

BUREAU OF JUSTICE ASSISTANCE

# ADULT TREATMENT COURT PLANNING, TRAINING, TECHNICAL ASSISTANCE, AND RESOURCES CENTER INITIATIVE

## FY 2023 Competitive Grant Announcement

April 4, 2023  
2:30 – 3:30 PM ET



**BJA**  
Bureau of Justice Assistance  
U.S. Department of Justice



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Bureau of Justice Assistance  
U.S. Department of Justice

BUREAU OF JUSTICE ASSISTANCE

# FY 2023 Competitive Grant Announcement

Panelists:

**Gregory Torain, Policy Advisor**

**Dr. Courtney Stewart, Policy Advisor**

# Office of Justice Programs (OJP) and the Bureau of Justice Assistance (BJA)

OJP and BJA Strategic Focus and Priority Areas

Grant Eligibility, Categories, and Requirements

Review Application Sections

Tips for Applicants

Application Resources

Questions and Answers



# What is the Office of Justice Programs?

- The Office of Justice Programs (OJP) provides grant funding, training, research, and statistics to the criminal justice community.
- OJP is one of three grant-making components of the Department of Justice along with the Office on Violence Against Women (OVW) and the Office of Community Oriented Policing Services (COPS).

## Office of Justice Programs

**BJA** - Bureau of Justice Assistance

**BJS** - Bureau of Justice Statistics

**NIJ** - National Institute of Justice

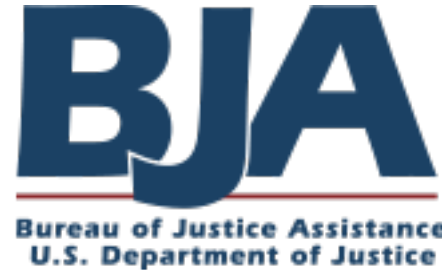
**OVC** - Office for Victims of Crime

**OJJDP** - Office of Juvenile Justice and Delinquency Prevention

**SMART** - Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking

# U.S. Department of Justice Bureau of Justice Assistance

**Mission:** BJA's mission is to provide leadership and services in grant administration and criminal justice policy development to support state, local, and Tribal justice strategies to achieve safer communities. BJA works with communities, governments, and nonprofit organizations to reduce crime, recidivism, and unnecessary confinement, and promote a safe and fair criminal justice system.



<https://bja.ojp.gov>





**BJA Director  
Karhlton F. Moore**

Appointed by President Biden in February 2022, Director Moore leads BJA's programmatic and policy efforts on providing a wide range of resources, including training and technical assistance, to law enforcement, courts, corrections, treatment, reentry, justice information sharing, and community-based partners to address chronic and emerging criminal justice challenges nationwide.

### Policy Office

provides national leadership to criminal justice organizations that partner with BJA to identify effective program models for replication and infuse data-driven, evidence-based strategies into operational models, practices, and programs.

### Programs Office

administers state, local, tribal, and territorial grant programs. It acts as BJA's direct line of communication to states, local jurisdictions, territories, and tribal governments by providing customer-focused grants management support and careful stewardship over federal funds.

### Operations Office

coordinates all communication, formulates and executes the budget, manages contracts, measures grantees' performance, and provides administrative support to BJA.

### Public Safety Officer Benefits Office

provides death and education benefits to survivors of fallen law enforcement officers, firefighters, and other public safety officers, and disability benefits to officers catastrophically injured in the line of duty.

# Five Major Strategic Focus Areas

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Improve public safety through measures which build trust with the community and ensure an effective criminal justice system

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Reduction in recidivism and prevention of unnecessary confinement and interactions with the criminal justice system

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Integration of evidence-based, research-driven strategies into the day-to-day operations of BJA and the programs BJA administers and supports

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Increasing program effectiveness with a renewed emphasis on data analysis, information sharing, and performance management

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Ensuring organizational excellence through outstanding administration and oversight of all of BJA's strategic investments

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**Fund** – Invest diverse funding streams to accomplish goals.

**Educate** – Research, develop, and deliver what works.

**Equip** – Create tools and products to build capacity and improve outcomes.

**Partner** – Consult, connect, and convene.



# OJP Priority Areas

In addition to executing any statutory prioritization that may be applicable, OJP will provide priority consideration to applications as follows:

- Applications that Support Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government
  - address potential **racial inequities** and contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, and adversely affected by inequality.
- Applicants that demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because they *(or at least one proposed subrecipient that will receive **at least 40%** of the requested award funding)* identify as a culturally specific organization.

# BJA Training and Technical Assistance

## Guiding Principles

- Informed by data, needs of the field, and research to provide efficient and consistent delivery of services
- Reach members of the field where they are and reach a broader audience
- Assess the TTA's impact and make refinements to better accomplish the TTA's goals
- Anticipate BJA processes and approvals to proactively manage and share updates and current and relevant information with the field and grantees

# Program Goal

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

# Applicants

BJA seeks providers to deliver a range of training and technical assistance (TTA), resources, and information, to BJA-funded adult treatment courts, veterans treatment courts, community courts, and to the treatment court field at large, as well as to the statewide drug court coordinators who lead this work in their states.

# Application Deadlines



OMB No. 1121-0329  
Expires 12/31/2023

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



Adult Treatment Court TTA Solicitation was released on

***March 16, 2023***

Grants.gov deadline:

***May 2, 2023, 8:59 PM ET***

JustGrants deadline:

***May 9, 2023, 8:59 PM ET***

**Important:** Applications have two deadlines. The first is in Grants.gov and the second is in JustGrants.

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

**Assistance Listing Number #** 16.585

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

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

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

**Step 2: Application JustGrants Deadline:** May 09, 2023 8:59 PM ET

### **Overview**

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

This solicitation incorporates guidance provided in the [OJP Grant Application Resource Guide](#) which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

# Eligibility



## The following entities are eligible to apply:

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

# Grant Categories

The FY 2023 ATC TTA solicitation offers the following seven grant categories:

**Category 1:** ATC Foundational Training

**Category 2a:** ATC Training Initiative

**Category 2b:** Resource Center

**Category 3:** ATC Site-based TA

**Category 4:** ATC State-based TA

**Category 5:** Veterans Treatment Court TTA

**Category 6:** Community Court TTA

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2023-00068-PROD	Category 1: Foundational Training	1	\$2,750,000	10/1/23 12:00 AM	24
C-BJA-2023-00069-PROD	Category 2a: Training Initiative	1	\$3,500,000	10/1/23 12:00 AM	24
C-BJA-2023-00070-PROD	Category 2b: Resource Center	1	\$1,750,000	10/1/23 12:00 AM	24
C-BJA-2023-00071-PROD	Category 3: Site-based TA	1	\$3,500,000	10/1/23 12:00 AM	24
C-BJA-2023-00072-PROD	Category 4: State-based TA	1	\$3,400,000	10/1/23 12:00 AM	24
C-BJA-2023-00073-PROD	Category 5: Veterans Treatment Court TTA	1	\$4,500,000	10/1/23 12:00 AM	24
C-BJA-2023-00074-PROD	Category 6: Community Court TTA	1	\$2,500,000	10/1/23 12:00 AM	24

# Grant Category

## CATEGORY 1 ADULT TREATMENT COURT FOUNDATIONAL TRAINING (FOUNDATIONAL TRAINING)

- Grant maximum: **\$2,750,000**
- Period of performance: **Up to 24 months**
- Award: **1**

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

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

- Provide core foundational training to all new BJA funded FY2023 Adult Treatment Court Planning and Implementation grantees.
- Provide core foundational training to new BJA funded FY2023 Adult Treatment Court Enhancement grantees identified by BJA that require additional support as determined by their grant application.
- Deliver a minimum of 30 core foundational trainings to courts seeking to launch a new adult treatment court.
- Select and support visits to 10 mentor courts for sites interested in observing and starting an adult treatment court. Mentor courts are courts that the provider will select to serve as national models due to their strict adherence to the [NADCP Best Practice Standards](#) and the [10 Key Components of Drug Courts](#).
- Offer up to 10 scholarships to jurisdictions planning to start a new adult treatment court to support their attendance at key annual events such as the National Association of Drug Court Professionals conference.
- Work in coordination with the TTA Collaborative.
- Ensure the training curricula incorporates resources to support the implementation of evidence-based treatment, recovery management, trauma-informed care, equity and inclusion, and family engagement.
- Conduct an annual assessment and modify all existing curricula and online web courses based on the evaluation results, current research, and trends.
- Meet quarterly with BJA and the TTA Collaborative to review and assess grantee performance data.
- Convene practitioner learning communities, based on their respective projects/programs, to explore best practices and lessons learned.
- Create a minimum of five knowledge diffusion products (e.g., fact sheets, webinars) and disseminate them through BJA's networks (annually).
- Maintain an online project management tool that helps manage the projects, deliverables, and activities and ensure BJA has access to it.



# Grant Category

## CATEGORY 2a ADULT TREATMENT COURT TRAINING INITIATIVE (TRAINING INITIATIVE)

- Grant maximum: **\$3,500,000**
- Period of performance: **Up to 24 months**
- Award: **1**

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

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

- Deliver a minimum of 50 trainings each year to local jurisdictions requesting operational training to support their adult treatment court programs.
- Maintain, update, and offer to the field a menu of 20 BJA-approved treatment court trainings each year including, but not limited to, the following topic areas: Women in Treatment Courts, Ensuring Equity Access and Use of Data Driven Tools, Recruitment and Retention, and Engaging the Family in Treatment Court. For a list of current trainings, please visit: <https://www.ndci.org/resource/training/>.
- Develop and offer a training curriculum and pilot that acknowledges and attends to the unique needs of women in treatment courts. The training should be designed based on current research, trends, and feedback from the treatment court field via listening sessions and key stakeholder workgroups.
- Develop and offer a research-informed training curriculum and pilot to assist treatment courts to increase referral, retention, and graduation rates for underserved populations, including Black/African Americans.
- Conduct an environmental scan to identify and propose strategies for training to reach other underserved populations, based on current research, trends, and feedback from the treatment court field.
- Offer trainings on the implementation and use of a diversity, equity, and inclusion assessment tool for local adult treatment courts. The tool should examine proportional differences in referral, admission, and graduation rates among demographic groups to include reasons individuals do not enter or graduate from adult treatment courts. This information can be used to assist adult treatment courts in developing and implementing remedial strategies.
- Offer trainings to assist local treatment courts develop sustainable recovery networks and alumni groups.
- Develop TA to serve jurisdictions experiencing a precipitous increase in persons in crisis and for gun violence including the creation and pilot of a training curricula to align with the Bipartisan [Safer Communities Act](#) including, but not limited to, mental health, crisis intervention, gun violence, and issues related to domestic violence.
- Develop tools to assess and serve persons at risk for violence who are also in crisis and appropriate candidates for treatment courts.

# Grant Category

## CATEGORY 2b NATIONAL TREATMENT COURT RESOURCE CENTER (RESOURCE CENTER)

- Grant maximum: **\$1,750,000**
- Period of performance: **Up to 24 months**
- Award: **1**

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

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

- Manage the [National Drug Court Resource Center \(NDCRC\)](#) website.
- Provide treatment court practitioners access to resources that are essential for the field to address crime related to opioid, stimulant, and other substance use.
- Maintain the national treatment court database of program information located on the NDCRC website.
- Coordinate with BJA to update and maintain the searchable online map of [U.S. treatment courts](#) located on the NDCRC website.
- Update the [Painting the Current Picture: A National Report on Treatment Courts in the United States \(PCP\)](#) and publish the findings every other year.
- Develop a dissemination plan for PCP to include an executive summary, final report, BJA briefing, and two professional conference presentations. The plan should also include the proposed format of the publications (i.e., court types, state reports, etc.).
- Develop and disseminate annually a minimum of 10 fact sheets, videos, statutory and case law development, podcasts, and interactive webinars on emerging topics in the treatment court field employing evidence-based practices.
- Coordinate the Adult Treatment Court Discretionary Grant Program solicitation webinar each year.
- Produce the annual [Drug Court Review](#) using relevant and cutting-edge research.
- Work in coordination with the TTA Collaborative.
- Coordinate four regional (e.g., Northeast, Midwest, South, and West) virtual grantee meetings to include the TTA Collaborative and relevant BJA staff. The purpose of the meetings will be to provide grant-related updates, present promising practices, share resources, address grant-related concerns, and assess potential TA needs.
- Support the attendance of SMEs to present at state-sponsored trainings or conferences, and potentially other regional or local training (events should have a focus on treatment courts).
- Ensure information posted to the Resource Center covers topics on evidence-based treatment, recovery management, trauma-informed care, equity and inclusion, and family engagement.

# Grant Category

## CATEGORY 3 ADULT TREATMENT COURT SITE-BASED TECHNICAL ASSISTANCE (SITE-BASED TA)

- Grant maximum: **\$3,500,000**
- Period of performance: **Up to 24 months**
- Award: **1**

Provides support to all newly funded and existing adult treatment court grantees to ensure that their courts are operating consistent with the treatment court model and adhering to the [NADCP Best Practice Standards](#) and the [10 Key Components of Drug Courts](#).

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

- Deliver intensive TA to newly funded and existing Adult Treatment Court Discretionary Grant Program grantees, while also identifying and delivering services to the treatment court field at large (annually).
- Develop individualized TA work plans for each new grantee based on the goals outlined in its funded application. The work plan should be presented to each grantee, revised as needed, and agreed to by the grantee. Work plans should include checklists to help each grantee execute key tasks. Please note that BJA may require the selected provider to submit for review and approval the proposed TA work plans, protocols, or strategies in advance of disseminating them to and implementing them with grantees.
- Support grantees in the early stages of their award in completing their implementation guides and ensure the grantees address governance, program design, performance measures collection, and sustainability. Assign each grantee a TA coach to assess and identify its TA needs, including a summary of the assessment findings for the grantee and recommended next steps, to improve program performance that will be shared with BJA. Each coach should have the skills and time needed to move their assigned grantees toward their goals. TA coaches should have consistent, scheduled monthly calls with grantees. Email check-ins may be substituted occasionally, as logistics require. Assigned coaches must provide follow-up information regarding the grantees' implementation of the previously provided recommendations. Prior to assigning coaches, the award recipient must provide BJA with a list of TA coaches/ consultants and their expertise.
- Convene grantee learning communities, based on their respective projects/programs, to explore best practices and lessons learned.
- In consultation with BJA, the TA provider must design a process to evaluate requests for limited assistance from unfunded jurisdictions and agencies, triage requests that are received and respond to them efficiently and effectively, and produce regular (i.e., quarterly) written reports that summarize the support provided.
- Assist grantees in the collection of performance measures data for submission to the Performance Measurement Tool (PMT) and JustGrants.
- Develop a TA plan to assess key research-based components for each adult treatment court type. The TA plan should include an initial assessment to determine the current capacity and need of each adult treatment court to ensure fidelity to the treatment court model, including ensuring each adult treatment court demonstrates a plan to collect and examine access and retention data to identify and eliminate disparities that exist for race, color, religion, national origin, sexual orientation, gender, gender identity, or disability in admission protocols or elsewhere in the adult

# Grant Category

## CATEGORY 4 ADULT TREATMENT COURT STATE-BASED TECHNICAL ASSISTANCE AND RESEARCH CAPACITY (STATE-BASED TA)

- Grant maximum: **\$3,400,000**
- Period of performance: **Up to 24 months**
- Award: **1**

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

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

- Develop individualized TA work plans for each grantee based on the goals outlined in its funded application. The work plan should be presented to each grantee, revised as needed, and agreed to by the grantee. Work plans should include checklists to help each grantee execute key tasks. Please note that BJA may require the selected provider to submit for review and approval the proposed TA work plans, protocols, or strategies in advance of disseminating them to and implementing them with grantees.
- Support grantees in completing their implementation guides and ensure the grantees address governance, program design, performance measures collection, and sustainability.
- Assign each grantee a TA coach to assess and identify its TA needs, including a summary of the findings for the grantee and recommended next steps, to improve program performance that will be shared with BJA. Each coach should have the skills and time needed to move their assigned grantees toward their goals. TA coaches should have consistent, scheduled monthly calls with grantees. Email check-ins may be substituted occasionally, as logistics require. Assigned coaches must provide follow-up information regarding the grantees' implementation of the previously provided recommendations. Prior to assigning coaches, the award recipient must provide BJA with a list of TA coaches/ consultants and their expertise.
- Convene grantee learning communities, based on their respective projects/programs, to explore best practices and lessons learned.
- In consultation with BJA, the TA provider must design a process to evaluate requests for limited assistance from unfunded jurisdictions and agencies, triage requests that are received and respond to them efficiently and effectively, and produce regular (i.e., quarterly) written reports that summarize the support provided.
- Assist grantees in the collection of performance measures data for submission to the Performance Measurement Tool (PMT) and JustGrants.
- Provide cost-effective TA to support the fidelity assessment; tracking outcomes, including recidivism; and enhancing and expanding the capacity of state courts that have awards for local court operations as new statewide grantees.
- Support the treatment court needs of state drug court coordinators and other state agencies.

# Grant Category

## CATEGORY 5 VETERANS TREATMENT COURT TRAINING AND TECHNICAL ASSISTANCE (VETERANS TREATMENT COURT TTA)

- Grant maximum: **\$4,500,000**
- Period of performance: **Up to 24 months**
- Award: **1**

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

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

- Deliver TTA consistent with the VTC model to include the [NADCP Best Practice Standards](#) and the [VTC 10 Key Components](#).
- Develop individualized TTA work plans for each grantee based on the goals outlined in its funded application. The work plan should be presented to each grantee, revised as needed, and agreed to by the grantee. Work plans should include checklists to help each grantee execute key tasks. Please note that BJA may require the selected provider to submit for review and approval the proposed TTA plans, protocols, or strategies in advance of disseminating them to and implementing them with grantees.
- Support grantees in completing their implementation guides and ensure the grantees address governance, program design, performance measures collection, and sustainability.
- Assign each grantee a TTA coach to assess and identify its TTA needs, including a summary of the findings for the grantee and recommended next steps, to improve program performance that will be shared with BJA. Each coach should have the skills and time needed to move their assigned grantees toward their goals. TTA coaches should have consistent, scheduled monthly calls with grantees. Email check-ins may be substituted occasionally, as logistics require. Assigned coaches must provide follow-up information regarding the grantees' implementation of the previously provided recommendations. Prior to assigning coaches, the award recipient must provide BJA with a list of TTA coaches/consultants and their expertise.
- Convene grantee learning communities, based on their respective projects/programs, to explore best practices and lessons learned.
- In consultation with BJA, the TTA provider must design a process to evaluate requests for limited assistance from unfunded jurisdictions and agencies, triage requests that are received and respond to them efficiently and effectively, and produce regular (i.e., quarterly) written reports that summarize the support provided.
- Assist grantees in the collection of performance measures data for submission to the Performance Measurement Tool (PMT) and JustGrants.
- Develop a TTA plan to assess key research-based components for each VTC type. The TTA plan should include an initial assessment to determine the current capacity and need of each VTC to ensure fidelity to the treatment model. The TTA plan should include follow-up support from a TTA coach.
- Deliver a minimum of 50 trainings each year to local jurisdictions that request operational training to support their VTC program or request expertise when launching a new VTC.
- Deliver a minimum of 10 trainings each year that are designed to provide individuals serving as veteran mentors with the knowledge and skills to support veterans participating in a VTC program.

# Grant Category

## CATEGORY 6 NATIONAL COMMUNITY COURTS TRAINING AND TECHNICAL ASSISTANCE (COMMUNITY COURT TTA)

- Grant maximum: **\$2,500,000**
- Period of performance: **Up to 24 months**
- Award: **1**

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

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

- Develop individualized TTA work plans for each grantee based on the goals outlined in its funded application. The work plan should be presented to each grantee, revised as needed, and agreed to by the grantee. Work plans should include checklists to help each grantee execute key tasks. Please note that BJA may require the selected provider to submit for review and approval the proposed TTA plans, protocols, or strategies in advance of disseminating them to and implementing them with grantees.
- Support grantees in completing their implementation guides and ensure the grantees address governance, program design, performance measures collection, and sustainability.
- Assign each grantee a TTA coach to assess and identify grantee TTA needs, including a summary of the findings for the grantee and recommended next steps, to improve program performance that will be shared with BJA. Each coach should have the skills and time needed to move their assigned grantees toward their goals. TTA coaches should have consistent, scheduled monthly calls with grantees. Email check-ins may be substituted occasionally, as logistics require. Assigned coaches must provide follow-up information regarding the grantees' implementation of the previously provided recommendations. Prior to assigning coaches, the award recipient must provide BJA with a list of TTA coaches/consultants and their expertise.
- Convene grantee learning communities based on their respective projects/programs to explore best practices and lessons learned.
- In consultation with BJA, the TTA provider must design a process to evaluate requests for limited assistance from unfunded jurisdictions and agencies, triage requests that are received and respond to them efficiently and effectively, and produce regular (i.e., quarterly) written reports that summarize the support provided.
- Assist grantees in the collection of performance measures data for submission to the Performance Measurement Tool (PMT) and JustGrants.
- Host webinars about the Community Courts Initiative, including orientation webinars to onboard new grantees within the first 60 days of their receipt of a grant award and webinars to market new funding opportunities to the field.
- Assess grantee capacity for data collection and performance measure reporting during site visits and phone calls and make recommendations for improvement.
- Assist grantees in disseminating information and updates about their projects within their community throughout the life of their projects.

# Planning and Organizing

## Review all section of the application

### *Application Step 1: Grants.gov.*

- Application for Federal Assistance (SF-424) and Disclosure of Lobbying Activities (SF-LLL)

### *Application Step 2: JustGrants*

- Proposal Abstract (required)
- Proposal Narrative (required)
- Budget Web-Based form (required)
- Indirect Cost Rate Agreement (if applicable)
- Financial Management and System of Internal Controls Questionnaire
- Disclosure of Process related to Executive Compensation
- Additional Attachments

#### Application Components

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

#### Budget and Associated Documentation

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

#### Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
- **Timeline web-based form (Required)\***
- Memorandum of understanding (if applicable)
- Résumés of key personnel (if applicable)
- List of procurement contracts (if applicable)

#### Disclosures and Assurances

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

**\*Note: Items designated with an asterisk must be submitted for an application to meet the basic minimum requirements review. If OJP determines that an application does not include the designated items, it will neither proceed to peer review, nor receive further consideration.**

# Basic Minimum Requirements

This solicitation identifies *Basic Minimum Requirements (BMR)* that an application must meet to move forward to peer review.

The critical elements of this solicitation includes:

- Proposal Abstract,
- Proposal Narrative,
- Budget Web-Based form, and
- Timeline Web-Based form

**Important Note:** Applications that do not contain ALL elements designated by BJA as critical in the solicitation will not be submitted to peer review.



# Proposal Abstract (required)



## Instructions for Completing Abstract

- Should summarize the proposed project including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known)
- Should be in paragraph form without bullets or tables,
- Written in the third person, and
- Exclude personally identifiable information as Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded.
- Completed in the JustGrants web-based form.

# Proposal Abstract (required)



## Components of the Abstract

- List the category of funding requested
- Describe any potential partnerships and how the agency and its mission will contribute to the overall goals of the TTA Collaborative which is to collectively assist operational adult treatment courts, veterans treatment courts, and community court programs in the development and implementation of improved practices for increased program effectiveness and long-term participant success.
- Describe its agency experience in the following areas: (1) ability to provide interactive adult treatment court, veterans treatment court, and community court training services based on adult learning theory; (2) ability to tailor assistance to the target audience; (3) ability to develop and expand online and distance learning resources; and (4) ability to develop uniform protocols for evaluating and reporting on programming and treatment court trends.

# Proposal Narrative (required)

## Instructions for the Narrative

### Proposal Narrative must be:

- Double-spaced
- Standard 12-point font
- 1-inch margins, and
- Should not exceed 20 pages.
- Number pages “1 of 20,” etc.
- Submitted as an attachment in JustGrants

If the proposal narrative fails to comply with these length restrictions, BJA may consider such noncompliance in peer review and in final award decision.

**Helpful Tip:** May include tables, charts, and graphs. Must be in a legible font no smaller than 12-point. This will count toward page limit unless included as an attachment.

# Proposal Narrative (required)

Section	Categories 1-6
<b>Description of the Issue</b> Evaluate the applicant's understanding of the program/issue to be addressed.	15%
<b>Project Design and Implementation</b> Evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables. (Priority Consideration 1(A))	40%
<b>Capabilities and Competencies</b> Evaluate the applicant's administrative and technical capacity of the applicant to successfully accomplish the goals and objectives. (Priority Consideration 1(B))	25%
<b>Plan for Collecting the Data Required for this Solicitation's Performance Measures</b> Evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).	15%

Note: Budget and Budget worksheet are remaining 5%

# Timeline Web-Based Form (required)

## Timeline Web-based form should include:

- Outline goals, objectives, & deliverables to be met during project period
- Summarize major activities, responsible parties, and expected completion dates for principal tasks

# Budget Web-Based Form (required)



- Itemized budget for each year of the grant.
- Budget narratives should demonstrate cost effective strategies for delivering training and technical assistance services.
- Applicants seeking priority consideration under Priority 1(A) and/or 1(B) must be reflected in the web-based budget form.
- Sub-recipients should be categorized as either sub-awards or procurement contracts and also be clearly stated in the proposal narrative. Please refer to OJP guidance on this topic: <https://ojp.gov/training/subawards-procurement.htm>.
- This solicitation does not require a match, but if a voluntary match amount is provided and OJP approves the budget, the approved budget becomes mandatory and subject to audit.
- Prior approval, planning, and reporting of conference/meeting/training costs
- Budget web-based form should be completed in JustGrants.

# Additional Attachments

## Additional Application Components

- Tribal Authorizing Resolution (if applicable)
- Request and Justification for Employee Compensation; Waiver (if applicable)
- Curriculum Vitae or Resumes of Key Personnel
- List of Procurement Contracts (if applicable)
- Organizational Chart (if applicable)
- Memorandum of Understanding (if applicable)
- Timeline web-based form (Required)
- Letters of Support
- Research and Evaluation Independence and Integrity

## Disclosures and Assurances

- Disclosure of Lobbying Activities
- Applicant Disclosure of Duplication in Cost Items
- DOJ Certified Standard Assurances
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing
- Applicant Disclosure and Justification – DOJ High Risk Grantees

## Additional Application Components, Disclosures and Assurances

### Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

### Curriculum Vitae or Resumes

Provide resumes of key personnel.

### Tribal Authorizing Resolution (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 [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

### Timeline web-based form (Required)

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

### Letters of Support

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

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

### Research and Evaluation Independence and Integrity

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

# Tips for Applicants



Follow these tips to avoid the most common mistakes:

- **JustGrants:** Please carefully read the “How to Apply” instructions linked in the solicitation and give yourself plenty of time to complete the grants.gov and JustGrants submissions by the established deadlines.
- **SF-424/UEI/SAM:** Make sure the correct UEI # is entered in the SF-424 and that it is registered in SAM. The specific agency registered under this UEI # in SAM will be responsible for submitting the full application in JustGrants and administering the award if it is funded.
- **SF-424/Applicant Information/Budget:** The federal request amount is the total grant award you are requesting, and it must be reflected in the JustGrants applicant information and the budget. The total project cost entered in the budget must include federal and non-federal costs.



# Tips for Applicants (Continued)



- **Budget/Subawards versus Procurement Contracts:** You should carefully review the OJP Grant Application Resource Guide (linked in the solicitation) subsection titled “Information on Proposed Subawards (if any) and Proposed Procurement Contracts (if any)” and the resources linked to therein to ensure you properly categorize your costs in these sections.
- **Budget:** Every line item in the budget should be identified as either federal or non-federal.
- **Application Attachments/General:** Follow the instructions exactly in the “Application and Submission” section beginning on page 29. It is helpful for reviewers if you upload each required attachment as a separate file named/numbered to match the solicitation. If you combine files, please include a table of contents.

## Application Attachments/Common issues:

- The disclosure of pending applications is required for all applicants and is completed in JustGrants.
- The Research and Evaluation Independence and Integrity Statement attachment is required if you are proposing to use federal funds to pay an outside evaluator.
- The Timeline web-based form must outline the goals, objectives, & deliverables to be met during project period and summarize major activities, responsible parties, and expected completion dates for principal tasks. This form is completed in JustGrants.

# Solicitation Alert



OMB No. 1121-0329  
Expires 12/31/2023

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



## Tribal Justice Training and Technical Assistance Solicitation

was released on  
***March 27, 2023***

Grants.gov deadline:

***May 24, 2023, 8:59 PM ET***

JustGrants deadline:

***May 31, 2023, 8:59 PM ET***

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### BJA FY 23 Tribal Justice Training and Technical Assistance Program

**Assistance Listing Number #** 16.608

**Grants.gov Opportunity Number:** O-BJA-2023-171680

**Solicitation Release Date:** March 27, 2023 8:00 AM ET

**Step 1: Application Grants.gov Deadline:** May 24, 2023 8:59 PM ET

**Step 2: Application JustGrants Deadline:** May 31, 2023 8:59 PM ET

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#### Overview

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) is seeking applications for the Tribal Justice Training and Technical Assistance (TTA) Program. This program furthers the Department's mission by providing resources to support federally recognized Indian tribes in improving their capacity to respond to violent crime; respond to crime associated with illicit substance use; and develop, implement, and enhance American Indian and Alaska Native tribal justice systems.

This solicitation incorporates guidance provided in the [OJP Grant Application Resource Guide](#) which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

# Application Assistance

## Grants.gov

- Provides technical assistance with submitting the SF-424 and SF-LLL.
  - **Customer Support Hotline** – 800-518-4726 or 606-545-5035
    - Operates 24 hours a day, 7 days a week, except on federal holidays.
  - **Email**
    - <https://www.grants.gov/web/grants/support.html>
    - [support@grants.gov](mailto:support@grants.gov)
- Provides information on available federal funding opportunities for various federal agencies.

# Application Assistance (cont.)

## JustGrants Technical Support

- Provides technical assistance with submitting the full application in DOJ's Justice Grants System (JustGrants).
  - **Customer Support Hotline** – 833-872-5175
    - Monday – Friday between 5:00 AM and 9:00 PM ET
    - Saturday, Sunday, and Federal holidays from 9:00 AM – 5:00 PM ET
  - **Email**
    - <https://justicegrants.usdoj.gov/user-support>
    - [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)

# Application Assistance and Support (cont.)

## OJP Response Center

- Provides solicitation support and general assistance.
- **email** - [grants@ncjrs.gov](mailto:grants@ncjrs.gov)
- **web chat** - <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>
- **toll free** at 800–851–3420;
- **TTY** at 301–240–6310 (hearing impaired only)

The Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday.

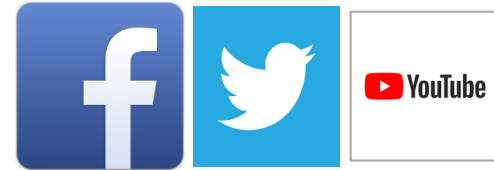
## Subscribe

- Subscribe to receive email notifications of new funding opportunities and other resources.
  - Sign-up to receive the twice monthly **JUSTINFO** newsletter as well as the weekly **Funding News** email.
  - Subscribe at <https://www.ojp.gov/subscribe> and be sure to select “Grants/funding” as an area of interest.

# Resources for FY 2023 Grant Applicants

- OJP Funding Resource Center  
<https://ojp.gov/funding/index.htm>
- DOJ Grants Financial Guide  
<https://ojp.gov/financialguidedojoj/overview>
- DOJ Grants Financial Management Online Training  
<https://www.ojp.gov/training/financial-management-training>
- OJP Grant Application Resource Guide  
<https://ojp.gov/funding/Apply/Resources/Grant-App-Resource-Guide.htm>

# Stay Connected



## Email Updates

- Text OJP [your email address] to 468-311 to subscribe.  
\*Message and data rates may apply.

## Social Media

- Facebook: <https://www.facebook.com/DOJBJA>
- Twitter: <https://twitter.com/DOJBJA>
- YouTube: [www.youtube.com/dojbj](http://www.youtube.com/dojbj)

For information on funding opportunities, publications, and initiatives, visit **BJA's website** – <https://bj.a.ojp.gov>



# Quick Reference: Important Contacts



Technical Assistance Submitting the SF-424 and SF-LLL  
into Grants.Gov: 800-518-4726, 606-545-5035  
[support@grants.gov](mailto:support@grants.gov)



Technical Assistance Submitting the FULL APPLICATION  
into JustGrants: 833-872-5175  
[JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)



Technical Assistance with Programmatic Requirements  
contact the OJP Response Center: 800-851-3420  
[grants@ncjrs.gov](mailto:grants@ncjrs.gov)

# Questions?

Enter in the Q&A box and send to All Panelists