

BJA FY25 Veterans Treatment Court Discretionary Grant Program

Anticipated Total Amount To Be Awarded Under This Funding Opportunity: \$19,250,000

Anticipated Award Ceiling: \$2,500,000

Anticipated Period of Performance Duration: 48 months

Funding Opportunity Number: O-BJA-2025-172356

Deadline to submit SF-424 in Grants.gov: **April 17, 2025 11:59 PM Eastern Time**

Deadline to submit application in JustGrants: **April 24, 2025 8:59 PM Eastern Time**



CONTENTS

	Basic Information	3
	Eligibility	7
	Program Description	9
	Application Contents, Submission Requirements, and Deadlines.....	16
	Application Review	33
	Award Notices.....	35
	Post-Award Requirements and Administration	36
	Other Information	39
	Application Checklist.....	40



BASIC INFORMATION

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is accepting applications for funding in response to this notice of funding opportunity (NOFO).

OJP is committed to advancing work that promotes civil rights, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety, protects the public from crime and evolving threats, and builds trust between law enforcement and the community. OJP's grant programs further DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

Agency Name	U.S. Department of Justice Office of Justice Programs Bureau of Justice Assistance
NOFO Title	BJA FY25 Veterans Treatment Court Program
Announcement Type	Initial
Funding Opportunity Number	O-BJA-2025-172356
Assistance Listing Number	16.043

Executive Summary

This funding opportunity seeks to assist states, state courts, local courts, units of local government, and federally recognized Indian tribal governments to plan, implement, and enhance the operations of veterans treatment courts (VTC) including service coordination, fidelity to the VTC model, and recovery support services. VTCs effectively integrate evidence-based substance use disorder (SUD) treatment; mental health disorder (MHD) treatment; treatment for co-occurring disorders, including those with a history of violence; and post-traumatic stress disorder (PTSD) and/or traumatic brain injury (TBI) as a result of their military service.

VTCs integrate mandatory drug testing, incentives and sanctions, and transitional services in judicially supervised criminal court settings that have jurisdiction over veterans with treatment needs in order to reduce recidivism, increase access to treatment and recovery support, and prevent overdose. Please see the [Eligible Applicants](#) section for the eligibility criteria.

- C-BJA-2025-00053-PROD Category 1: Planning and Implementation
- C-BJA-2025-00054-PROD Category 2: Enhancement
- C-BJA-2025-00055-PROD Category 3: Statewide

Key Dates

Funding Opportunity Release Date	January 17, 2025
Pre-Application Webinar	TBD
SAM.gov Registration/Renewal	Recommend beginning process by March 25, 2025, and no later than April 10, 2025

Step 1: Grants.gov Application Deadline	11:59 p.m. Eastern Time on April 17, 2025
Step 2: JustGrants Application Deadline	8:59 p.m. Eastern Time on April 24, 2025
Award Notification Date	Generally by September 30

Funding Details

Anticipated Total Amount To Be Awarded Under This Funding Opportunity:

\$19,250,000

Anticipated Number of Awards: 18

Anticipated Award Ceiling: \$2,500,000

Anticipated Period of Performance Start Date: October 1, 2025

Anticipated Period of Performance Duration: 48 months

C-BJA-2025-00053-PROD Category 1: Planning and Implementation

Anticipated Number of Awards: 5

Anticipated Award Ceiling: \$950,000

Anticipated Period of Performance Start Date: October 1, 2025

Anticipated Period of Performance Duration: 48 months

C-BJA-2025-00054-PROD Category 2: Enhancement

Anticipated Number of Awards: 12

Anticipated Award Ceiling: \$1,000,000

Anticipated Period of Performance Start Date: October 1, 2025

Anticipated Period of Performance Duration: 48 months

C-BJA-2025-00055-PROD Category 3: Statewide

Anticipated Number of Awards: 1

Anticipated Award Ceiling: \$2,500,000

Anticipated Period of Performance Start Date: October 1, 2025

Anticipated Period of Performance Duration: 48 months

Note: Applicants may propose a budget that is less than the anticipated award ceiling amount. The budget should be reasonable to conduct the proposed project and be within the applicant's capacity to manage.

Availability of Funds

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and any changes or additional requirements that may be imposed by the

agency or by law. In addition, nothing in this NOFO 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 or its departments, agencies, entities, officers, employees, agents, or any other person.

Statutory Authority

Authority for awards under this funding opportunity is expected to be provided by a full-year appropriations act for FY 2025. As of the writing of this NOFO, the Department of Justice is operating under a short-term “Continuing Resolution”; no full-year appropriation for the Department has been enacted for FY 2025.

Agency Contact Information

For assistance with the requirements of this funding opportunity:

OJP Response Center

Phone: 800-851-3420 or 301-240-6310 (TTY for hearing-impaired callers only)

Email: grants@ncjrs.gov

Hours of operation: 10:00 a.m. to 6:00 p.m. Eastern Time (ET) Monday–Friday and 10:00 a.m. to 8:00 p.m. ET on the funding opportunity closing date.

For assistance with **SAM.gov** (registration/renewal):

SAM.gov Help Desk

Phone: 866-606-8220

Web: [SAM.gov Help Desk \(Federal Service Desk\)](#)

Hours of operation: 8:00 a.m. to 8:00 p.m. ET Monday–Friday

For assistance with **Grants.gov** (registration, submission of the Application for Federal Assistance SF-424):

Grants.gov Customer Support Hotline

Phone: 800-518-4726, 606-545-5035

Email: support@grants.gov

Web: [Grants.gov Customer Support](#)

Hours of operation: 24 hours a day, 7 days a week, except on federal holidays

For assistance with **JustGrants** (registration, submission of full application):

JustGrants Service Desk

Phone: 833-872-5175

Email: JustGrants.Support@usdoj.gov

Hours of operation: 7:00 a.m. to 9:00 p.m. ET Monday–Friday and 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see [Experiencing Technical Issues Preventing Submission of an Application \(Technical Waivers\)](#).

Resources for Applying

Pre-Application Webinar: This NOFO may have a webinar. Please check the BJA [Funding Webinars](#) page for the latest updates.

[OJP Grant Application Resource Guide](#): Referred to as the Application Resource Guide throughout the NOFO, this resource provides guidance to help applicants for OJP funding prepare and submit their applications.

[JustGrants Application Submission Training Webpage](#): Offers helpful information and resources on the grant application process.

Note: If this NOFO requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this NOFO, and the applicant should follow the guidance in this NOFO.



ELIGIBILITY

Eligible Applicants

The types of entities that are eligible to apply for this funding opportunity are listed below:

For Category 1: Planning and Implementation and Category 2: Enhancement, eligible applicants are limited to:

- **Government Entities**
 - State governments
 - County governments
 - City or township governments
 - Special district governments
 - Native American tribal governments (federally recognized)
 - Native American tribal governments (other than federally recognized)
- **Public Housing Organizations**
 - Public housing authorities
 - Indian housing authorities
- **Nonprofit Organizations**
 - Nonprofits having a 501(c)(3) status with the Internal Revenue Service (IRS).
 - Nonprofits that do not have a 501(c)(3) status with the Internal Revenue Service (IRS).

For Category 3: Statewide, eligible applicants are limited to the following:

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

“Other” Entities Definition:

- **State Government Entities:** For the purposes of this NOFO, “state” means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.
- **Other Units of Local Government:** For the purposes of this NOFO, other units of local government include towns, boroughs, parishes, villages, or other general purpose political subdivisions of a state.

Additional Applicant Eligibility Factors

For Categories 1 and 2, applicants must demonstrate that they have the authority to operate the treatment court(s) to be funded under this award, consistent with this NOFO and the project narrative. This should include documentation that they have the authority in the program narrative and also have coordinated with other key partners as noted. For entities who do not have authority directly, the application should clearly document how the proposed activities will support the goals and activities of the application and treatment court, document that they have

the support for this application from the entity who does have that authority, and articulate this role in mandatory letters of support and ideally a memorandum of understanding (MOU) that defines roles and responsibilities for this project or a larger collaboration with key partners. The applicant must include the required executed signed Fiscal Agent MOU in JustGrants, or they may not be found eligible and may be eliminated from consideration.

Limit on Number of Applications

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

Applications under which two or more entities (project partners) would carry out the federal award will be considered. However, only one entity may be the applicant for the NOFO; any others must be proposed as subrecipients. See the [Application Resource Guide](#) for additional information on subawards.

Cost Sharing/Match Requirement

For this opportunity, match **is not** required.



PROGRAM DESCRIPTION

General Purpose of the Funding

The focus of the VTC Discretionary Grant Program is to reduce the use of opioids, stimulants, and other substances, including alcohol, by high-risk/high-need veterans involved in the criminal justice system. Recognizing the significant increase and public health impact of overdose deaths, BJA also encourages a focus on treating SUDs and MHDs with access to evidence-based practices, including but not limited to medications for opioid use disorder (OUD), to prevent overdose and overdose deaths.

VTCs follow an evidenced-based model with core elements and performance standards that ensure the program is implemented in a manner that is likely to have the intended impact. Applications will be assessed on how well the applications comply with the model and standards and other application requirements, as outlined in this section and the resource materials, which can be accessed via the links in the NOFO.

VTCs effectively integrate evidence-based SUD and MHD treatment, mandatory drug testing, incentives and sanctions, and transitional services in judicially supervised court settings that have jurisdiction over veterans in the criminal justice system who have SUD or MHD, including those with a history of violence and PTSD and/or TBI as a result of their military service. In the proposal narrative, applicants are required to describe a plan to serve all veterans with SUD who can benefit from this model.

Ten Key Components for VTCs

BJA provides applicants the flexibility to identify the most appropriate model on which to base their VTC in order to accommodate the needs and available resources of their jurisdictions, as long as the model conforms to [All Rise's Ten Key Components of Veterans Treatment Courts](#).

Planned activities may include the following:

- Identifying justice-involved veterans through the use of the Veterans Reentry Search Service (VRSS) and/or the Status Query and Response Exchange System (SQUARES).
- Expanding services to reach veterans who are not accessing VTCs.
- Describing and implementing a plan to collect and examine access to VTCs and retention data to ensure disparities do not exist for race, color, religion, national origin, sexual orientation, gender, gender identity, disability, or eligibility for Department of Veterans Affairs (VA) services in admission protocols or elsewhere in the VTC program.
- Implementing a validated risk assessment tool and evidence-based programming.
- Assessing and providing services to reduce risk of violence and self-harm.
- Establishing and/or expanding peer support services for program participants.
- Hiring staff to support a VTC program and supporting staff training and development.
- Creating and/or enhancing the provision of support services for program participants to support access to evidence-based treatment and recovery support services including peer recovery, transportation services, and transitional housing.
- Core tools and training to manage the treatment court process for VTCs such as drug screens and alcohol monitors.
- Expanding services to rural communities.

- For state applications, resources to enhance the capacity of the state to provide access to key services, audits of practice, and expanded capacity such as providing training and technical assistance (TTA) to VTC programs within a state.

Category 1: Planning and Implementation

- Developing core capacity to identify, assess, and provide critical treatment services to veterans in VTC programs.
- Planning and implementing an evidence-based VTC, including six-month planning phase.
- Developing best practices for case management and community support.
- Incorporating VTC alumni network and/or peer recovery activities to serve VTC participants.
- Developing core resources to support the operation of a VTC consistent with the Ten Key Components and Standards of Practice.
- Ensuring inclusion of veterans in the VTC who cannot or do not have access to VA resources.
- Build a core cross-disciplinary team to operate the VTC, including core court partners, behavioral health treatment and recovery support services, the VA, and research partners to support analysis.

Category 2: Enhancement

- Assessing and assuring VTC has core resources to support the operation of a VTC consistent with the Ten Key Components and Standards of Practice.
- Scaling up a VTC program's capacity to enhance gaps in the model, enhance services, and/or expand the number of participants served.
- Providing access to or enhancing evidence-based treatment capacity or other critical recovery support services.
- Incorporating a local VTC alumni network and/or creating a peer recovery program to serve VTC participants.
- Enhancing court operations and court services.
- Building or enhancing collection and use of key operation and outcome data.
- Improving the quality and/or intensity of recovery services including but not limited to peer recovery, transitional housing, and transportation.
- Implementing a plan to serve to veterans who cannot or do not have access to VA resources.

Category 3: Statewide

- Scaling up a VTC program's capacity to enhance gaps in the model, enhance services, and/or expand the number of participants served.
- Helping local/rural/tribal jurisdictions to launch a new VTC as a grant subrecipient.
- Expanding access to and quality of evidence-based treatment and services, including transitional housing, transportation, and/or vocational training and support.
- Conducting an audit of the practice and the technical assistance for adherence to the 10 Key Components of VTCs and best practices.
- Data collection and analysis to assess the practice and track recidivism and participant outcomes.

- Delivering TTA in coordination with national VTC resources.
- Supporting a VTC alumni network and/or peer recovery programs to serve VTC participants.
- Supporting the staff needed to expand services statewide.

Access to VA resources is a critical component of VTCs. The applicant must demonstrate the ability to expand services to veterans who are not accessing VTCs. The applicant must also demonstrate the ability to address barriers to VA resources, which include but are not limited to proximity to a VA facility and transportation. Of critical note will be the applicant's ability to build strategies to ensure access, safety planning, and assessment of risk for violence and self-harm in VTC programs and outreach/education to the veteran population and their families on VTC programming.

National Treatment Court Resource Center

The National Treatment Court Resource Center (NTCRC) is a BJA-funded resource for the treatment court field that serves as a clearinghouse for treatment court training, technical assistance, publications, funding resources, and other practitioner-specific resources. Applicants are encouraged to visit [NTCRC's Grant Solicitations](#) for useful information regarding this NOFO. In addition, BJA may require grantees to participate in the [Painting the Current Picture Survey: A National Report on Treatment Courts in the United States](#) in accordance with the following conditions of the award: "the recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project."

In the proposal narrative, all applicants are required to describe a plan to collect and examine access and retention data to ensure disparities do not exist for race, color, religion, national origin, sexual orientation, gender, gender identity, or disability in admission protocols or elsewhere in the VTC program. This includes veterans who are not eligible for VA services.

BJA recognizes that sites may need assistance to evaluate their needs, identify the target population, track program implementation, and map critical resources in the community. To that end, BJA encourages exploration of partnerships with research experts to facilitate these evaluation and assessment activities.

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

Note: The applicant must demonstrate that eligible participants promptly enter the treatment court program following a determination of their eligibility. BJA will not award an applicant whose treatment court requires an initial period of incarceration unless the period of incarceration is mandated by statute for the offense in question. In such instances, the applicant must demonstrate that the person receives evidence-based withdrawal and treatment services, if available, while incarcerated and will begin treatment services immediately upon release. For more information regarding guidelines for managing substance withdrawal in jails, consult the [Guidelines for Managing Substance Withdrawal in Jails](#).

Controlled Substance Act

Award recipients are prohibited from using federal funds to support programs or activities that violate the Controlled Substances Act, 21 U.S.C. § 801, et seq, regardless of local or state practices or laws. Programs or activities funded under a BJA VTC award must ensure that participants are periodically tested for the use of controlled substances, including medical marijuana.

Medication to Treat SUD

The use of U.S. Food and Drug Administration (FDA) approved medications to treat SUD, in combination with counseling and behavioral therapies, are effective, evidence-based treatments. When VTC participants are diagnosed with an SUD, BJA requires grantees, where possible, to make all forms of FDA-approved medications to treat SUD available to the participants under the care and prescription of a physician. BJA will offer technical assistance to grantees to build or expand their capacity to provide access to all forms for medications to treat SUD (sometimes referred to as medication-assisted treatment, or MAT). For more information regarding BJA's provisions on MAT, visit the [Medication-assisted Treatment Frequently Asked Questions](#).

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

Applicants should refer to [Application Contents, Submission Requirements, and Deadlines: Budget Detail Form](#) for information on allowable and unallowable costs that may inform the development of their project design.

Agency Funding Priorities

BJA is committed to advancing work that supports the implementation and/or enhancement of VTC programs. In support of this, OJP will provide priority consideration when making award decisions applicants that propose project(s) that are designed to implement and/or enhance VTC programs by demonstrating in their plan for the following strategies:

- Early identification of eligible veterans for referral to VTCs through strategies to coordinate with the VA and their local Veterans Justice Outreach Specialist (VJO) and to use Veterans Reentry Search Service (VRSS) and/or the mobile SQUARES tools, which will help courts identify veterans. VRSS and SQUARES are free tools that the VA offers for justice system agencies to check the veteran status of defendants or incarcerated people. The use of VJOs and VRSS align with the Ten Key Components of VTCs. For additional information, see [Dispatch from the Front Lines: Identifying the Veteran Population with the Criminal Justice System](#).
- Developing and implementing a plan to expand services to veterans who cannot or do not have access to VA resources and/or groups of veterans who are not accessing VTCs in numbers representative of those veterans in the criminal justice system.
- Building strategies to ensure assessment of risk for violence and self-harm for veterans in veterans treatment programs, as well as appropriate supervision and service delivery.

To receive priority consideration for Category 1, the applicant should request consideration and provide supporting data in the abstract section of the application.

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

Program Goals and Objectives

BJA seeks to provide VTCs and professionals in the criminal justice system with the resources needed to plan, implement, enhance, and sustain evidence-based treatment court programs for veterans with SUDs who are involved in the criminal justice system in order to reduce recidivism, increase access to treatment and recovery support, and prevent overdose.

Goal 1: Help veterans in the veterans treatment court program with substance use, mental health, and co-occurring disorders to gain access to treatment and recovery support services

- Objective 1: Increase the number of potential participants identified and screened (i.e., determine eligibility) and assessed (i.e., identify criminogenic risk, substance use or mental health conditions) from open to close of project period.
- Objective 2: Ensure all grantees administer mandatory and random drug and alcohol testing of program participants to help monitor substance use and treatment progress over the project period.
- Objective 3: Ensure all grantees provide, develop, or increase access to evidence-based SUD treatment, as well as recovery support services, over the project period.

Goal 2: Reduce recidivism and improve veterans treatment court success rates

- Objective 1: Enhance coordination of services with key partners in the program (including the VA), consistent with the Ten Key Components.
- Objective 2: Maintain graduation rates for all treatment court participants actively participating in the grant program from open to close of project period.
- Objective 3: Reduce the current recidivism rate among program participants actively participating in the grant program from open to close of project period.

Goal 3: Ensure access to services for all eligible veterans seeking to gain access into the veterans treatment court program.

- Objective 1: Collect and track data for individuals who qualify and disqualify for the VTC program.
- Objective 2: Provide support and or develop the capacity to access substance use, mental health, and co-occurring disorder treatment, including all forms of FDA-approved medications to treat OUDs.
- Objective 3: Increase support services for participants actively participating in the VTC program.

How Awards Will Contribute to Program Goals/Objectives

The award recipients will plan, implement, or expand VTC programs aimed at improving criminal justice and recovery outcomes for veterans in VTCs. The recipients will focus on improving safety and health outcomes for program participants through identifying justice-involved veterans, collaboration with the justice system and the VA, access to evidence-based treatment services, recovery support, and access to enhancement services. These efforts will contribute to

reducing criminal justice involvement and improve public safety and the well-being of veterans facing these challenges.

Expected Outcomes: Deliverables and Performance Measures

To achieve the goals and objectives of this funding opportunity, OJP has identified expected deliverables that must be produced by a recipient. OJP has also identified performance measures (pieces of data) that will indicate how a recipient is achieving the performance goals and objectives previously identified. Recipients will need to collect and report this performance measure data to OJP.

Deliverables

Deliverables are what the applicant will create or produce under the award. The term “deliverables” as used here refers to discrete products under an award. An award may support activities (e.g., personnel time for award activities) that are part of recipient performance but are not considered deliverables. Award recipients will be expected to develop and submit the deliverables listed below in the course of implementing their proposed project.

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

- **Category 1:** Document that the grantee has planned and implemented a new VTC program that adheres to the requirements of this NOFO, including All Rise’s Ten Best Practice Standards and the Ten Key Components of VTCs.
- **Category 2:** Document that the grantee has enhanced and/or expanded the operations of the VTC, consistent with the requirements of this NOFO, including All Rise’s Ten Best Practice Standards and the Ten Key Components of VTCs.
- **Category 3:** Document that the grantee has enhanced and/or expanded the state’s capacity to coordinate activities and expand services that support the needs of VTCs in the state, consistent with the requirements of this NOFO, including All Rise’s Ten Best Practice Standards and the Ten Key Components of VTCs.

Performance Measures

Performance measures are data that show a recipient’s progress in implementing their project, such as the number of people served, or number of trainings conducted. OJP will require each award recipient to submit regular performance reports that communicate progress toward achieving the goals and objectives identified in [Program Goals and Objectives](#). Applicants can visit [OJP’s performance measurement page](#) for more information on performance measurement activities.

A list of treatment court performance measure questions for all treatment court funding opportunities can be found at the following links:

- Category 1: [Planning and Implementation](#)
- Category 2: [Enhancement](#)
- Category 3: [Statewide](#)

Funding Instrument

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

Cost Sharing/Match Requirements

This funding opportunity does not require a match.



APPLICATION CONTENTS, SUBMISSION REQUIREMENTS, AND DEADLINES

This NOFO contains all the information needed to apply for this funding opportunity. The application for this funding opportunity is submitted through web-based forms and attachments in Grants.gov and JustGrants through the steps that follow.

Unique Entity Identifier (UEI) and SAM.gov Registration

To submit an application, an applicant must have an active registration in the [System for Award Management \(SAM.gov\)](#). SAM.gov assigns entities a unique entity identifier (UEI) that is required for the entity to apply for federal funding. Applicants will enter their UEI with their application. Award recipients must then maintain an active UEI for the duration of their award's period of performance.

First-time Registration: Entities registering in SAM.gov for the first time will submit information about their entity type and structure, financial information (such as dates of the fiscal year, banking information, and executive compensation), entity points of contact, and other information. The information is reviewed and verified by SAM.gov, and then a UEI is issued. This process may take several weeks, so entities considering applying for funding should begin the registration process as soon as possible.

Renewing an Existing Registration: Entities must renew their SAM.gov registration every 12 months to keep it active. If an entity does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent the submission of an application for funding in Grants.gov and JustGrants.

Applicants are encouraged to start the SAM.gov registration or renewal process **at least 30 days prior to the application's Grants.gov deadline**. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not be able to complete the process in time and will not be considered for a technical waiver that allows for late submission.

Submission Instructions: Summary

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

- **Step 1:** The applicant must submit the required [Application for Federal Assistance SF-424](#) by the Grants.gov deadline.
- **Step 2:** The applicant must submit the full application, including attachments, through JustGrants by the deadline (see [JusticeGrants.usdoj.gov](#)).

Submission Step 1: Grants.gov Submission of SF-424

Access/Registration

If the applicant does not already have a Grants.gov account, they will need to register for this opportunity in Grants.gov. Applicants should follow the Grants.gov [Quick Start Guide for Applicants](#) to register, create a workspace, assign roles, submit an application, and troubleshoot issues.

Submission of the SF-424

Applicants will begin the application process in Grants.gov with the submission of the SF-424, which collects the applicant's name, address, and UEI; the funding opportunity number; and proposed project title, among other information. The SF-424 must be signed by the Grants.gov Authorized Organizational Representative for the applicant.

See the [Application Resource Guide](#) for additional information on completing the SF-424.

Section 8F—Applicant Point of Contact: Please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (i.e., email address) to assign the application to this user in JustGrants.

Section 19—Intergovernmental Review: This funding opportunity is not subject to [Executive Order \(E.O.\) 12372](#) (Intergovernmental Review). Applicants should answer section 19 by selecting, "Program is not covered by E.O. 12372."

An applicant should submit the SF-424 as early as possible and recommended not later than 48 hours before the Grants.gov deadline. If an applicant fails to submit the SF-424 in Grants.gov by the deadline, they will be unable to submit their application in JustGrants.

Once the first part of the application has been successfully submitted in Grants.gov, the Grants.gov Workspace status will change from "In Progress" to "Submitted." Applicants will also receive a series of four Grants.gov email notifications. Refer to the [DOJ Application Submission Checklist](#) for additional details.

If an applicant needs to update information in the SF-424 after it is submitted in Grants.gov, they can update the information as part of their JustGrants submission (see [Application Contents, Submission Requirements, and Deadlines: Standard Applicant Information](#)). They do not need to submit an update in Grants.gov.

Submission Step 2: JustGrants Submission of Full Application Access/Registration

For first-time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from DIAMD-NoReply@usdoj.gov) to the email address listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after confirmation from Grants.gov of the SF-424 submission.

Creating and setting up a JustGrants account consists of three steps:

1. Follow the instructions in the email to first confirm who will be the Entity Administrator (the person who manages which staff can access JustGrants on behalf of the applicant).
2. Log in to JustGrants and confirm the information in the Entity Profile.
3. Invite other individuals who will serve as the Application Submitter and the Authorized Representative for the applicant to register for JustGrants.

These steps should be completed in JustGrants as early as possible and recommended not later than 48 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Applicants can find additional information on JustGrants registration in the [DOJ Grant Application Submission Checklist](#).

Preparing for Submission

Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare, enter, and upload all the requirements of the application.

Applicants may save their application in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants. After the application deadline, no changes or additions can be made to the application. **OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline.**

For additional information, including file name and type requirements, see the “How To Apply” section in the [Application Resource Guide](#).

Standard Applicant Information

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

Proposal Abstract

A proposal abstract (no more than 2,000 characters) summarizing the proposed project must be completed in the JustGrants web-based form. The text from abstracts will be made publicly available on the OJP.gov and USASpending.gov websites if the project is awarded, so this section of the application should not contain any personally identifiable information (e.g., the name of the project director).

The abstract should be in paragraph form without bullets or tables and written in the third person (e.g., they, the community, their, themselves, rather than I or we). The abstract should include the following information:

- The name of the applicant’s proposed project.
- The purpose of the proposed project (i.e., what the project will do and why it is necessary).
- If the applicant is requesting priority consideration, and if so, which priority consideration(s) are being requested.
- Where the project will take place (i.e., the service area, if applicable).
- Who will be served by the project (i.e., who will be helped or have their needs addressed by the project).
- What activities will be carried out to complete the project.
- The subrecipient(s)/partner organizations or entities, if known.
- Deliverables and expected outcomes (i.e., what the project will achieve).

See the [Application Resource Guide](#) for an [example](#) of a proposal abstract.

Data Requested With Application

Financial Management and System of Internal Controls Questionnaire (including Applicant Disclosure of High-Risk Status)

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

Proposal Narrative

Format of the Proposal Narrative: The Proposal Narrative will be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point size font; have no less than 1-inch margins; have numbered pages; and should not exceed 20 pages. If the Proposal Narrative does not comply with these restrictions, OJP may consider such noncompliance in peer review and in final award decisions. The applicant may include tables, charts, and graphs as part of the proposal narrative, but they must be in a legible font no smaller than 12-point. These items will count toward the page limit unless included as a separate attachment.

Sections of the Proposal Narrative: The Proposal Narrative must include all of the following sections.

a. Description of the Need: What critical issue or problem is the applicant proposing to address with this project? For Categories 1 and 2, please include the following:

- A brief explanation of the need, gap, or issue to be addressed by the proposed project. How does the need relate to the purpose of the NOFO? Provide supporting information, data, or evidence to demonstrate the need's existence, size, and impact on the target population and community.
- Category of funding requested: Category 1, Planning and Implementation; Category 2, Enhancement; Category 3, Statewide.
- Whether the court is pre- or post-adjudication.
- Describe the veteran target population, including the criminogenic risk levels (high, medium, low), SUD treatment and recovery needs, and the average jail or prison sentence that potential participants face, if any.
- Describe the SUDs experienced by veterans in the jurisdiction, including related criminal justice involvement. Include data on race, ethnicity, age, gender, arrest volume, and crime patterns for adult defendants.
- Explain the problems with the current court's response to cases involving veterans with SUDs.
- Indicate if there are veterans who are not eligible for VA benefits who are eligible to participate in the program.
- Provide the target number of people for whom services will be provided under this program during the grant period (48 months).

- Describe any current planning or coordination with related projects that shows the jurisdiction is preparing to plan and implement a VTC.
- Describe current resources available and the gaps the applicant seeks to address with grant funding, particularly those that impact the collection of key program, recidivism, and treatment-related outcome data to assess the efficacy of the VTC.
- Indicate whether the applicant's jurisdiction is leveraging any other federal funding sources to support the VTC program; include the grant number.
- Explain the inability to fund the program adequately without federal assistance.
- Describe how the project proposes to enhance the potential for the long-term success of participants and graduates, including building positive supports for those in recovery in the programs.

Category 3 (Statewide) applicants should provide the following:

- The state's current role and strategy to support existing and build new VTCs or other problem-solving approaches in courts.
- The extent to which the state and these courts meet the needs of the eligible population, whether they are operating at capacity, and the nonbudgetary reasons if they are not operating at capacity. Describe the issue or need.
- Indicate whether or not the applicant is seeking to expand the number of VTCs in their state.
- If not, describe the needs to be addressed. Give a brief explanation of the need, gap, or issue to be addressed by the proposed project. How does the need relate to the purpose of the NOFO? Provide supporting information, data, or evidence to demonstrate the need's existence, size, and impact on the target population and community.
- Cite data and any evaluation findings that demonstrate the state treatment court program's impact on the community and individuals involved in the criminal justice system.
- Describe other needed enhancements that are being proposed to support VTCs in the state.
- Indicate areas where the state needs to enhance the capacity of treatment courts and practitioners statewide. Needs may be different based on the geographical location of the treatment court program (i.e., urban, suburban, or rural). If planning to implement or enhance TTA statewide, provide the target number of treatment courts for which TTA services will be provided. BJA will evaluate the grantee against this target number, so please include the data source used to determine the target number.

b. Project Goals and Objectives: How will the proposed project address the need identified and address the purpose of the NOFO? For all categories, please include:

- Project goals (goals are broad, visionary statements on what the applicant hopes to accomplish).
- Project objectives (objectives are specific outcomes the applicant plans to achieve through project activities).
- How the applicant's goals and objectives relate to the goals and objectives of the NOFO.

c. Project Design and Implementation: How will the applicant implement project activities that meet the goals and objectives?

For Category 1, describe how you will plan and implement a new court by answering the prompts below.

For Category 2, describe your current court operations and how you will enhance your court by answering the prompts below.

For Category 3, applicants seeking to fund new VTCs via subawards, describe your current state activities and how you will enhance your VTC efforts by answering the prompts below.

- State the name, location, and address where the proposed VTC is or will be operating.
- Describe the referral, screening, and assessment process.
- Indicate the target population: who will participate in and benefit from the activity.
- State the eligibility requirements. Include a plan to make sure that all individuals eligible for the veterans treatment court program will have equivalent access to the program. This should include protocols for collecting and examining data on access to and retention in the program.
- Describe the current capacity (if relevant) and planned capacity.
- Document that the VTC program adheres to the requirements of this NOFO, including [All Rise's Ten Best Practice Standards and the Ten Key Components of VTCs](#).
- Describe the tools that will be used to provide early and accurate identification of potential veterans for referral to the program (VRSS/SQUARES).
- Describe how the applicant will address access to evidence-based treatment options, including all three forms of FDA-approved medication to treat SUDs and associated counseling and behavioral therapies.
- Describe how the applicant will support the provision of coordinated recovery support services such as transitional housing, peer support, and family-related services. Indicate how those services will be monitored for quality and effectiveness.
- Indicate if there are veterans who are not eligible for VA benefits are eligible to participate in the program.
- Describe what resources will be available to veterans who are not eligible to receive VA benefits.
- State what activities the applicant will conduct to achieve the proposed goals and objectives, including the following.
 - Length and phases of the program
 - Case management process
 - Community supervision
 - Access to evidence-based medications for OUD treatment
 - Recovery support services delivery plan, including vocational and/or educational support, transitional housing, and peer recovery services
 - Family support services
 - Strategies to prevent and respond to risk for overdose
 - Judicial supervision
- State how the applicant will deliver or complete those activities, and when the activities will take place. Indicate how those services will be monitored for quality and effectiveness. Document that the VTC program adheres to the requirements of this NOFO, including All Rise's Ten Best Practice Standards and the Ten Key Components of VTCs.

- Describe how the applicant will support the provision of coordinated recovery support services such as transitional housing, peer support, and family related services.

Category 3 applicants should describe their current state activities and plans to enhance VTCs by answering these prompts:

- How do you plan to enhance the capacity and quality of veterans treatment courts in your state, using data and research?
- What will you do to enhance local capacity to implement their programs with fidelity to the VTC model, Best Practice Standards, and the Ten Key Components?
- How will you track program outcomes, activities, and successes?
- How will you deliver or complete those activities? When will the activities will take place?
- How will those services be monitored for quality and effectiveness?
- In your application, you should document that the VTC program adheres to the requirements of this NOFO, including All Rise's Ten Best Practice Standards and the Ten Key Components of VTCs.
- Describe how the applicant will address access to evidence-based treatment options, including all three forms of FDA-approved medication to treat SUDs and associated counseling and behavioral therapies, if relevant.
- Describe how the applicant will support the provision of coordinated recovery support services such as transitional housing, peer support, and family related services, if relevant.

All applicants should also answer these prompts:

- What deliverables, reports, and other items will be produced as part of the project.
- If the applicant plans to use subrecipients to help conduct the project, please name them (if they are known) or describe how the applicant will identify them. Please describe their role in conducting project activities.
- If the applicant is seeking priority consideration, it should:
 - Describe a plan that demonstrates the early identification of eligible veterans for referral to VTC which may include coordination with the VA and a Veterans Justice Outreach Specialist (VJO) and the use of VRSS and SQUARES. VRSS is a free tool that the VA offers for justice system agencies to check the veteran status of defendants or incarcerated people.
 - Develop and implement a plan to expand services to veterans who cannot or do not have access to VA resources and/or groups of veterans who are not accessing VTCs in numbers representative of those veterans in the criminal justice system.
 - Build strategies to ensure assessment of risk for violence and self-harm for veterans in veterans treatment programs, and appropriate supervision and service delivery.
 - If the applicant is seeking priority consideration to expand access to services to rural and/tribal communities, it should be addressed in this section how the proposed project(s) will identify rural and/or tribal communities and expand access to services consistent with the needs of the communities.
 - Describe the applicant's sustainability plan detailing how the VTC operations will be maintained after federal assistance ends. The sustainability plan should describe how current collaborations and evaluations will be used to leverage

ongoing resources. BJA encourages the applicant to ensure sustainability by coordinating with local, state, and other federal resources such as the [Edward Byrne Memorial Justice Assistance Grant \(JAG\) Program](#), which has purpose areas to support court services and SUD treatment.

- Discuss how the activities of the [Byrne State Crisis Intervention Program](#) will be coordinated with the proposed activities in this application, if relevant.
- Demonstrate how the proposal conforms to the framework of the state treatment court strategy, if one exists.

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

d. Capabilities and Competencies: What administrative and technical capacity and expertise does the applicant bring to successfully complete this project? Please include:

- A short description of the applicant's capacity to deliver the proposed project and meet the requirements of the award, including collecting and reporting the required performance measure data. Who will be responsible for this task, and how will the applicant collect the data? Refer to [Program Description: Performance Measures](#) for additional details on performance measures for this funding opportunity.
- Who in the applicant's organization will lead, coordinate and staff the activities. Describe key staff and their resume or CV.
- A description of projects or activities that the applicant and relevant partners have conducted, or are currently conducting, that demonstrate the applicant's ability to undertake the proposed project activities.
- A summary of relevant experience of team members with key responsibilities for implementing the project.

Describe any needed support from BJA and its national TTA partners to implement the project, including efforts to train treatment court staff and partners, collect data and conduct analysis, audit fidelity of the courts, enhance practices or access to evidence based treatment such as MAT and recovery support services, or support national recidivism studies. Describe how the applicant will coordinate with BJA and its TTA partners to implement these efforts.

For **Category 3 applicants** seeking to provide subawards to help launch a new VTC and/or scale up an existing VTC, attach the written policies and procedures in place for administering subawards. Please see the [Additional Application Components](#) section for additional information.

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

Budget and Associated Documentation: Budget Detail Form

The applicant will complete the JustGrants budget detail form. The form collects the individual costs under each cost category needed to implement the proposed project. Applicants should ensure that the name/description of each cost is clear and provide the detailed calculation (e.g., cost per unit and number of units) for the total cost. Applicants should enter additional narrative, as needed, to fully describe the cost calculations and connection to the project goals and objectives.

Budget proposals should include the funding needed to implement the proposed activities. In preparing their budget proposals, applicants should consider what types of costs are allowable, if awarded funding. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the project funded under the federal award and when they comply with the funding statute and agency requirements, including the conditions of the award and the cost principles set out in [2 C.F.R. Part 200, Subpart E](#) and the [DOJ Grants Financial Guide](#).

Examples of Allowable Use Funds

Applicants may apply for funding to include the following.

Court Operations and Services

Administrative, management, and operational activities that support court management and court administration.

Equipment and Supplies

- Computer hardware and software for internet access and email capability.
- Data management systems for record keeping and case management.
- Cell phones, telephones, pagers, printers, and copiers as needed for program implementation.
- Office supplies, postage, and other necessary program and outreach supplies.
- Urine screen analysis supplies and equipment.
- Overdose prevention supplies.

Enhance Capacity to Expand Treatment Services

Implementation of resources to improve or expand court and criminal justice personnel, substance use and mental health providers, peer recovery experts and those providing other recovery support or treatment court staffing and coordination. This can include building the expertise of probation officers, case managers, clinicians, prosecutors, defense attorneys, and judges in the science of substance use and mental health disorders as well as the efficacy of the treatment court models. Operational treatment courts can utilize funding to expand and enhance their court by:

- Scaling up its existing court program's capacity.
- Providing access to or enhance treatment capacity or other critical support services.
- Enhancing court operations.
- Expanding or enhancing court services.
- Building or enhancing collection and use of key operation and outcome data.
- Improving the quality and/or intensity of services based on needs assessments.

Costs Associated with a Conference/Meeting/Training: An applicant that proposes to use award funds for activities related to a conference, meeting, training, or similar event should review the [Application Resource Guide](#) for information on prior approval, planning, and reporting costs for a conference/meeting/training.

Costs Associated With Language Assistance and Access: If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable in specific grant programs. Costs to provide reasonable accommodation and facilitate language access for individuals who are deaf or hard

of hearing may also be allowable in specific grant programs. See the [Application Resource Guide](#) for information on costs associated with language assistance.

Training and Travel

Off-site specific training for identified program staff to improve or develop skills in the areas related to operating a tribal adult treatment court.

- OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to carefully review—before submitting an application—the [Application Resource Guide](#) for information on prior approval, planning, and reporting of conference/meeting/training costs.
- Applicants must estimate the costs of travel and accommodations for up to three (Categories 1 and 2) or eight (Category 3) team members to attend up to two conferences and/or trainings each year. The applicant may select and include in the application the trainings and/or conferences, although BJA will approve their selections after the award is made. Note that BJA can also make recommendations on relevant training events and conferences. All expenses must be reasonable, allowable, and necessary to the project. The estimates must provide a breakdown of all costs and adhere to the federal per diem. Consult the [U.S. General Services Administration Per Diem Rates](#).

Examples of Unallowable Use Funds

Applicants may not use funding to include the following:

Funding Restrictions/Unallowable Expenses

The budget must explicitly describe how the proposed budget items directly apply to the program design and how they will assist the applicant in meeting the program objectives. In addition to unallowable costs identified in the [DOJ Grants Financial Guide](#), award funds may not be used for the following:

- Prizes
- Rewards
- Entertainment
- Trinkets
- Any other monetary incentives, including client stipends, gift cards, vehicle purchases, or food and beverages. All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.
- Land Acquisition
- Compensation of Federal Employees
- Travel of Department of Justice (DOJ) Employees
- OJP Specific: The use of unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS or UAV is unallowable.

Applicants should refer to [Application Contents, Submission Requirements, and Deadlines: Budget Detail Form](#) for information on allowable and unallowable costs that may inform the development of their project design.

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

Budget and Associated Documentation: Budget/Financial Attachments

Indirect Cost Rate Agreement (if applicable): An applicant with a current, federally approved indirect cost rate agreement should upload it as an attachment in JustGrants.

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary for the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for operation and maintenance of offices or workspaces and salaries of administrative or support staff. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III–VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. See the [DOJ Grants Financial Guide](#) and the [OJP Grant Application Resource Guide](#) for additional information on indirect cost rate agreements.

Consultant Rate (if applicable): OJP has established maximum rates for consultants; see the “Listing of Costs Requiring Prior Approval” section of the [DOJ Grants Financial Guide](#) for more information. If an applicant proposes a rate for a consultant on their project that is higher than the established maximum rate and receives an award, then the award recipient must submit a document requesting approval for the rate and cannot incur costs at the higher rate without prior OJP approval. The award recipient must provide justification for why the proposed rate is higher than the established maximum rate, such as why the rate is reasonable and consistent with that paid for similar services in the marketplace.

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

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

Disclosure of Process Related to Executive Compensation (if applicable): An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees. If applicable, the applicant will upload a description of the process used to determine executive compensation as an attachment in JustGrants. See the [Application Resource Guide](#) for information.

Memorandum of Understanding (MOU) (if applicable)

Applicants who are required to provide MOUs should document and describe the role of key partners, including subrecipients, in the MOU. For each named partner, applicants should

include a signed Memorandum of Understanding (MOU) that confirms the partner's agreement to support the project through commitments of staff time, space, services, or other project needs. MOUs demonstrate the commitment of partner organizations to participate in the project. An MOU is a formalized commitment of staff and/or resources that is signed by authorized representatives of both partner organizations. The MOU must address the overall objectives of the treatment court program as well as show support for efforts to adhere to the evidence-based program principles included in the Best Practice Standards and the [Ten Key Components of Veterans Treatment Courts](#).

Each MOU should include the following:

- Names of the organizations involved in the agreement.
- Signatures by the VTC judge and court administrator, as well as the nonprofit agency.
- What service(s) and other work will be performed under the agreement by what organization.
- Details of the financial responsibility between the organization and the VTC.
- Duration of the agreement.
- Outlined responsibilities and expectations for coordination of services agreed upon by all treatment court team members and the nonprofit agency or applicant.
- Key VTC team member (names and roles) to include the judge, prosecutor, defense attorney, treatment provider, researcher/evaluator, case manager/specialist, community supervision representative, and program coordinator.

MOUs are to be submitted as a separate attachment in JustGrants.

Unsigned draft MOUs may be submitted with the application if not required (e.g., fiscal agent applications), but the applicant should describe in the narrative why it is unsigned. The fact that they are not signed can be taken into consideration in the review process. Applications approved for funding will be required to submit a final MOU with all signatures prior to federal funds being distributed.

Required Fiscal Agent MOUs: Nonprofits, government, and other entities (fiscal agents) who do not have direct authority for operation of the treatment courts and who are applying for funding on behalf of an adult treatment court are required to submit a fully executed and signed Fiscal Agent MOU describing how it will coordinate directly with the treatment court for which funding is being sought and reflects the agreement that it will serve as the fiscal agent. The Fiscal Agent MOU must demonstrate the nonprofit or nongovernmental entity applying on behalf of a treatment court has authority to apply on behalf of a treatment court and has authority to act related to the specific proposed activities in the grant on behalf of the treatment court through an agreement with that responsible state, township, county, or tribal government court, or judicial entity operating the court.

***Note: Fiscal agent applicants applying on behalf of a treatment court who cannot demonstrate these partnerships through a signed fully executed MOU including those who do not attach this MOU will be eliminated at Basic Minimum Review and not moved into peer review for consideration. If this item does not apply to your organization, please submit a Word document titled "Required Fiscal Agent MOUs" with a brief description of why this requirement does not apply.**

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes (if applicable): Provide resumes of key personnel who will work on the proposed project or a description of the experience and skills of key personnel necessary to implement the project.

Tribal Authorizing Resolution (if applicable): An application in response to this NOFO may require inclusion of tribal authorizing documentation as an attachment. If applicable, the applicant will upload the tribal authorizing documentation as an attachment in JustGrants. See the [Application Resource Guide](#) for information on tribal authorizing resolutions.

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

Letters of Support (Recommended): A letter of support is from an entity or individual that knows the applicant's work. The letter tends to speak to the applicant's capacity to implement their proposed project for the benefit of the community. It differs from an MOU in that the entity is not committing staff, services, or supplies to help the applicant implement the project. Applicants should include, for each named supporting entity, a signed letter of support that outlines the supporting entity's reasons for supporting the project.

Each letter of support may include descriptions of the following:

- Relationship between the applicant entity and the supporting entity.
- Need for and benefits that would be gained from the project.
- Applicant's capacity to complete the proposed project.

Letters of support should be signed and submitted as one separate attachment to the application in JustGrants.

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

State Substance Abuse Agency Director or Designee Letter (Recommended): Nontribal applicants are encouraged to include a letter from the State Substance Abuse (SSA) director or designated representative in support of the application and include confirmation that the proposal conforms to the framework of the state strategy of substance abuse treatment. Applicants will submit the letter by uploading it as an attachment in JustGrants. A listing of SSAs can be found on the [Substance Abuse and Mental Health Services Administration's website](#).

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

Statewide Applicants Managing Subawards (Required): Applicants are required to submit as an attachment their written policies and procedures for administering subawards, including:

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

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities: JustGrants will prompt each applicant to indicate if it is required to complete and submit a lobbying disclosure under 31 U.S.C. § 1352.

The applicant is required by law to complete and submit a lobbying disclosure form (Standard Form/SF-LLL) if it has paid or will pay any person to lobby in connection with the award for which it is applying AND this application is for an award in excess of \$100,000. This disclosure requirement is not applicable to such payments by an Indian tribe, tribal organization, or any other Indian organization that are permitted by other federal law.

Lobbying means (for this requirement) influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress. See 31 U.S.C. 1352; 28 C.F.R. part 69. Note: Most applicants do not engage in activities that trigger this disclosure requirement.

An applicant that is not required by law (31 U.S.C. 1352) to complete and submit a lobbying disclosure, should enter "No." By doing so, the applicant is affirmatively asserting (under applicable penalties) that it has nothing to disclose under 31 U.S.C. § 1352 with regard to the application for the award at issue.

Disclosure of Duplication in Cost Items: To ensure funding coordination across grantmaking agencies, and to avoid unnecessary or inappropriate duplication of grant funding, the applicant

must disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds, for the same project and the same budget items included in this proposal. Complete the JustGrants Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

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

DOJ Certifications: Review the DOJ document [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Coordination with Affected Agencies](#). An applicant must review and sign the certification document in JustGrants. See the [Application Resource Guide](#) for more 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 recipient is an award recipient that has received a DOJ high-risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible. See the [Application Resource Guide](#) for additional information.

Submission Dates & Times

Refer to [Basic Information: Key Dates](#) for the submission dates and times.

Applicants should submit their applications as early as possible and recommended not later than 48 hours before the deadlines. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. Applicants will use the Certify and Submit feature in JustGrants to confirm that all required application components have been entered, which includes identifying the Authorized Representative for the applicant. Once the application is submitted, the Application Submitter, Authorized Representative, and Entity Administrator receive a confirmation email.

An applicant will receive emails after successfully submitting application components in Grants.gov and JustGrants and should retain all emails and other confirmations received from the SAM.gov, Grants.gov, and JustGrants systems.

Experiencing Technical Issues Preventing Submission of an Application (Technical Waivers)

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. OJP will only consider requests to submit an application via alternative methods or after the deadline when the applicant can document that there is a technical issue with a government system that was beyond their control and that prevents submission of the application via the standard process prior to the deadlines. Issues resulting from circumstances within the applicant's control, such as failure to begin the SAM.gov, Grants.gov, or JustGrants registration and application process in sufficient time, will not be considered.

Requests and documentation must be sent to the OJP Response Center at grants@ncjrs.gov. Applicants should follow these steps if they experience a technical issue:

- 1. Contact the relevant help desk to report the issue and receive a tracking number.**

See [Basic Information: Contact Information](#) for the phone numbers, email addresses, and operating hours of the SAM.gov, Grants.gov, and JustGrants help desks. Reports of technical issues to the help desk must occur **before** the application deadline.

If an applicant calls the help desk and experiences a long wait time, they can also email the help desk to obtain a tracking number. Tracking numbers are generated automatically when an applicant emails the applicable service desk, and for this reason, long call wait times for support do not relieve the applicant of the responsibility of getting a tracking number.

2. If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at grants@ncjrs.gov within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. The applicant's request will need to include:

- A description of the technical difficulties experienced (provide screenshots if applicable).
- A timeline of the applicant's submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit, and date and time support representatives responded).
- An attachment of the complete grant application and all the required documentation and materials (this serves as a "manual" submission of the application).
- The applicant's unique entity identifier (UEI).
- Any SAM.gov, Grants.gov, and JustGrants Service Desk tracking/ticket numbers documenting the technical issue.

3. If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at grants@ncjrs.gov within 24 hours of the JustGrants deadline to request approval to submit after the deadline. See step 2 for the list of information the applicant must provide as part of its request.

As a reminder: the waiver request will not be considered unless it includes documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue (including all information previously listed), or that does not submit a waiver request within the required time period, will be denied.

For more details on the waiver process, OJP encourages applicants to review the "Experiencing Technical Issues" section in the [Application Resource Guide](#).



APPLICATION REVIEW

Responsiveness (Basic Minimum Requirements) Review

OJP screens applications to ensure they meet the basic minimum requirements (BMR) prior to conducting the merit review. Following are the basic minimum requirements for this funding opportunity. If OJP determines that an application does not include these elements, it will not proceed to merit review and will not receive any further consideration.

- The application is submitted by an eligible applicant.
- The requested award amount does not exceed the award ceiling.
- The application is responsive to the scope of the NOFO.
- The following application elements are included:
 - SF-424 (Grants.gov)
 - Proposal Abstract
 - Proposal Narrative (JustGrants)
 - Budget detail form, which includes the budget items, their calculations, and explanation (JustGrants)
 - Application Goals, Objectives, Deliverables, and Timeline web-based form
 - A Fiscal Agent MOU must be included for nonprofit/government/other entities applying on behalf of the agency operating the treatment court.

Applicants whose application fails to meet the BMR are provided notice (including an appropriate point of contact for questions) within a few weeks after the submission due date.

Merit Review Criteria

Peer Review Criteria

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

- **Description of the Need (20%):** What critical issue or problem the applicant is proposing to address with this project.
- **Project Goals and Objectives (20%):** How the proposed project will address the identified need and the purpose of the funding opportunity.
- **Project Design and Implementation (40%):** The strength of how the applicant will implement activities, including the soundness of the project design and how the activities align to the stated goals and objectives.
- **Capabilities and Competencies (15%):** The applicant's administrative and technical capacity to successfully complete this project.
- **Budget (5%):** Completeness and cost effectiveness.

Programmatic and Financial Review Criteria

After the peer review, applications undergo additional programmatic and financial reviews. OJP staff may reach out to applicants during the programmatic or financial review if a submitted form is incomplete or needs to be updated. Note that OJP staff are not authorized to provide information on peer review scores or comment on programmatic, risk, or budget/financial reviews while the merit review is in progress.

In addition to BMR and peer review criteria, other important considerations for OJP include geographic diversity (including, but not limited to, remote and geographically isolated communities, such as Alaska Native villages), strategic priorities (including, but not limited to, the priority areas already mentioned, if applicable), available funding, past performance, and the extent to which the budget detail form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles. If cost sharing/match is not required for this opportunity, applicants will not receive higher consideration by proposing a voluntary match contribution in their budget.

Risk Review

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

Depending on the severity and nature of the risk factors, the risk assessment may result in the removal of an applicant from consideration or selection for award, or it may result in additional post-award conditions and oversight for an awarded applicant.

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

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

Selection Process

All final award decisions will be made by the Assistant Attorney General, unless a statute explicitly authorizes award decisions by another official or there is written delegation of authority to another official. This official may consider not only peer review ratings and program office recommendations, but also other factors as indicated in the “Application Review” section to make final award decisions. For additional information on the application review process, see the [Application Resource Guide](#).



AWARD NOTICES

Federal Award Notices

Award notifications are usually sent by September 30 (the end of the current federal fiscal year). For successful applicants, JustGrants will send a system-generated email to the Application Submitter, Authorized Representative, and Entity Administrator with information on accessing their official award package in JustGrants. The award package will include key information (such as funding amount and period of performance) as well as award conditions that must be followed. The Authorized Representative for the entity should accept or decline the award within 45 days of the notification. See the [Application Resource Guide](#) for information on award notifications and instructions.

Applicants not selected for award will receive notification after all award recipients have been notified. OJP also provides unsuccessful applicants with a summary of peer reviewer comments.

Future Funding Opportunities

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

Applications submitted under this FY 2025 funding opportunity may be funded in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.



POST-AWARD REQUIREMENTS AND ADMINISTRATION

Reporting

All award recipients under this funding opportunity will be required to submit the following reports and data:

- Quarterly financial reports.
- Quarterly performance reports.
- Final financial and performance reports.
- If applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions.

See the [Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data and the method for submitting reports in OJP's online systems. Future awards and fund drawdowns may be withheld if reports are delinquent, and in appropriate cases, OJP may require additional reports.

Performance Measure Reporting

Award recipients are required to submit quarterly performance measure data in the Performance Measurement Tool (PMT) and separately submit a semi-annual performance report in JustGrants. Applicants selected for an award will receive further guidance on post-award reporting processes.

Program- and Award-Specific Award Conditions

OJP includes various conditions on its awards. These may include program-specific conditions, which typically apply to all recipients of a funding opportunity, and award-specific conditions, which are included to address recipient-specific issues (e.g., programmatic or financial risk). Recipients may view all conditions, and actions required to satisfy those conditions, in the award package in JustGrants.

Administrative, National Policy, and Other Legal Requirements

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

Civil Rights Compliance

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit the award recipient from discriminating on the basis of race, color, national origin, sex, religion, or disability in how it delivers its program's services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include, but are not limited to, Title VI of the Civil Rights Act of 1964, the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968, and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws

are discussed in greater detail on OJP's [Legal Overview—FY 2025 Awards](#) webpage under the “Civil Rights Requirements” section. Additional resources are available from the [OJP Office for Civil Rights](#).

Complying with civil rights laws that prohibit national origin discrimination includes the requirement that recipients and subrecipients take reasonable steps to ensure that people with limited English proficiency (LEP) have meaningful access to a recipient's programs and activities. An individual with LEP is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. DOJ offers resources to help recipients meet this requirement, including [Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons](#); a [language access assessment and planning tool](#) with [commonly asked questions](#); and additional resources on [the Office of Justice Programs' Office for Civil Rights website](#).

Faith-based organizations may apply for this award on the same basis as any other organization subject to the protections and requirements of 28 C.F.R. Part 38 and any applicable constitutional and statutory requirements, including 42 U.S.C. 2000bb et seq. The Department of Justice will not, in the selection of recipients, discriminate for or against an organization on the basis of the organization's religious character, motives, or affiliation, or lack thereof, or on the basis of conduct that would not be considered grounds to favor or disfavor a similarly situated secular organization. A faith-based organization that participates in this funded program will retain its independence from the Government and may continue to carry out its mission consistent with religious freedom and conscience protections in Federal law. An organization may not use direct Federal financial assistance from the Department of Justice to support or engage in any explicitly religious activities except when consistent with the Establishment Clause of the First Amendment and any other applicable requirements. An organization receiving Federal financial assistance also may not, in providing services funded by the Department of Justice, or in their outreach activities related to such services, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

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 set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [Application Resource Guide](#) for additional information.

Information Technology Security Clauses

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

Other Reporting Requirements

Applicants and recipients are required to notify OJP if you know that you or any of your organization's principals for the award transaction are presently excluded or disqualified (i.e., debarred or suspended) or otherwise meet any of the criteria in 2 C.F.R. 180.335. Recipients must comply with requirements in 2 C.F.R. Part 180, as implemented by DOJ in 2 C.F.R. Part 2867, which, among other things, require recipients to check certain information sources and, in

some cases, notify the federal awarding agency prior to the agency awarding federal funds via contracts or subawards.

If a recipient's award includes a federal share of more than \$500,000 over the period of performance of the award, then the award (per 2 C.F.R. 200.113) will include a condition that may require the recipient to report and maintain certain information (relating to certain criminal, civil, and administrative proceedings) in SAM.gov. See <https://www.ojp.gov/funding/explore/legaloverview2024/otherrequirements> for more information.



OTHER INFORMATION

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the projects and activities funded under this NOFO. For additional information on what should be included in the application, see the [Application Resource Guide](#) section “Information Regarding Potential Evaluation of Programs and Activities.”

Freedom of Information and Privacy Act

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

Applicants are advised not to include any unnecessary personally identifiable information, sensitive law enforcement information, or confidential financial information with the application.

Provide Feedback to OJP

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



APPLICATION CHECKLIST

BJA FY25 Veterans Treatment Court Discretionary Grant Program

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

SAM.gov Registration/Renewal

- Confirm that your entity’s registration in the System for Award Management (SAM.gov) is active through the NOFO period. Submit a new or renewal registration in SAM.gov, if needed (see [Application Resource Guide](#)).

Grants.gov Registration

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [Application Resource Guide](#)).
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [Application Resource Guide](#)).

Grants.gov Opportunity Search

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s).
- Select the correct Competition ID O-BJA-2025-172356
 - C-BJA-2025-00053-PROD Category 1: Planning and Implementation
 - C-BJA-2025-00054-PROD Category 2: Enhancement
 - C-BJA-2025-00055-PROD Category 3: Statewide
- Access the funding opportunity and application package (see Step 7 under “[OJP Application Submission Steps](#)” in the [Application Resource Guide](#)).
- Sign up for Grants.gov email notifications (optional) (see [Application Resource Guide](#)).

Funding Opportunity Review and Project Planning

- Review all sections of the NOFO.
- Confirm your entity is eligible to receive funding (see [Eligibility: Eligible Applicants](#)).
- Confirm your proposed budget is within the allowable limits (see [Basic Information: Funding Details](#)), includes only allowable costs (see [Application Contents, Submission Requirements, and Deadlines: Budget Detail Form](#)), and includes cost sharing if applicable (see [Program Description: Cost Sharing/Match Requirements](#)).
- Review the performance measures for this funding opportunity and confirm you will be prepared to collect and report on this data (see [Program Description: Performance Measures](#)).
- Review the “[Legal Overview—FY 2025 Awards](#)” in the [OJP Funding Resource Center](#) and confirm you are prepared to follow the requirements.
- Read OJP policy and guidance on conference approval, planning, and reporting under “Listing of Costs Requiring Prior Approval” in the [DOJ Grants Financial Guide](#) or see the [Application Resource Guide](#).

Submission Step 1: Grants.gov

After registering with SAM.gov, submit the SF-424 in Grants.gov.

- Complete and submit the SF-424 by the deadline.
- Confirm Section 8F of the SF-424 lists the name and contact information of the individual **who will complete the application in JustGrants.**
- Confirm that, within 48 hours of your submission in Grants.gov, you receive four (4) Grants.gov email notifications:
 - A submission receipt
 - A validation receipt
 - A grantor agency retrieval receipt
 - An agency tracking number assignment
- If no Grants.gov receipt and validation email is received, or if error notifications are received, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, or support@grants.gov regarding technical difficulties (see the [Application Resource Guide](#) section on “[Experiencing Unforeseen Technical Issues](#)”).
- Confirm that, within 24 hours after receipt of confirmation emails from Grants.gov, the individual listed in Section 8F of the SF-424 receives an email from JustGrants with login instructions.

Submission Step 2: JustGrants

- Complete the following information:
 - Entity and User Verification (first-time applicants)
 - Standard Applicant Information
 - Proposal Abstract*
 - Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))
- Upload the Proposal Narrative.*
- Complete the budget detail form.*
- Upload other budget/financial attachments, as applicable.
- Upload MOU, if applicable.*
 - A Fiscal Agent MOU must be included for nonprofit/government/other entities applying on behalf of the agency operating the treatment court.
- Upload additional application components, as applicable.
 - Application Goals, Objectives, Deliverables, and Timeline web-based form*
- Complete the required disclosures and assurances.
 - Disclosure of Lobbying Activities and submission of SF-LLL, if prompted by the system
 - Disclosure of Duplication in Cost Items
 - DOJ Certified Standard Assurances
 - Applicant Disclosure and Justification—DOJ High-Risk Grantees
- Complete the required DOJ Certification on Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Coordination with Affected Agencies.

***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.

JustGrants Review, Certification, and Application Submission

- Address any validation errors displayed on screen after attempted submission, then return to the “Certify and Submit” screen to submit the application.
- Note the confirmation message at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.
- If no JustGrants application submission confirmation email or validation is received, or if an error notification is received, contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties. See the [Application Resource Guide](#) for additional information.