

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



BJA FY 23 Adult Treatment Court Planning, Training, Technical Assistance, and Resources Center Initiative

Assistance Listing Number # 16.585

Grants.gov Opportunity Number: O-BJA-2023-171667

Solicitation Release Date: March 16, 2023 12:00 PM ET

Step 1: Application Grants.gov Deadline: May 02, 2023 8:59 PM ET

Step 2: Application JustGrants Deadline: May 10, 2023 8:59 PM ET

Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) seeks applications for the Adult Treatment Court Planning, Training, Technical Assistance, and Resource Center (ATC TTA) Initiative. This program furthers the DOJ's mission by providing resources to state, local, and federally recognized tribal governments to support adult treatment court, veterans treatment court, and community court programs and systems for individuals involved with the justice system who have substance use disorders, including stimulant and opioid use, and are at risk for overdose, as well as veterans who may have a history of violence.

This solicitation incorporates guidance provided in the [OJP Grant Application Resource Guide](#) which provides additional information for 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-2023-00068-PROD	Category 1: Foundational Training	1	\$2,750,000	10/1/23 12:00 AM	24
C-BJA-2023-00069-PROD	Category 2a: Training Initiative	1	\$3,500,000	10/1/23 12:00 AM	24
C-BJA-2023-00070-PROD	Category 2b: Resource Center	1	\$1,750,000	10/1/23 12:00 AM	24
C-BJA-2023-00071-PROD	Category 3: Site-based TA	1	\$3,500,000	10/1/23 12:00 AM	24
C-BJA-2023-00072-PROD	Category 4: State-based TA	1	\$3,400,000	10/1/23 12:00 AM	24
C-BJA-2023-00073-PROD	Category 5: Veterans Treatment Court TTA	1	\$4,500,000	10/1/23 12:00 AM	24
C-BJA-2023-00074-PROD	Category 6: Community Court TTA	1	\$2,500,000	10/1/23 12:00 AM	24

Eligible Applicants:

For profit organizations other than small businesses, Native American tribal organizations (other than Federally recognized tribal governments), Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education, Private institutions of higher education, Public and State controlled institutions of higher education, Small businesses

Note: "Adult treatment court" includes adult drug courts (ADCs), driving while intoxicated (DWI)/driving under the influence (DUI)

courts, co-occurring courts (participants diagnosed with both substance use and mental health disorders), and tribal healing to wellness courts (THWCs).

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 2023 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

Contact Information

For assistance with the requirements of this solicitation, contact the OJP Response Center at 800-851-3420, 301-240-6310 (TTY for hearing-impaired callers only), or grants@ncjrs.gov. The OJP Response Center operates from 10:00 a.m. to 6:00 p.m. eastern time (ET) Monday–Friday, and 10:00 a.m. to 8:00 p.m. ET on the solicitation close date.

Pre-application Information Session

BJA will hold a solicitation webinar on **April 4, 2023, at 2:30 p.m. ET**. This call will provide a detailed overview of the solicitation and allow an opportunity for interested applicants to ask questions. Preregistration is required for all participants. Register by clicking on this link <https://bja.ojp.gov/events/funding-webinars>, locating the webinar, and following the instructions. To use the time most efficiently, BJA encourages participants to review the solicitation and submit any questions they may have in advance and no later than **March 28, 2023**. Submit your questions to Gregory.Torain@usdoj.gov with the subject as “Questions for BJA FY 2023 ATC TTA Webinar.”

Submission Information

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

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. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

For technical assistance with submitting the SF-424 and a 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. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

Step 2: The applicant must submit the **full application**, including attachments, in JustGrants at JustGrants.usdoj.gov by the JustGrants application deadline.

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates 7 a.m. to 9 p.m. ET Monday–Friday and 9 a.m. to 5 p.m. ET on Saturday, Sunday, and Federal holidays.

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. Applicants should maintain all receipts and confirmations received from SAM.gov, Grants.gov, JustGrants systems.

Contents

Overview	1
Contact Information	3
Pre-application Information Session	3
Submission Information	3
Program Description	8
Overview	8
Statutory Authority	8
Specific Information	8
Goals, Objectives, and Deliverables	9
Evidence-Based Programs or Practices	24
Information Regarding Potential Evaluation of Programs and Activities	24
Priority Areas	24
Federal Award Information	25
Awards, Amounts and Durations	26
Continuation Funding Intent	27
Availability of Funds	27
Type of Award	27
Financial Management and System of Internal Controls	27
Budget Information	27
Cost Sharing or Matching Requirement	27
Pre-agreement Costs (also known as Pre-award Costs)	27
Limitation on Use of Award Funds for Employee Compensation: Waiver	28
Prior Approval, Planning, and Reporting of Conference/Meeting/ Training Costs	28
Costs Associated with Language Assistance (if applicable)	28
Eligibility Information	28

Application and Submission Information	29
Content of Application Submission	29
Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov	29
Standard Applicant Information (JustGrants 424 and General Agency Information)	30
Proposal Abstract	30
Proposal Narrative	30
Goal, Objective and Deliverables	33
Budget and Associated Documentation	34
Budget Worksheet and Budget Narrative (Web-based Form)	34
Pre-agreement Costs (also known as Pre-award Costs)	34
Indirect Cost Rate Agreement (if applicable)	35
Consultant Rate	35
Limitation on Employee Compensation; Waiver	35
Financial Management and System of Internal Controls	35
Questionnaire (including applicant disclosure of high-risk status)	35
Disclosure of Process Related to Executive Compensation	35
Memoranda of Understanding (MOUs) and Other Supportive Documents	35
Additional Application Components	36
Curriculum Vitae or Resumes	36
Tribal Authorizing Resolution	36
Timeline Form	36
Letters of Support	36
Research and Evaluation Independence and Integrity Statement	36
Disclosures and Assurances	36
Disclosure of Lobbying Activities	37
DOJ Certified Standard Assurances	37
Applicant Disclosure of Duplication in Cost Items	37
DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing	37
Applicant Disclosure and Justification - DOJ High Risk Grantees	37
How to Apply	37
Submission Dates and Time	38
Experiencing Unforeseen Technical Issues Preventing Submission of an Application	38
Application Review Information	40

Review Criteria	40
Review Process	40
Federal Award Administration Information	41
Federal Award Notices	41
Administrative, National Policy, and Other Legal Requirements	41
Information Technology Security Clauses	42
General Information about Post-Federal Award Reporting Requirements	42
Federal Awarding Agency Contact(s)	42
Other Information	42
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)	42
Provide Feedback to OJP	42
Performance Measures	42
Application Checklist	44
Standard Solicitation Resources	47

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.

With this solicitation, BJA seeks providers to deliver a range of training and technical assistance (TTA), resources, and information to BJA-funded adult treatment courts, veterans treatment courts, community courts, and to the treatment court field at large, as well as to the statewide drug court coordinators who lead this work in their states. Providers for all categories in this solicitation are expected to participate in the BJA Adult Treatment Court Training and Technical Assistance Collaborative (TTA Collaborative) and work together to assist local, state, and tribal courts to plan, implement, and enhance the operations of treatment courts consistent with the most current evidence-based practices to include the National Association of Drug Court Professionals (NADCP Best Practice Standards) and the 10 Key Components of Drug Courts. Selected providers will, with guidance from BJA:

Identify and implement cost-effective training strategies that prioritize and arrange training events for jurisdictions with the highest need.

Identify and maintain a list of expert consultants who will provide technical assistance (TA) support to grantees and represent all treatment court team disciplines.

Expand services to increase access to evidence-based treatment (i.e. medication-assisted treatment) and recovery support services, and achieving racial equity.

Support national and federal partners and the TTA Collaborative on related projects and maintain a presence at conferences, workshops, and training events related to treatment court programs, budgeting travel costs appropriately.

Participate in BJA's GrantStat, which calls for the collection and analysis of performance data and other relevant grant-level information which serves to hold BJA as well as the TTA Collaborative accountable for each BJA grantee's performance as measured against the goals and objectives of their award.

Statutory Authority

Public Law No. 90-351, Title I, Part EE (codified at 34 U.S.C. 10611-10619); Department of Justice Appropriations Act, 2023 (Public Law No. 117-328; 136 Stat. 4459, 4537)

Specific Information

The ATC TTA Initiative provides a wide range of trainings and resources to support the treatment court field. These services help establish and enhance evidence-based treatment courts for individuals involved with the justice system who have substance use disorders, including stimulant and opioid use, and those at risk for overdose, as well as veterans who may have a history of violence and substance use, including those at risk for overdose.

BJA oversees a large and active portfolio of TTA. Consistent with BJA making these awards as cooperative agreements, these awards will be led in close consultation and approval by BJA staff and leaders. Several principles guide BJA's TTA:

Informed by data, needs of the field, and research to provide efficient and consistent delivery of services – TTA partners should actively gather input from grantees and the field and data on relevant systems needs to inform their approaches and the TTA plan's feasibility. Any proposed approaches should employ adult learning theory and research on effective practices, and should leverage technology to enhance the quality of services.

Reach members of the field where they are and reach a broader audience – TTA partners should ensure that their TTA strategies are fair, flexible, and can be useful for persons and agencies with varying levels of capacity and experience. TTA partners should have a diverse team of members who can effectively work with the field and bring creative ideas to expanding the impact of BJA's TTA.

Assess the TTA's impact and make refinements to better accomplish the TTA's goals – TTA partners should have a plan to ensure their TTA strategies are implemented with fidelity, and should assess how well those being served are engaged and applying what is learned. The partners should evaluate the intended outcomes to make refinements to their approach.

Anticipate BJA processes and approvals to proactively manage and share updates and current and relevant information with the field and grantees – TTA partners should use a proactive project management approach to ensure: (1) planning and problem solving are accomplishing grantees' goals; (2) BJA and its grantees are kept up to date on all progress made; (3) TTA is coordinated closely with other BJA partners; and (4) TTA partners make effective use of funds. In addition, the TTA partners should make all resources available to the field in addition to grantees, and should proactively market these resources.

Goals, Objectives, and Deliverables

Goals

To provide adult and veterans treatment courts, community courts, and criminal justice professionals with the resources needed to plan, implement, enhance, and sustain evidence-based treatment court programs for justice-involved individuals and veterans who may have a history of violence and are diagnosed with a substance use disorder.

Objectives

An applicant should address all the objectives listed below in the Goals, Objectives, Deliverables and Timeline web-based form.

The ATC TTA Initiative's objectives are to assist newly established and operational adult and veterans treatment and community court programs to:

Build and maximize program capacity in adherence with the most current evidence-based practices including the NADCP Best Practice Standards and the 10 Key Components of Drug Courts.

Ensure court participants are identified and assessed for risk and need using a validated tool.

Ensure courts provide early and accurate identification of potential veterans for referral to veterans treatment courts, including use of the Veterans Re-Entry Search Service (VRSS).

Build and expand courts' capacity to provide access to evidence-based substance use treatment, including medication-assisted treatment (MAT), as well as training on overdose and overdose prevention.

Ensure courts provide services that reduce stigma and are culturally responsive.

Ensure courts have the resources to provide equivalent access to their treatment programs as measured by the collection and examination of program data.

Ensure court participants receive targeted, evidence-based services.

Enhance the provision of recovery support services.

Ensure the provision of community reintegration services to achieve long-term recovery.

Assist in collecting and reporting on performance measures and identify and explain trends.

Deliverables

The selected TTA providers will support grantees and develop resources for the field. BJA requires all TTA providers to:

Undertake efforts to anticipate, quickly identify, and address challenges that arise during TTA delivery. When challenges arise, the TTA provider should engage in strategies like case conferencing to harness the collective knowledge of its TTA coaches.

Include in all training provided with BJA funding a mechanism for pre- and post-testing of knowledge and other impact assessments.

Require that all TTA provider staff have sufficient subject matter expertise to assist grantees in the execution of their projects. Staff should have the necessary technical skill sets, experience, and tools to effectively coach grantees and assist them in reaching

their goals, including:

A set of diverse staff, trainers, and/or subject matter experts (SMEs) who reflect a mix of experiences and perspectives to be able to effectively reach the communities and practitioners they will serve.

A diverse set of providers and/or SMEs with the skills to provide culturally responsive programming for those who are in the criminal justice system who would benefit from the TTA strategies and related resources.

Understanding of and a plan to manage BJA approval and reporting processes for conferences, training for the field, publications, and online tools.

When needed, external experts. To this end, the TTA providers must utilize a range of vetted local and national subject matter experts, including practitioners, academics, and federal partners. The TTA providers must identify and maintain a list of SMEs whose expertise and experience best fit the needs of the grantees. With BJA's approval, each TTA provider will assign these SMEs to assist grantees and report on and monitor the TTA provided. Their roles will vary across engagements, so the TTA provider must develop protocols to define the scope of their roles, when needed (e.g., advisor to TTA provider, direct assistance to grantees, participating in webinars).

Grounding all strategies with a trauma-informed approach and using restorative justice principles and strategies that center the needs and elevate the voices of the individuals most directly involved in the case, as well as focusing on issues of equity in the justice response.

Provide written reports to BJA on the TTA provided and the status of ongoing activities.

In addition to core deliverable, seek to address responses to requests from practitioners and assist unfunded applicants, in consultation with BJA. Not all ad hoc requests require an extensive response—some might require referral to resources or connection with other agencies for collaboration—but a limited number will require more thorough exploration and response.

Serve as a thought leader and information clearinghouse for relevant research and best practices. TTA providers must:

Create knowledge diffusion products (e.g., fact sheets, webinars) and disseminate them through BJA's networks. All products must be 508 compliant. (See: <https://bj.a.ojp.gov/doc/general-508-guidance-publications-videos.pdf>.)

Disseminate best practices and lessons learned by attending and presenting at national, state, local, tribal, or other conferences and events related to award activities where officials and other stakeholders can learn about successful strategies.

Proactively build field knowledge and capacity in the areas outlined in the

solicitation. This includes coordinating and supporting a presence at national meetings and conferences via workshops, panel presentations, and briefings. The providers must also:

Based on performance reporting trends and TTA needs assessments, propose to and work with BJA on tailoring the TTA strategy to meet emerging needs and trends.

Maintain a listserv of grantees, subgrantees, and key contacts responsible for undertaking grant and related activities, including interested state, local, and tribal contacts, and federal and national partners.

Prepare and submit end-of-year annual reports, in addition to other required reporting. BJA will provide the template for the providers to fill out and submit for BJA review. The report will include best practices and success stories, including site-based activity. The report cycle is based on the calendar year and due January 31.

The FY23 ATC TTA Initiative solicitation includes the following seven grant categories, each specifying additional deliverables:

CATEGORY 1 ADULT TREATMENT COURT FOUNDATIONAL TRAINING (FOUNDATIONAL TRAINING): Competition ID: C-BJA-2023-00068-PROD

Adult Treatment Court Foundational Training trains newly forming adult treatment court teams to understand their roles and responsibilities, and successfully implement and sustain an evidence-based adult treatment court program. The applicant awarded under this category will support BJA grantees and the field at large.

Deliverables: With guidance from BJA, the selected provider will:

Provide core foundational training to all new BJA funded FY2023 Adult Treatment Court Planning and Implementation grantees.

Provide core foundational training to new BJA funded FY2023 Adult Treatment Court Enhancement grantees identified by BJA that require additional support as determined by their grant application.

Deliver a minimum of 30 core foundational trainings to courts seeking to launch a new adult treatment court.

Select and support visits to 10 mentor courts for sites interested in observing and starting an adult treatment court. Mentor courts are courts that the provider will select to serve as national models due to their strict adherence to the NADCP Best Practice Standards and the 10 Key Components of Drug Courts.

Offer up to 10 scholarships to jurisdictions planning to start a new adult treatment court to support their attendance at key annual events such as the National Association of Drug Court Professionals conference.

Work in coordination with the TTA Collaborative.

Ensure the training curricula incorporates resources to support the implementation of evidence-based treatment, recovery management, trauma-informed care, equity and inclusion, and family engagement.

Conduct an annual assessment and modify all existing curricula and online web courses based on the evaluation results, current research, and trends.

Meet quarterly with BJA and the TTA Collaborative to review and assess grantee performance data.

Convene practitioner learning communities, based on their respective projects/programs, to explore best practices and lessons learned.

Create a minimum of five knowledge diffusion products (e.g., fact sheets, webinars) and disseminate them through BJA's networks (annually).

Maintain an online project management tool that helps manage the projects, deliverables, and activities and ensure BJA has access to it.

CATEGORY 2a ADULT TREATMENT COURT TRAINING INITIATIVE (TRAINING INITIATIVE): Competition ID: C-BJA-2023-00069-PROD

The Adult Treatment Court Training Initiative plans, delivers, evaluates, markets, and modifies a menu of adult treatment court training courses and publications for improved team functioning based on what research shows works for more effective treatment court implementation and operations. The applicant awarded under this category will support BJA grantees and the field at large.

Deliverables: With guidance from BJA, the selected provider will:

Deliver a minimum of 50 trainings each year to local jurisdictions requesting operational training to support their adult treatment court programs.

Maintain, update, and offer to the field a menu of 20 BJA-approved treatment court trainings each year including, but not limited to, the following topic areas: Women in Treatment Courts, Ensuring Equity Access and Use of Data Driven Tools, Recruitment and Retention, and Engaging the Family in Treatment Court. For a list of current trainings, please visit: <https://www.ndci.org/resource/training/>.

Develop and offer a training curriculum and pilot that acknowledges and attends to the unique needs of women in treatment courts. The training should be designed based on current research, trends, and feedback from the treatment court field via listening sessions and key stakeholder workgroups.

Develop and offer a research-informed training curriculum and pilot to assist treatment courts to increase referral, retention, and graduation rates for underserved populations,

including Black/African Americans.

Conduct an environmental scan to identify and propose strategies for training to reach other underserved populations, based on current research, trends, and feedback from the treatment court field.

Offer trainings on the implementation and use of a diversity, equity, and inclusion assessment tool for local adult treatment courts. The tool should examine proportional differences in referral, admission, and graduation rates among demographic groups to include reasons individuals do not enter or graduate from adult treatment courts. This information can be used to assist adult treatment courts in developing and implementing remedial strategies.

Offer trainings to assist local treatment courts develop sustainable recovery networks and alumni groups.

Develop TA to serve jurisdictions experiencing a precipitous increase in persons in crisis and for gun violence including the creation and pilot of a training curricula to align with the Bipartisan Safer Communities Act including, but not limited to, mental health, crisis intervention, gun violence, and issues related to domestic violence.

Develop tools to assess and serve persons at risk for violence who are also in crisis and appropriate candidates for treatment courts.

Support the attendance of SMEs to present at statewide sponsored trainings or conferences (events should focus on treatment courts).

Work in coordination with the TTA Collaborative.

Ensure all training curricula incorporates resources to support the implementation of evidence-based treatment, recovery management, trauma-informed care, equity and inclusion, and family engagement.

Conduct an annual assessment and modify all curricula and online web courses based on the evaluation results, current research, and trends.

Meet quarterly with BJA and the TTA Collaborative to review and assess grantee performance data.

Convene practitioner learning communities, based on their respective projects/programs, to explore best practices and lessons learned.

Maintain an online project management tool that helps manage the projects, deliverables, and activities and ensure BJA has access to it.

Develop a comprehensive marketing strategy to promote the annual release of the Adult Treatment Court Discretionary Grant Program solicitation. The strategy should describe coordination with key and non-traditional stakeholders in the treatment court field, their roles, and the methods used to promote the solicitation. This may include coordination with

members of the TTA Collaborative.

CATEGORY 2b NATIONAL TREATMENT COURT RESOURCE CENTER (RESOURCE CENTER): Competition ID: C-BJA-2023-00070-PROD

The Resource Center serves as an information repository for criminal justice and treatment court professionals, providing access to a wide variety of resources.

Deliverables: With guidance from BJA, the selected provider will:

Manage the National Drug Court Resource Center (NDCRC) website.

Provide treatment court practitioners access to resources that are essential for the field to address crime related to opioid, stimulant, and other substance use.

Maintain the national treatment court database of program information located on the NDCRC website.

Coordinate with BJA to update and maintain the searchable online map of U.S. treatment courts located on the NDCRC website.

Update the Painting the Current Picture: A National Report on Treatment Courts in the United States (PCP) and publish the findings every other year.

Develop a dissemination plan for PCP to include an executive summary, final report, BJA briefing, and two professional conference presentations. The plan should also include the proposed format of the publications (i.e., court types, state reports, etc.).

Develop and disseminate annually a minimum of 10 fact sheets, videos, statutory and case law development, podcasts, and interactive webinars on emerging topics in the treatment court field employing evidence-based practices.

Coordinate the Adult Treatment Court Discretionary Grant Program solicitation webinar each year.

Produce the annual Drug Court Review using relevant and cutting-edge research.

Work in coordination with the TTA Collaborative.

Coordinate four regional (e.g., Northeast, Midwest, South, and West) virtual grantee meetings to include the TTA Collaborative and relevant BJA staff. The purpose of the meetings will be to provide grant-related updates, present promising practices, share resources, address grant-related concerns, and assess potential TA needs.

Support the attendance of SMEs to present at state-sponsored trainings or conferences, and potentially other regional or local training (events should have a focus on treatment courts).

Ensure information posted to the Resource Center covers topics on evidence-based treatment, recovery management, trauma-informed care, equity and inclusion, and family engagement.

Convene practitioner learning communities, based on their respective projects/programs, to explore best practices and lessons learned.

Maintain an online project management tool that helps manage the project/deliverables/activities and ensure BJA has access to it.

Develop a comprehensive marketing strategy to promote the annual release of the Adult Treatment Court Discretionary Grant Program solicitation. The strategy should describe coordination with key and non-traditional stakeholders in the treatment court field, their roles, and the methods used to promote the solicitation. This may include coordination with members of the TTA Collaborative.

CATEGORY 3 ADULT TREATMENT COURT SITE-BASED TECHNICAL ASSISTANCE (SITE-BASED TA): Competition ID: C-BJA-2023-00071-PROD

Site-Based TA provides support to all newly funded and existing adult treatment court grantees to ensure that their courts are operating consistent with the treatment court model and adhering to the NADCP Best Practice Standards and the 10 Key Components of Drug Courts.

Deliverables: With guidance from BJA, the selected provider will:

Deliver intensive TA to newly funded and existing Adult Treatment Court Discretionary Grant Program grantees, while also identifying and delivering services to the treatment court field at large (annually).

Develop individualized TA work plans for each new grantee based on the goals outlined in its funded application. The work plan should be presented to each grantee, revised as needed, and agreed to by the grantee. Work plans should include checklists to help each grantee execute key tasks. Please note that BJA may require the selected provider to submit for review and approval the proposed TA work plans, protocols, or strategies in advance of disseminating them to and implementing them with grantees.

Support grantees in the early stages of their award in completing their implementation guides and ensure the grantees address governance, program design, performance measures collection, and sustainability. Assign each grantee a TA coach to assess and identify its TA needs, including a summary of the assessment findings for the grantee and recommended next steps, to improve program performance that will be shared with BJA. Each coach should have the skills and time needed to move their assigned grantees toward their goals. TA coaches should have consistent, scheduled monthly calls with grantees. Email check-ins may be substituted occasionally, as logistics require. Assigned coaches must provide follow-up information regarding the grantees' implementation of the previously provided recommendations. Prior to assigning coaches, the award recipient must provide BJA with a list of TA coaches/ consultants and their expertise.

Convene grantee learning communities, based on their respective projects/programs, to explore best practices and lessons learned.

In consultation with BJA, the TA provider must design a process to evaluate requests for limited assistance from unfunded jurisdictions and agencies, triage requests that are received and respond to them efficiently and effectively, and produce regular (i.e., quarterly) written reports that summarize the support provided.

Assist grantees in the collection of performance measures data for submission to the Performance Measurement Tool (PMT) and JustGrants.

Develop a TA plan to assess key research-based components for each adult treatment court type. The TA plan should include an initial assessment to determine the current capacity and need of each adult treatment court to ensure fidelity to the treatment court model, including ensuring each adult treatment court demonstrates a plan to collect and examine access and retention data to identify and eliminate disparities that exist for race, color, religion, national origin, sexual orientation, gender, gender identity, or disability in admission protocols or elsewhere in the adult treatment court program.

Generate an annual report based on the results of the fidelity assessments of the 10 key components of each newly funded treatment court and identify innovations and areas for focus in the program.

Coordinate the orientation meeting each year for new Adult Treatment Court Discretionary Grant Program grantees.

Work in coordination with the TTA Collaborative.

Ensure the TA incorporates resources to support the implementation of evidence-based treatment, recovery management, trauma-informed care, equity and inclusion, and family engagement.

Conduct an annual assessment and modify all TA and online web courses based on evaluation results, current research, and trends.

Convene practitioner learning communities, based on their respective projects/programs, to explore best practices and lessons learned.

Maintain an online project management tool that helps manage the project/deliverables/activities and ensure BJA has access to it.

Develop a comprehensive marketing strategy to promote the annual release of the Adult Treatment Court Discretionary Grant Program solicitation. The strategy should describe coordination with key and non-traditional stakeholders in the treatment court field, their roles, and the methods used to promote the solicitation. This may include coordination with members of the TTA Collaborative.

CATEGORY 4 ADULT TREATMENT COURT STATE-BASED TECHNICAL ASSISTANCE AND RESEARCH CAPACITY (STATE-BASED TA): Competition ID: C-BJA-2023-00072-PROD

State-Based TA provides support to states and state drug court coordinators to establish performance standards for statewide treatment courts, implement fidelity assessment processes, develop statewide training programs for treatment court teams, engage in statewide strategic planning, implement evidence-based practices, support statewide data collection and evaluation efforts, and build statewide treatment court capacity.

Deliverables: With guidance from BJA, the selected provider will:

Develop individualized TA work plans for each grantee based on the goals outlined in its funded application. The work plan should be presented to each grantee, revised as needed, and agreed to by the grantee. Work plans should include checklists to help each grantee execute key tasks. Please note that BJA may require the selected provider to submit for review and approval the proposed TA work plans, protocols, or strategies in advance of disseminating them to and implementing them with grantees.

Support grantees in completing their implementation guides and ensure the grantees address governance, program design, performance measures collection, and sustainability.

Assign each grantee a TA coach to assess and identify its TA needs, including a summary of the findings for the grantee and recommended next steps, to improve program performance that will be shared with BJA. Each coach should have the skills and time needed to move their assigned grantees toward their goals. TA coaches should have consistent, scheduled monthly calls with grantees. Email check-ins may be substituted occasionally, as logistics require. Assigned coaches must provide follow-up information regarding the grantees' implementation of the previously provided recommendations. Prior to assigning coaches, the award recipient must provide BJA with a list of TA coaches/consultants and their expertise.

Convene grantee learning communities, based on their respective projects/programs, to explore best practices and lessons learned.

In consultation with BJA, the TA provider must design a process to evaluate requests for limited assistance from unfunded jurisdictions and agencies, triage requests that are received and respond to them efficiently and effectively, and produce regular (i.e., quarterly) written reports that summarize the support provided.

Assist grantees in the collection of performance measures data for submission to the Performance Measurement Tool (PMT) and JustGrants.

Provide cost-effective TA to support the fidelity assessment; tracking outcomes, including recidivism; and enhancing and expanding the capacity of state courts that have awards for local court operations as new statewide grantees.

Support the treatment court needs of state drug court coordinators and other state agencies.

Develop and maintain partnerships with states and U.S. territories to assess, develop, and/

or enhance their capacity to collect consistent data to support future research, evaluations, and analysis on treatment court operations.

Produce a minimum of two practitioner-friendly publications and resources on trending topics each year and convene quarterly meetings of state drug court coordinators.

Work in coordination with the TTA Collaborative.

Offer up to five scholarships each year for states to attend the fall Statewide Drug Court Coordinators meeting.

Support efforts to continue providing TA and research support to state drug court coordinators to collect data from local and tribal treatment courts, to conduct analysis to inform their work, and to enhance the capacity to facilitate national recidivism and treatment court outcome trend studies. This may include conducting evaluability assessments, building training tools to support state coordination of national studies, and implementing recommendations from prior surveys.

Offer TA on the implementation and use of a diversity, equity, and inclusion assessment tool for state treatment courts.

Support the attendance of SMEs to present at state-sponsored trainings or conferences. The events should have a focus on treatment courts.

Ensure the training curricula incorporates resources to support the implementation of evidence-based treatment, recovery management, trauma-informed care, equity and inclusion, and family engagement.

Develop training curricula for states aligned with the Bipartisan Safer Communities Act to include, but not limited to, mental health, crisis intervention, gun violence, and issues related to domestic violence.

Conduct an annual assessment and modify TA based on the evaluation results, current research, and trends.

Meet quarterly with BJA and the TTA Collaborative to review and assess grantee performance data.

Convene practitioner learning communities, based on their respective projects/programs, to explore best practices and lessons learned.

Maintain an online project management tool that helps manage the project/deliverables/activities and ensure BJA has access to it.

Develop a comprehensive marketing strategy to promote the annual release of the Adult Treatment Court Discretionary Grant Program solicitation. The strategy should describe coordination with key and non-traditional stakeholders in the treatment court field, their roles, and the methods used to promote the solicitation. This may include coordination with members of the TTA Collaborative.

CATEGORY 5 VETERANS TREATMENT COURT TRAINING AND TECHNICAL ASSISTANCE (VETERANS TREATMENT COURT TTA): Competition ID: C-BJA-2023-00073-PROD

Veterans Treatment Court TTA provides support to veterans through coordination with the U.S. Department of Veterans Affairs (VA) and court services to address veterans' needs and ensure services are consistent with the VTC model to include the NADCP best practice standards and the VTC 10 Key Components. The applicant awarded under this category will support BJA grantees and the field at large.

Deliverables: With guidance from BJA, the selected provider will:

Deliver TTA consistent with the VTC model to include the NADCP Best Practice Standards and the VTC 10 Key Components.

Develop individualized TTA work plans for each grantee based on the goals outlined in its funded application. The work plan should be presented to each grantee, revised as needed, and agreed to by the grantee. Work plans should include checklists to help each grantee execute key tasks. Please note that BJA may require the selected provider to submit for review and approval the proposed TTA plans, protocols, or strategies in advance of disseminating them to and implementing them with grantees.

Support grantees in completing their implementation guides and ensure the grantees address governance, program design, performance measures collection, and sustainability.

Assign each grantee a TTA coach to assess and identify its TTA needs, including a summary of the findings for the grantee and recommended next steps, to improve program performance that will be shared with BJA. Each coach should have the skills and time needed to move their assigned grantees toward their goals. TTA coaches should have consistent, scheduled monthly calls with grantees. Email check-ins may be substituted occasionally, as logistics require. Assigned coaches must provide follow-up information regarding the grantees' implementation of the previously provided recommendations. Prior to assigning coaches, the award recipient must provide BJA with a list of TTA coaches/consultants and their expertise.

Convene grantee learning communities, based on their respective projects/programs, to explore best practices and lessons learned.

In consultation with BJA, the TTA provider must design a process to evaluate requests for limited assistance from unfunded jurisdictions and agencies, triage requests that are received and respond to them efficiently and effectively, and produce regular (i.e., quarterly) written reports that summarize the support provided.

Assist grantees in the collection of performance measures data for submission to the Performance Measurement Tool (PMT) and JustGrants.

Develop a TTA plan to assess key research-based components for each VTC type. The TTA plan should include an initial assessment to determine the current capacity and need of

each VTC to ensure fidelity to the treatment model. The TTA plan should include follow-up support from a TTA coach.

Deliver a minimum of 50 trainings each year to local jurisdictions that request operational training to support their VTC program or request expertise when launching a new VTC.

Deliver a minimum of 10 trainings each year that are designed to provide individuals serving as veteran mentors with the knowledge and skills to support veterans participating in a VTC program.

Offer intensive TTA to a pool of approximately 75 operational VTC grantees while also identifying and delivering support services to veterans involved in the criminal justice system and to the field at large.

Deliver intensive TA to newly funded and existing VTCs.

Work in coordination with the TTA Collaborative.

Collaborate with BJA and its partner, the U.S. Department of Veterans Affairs, to develop and/or enhance training specific to the needs of the Veterans Justice Outreach (VJO) specialist as members of the VTC team; and to conduct outreach and education to the field to ensure veterans have access to VTC programming by using VRSS and the Status Response Exchange System.

Offer VTC-related sessions during the annual NADCP conference, to include a session specific to the VJO specialists.

Explore barriers impacting veterans access to services and work with BJA and the VA to develop a plan to expand services to veterans that cannot or do not have access to VA resources.

Offer TTA on the implementation and use of a diversity, equity, and inclusion assessment tool for veterans eligible to access VTCs.

Develop and offer a training course to address the specific needs of women in VTCs. The training should be designed based on current research, trends, and feedback from the treatment court field via listening sessions and key stakeholder workgroups.

Provide TA to assist VTCs develop the capacity to expand services to veterans who are not accessing VTCs (women, parents, and persons of color).

Ensure the training curricula incorporates resources to support the implementation of evidence-based treatment, recovery management, trauma-informed care, equity and inclusion, and family engagement.

Support and eventually take the lead to expand the VTC training curricula and technical assistance to align with the Bipartisan Safer Communities Act to include, but not limited to, mental health, crisis intervention, gun violence, and issues related to domestic violence. This work will be led by the current TTA provider in the beginning of the project period.

Support court visits to five mentor courts for sites interested in observing and starting a veterans treatment court.

Coordinate the New VTC Grantee Orientation meeting to include all members of the TTA Collaborative.

Conduct an annual assessment and modify all curricula and online web courses based on evaluation results, current research, and trends.

Meet quarterly with BJA and the TTA Collaborative to review and assess grantee performance data.

Convene practitioner learning communities, based on their respective projects/programs, to explore best practices and lessons learned.

Maintain an online project management tool that helps manage the project/deliverables/activities and ensure BJA has access to it.

Develop a comprehensive marketing strategy to promote the annual release of the BJA VTC solicitation. The strategy should describe coordination with key stakeholders in the treatment court field, their roles, and the methods used to promote the solicitation.

CATEGORY 6 NATIONAL COMMUNITY COURTS TRAINING AND TECHNICAL ASSISTANCE (COMMUNITY COURT TTA) PROGRAM: Competition ID: C-BJA-2023-00074-PROD

The Community Court TTA is designed to help judges, court personnel, and other partners to plan, implement, sustain, enhance, and evaluate problem-solving justice initiatives that link justice-involved individuals to treatment, alternative sanctions, and other services in order to reduce substance use, crime, and incarceration. Applicants should be capable of providing TTA in all settings (including rural) where assistance in building capacity may be needed.

Deliverables: With guidance from BJA, the selected provider will:

Develop individualized TTA work plans for each grantee based on the goals outlined in its funded application. The work plan should be presented to each grantee, revised as needed, and agreed to by the grantee. Work plans should include checklists to help each grantee execute key tasks. Please note that BJA may require the selected provider to submit for review and approval the proposed TTA plans, protocols, or strategies in advance of disseminating them to and implementing them with grantees.

Support grantees in completing their implementation guides and ensure the grantees address governance, program design, performance measures collection, and sustainability.

Assign each grantee a TTA coach to assess and identify grantee TTA needs, including a summary of the findings for the grantee and recommended next steps, to improve program performance that will be shared with BJA. Each coach should have the skills and time needed to move their assigned grantees toward their goals. TTA coaches should have

consistent, scheduled monthly calls with grantees. Email check-ins may be substituted occasionally, as logistics require. Assigned coaches must provide follow-up information regarding the grantees' implementation of the previously provided recommendations. Prior to assigning coaches, the award recipient must provide BJA with a list of TTA coaches/consultants and their expertise.

Convene grantee learning communities based on their respective projects/programs to explore best practices and lessons learned.

In consultation with BJA, the TTA provider must design a process to evaluate requests for limited assistance from unfunded jurisdictions and agencies, triage requests that are received and respond to them efficiently and effectively, and produce regular (i.e., quarterly) written reports that summarize the support provided.

Assist grantees in the collection of performance measures data for submission to the Performance Measurement Tool (PMT) and JustGrants.

Host webinars about the Community Courts Initiative, including orientation webinars to onboard new grantees within the first 60 days of their receipt of a grant award and webinars to market new funding opportunities to the field.

Assess grantee capacity for data collection and performance measure reporting during site visits and phone calls and make recommendations for improvement.

Assist grantees in disseminating information and updates about their projects within their community throughout the life of their projects.

Maintain online resources for jurisdictions interested in establishing a community court, which highlight publications, tools, research, and key websites, that can be used to ensure their programs draw on evidence-based practices and the experiences of other jurisdictions.

In close consultation with BJA, propose and develop a minimum of three original publications or white papers to address current or emerging community court topics.

Propose and facilitate a presence at national, state, local, tribal, or other conferences and events related to community court activities. This includes planning and convening a national summit for up to 250 participants on community courts and community justice programs.

Host up to 10 community court teams of 5 staff members each for structured peer-to-peer site visits to established mentor community courts.

Routinely update BJA about grantees' needs, TTA responses, and overall progress.

Participate in BJA-led performance reviews tracking grantee or program performance using several key indicators.

Conduct an annual assessment, and then modify all curricula and online web courses based on the evaluation results, current research, and trends.

Meet quarterly with BJA to review and assess grantee performance data.

Maintain an online project management tool that helps manage the project/deliverables/ activities and ensure BJA has access to it.

Develop a comprehensive marketing strategy to promote the annual release of the BJA Community Courts Initiative solicitation. The strategy should describe coordination with key stakeholders in the treatment court field, their roles, and the methods used to promote the solicitation.

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 projects and activities funded under this solicitation. For additional information and applicable documentation to be included in the application, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

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*

In support of this [Executive Order](#), OJP will provide priority consideration when making award decisions to the following:

A. Applications that propose project(s) that are designed to 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.

To receive this consideration, the applicant must describe how the proposed project(s) will address potential racial inequities and contribute to greater access to services and

opportunities for communities that have been historically underserved, marginalized, and adversely affected by inequality, and identify how the project design and implementation will specifically incorporate the input or participation of those communities and populations disproportionately impacted by crime, violence, and the criminal justice system overall. Examples addressing this requirement include, but are not limited to, the following: budgeted project planning and/or implementation meetings with community stakeholders representing historically underserved and marginalized communities; outreach and/or public awareness campaigns specifically tailored to historically underserved and marginalized communities to encourage participation in the proposed project(s); budgeted incorporation of members representing historically underserved and marginalized communities in program evaluation, surveys, or other means of project feedback; and partnership with organizations that primarily serve communities that have been historically underserved, marginalized, and adversely affected by inequality.

B. Applicants that demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because they (or at least one proposed subrecipient that will receive **at least 40%** of the requested award funding, as demonstrated in the Budget Web-Based Form) identify 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 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 the purposes of this solicitation as private nonprofit or tribal organizations whose primary purpose as a whole is to provide culturally specific services to racial and ethnic groups, including, among others, Black people, Hispanic and Latino people, Native American and other Indigenous peoples of North America (including Alaska Native, Eskimo, and Aleut), Asian Americans, Native Hawaiians, and/or Pacific Islanders.

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 does not guarantee 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-2023-00068-PROD	Category 1: Foundational Training	1	\$2,750,000	10/1/23 12:00 AM	24
C-BJA-2023-00069-PROD	Category 2a: Training Initiative	1	\$3,500,000	10/1/23 12:00 AM	24
C-BJA-2023-00070-PROD	Category 2b: Resource Center	1	\$1,750,000	10/1/23 12:00 AM	24
C-BJA-2023-00071-PROD	Category 3: Site-based TA	1	\$3,500,000	10/1/23 12:00 AM	24
C-BJA-2023-00072-PROD	Category 4: State-based TA	1	\$3,400,000	10/1/23 12:00 AM	24
C-BJA-2023-00073-PROD	Category 5: Veterans Treatment Court TTA	1	\$4,500,000	10/1/23 12:00 AM	24
C-BJA-2023-00074-PROD	Category 6: Community Court TTA	1	\$2,500,000	10/1/23 12:00 AM	24

Awards, Amounts and Durations

Anticipated Number of Awards

Up to 7

Anticipated Maximum Dollar Amount of Awards

\$2,750,000 for Category 1, \$3,500,000 for Category 2a, \$1,750,000 for Category 2b, \$3,500,000 for Category 3, \$3,400,000 for Category 4, \$4,500,000 for Category 5, and \$2,500,000 for Category 6

Period of Performance Start Date

10/1/23

Period of Performance Duration (Months)

24

Anticipated Total Amount to be Awarded Under Solicitation

\$17,000,000

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 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.

Type of Award

BJA expects to make awards under this solicitation as cooperative agreements, which provide for OJP to have substantial involvement in carrying out award activities. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for additional information.

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

The applicant should identify within their budget which items, services, etc., will/would be covered by matching sources and explain what type of match will be provided.

Cost Sharing or Matching Requirement

This solicitation does not require a match.

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

See the [OJP Grant Application Resource Guide](#) for 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](#) for 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.

Each entity should be able to demonstrate expertise in assisting communities to plan, implement, and enhance adult treatment courts, veterans treatment courts, and community court services, including service coordination, management of court participants, and recovery support services.

BJA is seeking applications from entities that have:

- Expert knowledge of treatment courts, including the type or types of courts to be served.

- Extensive experience in brokering and developing technical assistance.

- Experience in the identification and implementation of best practices.

- Program documentation, resource compilation, data collection, and information dissemination experience.

- Experience, expertise, and the infrastructure to support the management of subrecipients.

- The willingness to work with BJA and other partners as a member of a training and technical assistance collaborative.

Expert knowledge on the sustainability of treatment courts.

BJA welcomes applicants whose proposals include collaboration with multiple providers in one application, but they must provide the range of expertise and experience to complete all the objectives under each category.

Notice regarding law enforcement agencies: 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 2023 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.

Application and Submission Information

Content of Application Submission

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 Web-Based Form (The web-based form includes the budget details and the budget narrative.)
- Timeline (web-based form)

If OJP determines that an application does not include these elements, it will neither proceed to peer review, nor receive further consideration.

Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov

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 their 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 its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known) — must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [OJP Grant Application Resource Guide](#) for an example of a proposal abstract.

List the category of funding requested.

Clearly describe any potential partnerships and how the agency and its mission will contribute to the overall goals of the TTA Collaborative which is to collectively assist operational adult treatment courts, veterans treatment courts, and community court programs in the development and implementation of improved practices for increased program effectiveness and long-term participant success. The applicant should also describe how it will collaborate with consultants, other partners, and organizations to assist local, state, and tribal criminal justice system officials and treatment professionals with the implementation of evidence-based practices.

The applicant should describe its agency experience in the following areas: (1) ability to provide interactive adult treatment court, veterans treatment court, and community court training services based on adult learning theory; (2) ability to tailor assistance to the target audience; (3) ability to develop and expand online and distance learning resources; and (4) ability to develop uniform protocols for evaluating and reporting on programming and treatment court trends.

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 numbered pages. 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 applicant may include tables, charts, and graphs as part of the proposal narrative, but they must be in a legible font no smaller than 12-point. These items will count toward the page limit unless included as an attachment.

The Proposal Narrative must include the following sections:

a. Description of the Issue

Describe why these proposed activities are necessary (significance/value) or address a need.

Describe the overall challenges facing communities in the United States related to drug-involved crime and their need to develop, implement, and enhance strategies such as treatment courts to address these issues. Include supporting information.

Category 1 (Foundational Training): Describe in detail the need for transferring knowledge and providing training to jurisdictions seeking to plan a new adult treatment court and grantees identified by BJA that require additional support as determined by their applications. Describe the challenges communities face in planning and implementing local adult treatment courts and the need for responsive training.

Category 2a (Training Initiative): Provide a thorough understanding of the need for transferring knowledge and providing training to operational adult treatment court practitioners. Describe the challenges communities face in implementing and enhancing local adult treatment courts and the need for responsive training.

Category 2b (Resource Center): Describe the challenges of disseminating information in such a way to reduce the time to adoption of adult treatment courts as an evidence-based practice and maintaining fidelity to the treatment models. Describe the challenges adult treatment court practitioners face in accessing information and resources and the need to have national trend data and coordinated information dissemination.

Category 3 (Site-based TA): Describe the challenges communities face in implementing and enhancing adult treatment courts consistent with the treatment model, to a broad eligible audience, and the need for TA.

Category 4 (State-based TA): Describe the role of states in supporting the development, enhancement, and quality of adult treatment courts including TA and research to enhance operations.

Category 5 (Veterans Treatment Court TTA): Describe the challenges communities face in implementing and enhancing veterans treatment courts and the need for TTA.

Category 6 (Community Court TTA): Describe the challenges communities face in implementing and enhancing community courts and the need for TTA.

b. Project Design and Implementation

Describe the strategy to address the needs identified in the Description of the Issue section. List the activities and describe how they relate to the stated objectives. Activities are the specific actions to be undertaken to fulfill the program's objectives and reach the program's goal(s). Provide a detailed description of the method(s) to be used to carry out each activity. Provide a timetable indicating roughly when the activities or program milestones are to be accomplished.

The application should reflect a design which is consistent with the most current data and research related to treatment courts. Describe how the approach will be created and implemented to ensure fidelity to the treatment court model and solicitation goals.

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 the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality, and identify how the project design and implementation will specifically incorporate the input or participation of these communities.

c. Capabilities and Competencies

Describe the capabilities and competencies required to accomplish the goals and objectives of the project.

Describe how the applicant will bring the required capabilities and competencies needed to successfully implement the deliverables in a timely, high quality manner. Provide specific information including:

Describe the management structure, staffing, and in-house or contracted capacity to complete each of the potential trainings or proposed projects.

Describe the qualifications/capabilities of any proposed subrecipient(s). This should tie clearly to any relevant Memorandums of Understanding or Letters of Support from the relevant partners.

Illustrate the ability to effectively manage complex training/technical assistance/resource center programs and projects.

Detail the organization's experience to support successful completion of training programs and projects.

Outline how the organization will recruit and partner with consultants and/or experienced treatment court organizations to provide training/technical assistance/resource center support.

Describe how the applicant will coordinate with other partnering agencies to identify

emerging issues, common trends and themes within the treatment court portfolio, and direct assistance to practitioners to respond to treatment courts' needs.

Provide specific examples of the organization's experience partnering with other entities to produce products (training/technical assistance/resource center).

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 40% of the project budget) will enhance its ability to implement the proposed project(s), should also specify which populations are intended or expected to be served or have their needs addressed under the proposed project(s), and should include the website address (if applicable) and formal or informal mission statement or principles of the culturally specific organization.

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

Describe the process for measuring project performance. Identify who will collect the data; who is responsible for performance measurements; and how the information will be used to guide and evaluate the project's impact. Describe the process to accurately report data.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included as a notification that award recipients will be required to submit performance data as part of each award's reporting requirements. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

OJP will require each award recipient 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 for an overview of performance measurement activities at OJP.

BJA will require award recipients to submit performance measure data in the TTA Reporting Portal and separately submit a semi-annual performance report in JustGrants. BJA will provide further guidance on the post-award submission process, if the applicant is selected for award. A list of performance measure questions for this program can be found [here](#).

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](#).

Goal, Objective and Deliverables

The applicant will submit the project's goals, objectives, deliverables and timeline in the JustGrants web-based form. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the

[Application Submission Job Aid](#) for step-by-step directions.

Goals. The applicant should describe the project's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

Program Objectives. The applicant should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be measurable and clearly linked to the goal.

Deliverables. Project deliverables refer to outputs—tangible or intangible—that are submitted within the scope of a project.

Budget and Associated Documentation

Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the objectives of the program. The total amount being requested must be identified on the SF-424 and proposal abstract. Applicants must submit the Budget Worksheet and Budget Narrative in the web-based form.

Applicants should become familiar with the rules and timelines for conference cost approval and reporting, and the application should reflect sufficient time and resources to complete these approvals on a timely basis

Budget Worksheet and Budget Narrative (Web-based Form)

The applicant will complete the JustGrants web-based budget form. For additional information, see the [OJP Grant Application Resource Guide](#) and the [Complete the Application in JustGrants – Budget](#) training.

If the applicant is seeking priority consideration under Priority 1(A) and has proposed activities (such as community or stakeholder meetings, community outreach or public awareness campaigns, community participation in project design, implementation, or evaluation, etc.) to incorporate the input and participation of communities that have been historically underserved, marginalized, and adversely affected by inequality, financial support for the identified activities and participation must be reflected in the web-based budget form.

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 reflect a minimum of 40% of award funding**. The budget narrative must also describe how the activities that will be funded with the (minimum) 40% of award funding provided to the subrecipient **specifically relate to the priority consideration requested** and described in the Capabilities and Competencies section of the application.

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

See the section on Costs Requiring Prior Approval in the [DOJ Grants Financial Guide](#)

[Post Award Requirements](#) for more information.

Indirect Cost Rate Agreement (if applicable)

If applicable, the applicant will upload their indirect cost rate agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for more information on indirect costs.

Consultant Rate

See the [DOJ Grants Financial Guide](#) for information on the consultant rates which require prior approval from OJP.

Limitation on Employee Compensation; Waiver

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.

Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)

The applicant will download the questionnaire, complete it, and upload 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 upload a description of the process used to determine executive compensation as an attachment in JustGrants. See the “Application Attachments” section of the [OJP Grant Application Resource Guide](#) for information.

Memoranda of Understanding (MOUs) and Other Supportive Documents

Applicants should include for each named partner, a signed Memorandum of Understanding (MOU), Letter of Intent, or subcontract that confirms the partner’s agreement to support the project through commitments of staff time, space, services, or other project needs. For applications submitted from two or more entities, applicants are encouraged to develop and submit signed MOUs or signed Letters of Intent that provide a detailed description of how the agencies will work together to meet project requirements.

Each MOU or Letter of Intent should include the following: (1) names of the organizations involved in the agreement; (2) scope of the direct service(s) and other work to be

performed under the agreement; (3) duration of the agreement. Subcontracts, MOUs, or Letters of Intent should be submitted as one separate attachment to the application.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes

Provide resumes of key personnel.

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 upload the tribal authorizing documentation as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

Timeline Form

A timeline is required and should outline when the objectives will be met during the program period. It must summarize the major activities, responsible parties, and expected completion dates for the principal tasks required to plan, and/or implement and manage the ATC TTA program.

Letters of Support

Applicants should include, for each named partner entity, a signed Letter of Support that confirms the partner's agreement to support the project through commitments of staff time, space, services, or other project needs. Applications submitted from two or more entities are encouraged to submit signed Letters of Support that provide a detailed description of how the agencies will work together to meet project requirements.

Each Letter of Support should include the following: (1) names of the organizations involved in the agreement; (2) scope of the direct service(s) and other work to be performed under the agreement; (3) duration of the agreement. Letters of Support should be signed and then submitted as a separate attachment to the application.

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 upload documentation of its research and evaluation independence and integrity as an attachment in JustGrants. For additional information, see the [OJP Grant Application Resource Guide](#).

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. Once the applicant submits in Grants.gov, this information will pre-pend into JustGrants. 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; Drug-Free Workplace Requirements; Law Enforcement and Community Policing

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

Applicant Disclosure and Justification - DOJ High Risk Grantees

If applicable, submit the DOJ High Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High Risk Grantee is an award recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance; financial instability; management system or other internal control deficiencies; noncompliance with award terms and conditions on prior awards or is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) for additional information.

How to Apply

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

Step 1: After registering with SAM, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html> by the Grants.gov deadline. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at JustGrants.usdoj.gov by the JustGrants deadline.

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from DIAMD-NoReply@usdoj.gov with instructions on how to create a JustGrants account. Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted.

Submit the complete application package in JustGrants at least 24 – 48 hours prior to the JustGrants deadline. Some of the application components will be entered directly into JustGrants, and others will require uploading attached documents. Therefore, applicants will need to allow ample time before the JustGrants deadline to prepare each component. Applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants.

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 p.m. eastern time on May 2, 2023.

The **full application** must be submitted in JustGrants by 8:59 p.m. eastern time on May 10, 2023.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates with sufficient time to correct any 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. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration process in sufficient time (i.e., waiting until the date identified in this solicitation) is not an acceptable reason for late submission.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application

OJP will only consider requests to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented application submission.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes a tracking number generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks; and for this reason applicants are encouraged to email the appropriate service desk, even if they also intend to call the service desk for phone support. Experiencing wait times for phone support does not relieve the applicant of the responsibility of getting a tracking number.

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

- SAM.gov - contact the [SAM Help Desk \(Federal Service Desk\)](#), Monday – Friday from 8 a.m. to 8 p.m. ET at 866-606-8220.
- Grants.gov - contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or support@grants.gov.
- JustGrants - contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833-872-5175, Monday – Friday from 7 a.m. to 9 p.m. ET and Saturday, Sunday, and Federal holidays from 9 a.m. to 5 p.m. ET.

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at grants@ncjrs.gov within **24 hours of the Grants.gov deadline** to request approval to submit after the deadline.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at grants@ncjrs.gov within 24 hours of the JustGrants deadline to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must -

- describe the technical difficulties experienced,
- include a timeline of the applicant's submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded),
- include an attachment of the complete grant application and all the required documentation and materials,
- include the applicant's Unique Entity Identifier (UEI), and

- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue or that does not submit a waiver request within the required time period will be 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

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. Statement of the Problem/Description of the Issue (15%) - evaluate the applicant’s understanding of the program/issue to be addressed.
2. Project Design and Implementation (40%)- evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (25%) - evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation’s Performance Measures (15%) - evaluate the applicant’s understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (5%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

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, if applicable), available funding, past performance, pre-award risk rating, and the extent to which the Budget Web-Based form accurately explains 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 entity. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, OJP checks whether the applicant entity 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 entity 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 its organization 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 entity.

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

Generally, award notifications are made by the end of the current Federal fiscal year, September 30th. 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 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 more information.

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, semi-annual 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), contact information for Grants.gov, and 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.

Performance Measures

A list of performance measure questions for this program can be found at: <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/TreatmentCourt-Measures.pdf>.

Application Checklist

BJA FY 2023 Adult Treatment Court Planning, Training, Technical Assistance, and Resource Center Initiative

This application checklist has been created as an aid in developing an application. For more information, reference [the OJP Application Submission Steps in the OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Pre-Application

Before Registering in Grants.gov:

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

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](#))

Find the Funding Opportunity

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s)
- Select the correct Competition ID for Category 1: C-BJA-2023-00068-PROD, Category 2a: C-BJA-2023-00069-PROD, Category 2b: C-BJA-2023-00070-PROD, Category 3: C-BJA-2023-00071-PROD, Category 4: C-BJA-2023-00072-PROD, Category 5: C-BJA-2023-00073-PROD, and Category 6: C-BJA-2023-00074-PROD.
- 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/financialguidedoj/iii-postaward-requirements#6g3y8> (see [OJP Grant Application Resource Guide](#))

Review the Overview of Post-Award Legal Requirements

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2023 Awards](#)" in the [OJP Funding Resource Center](#).

Review the Scope Requirement

- The federal amount requested is within the allowable limit(s) of \$2,750,000 for Category 1, \$3,500,000 for Category 2a, \$1,750,000 for Category 2b, \$3,500,000 for Category 3, \$3,400,000 for Category 4, \$4,500,000 for Category 5, and \$2,500,000 for Category 6.

Review Eligibility Requirement:

- Review the Eligibility section on the cover page and Eligibility Information section in the solicitation.

~~~~~

### **Application Step 1**

Submit the **SF-424** and **SF-LLL** in Grants.gov

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov**

*Within 48 hours after the SF-424 and SF-LLL submission in Grants.gov, receive four (4) Grants.gov email notifications:*

- a submission receipt
- a validation receipt
- a grantor agency retrieval receipt
- an agency tracking number assignment

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

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

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- Proceed to Application Step 2 and complete application in JustGrants

### **Application Step 2**

Submit the following information in JustGrants:

Application Components

- Standard Applicant information (SF-424 information from Grants.gov)
- **Proposal Abstract\***
- **Proposal Narrative\***

## Budget and Associated Documentation

- **Budget Web-Based form\***
- 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](#))
- **Timeline web-based form\***
- Memorandum of understanding (if applicable)
- Résumés of key personnel (if applicable)
- List of procurement contracts (if applicable)
- Organizational chart (if applicable)

## 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](#))

**\* Note: Items designated with an asterisk must be submitted for an application to meet the basic minimum requirements review. If OJP determines that an**

***application does not include the designated items, it will neither proceed to peer review, nor receive further consideration.***

Review, Certify and Submit Application in JustGrants

- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application. Access the [Application Submission Validation Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.
- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

*If no JustGrants application submission confirmation email or validation is received, or if error notification is received:*

- Contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties. See the [OJP Grant Application Resource Guide](#) for additional information.

#### **Standard Solicitation Resources**

[OJP Grant Application Resource Guide](#) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

[DOJ Grants Financial Guide](#) serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

[JustGrants Resources Website](#) is an entryway into information about JustGrants and the grants management system itself. Through this portal both award recipients and applicants can access training resource and user support options, find frequently asked questions and sign-up for the [JustGrants Update e-newsletter](#).

[JustGrants Application Submission Training Page](#) offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists and other resources to help applicants complete an application.

[Virtual Q&A Sessions](#) are advertised here and provide opportunities for users to receive

topic-specific training, direct technical assistance and support on JustGrants system functionality.