

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



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**Step 2: Application JustGrants Deadline:** 8:59 p.m. Eastern Time on July 1, 2024

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# Synopsis

## Program Description Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) seeks applications for funding.

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

With this solicitation, BJA seeks to support efforts by state, local, and federally recognized American Indian tribal governments to establish and enhance community courts in their jurisdictions. This program furthers the DOJ's mission by providing resources to communities to enhance public safety and build trust between law enforcement and the community.

This program furthers the DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

## Funding Category

Competition ID	Competition Title (Category Name)	Expected Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2024-00041-PROD	Category 1: Planning and Implementation	5	\$900,000	10/1/24	48
C-BJA-2024-00042-PROD	Category 2: Enhancement	5	\$900,000	10/1/24	48

## Eligibility

For Category 1: Planning and Implementation and Category 2: Enhancement, the following entities are eligible to apply:

- State governments
- Special district governments
- City or township governments
- County governments
- Public housing authorities/Indian housing authorities
- Native American tribal governments (federally recognized)
- Other: Public or private entities acting on behalf of a single treatment court through agreement with State, city, township, county, or tribal governments
- Other: Units of local government, such as towns, boroughs, parishes, villages, or other general purpose political subdivisions of a State

An applicant may submit more than one application, if each application proposes a different project in response to the solicitation. Also, an entity may be proposed as a subrecipient (subgrantee) in more than one application.

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

## Agency Contact Information

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

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see the “How To Apply” section, [Experiencing Unforeseen Technical Issues](#).

For assistance with submitting the [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov Customer Support](#), or [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline is open 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov). The JustGrants Service Desk operates from 7:00 a.m. to 9:00 p.m. ET Monday–Friday and from 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

## Pre-Application Information Session

BJA will hold a webinar on this solicitation on May 16, 2024, at 2 p.m. ET. This call will provide a detailed overview of the solicitation and allow interested applicants to ask questions.

Preregistration is required for all participants. Register by clicking on <https://ntcrc.org/solicitations/> and following the instructions. To use the time most efficiently, BJA encourages participants to review this solicitation and submit any questions in advance to [Courtney.e.stewart@usdoj.gov](mailto:Courtney.e.stewart@usdoj.gov) with the subject “Questions for BJA FY 24 CC Webinar.” The session will be recorded and available on <https://bja.ojp.gov/events/funding-webinars>. Samples of previous, successful applicants can be found at <https://ntcrc.org/grant-writing-resources/>.

## Application Submission Information

### Registration

Before submitting an application, an applicant must have a registration in the [System for Award Management \(SAM.gov\)](#).

### Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See the [Submission Dates and Time](#) section for the Grants.gov and JustGrants application deadlines.

**Step 1:** The applicant must register for this opportunity in Grants.gov at <https://grants.gov/register> and submit by the Grants.gov deadline the required [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#). See the [Submission Dates and Time](#) section for application deadlines.

**Step 2:** The applicant must submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://JustGrants.usdoj.gov) by the JustGrants application deadline. See the [Submission Dates and Time](#) section for application deadlines.

# Program Description

## Program Description Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) seeks applications for funding.

OJP is committed to advancing work that promotes civil rights and 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 to support efforts by state, local, and federally recognized American Indian tribal governments to establish and enhance community courts in their jurisdictions. This program furthers the DOJ's mission by providing resources to communities to enhance public safety and build trust between law enforcement and the community.

This program furthers the DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

## Statutory Authority

Public Law No. 90-351, Title I, Part EE (codified at 34 U.S.C. 10611-10619); Department of Justice Appropriations Act, 2024 (Pub. L. No. 118-42, 138 Stat. 25, 148).

## Specific Information

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

The first community court was created in midtown Manhattan, New York City, in 1993 with support from BJA. Located a short walk from Times Square, the Midtown Community Court works with people in the neighborhood to tailor creative responses to local concerns. Since then, the model has spread across the United States and evolved into differing approaches based on the needs of locations that are interested in reinvigorating public trust in justice, reducing the use of incarceration, and forging new responses to crimes committed in the community, with a focus on individuals experiencing substance use and/or co-occurring mental health disorders.

The community court model has varied over time, with some courts having buildings located in the community and other courts partnering with local institutions, like libraries, to bring court dockets to buildings in the community on a periodic basis. Other jurisdictions open their courthouses to increase access for residents to services and a community-focused docket of

cases. These community-oriented projects can also serve as the basis to provide community justice beyond the courtroom, creating a partnership that can solve other community safety problems, leverage resources for residents, prevent crime, and improve public trust in justice. These approaches can employ restorative justice principles and practices and have broader outcomes, such as improved quality of life and better community attitudes toward the criminal justice system.

BJA seeks applications for funding under two categories:

- **Category 1** provides funding to plan or implement community court programs that address individuals experiencing substance use and/or co-occurring disorders and other issues using evidence-based principles and practices.
- **Category 2** provides funding to enhance existing community court programs that address individuals experiencing substance use and/or co-occurring disorders and other issues using evidence-based principles and practices.

### **Common Principles and Practices of Community Courts**

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

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

### **Violent Offender Prohibition**

The criminogenic risks and needs of those who are served in community courts can vary, reflecting a range of risk and needs. Community courts are not intended to replace but rather to complement the intensive approaches of treatment courts, which are best targeted to a high-risk, high-need group of participants. However, under the Adult Treatment Court Program authorization, BJA funds may not be used to serve persons who are “violent offenders.” This prohibition applies to programs or activities funded by the BJA award, including match funds contributed by the grantee. See: [34 U.S.C. § 10613](#).

A person who is presently charged with an offense as described in **34 USC 10613(a)(1)** would be ineligible to participate.

Disqualifying convictions are only those convictions indicated in **34 USC 10613(a)(1)** that occur after the initiation of proceedings that led to the person's consideration to participate in the drug court program, whereas **34 USC 10613(a)(2)** only speaks to convictions as described therein that occurred prior to the initiation of those proceedings.

(a) In general

Except as provided in subsection (b), in this subchapter, the term "violent offender" means a person who:

1. Is charged with or convicted of an offense that is punishable by a term of imprisonment exceeding one year, during the course of which offense or conduct:
  - a) The person carried, possessed, or used a firearm or dangerous weapon;
  - b) there occurred the death of or serious bodily injury to any person; or
  - c) there occurred the use of force against the person of another, without regard to whether any of the circumstances described in subparagraph (A) or (B) is an element of the offense or conduct of which or for which the person is charged or convicted; or
2. Has one or more prior convictions for a felony crime of violence involving the use or attempted use of force against a person with the intent to cause death or serious bodily harm.

Note: Not included in the violent offender definition are **charges that are dropped or reduced** to a nonviolent offense or charge prior to a person's participation in the program, or convictions punishable by **less than 1 year incarceration**.

Note: **Grantees may use, and are encouraged to use, other funds for their community court programs and serve these participants using those other funds.** Grantees must be able to track these expenditures to ensure the separation of funds. Documentation must be maintained to show to an auditor if necessary.

### **Controlled Substance Act**

Award recipients are prohibited from using federal funds to support programs or activities that violate the Controlled Substances Act, 21 U.S.C. § 801, et seq, regardless of local or state practices or laws. Programs or activities funded under a BJA Adult Treatment Court (ATC) award must ensure that participants are tested periodically for the use of controlled substances, including medical marijuana. See: [34 U.S.C. § 10611, et seq.](#)

### **Essential Elements of a Community Courts Program**

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

- Continuing judicial supervision over defendants with SUDs.
- Coordination with appropriate state or local prosecutors.



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

### **Equity and Inclusion in Community Courts**

Most recent data from the [Painting the Current Picture: A National Report on the Treatment Courts in the United States Highlights and Insights](#) publication demonstrates a need to address equity and inclusion in treatment courts. In the proposal narrative, all applicants are **required** to describe a plan to collect and examine access and retention data to ensure disparities do not exist for race, color, religion, national origin, sexual orientation, gender, gender identity, or disability in admission protocols or elsewhere in the Community Courts program. The plan may include use of the [NADCP Equity and Inclusion Assessment Toolkit](#) or incorporate the [American University Racial and Ethnic Disparities \(RED\) Program Assessment Tool](#).

To accomplish these goals, BJA recognizes that sites may need assistance to evaluate their needs, identify the target population, ensure equity and inclusion in programming, track program implementation, and map critical resources in the community. To that end, BJA encourages exploration of partnerships with research experts to facilitate these evaluation and assessment activities. BJA will support projects to implement new community courts and enhance or expand existing community courts.

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

To assess the potential risks and needs of persons to be served in these courts, and to assess and plan for the correct type and level of interventions and services, enhancement applicants should strongly consider formally partnering with a researcher from the outset of the proposed project. These researcher practitioner partnerships assist with ongoing problem analysis, identification of evidence-based responses, strategic planning of interventions, assessment of implementation, and conducting an impact evaluation. (No more than 20 percent of total grant

funds may be used for research/evaluation.) Community courts bring together justice, behavioral and public health, and other community-based practitioners to implement new or promising practices that may not yet have a research base, including the application of evidence-based strategies from other fields, such as health, that have not yet been fully examined in the justice context.

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

**The BJA FY24 National Community Courts Initiative solicitation offers the following two grant categories:**

- **Category 1 Planning and Implementation**

Planning and implementation grants are available to eligible jurisdictions that are planning and/or ready to establish a community court. An applicant may propose to use funding for case management, supervision and treatment services, and the provision and coordination of recovery support services. Courts must ensure that participants are tested periodically for the use of controlled substances, including medical marijuana. Courts must impose graduated sanctions that increase punitive measures, therapeutic measures, or both whenever a participant fails a drug test.

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

The action plan must be submitted and approved by BJA prior to implementation. BJA, the TTA providers, and the community court will use this action plan to guide and track progress toward project objectives. An applicant may propose to use funding for case management, supervision and treatment services, and/or the provision and coordination of recovery support services.

- **Category 2 Enhancement**

Enhancement grants are available to eligible jurisdictions with an existing community court that has been fully operational for at least one year as of March 2, 2023. An applicant may propose to use funding to scale up the court program's capacity; enhance court operations to serve a specific population such as the homeless population; expand

or enhance court services; improve the quality and/or intensity of services based on needs assessments; or complete a program evaluation.

## **Solicitation Goals and Objectives**

### **Goal**

The goal of the National Community Courts Initiative is to support efforts by state, tribal, and local governments to establish and enhance community courts in their jurisdictions to enhance public safety and build trust between law enforcement and the community.

### **Objectives**

The objectives of the National Community Courts Initiative are:

- Establish or enhance court-based intervention programs that prioritize and expedite the provision of treatment and recovery services to individuals who are frequent users of justice, health, and other services and who commit misdemeanor offenses.
- Increase and enhance alternatives to incarceration by tailoring sentences to each defendant to improve community safety, enhance confidence in justice, and reduce recidivism.
- Build and maximize the capacity of jurisdictions to ensure all participants are identified, assessed, and referred to services.
- Enhance the use of community services by participants in the community court docket, including case management, housing assistance, and service coordination.
- Develop and maintain partnerships and collaborations with service providers to enhance the provision of treatment and recovery support services.
- Support the development, enhancement, and translation of research and knowledge of researcher-practitioner partnerships.
- Collect lessons learned and other examples of use to the field at large from grantees and disseminate the information via publications, media platforms, and conference presentations.

For information about what the applicant needs to submit regarding Goals, Objectives, and Deliverables, please see the [How to Apply section on the Application Goals, Objectives, Deliverables, and Timeline Web-Based Form](#).

### **Priority Areas**

In order to further OJP's mission, OJP will provide priority consideration when making award decisions to the following:

**1A.** Applications that propose project(s) that are designed to meaningfully advance equity and remove barriers to accessing services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

To receive this consideration, the applicant must describe how the proposed project(s) will address identified inequities **and** contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization. Project activities under this consideration may include but are not limited to the following: improving victim services, justice responses, prevention initiatives, reentry services and other parts of an

organization's or community's efforts to advance public safety. Applicants should propose activities that address the cultural (and linguistic, if appropriate) needs of communities, outline how the proposed activities will be informed by these communities, and implement culturally responsive and inclusive outreach and engagement.

**1B.** 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 percent** of the requested award funding, as demonstrated in the Budget web-based form) are a *population specific organization* that serves communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

For purposes of this solicitation, population specific organizations are nonprofit, nongovernmental, or Tribal organizations that primarily serve members of a specific underserved population and have demonstrated experience and expertise providing targeted services to members of that specific underserved population.

To receive this additional priority consideration, applicants must describe how being a population-specific organization (or funding the population specific subrecipient organization(s)) will enhance their ability to implement the proposed project(s), and they should also specify which historically underserved populations are intended or expected to be served or have their needs addressed under the proposed project(s).

**2.** In addition to Priority areas 1A and 1B, BJA will give priority consideration to applications that seek to expand access to services to rural and or tribal communities.

To receive this consideration, the applicant must describe how the proposed project(s) will identify rural and or tribal communities and expand access to services consistent with the needs of the communities as determined by the communities. Applicants should propose activities that address the cultural (and linguistic, if appropriate) needs of communities, outline how the proposed activities will be informed by these communities, and implement culturally responsive and inclusive outreach and engagement.

**3.** In addition to Priority areas 1A, 1B, and 2, BJA will give priority consideration to applications that seek to partner with research experts to facilitate evaluation and assessment activities. These activities may include, but are not limited to, a needs evaluation, identifying the target population, ensuring equity and inclusion in programming, tracking program implementation, and mapping critical resources in the community.

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**

### **Awards, Amounts, and Durations**

Anticipated Number of Awards: 10

Category 1: 5

Category 2: 5

Anticipated Maximum Dollar Amount per Award: Awards will be up to \$900,000

Category 1 anticipated maximum amount: \$900,000

Category 2 anticipated maximum amount: \$900,000  
Period of Performance Start Date: October 1, 2024  
Period of Performance Duration (Months): 48  
Anticipated Total Amount To Be Awarded Under This Solicitation: \$9,000,000

Additional Information: While the maximum allowable funding amount is \$900,000, organizations that are new or that have never before received a federal award may wish to submit a proposed budget at a lower amount to support states, localities, and federally recognized Indian tribal governments to establish and enhance community courts in their jurisdictions, support and strengthen court dockets and programs that build collaborations with community members, engage criminal justice leaders and communities with significant challenges, and to support efforts to successfully replicate the community court model and the application of its principles to a wider population to prevent crime, address local social problems and conflicts, and involve neighborhood residents in planning and decision-making.

### **Continuation Funding Intent**

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

### **Availability of Funds**

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and to any changes 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**

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

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

This funding opportunity requires cost sharing or match from the applicant. "Match" means the portion of project costs not paid by Federal funds or contributions (unless otherwise authorized by Federal statute). For information on cost sharing or match requirements, see the "[Application and Submission Information](#)" section.

### **Eligibility Information**

For eligibility information, [see the Synopsis section](#).

For the purposes of this notice of funding opportunity, "state" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

For the purposes of this notice of funding opportunity, other units of local government include towns, boroughs, parishes, villages, or other general purpose political subdivisions of a State.

# How To Apply

## Application Resources

When preparing and submitting an application, the following resources may aid prospective applicants:

1. Grants.gov [“How to Apply for Grants”](#)
2. OJP [“How To Apply”](#) section in the [Application Resource Guide](#)
3. JustGrants [Application Submission Training](#)

This solicitation (notice of funding opportunity) incorporates guidance provided in the [OJP Grant Application Resource Guide](#) (Application Resource Guide), which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this solicitation and the applicant is to follow the guidelines in this solicitation, rather than the guidance in the [Application Resource Guide](#) that is in conflict.**

## How To Apply

### Registration

Before submitting an application, all applicants must register with the System for Award Management (SAM.gov). An applicant must renew their registration every 12 months. If an applicant does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Applicants are encouraged to start the SAM.gov registration process at least 30 days prior to the application deadlines. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not complete the process in time and will not be considered for late submission.

### Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants.

**Step 1:** After registering with SAM.gov, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://grants.gov/register> by the Grants.gov deadline. **To leave time to address any technical issues that may arise, an applicant should submit the SF-424 and SF-LLL as early as possible and recommended not later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov by the deadline, they will be unable to apply in JustGrants. Applicants can confirm Grants.gov submission by verifying their application status shows as “submitted” or “agency tracking number assigned.”

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

OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline. Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare all the requirements of the application. Applicants may save their progress

in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants.

An applicant will receive emails when successfully submitting in Grants.gov and JustGrants and should maintain all emails and other confirmations received from SAM.gov, Grants.gov, and JustGrants systems.

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

### **National Treatment Court Resource Center (NTCRC)**

NTCRC is a BJA-funded resource for the treatment court field that serves as a clearinghouse for treatment court training, technical assistance, publications, funding resources, and other practitioner-specific resources. Applicants are encouraged to visit: <https://ntcrc.org/solicitations/> for useful information regarding this solicitation. In addition, BJA may **require** grantees to participate in the Painting the Current Picture Survey: A National Report on Treatment Courts in the United States in accordance with the following conditions of the award, “the recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.” For more information, please visit: <https://ntcrc.org/pcp/>.

### **Submission Dates and Time**

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by June 24, 2024 8:59 PM ET  
The **full application** must be submitted in JustGrants by July 01, 2024 8:59 PM ET

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 and application process in sufficient time (i.e., waiting until the due dates identified in this solicitation for those systems to begin the application steps) is not an acceptable reason to request a technical waiver.

### **Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers)**

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 submission of the application on time.

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 documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. A tracking number is the most typical documentation and is 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, long call wait times for support do 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.gov Help Desk \(Federal Service Desk\)](#), Monday–Friday from 8:00 a.m. to 8:00 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](mailto:support@grants.gov).
- JustGrants: contact the JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175, Monday–Friday from 7:00 a.m. to 9:00 p.m. ET and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 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](mailto: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](mailto: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 (provide screenshots if applicable);
- 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 (including all information listed above), 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 [Application Resource Guide](#).

## **Application and Submission Information**

### **Content of Application Submission and Available Surveys**

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:

- SF-424 and SF-LLL (in Grants.gov)
- Proposal Abstract (in JustGrants)
- Proposal Narrative (in JustGrants)
- Budget Web-Based Form, which includes the budget details and the budget narrative (in JustGrants)
- Timeline web-based form (in JustGrants)
- Fiscal Agent Memorandum of Understanding for a unit of local government or county applying on behalf of a Community Court (in JustGrants)



- Statewide Applicants Managing Subawards (in JustGrants)

If OJP determines that an application does not include these elements, it will not proceed to peer review and will not receive any further consideration.

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

### **Content of the JustGrants Application Submission**

#### ***Entity and User Verification (First Time Applicant)***

For first time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from DIAMD-NoReply@usdoj.gov) to the individual listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after this individual receives confirmation from Grants.gov of their SF-424 and SF-LLL submissions. Register the Entity Administrator (the person who manages who can access JustGrants on behalf of the applicant), the Application Submitter, and Authorized Representative for the applicant with JustGrants as early as possible and (recommended) not later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Find additional information on JustGrants Application Submission in the [Application Resource Guide](#).

#### ***Standard Applicant 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 [Application Resource Guide](#) for an [example](#) of a proposal abstract.

They must also clearly describe the following for each court:

- Category of funding requested:
  - **Category 1:** Planning and Implementation
  - **Category 2:** Enhancement
- State the total federal amount requested for the duration of the grant period (48 months). This total amount should be the same amount listed on the SF-424 form and in the required budget attachment. (Note: The total amount of federal funds being requested **should not exceed** the category's grant maximum.)
- Whether the court is pre-or post-adjudication.
- Briefly state the total number of participants proposed to receive services with these grant funds over the life of the grant. Identify the minimum, maximum, and average length of program participation.
- Briefly describe the target population and proposed boundaries for the proposed program.
- Indicate which of the [Principles of Community Justice](#) will be addressed and indicate the page numbers where each item is discussed in the proposal narrative.

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

- For which priority consideration are they applying—1A, 1B, 2, or 3.
- For applicants seeking priority consideration 1B, note the subrecipient that is proposed to receive the funding and the amount of funds proposed.
- For applicants seeking priority consideration 3, note the research topic and partnering researcher or research organization.
- Applicants should indicate if seeking priority consideration to expand access to services to rural and/or tribal communities.
- Note on what pages in the proposal narrative the applicant provides documentation of their plan to respond to the priority consideration(s).

### ***Data Requested With Application***

The following application elements should be submitted in the web-based forms in JustGrants.

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

The Financial Management and System of Internal Controls Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is required to complete the web-based Questionnaire form in JustGrants. See the [Application Resource Guide: Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High Risk Status\)](#) for additional guidance on how to complete the questionnaire.

#### **Brief Applicant Entity Questionnaire**

The Office of Justice Programs (OJP) is collecting the following information to help assess its efforts to attract a broader range of applicants. These questions apply to the applicant entity and its work and scope only, and not to the specific project(s) being proposed within the application. Responses to the questions will not be considered in the application review process. The

questions included in the questionnaire are available in the [Standard Forms & Instructions: Brief Applicant Entity Questionnaire](#).

### **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 size font; have no less than 1-inch margins; and should not exceed 20 pages. If the Proposal Narrative fails to comply with these length restrictions, OJP may consider such noncompliance in peer review and in final award decisions. 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 a separate attachment.

The Proposal Narrative must include the following sections:

a. Description of the Issue

**Categories 1 and 2**

Note: For both categories, the applicant must provide verified sources for the data that support the description of the issue (i.e., U.S. Census or other federal, state, and local databases).

State the name, location, and address where the proposed treatment court program is or will be operating.

Explain their inability to fund the program adequately without federal assistance.

Clearly identify the geographic boundaries for the program and describe the community covered by the proposed program, including the population of the proposed service area.

Describe the underlying issues that increase risk for criminal behavior being addressed by the community court, including substance use and mental health conditions.

Identify any specific challenges motivating the applicant's interest in participating in this program.

Explain the inability to fully fund the proposed program without federal assistance and describe any existing funding or resources that are being leveraged to support the proposed program.

Provide verified sources for the data that support the statement of the problem (i.e., U.S. Census or other federal, state, and local databases).

If the applicant is seeking priority consideration for Priority 1A, 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.

If the applicant is seeking priority consideration Priority 2, to expand access to services to rural and/or tribal communities, it should be addressed in this section how the

proposed project(s) will identify rural and/or tribal communities and expand access to services consistent with the needs of the communities.

If the applicant is seeking priority consideration Priority 3, expand on the selected research topic and the researcher/research team's role in the project.

Describe how the proposed project addresses the mandatory community court components and solicitation requirements. Detail how the project will be implemented, including using data to inform the approach, as well as the research partnership, if applicable.

Describe the plan that demonstrates how all individuals eligible for the community court program will have equivalent access to the program. This should include protocols for collecting and examining access and retention data to ensure disparities do not exist for race, color, religion, national origin, sexual orientation, gender, gender identity, or disability in admission protocols or elsewhere in the Community Courts program.

Describe the program's screening tool and referral process, which ensure that participants screened and referred to the court mirror the jurisdiction's percentage of arrestees with substance use.

Describe the plan to provide treatment and recovery support services to address opioid, stimulant, and substance use reduction, which could include transitional housing and vocational and educational services, and overdose prevention.

In addition, **Category 2 applicants** should describe the current operation of the community court, addressing:

- Referral, screening, and assessment process
- Eligibility requirements
- Target population
- Current capacity
- Length and phases of the program
- Case management process
- Community supervision
- Judicial supervision
- Incentives and sanctions
  - Graduation requirements and expulsion criteria (include which team members are present when it is decided and communicated that a participant is terminated from the program)
- Restitution costs and all fees required for program participation

Indicate whether the community court team to be funded has received training on the community court model.

Describe current efforts and planning that document the jurisdiction is ready to enhance its community court.

Provide local data and any evaluation findings that demonstrate the program's impact with regard to participant recidivism and functional outcomes.

## b. Project Design and Implementation

### **Categories 1 and 2**

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

Describe which program areas the proposed project will seek to create, expand, or enhance. The programmatic response should reflect understanding of the allowable uses of funds in the budget section and financial guide.

Describe the deliverables to be produced. Indicate any potential barriers to implementing the project and the strategies that will be used to overcome them.

Describe the plan to use a researcher-practitioner partnership, if applicable, including how they will be selected and how they will help build capacity to assess and effectively serve those in the program, ensuring diversity, equity, and inclusion in program admission and services, as well as fidelity to the model and outcomes.

Describe the applicant's sustainability plan detailing how the community court operations will be maintained after federal assistance ends. The sustainability plan should describe how current collaborations and evaluations will be used to leverage ongoing resources. BJA encourages the applicant to ensure sustainability by coordinating with local, state, and other federal resources such as the [Edward Byrne Memorial Justice Assistance Grant \(JAG\) Program](#) which has purpose areas to support court services and SUD treatment.

Discuss how activities of the [Byrne State Crisis Intervention Program](#) will be coordinated with the proposed activities in this application, if relevant.

Demonstrate how the proposal conforms to the framework of the state treatment court strategy, if one exists.

Applicant must include the Timeline web-based form (in JustGrants), which should address the key steps tied to the program design outlined in this section.

In addition, **Category 1 applicants** should describe activities the court will take to prepare for program implementation, to include the following:

Describe the planned community court program, to include the following:

- Referral, screening, and assessment process
- Eligibility requirements
- Structure of the treatment court (pre-, post-, plea, etc.)
- Length and phases of the program
- Case management process
- Community supervision
- Availability of evidence-based treatment services
- Recovery support services delivery plan
- Judicial supervision
- Process for randomized drug testing
- Incentives and sanctions

- Graduation requirements and expulsion criteria

Describe the staffing needs to implement a community court program.

Engage residents to assess community-related crimes and issues, including potential kinds of cases. Create an action plan during the first 6 months to build a strong and focused strategy to scale up the community court program's capacity; build or enhance court operations; create, expand, or enhance court services; and improve the quality and/or intensity of services for participants based on needs assessments.

Discuss how the community will be engaged in the planning process and describe the community partnerships that currently exist that will support the treatment court program.

Work to complete and revise action plan in response to feedback from BJA and its TTA providers, which must be submitted and approved by BJA prior to implementation. BJA, the TTA providers, and the grantee will use this action plan to guide and track progress toward project objectives.

Successfully implement the action plan, resulting in the creation or enhancement of a community court program, working collaboratively with BJA staff and the TTA partners.

Enhance and expand partnerships with federal, state, tribal, or local agencies and organizations.

Document efforts to translate learning, including a final report. This information will be publicly shared to assist the field.

Describe how data collected in the community mapping of resources will be used to enhance access to relevant and needed services.

Estimate the costs of travel and accommodations for up to three team members to attend up to two conferences and/or trainings each year.

In addition, **Category 2 applicants** should:

Develop and submit a Microsoft Word document that describes the grantee's current operational community court program and its compliance with the requirements of this solicitation and the key community courts principles, found at [Principles of Community Justice](#).

Describe the community court project management structure and staffing, specifically identifying the key person (or people) responsible for carrying out project activities. Identify each community court team member who will have a significant role in implementing the enhancement and describe their role, responsibilities, and qualifications to ensure the proposed enhancement program's success.

Describe any practitioner-partner relationships and/or analytical staff who will support data collection, analysis, and research, including their roles and goals for their support. Describe how they will support equity and inclusion in access to program services, effective targeting and implementation fidelity, and program evaluation.

Estimate the costs of travel and accommodations for up to three team members to attend up to two conferences and/or trainings each year.

If an applicant is seeking consideration under Priority 1A, it should explain in this section how the proposed project(s) will meaningfully address identified inequities **and** contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization. The applicant should also identify how the project design and implementation will specifically incorporate the input and/or participation of these communities.

c. Capabilities and Competencies

**Categories 1 and 2**

Describe the community court project management structure and staffing, specifically identifying the key person (or people) responsible for carrying out project activities. Demonstrate the capability to successfully implement the project.

Identify each partner agency that has demonstrated its engagement in the project via an interagency agreement or letter of support. Discuss any previous collaboration that occurred that will help to achieve the objectives. Explain existing partnership agreements.

Attach a letter of support signed by each key team member, with the responsibilities outlined for each.

Attach a letter of support from the local court outlining its commitment to the project.

Describe the community court project management structure and staffing, specifically identifying the key person (or people) responsible for carrying out project activities. Identify each community court team member who will have a significant role in implementing the enhancement and describe their role, responsibilities, and qualifications to ensure the proposed enhancement program's success.

Describe how effective communication and coordination among the team members will be implemented throughout the program period.

Attach the job descriptions and résumés/CVs of key staff members.

Attach the job descriptions and resumes/CVs of proposed researchers, if applicable.

If the applicant is seeking priority consideration under Priority 1(B), it should describe within this section how being a population specific organization (or funding a population 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.

Describe any needed support from BJA and its national TTA partners to implement the project, including efforts to train treatment court staff and partners, collect data and conduct analysis, audit fidelity of the courts, enhance practices or access to evidence-based treatment, such as FDA-approved medications to treat substance use disorders along with counseling and behavioral therapy services (sometimes referred to as medication-assisted treatment), and recovery support services, or support national

recidivism studies. Describe how the applicant will coordinate with BJA and its TTA partners to implement these efforts.

- d. Plan for Collecting the Data Required for this Solicitation's Performance Measures  
The applicant must describe its current ability to collect and analyze client-level demographic, performance, and outcome data and to conduct regular assessments of program service delivery and performance. All applicants must indicate their willingness and ability to report the data through BJA's Performance Measurement Tool (PMT) as well as identify the person responsible for collecting the data. Statewide applicants are expected to report on behalf of their subrecipients. In addition, grantees are expected to map community resources to support their programs, conduct or support evaluation of the programs, and to be able to assess equity and inclusion in their programs.

### **Categories 1 and 2**

Describe the steps the community court will take to develop a performance management plan. The plan should include strategies to collect data, review data, and use data to improve program performance. Describe who will be responsible for collecting and reporting the required performance measures and how data will be collected, including any records management systems and/or electronic data storage processes.

List any additional performance metrics that will be used to assess the project's effectiveness and discuss what data sources will be used, as well as any legal, policy, or other barriers to gaining access to the data and how they will be addressed.

Describe who will be responsible for, and the process of, the quarterly review of the actual number of participants served with grant funds as compared to the projected number of participants to be served. The Time Task Plan should reflect when and how the community court plans to reach that capacity and should be measured on a quarterly basis.

Provide a sustainability plan detailing how the community court will be maintained after federal assistance ends. The sustainability plan should describe how current collaborations and evaluation will be used to leverage ongoing resources. BJA encourages the applicant to ensure sustainability by coordinating with local, state, and other federal resources.

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.

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 solicitation goals and objectives identified in the "[Goals and Objectives](#)" section.

Applicants can visit [OJP's performance measurement page](#) at [www.ojp.gov/performance](http://www.ojp.gov/performance) for more information on performance measurement activities.

BJA will require award recipients to submit performance measure data in the PMT 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 at [here](#). Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

**Note:** For applicants seeking to launch a new community court and/or scale up an existing community court, the application must describe how the applicant will collect, store, assess, and report performance data from subrecipients.

#### 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 [Application Resource Guide](#).

#### *Application Goals, Objectives, Deliverables, and Timeline Web-Based Form*

The applicant will submit the project’s goals, objectives, deliverables, and timeline in the JustGrants web-based form. This is a summary of the goals, objectives, deliverables, and timeline that relate to the proposal narrative. 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 proposal narrative.
- **Program Objectives and Timeline:** The applicant should include objectives to accomplish its goals. Objectives are specific, measurable actions to reach the project’s desired results. The included timelines should be clearly linked to the goal.
- **Deliverables and Timeline:** Project deliverables refer to outputs—tangible (for example, a report or a website) or intangible (for example, greater feelings of safety reported by the community)—that are documented and submitted within the scope of a project. Deliverables include timelines.

#### Deliverables Expected by Successful Applicants

Applicants will document their successful implementation by reporting outcomes in the PMT reports, semi-annual reports, and a final report. Specific program objectives and deliverables should be included in one timeline. Specifically, the grantees will document the following:

- Category 1: Planning and implementing a new Community Court program that adheres to the requirements of this solicitation, and consistent with the [Principles of Community Justice](#) and how these principles will be implemented.
- Category 2: Enhancing and/or expanding the operations of the Community Court program, consistent with the requirements of this solicitation, and consistent with the [Principles of Community Justice](#) and how these principles will be implemented.

#### *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 SF424 and proposal abstract.

#### Funding Restrictions

The budget must explicitly describe how the proposed budget items directly apply to the program design and how they will assist the applicant in meeting the program objectives. In

addition to unallowable costs identified in the DOJ Grants Financial Guide, award funds may not be used for the following: Prizes, rewards, entertainment, trinkets, or any other monetary incentives Client stipends Gift cards Vehicle purchases Food and beverages.

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

#### Budget Detail and Narrative Web-Based Form

The applicant will complete the JustGrants web-based budget form, which includes both detailed calculations and budget narrative sections.

For additional information about how to prepare a budget for federal funding, see the “[Application Resource Guide](#)” section on [Budget Preparation and Submission Information](#) and the technical steps to complete the budget form in JustGrants in the [Complete the Application in JustGrants: Budget](#) training.

If the applicant is seeking priority consideration under Priority 1A and has proposed activities to incorporate the input and participation of communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence and victimization, 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 1B based on the identification of a proposed subrecipient as a population specific organization, the proposed funding for the subrecipient must **reflect a minimum of 40 percent of the total award funding** within the web-based budget form. The budget narrative must also describe how the **activities that will be funded** with the (minimum) 40 percent of award funding provided to the subrecipient **specifically relate to the proposed project** that will meaningfully address identified inequities and contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

**The budget must include travel for a minimum of two team members to travel to a Community Courts or Treatment Courts conference, training, or regional convening.**

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

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the [Application Resource Guide](#) for information on prior approval, planning, and reporting of conference/meeting/training costs.

Applicants should estimate the costs of travel and accommodations for up to three team members to attend up to two conferences and/or trainings each year. The applicant may select and include in the application the trainings and/or conferences, although BJA will approve their selections after the award is made. Note that BJA can also make recommendations on relevant training events and conferences. All expenses must be reasonable, allowable, and necessary to the project. The estimates must provide a breakdown of all costs and adhere to the federal per diem. For federal per diem rates, see: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

### Costs Associated With Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. See the [Application Resource Guide](#) for information on costs associated with language assistance.

### Unmanned Aircraft Systems

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

### Non-Federal Costs (match and program income)

This solicitation requires a 25 percent **cash or in-kind match of the total project's cost**.

Federal funds awarded under this solicitation may not cover more than 75 percent of the total costs of the project being funded. An applicant must identify the source of the 25 percent non-federal portion of the total project costs and how they will use match funds. If an award recipient's proposed match *exceeds* the required match amount, according to the formula below, and OJP approves the budget, the total match amount in the approved budget becomes part of the project budget and subject to audit. "Match" funds may be used only for purposes that would be allowable for the Federal funds. This means neither Federal funds nor matching funds may be used for costs considered inappropriate by the awarding agency (e.g., lobbying, land acquisition, fundraising). Recipients must satisfy this match requirement with cash or in-kind match. "In-kind" match may be in the form of services, supplies, real property, and equipment.

#### How to Calculate Match

Formula					
Step 1	Federal Request Amount	÷	% of Federal Share	=	Total Project Cost
Step 2	Total Project Cost	-	Federal Request Amount	=	Minimum Required Match
Match Requirement – 75/25 (Federal Request/Non-federal Share) Federal Request Amount = \$900,000					
Step 1	\$900,000	÷	75% Federal Share	=	\$1,200,000
Step 2	\$1,200,000	-	\$900,000	=	\$300,000 (total minimum match required)

See the [Application Resource Guide](#) for additional information on this match requirement and step-by-step instructions for entering match amounts in the budget.

**Match Waiver:** The required match may be waived upon request by a grantee. See 34 U.S.C. 10616(a). To be considered for a waiver of match, a letter of request signed by the Authorized Representative must be submitted with the application describing the reason for such request, for example, fiscal hardship. A match waiver request must be submitted as a separate attachment to the application and submitted through JustGrants.

### Budget/Financial Attachments

#### Pre-Agreement (Pre-Award) Costs (if applicable)

Pre-agreement costs are defined as costs requiring approval incurred by the applicant prior to the start date of the period of performance of the federal award. OJP does not typically approve pre-agreement costs. If a successful applicant, in anticipation of the Federal award, but before the start date of the period of performance, incurs costs which are necessary for efficient and

timely performance of the funded project, those costs may not be charged to the award. See the “Costs Requiring Prior Approval” section in the [DOJ Grants Financial Guide Post-Award Requirements](#) for more information.

#### [Indirect Cost Rate Agreement \(if applicable\)](#)

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III–VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. If applicable, an applicant with a current federally approved indirect cost rate agreement will upload it as an attachment in JustGrants. See the [DOJ Financial Guide](#) for additional information on [Indirect Cost Rate Agreement](#).

#### [Consultant Rate \(if applicable\)](#)

Costs for consultant services require prior approval from OJP. If the proposed project expects to fund consultant services, compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. See the [DOJ Grants Financial Guide](#) for information on the consultant rates, which require prior approval from OJP.

#### [Limitation on Use of Award Funds for Employee Compensation for Awards Over \\$250,000; Waiver \(if applicable\)](#)

If an applicant proposes to hire employees with Federal award funds, for any award of more than \$250,000 made under a funding opportunity, an award recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government’s Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. See the [Application Resource Guide](#) for information on the “Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.”

#### [Disclosure of Process Related to Executive Compensation \(if applicable\)](#)

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees. 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 [Application Resource Guide](#) for information.

#### **[Additional Application Components](#)**

The applicant will attach the additional requested documentation in JustGrants.

#### [Curriculum Vitae or Resumes \(Recommended\)](#)

Provide resumes of key personnel who will work on the proposed project.

#### [Tribal Authorizing Resolution \(if applicable\)](#)

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 [Application Resource Guide](#) for information on tribal authorizing resolutions.

### Letters of Support (Recommended)

Applicants should include, for each named supporting entity, a signed letter of support that outlines the supporting entity's reasons for supporting for the project. Applications submitted from two or more entities are encouraged to submit signed letters of support that provide a detailed description of why the proposed project should receive federal funding.

Each letter of support may include the following: (1) a description of the relationship between the applicant entity and the supporting entity; (2) a description of the need and what benefits would be gained from the project; (3) a description of the applicant's capacity to complete the proposed project. Letters of support should be signed and then submitted as one separate attachment to the application.

Letters of support should be submitted as one separate attachment to the application.

### Research and Evaluation Independence and Integrity Statement (Recommended)

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 [Application Resource Guide](#).

### State Substance Abuse Agency Director or Designee Letter (Recommended)

Nontribal applicants are encouraged to include a letter from the State Substance Abuse (SSA) director or designated representative in support of the application and include confirmation that the proposal conforms to the framework of the state strategy of substance use treatment. Applicants will submit the letter by uploading it as an attachment in JustGrants. A listing of SSAs can be found on the Substance Abuse and Mental Health Services Administration's website at: <https://www.samhsa.gov/sites/default/files/ssa-directory.pdf>.

### Fiscal Agent Memorandum of Understanding Signed by Applicant and Community Court Administrator (Required)

An entity (i.e., unit of local government or county) applying for funding on behalf of a community court must attach a Fiscal Agent MOU that describes how it will coordinate directly with the treatment court for which funding is being sought and reflects agreement it will serve as the fiscal agent. The MOU must address the overall objectives of the treatment court program as well as show support for efforts to adhere to the evidence-based program principles included in the [Principles of Community Justice](#). Note: The treatment court administrator is a member of the court program and has authority to make decisions on behalf of the court. Applicants will submit the MOU by uploading it as an attachment in JustGrants.

### Chief Justice, State Court Administrator, or Designee Letter (Recommended)

Nontribal applicants are encouraged to include a letter from the chief justice of the state's highest court, the state court administrator, or a designee (e.g., the state treatment or problem-solving court coordinator) describing how the proposed application would enhance statewide efforts related to treatment courts and/or is part of the state's treatment court strategy. The letter should be addressed to the BJA Director. Applicants will submit the letter by uploading it as an attachment in JustGrants.

### Disclosures and Assurances

The applicant will address the following disclosures and assurances.

### Disclosure of Lobbying Activities

The SF-LLL attachment that was completed and submitted in Grants.gov is attached to this section.

### Applicant Disclosure of Duplication in Cost Items

To ensure funding coordination across grant making agencies, and to avoid unnecessary or inappropriate duplication among grant awards, the applicant will disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds. Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

### DOJ Certified Standard Assurances

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

## Application Review Information

### Review Criteria

#### *Basic Minimum Review Criteria*

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 requirements for all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

#### *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:

- Description of the Issue (20%): evaluate the applicant's understanding of the issue to be addressed.

- Project Design and Implementation (40%): evaluate the strength of the proposal, including information provided in the goals, objectives, timelines, and deliverables web-based form.
- Capabilities and Competencies (20%): evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
- 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.
- 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 OJP 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. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the federal award, and when they comply with the funding statute and agency requirements (to include the conditions of the award), including the cost principles set out in the [Uniform Requirements 2 C.F.R. Part 200, Subpart E](#).

### **Risk Criteria/Factors**

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

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM.gov.

Important note on Responsibility/Qualification Data (formerly FAPIIS): An applicant may review and comment on any information about its organization that currently appears in SAM.gov and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in SAM.gov, in its assessment of the risk posed by the applicant.

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

### **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 (programs or practices that have been evaluated as effective), see the [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 on what should be included in the application, see the [Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

### **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 [Application Resource Guide](#).

### **Civil Rights Compliance**

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit it from discriminating on the basis of race, color, national origin, sex, religion, or disability in how the recipient delivers its program’s services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include Title VI of the Civil Rights Act of 1964 (Title VI), the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail here: [Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards](#) under the “Civil Rights Requirements” section, and additional resources are available from the [OJP Office for Civil Rights](#).

Part of complying with civil rights laws that prohibit national origin discrimination includes recipients taking reasonable steps to ensure that people who are limited in their English proficiency (LEP) because of their national origin have meaningful access to a recipient’s program and activity. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. To help recipients meet this obligation to serve LEP persons, DOJ has published a number of resources, including a language access assessment and planning tool, which are available at <https://www.lep.gov/language-access-planning>. Additional resources are available at <https://www.ojp.gov/program/civil-rights-office/limited-english-proficient-lep>. If the award recipient proposes a program or activity that would deliver services or benefits to LEP



individuals, the recipient may use grant funds to support the costs of taking reasonable steps (e.g., interpretation or translation services) to provide meaningful access. Similarly, recipients are responsible for ensuring that their programs and activities are readily accessible to qualified individuals with disabilities. Applicants for OJP funding must allocate grant funds or explain how other available resources will be used to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services for deaf or hard of hearing individuals or the purchase of adaptive equipment for individuals with mobility or cognitive disabilities. For resources, see <https://www.ada.gov/> or contact OJP.

### **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 [Application Resource Guide](#) for additional information.

### **Information Technology Security Clauses**

An application in response to this solicitation may require inclusion of information related to information technology security. See the [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 must submit quarterly financial reports, quarterly performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent (in appropriate cases, OJP may require additional reports).

See the [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 Synopsis.

### **Other Information**

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

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

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

See the [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 FY24 National Community Courts 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*

- Confirm your entity's registration in the [System Award Management \(SAM.gov\)](#) is active through the solicitation period; submit a new or renewal registration in SAM.gov if needed (see [Application Resource Guide](#)).

##### *Register in Grants.gov*

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [Application Resource Guide](#)).
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [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:
  - Category 1: C-BJA-2024-00041-PROD
  - Category 2: C-BJA-2024-00042-PROD
- Access the funding opportunity and application package (see Step 7 in the [Application Resource Guide](#)).
- Sign up for Grants.gov email [notifications](#) (optional) (see [Application Resource Guide](#)).
- Read [Important Notice: Applying for Grants in Grants.gov](#) (about [browser compatibility and special characters in file names](#)).
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedo/iii-postaward-requirements#6g3y8> (see [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 2024 Awards](#)" in the [OJP Funding Resource Center](#).

##### *Review the Scope Requirement*

- The federal amount requested is within the allowable limit(s) of \$900,000 for Category 1 and \$900,000 for Category 2.

##### *Review Eligibility Requirement*

- Review the "Eligibility" section in the Synopsis and "Eligibility Information" section in the solicitation.

#### Application Step 1

After registering with SAM.gov, 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 “[Application Resource Guide](#)” section on Experiencing Unforeseen Technical Issues).

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***

- Entity and User Verification (First Time Applicant)
- Standard Applicant information (SF-424 information from Grants.gov)
- Proposal Abstract\*
- Proposal Narrative\*
- Application Goals, Objectives, Deliverables, and Timeline web-based form

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

- Budget Detail Narrative and web-based form\*
- Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))
- Indirect Cost Rate Agreement (if applicable) (see [Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation (see [Application Resource Guide](#))

### ***Additional Application Components***

- Tribal Authorizing Resolution (if applicable) (see [Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (recommended) (see [Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [Application Resource Guide](#))
- Letters of Support (recommended)
- Fiscal Agent Memorandum of Understanding Signed by Applicant and Community Court Administrator\*
- CV or resumes of key personnel

- List of procurement contracts (if applicable)
- State Substance Abuse Agency Director or Designee Letter
- Chief Justice, State Court Administrator or Designee Letter
- Statewide Applicants Managing Subawards\*
- Timeline web-based form\*

### **Disclosures and Assurances**

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

## **Standard Solicitation Resources**

[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.

[Weekly Training Webinars](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance, and support on JustGrants system functionality.