



Drug Court Discretionary Grant Program: FY 2005 Competitive Grant Announcement

Adult Drug Court Implementation Grants Adult Drug Court Enhancement Grants Statewide Drug Court Enhancement Grants

Note: The Office of Juvenile Justice and Delinquency Prevention (OJJDP) will release a solicitation for applicants seeking funding for juvenile and family drug court implementation and enhancement grants. For more information, visit the [OJJDP web site](#).

Eligibility

Eligible applicants under the adult drug court implementation and enhancement grant categories are states, state courts, local courts, counties, other units of local government, and Indian tribal governments, acting directly or through agreement with other public or private entities.

Eligible applicants under the statewide drug court enhancement grant category are state-level agencies, such as the State Administrative Agency, Administrative Office of the Court, or the Alcohol and Other Drug Agency.

GMS Application Submission Deadline: March 31, 2005

**This deadline is firm and will not be extended.
Document upload can be time consuming; please plan accordingly.**

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About OJP

The Office of Justice Programs (OJP), U.S. Department of Justice (DOJ), was created in 1984 to provide federal leadership in developing the nation's capacity to prevent and control crime, administer justice, and assist crime victims. OJP carries out this mission by forming partnerships with other federal, state, and local agencies, as well as national and community-based organizations. OJP is dedicated to comprehensive approaches that empower communities to address crime, break the cycle of substance abuse and crime, combat family violence, address youth crime, hold offenders accountable, protect and support crime victims, enhance law enforcement initiatives, and support advancements in adjudication. OJP also works to reduce crime in Indian Country, enhance technology's use within the criminal and juvenile justice systems, and support state and local efforts through technical assistance and training.

About BJA

The Bureau of Justice Assistance (BJA), a component of the Office of Justice Programs, U.S. Department of Justice, supports innovative programs that strengthen the nation's criminal justice system. Its primary mission is to provide leadership and a range of assistance to local criminal justice strategies to make America's communities safer. BJA accomplishes this mission by providing funding, training, technical assistance, and information to state and community criminal justice programs and by emphasizing the coordination of federal, state, and local efforts. BJA's specific goals are to help communities reduce and prevent crime, violence, and drug abuse and to improve the functioning of the criminal justice system.

About the Drug Court Discretionary Grant Program

The goal of the BJA Drug Court Discretionary Grant Program is to help states, state courts, local courts, units of local government, and Indian tribal governments to develop and establish drug courts for nonviolent substance-abusing offenders. A drug court is a specially designed court calendar or docket designed to:

- Reduce recidivism and substance abuse among nonviolent offenders.
- Increase the offender's likelihood of successful rehabilitation through early, continuous, and intense judicially supervised treatment, mandatory periodic drug testing, and community supervision.
- Implement the use of appropriate sanctions and other rehabilitation services.

Evaluations conducted on drug court programs throughout the nation conclude drug courts show significant reductions in recidivism and are a cost-effective way of addressing with drug problems.

The grant program provides seed funding for drug courts and not long-term direct support; thus, the overall objective is to build capacity at the state and local levels through planning, resources for start up, and training and technical assistance. To review the essential elements required for BJA's Drug Court Program, see the [FY 2005 Resource Guide for Drug Court Applicants](#) (*Resource Guide*).

BJA also provides assistance to communities planning a drug court through BJA's Drug Court Planning Initiative. It is strongly recommended that applicants participate in the drug court planning initiative and have a developed plan prior to applying for funding. Additional information can be obtained at www.dcpj.ncjrs.org.

Three categories of funding are available under this solicitation as defined in the categories below. Eligible applicants may apply for an adult drug court implementation grant, an adult drug court enhancement grant, or a statewide enhancement grant.

Note: Beginning in FY 2005, the Office of Juvenile Justice and Delinquency Prevention (OJJDP) will be responsible for administering the juvenile and family drug court grant portfolio. Accordingly, OJJDP will release a solicitation for applicants seeking funding for juvenile and family drug court implementation and enhancement grants. For more information, visit the [OJJDP web site](#).

- **Category I—Adult Drug Court Implementation Grants**

Adult drug court implementation grants are available to any jurisdiction that has completed a substantial amount of planning, developed a plan, and is ready to implement an adult drug court. Adult drug court programs funded by the Drug Court Discretionary Grant Program are required by law to target nonviolent offenders and must implement an adult drug court based on [Defining Drug Courts: The Key Components](#). Applicants may target DUI/DWI offenders under this solicitation.

- **Category II—Adult Drug Court Enhancement Grants**

Adult drug court enhancement grants are available to any jurisdiction that already has a fully operational adult drug court and wants to improve the delivery of services through additional services. A priority is placed on operational drug courts that want to expand their capacity by enhancing or providing additional services or serving additional clients.

Funding is available to support adult drug court enhancement grants in the following areas:

- Expansion of capacity or improvement of services.
- Development of training programs for drug court practitioners.
- Attendance at training programs by drug court practitioners.
- Completion of a process and/or outcome evaluation.

Jurisdictions that have what they consider to be a pilot program should not apply in this category. Rather, jurisdictions with pilot drug court programs should consider applying for an implementation grant. A pilot program is one that is in operation for less than 1 year, and/or is working with a small representative sample of drug court clients for program development purposes.

Priority will be given to drug courts that have never received a grant under the Drug Court Discretionary Grant Program. Drug courts that have previously received a grant or that currently have a grant must demonstrate a compelling need for additional federal funding and provide plans for long-term sustainability funding. In addition, applicants for adult drug court enhancement grants are strongly encouraged to demonstrate the effectiveness of their programs through evaluation findings.

- **Category III—Statewide Drug Court Enhancement Grants**

Statewide drug court enhancement grants are available to state-level agencies—such as the State Administrative Agency, Administrative Office of the Courts, or the Alcohol and Other Drug Agency—to establish evaluation and automated data-collection system initiatives or to provide statewide training or technical assistance.

Funding is available to support statewide drug court enhancement grants in the following areas:

- Development of training programs for drug court practitioners.
- Attendance at training programs by drug court practitioners.
- Completion of a process and/or outcome evaluation.
- Development and implementation of an automated management information system.

Eligibility

Eligible applicants under the adult drug court implementation and enhancement grant categories are states, state courts, local courts, counties, other units of local government, and Indian tribal governments, acting directly or through agreement with other public or private entities.

Eligible applicants under the statewide enhancement category are state-level agencies, such as the State Administrative Agency, Administrative Office of the Court, or the Alcohol and Other Drug Agency.

Definitions of eligible applicants are provided in the [Resource Guide](#). All applicants must demonstrate that they have the management and financial capabilities to effectively plan and implement projects of the size and scope described in the grant announcement. Faith- and community-based, nonprofit, and for-profit agencies are not eligible applicants, but are encouraged to partner as a community provider of services if applicable and appropriate.

Note: Applicants selected for funding will be required to submit statutory and BJA certifications prior to the grant award. Please refer to the [Resource Guide](#).

Match Requirement

The federal share of this grant-funded project may not exceed 75 percent of the total project costs. A minimum of 25 percent of the total project costs is a required match and must come from state, local, or private sources. For example, if the request for federal support is \$200,000, the minimum local match requirement would be \$66,667, making the total project budget \$266,667.

The following formula may be used to calculate local match:

$$\begin{aligned} &(\text{Federal Request} \div .75) \times .25 = \text{Local Match} \\ &\$200,000 \div .75 = \$266,667 \\ &\$266,667 \times .25 = \$66,667 \end{aligned}$$

Match funds are restricted to the same uses of funds as allowed for federal funds. As required by statute, “cash” contributions must constitute a portion of the nonfederal share of the grant. The remainder of the match may be in-kind. The OJP [Financial Guide](#) provides additional information on the types and sources of match funds.

Amount and Length of Awards

- **Category I—Adult Implementation Grants:** These grants may not exceed \$450,000. The project period may not exceed 3 years.
- **Category II—Adult Enhancement Grants:** These grants may not exceed \$200,000. The project period may not exceed 2 years.
- **Category III—Statewide Enhancement Grants:** These grants may not exceed \$200,000. The project period may not exceed 2 years.

Review Process

All applications will be peer reviewed. BJA staff will review peer review results and make recommendations to the Director of BJA, who will make final award recommendations to the Assistant Attorney General for OJP. The final award decision is made by the Assistant Attorney General. BJA may negotiate specific terms of the awards with the selected applicants.

Funding decisions will be made on the basis of several criteria, including the merit and strengths of the application. Consideration may also be given for other factors including, but not limited to, geographic and regional balance. Applications that meet all eligibility requirements will be evaluated according to the Selection Criteria. Additional information that must be addressed under the Selection Criteria can be found in the [Resource Guide](#). No appendixes will be reviewed other than those required in the solicitation.

OJP/BJA and the U.S. Department of Health and Human Services’ Substance Abuse and Mental Health Services Administration, Center for Substance Abuse Treatment (SAMHSA/CSAT) will coordinate FY 2005 drug court awards to ensure that an individual drug court does not receive grant funds from both agencies for overlapping drug court services and/or populations. In addition, OJP/BJA and SAMHSA/CSAT will ensure that current drug court grantees who apply in FY 2005 do not receive funding for overlapping drug court services and/or populations.

How To Apply

The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.585, titled “Drug Court Discretionary Grant Program.”

OJP requires that funding applications be submitted through the OJP Grants Management System (GMS). To access the system go to <https://grants.ojp.usdoj.gov/>. Applications submitted via GMS must be in one of the following formats: Microsoft Word (*.doc), PDF (*.pdf), or text (*.txt).

If you experience difficulties at any point in this process, please call the GMS Help Desk at 1-888-549-9901.

Step 1: Signing On

- If you already have a GMS user ID, proceed to GMS sign in. Even if your organization already has a user ID, you will not be considered registered for the solicitation until you have signed on to GMS and entered the appropriate solicitation. To do so, please proceed to step 2.
- If you do not have a GMS user ID, select “New User? Register Here.” After you have completed all of the required information, click “Create Account” at the bottom of the page and note your user ID and password, which are case sensitive.
- Beginning October 1, 2003, a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. The DUNS number will be required whether an applicant is submitting an application on paper, through OJP’s Grants Management System, or using the governmentwide electronic portal (Grants.gov). **An application will not be considered complete until the applicant has provided a valid DUNS number.** Individuals who would personally receive a grant or cooperative agreement from the federal government are exempt from this requirement.

Organizations should verify that they have a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at **no cost** by calling the dedicated toll-free DUNS number request line at 1-800-333-0505.

Step 2: Selecting/Registering for the Program

- After you have logged onto the system using your user ID and password, click on “Funding Opportunities.”
- Select the “Bureau of Justice Assistance” from the drop-down list and click “Search.” This will narrow the list of solicitations within the Office of Justice Programs to those in BJA.
- From the list of BJA grants, find “Adult Drug Court Implementation Grants,” “Adult Enhancement Grants,” or “Statewide Enhancement Grants.”
- Confirm that your organization is eligible to apply for this program by reading the text on the screen. If eligible, proceed by clicking “Continue.”

Step 3: Completing Overview Information

- Select the type of application your are submitting by choosing “Application Non-Construction” in the “Type of Submission” section.
- Select “New” in the drop-down box for “Type of Application.”
- If your state has a review and comment process under Executive Order 12372 (<http://policy.fws.gov/library/rgeo12372.pdf>), then select either “Yes” and the date you made this application available under that review or “N/A” because this program has not been selected by your

state for such a review. If your state does not have such a process, then select “No. Program Not Covered by E.O. 12372.”

- Click “Save and Continue.”

Step 4: Completing Applicant Information

- Answer “Yes” or “No” to the question about whether or not your organization is delinquent on any federal debt.
- The rest of this page will prepopulate from the information you submitted during the registration process. Check this information for accuracy and relevance to your organization and make any needed changes.
- Click “Save and Continue.”

Step 5: Completing Project Information

- Provide a title that is descriptive of your project.
- List the geographic areas to be affected by the project.
- Enter a start date for the project that is either on or after **July 1, 2005** and an end date that corresponds to the length of award described in Amount and Length of Awards.
- Select all of the congressional districts that are affected by this application. To select multiple districts, hold down the CTRL key while making your selections.
- Enter the amount of the grant for which your organization is applying in the federal line under the “Estimated Funding” section. Enter the amount of other contributions in the appropriate lines to explain the origins of the 25 percent match.
- Click “Save and Continue.”

Step 6: Uploading Attachments

- You will be asked to upload three attachments to the online application system. (See the Attachments section for detailed instructions.)
 1. The Budget Detail Worksheet (Attachment #1).
 2. The Program Narrative (Attachment #2).
 3. Other Program Attachments (Attachment #3).
- To upload these documents, click “Attach.” A new window will open. To continue, click “Browse” and find the file on your computer or the network drive from which you wish to upload, then click

“Upload Your Document.” A window that says “File Upload Successful” should pop up. Next to the upload list, the notation should change to “Attachment OK.” Repeat these steps for all three uploads.

Note: Depending on the size of the attachment and/or your computer connection, this process can take several hours. The system will shut down promptly at the deadline. Any incomplete application will not be accepted, and no exceptions will be granted.

- If you encounter any difficulties uploading your file, click on “Tips for Successful Upload.” This document will explain the usual problems with uploading files and will help you through them.
- Click “Save and Continue.”

Step 7: Completing the Assurances and Certifications

- You will need to accept both the assurances document and the certifications document. To do so, click on the links marked “Assurances” and “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements.”
- Read both documents. At the bottom of each one, click the “Accept” button.
- Once you have accepted both documents, enter the correct personal information for the person submitting the application.
- Click the box next to the text at the bottom of the page to certify that the person submitting the application is authorized to accept these assurances and certifications.
- Click “Save and Continue.”

Step 8: Reviewing the SF-424

- By answering the questions contained in GMS, you have completed the Standard Form 424 (SF-424) and forms required to apply for grant funding. Take a moment to review the SF-424 to ensure that it is accurate.
- If you need to make changes to any portion of the application, simply click that section along the left side of the screen and be sure to click “Save and Continue” after making any changes.
- When you are sure that the information is accurate, click “Continue.”

Step 9: Submitting the Application

- A list of application components will appear on the screen. It should say “Complete” before each component. If it says “Incomplete,” then click on the word and it will take you back to the section that needs to be completed. At the top of that screen, it will explain what is missing.

Attachments

Budget Detail Worksheet (Attachment #1)

The applicant must provide a budget that (1) is complete, allowable, and cost effective in relation to the proposed activities, (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested, and (3) provides a brief supporting budget narrative to link costs with project implementation (see below for more information about the budget narrative). Please note that the budget should indicate the amount of any in-kind contributions or indirect donations to be contributed to the program.

Applicants must submit both a budget detail worksheet and a budget narrative in one file. The worksheet provides the detailed computation for each budget item (often in spreadsheet format). The narrative justifies or explains each budget item and relates it to project activities.

- **Budget Detail Worksheet.** The budget detail worksheet must list the cost of each budget item and show how the cost was calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee to be paid through grant funds. The budget detail worksheet should present a complete and detailed itemization of all proposed costs.

Note: Total costs specified in the budget detail worksheet must match the total amount requested.

- **Budget Narrative.** The budget narrative should closely follow the content of the budget detail worksheet and provide justification for all proposed costs. For example, the narrative should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs (if applicable) were calculated. The budget narrative should justify the specific items listed in the budget detail worksheet (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable.

Travel: Applicants are encouraged to allocate a percentage of the funds over the term of the project period to cover travel and associated costs with attending at least two BJA-sponsored trainings and other drug court meetings/trainings.

Use the [sample budget detail worksheet](#) as a guide in the preparation of the budget detail worksheet and budget narrative. Guidance on the budget detail worksheet is available in the [Resource Guide](#).

Program Narrative (Attachment #2)

The program narrative must respond to the Selection Criteria for the appropriate category. Submissions that do not adhere to the format will be ineligible.

The program narrative must be double spaced, using a standard 12-point font (Times New Roman preferred) with 1-inch margins, and must not exceed 20 pages. (Please number pages “1 of 20,” “2 of 20,” etc.)

Other Program Attachments (Attachment #3)

This file must include the following materials:

- **Letters of support.** Adult drug court implementation and enhancement grant applicants are required to submit a letter of support from each of the key drug court team members: judge, prosecutor, defense attorney, treatment provider, researcher/evaluator/management information specialist, and drug court coordinator. All letters of support must include the following information:
 1. An expression of support for the project and a statement of willingness to participate and collaborate with the drug treatment court.
 2. A description of the individual's current role and responsibilities in the planning process and his or her expected responsibilities and resources when the drug court is operational.
 3. An estimate of the approximate percentage of time the individual will devote to both the planning and operation of the drug court.
 4. Courts applying for grant funds must include a letter from the state court administrator or chief justice of the state's highest court indicating that the highest court has been consulted in connection with the application. The letter must provide a narrative describing how the proposed application would expand or enhance the statewide efforts related to problem-solving courts.

Letters of support are required either in Attachment #3 or by fax. If faxed, these items must be sent to 202-354-4147 by March 31, 2005. Applicants must include the application number that is assigned by GMS (e.g., 2005-Z001-MD-DC) on all faxed documents.

- **Time task plan.** All applicants must submit a time task plan, including a detailed schedule for implementing the project. This plan must cover the entire grant period and include program goals, the specific objectives and activities associated with each goal, the timeframe associated with each activity, and the person(s) responsible for ensuring that the activities are completed. For a sample time task plan, see the [Resource Guide](#).

Selection Criteria

Category I—Adult Drug Court Implementation Grants

1. Problem (15 points)

Describe the nature and scope of the substance abuse problem in the jurisdiction to be addressed by this project. Include data on race, ethnicity, age, gender, volume of arrests, and crime patterns for adult offenders in the community and how this relates to the number of referrals the drug court expects. Explain the problems with the current court response to cases involving substance abuse. Assess whether the number of treatment slots available is sufficient to meet the volume of arrests and number of expected referrals.

2. Goals (10 points)

Applicants must provide a statement that describes the goals of the project and identifies its specific objectives. Measurable performance indicators should be used. Applicants should explain how the achievement of goals will be measured.

3. Project Design/Strategy (40 Points)

The project design/strategy must describe the drug court program that will be implemented and must be based on research of effective practices. Applicants must address each of the ten key components of drug courts outlined below and should develop a project strategy incorporating the principles on pages 7-12 of the [Resource Guide](#).

1. Integration of alcohol and other drug treatment services with justice case processing.
 - Discuss the structure of the drug court and length of the program.
2. A non-adversarial approach, prosecution and defense counsel promote public safety while protecting participants' due process rights.
 - Include a description of assessments, including co-occurring. Also describe the case processing and judicial supervision approach.
3. Eligible participants are identified early and promptly placed in the drug court program.
 - Include the screening and eligibility requirements of the drug court.
4. Access to a continuum of alcohol, drug, and related treatment and rehabilitation services.
 - Include a description of the service delivery plan and collateral services such as aftercare, educational and vocational services, primary and mental health services, and other linkages.
5. Abstinence is monitored by frequent alcohol and other drug testing.
 - Include a discussion of drug testing, treatment, and restitution costs.
6. A coordinated strategy governs drug court responses to participants' compliance.
 - Include a description of case management, incentives, and sanctions that will be used, graduation requirements, and expulsion criteria.
7. Ongoing judicial interaction with each drug court participant is essential.
8. Monitoring and evaluation measure the achievement of program goals and gauge effectiveness.
9. Continuing interdisciplinary education promotes effective drug court planning, implementation, and operations.
10. Forging partnerships among drug courts, public agencies, and community-based organizations generates local support and enhances drug court program effectiveness.

3. Roles and Responsibilities of the Drug Court Team (15 points)

Applicants must identify each member of the drug court team and describe his or her role and responsibilities. The mechanisms that have been, or will be, established to ensure effective communication and coordination among the team also must be described. The six key drug court team members must include a judge, prosecutor, defense attorney, treatment provider, researcher/evaluator/management information specialist, and drug court coordinator, but can include others. The roles and responsibilities should clearly relate to the letters of support that will be provided under attachment #3.

5. Evaluation and Management Information System Description (10 points)

Grant recipients are required to conduct both a process and an outcome evaluation and to collect and maintain the key data necessary to support both types of evaluations. Applicants who receive an award are required to submit a final evaluation and/or management information system (MIS) plan for review and approval.

Applicants must identify the independent evaluator who will help the drug court conduct the process and outcome evaluations. If the evaluator has not been identified, the applicant must describe the steps the drug court will take to solicit and select the evaluator, and how the drug court will work with the evaluator to design the data collection process, collect and maintain the data, analyze the data, and prepare evaluation reports. The description should also include measurable goals and objectives.

Applicants must address the following topics, include reliable evaluation methodology and incorporate the principles identified on pages 12-13 of the [Resource Guide](#) regarding effective evaluation methods.

- MIS description.
- Process evaluation.
- Outcome evaluation.

6. Sustainability Plan (5 points)

Applicants must provide a plan detailing how court operations will be maintained after federal assistance ends and how current collaborations and evaluations will be used to leverage ongoing resources.

7. Budget (5 points)

Applicants must provide a proposed budget that is complete, allowable, and cost effective in relation to the activities to be undertaken.

Category II—Adult Drug Court Enhancement Grants

1. Statement of Need (30 points)

Describe the current operation of the adult drug court. Include information about the program's structure and services available and demonstrate how the drug court has achieved its goals and objectives. Applicants must include the following information in the description and incorporate the principles identified on pages 13-14 of the [Resource Guide](#).

- Program structure.
- Program length.
- Target population.
- Screening and assessment (with special attention to co-occurring disorders).
- Services delivery plan (alcohol and other drugs [AOD] and collateral, educational, and vocational services).
- Judicial supervision.
- Drug testing.
- Case management.
- Incentives and sanctions.
- Treatment and restitution costs.
- Statistical information on program success.
- Program impact on the community.
- Evaluation findings leading to request for specified enhancement.

2. Program Strategy/Design (60 points)

Applicants must describe what they are proposing to do and how it will be accomplished. Identify the types of enhancement and specify the goals and objectives. Summarize how the needs will be addressed by the enhancement strategy. Applicants must develop a program strategy that incorporates the principles set forth in pages 13-15 of the [Resource Guide](#) and describe how they will accomplish one or more of the following:

- Provide additional services to drug court clients to increase the likelihood of successful rehabilitation.
- Develop training programs to teach and collaborate with criminal justice professionals, treatment providers, community members, researchers, and other stakeholders about the drug court philosophy and the components of a drug court program.
- Attend training programs to learn and collaborate with criminal justice professionals, treatment providers, community members, researchers, and other stakeholders about the drug court philosophy and the components of a drug court program.
- Conduct process and outcome evaluations. Evaluation plans must incorporate the principles set forth in the [Resource Guide](#).

- Develop and implement an automated data collection system or improve an existing system for the drug court program.

3. Sustainability Plan (5 points)

Applicants must provide a plan detailing how court operations and/or enhancement efforts will be maintained after federal assistance ends and how current collaborations and evaluations will be used to leverage ongoing resources.

4. Budget (5 points)

Applicants must provide a proposed budget that is complete, allowable, and cost effective in relation to the activities to be undertaken.

Category III—Statewide Drug Court Enhancement Grants

1. Statement of Need (20 points)

Provide an overview of the drug court movement in your state. Identify the number of operational drug courts in the state, including type, number of individuals served, and success rates. Provide an assessment of whether each program has incorporated the 10 key components set forth in [Defining Drug Courts: The Key Components](#). Explain how evaluation findings informed the request for the proposed enhancement activity.

2. Program Strategy/Design (70 points)

Applicants must describe what they are proposing to do and how it will be accomplished. Identify the type(s) of program enhancement and specify the goals and objectives. Summarize how the needs will be addressed by the enhancement strategy. Applicants must develop a program strategy incorporating the material referenced in pages 16-17 of the [Resource Guide](#) and describe how they will accomplish on or more of the following:

- Develop training programs to teach and collaborate with criminal and juvenile justice professionals, treatment providers, community members, researchers, and other stakeholders about the drug court philosophy and the components of a drug court program.
- Attend training programs to teach and collaborate with criminal and juvenile justice professionals, treatment providers, community members, researchers, and other stakeholders about the drug court philosophy and the components of a drug court program.
- Conduct process and outcome evaluations. Evaluation plans must incorporate the principles set forth in appendix C of the [Resource Guide](#).
- Develop and implement an automated data collection system or improve an existing system for the drug court program.

3. Sustainability Plan (5 Points)

Applicants must provide a plan detailing how court operation or enhancement efforts will be maintained after federal assistance ends and how current collaborations and evaluations will be used to leverage ongoing resources.

4. Budget (5 Points)

Applicants must provide a proposed budget that is complete, allowable, and cost effective in relation to the activities to be undertaken.

Performance Measures

To ensure compliance with the Government Performance and Results Act (GPRA), Public Law 103-62, grantees are required to collect and report data that measure the results of program performance. All applicants are required to address the performance measures listed below. In addition to incorporating this information into their narrative, applicants are required to address the type of information they will collect, who will collect the information, and the methods of collection. Grant recipients will be required to collect the following information and provide interim data to BJA in their semiannual progress reports and submit project results as part of their final progress report.

Program Objective	Performance Measures	Data To Be Provided By Grantees
<p>To develop and establish drug courts for nonviolent substance-abusing offenders.</p>	<p>Output Measures: Number of participants arrested for drug charges while participating in the drug court.</p> <p>Number of graduates (participants who have completed all treatment).</p>	<p>Number of participants arrested for technical violations and non-drug related charges while participating in the program.</p> <p>Number of participants successfully graduating the program.</p> <p>Anticipated capacity of the drug court program.</p> <p>Number of individuals who are eligible and referred to the drug court program.</p> <p>Number of individuals accepted in the drug court program.</p> <p>Number of individuals who declined participation in the drug court program.</p> <p>Number of participants terminated:</p> <ul style="list-style-type: none"> • Number of participants returned to regular court processing. • Number of participants with outstanding bench warrants. <p>Number and type of services available to participants.</p> <p>Number of participants in each type of service.</p>

In addition, OJP requires that implementation grant recipients conduct both process and outcome evaluations and is collaborating with the National Institute on Drug Abuse (NIDA) to develop a web-based reporting system. OJP anticipates piloting the system in 2006, and all grant recipients will be required to report specified outcomes when this system becomes operational.

Submission Deadline

New GMS users must create a new account before submitting an application (see How To Apply, step 1). **Applications for this program are due by 8:00 pm, e.t., on March 31, 2005.** Faxed or mailed applications or supplemental materials will not be accepted, except as described under How To Apply.

Technical Assistance

The [National Drug Court Training and Technical Assistance Program \(NDCTTAP\)](#) supports the Drug Court Discretionary Grant Program by increasing the knowledge and skills of drug court practitioners to plan, implement, and sustain effective drug court programs. It also builds capacity at the state and local level to provide comprehensive practitioner-based training and technical assistance. The three components of NDCTTAP support drug courts are:

- The **Drug Court Planning Initiative** provides communities with the knowledge, skills, and tools needed to implement a drug court. For example, jurisdictions can review sample policies and procedures, memorandums of understanding, and contracts. Particular emphasis is placed on learning new roles, cross training, and developing both a team and a coordinated strategy across justice and treatment systems.
- The **Drug Court Training Initiative** provides state-of-the-art training on various subjects to operational adult, juvenile, family, or tribal drug courts and state agencies.
- The **Drug Court Technical Assistance Initiative** provides technical assistance on various subjects to operational adult, juvenile, family, or tribal drug courts and state agencies.

Other Requirements

Purchase of American-Made Equipment and Products

It is the sense of Congress, as conveyed through each year's appropriations act, that to the greatest extent practicable, all equipment and products purchased with grant funds should be American made.

Civil Rights Compliance

All recipients of federal grant funds must comply with nondiscrimination requirements contained in federal laws. If a court or administrative agency makes a finding of discrimination against a recipient of funds on grounds of race, color, religion, national origin, gender, disability, or age after a due process hearing, the recipient must forward a copy of the finding to the Office for Civil Rights of the Office of Justice Programs.

Limited English Proficiency

Recipients of OJP financial assistance are required to comply with several federal civil rights laws, including Title VI of the Civil Rights Act of 1964 (Title VI) and the Omnibus Crime Control and Safe

Streets Act of 1968 (Safe Streets Act), as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services.

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs.

The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov, by contacting OJP's Office for Civil Rights at 202-307-0690, or by writing to the following address:

Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 7th Street NW., Eighth Floor
Washington, DC 20531

Faith-Based and Community Organizations

It is OJP policy that faith-based and community organizations that statutorily qualify as eligible applicants under OJP programs are invited and encouraged to apply for assistance awards. Faith-based and community organizations will be considered for awards on the same basis as any other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or people working in the organization. While faith-based and community organizations are ineligible for this solicitation, they are encouraged to partner as a community provider of services if applicable and appropriate.

Anti-Lobbying Act

The Anti-Lobbying Act (18 U.S.C. § 1913) recently was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352.

The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars (www.whitehouse.gov/omb/circulars/index.html) and the common rule (codified at 28 C.F.R. Part 69 for U.S. Department of Justice grantees) to reflect these modifications. However, in the interest of full disclosure, no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval by OJP. Any violation of

this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

Confidentiality and Human Subjects Protection

U.S. Department of Justice regulations (28 C.F.R. Part 22) require applicants for BJA funding to submit a Privacy Certificate as a condition of approval of any grant application or contract proposal that contains a research or statistical component under which personally identifiable information will be collected. In addition to the regulations in Part 22, regulations concerning protection of human subjects are set forth in 28 C.F.R. Part 46. In general, 28 C.F.R. Part 46 requires that all research involving human subjects conducted or supported by a federal department or agency be reviewed and approved by an Institutional Review Board before funds are expended for that research.

General information regarding Confidentiality and Human Subjects Protection can be found on the National Institute of Justice web site (www.ojp.usdoj.gov/nij/humansubjects). Sample formats of the Privacy Certificate, Transfer Agreement, and Single Project Assurance for submission to BJA can be found on the OJP web site (www.ojp.usdoj.gov/forms.htm).

Evaluation

BJA and the National Institute of Justice will identify a number of sites under the Drug Court Discretionary Grant Program to participate in a process and impact evaluation. The goal of this evaluation is to gain practical, measurable, and descriptive information on efforts to help stop the abuse and diversion of controlled substances, especially at the retail level, and to provide feedback to interested agencies and organizations about processes and early outcomes.

Additional Information

For general information about BJA programs, training, and technical assistance, contact BJA at 202-616-6500 or visit the BJA home page at www.ojp.usdoj.gov/BJA.

For specific information about this solicitation, contact Eunice Pierre at 202-514-1473 or Eunice.Pierre@usdoj.gov.

The OJP *Financial Guide*, which contains information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records, is available on the OJP web site at www.ojp.usdoj.gov/FinGuide/. This document governs the administration of funds by all successful applicants and their contractors.