

BUREAU OF JUSTICE ASSISTANCE

# ADULT DRUG COURT AND VETERANS TREATMENT COURT DISCRETIONARY GRANT PROGRAM

## FY 2020 Competitive Grant Announcement

March 16, 2020  
1:00 – 2:30 PM EST



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## Agenda

- Overview of OJP and BJA
- BJA Drug Court Funding
- Eligibility Requirements
- Grant Categories and Requirements
- Review Application Sections
- Top 12 Grant Application Tips
- Questions and Answers



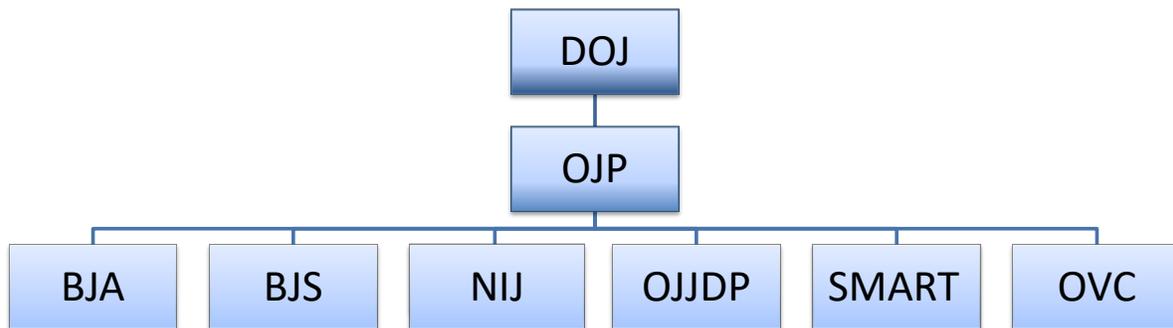
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# What is the Office of Justice Programs (OJP)?

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

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# OJP Bureaus and Offices



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## BJA Mission Statement

BJA provides leadership and services in grant administration and criminal justice policy development to support local, state, and tribal justice strategies to achieve safer communities.

To learn more about BJA, visit [www.bja.gov](http://www.bja.gov), or follow us on Facebook (<https://www.facebook.com/DOJBJA/>) and Twitter (@DOJBJA).

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## Administration Priorities

Funding through BJA is aligned with the Administration's priorities to develop and sustain strategies that address drug-related crime, including strategies designed to:

- Combat the opioid epidemic, prevent overdose, and to address the resurgence of stimulants;
- Support law enforcement;
- Expand access to services for veterans; and
- Support key needs related to substance abuse and alcoholism in tribal and rural communities.

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## Program Goal

To equip courts and community supervision systems with the necessary tools to effectively integrate

- evidence-based substance abuse treatment
- mandatory drug testing
- sanctions and incentives, and
- transitional services in judicially supervised court settings with jurisdiction over high risk, high need offenders to reduce recidivism, substance abuse and prevent overdoses.



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FY	DOJ Drug Court Appropriation		
	Adult Drug Courts	Veterans Treatment Courts	Total
2017	\$ 43 MILLION	\$ 7 MILLION	\$ 50 MILLION
2018	\$ 75 MILLION	\$20 MILLION	\$ 95 MILLION
2019	\$ 77 MILLION	\$22 MILLION	\$ 99 MILLION
2020	\$ 80 MILLION	\$23 MILLION	\$ 103 MILLION

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## DOJ Drug Court Appropriation for FY20

\$80M for Adult Drug Courts and \$23M for Veterans Treatment Courts, totaling \$103M

Funding supports the following:

- **Drug Court Grant Program** - amount of grant awards based on appropriation amount (Projection FY20: 96 awards)
- **Drug Court Training and Technical Assistance (TTA)** – TTA support to all operational drug courts (priority to BJA funded drug courts)
- **National Drug Court Resource Center** - serves as a clearinghouse for drug court resources

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**Drug Court Solicitation was released on  
February 24, 2020  
Close Date: May 14, 2020**

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## Eligibility:

For **Category 1: Implementation of Veterans Treatment Courts** and **Category 2: Enhancement of Adult Drug Courts and Veterans Treatment Courts**:

- states and territories,
- state and local courts,
- counties,
- units of local government, and
- federally recognized Indian tribal governments (as determined by the Secretary of the Interior)

For **Category 3: Statewide Strategies to Support Adult Drug Courts and Veterans Treatment Courts**: state agencies such as the State Administering Agency, the Administrative Office of the Courts, and the State Substance Abuse Agency. State agencies may also include state criminal justice agencies and other state agencies involved with the provision of substance abuse and/or mental illness services, or related services, to criminal substance abusers.

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## Type of Courts (Who can apply)

- Adult Drug Courts
- Driving While Intoxicated/Driving Under the Influence Courts
- Co-Occurring Courts
- Tribal Healing to Wellness Courts
- Veteran's Treatment Courts Servicing Non-Violent (Type A) and Violent Offenders (Type B)

**Note:** If request to fund activities with a combination of any of the five courts indicated above, please include percentage of funding requested for each court if the combination includes a VTC.

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## Grant Categories

**Category 1: Implementation of Veterans Treatment Courts.** Grant maximum: \$500,000. Period of performance: 36 months.

**Category 2: Enhancement of Adult Drug Courts and Veterans Treatment Courts.** Grant maximum: \$500,000. Period of performance: 36 months.

**Category 3: Statewide Strategies to Support Adult Drug Courts and Veterans Treatment Courts.** Grant maximum: \$750,000. Period of performance: 36 months.

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## Category 1: Implementation of Veterans Treatment Courts

### Allowable uses of funds include:

- Court operations and services
- Participant supervision, management, and services
- Provision and coordination of recovery support services (e.g., housing placement assistance, job training etc.)

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## Category 2: Enhancement of Adult Drug Courts and Veterans Treatment Courts

### Allow use of funds include:

- Scale up program capacity
- Enhance court operations
- Improve quality and intensity of services, with a focus on treatment capacity
- Expand and/or enhance court services
- Conduct process and/or outcome evaluations
- Develop and/or implement a management information system (MIS)

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## Category 3: Statewide Strategies to Support Adult Drug Court and Veterans Treatment Courts

### Allowable use of funds include:

Improve, enhance, or expand drug court services statewide, consistent with the evidence-based program principles (NADCP Adult Drug Court Best Practice Standards). Activities can include:

- Expanding treatment and services;
- Audits of practice and technical assistance for adherence to standards;
- Data collection and analysis to assess practice and track recidivism; and
- Training and technical assistance (TTA).

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## Category 3: Statewide Strategies to Support Adult Drug Court and Veterans Treatment Courts

In FY 2020, priority is placed on proposals that develop or expand a state-based TTA program that enhance the capacity of states to support local ADC and VTC TTA needs, including training to

- address staff turnover;
- offer operational skills updates; and
- to expand treatment resources in locations with critical substance abuse needs.

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## OJP Priority Areas

In FY 2020, and in addition to executing any statutory prioritization that may be applicable, OJP will give priority consideration to applications under **Category 1** and **Category 2** as follows:

- Applications that address specific ***challenges that rural communities*** face.
- Applications that demonstrate that the individuals who are intended to benefit from the requested grant reside in ***high-poverty areas*** or persistent-poverty counties.
- Applications that offer enhancements to public safety in economically distressed communities (***Qualified Opportunity Zones***).

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## Grant Requirement

### **Opioid, Stimulant, and Substance Abuse**

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

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## Grant Requirement

### **Medication Assisted Treatment (MAT)**

The applicant must demonstrate that the drug court for which funds are being sought will not deny any eligible client access to the program because of their use of the Food and Drug Administration (FDA)-approved medications for the treatment of substance use disorders.

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## Grant Requirement

### Medical Marijuana

Award recipients are prohibited from using federal funds to support programs or activities that violate the Controlled Substances Act, 21 U.S.C. § 801, *et seq.* Programs or activities funded under a BJA adult drug court award must ensure that drug court participants are tested periodically for the use of controlled substances, including medical marijuana. See 34 U.S.C. § 10611, *et seq.*

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## Grant Requirement

### Violent Offenders Prohibition

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

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

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## Application Sections

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

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## Application Sections – con't

### Additional Attachments

- Time Task Plan (required)
- MOU signed by all team members or a designated agency representative (recommended)
- Fiscal Agent – MOU signed by applicant and drug court administrator (required, if applicable)
- State Substance Abuse Agency Director, or Designee, Letter (recommended)
- Chief Justice, State Court Administrator, or Designee, Letter (recommended)
- Policies and Procedures Manual (if applicable)
- Applicant Disclosure of Pending Applications
- Research and Evaluation Independence and Integrity
- Request and Justification for Employee Compensation Waiver (if applicable)

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## Abstract

- Funding category
- Pre or post adjudication
- Type of drug court
- Name and location of jurisdiction, include point of contact and their contact information
- Amount of funding requested (requested amount should not exceed grant amount for the category applying)
- Current capacity and increased capacity, if funded
- Participants proposed to receive services
- Target population
- Affirm 10 Key Components are/will be met; indicate page numbers where discussed in the application
- Data collection mechanisms

**Note:** BJA recommends that applicants use the provided abstract template. If an applicant needs to include more words beyond the 400 limit, the applicant may submit an attachment labeled abstract with the application.

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## Program Narrative

Double-spaced, using standard 12-point font with 1-inch margins, and should not exceed 20 pages. Number pages “1 of 20,” etc.

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

Note: Budget and Budget worksheet are remaining 5%

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## Program Narrative – cont'd.

**Note:** Any quantitative and statistical data provided in the program narrative must be verifiable and recorded in official record (i.e., crime, arrest, and recidivism rates). BJA will utilize data reported in the program narrative to determine the applicant's level of need, program capacity, and capability to manage the grant.

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## Budget and Budget Narrative

- Itemized budget for each year of the grant.
- Twenty-five percent match is required; match can be a combination of cash and in-kind.
- There is no minimum required amount for cash match.
- Do not report any “over-match” in the budget; however you may discuss the “over-match” in the narrative.
- Applicants should budget to have up to three team members attend up to two BJA approved conferences or trainings per year to support ongoing capacity and success in implementation. BJA approved trainings can be found at: <https://ndcrc.org/collaborative-partners/>
- Prior approval, planning, and reporting of conference/meeting/ training costs

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## Time Task Plan (required)

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

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## Additional Attachments

- **Key Drug Court Members MOU:** include general responsibilities and expectation of coordination agreed upon by each member
- **Fiscal Agent MOU:** describe effort to coordinate directly with the drug court for which funding is being sought and reflects the agreement that the applicant will serve as the fiscal agent. The MOU must address the overall goal and objectives of the drug court program.
- **State Substance Abuse Agency Director (SSA) letter:** include confirmation that the proposal conforms to the framework of the State Strategy of Substance Abuse Treatment.
- **Chief Justice or State Court Administrator letter:** describe 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.
- **Applicant Disclosure of Proposed Subrecipients:** Attach a list of proposed subrecipients of grant funding, if applicable, that includes their name, organizational affiliation, and location.

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# Application

## Top 12 application tips to prevent issues that may delay access to funds post award

(1) SF-424, Legal Name/Address/Tax EIN:	(2) SF-424/SAM registration:	(3)SF-424/Authorized Representative:
<p>The legal name/Tax EIN/Address/DUNS entered in the SF-424 should be for the legal entity that will be receiving and managing the funds. Please carefully review and follow the guidance in the Application Resource Guide that is linked on page 12 of the solicitation.</p>	<p>When processing awards, OJP/BJA uses SAM.gov to confirm active registration and verify the legal name/address entered in the SF-424. If there is a discrepancy with what is entered in the SF-424 and the SAM entity registration associated with the DUNS number, you will be asked to address this and/or BJA will need to issue the award based on the SAM registration.</p>	<p>The authorized representative listed in the SF-424 should be the official with authority to sign and accept grant agreements for the legal entity applying for the award. In general, this will be the highest elected official (e.g., Mayor, Board Supervisor, Tribal Head) or an appointed chief administrative official (e.g., City Manager, County Administrator). OJP uses the internet to confirm prior to award. If someone else in your agency has been delegated authority to sign award documents, you should attach to your application a letter of delegation on agency letterhead, signed by the highest elected official/governing body, which explicitly gives this person authority to sign the award document.</p>

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# Application

## Top 12 application tips to prevent issues that may delay access to funds post award

(4) SF-424/Funding:	(5) Budget/Proper Format:	(6) Budget/Unallowable Costs:
<p>The total federal request entered in the SF-424 should match the total federal request in your application budget for the entire 36 month project period.</p>	<p>It is required that you use the Budget Detail Worksheet template that is linked in the solicitation for your application. If you use a different format, it is possible to receive an award but you will not be able to access funds until a budget in the proper format is submitted and approved post-award.</p>	<p>Please do not include any of the costs listed in the "Budget Information" section, page 11, and make sure any proposed federal costs avoid supplanting. If such costs are identified in your application budget and you receive an award, you will need to revise your budget before receiving funds.</p>

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# Application

Top 12 application tips to prevent issues that may delay access to funds post award (cont.)

(7) Budget/Subgrants:	(8) Budget/Match:	(9) Application Attachments/General:
<p>The budget template distinguishes between subgrants versus procurement contracts. You should carefully OJP Grant Application Resource Guide (linked in the solicitation) subsection titled “Information on Proposed Subawards (if any) and Proposed Procurement Contracts (if any)” to properly categorize your costs in these sections. If BJA has questions about the identification of a particular relationship in the budget, we may place a hold on funds.</p>	<p>Refer to the “Cost Sharing or Match Requirement (cash or in-kind)” section on page 11. Two notes: 1) all match cost items must meet the same allowability guidelines as federal cost items; 2) if you exceed the required minimum match amount, any amount over will be required and subject to audit once your budget is approved.</p>	<p>Follow <b>exactly</b> the “What an Application Should Include” section beginning on page 12. It is very helpful for reviewers if each attachment is a separate file named/numbered as it is in the solicitation. If you combine attachments (not recommended), please include a table of contents with page numbers.</p>

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# Application

Top 12 application tips to prevent issues that may delay access to funds post award

(10) Application Attachments/Disclosure of Pending Applications/Time Task Plan/Fiscal Agent MOU:	(11) Application Attachments/Research and Evaluation Independence and Integrity:	(12) Program Narrative/Opioid, Stimulant, and Substance Abuse Reduction:
<p>Disclosure of Pending Applications (page 16) is required for all applicants, whether you have duplications to declare or not. Please use the legal name listed in the SF-424 in the disclosure language. Time/Task plan (page 16): Include quarterly participant #s as required. Fiscal Agent MOU pgs 16-17): required for County or City applicants – use language in solicitation.</p>	<p>If you are proposing to use grant funds to pay an outside evaluator, this attachment is required. See page 16. The attachment must address both i.a or i.b and ii.a or ii.b.</p>	<p>All projects funded under the FY2020 BJA Adult Drug Court and Veterans Treatment Court program are required to describe a plan to provide treatment and services to address opioid, stimulant, and substance abuse reduction. This should be reflected in the program narrative, per the language in the solicitation under each category. See page 6.</p>

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## BJA Grant Application Resources

The National Drug Court Resource Center

[www.NDCRC.org](http://www.NDCRC.org)

### GRANT SOLICITATION RESOURCES

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

Drug Court 10 Key Components

Veteran Treatment Court 10 Key Components

Tribal Healing to Wellness Court – Key Components

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For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800–518–4726, 606–545–5035, at <https://www.grants.gov/web/grants/support.html>, or at [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

## Questions?

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