**BJA FY 21 Adult Drug Court and Veterans Treatment Court Discretionary Grant Program**

*Application Checklist*

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.

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

This application checklist has been created to assist you in reviewing your proposal package before you submit your application. Please also refer to the official checklist in the applicable solicitation before you submit.

* Standard Applicant Information (SF-424 info from Grants.gov)
* Proposal Abstract
* Program Narrative
* Time Task Plan
* Budget and Associated Documentation
  + Budget Worksheet and Budget Narrative (Web-based form)
  + Indirect Cost Rate Agreement (if applicable)
  + Financial Management and System of Internal Controls Questionnaire
  + Disclosure of Process related to Executive Compensation (if applicable)
* Additional Application Components
  + Tribal Authorizing Resolution (if applicable)
  + 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)
* 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)