**FY 2022 SAMHSA Adult Drug Court Solicitation**

*Budget and Budget Narrative Instructions*

The following information summarizes the budget guidance provided in the above referenced solicitation and provides general guidance needed to properly prepare the budget and budget narrative.

**Budget Information Specific to This Solicitation**

Applicants may request up to $400,000 per year for up to 5 years.

SAMHSA’s services grant funds must be used primarily to support direct services. This includes the following activities:

* Screen and assess clients for the presence of SUD and/or co-occurring substance use and mental disorders and use the information obtained from the screening and assessment to develop appropriate harm reduction, treatment, and/or recovery interventions and treatment plans.
* Screen for infectious diseases for which those with SUDs are at high risk, including HIV and viral hepatitis (hepatitis A, B, and C), with appropriate referral and follow-up to assure treatment if screening tests indicate infection, and vaccination for those infectious diseases for which a vaccine is available.
* Provide evidence-based and population appropriate harm reduction, treatment, and/or recovery services to meet the unique needs of diverse populations at risk. These services must include the array of FDA-approved medications for the treatment of opioid use disorder, and medication management, outpatient, day treatment (including outreach-based services), intensive outpatient, recovery housing, or residential treatment programs.
* Provide recovery support services (e.g., childcare, supported employment, skills training and development, and transportation services) that provide emotional and practical support to maintain client/participant remission. (Note: Grant funds may be used to purchase such services from another provider.)
* Family drug court grant recipients must provide specific services and supports related to the preservation of the family, including but not limited to, family counseling and family recovery support services.
* Family drug court grant recipients must collaborate with community partners that are trained and can serve diverse populations to provide comprehensive services (e.g., child welfare agencies as referral sources, and other agencies that can address the needs of children).
* Implement the key components of the drug court model.

**Applicants must include a Project Director with a minimum of 0.20 FTE level of effort**.

Recipients must send a minimum of one (1) and maximum of three (3) staff (including the Project Director) to joint grant recipient meeting in every other year of the grant. For this cohort, grant recipient meetings will be held in the first, third, and fifth year of the grant. You must include a detailed budget and narrative for this travel in your budget. At these meetings, recipients will present the results of their projects and federal staff will provide technical assistance. Each meeting will be up to three and a half (3.5) days. These meetings are usually held in the Washington, D.C., metropolitan area. If SAMHSA elects to hold a virtual meeting, budget revisions will be permitted.

**Infrastructure Development** (maximum 15 percent of total grant award for the budget period)

Although services grant funds must be used primarily for direct services, SAMHSA recognizes that infrastructure changes may be needed to implement the services or improve their effectiveness. You may use no more than 15 percent of the total grant award for the budget period for the types of infrastructure development listed below, if necessary, to support the direct service expansion of the grant project. You must describe in Section B of your Project Narrative the use of grant funds for infrastructure activities which may include:

* Developing partnerships with other service providers for service delivery and stakeholders serving the population of focus.
* Adopting and/or enhancing your computer system, management information system (MIS), electronic health records (EHRs), etc. to document and manage client needs, care process, integration with related support services, and outcomes.
* Training/workforce development to help project staff gain skills necessary to utilize new computer system/management information system/ EHRs, etc. funded through this service grant.
* Training/workforce development to help your staff or other providers in the community identify mental or substance use disorders or provide effective services consistent with the purpose of the grant program.

An illustration of a budget and narrative justification is [here](#_Appendix_M_–_1) – Sample Budget and Justification. **It is highly recommended that you use this sample budget format.**

The budget justification and narrative must be submitted as a file entitled **“BNF”** (Budget Narrative Form) when you submit your application into Grants.gov. **nt**