



## FY 2022 BJA Community Courts Initiative

**Assistance Listing Number #** 16.585  
**Grants.gov Opportunity Number:** O-BJA-2022-171297  
**Solicitation Release Date:** April 26, 2022 2:00 PM  
**Grants.gov Deadline:** June 21, 2022 8:59 PM  
**Application JustGrants Deadline:** June 27, 2022 8:59 PM

### Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) seeks applications for funding to support efforts by state, local, and federally recognized American Indian tribal governments to establish and enhance community courts in their jurisdictions. This program furthers the DOJ's mission by providing resources to communities to enhance public safety and build trust between law enforcement and the community.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants to prepare and submit applications to OJP for funding. **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.**

### Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2022-00131-PROD	Planning and Implementation	4	\$600,000.00	10/1/22 12:00 AM	48
C-BJA-2022-00132-PROD	Enhancement	4	\$600,000.00	10/1/22 12:00 AM	48

### Eligible Applicants:

Other

### Other

- State governments
- City or township governments
- County governments

- Native American tribal governments (federally recognized)
- Other: State, city, township, county, or tribal government acting directly or through agreements with other public or private entities on behalf of a single community court

For purposes of this solicitation, “state” means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

To advance Executive Order 13929 Safe Policing for Safe Communities, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process, to be eligible for FY 2022 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency’s use-of-force policies adhere to all applicable federal, state, and local laws and (2) the agency’s use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

BJA will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

BJA may elect to fund applications submitted under this FY 2022 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

Applicants are strongly encouraged to submit an application that demonstrates partnerships with key organizations in order to build strong working relationships with national-level organizations in the criminal justice field.

## Contact Information

For technical assistance with submitting the Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov Customer Support](#), or [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.

For technical assistance with submitting the **full application** in DOJ’s Justice Grants System (JustGrants), contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov). The JustGrants Service Desk operates 5 a.m. to 9 p.m. eastern time Monday-Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and federal holidays.

For assistance with any other requirements of this solicitation, contact the OJP Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only), or by email at [grants@ncjrs.gov](mailto:grants@ncjrs.gov). The OJP Response Center hours of operation are 10:00 a.m. to 6:00 p.m., eastern time Monday–Friday, and 10:00 a.m. to 8:00 p.m. on the solicitation closing date.

## Submission Information

Applications will be submitted to DOJ in two steps:

**Step 1:** The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities (SF-LLL) form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, the applicant will need to ensure that its System for Award Management (SAM) registration is current.

**Step 2:** The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://JustGrants.usdoj.gov). To be considered timely, the full application must be submitted in JustGrants by the

JustGrants application deadline. OJP encourages applicants to review the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training.

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## **Program Description**

### **Overview**

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats and builds trust between law enforcement and the community.

The Community Courts Initiative supports efforts by state, local, and federally recognized American Indian tribal governments to establish and enhance community courts in their jurisdictions. Community courts are neighborhood-focused court programs that combine the power of the community and the justice system to address local problems. They connect persons committing less serious crimes — often misdemeanor cases — to judicially supervised substance use disorder treatment, alternative sanctions, and other community-based services.

### **Statutory Authority**

Any awards under this solicitation would be made under the Department of Justice Appropriations Act, 2022 (Pub. L. No. 117-103, 136 Stat. 49, 127). See also Pub. L. No. 90-351, Title I, Part EE (codified at 34 U.S.C. 10611-10619).

### **Specific Information**

Community courts are neighborhood-focused court programs that combine the power of the community and the justice system to address local problems. They connect persons committing less serious crimes — often misdemeanor cases — to judicially supervised drug treatment, alternative sanctions, and other community-based services. Community courts enhance public safety by addressing underlying issues that lead to criminal behavior, including substance use and behavioral health issues. By engaging communities in planning and operational processes, they provide justice system officials with more effective options in dealing with lower-level offenses, enhance public trust in the conduct of justice, and help to reduce unnecessary incarceration. The types of cases community courts accept vary depending on the communities that they serve. Courts in residential neighborhoods are more likely to address housing, environmental issues, and youth crime, whereas those in downtown areas prioritize issues such as homelessness and disorderly conduct.

The first community court was created in midtown Manhattan, New York City, in 1993 with support from BJA. Located a short walk from Times Square, the Midtown Community Court works with people in the neighborhood to tailor creative responses to local concerns. Since then, the model has spread across the United States and evolved into differing approaches based on the needs of locations that are interested in reinvigorating public trust in justice, reducing the use of incarceration, and forging new responses to crimes committed in the community, including those involving substance use disorders and co-occurring mental health issues. The community court model has varied over time, with some courts having buildings located in the community and other courts partnering with local institutions like libraries to bring court dockets to buildings in the community on a periodic basis. Other jurisdictions open their courthouses to increase access for residents to services and a community-focused docket of cases. These community-oriented projects can also serve as the basis to provide community justice beyond the courtroom, serving as the partnership that can solve other community safety problems, leverage resources for residents, prevent crime, and improve public trust in justice. These approaches can have broader outcomes, such as improved quality of life, better community attitudes toward the criminal justice system, and restorative justice approaches.

The criminogenic risks and needs of those who are served in community courts can vary, reflecting a range of risk and needs. Community courts are not intended to replace but rather complement the intensive approaches of drug courts, which are specifically for just a high risk, high need group of participants. For this reason, funding will support, and these projects are expected to serve, participants that bring a range of risks and needs.

While these projects have many differences, in general they all rely on a set of common principles and practices:

Enhanced Information: Using better staff training (about complex issues like drug addiction and mental illness) combined with better information (about defendants, victims, and the community context of crime) to

help improve the decision-making of judges, attorneys, and other justice system officials.

- **Community Engagement:** Engaging citizens and people with lived experience to help the justice system identify, prioritize, and solve local problems.
- **Collaboration:** Bringing together justice system players (such as judges, prosecutors, defense attorneys, law enforcement, probation officers, and court managers) and potential stakeholders beyond the courthouse (such as social service providers, residents, victims groups, schools) to improve interagency communication and trust between citizens and government, and foster new responses to problems.
- **Individualized Justice:** Using evidence-based risk and needs assessment instruments to link defendants to individually tailored community-based services (e.g., job training, substance use disorder treatment, safety planning, mental health counseling) where appropriate.
- **Accountability:** Employing community restitution mandates and regular compliance monitoring — with clear consequences for noncompliance — to improve the accountability of defendants.
- **Outcomes:** Collecting and analyzing data on an active and ongoing basis — measuring outcomes, process, costs, and benefits — to evaluate the effectiveness of operations and encourage continuous improvement.

All applicants under this solicitation must demonstrate how the proposed community court conforms to the [key community courts principles](#). For more information on community courts, see <https://bja.ojp.gov/program/community-courts-program/overview>. Applicants must document their plan to ensure that they have a set of diverse staff, partners, and/or subject matter experts that reflect a mix of experiences and perspectives to be able to effectively reach the communities and practitioners that they will serve. In addition, all applicants under this solicitation must demonstrate that the proposed community court conforms with statutory requirements:

- Continuing judicial supervision over defendants with substance use problems.
- Coordination with appropriate state or local prosecutors.
- The integrated administration of other sanctions and services, which shall include:
  - Mandatory periodic testing for the use of controlled substances or other addictive substances during any period of supervised release or probation for each participant.
  - Substance use treatment for each participant who requires such services.
  - Diversion, probation, or other supervised release involving the possibility of prosecution, confinement, or incarceration based on noncompliance with program requirements or failure to show satisfactory progress.
  - Defendant management, and aftercare services such as relapse prevention health care, education, vocational training, job placement, housing placement, and childcare or other family support services for each participant who requires such services.
  - Payment, in whole or in part, by the defendant of treatment costs, to the extent practicable, such as costs for urinalysis or counseling.
  - Payment, in whole or in part, by the defendant of restitution, to the extent practicable, to either a victim of the defendant's offense or a restitution or similar victim support fund.

BJA will support projects to implement new community courts and enhance or expand existing community courts. Implementation projects will support jurisdictions that have completed a substantial amount of planning and are ready to establish a community court. This planning should include the community court stakeholders engaging residents to assess community-related crimes and issues, including potential kinds of cases, and create an action plan during the first 6 months to build a strong and focused strategy to scale up the community court program's capacity; build or enhance court operations; create, expand, or enhance court services; and improve the quality and/or intensity of services for participants based on needs assessments.

The action plan must be submitted and approved by BJA prior to implementation. BJA, the training and technical

assistance (TTA) providers, and the community court will use this action plan to guide and track progress toward project objectives. An applicant may propose to use funding for case management, supervision and treatment services, and/or the provision and coordination of recovery support services. Courts must ensure that participants are tested periodically for the use of controlled substances, including medical marijuana. Courts must impose graduated sanctions that increase punitive measures, therapeutic measures, or both whenever a participant fails a drug test.

Enhancement projects will support jurisdictions with an existing community court that has been fully operational for at least 1 year as of September 30, 2022. An applicant may propose to use funding to scale up the court program's capacity, enhance court operations to serve a specific population such as veterans, expand or enhance court services, improve the quality and/or intensity of services based on needs assessments, gather data, or complete a program evaluation.

Note: Applicants must attach a fiscal agent memorandum of understanding (MOU) as part of their application. See "Additional Application Components, Memorandum of Understanding Signed by Key Community Court Team Members or by a Designated Agency Representative."

To be able to assess the potential risks and needs of persons to be served in these courts, and to assess and plan for the correct type and level of interventions and services, enhancement applicants should strongly consider formally partnering with a researcher from the outset of the proposed project. These researcher-practitioner partnerships assist with ongoing problem analysis, identification of evidence-based responses, strategic planning of interventions, assessment of implementation, and conducting an impact evaluation. (No more than 20 percent of total grant funds may be used for research/evaluation.) Community courts bring together justice, behavioral and public health, and other community-based practitioners to implement new or promising practices that may not yet have a research base, including the application of evidence-based strategies from other fields, such as health, that have not yet been fully examined in the justice context.

BJA partners with a TTA provider to assist grantees in implementing the program, and the field at large. BJA's TTA partner provides individualized, efficient, and consistent delivery of TTA in order to help grantees accomplish their goals by the end of the project period. BJA and the TTA partners will assess needs and develop training, targeted technical assistance, and tools for the field. This will include ongoing coaching and dialogue, as well as support for peer-to-peer dialogue and training, knowledge diffusion products, grantee learning communities, dissemination of best practices and lessons learned, and a listserv.

To support projects with a research partnership, this work will also be coordinated with BJA's Smart Suite, which invests in the development of researcher-practitioner partnerships that use data, evidence, and innovation to create strategies and interventions that are effective and economical. These data-driven approaches enable jurisdictions to understand the full nature and extent of the crime challenges they are facing and target resources toward their highest priorities. The Smart Suite represents a strategic approach that incorporates more "science" into criminal justice operations by leveraging innovative applications of analysis, technology, and evidence-based practices (EBPs) with the goal of improving performance and effectiveness while containing costs.

## **Goals, Objectives, Deliverables, and Timeline**

### **Goals**

The Community Courts Program supports efforts by state, local, and federally recognized American Indian tribal governments to establish and enhance community courts in their jurisdictions.

### **Objectives**

- Establish or enhance court-based intervention programs to prioritize and expedite the provision of treatment and recovery services to individuals who are frequent users of justice, health, and other services who commit low-level misdemeanor offenses.
- Emphasize alternatives to incarceration by tailoring sentences to each defendant to improve community safety, enhance confidence in justice, and reduce recidivism.
- Build and maximize the capacity of jurisdictions to ensure that all participants are identified, assessed, and referred to services.
- Enhance the use of community services by participants in the community court docket, including case management, housing assistance, and service coordination.
- Developing and maintaining partnerships and collaborations with service providers to enhance the



provision of treatment and recovery support services.

- Support the development, enhancement, and translation of research and knowledge of researcher-practitioner partnerships.
- Collect lessons learned and other examples of use to the field at-large from grantees and disseminate via publications, media platforms, and conference presentations.

## **Deliverables**

**Category 1:** Document that the grantee is ready to commit to a 6-month planning phase followed by an implementation phase that adheres to the requirements of this solicitation and the [key community courts principles](#).

**Category 2:** Document that the grantee has an operational community court program consistent with the requirements of this solicitation and the [key community courts principles](#).

BJA reserves the right to modify work tasks at any time with reasonable advance notice provided to the awardee prior to execution.

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work's results as discussed in the "Application and Submission Information" section.

## **Evidence-Based Programs or Practices**

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

## **Information Regarding Potential Evaluation of Programs and Activities**

OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

## **OJP Priority Areas**

The Department of Justice is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

### **1. Priority Considerations Supporting Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government***

Consistent with this Executive Order, the term "underserved community" refers to a population sharing a particular characteristic, as well as a geographic community, that has been systematically denied a full opportunity to participate in aspects of economic, social, and civic life or whose members have been historically underserved, marginalized, and adversely affected by inequality. Such communities include, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and Pacific Islanders.

In support of Executive Order 13985, OJP will:

A. Give priority consideration to applications that include project(s) that will promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality, when making award decisions.

To receive this consideration, the applicant must describe how the proposed project(s) will address potential inequities and barriers to equal opportunity, and/or contribute to greater access to services for underserved and historically marginalized populations.

B. Give priority consideration to applicants that can demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because the applicant (or at least one proposed subrecipient that will receive at least 30 percent of the requested award funding, as demonstrated in the budget worksheet and budget narrative) identifies as a culturally specific organization. To receive this additional priority

consideration, applicants **must** describe how being a culturally specific organization (or funding the culturally specific subrecipient organization(s)) will enhance their ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or expected to be served or to have their needs addressed under the proposed project(s).

Culturally specific organizations are defined for purposes of this solicitation as private nonprofit or tribal organizations whose primary purpose as a whole is to provide culturally specific services to, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and/or Pacific Islanders.

2. In addition, OJP will give priority consideration, if applicable, to applicants that demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent-poverty counties.

To receive priority consideration under the poverty priority, the applicant must provide information to demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent-poverty counties. For purposes of this priority consideration, the term “high-poverty area” means any census tract with a poverty rate of at least 20 percent as measured by the 2013–2017 5-year data series available from the American Community Survey of the Census Bureau (applicants may search by census tract at <https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/2017/>) and the term “persistent-poverty counties” means any county that has had 20 percent or more of its population living in poverty over the past 30 years, as measured by the 1990 and 2000 decennial censuses and the most recent Small Area Income and Poverty Estimates (applicants may search by county at <https://www.census.gov/data/tables/time-series/dec/census-poverty.html> and <https://www.census.gov/programs-surveys/saipe.html>).

Note: Addressing these priority areas is one of many factors that OJP considers in making funding decisions. Receiving priority consideration for one or more priority areas is not a guarantee of an award.

## Federal Award Information

### Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2022-00131-PROD	Planning and Implementation	4	\$600,000.00	10/1/22 12:00 AM	48
C-BJA-2022-00132-PROD	Enhancement	4	\$600,000.00	10/1/22 12:00 AM	48

### Awards, Amounts and Durations

**Period of Performance Start Date**  
10/1/22 12:00 AM

**Period of Performance Duration (Months)** 48

**Anticipated Total Amount to be Awarded Under Solicitation**  
\$4,200,000.00

### Additional Information

Total number of awards BJA expects to make:

Category 1: Up to 4;

Category 2: Up to 4

### **Continuation Funding Intent**

BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and the award-funded work's progress when making continuation award decisions.

### **Availability of Funds**

This solicitation, and awards (if any are made) under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States; its departments, agencies, or entities; its officers, employees, or agents; or any other person.

### **Types of Awards**

BJA expects to make awards under this solicitation as grants. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

### **Financial Management and System of Internal Controls**

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [OJP Grant Application Resource Guide](#) for additional information.

### **Budget Information**

#### **Cost Associated with Recovery Support Services (if applicable)**

Applicants are encouraged to provide recovery support services, that include transitional or recovery housing and peer recovery support service, to active participants in their drug court programs. No more than 30 percent of the total budget may be used for these services. For more information on recovery support services, visit: [https://ndcrc.org/wp-content/uploads/2022/01/Examples\\_and\\_Definitions\\_of\\_Recovery\\_Support\\_Services.pdf](https://ndcrc.org/wp-content/uploads/2022/01/Examples_and_Definitions_of_Recovery_Support_Services.pdf).

The budget must explicitly describe how the proposed budget items directly apply to the program design and how they will assist the applicant in meeting the program objectives. In addition to allowable costs identified in the DOJ Grants Financial Guide, award funds may not be used for the following:

- Prizes, rewards, entertainment, trinkets, or any other monetary incentives
- Client stipends
- Gift cards
- Vehicles
- Food and beverages

### **Digital Trust**

Technological devices, artificial intelligence, predictive analytics, and other data-driven solutions ("Technological Enhancements") are increasingly used to augment crime reduction strategies and efforts. Care must be taken to assess and address any potential harm that could be activated by these solutions to ensure privacy, civil rights, and civil liberties are protected. Applicants proposing to utilize grant funds to support technological enhancements directly or via training and technical assistance may receive priority consideration if their proposal addresses the tenants of digital trust such as:

- How the technology will be carefully implemented through training of personnel and the setting and enforcement of policies governing its use to ensure that it contributes to positive outcomes for public safety, the community and/or the criminal justice system.

- How the applicant will safeguard privacy, civil rights, and civil liberties throughout the duration of the project period.

#### **Cost Sharing or Matching Requirement**

This solicitation requires a 25 percent **cash or in-kind match**. Federal funds awarded under this solicitation may not cover more than 75 percent of the total costs of the project being funded. An applicant must identify the source of the 25 percent non-federal portion of the total project costs and how it will use match funds. If a successful applicant's proposed match *exceeds* the required match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit. ("Match" funds may be used only for purposes that would be allowable for the federal funds.) Recipients must satisfy this match requirement with a cash or in-kind match. The formula for calculating match is:

$$\frac{\text{Federal Award Amount}}{\text{Federal Share Percentage}} = \text{Adjusted (Total) Project Costs}$$

Federal Share Percentage

Required Recipient's Share Percentage x Adjusted Project Cost = Required Match

**Example:** 75 percent/25 percent match requirement: For a federal award amount of \$350,000, calculate match as follows:

$$\frac{\$350,000}{75\%} = \$466,667 \quad 25\% \times \$466,667 = \$116,667 \text{ match}$$

See the [OJP Grant Application Resource Guide](#) for additional information on this match requirement. For step-by-step instructions for entering match amounts in the budget, see the [Budget Summary Match Guide](#).

#### **Unmanned Aircraft Systems**

The use of BJA grant funds for unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS or UAV, is unallowable.

#### **Pre-agreement Costs (also known as Pre-award Costs)**

See the [OJP Grant Application Resource Guide](#) information on Pre-agreement Costs (also known as Pre-award Costs).

#### **Limitation on Use of Award Funds for Employee Compensation: Waiver**

See the [OJP Grant Application Resource Guide](#) information on the Limitation on Use of Award Funds for Employee Compensation; Waiver.

#### **Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs**

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

#### **Costs Associated with Language Assistance (if applicable)**

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

#### **Eligibility Information**

For eligibility information, see the solicitation cover page.

For information on cost sharing or match requirements, see the "Federal Award Information" section.

#### **Application and Submission Information**

The following application elements **must** be included in the application to meet the basic minimum requirements

to advance to peer review and receive consideration for funding:

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (web-based form) (The web-based form includes the budget details and the budget narrative.)
- Time Task Plan

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements or is nonresponsive to the scope of the solicitation.

#### **Information to Complete the Application for Federal Assistance (SF-424)**

The SF-424 must be submitted in Grants.gov. It is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

**Intergovernmental Review:** This solicitation (“funding opportunity”) **is not** subject to [Executive Order \(E.O.\) 12372](#). In completing the SF-424, an applicant is to answer question 19 by selecting “Program is not covered by E.O. 12372.”

#### **Standard Applicant Information (JustGrants 424 and General Agency Information)**

The “Standard Applicant Information” section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add zip codes for areas affected by the project, confirm its Authorized Representative, and verify and confirm the organization’s unique entity identifier, legal name, and address.

#### **Proposal Abstract**

A proposal abstract (no more than 400 words) summarizing the proposed project, including the purpose of the project, primary activities, expected outcomes, the service area, intended beneficiaries and subrecipients (if known), will be completed in the JustGrants web-based form. This abstract should be written in the third person and will be made publicly available on the OJP website if the project is awarded. Proposal abstracts should be:

- Written for a general public audience.
- Submitted as a separate attachment with “Proposal Abstract” as part of its file name.
- Single-spaced, using a standard 12-point Times New Roman font with 1-inch margins.

If the applicant is seeking priority consideration, applicant **must** provide the following information:

- Which priority consideration is being sought: 1(A), 1(B), or both.
- What page(s) in the proposal narrative provide documentation of the applicant’s plan to respond to the priority consideration.
- For applicants seeking priority consideration 1(B), who is the proposed subawardee to receive the funding and the amount of funds proposed.

They must also clearly describe the following for each community court program:

- State the category of funding requested: Category 1: Planning and Implementation or Category 2: Enhancement.
- State the name, location, and address for the court where the proposed community court program is or will be operating, as well as the names and contact information (i.e., email and telephone number) for the designated community court staff members.
- Briefly describe the target population and number of community court participants proposed to receive services with these grant funds (if awarded) over the life of the grant period.
- State the total federal amount requested for the duration of the grant. This total amount should be the same amount listed on the SF-424 form and in the required budget attachment. **(Note: The total amount of federal funds being requested should not exceed the category's grant maximum.)**
- Briefly describe the plan to provide treatment and services to address opioid, stimulant, and other substance use or misuse reduction.

#### **Proposal Narrative**

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 20 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, BJA may consider such noncompliance in peer review and in final award decision.

The following sections must be included as part of the proposal narrative:

##### **a. Description of the Issue**

Within this section, the applicant should explain its inability to fund the program adequately without federal assistance. The applicant must provide verified sources for the data that support the statement of the problem (i.e., U.S. Census or other federal, state, and local databases). The applicant should address the following items:

- Identify the applicant agency.
- Clearly identify the state, region(s), or communities covered by the proposed program, including the population of the proposed service area.
- Describe the underlying issues that lead to criminal behavior, including substance use and behavioral health issues, being addressed by the community court.
- Identify any specific challenges motivating the applicant's interest in participating in this grant.
- Explain the inability to fully fund the proposed program without federal assistance and describe any existing funding or resources that are being leveraged to support the proposed program.

##### **Category 1: Planning and Implementation Applicants:**

- Engage residents to assess community-related crimes and issues, including potential kinds of cases, and create an action plan during the first 6 months to build a strong and focused strategy to scale up the community court program's capacity; build or enhance court operations; create, expand, or enhance court services; and improve the quality and/or intensity of services for participants based on needs assessments.
- The action plan must be submitted and approved by BJA prior to implementation. BJA, the training and technical assistance (TTA) providers, and the grantee will use this action plan to guide and track progress toward project objectives.
- Successfully implement the action plan, resulting in the creation or enhancement of a community court program, working collaboratively with BJA staff and the TTA partners.
- Enhance partnerships with federal, state, tribal, local or organizations.
- Document efforts to translate learning, including a final report. This information will be publicly shared to assist the field.

- Indicate if the community court will incorporate a researcher and engage in a researcher-practitioner partnership.
- Support the development, enhancement, and translation of research and knowledge of the researcher-practitioner partnership if one is incorporated in the program.

Category 2: Enhancement Applicants:

- Describe the current operation of the community court and the immediate issues that the community court grant will address. Describe current resources and gaps to address the needs of persons to be served. The applicant is encouraged to incorporate the [key community courts principles](#) and specify which standard(s) will be addressed and how the standard(s) will be implemented. The applicant should also refer to the allowable uses of funds discussion. In addition, the proposed enhancements should include criminal justice-related needs and can also include enhancing treatment and support services.
- Indicate if the community court will incorporate a researcher and engage in a researcher-practitioner partnership.
- Support the development, enhancement, and translation of research and knowledge of the researcher-practitioner partnership if one is incorporated in the program.

**b. Project Design and Implementation**

For this section, the applicant should address the following items and then address the specific category requirements below.

- Attach a plan that demonstrates how all individuals eligible for the community court program will have equivalent access to the program. This should include protocols for collecting and examining access and retention data.
- Describe the plan to provide treatment and services to address opioid, stimulant, and substance use reduction.
- Describe how the proposed project addresses the mandatory project components, and describe in detail how the project will be implemented.
- Describe which program areas the proposed project will address.
- Describe the deliverables to be produced.
- Describe any potential barriers to implementing the project and the strategies that will be used to overcome them.

Category 1: Planning and Implementation Applicants:

- Describe how the proposed project addresses the mandatory project components outlined in this solicitation, and describe in detail how the project will be implemented.
- Describe which program areas the proposed project will address.
- Describe the deliverables to be produced.
- Describe any potential barriers to implementing the project and the strategies that will be used to overcome them.

Category 2: Enhancement:

- Articulate the applicant's vision for the role of the community court TTA provider and/or a practitioner-partner relationship.
- Describe how the applicant will identify, assess, and deliver the proposed assistance.

- Describe the specific activities for providing TTA, including outreach to grantees and the field at large.
- Describe the objectives and identify strategies for designing and implementing each program deliverable as described. Provide specific information on any materials to be developed and/or technical assistance to be provided as they relate to the applicable category. Include the method of delivery (e.g., adherence to adult learning principles, distance learning, process for information assessment, and revision).
- Provide a timeline (as an attachment) for completing the deliverables and identify the percentage of time to be dedicated by the individuals responsible for those tasks.

If the applicant is seeking priority consideration for Priority 1(A), it should address in this section how the proposed project(s) will promote racial equity and/or the removal of barriers to access and opportunity, and/or contribute to greater access to services, for communities that have been historically underserved, marginalized, and adversely affected by inequality.

**c. Capabilities and Competencies:**

Category 1: Planning and Implementation Applicants:

- Describe the community court project management structure and staffing, specifically identifying the key person (or people) responsible for carrying out project activities. Demonstrate the capability to implement the project successfully.
- Identify each partner agency that has demonstrated its engagement in the project via an interagency agreement or letter of support. Discuss any previous collaboration that occurred that will help to achieve the objectives. Explain existing partnership agreements.
- Describe any practitioner-partner relationships and/or analytical staff who will support data collection, analysis, and research, including their roles and goals for their support. Describe how they will support equity and inclusion in access to program services, effective targeting and implementation fidelity, and program evaluation.

Category 2: Enhancement:

- Identify each community court team member who will have a significant role in implementing the enhancement and describe their role, responsibilities, and qualifications to ensure the proposed enhancement program's success.
- Describe any practitioner-partner relationships and/or analytical staff who will support data collection, analysis, and research, including their roles and goals for their support. Describe how they will support equity and inclusion in access to program services, effective targeting and implementation fidelity, and program evaluation.
- Attach an MOU signed by each key team member, with the responsibilities outlined for each.
- Attach a letter of support from the court outlining its commitment to the project.

If the applicant is seeking priority consideration under Priority 1(B), it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 30 percent of the project budget) will enhance its ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or expected to be served or have their needs addressed under the proposed project(s).

**d. Plan for Collecting the Data Required for this Solicitation's Performance Measures**

The applicant must describe its current ability to collect and analyze client-level demographic, performance, and outcome data and conduct regular assessments of program service delivery and performance as described in the evidence-based program principles described in this solicitation. All applicants must indicate their willingness and



ability to report aggregated client-level performance and outcome data through BJA's Performance Measurement Tool (PMT), as well as identify the person responsible for collecting the data. Statewide applicants are expected to report on behalf of their subawardees.

All Applicants:

- Describe who will be responsible for collecting and reporting the required performance measures and how data will be collected, including any records management systems and/or electronic data storage processes.
- List any additional performance metrics that will be used to assess the project's effectiveness and the process for collecting information, including who will be responsible and how data will be collected.
- Discuss what data sources will be used and any legal, policy, or other barriers to gaining access to the data and how they will be addressed.
- Describe the steps the community court will take to develop a performance management plan. The plan should include strategies to collect data, review data, and use data to improve program performance. Describe the program's screening tool and referral process, which ensure that participants screened and referred to the court mirror the jurisdiction's substance use arrestee percentages.
- Describe who will be responsible for, and the process of, the quarterly review of the actual number of participants served with grant funds as compared to the projected number of participants to be served. The time task plan should reflect when and how the community court plans to reach that capacity and should be measured on a quarterly basis.
- Provide a sustainability plan detailing how the community court will be maintained after federal assistance ends. The sustainability plan should describe how current collaborations and evaluation will be used to leverage ongoing resources. BJA encourages the applicant to ensure sustainability by coordinating with local, state, and other federal resources.
- Describe how operation and enhancement efforts will be maintained after federal assistance ends and how current collaborations and evaluations will be used to leverage ongoing resources.

Note: Applicants are **not** required to submit performance data with the application. Rather, performance measure information is included as an alert that successful applicants will be required to submit performance data as part of each award's reporting requirements.

OJP will require each successful applicant to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. Applicants can visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

A list of performance measure questions for this program can be found [here](#).

BJA will require award recipients to submit quarterly performance measure data in the Performance Measurement Tool and separately submit a semi-annual performance report in JustGrants.

BJA will require award recipients to submit performance measure data and performance reports in JustGrants. BJA will provide further guidance on the post-award submission process, if selected for award.

### **Note on Project Evaluations**

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance in the "Note on Project Evaluations" section in the [OJP Grant Application Resource Guide](#).

### **Goals, Objectives, Deliverables, and Timeline**

The applicant will submit the program's goals, objectives, and deliverables in the JustGrants web-based form.

### **Budget and Associated Documentation**

#### **Budget Worksheet and Budget Narrative (Web-based Form)**

The applicant will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide for additional information](#).

Applicants should budget for travel for at least two team members to attend an in-person, 2-day grantee meeting as part of their project, and assume that the trip will be in a location that requires air travel of at least \$500 per person. For estimates of costs for hotel and lodging, the trip should include General Services Administration rates in Washington, D.C. These rates can be found at <https://www.gsa.gov/travel-resources>.

If the applicant is seeking priority consideration under Priority 1(B) based on the identification of at least one proposed subrecipient as a culturally specific organization, the proposed funding for the subrecipient in the web-based budget form **must be a minimum of 30 percent of award funding**.

The budget narrative must also describe how the activities that will be funded with the (minimum) 30 percent of award funding provided to the subrecipient **specifically relate to the priority consideration requested under Priority 1(B)** and described in the “Capabilities and Competencies” section of the application.

#### **Indirect Cost Rate Agreement (if applicable)**

The applicant will submit its indirect cost rate agreement by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

#### **Financial Management Questionnaire (including applicant disclosure of high-risk status)**

The applicant will download the questionnaire, complete it, and submit it by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for the link to the questionnaire and additional information.

#### **Disclosure of Process Related to Executive Compensation**

If applicable, the applicant will submit a description of the process used to determine executive compensation by uploading the document as an attachment in JustGrants. See the “Application Attachments” section of the [OJP Grant Application Resource Guide](#) for information.

#### **Additional Application Components**

The Applicant will attach the additional requested documentation in JustGrants.

#### **Tribal Authorizing Resolution**

An application in response to this solicitation may require inclusion of tribal authorizing documentation as an attachment. If applicable, the applicant will submit the tribal authorizing documentation by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

#### **Timeline Form**

Time task plan is required and should outline when the objectives will be met over the program period. It must summarize the major activities, responsible agencies, and expected completion dates for the principal tasks required to implement and manage the drug court program. **Applicants must indicate the number of program participants to be served quarterly under the grant-funded program to demonstrate how the total number of anticipated participants will be served before the end of the grant period.**

#### **Research and Evaluation Independence and Integrity Statement**

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will submit documentation of its research and evaluation independence and integrity by uploading it as an attachment in JustGrants. For additional information, see the [OJP Grant](#)

[Application Resource Guide.](#)

**Memorandum of Understanding Signed by Key Community Court Team Members or by a Designated Agency Representative (recommended)**

Attach an MOU signed by either each community court team member or by a designated agency representative, with the general responsibilities and expectations for coordination agreed upon by each member. The letters or interagency agreements should clearly articulate the level of involvement each agency will have in the proposed project. Applicants will submit the letters or interagency agreements by uploading the document as an attachment in JustGrants.

**Documentation of High-Poverty Areas or Persistent-Poverty Counties (if applicable)**

As mentioned above, OJP will give priority consideration in award decisions to applications that demonstrate that the individuals who will benefit from the requested grant reside in high-poverty areas or persistent-poverty counties as defined above. Each applicant proposing to receive consideration under the High-Poverty Areas or Persistent-Poverty Counties Priority must provide a sufficient narrative explanation to identify each specific high-poverty area (by census tract number(s)) and/or each specific persistent-poverty county where individuals are intended to benefit from the requested grant and how the requested grant will address specific challenges in each such identified area and/or county. Applicants will submit the narrative by uploading the document as an attachment in JustGrants.

**Ensure Equivalent Access (recommended)**

Applicants are encouraged to attach a plan that includes a process to ensure equivalent access and retention in the program that includes collecting and examining access and retention to ensure disparities do not exist for racial and ethnic minority or female participants in admission protocols or elsewhere in the Community Courts Initiative.

**Disclosures and Assurances**

The applicant will address the following disclosures and assurances.

**Disclosure of Lobbying Activities**

Complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

**DOJ Certified Standard Assurances**

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

**Applicant Disclosure of Duplication in Cost Items**

Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

**DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements**

Review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

**How to Apply**

Step 1: The applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://JustGrants.usdoj.gov).

For additional information, see the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

#### Submission Dates and Time

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by 8:59 PM ET on June 21, 2022

The **full application** must be submitted in JustGrants by 8:59 PM ET on June 27, 2022

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates to allow sufficient time to correct errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline.

#### Experiencing Unforeseen Technical Issues

An applicant that experiences unforeseen SAM.gov, Grants.gov, or JustGrants technical issues beyond its control that prevent application submission by the deadline must demonstrate all efforts in requesting technical support in order to submit an application by the deadline. Technical support is available via phone and email to the applicable SAM.gov, Grants.gov, or JustGrants support centers or service desks in which an applicant received a ticket number for resolution. If an applicant misses a deadline due to unforeseen technical difficulties, the applicant may request a waiver to submit an application after the deadline. *Note: If an applicant does not submit all the required Grants.gov forms by the Grants.gov deadline, the applicant will not be able to proceed to the JustGrants portion of the application process.*

An applicant experiencing technical difficulties with the following systems must contact the associated support desk indicated below to report the technical issue and receive a tracking number:

- Grants.gov — Contact the [Grants.gov Customer Support Hotline](#).
- SAM.gov — Contact the [SAM Help Desk \(Federal Service Desk\)](#).
- JustGrants — Contact the JustGrants Support Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833–872–5175.

An applicant requesting a waiver to submit a late application must document their request for technical assistance in an email to the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) **within 24 hours after the application deadline** to request approval to submit their application after the deadline. If an applicant has technical issues with Grants.gov, the applicant must contact the OJP Response Center within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. Waiver requests to submit after the submission deadline must:

- Describe the technical difficulties experienced.
- Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and resubmit; and what date and time did support representatives respond).
- Include an attachment(s) of the complete grant application and all required documentation and material.
- Include the applicant's Unique Entity Identifier (UEI) and any applicable SAM.gov tracking number(s), Grants.gov Help Desk, and JustGrants Support Desk Ticket Numbers.

OJP will review each request for late submission and required supporting documentation and notify the applicant whether the request has been approved or denied. For more details on the waiver process, OJP encourages applicants to review the “Experiencing Unforeseen Technical Issues” section in the [OJP Grant Application Resource Guide](#).

## **Application Review Information**

### **Review Criteria**

#### **a. Merit Review Criteria**

Applications that meet the basic minimum requirements will be evaluated by peer reviewers on how the proposed project/program addresses the following criteria:

1. Description of the Issue (20 percent) — Evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (40 percent) — Evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (20 percent) — Evaluate the administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (15 percent) — Evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (5 percent) — Evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

#### **b. Other Review Criteria/Factors**

Other important considerations for BJA include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned), available funding, past performance, and the extent to which the budget worksheet and budget narrative (web-based form) accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

### **Review Process**

Applications submitted under this solicitation that meet the basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are common requirements applicable to all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

**Important note on FAPIIS:** An applicant may review and comment on any information about itself that currently

appears in FAPIIS and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider not only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

## **Federal Award Administration Information**

### **Federal Award Notices**

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

### **Administrative, National Policy, and Other Legal Requirements**

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

### **Information Technology (IT) Security Clauses**

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for information on information technology security.

### **General Information about Post-Federal Award Reporting Requirements**

In addition to the deliverables described in the “Program Description” section, all award recipients under this solicitation will be required to submit certain reports and data.

Required reports. Award recipients typically must submit quarterly financial reports, quarterly performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data.

### **Federal Awarding Agency Contact(s)**

For OJP contact(s), see the solicitation cover page.

For contact information for Grants.gov, see the solicitation cover page.

For contact information for JustGrants, see the solicitation cover page.

### **Other Information**

#### **Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)**

See the [OJP Grant Application Resource Guide](#) for information on the Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).

#### **Provide Feedback to OJP**

See the [OJP Grant Application Resource Guide](#) for information on how to provide feedback to OJP.

## Application Checklist

### FY 2022 BJA Community Courts Initiative

This application checklist has been created as an aid in developing an application. The [DOJ Application Submission Checklist](#) is another resource.

#### What an Applicant Must Do:

*Prior to registering in Grants.gov:*

- Confirm your Entity's [System Award Management \(SAM\)](#) Registration Information (see [OJP Grant Application Resource Guide](#))

*To register in Grants.gov:*

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [OJP Grant Application Resource Guide](#))

*To find the funding opportunity:*

- Search for the funding opportunity in Grants.gov using the opportunity number, Assistance Listing or keyword(s)
- Select the correct Competition ID
- Access the funding opportunity and application package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedo/iii-postaward-requirements#6g3y8> (see [OJP Grant Application Resource Guide](#))

#### Overview of Post-Award Legal Requirements:

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2022 Awards](#)" in the [OJP Funding Resource Center](#).

#### Review Scope Requirement:

- The federal amount requested is within the allowable limit(s) of \$600,000.

#### Review Eligibility Requirement:

- State governments
- City or township governments
- County governments
- Native American tribal governments (federally recognized)
- Other: State, city, township, county, or tribal government acting directly or through agreements with other public or private entities on behalf of a single community court

**Prepare to submit the Application for Federal Assistance standard form (SF)-424 and Disclosure of Lobbying Activities form (SF-LLL)**

- Review Information to complete the Application for Federal Assistance (SF-424) in Grants.gov
- Complete Standard Applicant Information (SF-424 information from Grants.gov)
- Submit the **SF-424** and **SF-LLL** in Grants.gov

*After the SF-424 and SF-LLL submission in Grants.gov, receive Grants.gov email notifications that:*

- Submission has been received in Grants.gov
- Submission has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

*If no Grants.gov receipt and validation, or if error notifications are received:*

- Contact BJA or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at [Grants.gov customer support](#), or email at support@grants.gov regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

*Receive email notification to complete application in JustGrants:*

- Proceed to complete application in JustGrants

### **Content of Application Submission: Critical Application Elements**

The following items are critical application elements required to pass the basic minimum requirements review. If OJP determines that an application does not include the following elements, it will neither proceed to peer review, nor receive further consideration.

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

### **Budget and Associated Documentation:**

- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation (see [OJP Grant Application Resource Guide](#))

### **Additional Application Components:**

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
- Time Task Plan
- Memorandum of Understanding Signed by Key Community Court Team Members or by a Designated Agency Representative (recommended)
- Documentation of High-Poverty Areas or Persistent-Poverty Counties (if applicable)



- Ensure Equivalent Access (recommended)

**Disclosures and Assurances:**

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

*Submit application in JustGrants:*

- Application has been successfully submitted in JustGrants

*If no JustGrants application submission, validation, or if error notifications are received:*

- Contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties.