

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



BJA FY 2022 Veterans Treatment Court Risk and Need Enhancement Initiative

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Overview

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) seeks applications for funding to enhance veterans treatment court services to include coordination, management of veterans treatment court participants, and recovery support services. This program furthers the DOJ's mission by providing resources to state, local, and federally recognized tribal governments to support drug court programs and systems for eligible veterans in the criminal justice system who have substance use disorders, including stimulant and opioid use.

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

Solicitation Categories

This solicitation does not include Solicitation Categories.

Eligible Applicants:

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

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

BJA may elect to fund applications submitted under this FY 2021 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

Contact Information

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

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

For assistance with any other requirements of this solicitation, contact the OJP Response Center by telephone at

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

Submission Information

Applications will be submitted to DOJ in two steps:

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

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov). To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OJP encourages applicants to review the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training.

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Program Description

Overview

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

BJA seeks applications for funding to manage the Veterans Treatment Court Risk and Need Enhancement Initiative (VTC Initiative). The VTC Initiative's goal is to develop, and take to scale, a set of evidence-based screening and assessment tools and case planning protocols for veteran treatment courts, hereinafter referred to as the VTC Risk and Needs Assessment Tool.

In 2014, the VTC Risk and Needs Assessment Tool was developed by BJA in partnership with the National Institute of Corrections (NIC) to identify the criminogenic risks and clinical needs of veterans involved in the justice system. It incorporates the latest research on post-traumatic stress disorder (PTSD), traumatic brain injury (TBI), substance use disorders (SUDs), and other issues affecting veterans.

Statutory Authority

Department of Justice Appropriations Act, 2022 (Pub. L. No. 117-103)

Specific Information

Background:

Research consistently demonstrates that clinical interventions are most effective when they are based on risk-need-responsivity (RNR) principles, which indicate that the type and intensity of treatment and supervision services should be proportional to an individual's risk of reengaging with the justice system and should target their specific criminogenic needs. Over the past 8 years, BJA has made advances in developing and validating the VTC Risk and Needs Assessment Tool over the following three phases of implementation:

- **Phase I (2014–2018):** Established a multidisciplinary committee, identified three pilot sites for implementation, and developed RNR training and the VTC Risk and Needs Assessment Tool.
- **Phase II (2018–2020):** Continued the refinements to the RNR training and VTC Risk and Needs Assessment Tool, identified six pilot sites for implementation of the tool, developed and delivered training and technical assistance (TTA) to the six pilot sites, and assessed the utility of the VTC Risk and Needs Assessment Tool from Phase I and II.
- **Phase III (2020–2021):** Revised the VTC Risk and Needs Assessment Tool based on Phase II results and recommendations (via multidisciplinary committee), updated RNR training, identified six additional pilot sites for implementation, delivered TTA to the pilot sites, and assessed the utility of the tool from Phases I, II, and III.

This solicitation focuses on expanding the VTC Initiative to further test the VTC Risk and Needs Assessment Tool and take it to scale by finalizing its development and materials for broader distribution to the field. The grantee will be responsible for:

Goals, Objectives, Deliverables, and Timeline

Goals

The VTC Initiative's goals are to enhance and validate the VTC Risk and Needs Assessment Tool for full implementation, provide VTC and criminal justice professionals with resources needed to use research-based tools to assess the risk and need of veterans involved with the justice system, increase their capacity to assess veterans' risk and need, and better connect them with effective interventions to reduce recidivism and increase access to critical treatment and recovery support services.

Objectives

- Ensure the creation of a rigorous and feasible tool by convening a multidisciplinary advisory committee of subject matter experts to guide, inform, and advise the finalization and validation of the VTC Risk and Needs Assessment Tool for distribution to the field.
- Identify five additional pilot sites and provide them with TTA to test the usefulness of the VTC Risk and Needs Assessment Tool.
- Use feedback to enhance the current RNR training and tools to be able to finalize them.
- Prepare a final VTC Risk and Needs Assessment Tool and training curricula ready to be used in the field.

Deliverables

The selected grantee will engage the field and build capacity to assess the risk and need of veterans involved with the justice system. BJA's overall training and knowledge transfer expectations include:

1. Need-driven, research- and evidence-based, efficient, and consistent delivery of products and tools in order to expand knowledge and capacity of the criminal justice field. To accomplish this, the grantee will be required to:
 - a. Create work plans based on the goals outlined in its funded application. The work plan should be presented to BJA staff and include tools such as spreadsheets to track execution of the key tasks.
 - b. Anticipate, quickly identify, and address challenges that arise during delivery. When challenges arise, engage in strategies to harness the collective knowledge of staff and partners.
 - c. All training provided with BJA funding must provide a mechanism for pre- and post-testing of knowledge and other impact assessments.
2. Sufficient technical skill sets and experience to effectively complete the tasks under the award, including:
 - a. A bench of vetted local and national subject experts (practitioners, academics) whose expertise and experience may additionally be accessed as needed.
 - b. A set of diverse staff, trainers, and/or subject matter experts that reflects a mix of experiences and perspective to effectively be able to reach the communities and practitioners that they will serve.
 - c. The grantee must participate in ongoing collaboration and coordination. It should emphasize and actively engage in cross-organizational coordination, including coordination with other veterans treatment courts to be both aware of and in touch with other key overlapping initiatives in the jurisdictions in which it is providing assistance.
3. The grantee must serve as a thought leader and information clearinghouse for relevant research and best practices. All products must be 508 compliant. It must:
 - a. Create knowledge-diffusion products (e.g., fact sheets, webinars) and disseminate them through BJA's networks.
 - b. Disseminate best practices and lessons learned by attending and presenting at national, state, local, tribal, or other conferences and events related to award activities where officials and other stakeholders can learn about successful strategies.

Develop a validated VTC Risk and Needs Assessment Tool that is comprised of three evidence-based tools:

1. **Short screener:** A short pre-adjudication screening tool will be used to identify veterans as they enter the justice system and measure their risk of re-offending prior to case disposition. This tool will help courts and criminal justice professionals to appropriately identify veterans early and promptly connect them to a VTC.
2. **Comprehensive assessment:** A comprehensive risk-need assessment that allows VTC staff to learn more about individuals' needs and criminogenic risk factors. This information will help VTCs confirm a participant's eligibility.
3. **Case planning guidelines:** A set of case planning guidelines will help VTCs and partner agencies develop individualized supervision and treatment plans for each veteran. The planning guidelines will use the results of the risk-need assessment to match participants with appropriate levels of intervention.

The grantee will use the validation plan recommendations provided by BJA to develop a full validation plan for this phase of the VTC Initiative. The final version of the validation plan must be reviewed and approved by BJA.

Note: To review a copy of the current version of the deliverables listed above, as well as a user guide and online VTC screening and assessment tool training link, please visit the Veterans Treatment Court Grant Program web page in the resource section at: <https://bja.ojp.gov/program/veterans-treatment-court-grant-program/resources>.

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

Evidence-Based Programs or Practices

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

Information Regarding Potential Evaluation of Programs and Activities

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

OJP Priority Areas

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

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

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

In support of Executive Order 13985, OJP will:

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

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

B. Give priority consideration to applicants that can demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because the applicant (or at least one proposed subrecipient that will receive at least 30 percent of the requested award funding, as demonstrated in the budget worksheet and budget narrative) identifies as a culturally specific organization. To receive this additional priority consideration, applicants must describe how being a culturally specific organization (or funding the culturally specific subrecipient organization(s)) will enhance their ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or expected to be served or to have their needs addressed under the proposed project(s).

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

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

Federal Award Information

Solicitation Categories

This solicitation does not include Solicitation Categories.

Awards, Amounts and Durations

Anticipated Number of Awards

1

Anticipated Maximum Dollar Amount of Awards

\$750,000.00

Period of Performance Start Date

10/1/22 12:00 AM

Period of Performance Duration (Months)

36

Anticipated Total Amount to be Awarded Under Solicitation

\$750,000.00

Continuation Funding Intent

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

Availability of Funds

This solicitation, and awards (if any are made) under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in

equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

Types of Awards

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

Financial Management and System of Internal Controls

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

Budget Information

The 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. Applicants should consider the most effective and efficient ways for reaching the field in proposing approaches to the work.

In addition to allowable costs identified in the DOJ Grants Financial Guide, award funds may not be used for the following:

- Gift cards
- Vehicle purchases
- Food and beverages

Applicants should estimate the costs of travel and accommodations for three team members to attend up to two BJA-approved conferences or trainings during the grant period. 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>.

Federal funds may also not be used for replacing (supplanting) nonfederal dollars that are appropriated for the same purpose. For a definition of “supplanting,” visit: <https://ojp.gov/grants101/definitions.htm>.

Cost Sharing or Matching Requirement

This solicitation does not require a match.

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

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

Limitation on Use of Award Funds for Employee Compensation: Waiver

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

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

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

Costs Associated with Language Assistance (if applicable)

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

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.

Digital Trust

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

- How the technology will be carefully implemented through training of personnel and the setting and enforcement of policies governing its use to ensure that it contributes to positive outcomes for public safety, the community and/or the criminal justice system.
- How the applicant will safeguard privacy, civil rights, and civil liberties throughout the duration of the project period.

Eligibility Information

For eligibility information, see the solicitation cover page.

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

Application and Submission Information

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

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

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

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

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

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

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

Standard Applicant Information (JustGrants 424 and General Agency Information)

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

Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project, including the purpose of the project,

primary activities, expected outcomes, the service area, intended beneficiaries and subrecipients (if known), will be completed in the JustGrants web-based form. This abstract should be written in the third person and will be made publicly available on the OJP website if the project is awarded. Proposal abstracts should be:

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

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

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

Proposal Narrative

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

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

Description of the Issue OR Statement of the Problem if research is involved

Within this section, the applicant should explain its inability to adequately manage the VTC Initiative without federal assistance.

Describe the challenges facing the jurisdiction planning or managing VTCs in identifying candidates best suited to the veterans treatment court model, identifying how risk-need-responsivity principles and research can assist in better targeting that population, assessing their need and risk to inform interventions and services, and reducing their risk for relapse and recidivism.

The applicant should describe any research or evaluation studies that relate to the problem and contribute to the applicant's understanding of its causes and potential solutions.

Project Design and Implementation

The applicant should detail how the project will operate throughout the funding period and describe the strategies that will be used to achieve the goals, objectives, and deliverables.

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

Capabilities and Competencies

This section should describe the experience and capability of the applicant organization, key staff, and any proposed subgrantees (including consultants) that the applicant will use to implement and manage this effort and the federal funds under this award, highlighting any previous experience implementing projects of similar scope, design, and magnitude. Applicants should address:

- Experience and capacity to work with the proposed data sources in the conducting of similar research efforts.
- Experience and capacity to design and implement rigorous research and data analysis projects.
- Experience producing and disseminating meaningful deliverables.

The applicant should also outline the management plan and organization that connects to the goals and objectives of the project.

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

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

The applicant must describe its current ability to collect and analyze client-level demographic, performance, and outcome data and conduct regular assessments of program service delivery and performance. All applicants must indicate their willingness and ability to report the data through [BJA's TTA Reporting Portal](#), as well as identify the person responsible for collecting the data.

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

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

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

Note on Project Evaluations

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

Goals, Objectives, Deliverables, and Timeline

The applicant will submit the Veterans Treatment Court Risk and Need Enhancement Initiative goals, objectives, and deliverables in the JustGrants web-based form.

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (Web-based Form)

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

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

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

Indirect Cost Rate Agreement (if applicable)

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

Employee Compensation Waiver

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

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

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

Disclosure of Process Related to Executive Compensation

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

Additional Application Components

Applicants will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes

Include curriculum vitae or résumés of the grantee and any subgrantees. In addition, provide curriculum vitae, résumés, or biographical sketches of all other individuals who will be significantly involved in substantive aspects of the proposed project (including, for example, individuals such as statisticians used to conduct proposed data analysis).

Tribal Authorizing Resolution

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

Timeline Form

A time task plan is required and should outline when the objectives will be met over the program period. It must summarize the major activities, responsible parties, and expected completion dates for the principal tasks required to implement and manage the VTC Initiative. Applicants will submit the timeline by uploading the document as an attachment in JustGrants.

Letters of Support

Include relevant letters of support and/or memorandums of understanding from the key project partners that reflect their support, roles, and agreements about collaboration.

Research and Evaluation Independence and Integrity Statement

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

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

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

DOJ Certified Standard Assurances

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

Applicant Disclosure of Duplication in Cost Items

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

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

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

Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)

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, or noncompliance with award terms and conditions on prior awards, or is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) for additional information.

How to Apply

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

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

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

Submission Dates and Time

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by 5/26/2022 8:59 PM.

The **full application** must be submitted in JustGrants by 5/31/2022 8:59 PM.

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

Experiencing Unforeseen Technical Issues

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

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

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

An applicant requesting a waiver to submit a late application must document their request for technical assistance in an email to the OJP Response Center at grants@ncjrs.gov **within 24 hours after the application deadline** to request approval to submit its application after the deadline. If an applicant has technical issues with Grants.gov, the applicant must contact the OJP Response Center within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. However, waiver requests will not be reviewed until after the JustGrants deadline to allow time for all waivers to be submitted. Waiver requests to submit after the submission deadline must:

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

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

Application Review Information

Review Criteria

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

1. Statement of the Problem/Description of the Issue (15 percent) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (45 percent)- evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (25 percent) - evaluate the administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10 percent) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (5 percent)- evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

Other Review Criteria/Factors

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

Review Process

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

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

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

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

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

Important note on FAPIIS: An applicant may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

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

Federal Award Administration Information

Federal Award Notices

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

Administrative, National Policy, and Other Legal Requirements

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

Information Technology (IT) Security Clauses

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

General Information about Post-Federal Award Reporting Requirements

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

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

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

Federal Awarding Agency Contact(s)

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

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

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

Other Information

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

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

Provide Feedback to OJP

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

Application Checklist

BJA FY 2022 Veterans Treatment Court Risk and Need Enhancement Initiative

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

What an Applicant Must Do:

Prior to registering in Grants.gov:

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

To register in Grants.gov:

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see

- [OJP Grant Application Resource Guide](#)
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [OJP Grant Application Resource Guide](#))

To find the funding opportunity:

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

Overview of Post-Award Legal Requirements:

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

Review Scope Requirement:

- The federal amount requested is within the allowable limit(s) of \$750,000.

Review Eligibility Requirement:

- For-profit organizations other than small businesses
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- Public and state-controlled institutions of higher education
- Small businesses.

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

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

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

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

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

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

Receive email notification to complete application in JustGrants

- Proceed to complete application in JustGrants

Content of Application Submission: Critical Application Elements

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

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

Budget and Associated Documentation:

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

Additional Application Components:

- Tribal Authorizing Resolution (if applicable)(see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
- Curriculum Vitae/Résumés of Key Personnel
- Letters of Support

Disclosures and Assurances:

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

Submit application in JustGrants:

- Application has been successfully submitted in JustGrants

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

- Contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties.