

BUREAU OF JUSTICE ASSISTANCE

# ADULT DRUG COURT AND VETERANS TREATMENT COURT DISCRETIONARY GRANT PROGRAM

## FY 2021 Competitive Grant Announcement



Tribal Law and Policy Institute  
[www.Home.TLPI.org](http://www.Home.TLPI.org)  
[www.WellnessCourts.org](http://www.WellnessCourts.org)

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Bureau of Justice Assistance  
U.S. Department of Justice

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# Program Goal

To provide drug court and criminal justice professionals with the resources needed to implement, enhance, and sustain evidence-based drug court programs and systems for nonviolent adult offenders and veterans with addictions.

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



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

***so long as***

the model conforms to NADCP's 10 key components for drug courts. All adult drug courts must be operated based on the following BJA and National Association of Drug Court Professionals (NADCPs) publication: Defining Drug Courts: The Key Components, found at <https://www.ncjrs.gov/pdffiles1/bja/205621.pdf>

# DOJ Drug Court Appropriation

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
2021	\$ 83 MILLION	\$25 MILLION	\$108 MILLION

# DOJ Drug Court Appropriation for FY21

**\$83M** for Adult Drug Courts and **\$25M** for Veterans Treatment Courts, totaling **\$108M**

Funding supports the following:

- **Adult Drug Court and Veterans Treatment Court Grant Programs** – estimated grant awards based on appropriation amount (Projection FY21: 91 awards)
- **National Drug Court Training and Technical Assistance (TTA)** – TTA support to all operational drug courts (priority to BJA funded drug courts)
- **National Drug Court Resource Center** - serves as a clearinghouse for drug court resources
- **Office of Juvenile Justice and Delinquency Prevention** – Transfer funds to support Family and Juvenile Treatment Courts

# BJA Drug Court Priorities

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

# OJP Priority Areas

In FY 2021, and in addition to executing any statutory prioritization that may be applicable, OJP will give priority consideration to applications 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***).



# Finding the BJA Drug Court RFP

## BJA.gov

The screenshot shows the BJA.gov website. At the top, there is a search bar and navigation tabs for "Home", "About Us", "Programs", "Funding", "Training & Technical Assistance", "Events", "Publications", and "All Sites". The main content area is titled "DRUG COURT DISCRETIONARY GRANT PROGRAM" and includes a "Description" section. The text describes the program's purpose: "The Drug Court Discretionary Grant Program provides financial and technical assistance to state, state court, local courts, units of local government, and tribal local governments to develop and implement treatment drug courts that effectively reduce the substance abuse treatment recidivism, drug-related, non-fatal and fatal, and transportation services in a community supervised court setting with participants who are treatment, substance abusing offenders. Programs funded by..."

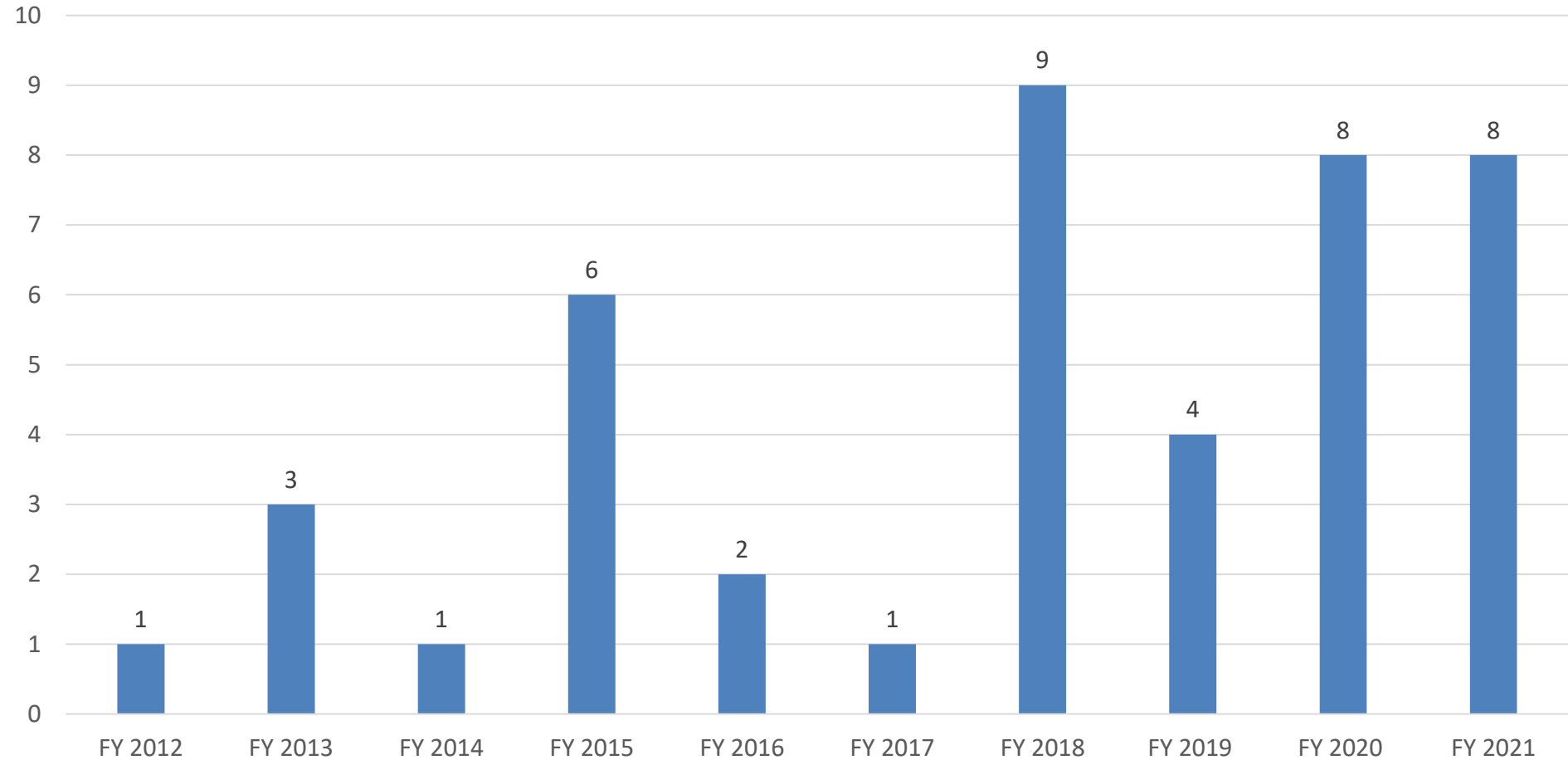
## WellnessCourts.org

The screenshot shows the WellnessCourts.org website. At the top, there is a banner image of four people with the text "Tribal Healing to Wellness Courts". Below the banner is a navigation bar with links for "Home", "About Us", "Wellness Court Resources", "Publications", and "Federal Funding Agencies". The main content area features a "Grants" section with the text: "New Funding Opportunity and Webinar - BJA Adult Drug Court Discretionary Grant". It includes a "Request Technical Assistance" button, a "Funding Administration" button, a "News and Announcements" button, a "Drug Court USA Calendar" button, and a "How to Apply" button. Below the grants section is a "Search by Title" section with a search bar and a "Map of the United States" showing the locations of various courts.

# Why Should Tribes Apply?

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

# Tribal Awards





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# Application Deadlines

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

Grants.gov deadline: **March 3, 2021**

JustGrants deadline: **March 17, 2021**

There will be two recordings of the solicitation webinars. They will be made available on the following links:

- <https://ndcrc.org/solicitations/>
- <http://wellnesscourts.org/events/>

## Adult Drug Court and Veterans Treatment Court Discretionary Grant Program

### FY 2020 Competitive Grant Solicitation

CFDA # 16.585

Grants.gov Solicitation Number: BJA-2020-17098

Solicitation Release Date: February 24, 2020

Application Deadline: 11:59 p.m. eastern time on June 1, 2020

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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications to implement and enhance drug court services, to include coordination, management of drug court participants, and recovery support services. This program furthers the Department's mission by providing resources to state, local, and federally recognized tribal governments to enhance drug court programs and systems for nonviolent offenders and veterans with addictions, including stimulant and opioid abuse and overdose.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. It 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.

#### Eligibility (Who may apply):

For **Category 1: Implementation of Veterans Treatment Courts**, **Category 2: Veterans Treatment Courts**, and **Category 3: Adult Drug Courts**, the following entities are eligible to apply:

- States and territories
- State and local courts
- Counties
- Units of local government
- Federally recognized Indian tribal governments (as determined by the secretary of the interior)

on behalf of a single jurisdiction drug court or veterans treatment court.

# Application Submission Webinar

DOJ's JustGrants team is offering 10 webinar sessions on the application submission process. Applicants should consider attending one of the sessions between February 11 – March 22, 2021. The upcoming “Application Mechanics: Submitting an Application” webinar sessions will explain:

- Steps to take prior to applying for funding
- How to find open DOJ funding opportunities in Grants.gov
- How to apply for funding using JustGrants
- The JustGrants roles and their responsibilities and required actions
- How to navigate and use JustGrants to submit your application
- Where to find training materials, job aids, and other resources

Each session will be 90 minutes and contain the same content.



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# Eligibility

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

For **Categories 1-3**, the following entities are eligible to apply:

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

on behalf of a single jurisdiction drug court or veterans treatment court.

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- State and local courts
- Counties
- Units of local government
- Federally recognized Indian tribal governments (as determined by the secretary of the interior)

on behalf of a single jurisdiction drug court or veterans treatment court.

# Eligibility

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

- the same focus area and/or
- court type

as its active federally funded drug court program.

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



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# Type of Courts



**ADULT DRUG COURTS**



**DUI/DWI & CO-  
OCCURRING COURTS**



**VETERANS TREATMENT  
COURTS (Type A & B)**



**TRIBAL HEALING TO  
WELLNESS COURTS**

**Note:** Tribal applicants may submit applications to support Tribal Veterans Healing to Wellness Courts.





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# Grant Categories

The FY 2021 ADC and VTC Discretionary Grant Program solicitation offers the following three grant categories for Tribes:

## Category 1: Implementation of Veterans Treatment Courts

## Category 2: Enhancement of Veterans Treatment Courts

## Category 3: Implementation and Enhancement of Adult Drug Court

### **CATEGORY 2: VETERANS TREATMENT COURTS.** Competition ID: BJA-2020-17100

Grants are available to eligible jurisdictions with an operational veterans treatment court. Funding may assist a jurisdiction to scale up the veterans treatment 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.

#### **Deliverable:**

- Document that the grantee has enhanced and/or expanded the operations of the VTC, consistent with the requirements of this solicitation, including NADCP best practice standards and consistent with the [Ten Key Components of Veterans Treatment Courts](#).

### **CATEGORY 3: ADULT DRUG COURTS.** Competition ID: BJA-2020-17101

Grants are available to eligible jurisdictions with an operational adult drug court or jurisdictions that are ready to fully implement a drug court.<sup>2</sup> Funding may assist a jurisdiction launch a drug court; scale up the drug 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.

#### **Deliverable:**

- Document that grantee has fully implemented, enhanced, and/or expanded the operations of the adult drug court program consistent with the requirements of this solicitation, including the National Association of Drug Court Professionals (NADCP) best practice standards and consistent with the 10 key components of adult drug courts.

### **CATEGORY 4: STATEWIDE STRATEGIES TO SUPPORT ADULT DRUG COURTS AND VETERANS TREATMENT COURTS.** Competition ID: BJA-2020-18593

Under this category, state applicants may apply for funding to improve, enhance, or expand drug court and veterans treatment court services statewide. Statewide enhancement activities include:

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



## GRANT CATEGORIES

**Category 1:** Implementation of Veterans Treatment Courts. Funding supports the implementation of new Veterans Treatment Courts (VTCs).

- Grant maximum: \$500,000
- Period of performance: Up to 48 months
- Awards: 10

- Completed a substantial amount of planning and ready to implement
- Allowable Use of Funds
  - Treatment
  - Case management and coordination
  - Judicial supervision
  - Sanctions and incentive services
  - Key resources that reduce recidivism, such as
    - Transitional housing
    - Relapse prevention
    - Employment
- Type A: only nonviolent offender
- Type B: violent and nonviolent offenders



## GRANT CATEGORIES

**Category 2:** Veterans Treatment Courts. Funding supports the enhancement of existing VTCs.

- Grant maximum: \$500,000.
- Period of performance: Up to 48 months
- Awards: 15

- Operational veterans treatment courts
- Allowable Use of Funding:
  - Scale up the capacity
  - Enhance ***treatment capacity***
  - Enhance court operations
  - Expand or enhance court services
  - Improve the quality and/or intensity of services
- Type A: only nonviolent offender
- Type B: violent and nonviolent offenders



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# Allowable Use of Funds

## GRANT CATEGORIES

### Category 3: Adult Drug Courts.

Funding supports the implementation of new drug courts and/or enhancing drug courts.

- Grant maximum: \$500,000
- Period of performance: Up to 48 months
- Awards: 55 awards

“**Ready to Fully Implement**”, an Adult Drug Court. Meaning that you have completed a substantial amount of planning and are ready to implement an evidence-based drug court program.

- Allowable Use of Funding:
  - Launch a drug court
  - Scale up the capacity
  - Provide access to or enhance ***treatment capacity***
  - Enhance court operations
  - Expand or enhance court services
  - Improve the quality and/or intensity of services

## Comprehensive Opioid Abuse Reduction Activities (CARA)

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

### Summary of the CARA Act-

- Improved Awareness
- Make Naloxone available to Law Enforcement
- Invest in resources to identify imprisoned individual suffering from addiction
- Strengthen Prescription Drug Monitoring Programs
- Launch Evidence-based Treatment and Intervention Programs
- Launch MAT demonstration programs

## Medication Assisted Treatment (MAT)

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

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

## Medical Marijuana

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

## Violent Offenders Prohibition

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

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



## Violent Offender - 34 U.S.C. § 10613(a)

“a person who

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

## Effective Drug Courts

Reduce Recidivism and Substance Abuse among High Risk Participants through

1. Referrals based on validated assessments
2. Early, continuous, and intense treatment
3. Close judicial supervision and involvement
4. Mandatory and random drug testing
5. Community supervision
6. Equitable, consistent, and appropriate incentives and sanctions
7. Community reintegration and recovery support

# What is a Drug Court?

Court program,

Managed by a multidisciplinary team

Responds to the offenses and treatment needs of participants who are diagnosed with substance abuse

Explicit exclusion against drug offenders who have committed acts of violence.



# Application

## Review all section of the application

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

### What an Application Should Include:

The following items are critical application elements required to pass Basic Minimum Requirements review. An application that OJP determines does not include the application elements that must be included in the application submission in order for the application to meet the basic minimum requirements, will neither proceed to peer review, nor receive further consideration.

- Program Narrative (see page 14)
  - Budget Detail Worksheet (including Narrative) (see [OJP Grant Application Resource Guide](#))
  - Time Task Plan (see page 16)
  - Fiscal Agent Memorandum of Understanding (MOU), if applicable (see page 16)
- 
- Application for Federal Assistance (SF-424) (see [OJP Grant Application Resource Guide](#))
  - Project Abstract (see page 12)
  - Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
  - Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
  - Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
  - Disclosure of Lobbying Activities (SF-LLL) (see [OJP Grant Application Resource Guide](#))
  - Applicant Disclosure of Pending Applications (see [OJP Grant Application Resource Guide](#))



# Basic Minimum Requirements

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

The critical elements of this solicitation includes:

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

## **Important Note:**

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

# Proposal Abstract (required)

- Funding category
- 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)
- Participants proposed to receive services
- Current capacity and increased capacity, if funded
- 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.



# Proposal Narrative (required)

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

Proposal Narrative must be:

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

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

## Program Narrative

The Program Narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred); have no less than 1-inch margins; and must not exceed 20 pages. Pages should be numbered "1 of 20," "2 of 20," etc.

If the program narrative fails to comply with these length-related restrictions, BJA may consider such noncompliance in peer review and in final award decisions.

The following sections should be included as part of the program narrative<sup>6</sup>:

- a. Statement of the Problem
- b. Project Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

# Proposal Narrative (required)

Section	Category 1	Category 2	Category 3
Description of the Issue	20%	20%	20%
Project Design and Implementation	40%	40%	40%
Capabilities and Competencies	20%	20%	20%
Plan for Collecting the Data Required for this Solicitation's Performance Measures	15%	15%	15%
	Note: Budget and Budget worksheet are remaining 5%		





# Proposal Narrative (required)

## Description of the Issue (20%)

- Describe the nature and scope of the substance abuse problem.
- Explain the problem with the current courts response to the problem.
- Describe the target population that will be served.

## Project Design and Implementation (40%)

- Demonstrate that eligible drug court participants promptly enter the drug court program following a determination of their eligibility.
- Demonstrate access to medication-assisted treatment.
- Describe the plan to provide treatment and services to address opioid, stimulant, and substance abuse reduction.

## Capabilities and Competencies (20%)

- Indicate whether the current court team members have received training.
- Identify key court members and their roles and responsibilities.
- Identify proposed treatment providers and other partners.

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

- Describe the courts current ability to collect and analyze client-level demographic, performance, and outcome data.

# Time Task Plan (required)

## Time Task Plan should include:

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

## Sample Time Task Plan

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

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



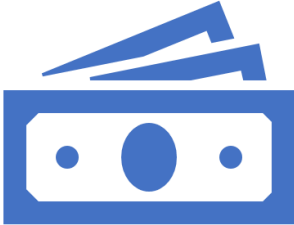
# Budgets and the Budget Narrative

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

# Budget and Budget Narrative (required)

- Itemized budget for each year of the grant.
- 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 conferences or trainings per year to support ongoing capacity and success in implementation.
- Prior approval, planning, and reporting of conference/meeting/ training costs

# Match Requirement – 25%



- Cash or in-kind

$$\frac{\$500,000}{75\%} = \$666,666 \quad 25\% \times \$666,666 = \$166,666$$

- Self-determination contract/compact funds may be eligible for “non-federal” match

# Unallowable Use of Funds

Violent offenders  
(except Veterans,  
Type B)

Prizes, rewards,  
entertainment,  
trinkets

Client stipends, gift  
cards, any  
monetary  
incentive

Vehicles (Bus  
passes okay)

Food and beverage



# Additional Attachments

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

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

## 9. Additional Attachments

- a. Letters of Support and/or Memoranda of Understanding/Agreement (Required)**  
Applicants should attach letters of support and/or an interagency agreement between the partner agencies and offices to show commitment for participation in the project.

**Category 1** applicants must attach letters of support and/or an interagency agreement from the proposed team members. The letters or interagency agreement should clearly articulate the level of involvement each agency will have in the proposed project.

**Category 2** applicants must submit letters of support and/or an interagency agreement from the [State Administering Agency](#) (SAA) responsible for directing criminal justice planning and coordination and the [Single State Agency](#) (SSA) for Substance Abuse Services indicating that they have agreed to partner on this project. The letters or interagency agreement should clearly articulate the level of involvement each agency will have in the proposed project.

**Category 3** applicants must attach letters of support and/or an interagency agreement from the proposed team members. The letters or interagency agreement should clearly articulate the level of involvement each agency will have in the proposed project.

**Category 4** applicants must submit letters of support and/or an interagency agreement from the [State Administering Agency](#) (SAA) responsible for directing criminal justice planning and coordination and the [Single State Agency](#) (SSA) for Substance Abuse Services indicating that they have agreed to partner on this project. If additional partners are included in Category 4, submit letters from the other parties. The letters or interagency agreement should clearly articulate the level of involvement each agency will have in the proposed project.

- b. Project Timeline (Required)**  
Attach a Project Timeline (with an estimated start date of October 1, 2018) with each project objective, activity, expected completion date, and responsible person or organization.

# Additional Attachments

- Research and Evaluation Independence and Integrity
- Documentation of rural challenges (if applicable)
- Documentation of high-poverty areas or persistent poverty counties (if applicable)
- Documentation of enhanced public safety in federally designated Qualified Opportunity Zones (if applicable)
- Memorandum of Understanding Signed by Key Drug Court Team Members or by a Designated Agency Representative (recommended)
- Fiscal Agent Memorandum of Understanding (MOU) Signed by Applicant and Drug Court Administrator (recommended)
- State Substance Abuse Agency Director or Designee Letter (recommended)
- Chief Justice, State Court Administrator, or Designee Letter (recommended).
- Tribal Authorizing Resolution (if applicable)

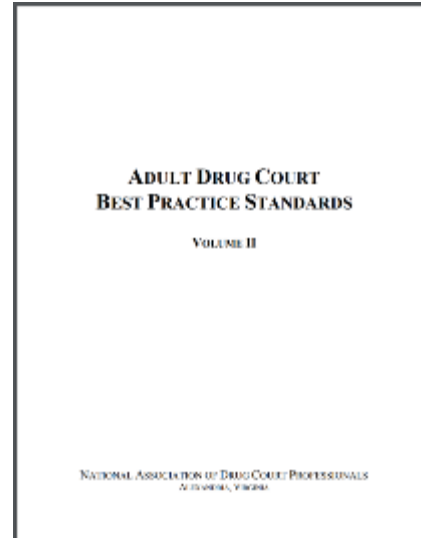
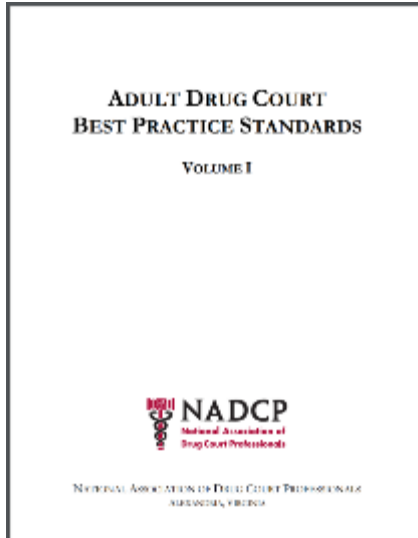


- Resolution, letter, affidavit, or other doc, that legally demonstrates tribal authority to implement the program.

# Other Required Documents

- [Financial Management and System of Internal Controls Questionnaire](#) (including applicant disclosure of high-risk status)
- [Disclosure of Lobbying Activities](#)
- [Applicant Disclosure of Pending Applications](#)
- [Applicant Disclosure and Justification – DOJ High Risk Grantees](#) (if applicable)
- [Research and Evaluation Independence and Integrity](#)

- [nadcp.org/standards](http://nadcp.org/standards)



# NADCP Drug Court Standards

## Volume I

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

## Volume II

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

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



Monograph

## **Tribal Healing to Wellness Courts**

The Key Components

# Common Mistakes

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

# TIPS

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

# If unsuccessful

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



# WELLNESS COURT RESOURCES



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

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

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[Case Management](#) (2018)

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

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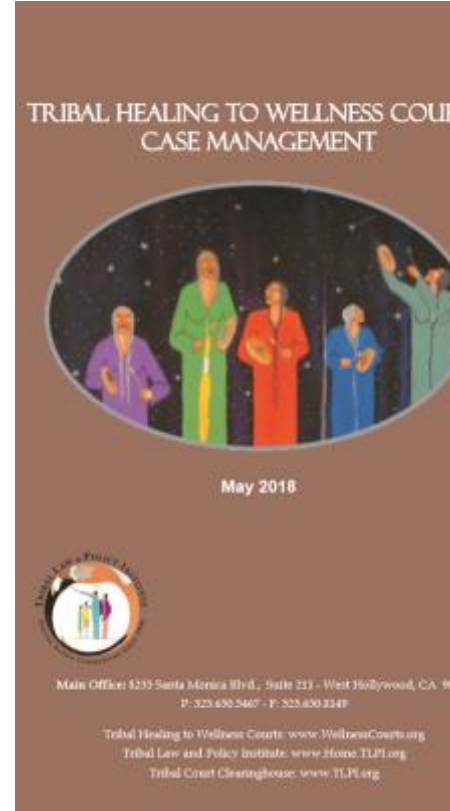
[The Policies and Procedures Guide](#) (2015)

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

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[Needs Assessment Report](#) (2010)






# Tribal Veterans Wellness Courts

- Technical Assistance
- Funding
- Veterans Treatment Court Planning Initiative
- Visit a Veterans Treatment Court
- Regional Conference

# WellnessCourts.org

Email | Print | RSS

Search Website




## Tribal Healing to Wellness Courts

Home | About Us | Wellness Court Resources | Publications | Enhancement Training

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

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



- Request Technical Assistance
- Funding Announcements
- News and Announcements
- Drug Court I/IA Calendar
- Prior Event Resources



# The Tribal Law and Policy Institute

Lauren van Schilfgaarde, *Tribal Law Specialist*

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



# THWC National Survey

- First biennial survey of Tribal Healing to Wellness Courts (THWC) in the nation.
- Goal is to better understand how THWC are structured, how they operate, the outcomes produced (e.g., graduation rate), challenges experienced, resources needed, etc.
- In appreciation for your time and effort, the National Drug Court Resource Center (NDCRC) will provide you with a copy of the report, as well as a summary report of your THWC information that includes relevant U.S. Census Bureau, FBI Uniform Crime Report Data, CDC overdose data, & other relevant data.
- The survey will be sent on **Wednesday, February 10<sup>th</sup>** via email from the NDCRC as a writable PDF.
- Q & A Webinar will be held **Thursday, February 25<sup>th</sup>** . Bring your questions regarding the survey!
- Don't miss your opportunity to be included in the census of THWCs.

# 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

Example and Definitions of Recovery Support Services

## JustGrants Technical Support

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

### Technical Support

[JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)

Or

(833) 872-5175

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



## Response Center

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

### Technical Support

Email: [grants@ncjrs.gov](mailto:grants@ncjrs.gov)

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

Toll free: 800-851-3420

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

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

Questions

