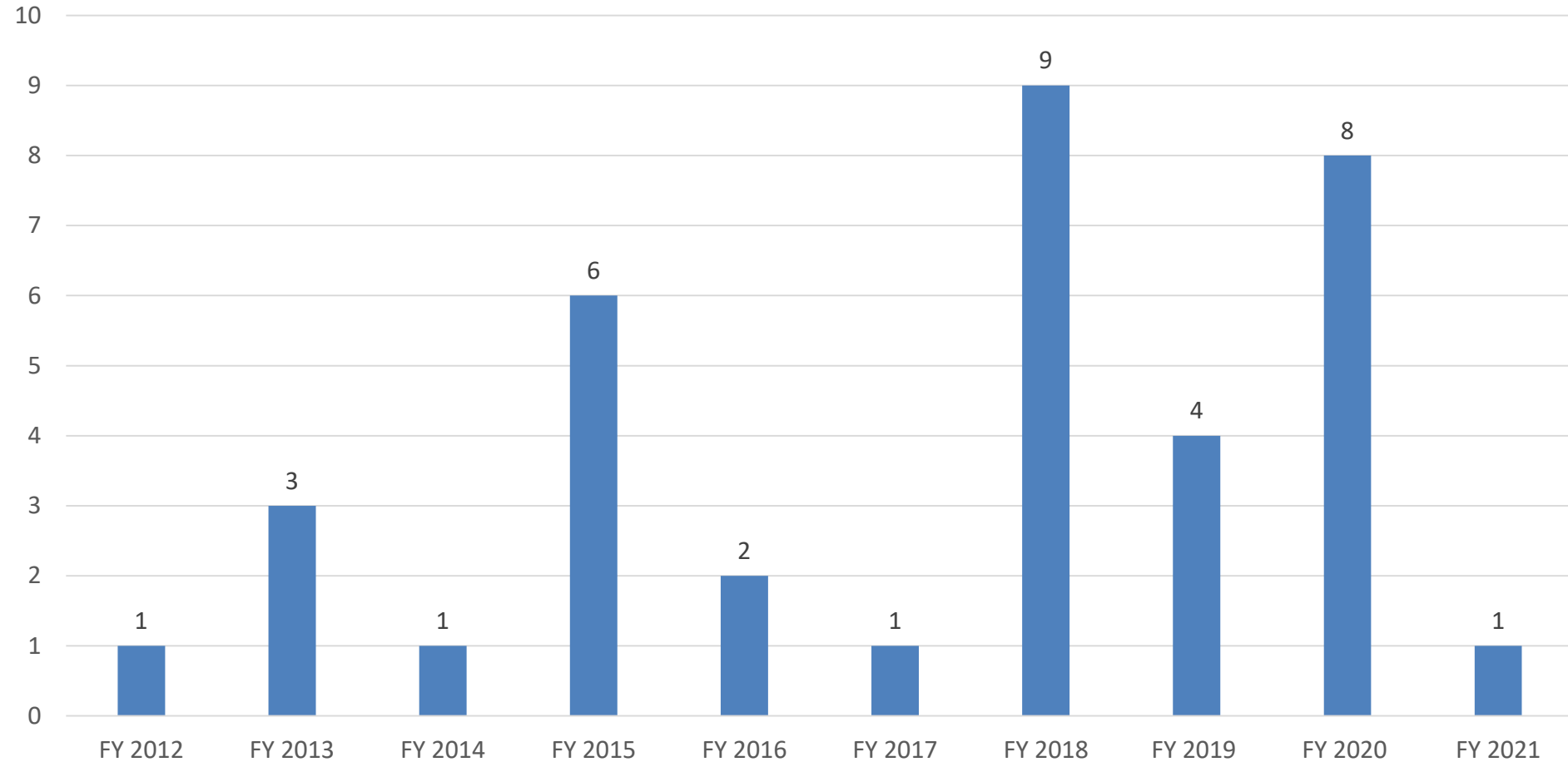
City or township governments, County governments, Native American tribal governments (Federally recognized), Special district governments, State governments, Other

Why Should Tribes Apply?



- RFP specifically references Tribal Healing to Wellness Courts (THWC).
- BJA has made a commitment to support tribal applicants.
- From 2018-2021 BJA made an average of 7 THWC awards as compared to an average of 2 between 2012-2017.
- More grant awards under general BJA Adult Drug Court and Veterans Treatment Court RFP than under any other drug court specific RFP (such as OJJDP and SAMHSA RFPs).
- Peer reviewers will have substantial THWC specific knowledge.
- BJA offers Tribal Specific Training and Technical Assistance (TTA) via it's TTA partner the Tribal Law and Policy Institute.

Tribal Awards



Application Deadlines



Important: Applications have two deadlines. The first is in Grants.gov and the second is in JustGrants.

Drug Court Solicitation was released on
March 22, 2022

Grants.gov deadline: **May 20, 2022 8:59PM ET**

JustGrants deadline: **May 25, 2022 8:59PM ET**

BJA FY22 Adult Drug Court Discretionary Grant Program

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Application Submission Webinar



DOJ's JustGrants team is offering the [JustGrants Virtual Q&A: Application Mechanics: Submitting an Application Training](#) on Wednesday, April 27, 2022 at 11:30am PT / 12:30pm MT / 1:30pm CT / 2:30pm ET.

The “Application Mechanics: Submitting an Application” webinar will address the following topics:

- Preparing to apply
- Completing the abbreviated application in Grants.gov
- Entity onboarding and JustGrants access
- JustGrants roles and responsibilities
- Assigning users' roles to applications
- Completing, reviewing, certifying and submitting a JustGrants application
- Attendee questions about application submission

Eligibility



An eligible applicant currently receiving federal funding for a part of its drug court program may apply; however, it will be ineligible if the request is for

- the same focus area and/or
- court type

as its an active federally funded drug court program.

An eligible applicant may also apply to fund the same focus area and/or court type as a current grant if its end date is before the start date of this grant.

Type of Courts



ADULT DRUG COURTS



DUI/DWI



**CO-OCCURRING
DISORDER (substance use
& mental health disorders)**



**TRIBAL HEALING TO
WELLNESS COURTS**

Note:

1. Tribal applicants may submit applications to support Tribal Veterans Healing to Wellness Courts
2. Court programs that combine or propose to combine any of these court types with other court programs/dockets are eligible to apply. However, this funding must be used to support only drug court services.
3. If request to fund activities with a combination of any of the four courts indicated above, please include percentage of funding requested for each court if the combination includes a VTC.

Allowable Use of Funds



Read the program-specific section to understand how funds can be used.

Category 1: Planning & Implementation

- Grant maximum: \$700,000
- Period of performance: Up to 48 months
- Awards: 11

Planning and Implementation grants are available to eligible jurisdictions ready to commit to a **6-month planning phase** followed by an **implementation phase** of an evidence-based adult drug court with core capacity to provide 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 to reduce recidivism.

Note: The 6-month planning phase will incorporate Drug Court Planning Initiative (DCPI) foundational training. DCPI trains court teams on the skills necessary to build a program that integrates court and treatment functions and adheres to best practice standards.

Allowable Use of Funds



Read the program-specific section to understand how funds can be used.

Category 2: Enhancement

- Grant maximum: \$750,000.
- Period of performance: Up to 48 months
- Awards: 26

Enhancement grants are available to eligible jurisdictions with an operational adult drug court.

Funding may be used to assist a jurisdiction to:

- scale up its existing 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: It is recommended that an eligible entity (i.e., unit of local government or county) applying to Categories 1 and 2 on behalf of an adult drug court attach a fiscal agent memorandum of understanding (MOU).

Capacity



Determine if your agency has the capacity to do the work or if you need additional resources.

Helpful Hint: Identify if you need partners and, if so, reach out to them as soon as possible.

Identify community-based organizations and agencies to partner with to address potential gaps in capacity.

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Note: The 6-month planning phase will incorporate Drug Court Planning Initiative (DCPI) foundational training. DCPI trains court teams on the skills necessary to build a program that integrates court and treatment functions and adheres to best practice standards. See: <https://www.ndci.org/resource/training/foundational-training/design-a-drug-court/> for details.

CATEGORY 2 ENHANCEMENT: Competition ID: C-BJA-2022-00018-PROD

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Note: It is recommended that an eligible entity (i.e., unit of local government or county) applying to Categories 1 and 2 on behalf of an adult drug court attach a fiscal agent memorandum of understanding (MOU). See Additional Application Components in the Proposal Narrative discussion.

CATEGORY 3 STATEWIDE: Competition ID: C-BJA-2022-00019-PROD

State applicants may apply for funding to improve, enhance, or expand adult drug court services statewide. Statewide activities may include:

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Note: Applicants may request funds to support a veterans treatment court (VTC) docket and veteran related services in all three categories of this ADC solicitation; however, funding to specifically plan, implement, and enhance a VTC is available under the BJA Veterans Treatment Court Discretionary Grant solicitation. For more information, please visit: <https://bjaojp.gov/program/veterans-treatment-courtgrant-program/overview>.

Planning and Organizing



Review all section of the application

1. Application for Federal Assistance (SF-424) (required)
2. Proposal Abstract (required; including affirmation of evidence-based program features and total budget amount)
3. Proposal Narrative (required)
4. Budget Detail Worksheet and Budget Narrative (required)
5. Indirect Cost Rate Agreement (if applicable)
6. Tribal Authorizing Resolution (if applicable)
7. Financial Management and System of Internal Controls Questionnaire
8. Disclosure of Lobbying Activities (SF-LLL)
9. Additional Attachments

Content of Application Submission: **Critical Application Elements**

The following items are critical application elements required to pass the basic minimum requirements review. If OJP determines that an application does not include the following elements, it will neither proceed to peer review, nor receive further consideration.

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

Content of Application Submission

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

Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity Statement (see [OJP Grant Application Resource Guide](#))
- Documentation of Advancing DOJ Priorities (if applicable)
- Memorandum of Understanding Signed by Key Drug Court Team Members or by a Designated Agency Representative (recommended)
- Fiscal Agent 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](#))

Basic Minimum Requirements



This solicitation identifies basic minimum requirements that an application must meet to move forward to peer review.

The critical elements of this solicitation includes:

- Proposal Abstract,
- Proposal Narrative,
- Timeline/Task Plan, and
- Budget Detail Worksheet and Budget Narrative.

Important Note:

Applications that do not contain ALL elements designated by BJA as critical in the solicitation will not be submitted to peer review.

Proposal Abstract (required)



- Funding category requested (1, 2, or 3)
- Pre or post adjudication
- Type of drug court(s) for which funds are being requested
- Name, location, & address of the court where the proposed program is or will be held.
- Names & contact information for the designated drug court judge & coordinator
- Amount of funding requested (requested amount should not exceed grant amount for the category applying)
- # of participants proposed to receive services
- Identify the minimum, maximum, and average length of program participation.
- Target population & affirm whether the court has access to MAT.
- Plan to provide treatment and services to reduce opioid, stimulant, and other substance use disorder needs.
- Whether the jurisdiction is leveraging any other federal funding sources to support the drug court.
- Whether the applicant jurisdiction has an active drug court grant with OJP, the Substance Abuse and Mental Health Services Administration, or the Office of Juvenile Justice and Delinquency Prevention (include grant number).

Proposal Abstract (required)



- If requesting to fund activities for any of the four court types in combination with a VTC docket or to include veteran-related services, please include the amount of funding requested for the ADC and the VTC (e.g., ADC: \$525,000 & VTC: \$225,000).
- **If seeking priority consideration:**
 - For which priority consideration 1(A), 1(B), or both are you applying?
 - Identify which pages in the program narrative the applicant provides its plan to respond to the priority consideration.
- If 1(B), note the sub-awardee to receive funding and the proposed amount
- Note if the applicant is a rural or tribal jurisdiction seeking priority consideration.

Note: 400-word maximum, written in 3rd person, and entered into the JustGrants web-based form.

Proposal Narrative (required)

Make sure you understand and follow the instructions about page limits for the program narrative.

Proposal Narrative must be:

- Double-spaced
- Standard 12-point font (Times New Roman preferred)
- 1-inch margins, and
- Should not exceed 20 pages.
- Number pages “1 of 20,” etc.

Helpful Tip: A table can be single spaced and can be put in an attachment if it is not a required component of the program narrative.

Hints:

If the proposal narrative fails to comply with these length restrictions, BJA may consider such noncompliance in peer review and in final award decision.

Proposal Narrative sections*:

- a) Description of the Issue (20%)
- b) Project Design & Implementation (40%)
- c) Capabilities & Competencies (20%)
- d) Plan for Collecting the Data Required for this Solicitation’s Performance Measures (15%)

*Budget Narrative & Budget Detail Worksheet is remaining 5%.

Proposal Narrative (required)



Section	Category 1	Category 2	Category 3
Description of the Issue	20%	20%	20%
Project Design and Implementation	40%	40%	40%
Capabilities and Competencies	20%	20%	20%
Plan for Collecting the Data Required for this Solicitation's Performance Measures	15%	15%	15%

Note: Budget and Budget worksheet are remaining 5%

Proposal Narrative (required)



Description of the Issue (20%)

- See RFP for specific bullet points to be addressed (based on category for which you're applying)

Project Design and Implementation (40%)

- Demonstrate that eligible drug court participants will have access to & promptly enter the drug court program following a determination of their eligibility.
- Demonstrate access to medication-assisted treatment.
- Describe the plan to provide treatment and services to address opioid, stimulant, and other substance use disorder needs.
- If priority category 1(A), how the project will address issues related to racial equity.
- See RFP for specific bullet points to be addressed (based on category for which you're applying)

Proposal Narrative (required)



Capabilities and Competencies (20%)

- See RFP for specific bullet points to be addressed (based on category for which you're applying)
- If priority category 1(B), describe how being a culturally specific organization will enhance its ability to implement the proposed project

Plan for Collecting the Data Required for this Solicitation's Performance Measures (15%)

- Describe the court's current ability to collect and analyze client-level demographic, performance measurement (PMT), and outcome data.
- See RFP for specific bullet points to be addressed (based on category for which you're applying)

Time Task Plan (required)



Time Task Plan should include:

- Outline goals & objectives to be met during project period
- Summarize major activities, expected date of completion, and responsible agencies
- Indicate number of program participants to be served quarterly

Sample Time Task Plan

A time task plan must be submitted as part of the Other Program Attachments section (see attachment 3). The following is a sample of a partial time task plan.

Goal #1		
Establish coordination among agencies involved in developing, implementing, and maintaining the drug court program.		
Objectives	Activities and Timeframe	Person Responsible
Identify agencies and key representatives needed for a drug court program.	Establish roles and responsibilities for individuals involved in implementing the drug court program. March 1, 2009.	All invited agencies: judiciary, district attorney, defense bar, treatment agencies, court administrator, law enforcement, school administrator.
Establish communications with key stakeholders from partner agencies.	Make initial contact with the drug court judge, assistant district attorney, drug court coordinator, and treatment provider. March 1, 2009. Subsequent meeting to follow. April 4, 2009.	Drug court coordinator will plan the initial meeting. The second meeting will be located at the outpatient treatment provider's facility.
	Establish memorandums of	Judge.

Planning and Organizing Your Writing

Draft your budget early in the process, before you make commitments. Make sure you carefully read and understand any required budget expenses detailed in the application — especially required grantee meetings.

Also make sure you read carefully to ***understand any caps on expenses or expenses that are not allowed***.

Resource: DOJ Grants Financial Guide

<https://ojp.gov/financialguide/doj/index.htm>

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

Budgets and the Budget Narrative



- The budget narrative should relate directly to the project design.
 - There should be no expenses in the budget that are not referenced in the project/program narrative (e.g., do not ask for drug testing supplies if you have not included drug testing as a component in your project description).
- Personnel costs should relate to the key personnel for the project.
- Sub-recipients should be categorized as either sub-awards or procurement contracts and also be clearly stated in the project/program narrative. Please refer to OJP guidance on this topic: <https://ojp.gov/training/subawards-procurement.htm>.
- The budget should include adequate funding to fully implement the project, but not more than the amount listed in the solicitation as the available funding amount.
- The budget narrative should leave no questions for a reviewer about the purpose of the requested funds.
- The total federal request entered in the SF-424 should match the total federal request in the application budget for the entire project period.

Budget and Budget Narrative (required)



- Itemized budget for each year of the grant.
- 25% match is required; match can be a combination of cash and in-kind.
- There is no minimum required amount for cash match.
- Do not report any “over-match” in the budget; however, you may discuss the “over-match” in the narrative.
- Applicants should budget to have up to three team members attend up to two conferences or trainings during the grant period to support ongoing capacity and success in implementation.
- Prior approval, planning, and reporting of conference/meeting/ training costs

Planning and Organizing Your Writing

Do not forget about the additional attachments when you are preparing your application!

Tip: Make sure you triple check your checklist and make sure you have everything.

Content of Application Submission: **Critical Application Elements**

The following items are critical application elements required to pass the basic minimum requirements review. If OJP determines that an application does not include the following elements, it will neither proceed to peer review, nor receive further consideration.

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Content of Application Submission

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

Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity Statement (see [OJP Grant Application Resource Guide](#))
- Documentation of Advancing DOJ Priorities (if applicable)
- Memorandum of Understanding Signed by Key Drug Court Team Members or by a Designated Agency Representative (recommended)
- Fiscal Agent 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](#))

Additional Attachments



- Research and Evaluation Independence and Integrity Statement
- Documentation of Advancing DOJ Priorities (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).

Tribal Authorizing Resolution



- Resolution, letter, affidavit, or other doc, that legally demonstrates tribal authority to implement the program.

Substance Use Disorders

The focus of the ADC Discretionary Grant Program is to reduce the misuse of opioids, stimulants, and other substances. In the ***Proposal Narrative***, all applicants are required to describe a plan to serve justice-involved individuals with substance use disorders.

Medication Assisted Treatment (MAT)

The applicant **must** 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 the Food and Drug Administration (FDA)-approved medications for the treatment of substance use disorders.

For more information regarding BJA's provisions on MAT, visit: <https://www.bja.gov/Funding/adc-faq-medication-assisted-treatment.pdf>

Medical Marijuana

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.* Programs or activities funded under a BJA adult drug 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.*

Violent Offenders Prohibition

Under the ADC Program authorization, BJA funds under this program may not be used to serve persons who are “violent offenders.” ([34 U.S.C. § 10613](#)). This prohibition applies only to programs or activities that are funded by the BJA grant award, including match funds contributed by the grantees. ***Grantees that decide to use both BJA ADC Program and other funds for a program must be able to track these expenses to ensure the separation of funds, and they must maintain documentation that they can show to an auditor if necessary.***

Note: Applicants can serve veterans charged with violent or nonviolent offenses using veterans treatment court funds.

Tips for Applicants



Follow these tips to avoid the most common mistakes:

- **JustGrants:** Please carefully read the “How to Apply” instructions linked in the solicitation and give yourself plenty of time to complete the grants.gov and JustGrants submissions by the established deadlines.
- **SF-424/UEI/SAM:** Make sure the correct UEI # is entered in the SF-424 and that it is registered in SAM. The specific agency registered under this UEI # in SAM will be responsible for submitting the full application in JustGrants and administering the award if it is funded.
- **SF-424/Applicant Information/Budget:** The federal request amount is the total grant award you are requesting, and it must be reflected in the JustGrants applicant information and the budget. The total project cost entered in the budget must include federal and non-federal costs.
- **Budget/Allowable Costs:** Do not include any of the prohibited costs listed on page 11 of the solicitation.

Tips for Applicants (Continued)



- **Budget/Subawards versus Procurement Contracts:** You should carefully review the OJP Grant Application Resource Guide (linked in the solicitation) subsection titled “Information on Proposed Subawards (if any) and Proposed Procurement Contracts (if any)” and the resources linked to therein to ensure you properly categorize your costs in these sections.
- **Budget/Match:** Every line item in the budget should be identified as either federal or non-federal. All non-federal (match) cost items must meet the same allowability guidelines as federal costs. As noted earlier, do not include excessive match over the 25% requirement in the budget.
- **Application Attachments/General:** Follow the instructions exactly in the “Application and Submission” section beginning on page 13. It is helpful for reviewers if you upload each required attachment as a separate file named/numbered to match the solicitation. If you combine files, please include a table of contents.

Tips for Applicants (Continued)



Application Attachments/Common issues:

- The disclosure of pending applications is required for all applicants and is completed in JustGrants.
- The Research and Evaluation Independence and Integrity Statement attachment is required if you are proposing to use federal funds to pay an outside evaluator.
- The Time Task Plan must indicate the number of program participants to be served quarterly to demonstrate how the total number of anticipated participants will be served before the end of the grant period. This form is completed in JustGrants.

Tips for Applicants (Continued)



1. Check all of the resources linked in the RFP
2. Use scoring criteria as a general guide for how many pages to devote to each section
3. Don't wait until the deadline to apply
4. Go back and review the budget after completing the narrative.
5. Focus on attachments (Time Task Plan!)
6. PDF everything!

Common Mistakes



- Not responding to all of the requested information
- Failed to submit all required documents (Abstract, Narrative, Budget, and Time Task Plan)
- Failed to draw connection between statement of the problem and the program design
- Not providing the requested information in relevant section where peer reviewers could easily locate it
- Failed to draw the connection between the proposed budget and the programmatic activities
- Inconsistencies within proposal – different writers by section
- Did not provide specific measurable targets for performance measures

If unsuccessful



- Always ask Agency to provide comments
- Keep prior proposals and comments (*although different review panel each time*)
- Ask Agency what other services can be provided such as:
 - Training and Technical Assistance (T/TA)
 - Capacity Building
 - Scholarships for Conferences/Trainings
- Ask Agency for copies of successful applications
- Serve as peer reviewer

WELLNESS COURT RESOURCES



WellnessCourts.org

[Email](#) | [Print](#) | [RSS](#)



Tribal Healing to Wellness Courts

[Home](#) | [About Us](#) | [Wellness Court Resources](#) | [Publications](#) | [Enhancement Training](#)

Upcoming Webinar: FY 2019 Funding Opportunity for HTWCs: The BJA Adult Drug Court Solicitation

The BJA Adult Drug Court Solicitation has been released, and applications are due April 16, 2019. This webinar will overview the ... [More](#)



- [Request Technical Assistance](#)
- [Funding Announcements](#)
- [News and Announcements](#)
- [Drug Court I/IA Calendar](#)
- [Prior Event Resources](#)

[The Tribal Key Components, 2nd. ed.](#) (2014)

[Treatment Guidelines, 2nd ed.](#) (2017)

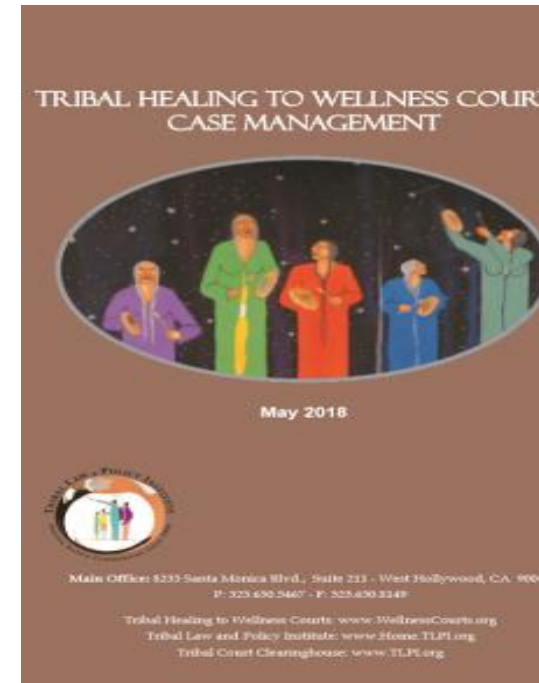
[Case Management](#) (2018)

[The Judicial Bench Book](#) (2016)

[The Policies and Procedures Guide](#) (2015)

[Overview of Tribal Healing to Wellness Court](#)
(2014)

[Needs Assessment Report](#) (2010)



TRIBAL HEALING TO WELLNESS COURTS:
THE KEY COMPONENTS



2nd Edition

May 2014



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

Main Office: 8235 Santa Monica Blvd., Suite 211 - West Hollywood, CA 90046 - P: 323-650-5467 - F: 323-650-8149

Tribal Court Clearinghouse: www.tlpi.org

Tribal Healing to Wellness Courts: The Key Components

www.WellnessCourts.org



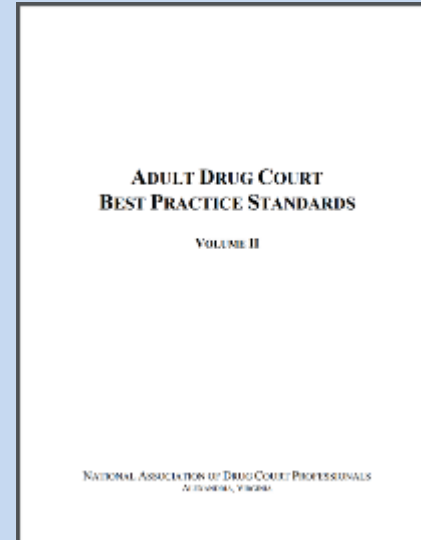
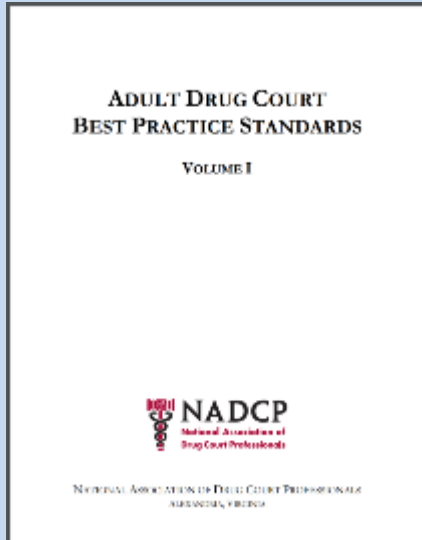
Tribal Law and Policy Institute

Jordan Martinson, *Tribal Law Specialist*

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West Hollywood, CA 90046
(323) 650-5467
wellness@tlpi.org
www.WellnessCourts.org



NADCP Adult Drug Court Standards



www.nadcp.org/standards

NADCP Drug Court Standards



Volume I

- Target Population
- Historically Disadvantaged Groups
- Roles and Responsibilities of the Judge
- Incentives, Sanctions, and Therapeutic Adjustments
- Substance Abuse Treatment

Volume II

- Complementary Treatment and Social Services
- Drug and Alcohol Testing
- Multidisciplinary Team
- Census and Caseload
- Monitoring and Evaluation

The National Drug Court Resource Center

www.NDCRC.org

BJA Grant Applicant Education Series

To access previous webinar recordings, transcripts, and slides visit:

<https://www.bja.gov/funding/webinars.html>.

GRANT SOLICITATION RESOURCES

NADCP Adult Drug Court Best Practice Standards (Volume I & II)

Drug Court 10 Key Components

Veteran Treatment Court 10 Key Components

Tribal Healing to Wellness Court – Key Components

Example and Definitions of Recovery Support Services

Questions?



Grants.gov Technical Support

For technical assistance with submitting the SF-424 and SF-LLL, contact the customer support hotline or via email.

Technical Support

support@grants.gov

<https://www.grants.gov/web/grants/support.html>

Or

Customer Support Hotline: (800) 518-4726 or (606) 545-5035

Operates 24 hours a day, 7 days a week, except on federal holidays.

JustGrants Technical Support

For technical assistance with submitting the full application in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk.

Technical Support

JustGrants.Support@usdoj.gov
<https://justicegrants.usdoj.gov/user-support>

Or

(833) 872-5175

*Monday – Friday between the hours of 5:00 AM and 9:00 PM EST
Saturday, Sunday, and Federal holidays from 9:00 AM to 5:00 PM EST*

Questions?



OJP Response Center

For assistance with any other requirements of this solicitation, contact the Response Center.

Technical Support

Email: grants@ncjrs.gov

Web chat: <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>

Toll free: (800) 851-3420

TTY: 301-240-6310 (hearing impaired only)

*Monday – Friday between the hours of 10:00 AM and 6:00 PM EST
10:00 AM to 8:00 PM EST on the solicitation close date*



Resources for FY 2022 Grant Applicants

- OJP Funding Resource Center
<https://ojp.gov/funding/index.htm>
- DOJ Grants Financial Guide
<https://ojp.gov/financilaguidedojoj/overview>
- DOJ Grants Financial Management Online Training
<https://www.ojp.gov/training/financial-management-training>
- OJP Grant Application Resource Guide
<https://ojp.gov/funding/Apply/Resources/Grant-App-Resource-Guide.htm>

Quick Reference: Important Contacts



Solicitation Content Assistance

1-800-851-3420
Grants@ncjrs.gov
10-6 EST, M-F



Submit the SF-424 and SF-LLL

1-800-518-4726
Support@grants.gov
24 hours a day, 7 days a week



Submit full application
1-833-872-5175
JustGrants.Support@usdoj.gov
5-9 EST, M-F
9-5 EST, Weekends, Holidays

Questions

