

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

### **Other**

State, city, township, county, or tribal government acting directly or through agreements with other public or private entities on behalf of a single drug court.

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

To advance Executive Order 13929 Safe Policing for Safe Communities, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process, to be eligible for FY 2022 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency’s use-of-force policies adhere to all applicable federal, state, and local laws and (2) the agency’s use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies. All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

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

BJA may elect to fund applications submitted under this FY 2022 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

### **Contact Information**

For technical assistance with submitting the Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, Grants.gov Customer Support, or support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays. For technical assistance with submitting the **full application** in DOJ’s Justice Grants System (JustGrants), contact the JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175. The JustGrants Service Desk operates 5 a.m. to 9 p.m. eastern time Monday - Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and federal holidays.

For assistance with any other requirements of this solicitation, contact the OJP Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only), or by email at grants@ncjrs.gov. The OJP Response Center hours of operation are 10:00 a.m. to 6:00 p.m., eastern time Monday–Friday, and 10:00 a.m. to 8:00 p.m. on the solicitation closing date.

### **Submission Information**

In FY 2022, applications will be submitted to DOJ in a **NEW** two-step process.

**Step 1:** The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form **(SF)-424 and a Disclosure of Lobbying Activities (SF-LLL)** form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Beginning April 4, 2022, the Federal government will cease using the Data Universal Numbering System (DUNS) number to uniquely identify entities. At that point, entities doing business with the Federal government will use a Unique Entity Identifier (UEI) created in SAM.gov. If your entity is currently registered in SAM.gov, your UEI has already been assigned and is viewable in SAM.gov. This includes inactive registrations. If you are a new entity registering in SAM.gov, you will continue to register in SAM.gov using the DUNS number assigned by Dun and Bradstreet (D&B) until April 4, 2022. Upon completing your registration in SAM.gov, you will be assigned a UEI.

For additional information, see the [Unique Entity Identifier Update](#) and the [OJP Grant Application Resource Guide](#).

**IMPORTANT:** Grants.gov will transition to UEI at 11:59 p.m. eastern time (ET) on March 31, 2022. To support this transition, DOJ will update all posted Grants.gov funding opportunity packages to reflect the use of UEI.

All entities applying for DOJ funding opportunities that have a Grants.gov close date after March 31, 2022, must take one of the following actions:

1) Complete and submit the SF-424 and SF-LLL **no later than March 30, 2022, at 8:59 p.m. ET.**

- If the SF-424 is not completed and submitted by this time, any information contained in the SF-424 will be lost during the transition.

- If this occurs, applicants will need to re-enter their data in the new SF-424 form upon returning to Grants.gov on April 1, 2022.

2) Wait until April 1, 2022, to begin and submit the Grants.gov application.

**Step 2:** The applicant must then submit the **full application** including attachments in [JustGrants at JustGrants.usdoj.gov](#).

To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OJP encourages applicants to review the "How to Apply" section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training.

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## Program Description

### Overview

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community. The Adult Drug Court (ADC) Discretionary Grant Program provides financial and technical assistance to states, state courts, local courts, units of local government, and federally recognized Indian tribal governments to plan, implement, and enhance the operations of adult drug courts. 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 substance use disorder treatment needs in order to reduce recidivism and increase their access to treatment and recovery support, and to prevent overdoses.

### Statutory Authority

Pub. L. No. 90-351, Title I, Part EE (codified at 34 U.S.C. 10611 - 10619); Department of Justice Appropriations Act, 2022 (Pub. L. No. 117-103)

### Specific Information

The focus of the ADC Discretionary Grant Program is to reduce the misuse of opioids, stimulants, and other substances, including alcohol, by people involved in the criminal justice system. Recognizing the significant increase and public health impact of overdose deaths, BJA also encourages a focus on preventing overdose and overdose deaths. In the proposal narrative, all applicants are required to describe a plan to serve individuals with substance use disorders. To accomplish this goal, BJA recognizes that sites may need assistance to evaluate their needs, identify the target population, ensure equity and inclusion in programming, track program implementation, and to map critical resources in the community. To that end, BJA encourages exploration of partnerships with research experts to facilitate these evaluation and assessment activities.

### Drug Court Best Practices

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

### 10 Key Components for Drug Courts

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

### Eligible Drug Court Types

Eligible courts are:

- ADCs
- Driving while intoxicated (DWI)/driving under the influence (DUI) courts
- Co-occurring courts (participants diagnosed with both substance use and mental health disorders)
- Tribal healing to wellness courts (THWCs)

Court programs that combine or propose to combine any of these drug court types with other court programs or dockets are also eligible for funding, although the funding under this program must be used to address only those

clients eligible for drug court services. Applicants should refer to their relevant local statutes for definitions of the legal age of an “adult.” In addition, where relevant, the proposed program design must function in accordance with the requirements of the following corresponding court types:

- THWCs described at: <https://www.ncjrs.gov/pdffiles1/bja/188154.pdf>
- DWI courts described at: [https://www.dwicourts.org/wpcontent/uploads/Guiding\\_Principles\\_of\\_DWI\\_Court\\_0.pdf](https://www.dwicourts.org/wpcontent/uploads/Guiding_Principles_of_DWI_Court_0.pdf)

#### Medication-assisted treatment

Medication-assisted treatment (MAT) is the use of medications in combination with counseling and behavioral therapies, which is effective in the treatment of opioid use disorder (OUD). When ADC participants are diagnosed with OUD, BJA requires the grantees, where possible, to make MAT available to the participants under the care and prescription of a physician. BJA will offer technical assistance to grantees to build or expand their capacity to include MAT. For more information regarding BJA’s provisions on MAT, visit:

<https://bjaojp.gov/sites/g/files/xyckuh186/files/media/document/adc-faq-medication-assisted-treatment.pdf>

#### Controlled Substances 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 Adult Drug Court Program 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 Offender Prohibition

Under the ADC Program authorization, BJA funds may not be used to serve persons who are “violent offenders.” (34 U.S.C. § 10613). This prohibition applies to programs or activities that are funded by the BJA grant award, including match funds contributed by the grantees. Grantees may use other funds for their drug court program 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.

#### National Drug Court Resource Center

The National Drug Court Resource Center (NDCRC) is a BJA-funded resource for the drug court field that serves as a clearinghouse for drug court training, technical assistance, publications, funding resources, and other practitioner-specific resources. Applicants are encouraged to visit <https://ndcrc.org/solicitations/> for useful information regarding this solicitation. In addition, BJA strongly encourages all grantees to participate in the Painting the Current Picture Survey: A National Report on Treatment Courts in the United States which is administered by NDCRC. For more information, please visit: [www.ndcrc.org/PCP2022](http://www.ndcrc.org/PCP2022).

Note: The applicant must demonstrate that eligible drug court participants promptly enter the drug court program following a determination of their eligibility. BJA will not award an applicant whose drug court requires an initial period of incarceration unless the period of incarceration is mandated by statute for the offense in question. In such instances, the applicant must demonstrate that the person receives evidence-based withdrawal and treatment services, if available, while incarcerated and will begin drug court treatment services immediately upon release.

The focus of the ADC Discretionary Grant Program is to reduce opioid, stimulant, and other substance use. In the proposal narrative, all applicants are required to describe a plan to serve justice-involved individuals with substance use disorders.

The plan should include collecting and examining access and retention data to ensure disparities do not exist for race, color, religion, national origin, sexual orientation, gender, gender identity, or disability in admission protocols or elsewhere in the ADC program. The plan may include use of the NADCP Equity and Inclusion Toolkit that can be accessed at: <https://www.ndci.org/wp-content/uploads/2019/02/Equity-and-Inclusion-Toolkit.pdf>.

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

**CATEGORY 1 PLANNING AND 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://bja.ojp.gov/program/veterans-treatment-courtgrant-program/overview>.

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

### **Goals**

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

### **Objectives**

- Ensure drug court practitioners have the tools to effectively provide judicial and community supervision, mandatory and random drug testing, substance use and mental health disorder treatment, and appropriate incentives and sanctions.
- Utilize evidence-based practices and principles that incorporate the NADCP's Adult Drug Court Best Practice Standards and other relevant research.  
Build and maximize capacity to ensure all potential participants are identified and assessed for risk and



- need using a validated risk and clinical assessment tool to determine eligibility.
- Ensure that all individuals eligible for the drug court program have equivalent access to it as measured by the collection and examination of program data.
  - Enhance the provision of recovery support services, including transitional recovery housing assistance, to support ongoing recovery and peer and family support.
  - Enhance collaboration between states, local, and/or tribal jurisdictions to support the operations and enhancements of adult drug court activities.

### **Deliverables**

- Category 1: Document that the grantee has planned and implemented a new ADC program that adheres to the requirements of this solicitation, including the NADCP's Adult Drug Court Best Practice Standards and consistent with the 10 Key Components of Adult Drug Courts.
- Category 2: Document that the grantee has enhanced and/or expanded the operations of the ADC, consistent with the requirements of this solicitation, the NADCP's Adult Drug Court Best Practice Standards, and the 10 Key Components of Adult Drug Courts.
- Category 3: Document that the grantee has enhanced and/or expanded the state's capacity to coordinate activities and increase services that support the needs of ADCs in the state, consistent with the requirements of this solicitation, the NADCP's Adult Drug Court Best Practice Standards, and the 10 key components of Adult Drug Courts.

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work's results, as discussed in the Application and Submission Information section.

### **Evidence-Based Programs or Practices**

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

### **Information Regarding Potential Evaluation of Programs and Activities**

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

### **OJP Priority Areas**

The Department of Justice is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

#### **1. Priority Considerations Supporting Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government**

Consistent with this Executive Order, the term "underserved community" refers to a population sharing a particular characteristic, as well as a geographic community, that has been systematically denied a full opportunity to participate in aspects of economic, social, and civic life or whose members have been historically underserved, marginalized, and adversely affected by inequality. Such communities include, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and Pacific Islanders.

In support of Executive Order 13985, OJP will:

- A. Give priority consideration to applications that propose project(s) that will 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, when making award decisions.

To receive this consideration, the applicant must describe how the proposed project(s) will address potential inequities and barriers to equal opportunity, and/or contribute to greater access to services for underserved and historically marginalized populations.

B. Give priority consideration to applicants that can demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because the applicant (or at least one proposed subrecipient that will receive at least 30% of the requested award funding, as demonstrated in the Budget Worksheet and Budget Narrative) identifies as a culturally specific organization. To receive this additional priority consideration, applicants must describe how being a culturally specific organization (or funding the culturally specific subrecipient organization(s)) will enhance their ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or expected to be served or to have their needs addressed under the proposed project (s). Culturally specific organizations are defined for purposes of this solicitation as private nonprofit or tribal organizations whose primary purpose as a whole is to provide culturally specific services to, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and/or Pacific Islanders.

In addition, BJA will give priority consideration to applications that seek to provide resources to rural and tribal jurisdictions.

Note: Addressing these priority areas is one of many factors that OJP considers in making funding decisions. Receiving priority consideration for one or more priority areas is not a guarantee of an award.

**Federal Award Information**

**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
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C-BJA-2022-00019-PROD	3	8	\$2,000,000.00	10/1/22 12:00 AM	48

**Awards, Amounts and Durations**

**Period of Performance Start Date**  
10/1/22 12:00 AM

**Period of Performance Duration (Months)**  
48

**Anticipated Total Amount to be Awarded Under Solicitation**  
\$43,200,000.00

### **Continuation Funding Intent**

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

### **Availability of Funds**

This solicitation, and awards (if any are made) under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

### **Types of Awards**

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

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

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See [OJP Grant Application Resource Guide](#) for additional information.

### **Budget Information**

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

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

Applicants should estimate the costs of travel and accommodations for three team members to attend up to two BJA-approved conferences or trainings during the grant period. All expenses must be reasonable, allowable, and necessary to the project. The estimates must provide a breakdown of all costs and adhere to the federal per diem. For federal per diem rates, see: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

The use of BJA grant funds for unmanned aircraft systems (UAS)/unmanned aircraft vehicles (UAV) and/or any accompanying accessories to support such UAS/UAV devices/systems, etc., is unallowable.

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

### **Cost Sharing or Matching Requirement**

This solicitation requires a 25 percent cash or in-kind match. Federal funds awarded under this solicitation may not cover more than 25 per cent of the total costs of the project being funded. An applicant must identify the source of the 25 percent non-federal portion of the total project costs and how it will use match funds. If a successful applicant's proposed match exceeds the required match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit. ("Match" funds may be used only for purposes that would be allowable for the federal funds.) Recipients must satisfy this

match requirement with cash or in-kind match. The formula for calculating match is:

$$\frac{\text{Federal Award Amount}}{\text{Federal Share Percentage}} = \text{Adjusted (Total) Project Costs}$$

$$\text{Required Recipient's Share Percentage} \times \text{Adjusted Project Cost} = \text{Required Match}$$

Example: 90%/10% match requirement: for a federal award amount of \$500,000, calculate match as follows:

$$\frac{\$500,000}{90\%} = \$555,555 \quad 10\% \times \$555,555 = \$55,555 \text{ match}$$

Example: 75%/25% match requirement: for a federal award amount of \$350,000, calculate match as follows:

$$\frac{\$350,000}{75\%} = \$466,667 \quad 25\% \times \$466,667 = \$116,667 \text{ match}$$

Example: 50% match requirement: for a federal award amount of \$350,000, calculate match as follows:

$$\frac{\$350,000}{50\%} = \$700,000 \quad 50\% \times \$700,000 = \$350,000 \text{ match}$$

See the [OJP Grant Application Resource Guide](#) for additional information on this match requirement. For step-by-step instructions for entering match amounts in the budget, see the [Budget Summary Match Guide](#).

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

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

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

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

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

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

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

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

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

Applicants are encouraged to provide recovery support services, which include transitional or recovery housing and peer recovery support, to active participants in their drug court programs, but no more than 25 percent of the total budget may be used for these services. In particular, applicants are encouraged to consider strategies to ensure access to MAT, consistent housing, and peer and family support. For more information on recovery support services, visit: [https://ndcrc.org/wpcontent/uploads/2022/01/Examples\\_and\\_Definitions\\_of\\_Recovery\\_Support\\_Services.pdf](https://ndcrc.org/wpcontent/uploads/2022/01/Examples_and_Definitions_of_Recovery_Support_Services.pdf).

#### **Eligibility Information**

For eligibility information, see the title page.

For information on cost sharing or match requirements, see Federal Award Information.

## Application and Submission Information

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

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

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

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

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

In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (email address) to assign the application to this user in JustGrants.

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

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

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

### Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project including the purpose of the project, primary activities, expected outcomes, the service area, intended beneficiaries and subrecipients (if known), will be completed in the JustGrants web-based form. This abstract should be written in the third person and will be made publicly available on the OJP website if the project is awarded. Proposal abstracts should be: single-spaced, using a standard 12-point Times New Roman font with 1-inch margins. They must also clearly describe the following for each court:

Category of funding requested: Category 1: Planning and Implementation, Category 2: Enhancement, Category 3: Statewide

Whether applicant is seeking priority consideration. If the applicant is seeking priority consideration, the applicant must provide the following information:

- Which priority consideration is it applying for—1(A), 1(B), or both?
- Note on what pages in the program narrative the applicant provides documentation of its plan to respond to the priority consideration.
- For applicants seeking priority consideration 1 (B), note the subawardee who is proposed to receive the funding and the amount of funds proposed.
- Note if the applicant is a rural or tribal jurisdiction seeking priority consideration

Whether the court is pre-or post-adjudication

Type of drug court(s) for which funds are requested: ADC, co-occurring substance use and mental health disorder court, DWI/DUI court, or THWC

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 and VTC: \$225,000).

- State the name, location, and address for the court where the proposed drug court program is or will be operating, and the names and contact information (i.e., email and telephone number) for the designated drug court judge and coordinator.
- State the total federal amount requested for the duration of the grant. This total amount should be the same amount listed on the SF-424 form and in the required budget attachment. (Note: The total amount of federal funds being requested should not exceed the category's grant maximum.)
- State the total number of participants proposed to receive services with these grant funds over the life of the grant period. Identify the minimum, maximum, and average length of program participation.
- Briefly describe the target population and affirm whether the jurisdiction has access to MAT services.
- Briefly describe the plan to provide treatment and services to reduce opioid, stimulant, and other substance abuse use or misuse.
- Indicate which of the NADCP's Adult Drug Court Best Practice Standards will be addressed and the associated page numbers where each item is discussed in the application.
- Indicate whether the jurisdiction is leveraging any other federal funding sources (e.g., Second Chance Act, Comprehensive Opioid, Stimulant and Other Substance Abuse Program, Coordinated Tribal Assistance Solicitation, Justice Reinvestment, or Justice Assistance Grant Program) to support the drug court.
- Indicate 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).

The proposal abstract should be submitted as an attachment in JustGrants and will not count against the page limit for the proposal narrative.

### **Proposal Narrative**

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

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

#### **a. Description of the Issue (20%)**

Within this section, the applicant should explain its inability to fund the program adequately without federal assistance. For each category, the applicant must provide verified sources for the data that support the description of the issue (i.e., U.S. Census or other federal, state, and local databases).

#### **Category 1: Planning and Implementation Applicants**

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

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

Describe the proposed target population, including the criminogenic risk levels (high, medium, low), substance use disorder treatment and recovery needs, and the average jail or prison sentence that potential participants













- Implementing best practice standards and fidelity assessments.
- Expanding courts' capacity to divert nonviolent individuals with substance use disorders from incarceration.
- Developing or enhancing a statewide TTA program and/or strategy for operational drug court teams.
- Enhancing data and research capacity.
- Making subawards to local courts.

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

Describe any current statewide, data-driven drug court strategy. Describe the plan to expand court capacity to divert nonviolent individuals with substance use disorders from incarceration that includes state or local implementation of new drug courts and/or scaling up existing drug courts to better meet the existing and eligible defendant population that is high risk/high need. If relevant, describe how this proposal will assist in implementing that state strategy.

Describe the state's current strategy and process for coordinating TTA to drug courts statewide. If relevant, detail how the state will assess, implement, and monitor drug courts' TTA needs. Plans may include support from BJA's TTA providers (e.g., National Association of Drug Court Professionals, Center for Court Innovations, and Tribal Law and Policy Institute) that offer no cost training to support state training activities.

Describe how the applicant will address gaps in transitional housing, peer support, and other key recovery support services. Describe how the program will enhance family support services for drug court participants.

Describe how the state will enhance local courts' capacity to assess and reduce the risk of overdose and overdose fatalities including use of naloxone and access to MAT.

For applications seeking to make subawards to local courts, provide the following information:

- Describe the detailed and randomized drug testing process and how it will occur throughout all components or phases of the program. Describe the mechanism which the program will use to ensure coverage and coordination of drug testing among all available agencies associated with clients.
- Describe the proposed frequency of judicial status hearings and related criteria in the program. Describe how the program will ensure consistent procedures in the status hearings.
- Describe the process the state will use to ensure a perception of procedural fairness throughout all court and program operations.
- Describe the state's plan for sustaining drug court programming after federal funding has ended.

c. Capabilities and Competencies (20%)

If the applicant is seeking priority consideration under Priority 1 (B), it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 30% of the project budget) will enhance its ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or expected to be served or have their needs addressed under the proposed project(s).

**Category 1: Planning and Implementation Applicants**

Indicate whether the current drug court team members have received the BJA drug court foundational training or a training through another opportunity. If not, describe any training received or planning completed. For information on BJA's training, visit: <https://www.ndci.org/resource/training/foundational-training/>.

Identify each member of the drug court team and briefly describe their role and responsibilities. Key team members must include a judge, prosecutor, defense attorney, treatment provider, researcher/evaluator/management information specialist, and drug court coordinator. Another member can be a case management coordinator to support provision of key services including treatment, recovery support, peer support, housing, and family support services.

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

Attach an MOU signed by each key drug court team member with the responsibilities outlined for each as discussed under "Memorandum of Understanding Signed by Key Drug Court Team Members."

Attach the job descriptions and résumés/CVs of key staff that are consistent with the description of the applicant's capabilities and competencies.

Describe how effective communication and coordination among the team members will be implemented throughout the program period (48 months).

Describe any research partners or analytical staff who will support data collection, analysis, and research, including their role and goals for their support. Describe how they will support equity and inclusion in access to program services, effective targeting and implementation fidelity, and program evaluation.

Describe the drug court program's proposed treatment and recovery support partners and the history of these partnerships. Describe how the court will ensure these substance use disorder treatment providers will use evidence-based treatment services, including MAT.

### **Category 2: Enhancement Applicants**

Identify each drug court team member who will have a significant role in implementing the enhancement and describe their role, responsibilities, and qualifications to ensure success of the proposed enhancement program. Key team members must include a judge, prosecutor, defense attorney, treatment provider, researcher/evaluator/management information specialist, community supervision representative, and drug court coordinator. Another member can include a case management coordinator to support provision of key services including treatment, recovery support, peer support, housing, and family support services.

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

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

Describe any research partners or analytical staff who will support data collection, analysis, and research, including their role and goals for their support. Describe how they will support equity and inclusion in access to program services, effective targeting and implementation fidelity, and program evaluation.

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

### **Category 3: Statewide Applicants**

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

Describe any needed support from BJA and its national partners to implement the project, including efforts to

train drug court staff and partners, collect data and conduct analysis, audit fidelity of the courts, enhance practices or access to treatment such as MAT and recovery support services, or support national recidivism studies.

Describe any research partners or analytical staff who will support data collection, analysis, and research, including their role and goals for their support. Describe how they will support equity and inclusion in access to program services, effective targeting and implementation fidelity, and program evaluation.

For applications seeking to plan and implement new drug courts and/or scale up existing drug courts:

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

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

The applicant must describe its current ability to collect and analyze client-level demographic, performance, and outcome data and to conduct regular assessments of program service delivery and performance. All applicants must indicate their willingness and ability to report the data through BJA's Performance Measurement Tool (PMT) as well as identify the person responsible for collecting the data. Statewide applicants are expected to report on behalf of their subawardees. In addition, grantees are expected to map community resources to support their programs, conduct or support evaluation of the programs, and to be able to assess equity and inclusion in their programs.

**Categories 1 and 2**

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

Describe the process and who will be responsible for the quarterly reviews of the actual number of participants served using grant funds as compared to the target number of participants to be served. The time task plan should reflect when and how the jurisdiction plans to reach that capacity and should be

measured on a quarterly basis.

- Provide a community reintegration or continued care strategy detailing services to assist program graduates as they reintegrate into the community. The applicant should emphasize client access to drug-free or transitional housing. If applicable, the applicant is encouraged to consider and describe how its state's planned Medicaid expansion, as allowed under the Patient Protection and Affordable Care Act, will increase future program capacity or sustainability.
- Provide a sustainability plan detailing how the adult drug court operations will be maintained after federal assistance ends. The sustainability plan should describe how current collaborations and evaluations will be used to leverage ongoing resources. BJA encourages the applicant to ensure sustainability by coordinating with local, state, and other federal resources such as the [Edward Byrne Memorial Justice Assistance Grant \(JAG\) Program | Overview | Bureau of Justice Assistance \(ojp.gov\)](#) which has purpose areas to support court services and substance use disorder treatment.

### **Category 3: Statewide Applicants**

- Provide a plan detailing how the enhancement activities will be managed and evaluated.
- Describe who will be responsible for the quarterly reporting of the number and type(s) of state-based TTA services.
- Describe how the enhancement efforts will be maintained after federal assistance ends and how current collaborations and evaluations will be used to leverage ongoing resources.
- Support efforts at the state level to collect and share key data in the state's drug courts to support evaluations of the efficacy of drug courts in reducing recidivism rates.

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

OJP will require each successful applicant to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" section. Applicants can visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

BJA will require award recipients to submit performance measure data in the PMT and separately submit a semi-annual performance report in JustGrants. BJA will provide further guidance on the post-award submission process, if selected for award.

### **Note on Project Evaluations**

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance in the "Note on Project Evaluations" section in the OJP Grant Application Resource Guide.

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

Applicants will submit the ADC Discretionary Grant Program goals, objectives, deliverables, and timelines in the JustGrants Web-based form.

### **Budget and Associated Documentation**

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

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

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

If the applicant is seeking priority consideration under Priority 1(B) based on the identification of at least one proposed subrecipient as a culturally specific organization, the proposed funding for the subrecipient in the web-based budget form must be a minimum of 30% of award funding.

The budget narrative must also describe how the activities that will be funded with the (minimum) 30% of award funding provided to the subrecipient specifically relate to the priority consideration requested under Priority 1(B) and described in the Capabilities and Competencies section of the application.

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

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

#### **Financial Management Questionnaire (including applicant disclosure of high-risk status)**

The applicant will download the questionnaire, complete it, and submit it by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information and the link to the questionnaire.

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

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

#### **Additional Application Components**

Applicants will attach the additional requested documentation in JustGrants.

#### **Tribal Authorizing Resolution**

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

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

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

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

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



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

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

### **Time Task Plan (required)**

A time task plan is required and should outline when the objectives will be met over the program period. It must summarize the major activities, responsible parties, and expected completion dates for the principal tasks required to implement and manage the drug court program. **Applicants must indicate the number of program participants to be served each quarter to demonstrate how they will reach the target number of participants to be served before the end of the grant period.**

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

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

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

An entity (i.e., unit of local government or county) applying for funding on behalf of an adult drug court must attach a Fiscal Agent MOU that describes how it will coordinate directly with the drug court for which funding is being sought and reflects agreement it will serve as the fiscal agent. The MOU must address the overall objectives of the drug court program as well as show support for efforts to adhere to the evidence-based program principles included in the NADCP's Adult Drug Court Best Practice Standards and the 10 key components. Note: The drug court administrator is a member of the court program and has authority to make decisions on behalf of the court. Applicants will submit the MOU by uploading it as an attachment in JustGrants.

As is mentioned above, OJP will give priority consideration in award decisions to applications that specify how the project will advance one or more of the following DOJ priorities: the promotion of civil rights, access to justice, support to crime victims, protecting the public from crime and evolving threats, or building trust between law enforcement and the community. Applicants will submit the documentation by uploading it as an attachment in JustGrants.

### **Disclosures and Assurances**

The applicant will address the following disclosures and assurances.

#### **Disclosure of Lobbying Activities**

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

#### **DOJ Certified Standard Assurances**

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

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

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

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

Review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing in JustGrants. See [OJP Grant Application Resource Guide](#) for additional information.

### **Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)**

If applicable, submit the DOJ High Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High Risk Grantee is an award recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) for additional information.

### **How to Apply**

Step 1: The applicant must submit the **SF-424** and an **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Step 2: The applicant must then submit the full application including attachments in JustGrants at [JustGrants.usdoj.gov](https://JustGrants.usdoj.gov).

For additional information, see the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

### **Submission Dates and Time**

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by **May 20, 2022 8:59 PM**.

**(IMPORTANT:** Please carefully review UEI Transition details under Step 1. of the *Submission Information* section above).

The **full application** must be submitted in JustGrants on **May 25, 2022 8:59 PM**.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates to allow sufficient time to correct errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline.

### **Experiencing Unforeseen Technical Issues**

An applicant that experiences unforeseen SAM.gov, Grants.gov, or JustGrants technical issues beyond its control that prevent application submission by the deadline, must demonstrate all efforts in requesting technical support in order to submit an application by the deadline. Technical support is available via phone and email to the applicable SAM.gov, Grants.gov, or JustGrants support centers or service desks in which an applicant received a ticket number for resolution. If an applicant misses a deadline due to unforeseen technical difficulties, the applicant may request a waiver to submit an application after the deadline. *Note: If an applicant does not submit all the required Grants.gov forms by the Grants.gov deadline, the applicant will not be able to proceed to the JustGrants portion of the application process.*

An applicant experiencing technical difficulties with the following systems must contact the associated support

desk indicated below to report the technical issue and receive a tracking number:

- Grants.gov - contact the [Grants.gov Customer Support Hotline](#)
- SAM.gov - contact the [SAM Help Desk \(Federal Service Desk\)](#)
- JustGrants - contact the JustGrants Support Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175

An applicant requesting a waiver to submit a late application must document their request for technical assistance in an email to the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) **within 24 hours after the application deadline** to request approval to submit its application after the deadline. If an applicant has technical issues with Grants.gov, the applicant must contact the Grants.gov Customer Support Hotline within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. However, waiver requests will not be reviewed until after the JustGrants deadline to allow time for all waivers to be submitted. Waiver requests to submit after the submission deadline must:

- Describe the technical difficulties experienced;
- Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and resubmit; and what date and time did support representatives respond)
- Include an attachment(s) of the complete grant application and all required documentation and material; and
- Include the applicant's DUNS number (or Unique Entity Identifier if applying after April 4, 2022), any applicable SAM.gov tracking number(s), Grants.gov Help Desk, and JustGrants Support Desk Ticket Numbers.

OJP will review each request for late submission and required supporting documentation and notify the applicant whether the request has been approved or denied. For more details on the waiver process, OJP encourages applicants to review the "Experiencing Unforeseen Technical Issues" section in the OJP Grant Application Resource Guide.

## **Application Review Information**

### **Review Criteria**

#### **Merit Review Criteria**

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

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

#### **Other Review Criteria/Factors**

Other important considerations for BJA include geographic diversity, strategic priorities (specifically including, but not limited to, those mentioned above relating to priority areas), available funding, past performance, pre-award risk rating, and the extent to which the Budget Worksheet and Budget Narrative (Web-based Form) accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

#### **Review Process**

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

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

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

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

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

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

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

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

## **Federal Award Administration Information**

### **Federal Award Notices**

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

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

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations, including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

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

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

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

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

**Required reports.** Award recipients typically must submit quarterly financial reports, quarterly performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent.

(In appropriate cases, OJP may require additional reports.)

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

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

For OJP contact(s), see solicitation cover page.

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

### **Other Information**

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

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

#### **Provide Feedback to OJP**

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

### **Performance Measures**

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

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

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

BJA will require award recipients to submit performance measures data in the Performance Measurement Tool (PMT) and/or JustGrants. Examples of the performance measures questionnaire can be found at [BJA-Funded-Treatment Courts Performance Measures Questionnaire \(ojp.gov\)](#)

. BJA will provide further guidance on the post-award submission process, if selected for award.

### **Application Checklist**

#### **Adult Drug Court Discretionary Grant Program**

This application checklist has been created as an aid in developing an application. The [DOJ Application Submission Checklist](#) is another resource.

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

*Prior to registering in Grants.gov:*

- Confirm your Entity's [System Award Management \(SAM\)](#) Registration Information (see [OJP Grant Application Resource Guide](#))
- Acquire a SAM Unique Entity Identifier (UEI)

- o If applying before April 4, 2022, obtain or confirm your Data Universal Number System (DUNS) number at [www.dnb.com](http://www.dnb.com).
- o On April 4, 2022, the federal government will stop using DUNS and start using the [new SAM UEI](#).

*To register in Grants.gov:*

- Acquire an AOR and a Grants.gov username and password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Business Point of Contact (see [OJP Grant Application Resource Guide](#))

*To find the Funding Opportunity:*

- Search for the Funding Opportunity in Grants.gov using the Opportunity Number, assistance Listing or keyword(s)
- Select the correct Competition ID: Category 1 (C-BJA-2022-00017-PROD), Category 2 (C-BJA-2022-00018-PROD), and Category 3 (C-BJA-2022-00019-PROD).
- Access the Funding Opportunity and Application Package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#)) Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm) (see [OJP Grant Application Resource Guide](#))

*Overview of Post-Award Legal Requirements:*

Review the [“Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2022 Awards”](#) in the [OJP Funding Resource Center](#).

*Review Scope Requirement:*

The federal amount requested is within the allowable limits of \$700,000 for Category 1, \$750,000 for Category 2, and \$2,000,000 for Category 3.

*Review Eligibility Requirement:*

- City or township governments
- County governments
- Native American tribal governments (federally recognized)
- Special district governments
- State governments
- State, city, township, county, or tribal government acting directly or through agreements with other public or private entities on behalf of a single drug court

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**Prepare to submit the Application for Federal Assistance standard form (SF)-424 and Disclosure of Lobbying Activities form (SF-LLL)**

- Review Information to complete the Application for Federal Assistance (SF-424) in Grants.gov
- Complete Standard Applicant Information (SF-424 information from Grants.gov)
- Submit the SF-424 and SF-LLL in Grants.gov

*After the SF-424 and SF-LLL submission in Grants.gov, receive Grants.gov email notifications that:*

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

If no Grants.gov receipt and validation or error notifications are received:

Contact Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at [Grants.gov customer support](#), or at [support@grants.gov](mailto:support@grants.gov) regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

*Receive email notification to complete application in JustGrants:*

- Proceed to complete application in JustGrants

### **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

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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 (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](#))

#### *Submit application in JustGrants:*

- Application has been successfully submitted in JustGrants

*If no JustGrants application submission validation or error notifications are received:*

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