

BUREAU OF JUSTICE ASSISTANCE

ADULT TREATMENT COURT DISCRETIONARY GRANT PROGRAM

FY 2023 Competitive Grant Announcement

Thursday, February 23, 2023

10:00AM-11:15AM PT / 11:00AM-12:15PM MT

12:00 PM-1:15 PM CT / 1:00PM -2:15PM ET



Tribal Law and Policy Institute

www.Home.TLPI.org

www.WellnessCourts.org



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

Panelists



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- **Overview of the Office of Justice Programs (OJP) and the Bureau of Justice Assistance (BJA)**
- **Adult Treatment Court Appropriations**
- **OJP and BJA Priority Areas**
- **Grant Eligibility, Categories, and Requirements**
- **Review Application Sections**
- **Tips for Applicants**
- **Application Resources**
- **Questions and Answers**



Poll Question 1:

How many of you plan to apply to the Adult Treatment Court (ATC) solicitation by an answer of **Yes** or **No**?

Chat Question 1:

What tribal court are you representing?

*Use the Chat box to submit a response to
“All Panelists” or “Panelists & Everyone”*

What is 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

U.S. Department of Justice Bureau of Justice Assistance

Mission: BJA's mission is to provide leadership and services in grant administration and criminal justice policy development to support state, local, and Tribal justice strategies to achieve safer communities. BJA works with communities, governments, and nonprofit organizations to reduce crime, recidivism, and unnecessary confinement, and promote a safe and fair criminal justice system.

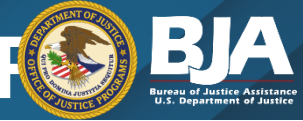


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www.bja.gov



Finding the BJA Treatment Court RFP



BJA.OJP.gov

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FY 2023 Adult Treatment Court Discretionary Grant Program

Opportunity ID: O-BJA-2023-171509

Solicitation Status: Open

Fiscal Year: 2023

Closing Date: April 18, 2023

Posting Date: January 17, 2023

Solicitation Type: Competitive

Grants.gov Deadline: April 11, 2023, 8:59 pm Eastern

Application JustGrants Deadline: April 18, 2023, 8:59 pm Eastern

Download

PDF, 464.98 KB

Description

Through this opportunity, BJA seeks applications for funding to plan, implement, and enhance substance use treatment courts, including service coordination, management of treatment court participants, fidelity to the model, and recovery support services.

Available Funding

Past Funding

Funding Awards

Successful Applications

NEPA Guidance

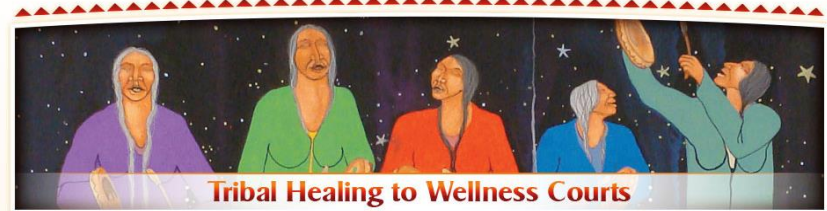
Performance Measures

Real Property Reporting

Supplemental Information

Find examples of successful applications

WellnessCourts.org



Tribal Healing to Wellness Courts

- Home
- About Us
- Wellness Court Resources
- Publications
- Enhancement Training
- COVID-19 Resources

FY 2023 Adult Treatment Court Discretionary Grant Program

Application Grants.gov Deadline: April 11, 2023 @ 8:59pm ET Application JustGrants Deadline: April 18, 2023 @ 8:59pm ET [More](#)

Request Technical Assistance

Funding Announcements

News and Announcements

Drug Court T/TA Calendar

Prior Event Resources

Resources & Tools

Wellness Court Resources

Tribal Key Components

Forms & Policies

Drug Court Research

State Resources

Search by Tribe:

Search Tribes

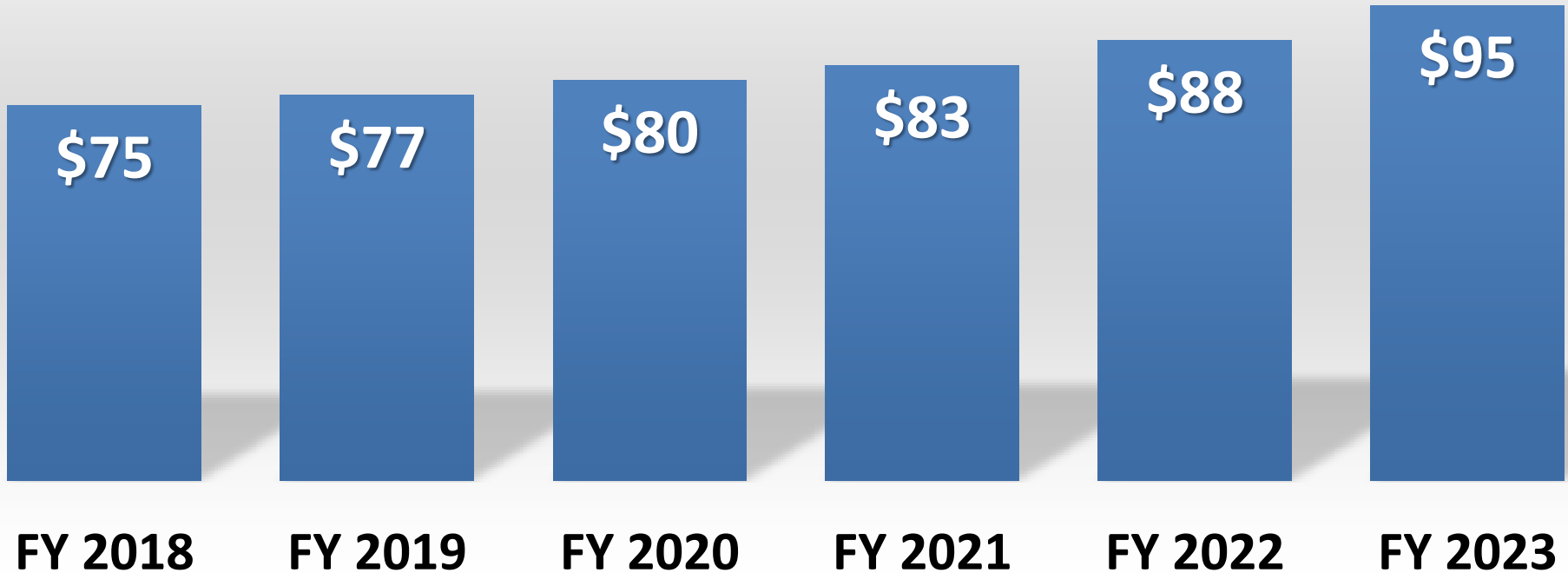
Indian Nations

Tribal Justice Systems

Tribal Wellness Courts



Adult Treatment Court Grant Program Appropriations (in millions)



FY 2023 Adult Treatment Court Appropriation

\$95,000,000 for Adult Treatment Courts to support the following:

- **Adult Treatment Court Grant Programs** – estimated grant awards based on appropriation amount (Projection FY23: **42** awards)
- **National Treatment Court Training and Technical Assistance (TTA)** – TTA support to new and operational treatment courts (prioritizing BJA awards)
- **National Drug Court Resource Center** - serves as a clearinghouse for treatment court resources
- **Office of Juvenile Justice and Delinquency Prevention** – Transfer of funds to support Family and Juvenile Treatment Court Program
- **Research, Evaluation, and Analysis of Treatment Courts** - Provide new knowledge that would be used to inform the treatment court field

OJP Priority Areas

In addition to executing any statutory prioritization that may be applicable, OJP will provide 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 potential **racial inequities** and contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, and adversely affected by inequality.
- Applicants that demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because they (or at least one proposed subrecipient that will receive **at least 40%** of the requested award funding.
- Applications that seek to provide resources to **rural and tribal jurisdictions**.

BJA Adult Treatment Court Priorities

- Serve high-risk/high-need participants as determined by a validated risk assessment tool
- Adhere to the National Association of Drug Court Professionals (NADCP) Drug Court 10 key components and Best Practice Standards
- Ensure equity and inclusion via collection of retention and access data
- Provide access to medication-assisted treatment (MAT)
- Make all forms of FDA-approved medications to treat SUD available to participants under care of physician
- Support veterans and tribal communities
- Partnership with law enforcement

Program Goal

To provide adult treatment courts and professionals in the criminal justice system with the resources needed to plan, implement, enhance, and sustain evidence-based treatment court programs for individuals with substance use disorders who are involved in the criminal justice system.



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GRANT CATEGORIES

The FY 2023 ATC 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 ATC 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://bjajcp.gov/program/veterans-treatment-courtgrant-program/overview>.



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Eligibility

Ensure that your agency is eligible to apply. This information is located on the first page of the solicitation.

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

- State governments (including territories)
- Special district governments
- City or township governments
- County government
- Public housing authorities/Indian housing authorities
- Native American tribal governments (Federally recognized)
- Special district governments
- **Other:** public or private entities acting on behalf of a single treatment court through agreement with state, city, township, country, or tribal governments

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 ^a	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



Eligibility

For **Category 3**, the following entities are eligible to apply:

- 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 in the provision of substance use and/or mental services, or related services.

Note: 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).

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

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BJA FY22 Adult Drug Court Discretionary Grant Program



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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?

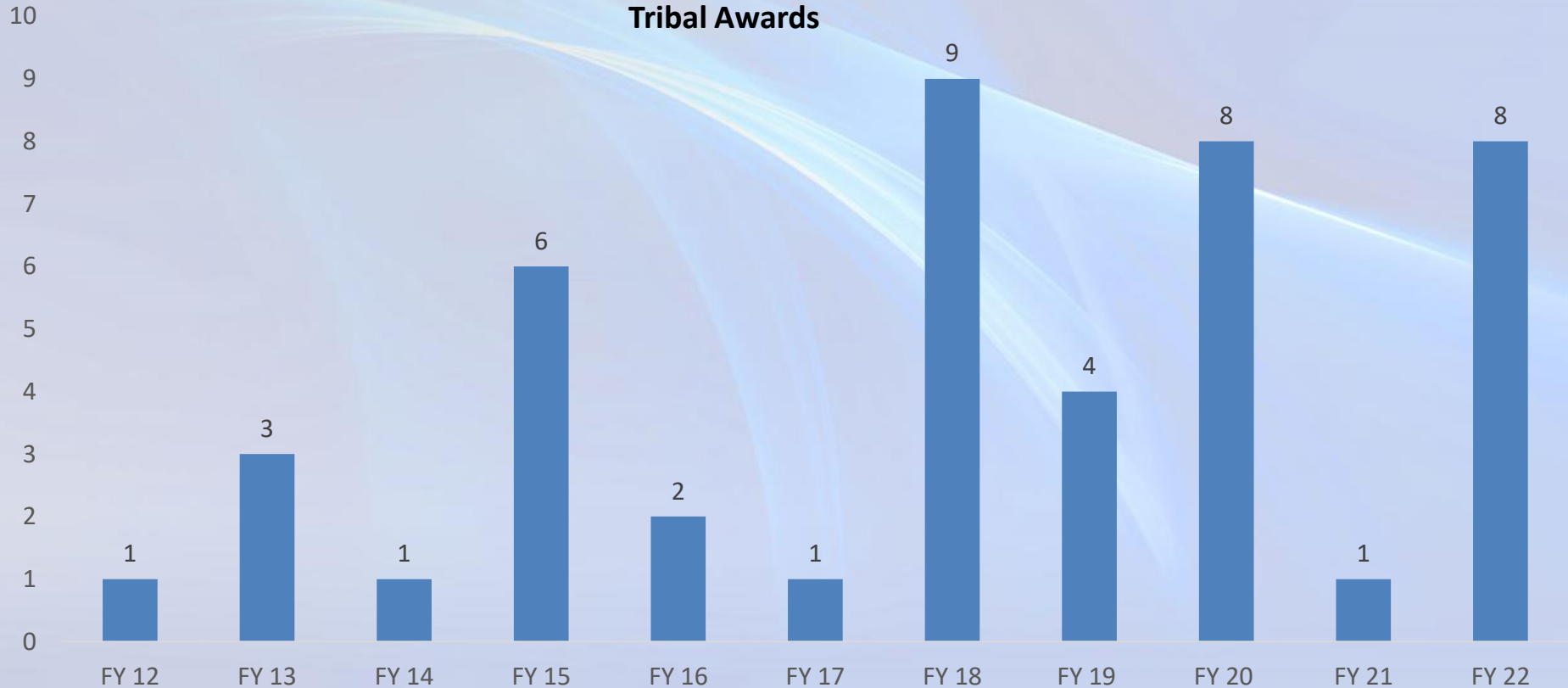


- RFP specifically references Tribal Healing to Wellness Courts (THWC).
- BJA has made a commitment to support tribal applicants.
- From 2018-2022 BJA made an average of 7 THWC awards as compared to an average of 2 between 2012-2017.
- Tribes are awarded more grant funds under general BJA Adult Treatment Court and Veterans Treatment Court RFP than any other treatment court RFP like Office of Juvenile Justice and Delinquency Prevent (OJJDP) and the Substance Abuse and Mental Health Administration (SAMHSA).
- Peer reviewers will have substantial THWC specific knowledge.
- BJA offers Tribal Specific Training and Technical Assistance (TTA) via its TTA partner the Tribal Law and Policy Institute.

Tribal Awards



**BJA Adult Treatment Court:
Tribal Awards**





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Application Deadlines

Ensure that you have enough time to develop your application. The due date is also listed on the first page. Take into account the time required to register to apply, prepare the application, gather the required attachments, and complete any local, state, or tribal review processes. ***This year's solicitation is open for 99 days.***

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

Adult Treatment Court Solicitation was released **January 17, 2023**

Grants.gov deadline: **April 11, 2023, 8:59 PM ET**
JustGrants deadline: **April 18, 2023, 8:59 PM ET**

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

U.S. Department of Justice
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BJA FY22 Adult Drug Court Discretionary Grant Program



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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.

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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

Chat Question 2:

What type of Tribal Healing to Wellness Court (THWC) services will you be requesting BJA funds to support?

*Use the Chat box to submit a response to
“All Panelists” or “Panelists & Everyone”*

Treatment Court Services Supported by BJA Funding

BJA grant funds may be used to support the following activities:

1. Inpatient treatment slots
2. Outpatient treatment slots
3. Case management or supervision services
4. Substance use disorder treatment services
5. Inpatient substance use disorder treatment
6. Recovery support services
7. Equipment
8. Training
9. Evaluation
10. Management information system (MIS)
11. Aftercare support
12. Enhancing risk/needs assessment screening
13. Performance reporting
14. Transportation
15. Drug testing services and supplies
16. Electronic monitoring (e.g., SCRAM ankle monitors)
17. Drug Court staffing position
18. MAT services
19. Temporary housing support
20. Peer support/peer mentors



Grant Category

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

Category 1: Planning & Implementation

- Grant maximum: **\$900,000**
- Period of performance: Up to **48** months
- Awards: **9**

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 treatment court program.

Funding may be used to assist a jurisdiction to provide:

- evidence-based treatment services;
- case management and coordination;
- judicial supervision;
- sanctions and incentive services, and
- other key services such as transitional housing, relapse prevention, employment, and peer recovery support

Note: The 6-month planning phase **requires** all new grantees to participate in the BJA-sponsored, free foundational training, if not received in the past 12 months. Foundational training trains court teams on the skills necessary to build a program that integrates court and treatment functions and adheres to best practice standards.



Grant Category

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

Category 2: Enhancement

- Grant maximum: **\$1,000,000**
- Period of performance: Up to **48** months
- Awards: **30**

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 treatment court attach a fiscal agent memorandum of understanding (MOU).



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Grant Category

Category 3: Statewide

Funding supports statewide efforts to enhance or expand services for ATC.

- Grant maximum: **\$2,500,000**
- Period of performance: Up to **48** months
- Awards: **3**

State applicants may apply for funding to improve, enhance, or expand adult treatment court services statewide.

Statewide activities may include:

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

Note: Applicants may request funds to support a veterans treatment court (VTC) docket and veteran related services in all three categories of this ATC solicitation; however, funding to specifically plan, implement, and enhance a VTC is available under the BJA Veterans Treatment Court Discretionary Grant solicitation.



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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.

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.org/program/veterans-treatment-courtgrant/overview>.



Planning and Organizing

Review all section of the application

Application Step 1: Grants.gov.

- Application for Federal Assistance (SF-424) and Disclosure of Lobbying Activities (SF-LLL)

Application Step 2: JustGrants

- Proposal Abstract (required)
- Proposal Narrative (required)
- Budget Web-Based form (required)
- Indirect Cost Rate Agreement (if applicable)
- Financial Management and System of Internal Controls Questionnaire
- Disclosure of Process related to Executive Compensation
- 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 (BMR)** that an application must meet to move forward to peer review.

The critical elements of this solicitation includes:

- Proposal Abstract,
- Proposal Narrative,
- Budget Web-Based form, and
- Timeline Web-Based form

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 adult treatment court(s) for which funds are being requested
- Name, location, & address of the court where the proposed program is or will be held
- 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
- Which of the NADCP's 10 Best Practice Standards will be addressed
- Whether the jurisdiction is leveraging any other federal funding sources to support the treatment court
- Whether the applicant jurisdiction has an active federal treatment court grant.

Note: Do not include any personal identifiable information (PPI) in the abstract. If awarded, this will become a public document to be shared on the BJA website.

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 ATC and the VTC (e.g., ATC: \$500,000 & VTC: \$500,000).
- **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 proposal narrative.

Proposal Narrative must be:

- Double-spaced
- Standard 12-point font
- 1-inch margins, and
- Should not exceed 20 pages.
- Number pages “1 of 20,” etc.

Helpful Tip: May include tables, charts, and graphs. Must be in a legible font no smaller than 12-point. This will count toward page limit unless included as an attachment.

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%)
- e) Budget (5%)

Proposal Narrative (required)



Section	Category 1
Description of the Issue	20%
Project Design and Implementation	40%
Capabilities and Competencies	20%
Plan for Collecting the Data Required for this Solicitation's Performance Measures	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 treatment court participants will have access to and 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 it's 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)



Timeline Web-based form (required)

Timeline Web-based form 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, 2005.	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 Writin

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 proposal 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 proposal 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 Web-Based Form (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 estimate the costs of travel and accommodations for up to three (Categories 1 and 2) or eight (Category 3) team members to attend up to two conferences and/or trainings each year to support ongoing capacity and success in implementation.
- Prior approval, planning, and reporting of conference/meeting/training costs



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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.

- 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](#))

Additional Attachments



- State Substance Abuse Agency Director or Designee Letter (recommended)
- Memorandum of Understanding Signed by Key Treatment Court Team Members or by a Designated Agency Representative (recommended)
- Fiscal Agent Memorandum of Understanding Signed by Applicant and Treatment Court Administrator (recommended)
- Chief Justice, State Court Administrator or Designee Letter (recommended)
- Tribal Authorizing Resolution (if applicable)
- Research and Evaluation Independence and Integrity
- Statewide Applicants Managing Subawards (if applicable)
- Timeline web-based form (required)
- Résumés of key personnel (if applicable)

Equitable Access

BJA require applicants to describe a plan to collect and examine access and retention data to identify and eliminate disparities that exist for race, color, religion, national origin, sexual orientation, gender, gender identity, or disability in admission protocols or elsewhere in the ATC program.

The plan may include use of the National Center for State Courts and National Drug Court Institutes **Equity and Inclusion Assessment Toolkit** or incorporate the American University **Racial and Ethnic Disparities Program Assessment Tool**.

Poll Question 2:

Does your THWC currently collect and examine access and retention to identify and eliminate disparities in your program by an answer of **Yes** or **No**?

U.S. Food and Drug Administration (FDA) -approved Medications

BJA requires grantees, where possible, to make all forms of FDA-approved medications to treat substance use disorder available to participants under the care and prescription of a physician.

The Department of Justice's Civil Rights Division published guidance further clarifying protections under the **Americans with Disabilities Act (ADA)** for individuals with Opioid Use Disorder (OUD), including potential violations of the ADA by facilities or programs that do not allow individuals to be able to continue taking doctor-prescribed MOUD.

Controlled Substance Act

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 ATC award **must** ensure that participants are tested periodically for the use of controlled substances, including medical marijuana. See 34 U.S.C. § 10611, et seq.

Violent Offenders Prohibition

(a) IN GENERAL

Except as provided in subsection (b), in this subchapter, the term “[violent offender](#)” means a person who—

- (1) is charged with or convicted of an offense that is punishable by a term of imprisonment exceeding one year, during the course of which offense or conduct—
 - (A) the person carried, possessed, or used a firearm or dangerous weapon;
 - (B) there occurred the death of or serious bodily injury to any person; or
 - (C) there occurred the use of force against the person of another, without regard to whether any of the circumstances described in subparagraph (A) or (B) is an element of the offense or conduct of which or for which the person is charged or convicted; or
- (2) has 1 or more prior convictions for a felony crime of violence involving the use or attempted use of force against a person with the intent to cause death or serious bodily harm.

Violent Offenders Prohibition

Under the Drug Court Discretionary Grant Program authorization, BJA funds 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.

A person who is presently charged with an offense as described in **34 USC 10613(a)(1)** would be ineligible to participate.

Disqualifying convictions are only those convictions indicated in **34 USC 10613(a)(1)** that occur after the initiation of proceedings that led to the person’s consideration to participate in the drug court program, whereas **34 USC 10613(a)(2)** only speaks to convictions as described therein that occurred prior to the initiation of those proceedings.

Violent Offenders Prohibition

Note: Not included in the violent offender definition is a person whose **charges are dropped or reduced** to a nonviolent offense or charge, a conviction punishable by **less than 1 year in incarceration**, and/or a prior felony arrest even if the offense involved the threat or use of force or illegal use, possession, or carrying of a firearm or dangerous weapon.

Note: **Grantees may use, and are encouraged to use, other funds for their treatment court programs and serve these participants using those other funds.** Grantees must be able to track these expenditures to ensure the separation of funds. Documentation must be maintained to show to an auditor if necessary.

Poll Question 3:

Has the violent offender prohibition impacting your treatment court's ability to accept new program participants by an answer of

Yes or No?

Poll Question 4:

For a response of Yes to question 3, please rate the impact on a scale from 1 to 10 (10 being most impacted).

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 12 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 14. 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:

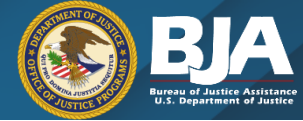
- The disclosure of pending applications is required for all applicants and is completed in JustGrants.
- The Research and Evaluation Independence and Integrity Statement attachment is required if you are proposing to use federal funds to pay an outside evaluator.
- The Timeline web-based form must indicate 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

BJA FY 2023 Resources Available for Grant Applicants

BJA Adult Drug Court Resources

- [National Drug Court Resource Center \(NDCRC\)](#). BJA-Sponsored, the NDCRC provides treatment court professionals with the resources needed to design and implement programs that align with best practice standards, expand and enhance court operations, as well as collect and analyze program data.
- [Drug Court Best Practice Standards](#). National Association of Drug Court Professionals (NADCP), 2018. NADCP identified 10 best practice standards, volumes I and II. 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.
- [Ten Key Components for Adult Drug Courts](#). BJA-Sponsored, NADCP, January 2004. The key components provide the foundation for the successful operation of a drug court program.
- [The 10 Essential Elements of Opioid Courts](#). BJA-Sponsored, Center for Court Innovation, 2019. The purpose of this publication is to help court planners develop opioid intervention courts that incorporate the best knowledge currently available, while following a consistent model that can be evaluated and refined for the benefit of the field as a whole.
- [Drug Court Training and Technical Assistance](#). Assist adult drug courts and veterans treatment courts with the development and implementation of program practices to improve program effectiveness and long-term participant success.

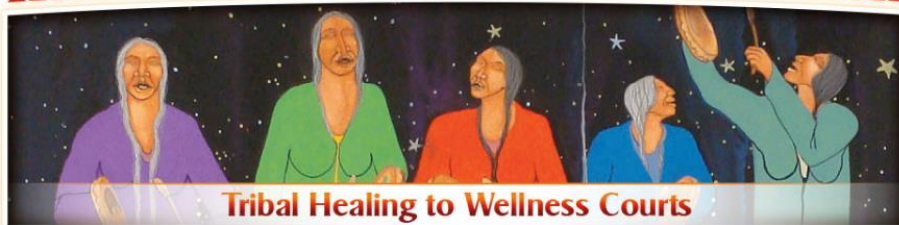
BJA Grant Applicant Education Series

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

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

WELLNESS COURT RESOURCES





Wellness Court Resources

Discover resources about the many aspects of a Healing to Wellness Court on our subject matter pages.

Overview

- [Tribal 10 Key Components](#) -- A summary of the Tribal 10 Key Components that are essential components of a Healing to Wellness Court. This page also includes publications, PowerPoint presentations, and other resources on the 10 key components.

Healing to Wellness Court Resource Series

- [Healing to Wellness Court Publication Series](#) - Developed by the Tribal Law and Policy Institute, this series of technical assistance publications covers Healing to Wellness Court development and operations.
- [Webinar Series](#) - Developed by the Tribal Law and Policy Institute, this series of technical assistance webinars covers the basics of Healing to Wellness Courts, to trainings for specific team member roles, to overviews of upcoming grant funding for Wellness Courts.
- [Annual Healing to Wellness Court Enhancement Training](#)

Operations

- [Team Member Roles](#) - Team member descriptions, articles and PowerPoints concerning issues faced by certain team members, including a Judicial Bench Book.
- [Screening and Assessment](#) - Provides a small list of the available screening and assessment tools available to Healing to Wellness Courts.
- [Policies and Procedures](#) - Sample policy and procedure manuals, participant guides, codes, other operational materials, and resources to guide in the development of these key operational documents.
- [Legal Issues](#) - PowerPoints and articles concerning the legal issues that often arise in drug court settings, including due process and confidentiality.

Research

- [Drug Court Research](#) - Healing to Wellness Court research, state-specific drug court research, as well as evidenced-based practices for what works most effectively in the drug court setting.
- [Alcohol and Drug Abuse Research](#) - Articles on the physiological effects of and treatment for opiate, marijuana, synthetic cannabinoid addictions, as well as effective methods for drug testing.

[Tribal Healing to Wellness Courts: Intergovernmental Collaboration](#) (2021)

[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)



Application Assistance

Grants.gov

- Provides technical assistance with submitting the SF-424 and SF-LLL.
 - **Customer Support Hotline** – 800-518-4726 or 606-545-5035
 - Operates 24 hours a day, 7 days a week, except on federal holidays.
 - **Email**
 - support@grants.gov
- Provides information on available federal funding opportunities for various federal agencies.

Resources for FY 2023 Grant Applicants

- OJP Funding Resource Center
<https://ojp.gov/funding/index.htm>
- DOJ Grants Financial Guide
<https://ojp.gov/funding/financialguidedoj/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>

Stay Connected



Email Updates

- Text OJP [your email address] to 468-311 to subscribe.
*Message and data rates may apply.

Social Media

- Facebook: <https://www.facebook.com/DOJBJA>
- Twitter: <https://twitter.com/DOJBJA>

For information on funding opportunities, publications, and initiatives, visit

BJA's website – <https://bja.ojp.gov>

Stay Connected with TLPI

Tribal Healing to Wellness Courts Mailing List

If you would like to receive important updates on Tribal Healing to Wellness Courts, information on upcoming Trainings and Technical Assistance visits, or more information to assist you in developing and implementing your Tribal Healing to Wellness Court; Please sign up for our [Tribal Healing to Wellness Courts Mailing List](#).

Tribal Law and Policy Institute Mailing List

If you would like to receive important updates on save-the-date announcements for TLPI events, announcements about TLPI publications, upcoming federal funding opportunities, and TLPI Training and Technical Assistance events. Subscribe to the [Tribal Law and Policy Institute Mailing List](#)

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