

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



BJA FY 23 Community Courts Initiative

Assistance Listing Number # 16.585

Grants.gov Opportunity Number: O-BJA-2023-171688

Solicitation Release Date: March 27, 2023 11:00 AM ET

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

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

Overview

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) seeks applications for funding to support efforts by state, tribal, and local governments to establish and enhance community courts in their jurisdictions. This program furthers the DOJ's mission by providing resources to communities to enhance public safety, build trust between law enforcement and the community, and increase access to critical behavioral health treatment and recovery support, and other support services. In addition to the Community Courts Initiative, BJA also funds the following programs to assist communities in addressing community safety, public health, and other social issues

Edward Byrne Memorial Justice Assistance Grant (JAG) Program

JMHCP

Innovations in Supervision Initiative

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

Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BA-2023-00085-PROD	Category 1 - Planning and Implementation	5	\$900,000	10/1/23 12:00 AM	48
C-BA-2023-00086-PROD	Category 2 - Enhancement	5	\$900,000	10/1/23 12:00 AM	48

Eligible Applicants:

City or township governments, County governments, Native American tribal governments (Federally recognized), State governments, Other

Other

State, city, township, county, or tribal government acting directly or through agreements with other public or private entities on behalf of a single community court

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

BJA may elect to fund applications submitted under this FY 2023 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

Contact Information

For assistance with the requirements of this solicitation, contact the OJP Response Center at 800-851-3420, 301-240-6310 (TTY for hearing-impaired callers only), or grants@ncjrs.gov. The OJP Response Center operates from 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 solicitation close date.

Pre-application Information Session

BJA will hold a solicitation webinar on April 12, 2023, at 2:30pm EST. This call will provide a detailed overview of the solicitation and allow an opportunity for interested applicants to ask questions. Preregistration is required for all participants. Register by clicking on this [link](#) and following the instructions. To use the time most efficiently, BJA encourages participants to review the solicitation and submit any questions they may have in advance and no later than

April 7, 2023. Submit your questions to Courtney.e.Stewart@usdoj.gov with the subject as "Questions for BJA FY 2023 CCI Webinar.

Submission Information

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

Step 1: The applicant must submit by the Grants.gov deadline the required **Application for Federal Assistance standard form (SF-424)** and a **Disclosure of Lobbying Activities (SF-LLL)** form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

For technical assistance with submitting the SF-424 and a SF-LLL in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, Grants.gov Customer Support, or support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

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

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

OJP encourages applicants to review the "[How To Apply](#)" section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training. Applicants should maintain all receipts and confirmations received from SAM.gov, Grants.gov, JustGrants systems.

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Program Description

Overview

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

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

Statutory Authority

Pub. L. No. 90-351, Title I, Part EE (codified at 34 U.S.C. 10611–10619); Department of Justice Appropriations Act, 2023 (Pub. L. No. 117-328; 136 Stat. 4459, 4537).

Specific Information

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

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

The community court model has varied over time, with some courts permanently located in buildings within the community and other courts partnering with local institutions such as libraries to hold court dockets in their buildings on a periodic basis. Other jurisdictions open their courthouses to increase local residents' access to services and a community-focused docket of cases. These community-oriented projects can also serve as the basis to provide community justice beyond the courtroom, creating a partnership that can solve other community safety problems, leverage resources for residents, prevent crime, and improve public trust in the justice system. These approaches can employ restorative justice principles and practices and

seek broader goals, such as improved quality of life and more positive community attitudes toward the criminal justice system.

BJA seeks applications for funding under two categories:

Category 1 provides funding to plan or implement community court programs that address substance use disorders and other issues using evidence-based principles and practices;

Category 2 provides funding to enhance existing community court programs that address substance use disorders and other issues using evidence-based principles and practices.

Common Principles and Practices of Community Courts

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

Enhanced Information: Utilizing more specialized staff training (about complex issues like substance use disorder and mental illness) combined with more comprehensive information (about defendants, victims, and the community context of crime) to help improve the decision-making of judges, attorneys, and other justice system officials.

Community Engagement: Engaging residents and people with lived experience to help identify, prioritize, and solve community safety, public health, and other social issues within a jurisdiction.

Collaboration: Bringing together justice system stakeholders (such as judges, prosecutors, defense attorneys, law enforcement, probation officers, and court administrators) and other potential community stakeholders (such as social service providers, residents, victims' groups, and schools) to improve interagency communication and trust between community members and local government, and to foster new responses to problems.

Individualized Justice: Using evidence-based risk and needs assessment instruments to link defendants to individually tailored community-based services (e.g., job training, behavioral health treatment and recovery support, other support services, and safety planning).

Accountability: Employing community restitution mandates and regular compliance monitoring—with clear consequences for noncompliance—to improve the accountability of defendants.

Outcomes: Collecting and analyzing data (outcomes, process, costs, and benefits) on an active and ongoing basis to evaluate the effectiveness of operations and encourage continuous improvement.

Who May Be Served in a BJA-funded Community Court

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

are encouraged to use other funds for their treatment court program and serve these participants using those other funds. Grantees must be able to track these expenditures to ensure the separation of funds. Documentation must be maintained to show to an auditor if necessary.

Violent Offender Prohibition

Under the Adult Treatment Court Discretionary Grant Program authorization, BJA funds may not be used to serve persons who are “violent offenders.” This prohibition applies to programs or activities funded by the BJA award, including match funds contributed by the grantee. See: 34 U.S.C. § 10613.

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

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

(a) In General

Except as provided in subsection (b), in this subchapter, the term “violent offender” means a person who—

(1) is charged with or convicted of an offense that is punishable by a term of imprisonment exceeding one year, during the course of which offense or conduct—

(A) the person carried, possessed, or used a firearm or dangerous weapon;

(B) there occurred the death of or serious bodily injury to any person; or

(C) there occurred the use of force against the person of another, without regard to whether any of the circumstances described in subparagraph (A) or (B) is an element of the offense or conduct of which or for which the person is charged or convicted; or

(2) has 1 or more prior convictions for a felony crime of violence involving the use or attempted use of force against a person with the intent to cause death or serious bodily harm.

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

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

Essential Elements of a Community Courts Program

All applicants under this solicitation must demonstrate how the proposed community court

conforms to the Principles of Community Justice and the updated principles of community justice found at CJ Today Publication. For more information on community courts, see <https://bja.ojp.gov/program/community-courts-program/overview>. Applicants must document their plan to ensure they have a set of diverse staff, partners, and/or subject matter experts that reflect a mix of experiences and perspectives to effectively reach the communities and practitioners they will serve. In addition, all applicants under this solicitation must demonstrate that the proposed community court conforms with statutory requirements:

Continuing judicial supervision over defendants with substance use disorders.

Coordination with appropriate state or local prosecutors.

The integrated administration of other sanctions and services, which shall include:

Mandatory periodic testing for the use of controlled substances or other substances during any period of supervised release or probation for each participant.

Substance use treatment for each participant who requires such services.

Diversion, probation, or other supervised release involving the possibility of prosecution, confinement, or incarceration based on noncompliance with program requirements or failure to show satisfactory progress.

Defendant management and aftercare services such as recovery support services, education, vocational training, job placement, housing placement, and childcare or other family support services for each participant who requires such services.

Payment, in whole or in part, by the defendant of treatment costs, to the extent practicable, such as costs for urinalysis or counseling.

Payment, in whole or in part, by the defendant of restitution, to the extent practicable, to either a victim of the defendant's offense or a restitution or similar victim support fund.

Equity and Inclusion in Community Courts

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

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

existing community courts.

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

The action plan must be submitted and approved by BJA prior to implementation. BJA, the training and technical assistance (TTA) providers, and the community court will use this action plan to guide and track progress toward project objectives. An applicant may propose to use funding for case management, supervision and treatment services, and/or the provision and coordination of recovery support services. Courts must ensure that participants are tested periodically for the use of controlled substances, including medical marijuana. Courts must impose graduated sanctions that employ therapeutic and/or punitive measures whenever a participant fails a drug test.

Enhancement projects will support jurisdictions with an existing community court that has been fully operational for at least 1 year as of April 27, 2023. An applicant may propose to use funding to scale up the court program's capacity, enhance court operations to serve a specific population such as veterans, expand or enhance court services, improve the quality and/or intensity of services based on needs assessments, gather data, or complete a program evaluation.

Note: Applicants must attach a fiscal agent memorandum of understanding (MOU) as part of their application. See "Memoranda of Understanding (MOUs) and other supportive documents."

To assess the potential risks and needs of persons to be served in these courts, and to assess and plan for the correct type and level of interventions and services, enhancement applicants should strongly consider formally partnering with a researcher from the outset of the proposed project. These researcher-practitioner partnerships assist with ongoing problem analysis, identification of evidence-based responses, strategic planning of interventions, assessment of implementation, and conducting an impact evaluation. (No more than 20 percent of total grant funds may be used for research/evaluation.) Community courts bring together justice, behavioral and public health, and other community-based practitioners to implement new or promising practices that may not yet have a research base, including the application of evidence-based strategies from other fields, such as health, that have not yet been fully examined in the justice context.

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

To support projects with a research partnership, this work will also be coordinated with BJA's Smart Suite, which invests in the development of researcher-practitioner partnerships that use data, evidence, and innovation to create strategies and interventions that are fair, effective and economical. These data-driven approaches enable jurisdictions to understand the full nature and extent of the crime challenges they are facing and target resources toward their highest priorities. The Smart Suite represents a strategic approach that incorporates more science into

criminal justice operations by leveraging innovative applications of analysis, technology, and evidence-based practices with the goal of improving fairness, performance and effectiveness while containing costs.

The FY2023 Community Courts Initiative Discretionary Grant Program solicitation offers the following two grant categories:

Category 1 PLANNING AND IMPLEMENTATION

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

Category 2 Enhancement

Enhancement grants are available to eligible jurisdictions with an existing community court that has been fully operational for at least one year as of May 24, 2023. An applicant may propose to use funding to scale up the court program's capacity; enhance court operations to serve a specific population such as veterans; expand or enhance court services; improve the quality and/or intensity of services based on needs assessments; or complete a program evaluation

Goals, Objectives, and Deliverables

Goals

The goal of the Community Courts Program is to support efforts by state, tribal, and local governments to establish and enhance community courts in their jurisdictions.

Objectives

An applicant should address all the objectives listed below in the Proposal Narrative and Time Task Plan.

Establish or enhance court-based intervention programs to prioritize and expedite the provision of treatment and recovery services to individuals who are frequent users of justice system, health, and other services and who commit misdemeanor offenses.

Emphasize alternatives to incarceration by tailoring sentences to each defendant to improve community safety, enhance confidence in the justice system, and reduce recidivism.

Build and maximize the capacity of jurisdictions to ensure all participants are identified, assessed, and referred to services.

Enhance the use of community services by participants in the community court docket, including case management, housing assistance, and service coordination.

Develop and maintain partnerships and collaborations with service providers to enhance the provision of treatment and recovery support services.

Support the development, enhancement, and translation of research and knowledge of researcher-practitioner partnerships.

Collect lessons learned and other examples of use to the field at large from grantees and disseminate the information via publications, media platforms, and conference presentations.

Deliverables

Category 1: Documentation that the grantee is ready to commit to a 6-month planning phase and the development of an action plan, followed by an implementation phase that adheres to the requirements of this solicitation and the key community justice principles found at [Principles of Community Justice](#) and [CJ Today Publication](#).

Completion and submission of a written action plan within the first six months of the performance duration of the grant, to coincide with the 6-month planning phase describe above, to build a strong and focused strategy to scale up the community court program's capacity; build or enhance court operations; create, expand, or enhance court services; and improve the quality and/or intensity of services for participants based on needs assessments. The action plan must be submitted and approved by BJA prior to implementation. BJA, the TTA providers, and the community court will use this action plan to guide and track progress toward project objectives.

Category 2: A written description of the grantee's current operational community court program and its compliance with the requirements of this solicitation and the key community courts principles, found at: https://bja.ojp.gov/sites/g/files/xyckuh186/files/Publications/CCI_CommunityCourtPrinciples.pdf.

BJA reserves the right to modify work tasks at any time with reasonable advance notice provided to the awardee prior to execution.

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

Evidence-Based Programs or Practices

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

Information Regarding Potential Evaluation of Programs and Activities

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

Priority Areas

The Department of Justice is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the

justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

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

In support of this Executive Order, OJP will provide priority consideration when making award decisions to the following:

A. Applications that propose project(s) that are designed to promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality.

To receive this consideration, the applicant must describe how the proposed project(s) will address potential racial inequities and contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, and adversely affected by inequality, and identify how the project design and implementation will specifically incorporate the input or participation of those communities and populations disproportionately impacted by crime, violence, and the criminal justice system overall. Examples addressing this requirement include, but are not limited to, the following: budgeted project planning and/or implementation meetings with community stakeholders representing historically underserved and marginalized communities; outreach and/or public awareness campaigns specifically tailored to historically underserved and marginalized communities to encourage participation in the proposed project(s); budgeted incorporation of members representing historically underserved and marginalized communities in program evaluation, surveys, or other means of project feedback; and partnership with organizations that primarily serve communities that have been historically underserved, marginalized, and adversely affected by inequality.

B. Applicants that demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because they (or at least one proposed subrecipient that will receive **at least 40%** of the requested award funding, as demonstrated in the Budget Web-Based Form) identify as a *culturally specific organization*.

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

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

Priority Consideration 2

In addition, OJP will give priority consideration, if applicable, to applicants that demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent poverty counties.

To receive priority consideration under the poverty priority, the applicant must provide information to demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent-poverty counties. For purposes of this priority consideration, the term “high-poverty area” means any census tract with a poverty rate of at least 20 percent as measured by the 2013–2017 5-year data series available from the American Community Survey of the Census Bureau (applicants may search by census tract at <https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/2017/>), and the term “persistent-poverty counties” means any county that has had 20 percent or more of its population living in poverty over the past 30 years, as measured by the 1990 and 2000 decennial censuses and the most recent Small Area Income and Poverty Estimates (applicants may search by county at <https://www.census.gov/data/tables/time-series/dec/census-poverty.html> and <https://www.census.gov/programs-surveys/saipe.html>).

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

Federal Award Information

Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2023-00085-PROD	Category 1 - Planning and Implementation	5	\$900,000	10/1/23 12:00 AM	48
C-BJA-2023-00086-PROD	Category 2 - Enhancement	5	\$900,000	10/1/23 12:00 AM	48

Awards, Amounts and Durations

Anticipated Number of Awards

10

Anticipated Maximum Dollar Amount of Awards

\$900,000

Period of Performance Start Date
10/1/23

Period of Performance Duration (Months)
48

Anticipated Total Amount to be Awarded Under Solicitation
\$9,000,000

Continuation Funding Intent

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

Availability of Funds

This solicitation, and awards under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

Type of Award

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

Financial Management and System of Internal Controls

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

Budget Information

Cost Associated with Recovery Support Services (if applicable) Applicants for Category 1 (Planning and Implementation) and Category 2 (Enhancement) are encouraged to provide recovery support services, which include transitional or recovery housing and peer recovery support service, to active participants in their community court programs. No more than 45 percent of the total budget may be used for these services. For more information on recovery support services, see the [Examples and Definitions of Recovery Support Services](#) document.

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 allowable costs identified in the [DOJ Grants Financial Guide](#), award funds may not be used for the following:

Prizes, rewards, entertainment, trinkets, or any other monetary incentives

Client stipends

Gift cards

Vehicle purchases

Food and beverages

Cost Sharing or Matching Requirement

This solicitation requires a 25 percent **cash or in-kind match based on total project cost**. Federal funds awarded under this solicitation may not cover more than 75 percent of the total costs of the project being funded. An applicant must identify the source of the 25 percent non-federal portion of the total project costs and how they will use match funds. If an award recipient's proposed match *exceeds* the required match amount, and OJP approves the budget, the total match amount in the approved budget becomes mandatory and subject to audit. ("Match" funds may be used only for purposes that would be allowable for the federal funds.) Recipients must satisfy this match requirement with cash or in-kind match.

How to Calculate Match Based on Federal Request of \$900,000

Formula

Step 1 Federal Requested Amount ÷ % of Federal Share = Total Project Cost

Step 2 Total Project Cost - Federal Request Amount = Minimum Required Match

Example

Match Requirement - 75/25 (Federal Share/Recipient's Share)

Federal Award = \$900,000

Step 1 \$900,000 ÷ 75% Federal Share = \$1,200,000

Step 2 \$1,200,000 - \$900,000 = \$300,000 (total minimum match required)

See the [OJP Grant Application Resource Guide](#) for additional information on this match requirement. For step-by-step instructions for entering match amounts in the budget, see the [Budget Summary Match Guide](#).

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

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

Limitation on Use of Award Funds for Employee Compensation: Waiver

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

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

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

Costs Associated with Language Assistance (if applicable)

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

Digital Trust

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

How the technology will be carefully implemented through training of personnel and the setting and enforcement of policies governing its use to ensure it contributes to positive outcomes for public safety, the community, and/or the criminal justice system.

How the applicant will safeguard privacy, civil rights, and civil liberties throughout the duration of the project period.

The applicant should identify within their budget which items, services, and more will be covered by matching sources and explain what type of match will be provided.

Unmanned Aircraft Systems

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

Eligibility Information

For eligibility information, see the solicitation cover page.

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

For the purposes of this solicitation, “state” means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

Notice regarding law enforcement agencies: State, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be eligible for FY 2023 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency’s use-of-force policies adhere to all applicable federal, state, and local laws, and (2) the agency’s use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

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

Application and Submission Information

Content of Application Submission

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

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

If OJP determines that an application does not include these elements, it will neither proceed to peer review, nor receive further consideration.

Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov

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

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

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

Standard Applicant Information (JustGrants 424 and General Agency Information)

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

Proposal Abstract

A Proposal Abstract (no more than 400 words) summarizing the proposed project — including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known) — must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. It should also be:

Written for a general public audience.

Submitted as a separate attachment with “Proposal Abstract” as part of its file name.

Single-spaced, using a standard 12-point Times New Roman font with 1-inch margins.

The abstract must clearly describe the following for each community court program application:

State the category of funding requested: Category 1 (Planning and Implementation) or Category 2 (Enhancement).

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

Briefly describe the target population and any proposed boundaries for the proposed program.

Estimate the number of community court participants who will receive services with these grant funds (if awarded) over the life of the grant period.

State the total federal amount requested for the duration of the grant. This total amount should be the same amount listed on the SF-424 form and in the required budget attachment. (Note: The total amount of federal funds being requested should not exceed the category’s grant maximum.)

Briefly state the plan to employ a risk-assessment tool and use this data to provide treatment and services to address opioid, stimulant, and other substance use or misuse reduction, including recovery support services.

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

Which priority consideration is being sought: Priority 1(A), Priority 1(B), Priority 2, or all priority considerations.

What page(s) in the proposal narrative provide documentation of the applicant's plan to respond to the priority consideration.

For applicants seeking priority consideration for Priority 1(B), who is the proposed subawardee to receive the funding and the amount of funds proposed.

Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [OJP Grant Application Resource Guide](#) for an example of a proposal abstract.

Proposal Narrative

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

The Proposal Narrative must include the following sections:

a. Description of the Issue

All applicants should address the following items:

Identify the applicant agency.

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

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

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

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

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

b. Project Design and Implementation

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

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

Describe the plan that demonstrates how all individuals eligible for the community court program will have equivalent access to the program. This should include protocols for collecting and examining access and retention data.

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

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

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

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

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

Support the development, enhancement, and translation of research and knowledge of the researcher-practitioner partnership if one is incorporated in the program.

Category 1: Planning and Implementation Applicants

Describe the applicant's plan to:

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

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

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

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

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

Category 2: Enhancement Applicants

Describe the current operation of the community court and the immediate issues that the grant will address. Describe current resources and gaps to address the needs of persons to be served, and should to incorporate the key community justice principles found at Principles of Community Justice and CJ Today Publication, and specify which standard (s) will be addressed and how the standard(s) will be implemented.

Describe how the proposed enhancements will address criminal justice-related needs and enhance treatment and support services, including ensuring equal access to program access and services received and creating responses that encourage participation and reinforce retention in the program and successful completion of the program.

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

c. Capabilities and Competencies

Category 1: Planning and Implementation Applicants

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

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

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

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

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

Category 2: Enhancement Applicants

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

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

Attach an MOU signed by each key team member, with the responsibilities outlined for each.

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

If the applicant is seeking priority consideration under Priority 1(B), it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 40% of the project budget) will enhance its ability to implement the proposed project(s), should also specify which populations are intended or expected to be served or have their needs addressed under the proposed project(s), and should include the website address (if applicable) and formal or informal mission statement or principles of the culturally specific organization.

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

The applicant must describe its current ability to collect and analyze client-level demographic, performance, and outcome data and conduct regular assessments of program service delivery and performance as described in the evidence-based program principles described in this solicitation. All applicants must indicate their willingness and ability to report aggregated client-level performance and outcome data through BJA's Performance Measurement Tool (PMT), as well as identify the person responsible for collecting the data.

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

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

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

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

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included as a notification that award recipients will be required to submit performance data as part of each award's reporting requirements. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

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

A list of performance measure questions for this program can be at <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/TreatmentCourt-Measures.pdf>.

BJA will require award recipients to submit quarterly performance measure data in the Performance Measurement Tool and separately submit a semi-annual performance report in JustGrants. BJA will provide further guidance on the post-award submission process, if the applicant is selected for award.

Note on Project Evaluations

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

Goal, Objective and Deliverables

The applicant will submit the project's goals, objectives, deliverables and timeline in the JustGrants web-based form. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the [Application Submission Job Aid](#) for step-by-step directions.

Goals. The applicant should describe the project's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

Program Objectives. The applicant should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be measureable and clearly linked to the goal.

Deliverables. Project deliverables refer to outputs—tangible or intangible—that are submitted

within the scope of a project.

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (Web-based Form)

The applicant will complete the JustGrants web-based budget form. For additional information, see the OJP Grant Application Resource Guide and the [Complete the Application in JustGrants – Budget training](#).

If the applicant is seeking priority consideration under Priority 1(A) and has proposed activities (such as community or stakeholder meetings, community outreach or public awareness campaigns, community participation in project design, implementation, or evaluation, etc.) to incorporate the input and participation of communities that have been historically underserved, marginalized, and adversely affected by inequality, financial support for the identified activities and participation must be reflected in the web-based budget form.

If the applicant is seeking priority consideration under Priority 1(B) based on the identification of at least one proposed subrecipient as a culturally specific organization, the proposed funding for the subrecipient in the web-based budget form **must reflect a minimum of 40% of award funding**. The budget narrative must also describe how the activities that will be funded with the (minimum) 40% of award funding provided to the subrecipient **specifically relate to the priority consideration requested** and described in the Capabilities and Competencies section of the application.

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

See the section on Costs Requiring Prior Approval in the [DOJ Grants Financial Guide Post Award Requirements](#) for more information.

Indirect Cost Rate Agreement (if applicable)

If applicable, the applicant will upload their indirect cost rate agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for more information on indirect costs.

Consultant Rate

See the [DOJ Grants Financial Guide](#) for information on the consultant rates which require prior approval from OJP.

Limitation on Employee Compensation; Waiver

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.

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

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

Disclosure of Process Related to Executive Compensation

If applicable, the applicant will upload a description of the process used to determine executive compensation as an attachment in JustGrants.

See the “Application Attachments” section of the [OJP Grant Application Resource Guide](#) for information.

Memoranda of Understanding (MOUs) and Other Supportive Documents

Applicants should include for each named partner, a signed Memorandum of Understanding (MOU), Letter of Intent, or subcontract that confirms the partner’s agreement to support the project through commitments of staff time, space, services, or other project needs. For applications submitted from two or more entities, applicants are encouraged to develop and submit signed MOUs or signed Letters of Intent that provide a detailed description of how the agencies will work together to meet project requirements.

Each MOU or Letter of Intent should include the following: (1) names of the organizations involved in the agreement; (2) scope of the direct service(s) and other work to be performed under the agreement; (3) duration of the agreement. Subcontracts, MOUs, or Letters of Intent should be submitted as one separate attachment to the application.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Tribal Authorizing Resolution

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

Timeline Form

A Time Task Plan is required and should outline when the objectives will be met over the program period. It must summarize the major activities, responsible agencies, and expected completion dates for the principal tasks required to implement and manage the drug court program. Applicants must indicate the number of program participants to be served quarterly under the grant-funded program to demonstrate how the total number of anticipated participants will be served before the end of the grant period.

Letters of Support

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

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

Research and Evaluation Independence and Integrity Statement

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

Documentation of High-Poverty Areas or Persistent-Poverty Counties (if applicable)

As mentioned earlier, OJP will give priority consideration in award decisions to applications that demonstrate that the individuals who will benefit from the requested grant reside in high-poverty areas or persistent-poverty counties as previously defined (Priority Consideration 2). Each applicant proposing to receive consideration under the High-Poverty Areas or Persistent-Poverty Counties Priority must provide a sufficient narrative explanation to identify each specific high-poverty area (by census tract number(s)) and/or each specific persistent-poverty county where individuals are intended to benefit from the requested grant, as well as how the requested grant will address specific challenges in each such identified area and/or county. Applicants will submit the narrative by uploading the document as an attachment in JustGrants.

Plan to Ensure Equivalent Access (recommended)

Applicants are encouraged to attach a plan that includes a process to ensure equivalent access and retention in the program that includes collecting and examining access and retention to ensure disparities do not exist for racial and ethnic minority or female participants in admission protocols or elsewhere in the Community Courts Initiative.

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

Complete and submit the SF-LLL in Grants.gov. Once the applicant submits in Grants.gov, this information will pre-pend into JustGrants. See the [OJP Grant Application Resource Guide](#) for

additional information.

DOJ Certified Standard Assurances

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

Applicant Disclosure of Duplication in Cost Items

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

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

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

Applicant Disclosure and Justification - DOJ High Risk Grantees

If applicable, submit the DOJ High Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High Risk Grantee is an award recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance; financial instability; management system or other internal control deficiencies; noncompliance with award terms and conditions on prior awards or is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) for additional information.

How to Apply

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

Step 1: After registering with SAM, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html> by the Grants.gov deadline. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

Step 2: The applicant must then submit the **full application**, including attachments, in

JustGrants at JustGrants.usdoj.gov by the JustGrants deadline.

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from DIAMD-NoReply@usdoj.gov with instructions on how to create a JustGrants account. Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted.

Submit the complete application package in JustGrants at least 24 – 48 hours prior to the JustGrants deadline. Some of the application components will be entered directly into JustGrants, and others will require uploading attached documents. Therefore, applicants will need to allow ample time before the JustGrants deadline to prepare each component. Applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants.

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

Submission Dates and Time

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by May 17, 2023 8:59 PM ET

The **full application** must be submitted in JustGrants by May 24, 2023 8:59 PM ET

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates with sufficient time to correct any errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration process in sufficient time (i.e., waiting until the date identified in this solicitation) is not an acceptable reason for late submission.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application

OJP will only consider requests to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented application submission.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes a tracking number generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks; and for this reason applicants are encouraged to email the appropriate service desk, even if they also intend to call the service desk for phone support. Experiencing wait times for phone support does not relieve the applicant of the responsibility of getting a tracking number.

An applicant experiencing technical difficulties must contact the associated service desk

indicated below to report the technical issue and receive a tracking number:

- SAM.gov - contact the SAM Help Desk (Federal Service Desk), Monday – Friday from 8 a.m. to 8 p.m. ET at 866-606-8220.
- Grants.gov - contact the Grants.gov Customer Support Hotline, 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or support@grants.gov.
- JustGrants - contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833-872-5175, Monday – Friday from 7 a.m. to 9 p.m. ET and Saturday, Sunday, and Federal holidays from 9 a.m. to 5 p.m. ET.

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at grants@ncjrs.gov within **24 hours of the Grants.gov deadline** to request approval to submit after the deadline.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at grants@ncjrs.gov within 24 hours of the JustGrants deadline to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must -

- describe the technical difficulties experienced,
- include a timeline of the applicant's submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded),
- include an attachment of the complete grant application and all the required documentation and materials,
- include the applicant's Unique Entity Identifier (UEI), and
- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue or that does not submit a waiver request within the required time period will be denied.

For more details on the waiver process, OJP encourages applicants to review the “Experiencing Unforeseen Technical Issues” section in the OJP Grant Application Resource Guide.

Application Review Information

Review Criteria

Merit Review Criteria

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

1. Statement of the Problem/Description of the Issue (20%) - evaluate the applicant's

understanding of the program/issue to be addressed.

2. Project Design and Implementation (40%)- evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (20%) - evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (15%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (5%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

Other Review Criteria/Factors

Other important considerations for BJA include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, [insert any additional programmatic review criteria that will be used to make funding decisions], and the extent to which the Budget Web-Based form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Review Process

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

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

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

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

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

Important Note on FAPIIS: An applicant may review and comment on any information about its

organization that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant entity.

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

Federal Award Administration Information

Federal Award Notices

Generally, award notifications are made by the end of the current Federal fiscal year, September 30th. See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

Administrative, National Policy, and Other Legal Requirements

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

Information Technology Security Clauses

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

General Information about Post-Federal Award Reporting Requirements

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

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

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

Federal Awarding Agency Contact(s)

For OJP contact(s), contact information for Grants.gov, and contact information for JustGrants, see the solicitation cover page.

Other Information

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

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

Provide Feedback to OJP

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

Performance Measures

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

A list of performance measure questions for this program can be found at <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/TreatmentCourt-Measures.pdf>

BJA will require award recipients to submit quarterly performance measure data in the Performance Measurement Tool and separately submit a semi-annual performance report in JustGrants.

Application Checklist

BJA FY 2023 Community Courts Initiative

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

Pre-Application

Before Registering in Grants.gov:

- Acquire or renew your Entity's [System Award Management \(SAM\) Registration Information](#) (see [OJP Grant Application Resource Guide](#))

Register in Grants.gov

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

Find the Funding Opportunity

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

Review the Overview of Post-Award Legal Requirements

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2023 Awards](#)" in the [OJP Funding Resource Center](#).

Review the Scope Requirement

- The federal amount requested is within the allowable limit(s) of \$650,000.

Review Eligibility Requirement:

- Review the Eligibility section on the cover page and Eligibility Information section in the solicitation.

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### **Application Step 1**

Submit the **SF-424** and **SF-LLL** in Grants.gov

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov**

*Within 48 hours after the SF-424 and SF-LLL submission in Grants.gov, receive four (4) Grants.gov email notifications:*

- a submission receipt
- a validation receipt
- a grantor agency retrieval receipt
- an agency tracking number assignment

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

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

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- Proceed to Application Step 2 and complete application in JustGrants

### **Application Step 2**

Submit the following information in JustGrants:

Application Components

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

Budget and Associated Documentation

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

## Additional Application Components

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

## Disclosures and Assurances

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

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

## Review, Certify and Submit Application in JustGrants

- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application. Access the [Application Submission Validation Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.
- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

*If no JustGrants application submission confirmation email or validation is received, or if error notification is received:*

- Contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties. See the [OJP Grant Application Resource Guide](#) for additional information.

## **Standard Solicitation Resources**

[OJP Grant Application Resource Guide](#) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

[DOJ Grants Financial Guide](#) serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

[JustGrants Resources Website](#) is an entryway into information about JustGrants and the grants management system itself. Through this portal both award recipients and applicants can access training resource and user support options, find frequently asked questions and sign-up for the [JustGrants Update e-newsletter](#).

[JustGrants Application Submission Training Page](#) offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists and other resources to help applicants complete an application.

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