

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



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**Solicitation Title:** BJA FY24 Adult Treatment Court Program  
**Assistance Listing Number:** 16.585  
**Grants.gov Opportunity Number:** O-BJA-2024-171972  
**Solicitation Release Date:** February 7, 2024  
**Step 1: Application Grants.gov Deadline:** 8:59 p.m. Eastern Time on May 2, 2024  
**Step 2: Application JustGrants Deadline:** 8:59 p.m. Eastern Time on May 9, 2024

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## Contents

Synopsis.....	4
Program Description Overview .....	4
Funding Category .....	4
Eligibility.....	4
Agency Contact Information .....	5
Pre-Application Information Session.....	5
Application Submission Information.....	6
Registration .....	6
Submission.....	6
Program Description.....	7
Program Description Overview .....	7
Statutory Authority .....	7
Specific Information .....	7
Eligible Adult Treatment Court Types .....	7
Key Components.....	8
Best Practice Standards.....	8
Medication-assisted Treatment .....	8
Controlled Substance Act.....	9
Violent Offender Prohibition .....	10
Grant Categories.....	11
Solicitation Goals and Objectives .....	12
Goals.....	12

Objectives .....	12
Deliverables .....	13
Priority Areas .....	13
Federal Award Information .....	14
Awards, Amounts, and Durations.....	14
Continuation Funding Intent .....	14
Availability of Funds .....	14
Type of Award .....	14
Cost Sharing or Matching Requirement .....	14
Eligibility Information.....	14
How To Apply .....	15
Application Resources .....	15
How To Apply .....	15
Registration .....	15
Submission.....	15
Submission Dates and Time.....	16
Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers) .....	16
Application and Submission Information.....	17
Content of Application Submission and Available Surveys.....	17
Content of the SF-424 in Grants.gov .....	18
Content of the JustGrants Application Submission .....	18
Application Review Information .....	35
Review Criteria.....	35
Review Process .....	36
Federal Award Administration Information.....	36
Federal Award Notices.....	36
Evidence-Based Programs or Practices .....	36
Information Regarding Potential Evaluation of Programs and Activities .....	37
Administrative, National Policy, and Other Legal Requirements.....	37
Civil Rights Compliance .....	37
Financial Management and System of Internal Controls .....	38
Information Technology Security Clauses.....	38
General Information About Post-Federal Award Reporting Requirements .....	38
Federal Awarding Agency Contact(s).....	38

Other Information .....	38
Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a) .....	38
Provide Feedback to OJP .....	38
Performance Measures .....	38
Application Checklist.....	39
Pre-Application.....	39
Application Step 1 .....	39
Application Step 2 .....	40
Review, Certify, and Submit Application in JustGrants .....	41
Standard Solicitation Resources.....	42

# 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 and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

With this solicitation, BJA seeks to provide financial and technical assistance to states, state courts, local courts, units of local government, and federally recognized Indian tribal governments to plan, implement, and enhance the operations of adult treatment courts including management and service coordination for treatment court participants, fidelity to the adult treatment court model, and recovery support services. Adult treatment courts effectively integrate evidence-based substance use disorder treatment, mandatory drug testing, incentives and sanctions, and transitional services in judicially supervised criminal court settings that have jurisdiction over persons with substance use disorder treatment needs to reduce recidivism, increase access to treatment and recovery support, and prevent overdose.

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-2024-00010-PROD	Category 1: Planning and Implementation	9	\$900,000	10/1/24	48
C-BJA-2024-00010-PROD	Category 2: Enhancement	33	\$1,000,000	10/1/24	48
C-BJA-2024-00010-PROD	Category 3: Statewide	3	\$2,500,000	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
- Other units of local government, such as towns, boroughs, parishes, villages, or other general purpose political subdivisions of a state
- 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.

For Category 3: Statewide, the following entities are eligible to apply:

- Other: State agencies such as the state administering agency, the administrative office of the courts, and the state substance abuse agency.
- Other: State criminal justice agencies and other state agencies involved with the provision of substance use and/or mental health services, or related services.

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 **February 22, 2024, at 2:30 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 this link <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 and no later than **February 16, 2024**. Submit questions to [Gregory.Torain@usdoj.gov](mailto:Gregory.Torain@usdoj.gov) with the subject “Questions for BJA FY 24 ATC 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://ndcrc.org/grant-writing-resources/>. For frequently asked questions from the FY23 ATC solicitation, please visit: <https://bja.ojp.gov/funding/fy23-atc-faq.pdf>

## 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 provide financial and technical assistance to states, state courts, local courts, units of local government, and federally recognized Indian tribal governments to plan, implement, and enhance the operations of adult treatment courts including management and service coordination for treatment court participants, fidelity to the adult treatment court model, and recovery support services. Adult treatment courts effectively integrate evidence-based substance use disorder treatment, mandatory drug testing, incentives and sanctions, and transitional services in judicially supervised criminal court settings that have jurisdiction over persons with substance use disorder treatment needs to reduce recidivism, increase access to treatment and recovery support, and prevent overdose.

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). Any awards under this solicitation would be made under statutory authority provided by the Consolidated Appropriations Act, 2024. As of the writing of this solicitation, the Department of Justice is operating under a short-term Continuing Resolution with no full-year appropriation for the Department currently enacted for FY 2024.

## Specific Information

The purpose of the Adult Treatment Court (ATC) Program is to reduce the misuse of opioids, stimulants, and other substances by people involved in the criminal justice system. An ATC is an evidence-based model based on key components and best practices, which are described below. Applications will be evaluated in part on how well they comply with this model and other application requirements, as outlined in this section. Recognizing the significant increase in overdose deaths and their public health impact, BJA also encourages applicants to focus on preventing overdose and overdose deaths. In the proposal narrative, the applicant is **required** to describe a plan to provide access to medication-assisted treatment (MAT) in serving individuals with substance use disorders (SUDs), consistent with the requirements outlined below.

## Eligible Adult Treatment Court Types

Adult drug courts (ADCs), driving while intoxicated (DWI)/driving under the influence (DUI) courts, co-occurring courts (participants diagnosed with both substance use and mental health disorders), and tribal healing to wellness courts (THWCs) are eligible. Applicants should refer to their relevant local statutes for definitions of the legal age of an "adult." In addition, the proposed

program design must function in accordance with the requirements of the court model's key components design, where relevant.

### **Key Components**

BJA provides applicants the flexibility to identify the most appropriate court type on which to base their treatment court to accommodate the needs and available resources of their jurisdiction, so long as the chosen type conforms to All Rise (formally known as the National Association of Drug Court Professionals) key components for drug courts. These components are described in the BJA and All Rise publication, *Defining Drug Courts: The Key Components*, available at: <https://www.ojp.gov/pdffiles1/bja/205621.pdf>.

THWCs are described at: <https://www.ncjrs.gov/pdffiles1/bja/188154.pdf>.

DWI courts are described at: [https://www.dwicourts.org/wp-content/uploads/Guiding\\_Principles\\_of\\_DWI\\_Court\\_0.pdf](https://www.dwicourts.org/wp-content/uploads/Guiding_Principles_of_DWI_Court_0.pdf).

### **Best Practice Standards**

All Rise has identified 10 best practice standards for ATCs, which represent the most current evidence-based principles and practices. BJA strongly encourages applicants—particularly those proposing to enhance existing treatment courts—to design their proposed programs with the intention of moving toward fully incorporating these standards. For more information on the Best Practice Standards, volumes I and II, visit: <https://allrise.org/publications/adult-drug-court-best-practice-standards/>. These standards represent a cumulative body of the most current evidence-based practices available to treatment courts.

According to data highlighted in the 2022 publication [Painting the Current Picture: A National Report on the Treatment Courts in the United States Highlights and Insights](#), there is a need to address equity and inclusion in treatment courts. In the proposal narrative, BJA **requires** the applicant to describe a plan to collect and examine data on their jurisdiction's access to and retention of treatment court participants to identify and eliminate disparities that exist for race, color, religion, national origin, sexual orientation, gender, gender identity, or disability in admission protocols or elsewhere in the ATC program. The plan may include use of the All Rise and National Center for State Courts (NCSC) Equity and Inclusion Assessment Tool (<https://allrise.org/publications/equity-and-inclusion-assessment-tool/>) or incorporate the American University Racial and Ethnic Disparities (RED) Program Assessment Tool ([RED Program Assessment Tool \(redtool.org\)](#)). BJA will make training and technical assistance available to grantees that plan to use either of these two assessment tools.

**Note:** The applicant must demonstrate that eligible participants promptly enter the treatment court program following a determination of their eligibility. BJA will not award an applicant whose treatment court requires an initial period of incarceration unless the period of incarceration is mandated by statute for the offense in question. In such instances, the applicant must demonstrate that the person receives evidence-based withdrawal and treatment services, if available, while incarcerated and will begin treatment services immediately, consistent with guidance reflected in the BJA and National Institute of Corrections (NIC) Guidelines for Managing Substance Withdrawal in Jails.

### **Medication-assisted Treatment**

The use of U.S. Food and Drug Administration (FDA) approved medications to treat substance use disorders, in combination with counseling and behavioral therapies, is an effective,



evidence-based treatment for substance use disorders, including opioid use disorder (OUD). When ATC participants are diagnosed with an SUD, BJA **requires** grantees, where possible, to make all three forms of FDA-approved medications to treat substance use disorder available to the participants under the care and prescription of a physician. BJA will offer technical assistance to grantees to build or expand their capacity to provide access to medication-assisted treatment (MAT). For more information regarding BJA's provisions on MAT, visit: <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/adc-faq-medication-assisted-treatment.pdf>.

**Note:** In 2022, provisional data from the Centers for Disease Control and Prevention (CDC) indicated that more than two thirds (68%) of the reported 107,081 drug overdose deaths in the United States involved synthetic opioids, principally illicitly manufactured fentanyl. Substance use and overdose deaths continue to take a devastating toll on the lives of individuals, families, and communities across the nation. To combat the morbidity and mortality of overdose and the chronic disease of SUD, including OUD, it is critical that individuals have access to evidence-based, FDA-approved treatments. Preventing overdose deaths and expanding access to evidence-based treatment, including access to medications for opioid use disorder across settings, is a priority for the Department of Justice.

In April 2022, the Department of Justice's Civil Rights Division published [guidance](#) clarifying protections under the Americans with Disabilities Act (ADA) for individuals with OUD, including potential violations of the ADA by facilities or programs that do not allow individuals to continue taking doctor-prescribed MOUD. Recent [agreements](#) with [state and county correctional facilities](#) resolved [allegations](#) that the facilities' refusal to permit the use of and provide MOUD violates the ADA. Similarly, a DOJ [report](#) regarding suicides and failure to provide MOUD in a county jail also helps to illustrate specific instances that were considered to be in violation of the 8th and 14th Amendment rights of institutionalized persons. These examples reflect the federal government's position that a correctional facility's refusal to permit incarcerated individuals to continue or initiate treatment for opioid use disorders when clinically needed may violate the ADA, the Constitution, or both.

This information is intended to educate and inform applicants and their partners in considering the following:

- The application to this solicitation.
- Ways that this and other funding opportunities could enhance applicants' capacity to identify, screen, and assess individuals that may have SUD treatment and recovery support needs.
- Applicants' work generally in support of the treatment and long-term recovery of individuals with an SUD.

**Note:** Applicants are strongly encouraged to use BJA funds to provide overdose education, make take-home naloxone available to treatment court participants, and provide access to other harm-reduction strategies consistent with the ATC model.

### **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 ATC award must ensure that

participants are periodically tested for the use of controlled substances, including medical marijuana. See [34 U.S.C. § 10611, et seq.](#)

### **Violent Offender Prohibition**

Under the Adult Treatment Court Discretionary Grant 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 for participation in the drug court program, whereas **34 USC 10613(a)(2)** only speaks to those convictions that occurred **prior** to the initiation of those proceedings.

34 U.S.C. § 10613

(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 1 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 one year of incarceration.

**Note:** Grantees may use, and are encouraged to use, other funds for their treatment 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.

**Note:** Applicants may qualify for funding under the [Byrne State Crisis Intervention Program \(Byrne SCIP\)](#) which provides formula funds to implement state crisis intervention court proceedings and related programs or initiatives, including, but not limited to, extreme risk protection order programs that work to keep guns out of the hands of those who pose a threat to themselves or others, mental health courts, treatment courts, and veterans treatment courts.

**Note:** Applicants may request funds to support a veterans treatment court (VTC) docket and veteran-related services in all three categories of this ATC solicitation; however, funding to specifically plan, implement, and enhance a VTC is available under the BJA Veterans Treatment Court program. For more information, please visit: [Veterans Treatment Court Grant Program | Overview | Bureau of Justice Assistance \(ojp.gov\)](#).

### **Grant Categories**

The FY 2024 Adult Treatment Court Site-Based Program solicitation offers the following three grant categories.

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

##### **Competition ID: C-BJA-2024-00008-PROD**

Planning and Implementation grants are available to eligible jurisdictions ready to commit to a six-month planning phase followed by an implementation phase for an evidence-based adult treatment court. The ATC must have core capacity to provide critical treatment services, case management and coordination, judicial supervision, sanctions and incentive services, and other key services such as transitional housing, relapse prevention, employment, and peer recovery support to reduce recidivism.

**Note:** The six-month planning phase requires grantees to participate in the BJA-sponsored, free foundational training for adult treatment courts, if they did not receive it in the past 12 months. The foundational training provides court teams with the skills necessary to build a program that integrates court and treatment functions and adheres to best practice standards. See <https://allrise.org/trainings/adult-drug-court-foundational-training/> for details.

#### ***Category 2: Enhancement***

##### **Competition ID: C-BJA-2024-00009-PROD**

Enhancement grants are available to eligible jurisdictions with an operational adult treatment court. Funding may be used to assist a jurisdiction to:

- Scale up its existing court program's capacity.
- Provide access to or enhance treatment capacity or other critical support services.
- Enhance court operations.
- Expand or enhance court services.
- Build or enhance collection and use of key drug operation and outcome data.
- Improve the quality and/or intensity of services based on needs assessments.

The ATC must have core capacity to provide critical treatment services, case management and coordination, judicial supervision, sanctions and incentive services, and other key services such as transitional housing, relapse prevention, employment, and peer recovery support to reduce recidivism.

#### ***Category 3: Statewide***

##### **Competition ID: C-BJA-2024-00010-PROD**

State applicants may apply for funding to improve, enhance, or expand adult treatment court services statewide. Statewide activities may include:

- Scaling up capacity for one or more local, state, or tribal ATC programs.

- Helping a local/rural jurisdiction to launch a new ATC as a grant subrecipient.
- Expanding treatment and services.
- Conducting an audit of the practice and technical assistance for adherence to the key components and best practice standards.
- Collecting data and conducting analyses to assess the practice, as well as tracking recidivism and participant outcomes.
- Delivering statewide training and technical assistance (TTA).
- Supporting a treatment court alumni network and/or peer recovery programs to serve treatment court participants.
- Supporting a statewide management information system.
- Supporting the staff needed to expand services statewide.

**Note:** For applicants seeking to launch a new adult treatment court and/or scale up an existing one, this program includes a subaward component, whereby the subrecipient is required to comply with all federal subaward requirements as described in the OJP Financial Guide and in [31 U.S.C. § 7502](#) and [Title 2 C.F.R. § 200](#) (including, but not limited to, the sections on "Subrecipient Monitoring and Management" contained in Subpart D and the audit requirements applicable to subrecipients contained in Subpart F).

## **Solicitation Goals and Objectives**

### **Goals**

To provide adult treatment court agencies, their partners and criminal justice professionals with the resources needed to plan, implement, enhance, and sustain evidence-based treatment court programs for individuals with substance use disorders who are involved in the criminal justice system in order to reduce recidivism, increase access to treatment and recovery support, and prevent overdose.

### **Objectives**

To ensure that all grantees, over the project period, have access to the BJA treatment court resources (e.g., TTA) needed to:

- Increase the number of potential participants screened (i.e., determine eligibility) and assessed (i.e., identify criminogenic risk, substance use disorder, or mental health conditions).
- Administer mandatory and random drug and alcohol testing of program participants to help monitor substance use and treatment progress.
- Provide or develop access to evidence-based substance use disorder treatment, as well as recovery support services.
- Provide or develop the capacity to access all three types of FDA-approved medications to treat substance use disorders.
- Increase graduation rates for all treatment court participants actively participating in the grant program.
- Reduce the current recidivism rate among program participants actively participating in the grant program.
- Provide judicial and community supervision, mandatory and random drug testing, substance use and mental health disorder treatment, and appropriate incentives and sanctions.

- Ensure the use of evidence-based practices and principles that incorporate the Best Practice Standards and other relevant research.
- Ensure that all individuals eligible for the treatment court program have equivalent access as measured by the collection and examination of program data.

### **Deliverables**

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 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.** 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 those 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.

**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: 45

Anticipated Maximum Dollar Amount per Award: \$2,500,000

Period of Performance Start Date: October 1, 2024

Period of Performance Duration (Months): 48

Anticipated Total Amount to Be Awarded Under This Solicitation: \$47,450,000

### **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.

# 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 **8:59 p.m. Eastern Time on May 2, 2024**.

The **full application** must be submitted in JustGrants by **8:59 p.m. Eastern Time on May 9, 2024**.

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)

- Financial Management and System of Internal Controls Questionnaire, including applicant disclosure of high-risk status (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 an ATC (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](mailto: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.

Abstracts must also clearly describe the following for each court:

- Category of funding requested: Category 1: Planning and Implementation, Category 2: Enhancement, Category 3: Statewide.
- Type of adult treatment court(s) for which funds are requested: ADC, Co-occurring, DWI/DUI court, or THWC.
- 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.)

If requesting to fund activities for any of the four court types in combination with a VTC docket or to include veteran-related services, include the amount of funding requested for the ATC and the VTC (e.g., ATC: \$600,000 and VTC: \$400,000).

- Whether the court is pre-or post-adjudication.
- 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.
- The target population and whether the jurisdiction has access to all types of MAT services.
- Which of the [Best Practice Standards](#) will be addressed and indicate the page numbers where each item is discussed in the proposal narrative.

### ***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 numbered 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

**Category 1, 2, and 3**

**Note:** For each category, 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 data).

For all applicable categories, the applicant should:

- Explain their inability to fund the program adequately without federal assistance.
- Indicate whether their jurisdiction is leveraging any other federal funding sources (e.g., Second Chance Act; Comprehensive Opioid, Stimulant and Substance Use Program; Coordinated Tribal Assistance Solicitation; Justice Reinvestment Initiative; or Edward Byrne Memorial Justice Assistance Grant Program) to support the treatment court.
- Indicate whether their jurisdiction has an active treatment court grant with BJA, the Substance Abuse and Mental Health Services Administration, or the Office of Juvenile Justice and Delinquency Prevention (include the grant number).
- Explain the problems with the current court's response to cases involving SUDs; identify how and to what extent the proposed program will address the current arrest volume; and describe how the current number of treatment slots meets the needs of anticipated referrals.
- Describe the current resources available and the gaps the applicant seeks to address with grant funding, particularly those that impact the collection of key program, recidivism, and treatment-related outcome data to assess the efficacy of the adult treatment court.
- Define the proposed target population, including the criminogenic risk levels (high, medium, low), SUD treatment and recovery needs, and the average jail or prison sentence that potential participants face, if any.
- Describe how applicant will prioritize court resources and services for individuals with high criminogenic risk and treatment needs, including persons with repeat criminal justice involvement and SUDs.
- Provide the target number of people for whom services will be provided under this program during the grant period (48 months). Explain how this target number was derived.
- Describe any current planning or coordination with related projects that shows the jurisdiction is preparing to plan and implement an adult treatment court.
- Illustrate the nature and scope of SUDs in the jurisdictions to be targeted. Include data on race, ethnicity, age, gender, arrest volume (i.e., specifics of the general arrestee population, including the percentage that would be screened for treatment court and

what percentage of those would be admitted into treatment court), and crime patterns for adult defendants.

- Provide information about the extent to which the proposed program will use evidence-based treatment practices and/or services.
- Describe how applicant will address access to treatment options including MAT, reduce risk for overdose and overdose fatalities, and support the provision of coordinated recovery support services such as transitional housing, peer support, and family related services. Indicate how those services are currently monitored or will be monitored for quality and effectiveness.
- Confirm that access to all three types of MAT will be provided.
- Describe how the project proposes to enhance the potential for the long-term success of participants and graduates, including building positive supports for those in recovery in the programs.

In addition, **Category 2 Enhancement Applicants** should describe the current operation of the adult treatment court, addressing the following:

- Referral, screening, and assessment process.
- Eligibility requirements.
- Target population.
- Current capacity.
- Length and phases of the program.
- Case management process.
- Community supervision.
- Family support services.
- Strategies to prevent and respond to risk for overdose.
- Judicial supervision.
- Incentives and sanctions.
- Graduation requirements and expulsion criteria (including which treatment court 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.
- Whether the treatment court team to be funded has received training on the treatment court model.
- Current efforts and planning that document the jurisdiction is ready to enhance its adult treatment court.
- Local data and any evaluation findings that demonstrate the program's impact with regard to participant recidivism and functional outcomes.

In addition, **Category 3 Statewide Applicants** should provide the following:

- The state's current role and strategy to support existing and build new adult treatment courts or other problem-solving approaches in courts.
- The extent to which the state and these courts meet the needs of the eligible population, whether they are operating at capacity, and the nonbudgetary reasons if they are not operating at capacity. Describe the issue or need.

- How applicant plans to enhance the capacity of treatment courts to use data and research; implement with fidelity to the ATC model, best practice standards, and 10 key components; and track program outcomes.
- State data and any evaluation findings that demonstrate the state treatment court program's impact on the community and individuals involved in the criminal justice system.
- Other enhancements being proposed to support ATCs in the state.
- Areas where the state needs to enhance the capacity of treatment courts and practitioners statewide. Needs may be different based on the geographical location of the treatment court program (i.e., urban, suburban, or rural). If planning to implement or enhance TTA statewide, provide the target number of treatment courts for which TTA services will be provided. BJA will evaluate the grantee against this target number, so please include the data source used to determine the target number.

For **Category 3 Statewide Applicants** seeking to launch a new adult treatment court and/or scale up an existing one, provide the following information for each court:

- Proposed target population, including criminogenic risk levels (high, medium, low), substance use disorder treatment needs, and the average jail or prison sentence that potential participants face, if any. Provide the target number of people for whom services will be provided under this program during the grant award period (48 months).
- Problems with the local jurisdiction's current response to cases involving SUDs. Identify how and to what extent the proposed program will address the current arrest volume. Describe how the current number of treatment slots meets the needs of anticipated referrals.
- Other challenges these jurisdictions face, including overdose and overdose fatalities, co-occurring mental health challenges, and other public health and homelessness challenges.
- Current efforts that document the jurisdiction is ready to plan and implement an adult treatment court. Indicate whether the treatment court team to be funded has received training on the treatment court model.
- Documentation of the commitment of state and local jurisdictions to prioritizing court resources and services for individuals with high criminogenic risk and treatment needs, including persons with repeat criminal justice involvement and substance use disorders.
- How applicant will map and develop more resources to support the program and how those services would be monitored for quality and effectiveness.
- Local data and how applicant will assess and use any evaluation findings that demonstrate the program's impact with regard to participant recidivism and functional outcomes.
- Gaps and/or locations that have more significant needs or limited capacity and services.

b. Project Design and Implementation

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

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

- Define the type of adult treatment court(s) for which funds are requested.
- Describe applicant's plan to ensure that all individuals eligible for the treatment court program will have equivalent access to the program. This should include protocols for collecting and examining data on access to and retention in the program.
- Describe the plan to provide treatment and services to address SUD and co-occurring SUD and mental health disorder needs. Affirm whether the jurisdiction has access to all types of MAT services. This should include how participant treatment will be funded and the range of treatment modalities that will be provided.
- Explain how the treatment provider(s) will be selected and how the treatment court will monitor the provider(s). This monitoring should ensure the treatment is effective.
- Identify the evidence base for the substance use and other treatment intervention(s) to be used and how responsive interventions are to the needs of the specific target population(s). If the evidence is limited or nonexistent for the target population, provide other information to support the intervention selection.
- Demonstrate that the treatment court program(s) for which funds are being sought will not deny access to the program to any eligible participant because of their use of FDA-approved medications for the treatment of a substance use disorder as discussed under "Medication-assisted Treatment."
- Describe how applicant will use funding to incorporate the evidence-based program principles included in the [All Rise 10 Best Practice Standards](#), and to specify which standard(s) will be addressed, how the standard(s) will be implemented, and the page numbers where each item is discussed in the proposal narrative.
- Illustrate how the treatment court will identify, assess, and prioritize participation and services for high-risk/high-needs persons, including persons with repeat criminal justice involvement and substance use disorders. Identify the validated assessment tool that will be used and explain why this tool was selected.
- Discuss applicant's commitment to admit and provide evidence-based interventions to participants with opioid, stimulant, and other substance use disorders, including strategies for early assessment and entry into treatment to prevent overdose. Describe the strategies that will be used during this phase to assess the risk of overdose, the need for critical access to treatment services, and how to prevent overdose.
- Demonstrate that eligible treatment court participants promptly enter the treatment court program following a determination of their eligibility. The applicant must also explain how participants will receive treatment services while incarcerated, if available, and how they will begin treatment services immediately upon release.
- Describe how applicant will ensure the following requirement is met: That, while the ATC program's authorizing statute requires participants to pay for treatment and restitution, it does not allow a fee to be imposed on a participant that would interfere with their rehabilitation. In the application, indicate how participants will be notified of the fee and include provisions for determining how these costs would not interfere with their rehabilitation or graduation.
- Explain the community reintegration or continued care strategy, detailing the services to assist program graduates as they reintegrate into the community. The applicant should emphasize client access to drug-free or transitional housing, including recovery housing. If applicable, the applicant is encouraged to consider and describe how their state's

planned Medicaid expansion, waivers, and other state plan amendments, will increase future program capacity or sustainability.

- Describe applicant’s sustainability plan, detailing how the adult treatment 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 substance use disorder 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.

**Note:** 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.

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

For the planning phase, describe activities the court will take to prepare for program implementation, including the following:

- Staffing needs to implement a treatment court program.
- Any training the treatment court plans to have its members participate in during the 6-month planning stage, if applicant has not attended the training in the past 12 months.
- How the community will be engaged in the planning process and the community partnerships that currently exist that will support the treatment court program.
- How data collected in the community mapping of resources will be used to enhance access to relevant and needed services.

For the implementation phase, describe the planned treatment court program, including 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: Proposed approach should demonstrate an understanding that relapse is a part of the substance use disorder recovery process, and it is taken into consideration in the development of incentives and sanctions. Describe how the applicant will employ strategies to ensure due process and reduce the potential for unintended harm in the application of incentives and sanctions.



- Graduation requirements and expulsion criteria.
- How the treatment court will make efforts to engage and support participants' families.
- Any plans to provide trauma-informed care, including how the model will be implemented.
- If a post-adjudication drug court model is proposed, discuss how the concept of "early intervention" will be implemented.

### **Category 2: Enhancement Applicants**

For the enhancement phase, describe activities the court will take to prepare for program implementation, including the following:

- The proposed enhancement and its specific objectives, including how they tie to the ATC Program's purpose.
- The enhancement options for which funds are being requested and an explanation of how each will be accomplished. In the explanation, address the following:
  - The detailed and randomized drug testing process and how it will occur throughout all components or phases of the program. Describe the mechanism that the treatment court will use to ensure coverage and coordination of drug testing among all available agencies associated with clients.
  - The proposed frequency of judicial status hearings and related criteria. Describe how the program will ensure consistent procedures in the status hearings.
  - The process the treatment court will use to ensure actual, as well as perceived, procedural fairness throughout all court and program operations.
  - Any strategies to enhance the court's capacity to assess and reduce the risk of overdose and overdose fatalities, including use of naloxone and access to MAT.
  - How the treatment court will make efforts to engage and support participants' families.
  - Any plans to provide trauma-informed care, including how the model will be implemented.
- Describe how this application will enhance access to recovery support services such as educational and/or vocational and transitional housing services or peer support such as supporting alumni networks or peer recovery activities. Describe the agency and personnel that will administer the services and how those services are coordinated.

### **Category 3: Statewide Applicants**

For the enhancement phase, describe activities the court will take to prepare for program implementation, including the following:

- The specific design and objectives for the proposed statewide enhancement program. Describe which, if any, of the following statewide strategies will be implemented:
  - Building capacity to ensure diversity, equity, and inclusion in programs for all eligible participants, including [alternative tracks](#) based on the risk and need principles, programming that addresses the cultural needs of participants, and the ability to review and assess equal access to the program, services, and sanctions and incentives.

- Building or enhancing peer recovery activities such as alumni networks and family support activities for parents in treatment courts.
- Implementing best practice standards and fidelity assessments. Expanding courts' capacity to divert individuals with substance use disorders from incarceration.
- Developing or enhancing a statewide TTA program and/or strategy for operational treatment court teams.
- Enhancing data and research capacity, including automated collection of core data for all treatment courts in the state.
- Making subawards to local or tribal courts to build or enhance treatment courts.
- Disseminating statewide ATC information to enhance or strengthen programs for persons in the criminal justice system.
- Coordinating TTA to treatment courts statewide. If relevant, detail how the state will assess, implement, and monitor treatment courts' TTA needs. Describe any plans to include support from BJA's National Adult Treatment Court TTA providers leveraging no-cost training to support state training activities.
- Addressing gaps in transitional housing, peer support, and other key recovery support services; and/or family support services for adult treatment court participants. Describe how the program will enhance these needs.
- How to enhance local and/or tribal courts' capacity to assess and reduce the risk of overdose and overdose fatalities including use of naloxone and access to MAT.
- How the enhancement efforts will be maintained after federal assistance ends and how current collaborations and evaluations will be used to leverage ongoing resources.

For applicants seeking to make subawards to local and/or tribal courts, provide the following information on state efforts to implement new and/or scale up existing adult treatment courts to better meet the existing and eligible defendant population that is high risk/high needs. Demonstrate how this proposal will assist in implementing that state strategy by addressing the following:

- The detailed and randomized drug testing process and how it will occur throughout all components or phases of the local program. Describe the mechanism which the program will use to ensure coverage and coordination of drug testing among all available agencies associated with clients.
- The proposed frequency of judicial status hearings and related criteria in the program. Describe how the program will ensure consistent procedures in the status hearings and due process protections.
- The process the state will use to ensure a perception of procedural fairness throughout all court and program operations.
- The state's plan for sustaining local treatment court programming after federal funding has ended.

If an applicant is seeking consideration under Priority 1A, it should explain in the Project Design and Implementation 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

**Category 1, 2 and 3**

- Identify each member of the treatment court team and briefly describe their role and responsibilities. Key team members must include a judge, prosecutor, defense attorney, treatment provider, researcher/evaluator/management information specialist, and treatment court coordinator. Other members can include a case management coordinator or other staff to support the provision of key services including treatment, recovery support, peer support, housing, and family support services.
- Identify personnel other than team members who are critical to the program's success and discuss their roles, responsibilities, and qualifications. Discuss the organizational capabilities or competencies that will directly impact the ability to successfully manage the proposed program.
- Describe the treatment court program's proposed treatment and recovery support partners, the history of the partnerships, and how the court will ensure that these SUD treatment providers use evidence-based treatment services and monitor the quality and effectiveness of service delivery.
- Define any research partners or analytical staff members who will support data collection, analysis, and research, including their roles and goals. Describe how they will support equity and inclusion in access to program services, effective targeting and implementation fidelity, and program evaluation.
- Explain how effective communication and coordination among the team members will be implemented throughout the program period.
- Attach an MOU signed by each key treatment court team member with the responsibilities outlined for each as discussed under "Memorandum of Understanding Signed by Key Treatment Court Team Members" in the Additional Application Components section.
- Attach the job descriptions and résumés/CVs of key staff members.
- Attach a letter of support from the local court outlining its commitment to the project.

For statewide applicants seeking to provide subawards to help launch a new adult treatment court and/or scale up an existing adult treatment court attach the written policies and procedures in place for administering subawards.

If the applicant is seeking priority consideration under Priority 1B, it should: (1) 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 capabilities and competencies to implement the proposed project; (2) specify which populations are intended or expected to be served, have their needs addressed, and/or be affected by the proposed project; and (3) include information to confirm that the population specific organization is specifically designed to serve communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization (examples of such

information include, but are not limited to, the website address, charter, mission statement, or operating principles of the population specific organization).

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 assess equity and inclusion in their programs.

### Categories 1 and 2

- Describe the steps the treatment court will take to develop a performance management and evaluation plan. The plan should include strategies to collect, review, and use data to improve program performance, and it should discuss how the treatment court will work with an evaluator when appropriate.
- Explain the program's screening tool and referral process to ensure that participants screened and referred to the court mirror the jurisdiction's SUD arrestee percentages.
- Define the process and who will be responsible for the biannual report on the actual number of participants served using grant funds as compared to the target number of participants to be served. The timeline plan must reflect when and how the jurisdiction plans to reach the targeted capacity as measured on a quarterly basis.

### Category 3: Statewide Applicants

- Provide a plan detailing how the enhancement activities will be managed and evaluated.
- Designate who will be responsible for the biannual reporting of the number and type(s) of state-based TTA services.
- Describe efforts at the state level to collect and share key efficacy evaluation data on the state's treatment courts to support reducing recidivism rates and improving outcomes for participants.

**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.

A list of performance measure questions for this program can be found [here](#). Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

BJA will require award recipients to submit performance measure data in the Performance Measurement Tool (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.

**Note:** For applicants seeking to launch a new adult treatment court and/or scale up an existing adult treatment 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 that 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: Planned and implemented a new ATC program that adheres to the requirements of this solicitation, including All Rise Adult Drug Court Best Practice Standards, and is consistent with key components for drug courts.
- Category 2: Enhanced and/or expanded the operations of the ATC, consistent with the requirements of this solicitation, including All Rise Adult Drug Court Best Practice Standards, and with key components for drug courts.
- Category 3: Enhanced and/or expanded the state’s capacity to coordinate activities and increase services that support the needs of ATCs in the state, consistent with the requirements of this solicitation, including All Rise Adult Drug Court Best Practice Standards, and with key components for drug courts.

### ***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, including client stipends, gift cards, vehicle purchases, or 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.

If the applicant is seeking priority consideration under Priority 2 to expand access to services to rural and/or tribal communities, financial support for the identify activities and services must be reflected in the web-based budget form.

### ***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 (Categories 1 and 2) or eight (Category 3) 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
Example					
Match Requirement – 75/25 (Federal Request/Non-Federal Share)					
Federal Request Amount = \$1,000,000					
Step 1	\$1,000,000	÷	75% Federal Share	=	\$1,333,334 (rounded up)
Step 2	\$1,333,334	-	\$1,000,000	=	\$333,334 (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 the request

(e.g., fiscal hardship). A match waiver request must be submitted as a separate attachment to the application 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 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, and (3) a description of the applicant's capacity to complete the proposed project. Letters of support should be signed and submitted as one separate attachment to the application in JustGrants.

### 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](#).

### Timeline Web-based Form (Required)

A timeline is required and must outline when the objectives will be met during the program period. It must summarize the major activities, responsible parties, and expected completion dates for the principal tasks required to plan and/or implement and manage the treatment court program. Applicants must indicate the number of program participants to be served each quarter to demonstrate how they will reach the target number of participants to be served before the end of the grant period.

### 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 abuse 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>.

### Memorandum of Understanding Signed by Key Treatment Court Team Members or by a Designated Agency Representative (Recommended)

Attach an MOU signed by either the key drug court team members or by a designated agency representative with the general responsibilities and expectations for coordination agreed upon by each member. Key drug court team members include a judge, prosecutor, defense attorney, treatment provider, researcher/evaluator, management information specialist, community

supervision representative, and treatment court coordinator. Applicants will submit the MOU by uploading the document as an attachment in JustGrants.

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

An entity (i.e., unit of local government or county) applying for funding on behalf of an adult treatment 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 the agreement that 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 Best Practice Standards and the Key Components of Drug Courts. 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.

#### **Statewide Applicants Managing Subawards (Required)**

Applicants are required to submit as an attachment their written policies and procedures for administering subawards, including:

- A detailed description of the formal selection process, including information on the applicant's process for requesting proposals (e.g., posting a notice on its website, invitations via email or traditional mail, advertisements); reaching out to stakeholders, including webinars; receiving applications and processing them; conducting programmatic and financial reviews of the applications; evaluating and scoring applications, including the criteria used; and award notification.
- A description for monitoring subrecipients that, at a minimum, must include a plan for (a) reviewing financial and performance reports submitted by the subrecipients; (b) following up to ensure subrecipients act to address deficiencies found through audits, onsite reviews, and other means; and (c) issuing a management decision based on the audit findings that pertain to the subaward.

#### **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 <http://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 Adult Treatment Court Program

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: for Category 1: C-BJA-2024-00008-PROD, Category 2: C-BJA-2024-00009-PROD, and Category 3: C-BJA-2024-00010-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/financialguidedoj/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; \$1,000,000 for Category 2; and \$2,500,000 for Category 3.

#### *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](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [Application Resource Guide](#))

### **Additional Application Components**

- Resumes of Key Personnel
- Tribal Authorizing Resolution (if applicable) (see [Application Resource Guide](#))
- Letters of Support
- Memoranda of Understanding and Other Supportive Documents
- Research and Evaluation Independence and Integrity Statement (see [Application Resource Guide](#))
- Timeline Web-based Form\*
- State Substance Abuse Agency Director or Designee Letter
- Memorandum of Understanding Signed by Key Treatment Court Team Members or by a Designated Agency Representative



- Fiscal Agent Memorandum of Understanding Signed by Applicant and Treatment Court Administrator\*
- Chief Justice, State Court Administrator or Designee Letter
- Statewide Applicants Managing Subawards\*

#### **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.

[Virtual Q&A Sessions](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance, and support on JustGrants system functionality.