

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



FY 22 BJA Veterans Treatment Court Discretionary Grant Program

Assistance Listing Number #	16.043
Grants.gov Opportunity Number:	O-BJA-2022-171054
Solicitation Release Date:	March 24, 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 for funding to plan and implement and to enhance veterans treatment court services to include coordination, management of veterans treatment 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 eligible veterans in the criminal justice system who have substance use disorders, 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-2022-00020-PROD	Planning & Implementation	7	\$700,000.00	10/1/22 12:00 AM	48
C-BJA-2022-00021-PROD	Enhancement	12	\$750,000.00	10/1/22 12:00 AM	48
C-BJA-2022-00022-PROD	Statewide	3	\$2,000,000.00	10/1/22 12:00 AM	48

Eligible Applicants:

Other

For **Category 1: Planning and Implementation** and **Category 2: Enhancement** the following entities are eligible to apply:

- State governments
- City or township governments
- County governments
- Native American tribal governments (Federally recognized)
- 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 **Category 3: Statewide**, 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 with the provision of substance use and/or mental health services, or related services, to veterans in the criminal justice system

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, at [Grants.gov customer support](#), or email at 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 or at 833-872-5175. The JustGrants Service Desk operates 5 a.m. to 9 p.m. eastern time (ET) 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 a.m. to 6 p.m. ET Monday-Friday, and 10 a.m. to 8 p.m. ET on the solicitation close date.

Submission Information

Applications will be submitted to DOJ in two steps:

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 8:00 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](https://www.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 Veterans Treatment Court (VTC) Grant Program provides financial and technical assistance to states, state courts, local courts, units of local government, and federally recognized Indian tribal governments to implement and enhance the operations of veterans treatment courts.

Statutory Authority

Any awards under this solicitation would be made under the Department of Justice Appropriations Act, 2022 (Pub. L. No. 117-103).

Specific Information

The Veterans Treatment Court (VTC) Discretionary Grant Program provides financial and technical assistance to states, state courts, local courts, units of local government, and federally recognized Indian tribal governments to implement or enhance the operations of veterans treatment courts. These courts effectively integrate evidence-based substance use disorder treatment, mandatory drug testing, incentives and sanctions, and transitional services in judicially supervised court settings that have jurisdiction over veterans in the criminal justice system who have substance use disorders, including those with a history of violence and post-traumatic stress disorder (PTSD) and/or traumatic brain injury (TBI) as a result of their military service. Recognizing the significant public threat of overdose deaths related to drug use, BJA also encourages approaches that seek to prevent overdose and overdose deaths. In the proposal narrative, all applicants are required to describe a plan to serve individuals with substance use disorders.

Early and accurate identification of veterans in the criminal justice system is critical to its ability to effectively address their needs and connect them with support and resources. Applicants are expected to demonstrate their plan for early identification of eligible veterans for referral to VTCs. Applicants are encouraged to include strategies to coordinate with the Department of Veterans Affairs (VA) and their local Veterans Justice Outreach Specialist (VJO) and to use Veterans Re-Entry Search Service (VRSS), a tool which will help courts identify veterans. VRSS is a free tool that the VA offers for justice system agencies to check the veteran status of defendants or incarcerated people. The use of VJOs and VRSS align with the Ten Key Components of Veterans Treatment Courts that can be found at: <https://justiceforvets.org/wp-content/uploads/2017/02/The-Ten-Key-Components-of-Veterans-Treatment-Courts.pdf>.

To accomplish these goals, 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 map critical resources in the community. BJA encourages exploration of partnerships with research experts for assistance.

Drug Court Standards

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

Ten Key Components for Veterans Treatment Courts

BJA provides applicants the flexibility to identify the most appropriate model on which to base their VTCs in order to accommodate the needs and available resources of their jurisdictions, so long as the model conforms to NADCP's Ten Key Components of Veterans Treatment Courts. These components are described in the BJA and Justice for Vets publication, The Ten Key Components of Veterans Treatment Courts, available at: <https://justiceforvets.org/resource/ten-key-components-of-veterans-treatment-courts/>.

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 designs 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/wp-content/uploads/Guiding_Principles_of_DWI_Court_0.pdf.

Medication-assisted treatment

Medication-assisted treatment (MAT) is an evidence-based substance use disorder treatment protocol that combines the use of medications with counseling and behavioral therapies. (Learn more at: <https://www.samhsa.gov/medication-assisted-treatment>.) Where participants present with opioid use disorders, BJA requires the grantees, where possible, to make MAT available to them under the care and prescription of a physician. BJA will offer technical assistance to grantees to build or expand the capacity for MAT. For more information regarding BJA's provisions on MAT, visit: <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/adc-faq-medication-assisted-treatment.pdf> [Medication-Assisted Treatment FAQs \(ojp.gov\)](#).

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 VTC 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.](#)

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. 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.

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

Goals, Objectives, Deliverables, and Timeline

Goals

To provide veterans treatment courts and criminal justice professionals with the resources needed to implement, enhance, and sustain evidence-based treatment and recovery support programs and systems for eligible veterans in the criminal justice system who have substance use disorders.

Objectives

- Ensure practitioners have the tools to effectively provide judicial and community supervision, mandatory and random drug testing, substance use disorder and mental health treatment, and appropriate incentives and sanctions.

- Utilize evidence-based practices and principles that incorporate NADCP's best practice standards and other relevant research.
- Ensure early and accurate identification of potential veterans for referral to veterans treatment courts, including use of the Veterans Re-Entry Search Service.
- Ensure that all individuals eligible for the program have equivalent access to it as measured by the collection and examination of program data.
- Build and maximize the capacity of jurisdictions to ensure that all potential participants are identified and assessed for risk and need.
- Enhance the provision of recovery support services, including transitional clean and sober housing assistance, to support ongoing recovery.
- Enhance collaboration between states and local and/or tribal jurisdictions to support the operations and enhancements of VTC activities.

Deliverables

- **Category 1:** Document that the grantee is ready to commit to a 6-month planning phase followed by an implementation phase that adheres to the requirements of this solicitation, including NADCP's best practice standards and the Ten Key Components of Veterans Treatment Courts found at: <https://justiceforvets.org/resource/ten-key-components-of-veterans-treatment-courts/>.
- **Category 2:** Document that the grantee has an operational evidence-based veterans treatment court program consistent with the requirements of this solicitation, including NADCP best practice standards and consistent with the Ten Key Components of Veterans Treatment Courts found at: <https://justiceforvets.org/resource/ten-key-components-of-veterans-treatment-courts/>.
- **Category 3:** Document that the grantee has enhanced and/or expanded the state's capacity to coordinate activities and expand services that support the needs of VTCs in the state, consistent with the requirements of this solicitation, including NADCP's best practice standards and the Ten Key Components of Veterans Treatment Courts found at: <https://justiceforvets.org/resource/ten-key-components-of-veterans-treatment-courts/>.

The Goal, Objectives, and Deliverables are directly related to the performance measures that show the completed work's results.

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.”

Priority Considerations

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 marginalized, underserved 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 historically marginalized and underserved 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.

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-2022-00020-PROD	Planning & Implementation	7	\$700,000.00	10/1/22 12:00 AM	48
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C-BJA-2022-00022-PROD	Statewide	3	\$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

\$19,900,000.00

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

Allowable Uses of Grant Funds:

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 veterans treatment court.

Note: The planning phase will incorporate the Veterans Treatment Court Planning Initiative (VTCPI) foundational training. VTCPI trains court teams on the skills necessary to build a program that integrates court and treatment functions and adheres to best practice standards. VTCPI will expand the curricula to include community resource mapping to help new courts address service gaps by identifying existing veteran resources and building relationships with these resources. See <https://justiceforvets.org/resources/training/foundational-training/>.

Enhancement grants are available to eligible jurisdictions with an operational veterans treatment 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 a veterans treatment court attach a fiscal agent memorandum of understanding (MOU). See Additional Application Components, 6d. in the Proposal Narrative discussion.

For Category 3, state applicants may apply for funding to improve, enhance, or expand VTC services statewide. Statewide activities may include:

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

Cost 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 services, to active participants in their VTC programs. 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/wp-content/uploads/2022/01/Examples_and_Definitions_of_Recovery_Support_Services.pdf.

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 does not require a match.

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 the 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.

Eligibility Information

For eligibility information, see cover page.

For information on cost sharing or match requirements, see the “Federal Award Information” section.

Application and Submission Information

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

- Proposal Abstract
-

Proposal Narrative

- Time Task Plan
- Budget Worksheet and Budget Narrative
- A letter of support or MOU from the court in support of the project

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 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:

- Submitted as a separate attachment with “Proposal Abstract” as part of its file name.
- 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, or Category 3: Statewide
- Whether the court is pre- or post-adjudication
- Type of veterans-related services that will be implemented.
- State the name, location, and address for the court where the proposed veterans treatment court program is or will be operating, and the names and contact information (i.e., email and telephone number) for the designated VTC 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 (if awarded) over the life of the grant period. Identify the minimum, maximum, and average length of program participation.
- Briefly describe the target population and the jurisdiction's access to MAT services.
- Briefly describe the plan to provide treatment and services to address opioid, stimulant, and other substance use disorders.
- Indicate which of the [NADCP Adult Drug Court Best Practice Standards](#) will be addressed and the page numbers where each item is discussed in the application.
- Indicate whether the jurisdiction is leveraging any other federal funding sources (e.g., Second Chance Act, Justice Reinvestment, or Justice Assistance Grant Program) to support the VTC.
- Indicate whether the applicant jurisdiction has an active VTC or adult drug court grant with OJP or the Substance Abuse and Mental Health Services Administration (include grant number).

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

- Which priority consideration is being sought: 1(A), 1(B), or both.
- What page(s) in the program narrative provide documentation of the applicant's plan to respond to the priority consideration.

For applicants seeking priority consideration 1(B), who is the proposed subawardee to receive the funding and the amount of funds proposed.

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

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 the substance use disorder and related criminal justice involvement challenges for veterans in the jurisdiction. Include data on race, ethnicity, age, gender, arrest volume (i.e., specifics of the general arrestee population, including the percentage screened for VTC and what percentage of those are admitted), and crime patterns for adult defendants..
- Explain the problems with the current court's response to cases involving substance use disorders; 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 criminogenic risk level (high, medium, low), substance use disorder treatment need, and the average jail or prison sentence that potential participants face, if any. Provide the target number of people for whom services will be provided under this program during the grant award period (48 months).
 - Describe the jurisdiction's commitment to creating a mechanism that prioritizes court resources and services for veterans with high criminogenic risk and treatment need, including persons with repeat criminal justice involvement and substance use disorders.
 - Describe any current planning or coordination with related projects to show that the jurisdiction is preparing to plan and implement a veterans treatment court.

Category 2: Enhancement Applicants

- Describe the immediate issues that the VTC grant will address. Describe current resources and gaps to address the needs of persons to be served. The applicant is encouraged to incorporate the evidence-based program principles included in NADCP's best practice standards and to specify which standard(s) will be addressed and how the standard(s) will be implemented. The applicant should also refer to the allowable uses of funds discussion. In addition, the proposed enhancements should include criminal justice-related needs and can also include enhancing treatment and relapse prevention support services.

- Describe the current operation of the veterans treatment court, addressing:
 - Referral, screening, and assessment process
 - Eligibility requirements
 - Target Population
 - Current Capacity
 - Length and Phases of the program
 - Case management process
 - Community supervision
 - Recovery support services delivery plan, including vocational and/or educational and transitional housing services
 - Family support services
 - Strategies to prevent and respond to risk for overdose
 - Judicial supervision
 - Process for randomized drug testing
 - Incentives and sanctions
 - Graduation requirements and expulsion criteria (include which VTC members are present when it is decided and communicated that a participant is terminated from the program)
 - Restitution costs and all fees required for program participation
- Describe the mechanism that prioritizes court resources and services for individuals with high criminogenic risk and treatment need, including persons with repeat criminal justice involvement and substance use disorders.
- Indicate whether the VTC team to be funded has received training on the VTC model. Describe current efforts and planning that document that the jurisdiction is ready to implement and/or enhance its veterans treatment court.
- Identify the treatment service(s) and/or practice(s) available for participants, including access to MAT services, and how those services are currently monitored or will be monitored for quality and effectiveness. Discuss the evidence that shows the drug and other treatment

service(s) and/or practice(s) are evidence-based and effective with the target population. If the evidence is limited or nonexistent for the target population, provide other information to support the intervention selection. Provide local data and any evaluation findings that demonstrate the program's impact with regard to participant recidivism and functional outcomes.

Category 3: Statewide Applicants

- Describe the state's current role and strategy to support and build veterans treatment courts or other problem-solving approaches in courts to address the needs of veterans in the criminal justice system
- Describe the issue or need that the statewide grant seeks to address.
- Describe the enhancements being proposed to support veterans treatment courts and other problem-solving courts with jurisdiction over individuals with substance use disorders in the state.
- Describe the extent to which the state and these courts meet the needs of the eligible population as defined in the solicitation; if they are operating at capacity; and the nonbudgetary reasons if they are not operating at capacity.
- Provide information about the extent to which the proposed enhancement incorporates evidence-based treatment practices and/or services.
- For applications that seek support to launch implementation plans to operate local veterans treatment courts:
 - Describe the nature and scope of the substance use disorder problem in the jurisdictions to be targeted. Include data on race, ethnicity, age, gender, arrest volume (i.e., specifics of the general arrestee population, including the percentage screened for veterans treatment court and what percentage of those are admitted into veterans treatment court), and crime patterns for adult defendants.
 - Explain the problems with the local jurisdiction's current response to cases involving substance use disorders; 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.
 - Explain what other challenges these jurisdictions face, including overdose and overdose fatalities, co-occurring mental health crisis challenges including PTSD, traumatic brain injuries, or other disabilities and other public health and homelessness challenges.
 - Describe current efforts that document the jurisdiction is ready to plan and implement a veterans treatment court. Indicate whether the VTC team to be funded has received training on the VTC model.
- Describe the proposed target population, including criminogenic risk level (high, medium, low), substance use disorder treatment need, and the average jail or prison sentence that potential participants face, if any. Provide the target number of people for whom services will be provided under this program during the grant award period (48 months).

- Describe current efforts and planning that document the jurisdiction is ready to plan and implement a veterans treatment court.
 - Document the commitment of the state and local jurisdictions to prioritize court resources and services for veterans with high criminogenic risk and treatment need, including persons with repeat criminal justice involvement and substance use disorders.
 - Describe how the applicant will map and develop more resources to support the program and how those services would be monitored for quality and effectiveness
- Provide state data and any evaluation findings that demonstrate the state VTC program's impact on veterans involved in the criminal justice system and community outcomes
- Describe the distinct TTA needs of veterans treatment courts statewide. Needs may be different based on the geographical location of the VTC program (i.e., urban, suburban, or rural).
- Provide the target number of veterans treatment courts for which TTA services will be provided. This number will serve as the target number, and BJA will measure the grantee against this target number, if the applicant is selected to receive an award. Include the data source used to determine the target number.

b. Program Design (40%)

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

- Attach a plan that demonstrates how all individuals eligible for the veterans treatment court will have equivalent access to the program. This should include protocols for collecting and examining access and retention data.
- Attach a plan that demonstrates the early identification of eligible veterans for referral to veterans treatment court. The plan may include coordination with a VJO and the use of VRSS.
- Demonstrate that eligible VTC participants promptly enter the program following a determination of their eligibility. The applicant must also explain that people receive treatment services while incarcerated, if available, and begin VTC treatment services immediately upon release.
- The VTC Discretionary Grant Program's authorizing statute requires participants to pay for treatment and restitution; however, it does not allow imposing a fee on a participant that would interfere with their rehabilitation. In the application, indicate how participants will be notified of the fee and include provisions for determining how these costs would not interfere with their rehabilitation or graduation.
- Demonstrate that the veterans treatment court for which funds are being sought will not deny any eligible client access to the program because of their use of U.S. Food and Drug Administration-approved medications for the treatment of a substance use disorder. Please refer to the Program Description Specific Information section for additional information.
- Discuss the applicant's commitment to admit and provide evidence-based interventions to participants with opioid and/or other substance use, including strategies for early assessment

and entry into treatment to prevent overdose. Describe strategies to be used during this phase in particular to assess for risk of overdose and the need for critical access to treatment services to prevent overdose.

- Describe the plan to provide treatment and services to reduce opioid, stimulant, and other substance use and misuse.
- Describe the range of treatment modalities that will be provided to address substance use, mental health, and co-occurring disorder treatment and support needs of participants including those with a history of violence and PTSD and/or traumatic brain injury as a result of their military service.
- If the applicant is seeking priority consideration for Priority 1(A), it should address in this section how the proposed project(s) will address issues related to racial equity and/or the removal of barriers to access and opportunity, and/or contribute to greater access to services, for communities that have been historically marginalized, underserved and adversely affected by inequality.

Category 1: Planning and Implementation Applicants

- For the planning phase, describe the activities the court will take to prepare for program implementation, to include the following:
 - Hire veterans treatment court staff.
 - Participate in the BJA drug court foundational training.
 - Assess existing community resources (resource mapping).
 - Build relationships with community partners.
 - Describe steps the veterans treatment court will take during the 6-month planning phase to prepare for program implementation.
- For the implementation phase, describe the drug court program, to include the following:
 - Referral, screening, and assessment process
 - Eligibility requirements
 - Structure of the drug court (pre-, post-, plea, etc.)
 - Length and phases of the program
 - Case management process

- Community supervision
- Availability of evidence-based treatment services
- Recovery support services delivery plan
- Judicial supervision
- Process for randomized drug testing

Incentives and sanctions: Demonstrate an understanding that relapse is a part of the substance use disorder recovery process and is taken into consideration in the development of incentives and sanctions. Describe how the applicant will employ strategies to ensure due process and to seek to reduce the potential for unintended harm in the application of incentives and sanctions.

- Graduation requirements and expulsion criteria.
- Restitution costs and all fees required for program participation, including identifying how fees will be absorbed back into the program. Include whether the program's fees present a barrier to participation and the measures available to reduce or waive fees for indigent participants.
- Describe which, if any, evidence-based principles and practices included in NADCP's best practice standards will be implemented. (See the Drug Court Standards section under the Program Description – Overview.)
- Describe how the treatment provider(s) will be selected and address how often the veterans treatment court will monitor the provider(s). Monitoring should ensure that the treatment is effective. Describe the evidence base for the drug and other treatment intervention(s) to be used and how it is responsive to the needs of the target population.
- Describe the range of treatment and recovery modalities that will be provided to address the substance use disorder, mental health, and cognitive behavioral needs of participants.
- Describe how the veterans treatment court will identify, assess, and prioritize participation and services for high risk/high needs persons. Identify the validated assessment tool that will be used. Provide information on why the specific assessment tool was selected and identify who will administer the tool. Describe the plan to review data and decisions related to participant referral to the program, services provided, and outcomes to ensure equity and inclusion.
- If a post-adjudication VTC model is proposed, discuss how the concept of "early intervention" will be implemented.
- Discuss how the community has been engaged in the planning process and describe the community partnerships available to support the VTC program. Describe how the data collected in a community mapping of resources will be used to enhance access to relevant and needed services.
- Discuss how the veterans treatment court will make efforts to engage and support participants'

families.

- If trauma-informed care is proposed, discuss how the model will be implemented.
- Demonstrate how the proposal conforms to the framework of the state VTC strategy, if one exists.
- Describe the plan to provide treatment and recovery support services to address opioid, stimulant, and other substance use disorders and co-occurring mental health and substance use disorder needs.
- Describe how participants' treatment will be funded.

Category 2: Enhancement Applicants

- Describe the proposed enhancement and its specific objectives, including how they tie to the criminal justice purpose of the program.
- Describe which, if any, evidence-based principles and practices included in NADCP's best practice standards will be implemented with the requested funds. (See the Drug Court Standards section under the Program Description – Overview.)
- Describe how the court will identify, assess, and prioritize participation and services for high risk/high need persons. Identify the validated assessment tool used and provide information on why the specific assessment tool was selected. Describe the plan to review data and decisions related to referring participants to the program, services provided, and outcomes to ensure equity and inclusion.
- Provide the target number of people for whom services will be provided. Explain how this target number was derived. This number will serve as the target service number, and BJA will measure the grantee's success using this target number. Describe the focus of the veterans treatment court (pre-, post-, plea, etc.)
- Identify the enhancement options for which funds are being requested and explain how each will be accomplished. In the explanation address the following:
 - Describe the detailed and randomized drug testing process and how it will occur throughout all components or phases of the program. Describe the mechanism which the court will use to ensure coverage and coordination of drug testing among all available agencies associated with the participants.\
 - Describe the proposed frequency of judicial status hearings and related criteria in the program. Describe how the program will ensure consistent procedures in the status hearings.
 - Describe the process the court will use to ensure a perception of procedural fairness throughout all court and program operations.
 - Describe the evidence base for the treatment and recovery intervention(s) to be used and how it is responsive to the needs of the target population.
 - Describe the range of treatment modalities that will be provided to address participants' substance use disorder, co-occurring mental health, and cognitive behavioral needs.
 - Describe any strategies to enhance the court's capacity to assess and reduce the risk of overdose and overdose fatalities including through use of naloxone and access to MAT.

- Describe the plan to provide treatment and recovery support services to reduce opioid, stimulant, and other substance use disorders.
- Discuss how the court will make efforts to engage and support participants' families.
- Discuss how the model to be implemented will be trauma-informed.
- Describe the types of recovery support services that will be provided, the agency and personnel that will administer the services, and how those services are coordinated.
- Demonstrate how the proposal conforms to the framework of the state VTC strategy, if one exists.
- Describe how participants' treatment will be funded.

Category 3: Statewide Applicants

- Describe the specific design of and objectives for the proposed statewide enhancement program. Provide a program strategy identifying how one or more of the following statewide initiatives will be accomplished:
 - Supporting state or local implementation of veterans treatment courts, particularly in areas at high risk for overdose with a significant presence of veterans with needs and limited resources or capacity to address those needs.
 - Enhancing court capacity to identify veterans, coordinate with VA staff, and use VRSS.
 - Enhancing court capacity to access treatment and VA services, including MAT, prevent overdose fatalities, and provide key peer recovery services such as transitional housing and peer and family support.
 - Best practice standards implementation and fidelity assessments.
 - Enhancing services for either veterans who were dishonorably discharged or have disabilities, including traumatic brain injuries.
 - A TTA program and/or strategy to operationalize VTC teams.
 - Tracking or compiling state VTC data and research information and resources, including a data collection system.
 - Disseminating statewide VTC information to enhance or strengthen programs for veterans in the criminal justice system.
 - Conducting a statewide VTC evaluation.
- Describe which, if any, evidence-based principles and practices included in NADCP's 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. (See the Drug Court Standards section under the Program Description – Overview.)
- Describe the statewide, data-driven, problem-solving court strategy, including the plan to expand the capacity of problem-solving courts to divert substance-abusing defendants from

incarceration, which may include state or local implementation of new veterans treatment courts and/or scaling up existing veterans treatment courts to better meet the existing and eligible defendant population that is high risk/high needs. Demonstrate how this proposal will assist in implementing that state strategy.

- Describe the personnel required to coordinate the state-based TTA program. Describe the system and process for coordinating delivery of TTA to drug courts statewide. Detail how the state will assess, implement, and monitor the TTA needs of veterans treatment courts. The plan may include support from BJA's TTA providers (e.g., National Association of Drug Court Professionals/Justice for Vets, Center for Court Innovations, and Tribal Law and Policy Institute).
- Describe the state's plan to coordinate treatment and recovery support services statewide to reduce opioid, stimulant, and other substance use disorders, including a focus on veterans.
- Describe the detailed and randomized drug testing process and how it will occur throughout all components or phases of the program. Describe the mechanism which the court will use to ensure coverage and coordination of drug testing among all available agencies associated with the participants.
- Describe the proposed frequency of judicial status hearings and related criteria in the program. Describe how the program will ensure consistent procedures in the status hearings.
- Describe the process the court will use to ensure a perception of procedural fairness throughout all court and program operations.
- Describe the plan for sustaining VTC 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 VTC team members have received training through the Justice for Vets Veterans Treatment Court Planning Initiative (VTCPI) foundational training or through another opportunity. (See [Foundational Training for Veterans Treatment Courts - Justice for Vets.](#)) If not, describe any training received or planning completed.

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

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

- Describe how effective communication and coordination among the team members will be implemented throughout the program period.
- Indicate whether the team includes members from the local law enforcement and probation departments. If applicable, describe the roles of these members as they relate to staffing attendance, home visits, and court appearances.
- Describe any research partners or analytical staff who will support data collection, analysis, and research, including their roles and the 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 VTC program's proposed treatment partners; describe the history of these partnerships and how the court will ensure these substance use disorder treatment providers will use evidence-based treatment services including MAT.
- Attach a letter of support from the local court outlining its commitment to the project.

Category 2: Enhancement Applicants

- Identify each VTC team member who will have a significant role in implementing the enhancement and describe their role, responsibilities, and qualifications to ensure the proposed enhancement program's success. Key VTC team members must include a judge, prosecutor, defense attorney, treatment provider, researcher/evaluator/management information specialist, community supervision representative, and veterans treatment court coordinator. Other partners 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 VTC 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 roles 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. Attach a letter of support from the court outlining its commitment to the project.

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 roles 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 launch new local implementation plans, please also:
 - Identify each VTC team member who will have a significant role in implementing and/or enhancing the VTC program. Describe their role, responsibilities, and qualifications to ensure success of the proposed strategy. Key team members must include a judge, prosecutor, defense attorney, treatment provider, researcher/evaluator/management information specialist, community supervision representative, and veterans treatment 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 VTC 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 VTC team members have received training through the Justice for Vets Veterans Treatment Court Planning Initiative (VTCPI) foundational training or through another opportunity. (See [Foundational Training for Veterans Treatment Courts - Justice for Vets.](#)) 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 VTC team does or will include members from the local law enforcement and probation departments. If applicable, describe the roles of these members as they relate to staffing attendance, home visits, and court appearances.
 - Attach an MOU signed by each key VTC team member, with the responsibilities outlined for each.
 - Attach a letter of support from the local court outlining its commitment to the project.

d. Plan for Collecting the Data (15%)

The applicant must describe its current ability to collect and analyze client-level demographic, performance, and outcome data and to regularly assess program service delivery and performance as described in the evidence-based program principles. All applicants must indicate their willingness and ability to report aggregated client-level performance and outcome 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 that support programs, conduct or support evaluation of programs, and support equity and inclusion in access to program services.

Category 1: Planning and Implementation Applicants

- Describe the steps the veterans treatment court will take to develop a performance management and evaluation plan. The plan should include strategies to collect data, review data, and use data to improve program performance, and it should discuss how the veterans treatment 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 who will be responsible for, and the process of, the quarterly review of the actual number of participants served with grant funds as compared to the projected number of participants to be served. The Time Task Plan should reflect when and how the jurisdiction plans to reach the target capacity and should be measured on a quarterly basis.
- Provide a client community reintegration or continued care strategy detailing the step- down provisions for reintegration services to assist program graduates as they reintegrate into the community. The applicant should emphasize client access to drug-free or transitional housing. If applicable, the applicant is encouraged to consider and describe how its state's planned Medicaid expansion, as allowed under the Patient Protection and Affordable Care Act, will increase future program capacity or sustainability.
- Provide a sustainability plan detailing how VTC operations will be maintained after federal assistance ends. The sustainability plan should describe how current collaborations and evaluation will be used to leverage ongoing resources. BJA encourages the applicant to ensure sustainability by coordinating with local, state, and other federal resources. Allowable uses of funds under the BJA [Edward Byrne Memorial Justice Assistance Grant \(JAG\) Program | Overview | Bureau of Justice Assistance \(ojp.gov\)](#) include court services and substance use disorder treatment.
- Describe how operation and enhancement efforts will be maintained after federal assistance ends and how current collaborations and evaluations will be used to leverage ongoing resources.

Category 2: Enhancement Applicants

- Provide a plan detailing how the performance of court operations will be evaluated and managed. Describe the program's screening tool and referral process to ensure participants screened and referred to veterans treatment court mirror the jurisdiction's substance abuse arrestee percentages.
- Describe who will be responsible for, and the process of, the quarterly review of the actual number of participants served with grant funds as compared to the projected number of participants to be served. The Time Task Plan should reflect when and how the jurisdiction plans to reach the target capacity and should be measured on a quarterly basis.
- Describe how operation and enhancement efforts will be maintained after federal assistance ends and how current collaborations and evaluations will be used to leverage ongoing resources.
- Provide a client community reintegration or continued care strategy detailing the step- down provisions for reintegration services to assist program graduates as they reintegrate into the community. The applicant should emphasize client access to drug- free or transitional housing.

If applicable, the applicant is encouraged to consider and describe how its state's planned Medicaid expansion, as allowed under the Patient Protection and Affordable Care Act, will increase future program capacity or sustainability.

- BJA encourages the applicant to ensure sustainability by coordinating with local, state, and other federal resources. Such resources, including the [Edward Byrne Memorial Justice Assistance Grant \(JAG\) Program | Overview | Bureau of Justice Assistance \(ojp.gov\)](#), have purpose areas to support court services and substance use disorder treatment.

Category 3: Statewide Applicants

- Provide a plan detailing how enhancement activities will be managed and evaluated.
- Describe who will be responsible for the quarterly reporting of the number and type(s) of state-based TTA services.
- Describe how 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 on veterans treatment courts in the state to support evaluations of their efficacy, including recidivism rates.

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

The applicant will submit the VTC Grant Program goals, objectives, and deliverables in the JustGrants Web-based form.

Budget and Associated Documentation

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](#).

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 agencies, and expected completion dates for the principal tasks required to implement and manage the VTC program. Applicants must indicate the number of program participants to be served quarterly under the grant-funded program to demonstrate how the total number of anticipated participants will be served before the end of the grant period.

Memorandum of Understanding (MOU) Signed by Key Veterans Treatment Court Team Members or by a Designated

Agency Representative (recommended)

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

Fiscal Agent MOU Signed by Applicant and Drug Court Administrator (recommended)

An entity (i.e., unit of local government or county) applying for funding on behalf of a veterans treatment court must attach a Fiscal Agent MOU that describes how the applicant will coordinate directly with the veterans treatment court program for which funding is being sought and reflects an agreement that the applicant will serve as the fiscal agent. The MOU must address the overall objectives of the veterans treatment court program as well as show support for efforts to adhere to the evidence-based program principles included in NADCP's best practice standards and the Ten Key Component of Veterans Treatment Courts found at: <https://justiceforvets.org/resource/ten-key-components-of-veterans-treatment-courts/>.

Note: The veterans treatment 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.

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/single-state-agencies-directory-08232019.pdf>.

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

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

Ensure Early and Accurate Identification (recommended)

Applicants are encouraged to attach a plan for early identification of potential veterans in the criminal justice system for referral to veterans treatment courts. Plans may include coordination with a Veterans Justice Outreach Specialist and the use of the Veterans Re- Entry Search Service.

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 that 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://www.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 at 8:59 PM ET.

(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 at 8:59 PM ET. 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 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 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), available funding, past performance, and the extent to which the Budget Worksheet and Budget Narrative (Web- based Form) accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Review Process

Applications submitted under this solicitation that meet 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's recommendations, but also other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

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

Administrative, National Policy, and Other Legal Requirements

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

Federal Awarding Agency Contact(s)

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

For contact information for Grants.gov and JustGrants, see page 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 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 also visit OJP's performance measurement page at

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 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

FY 22 BJA Veterans Treatment 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):
 - If applying before April 4, 2022, obtain or confirm your Data Universal Number System (DUNS) number at www.dnb.com.
 - 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: O-BJA-2022-171054

- Access 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](#) (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 limit(s) of:
 - \$700,000 for Category 1: Planning & Implementation of Veterans Treatment Courts
 - \$750,000 for Category 2: Enhancement of Veterans Treatment Courts
 - \$2,000,000 for Category 3: Statewide Strategies to Support Veterans Treatment Courts

Review Eligibility Requirement:

For **Category 1: Planning and Implementation** and **Category 2: Enhancement** the following entities are eligible to apply:

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

Category 3: Statewide 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 with the provision of substance use and/or mental health services, or related services, to veterans in the criminal justice system

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

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

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

- Contact BJA or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or [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 Time
- Task Plan
- Budget Worksheet and Budget Narrative
- A letter of support or MOU from the court in support of the project

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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](#))
- Memorandum of Understanding Signed by Key Drug Court Team Members or by a Designated Agency Representative (recommended)
- Fiscal Agent Memorandum of Understanding (MOU) Signed by Applicant and Drug Court Administrator (recommended)
- State Substance Abuse Agency Director or Designee Letter (recommended) 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 or 833-872-5175 regarding technical difficulties