

BUREAU OF JUSTICE ASSISTANCE

# VETERANS TREATMENT COURT DISCRETIONARY GRANT PROGRAM

## FY 2023 Competitive Grant Announcement

February 16, 2023  
2:00-3:00 PM ET



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

# Important Information for Today's Webinar

- **Having difficulties hearing?** If listening via computer, click the **arrow** next to the **Mute/Unmute** icon to make adjustments. Still can't hear? Dial in by your location using the phone numbers provided on your webinar calendar confirmation.
- **Zoom features** — **Chat, Q&A, Raise Hand.**
- **Live-captioning** — Available for deaf or hard-of-hearing individuals. Click on the **Live Transcript** arrow icon to access.
- **Questions** about the presentation? Submit at any time during the presentation by using the **Q&A box** or the **Chat box** and selecting **Hosts and Panelists**.
- The **recording, transcript,** and **PowerPoint deck** will be posted to the BJA website.



BUREAU OF JUSTICE ASSISTANCE

# **FY 2023 Competitive Grant Announcement**

Panelists:

**Dr. Courtney Stewart, Policy Advisor**

**Tammy Lovill, State Policy Advisor**

- **Overview of the Office of Justice Programs (OJP) and the Bureau of Justice Assistance (BJA)**
- **BJA Adult Drug Court Appropriations**
- **OJP and BJA Priority Areas**
- **Grant Eligibility, Categories, and Requirements**
- **Review Application Sections**
- **Tips for Applicants**
- **Application Resources**
- **Questions and Answers**



# What is the Office of Justice Programs?

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

## Office of Justice Programs

**BJA** - Bureau of Justice Assistance

**BJS** - Bureau of Justice Statistics

**NIJ** - National Institute of Justice

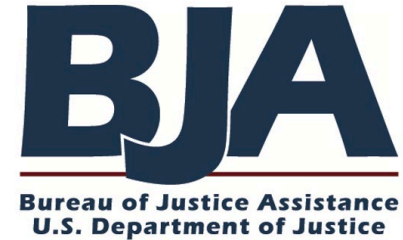
**OVC** - Office for Victims of Crime

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

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

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

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



[www.bja.gov](http://www.bja.gov)





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

### Policy Office

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

### Programs Office

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

### Operations Office

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

### Public Safety Officer Benefits Office

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

**BJA Director  
Karhlton F. Moore**

# Five Major Strategic Focus Areas

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

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

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

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

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

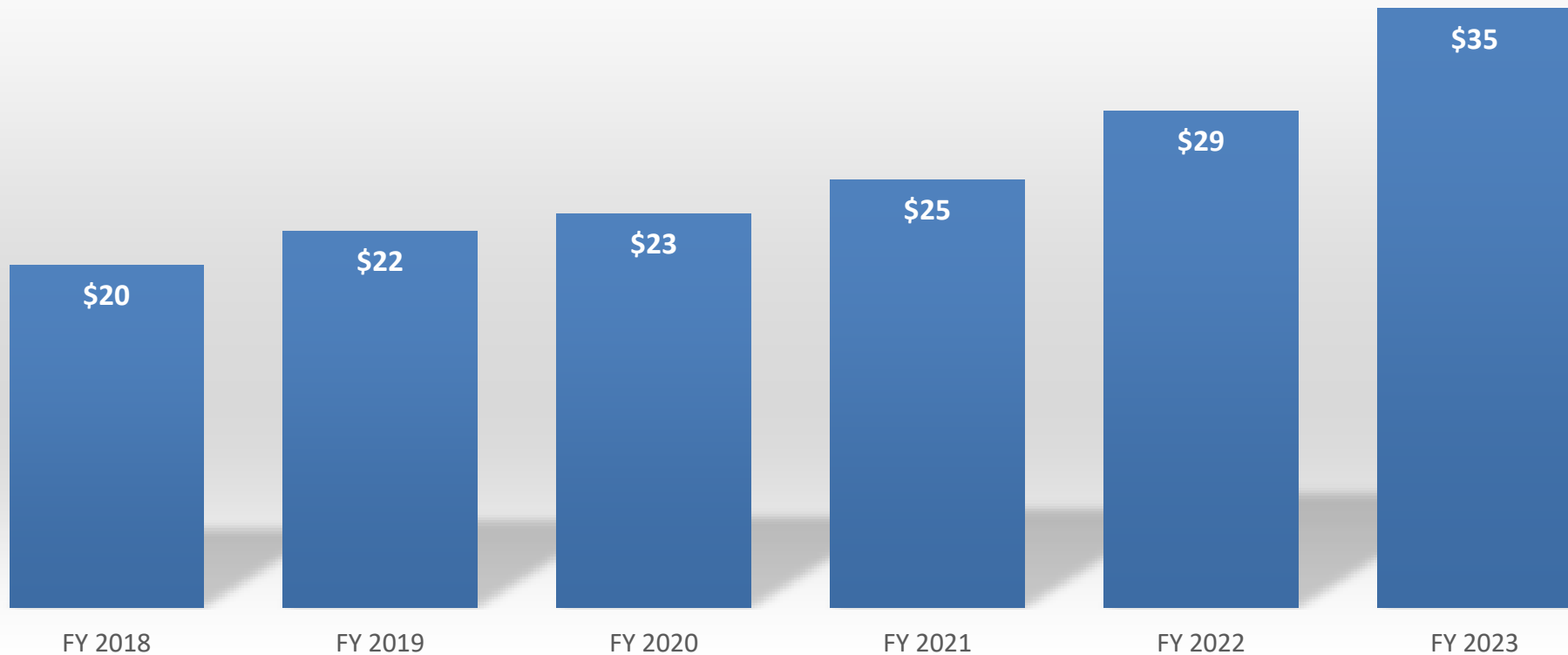
**Fund** – Invest diverse funding streams to accomplish goals.

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

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

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

## Veterans Treatment Court Discretionary Grant Program



# Veterans Treatment Court Appropriation for FY 2023

**\$35,000,000** for Veterans Treatment Courts (VTCs) to support the following:

- **Veterans Treatment Court Programs** – estimated grant awards based on appropriation amount (Projection FY 2022: **22** awards) – Standalone VTCs.
- **National Veterans Treatment Court Training and Technical Assistance (TTA)** – TTA support for all operational veterans treatment courts with priority given to BJA-funded VTCs.

# OJP Priority Areas

In FY 2023, and in addition to executing any statutory prioritization that may be applicable, OJP will give priority consideration to applications as follows:

- Applications that Support Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government
  - Address issues related to **racial equity** and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality.
- Applications that include at least one subrecipient (that will receive at least 30% of requested funds) which identifies as a **culturally specific organization**.
- Applications that seek to **implement and/or enhance** VTC programs.

# BJA Veterans Treatment Court Priorities

- Serve high risk/high need participants as determined by the use of a validated risk assessment tool/ensuring risk assessments for high-risk veterans (violence and self-harm).
- Adhere to the *Ten Key Components of Veterans Treatment Courts* published by Justice for Vets and BJA.
- Ensure equity and inclusion.
- Coordinate with the Department of Veterans Affairs (VA ) and local Veterans Justice Outreach specialist.
- Expand services to veterans who cannot or do not have access to VA resources.
- Support veterans and tribal communities.
- Early and accurate identification of veterans in the criminal justice system through the use of the Veterans Reentry Search Service System.

# Program Goal

To provide veterans treatment courts and criminal justice professionals with the resources needed to implement, enhance, and sustain evidence-based treatment and recovery support programs and systems for justice-involved veterans who have substance use disorders.



# GRANT CATEGORIES

The FY 2023 VTC Discretionary Grant Program solicitation offers the following three grant categories:

Category 1: **Planning and Implementation**

Category 2: **Enhancement**

Category 3: **Statewide**

Note: Applicants requesting funds to support a veterans treatment court track of an Adult Treatment Court (ATC) program should apply for funding under the ATC solicitation.

## **CATEGORY 1 PLANNING AND IMPLEMENTATION:**

Planning and Implementation grants are available to eligible jurisdictions ready to commit to a 6-month planning phase followed by an implementation phase of an evidence-based veterans treatment court with core capabilities to provide critical treatment services, case management, and coordination, judicial supervision, sanctions, and incentive services, as well as other key resources such as transitional housing, relapse prevention, and employment to reduce recidivism.

Note: The 6-month planning phase will incorporate Veterans Treatment Court Planning Initiative (VTCPI) foundational training. VTCPI trains court teams on the skills necessary to build a program that integrates court and treatment functions and adheres to best practice standards. See <https://www.justiceforvets.org/resource/training/foundational-training/>.

## **CATEGORY 2 ENHANCEMENT:**

Enhancement grants are available to eligible jurisdictions with an operational VTC court. Funding may be used to assist a jurisdiction to scale up its existing court program's capacity; provide access to or enhance treatment capacity or other critical support services; enhance court operations; expand or enhance court services; or improve the quality and/or intensity of services based on needs assessments.

Note: It is recommended that an eligible entity (i.e., unit of local government or county) applying to Categories 1 and 2 on behalf of a veterans treatment court attach a fiscal agent memorandum of understanding (MOU). See Additional Application Components in the Proposal Narrative discussion.

## **CATEGORY 3 STATEWIDE:**

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

- ☐ Scaling up the VTC program's capacity.
- ☐ Providing subawards to launch a VTC.
- ☐ Expanding treatment and services.
- ☐ Conducting an audit of the practice and the technical assistance for adherence to standards.
- ☐ Data collection and analysis to assess the practice and track recidivism.
- ☐ Delivering training and technical assistance.
- ☐ Supporting a VTC alumni network and/or peer recovery programs to serve VTC participants.
- ☐ Supporting the staff needed to expand services statewide.



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# Eligibility

**Ensure** that your agency is eligible to apply. This information is located on the first page of the solicitation.

For **Categories 1-2**, the following entities are eligible to apply:

- State governments (including territories)
- City or township governments
- County governments
- Native American tribal governments (federally recognized)
- Other state, city, township, county, or tribal governments acting directly or through agreements with other public or private entities on behalf of a single drug court

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

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



## BJA FY 2023 Veterans Treatment Court Discretionary Grant Program

Assistance Listing Number # 16.043

Grants.gov Opportunity Number: O-BJA-2023-171536

Solicitation Release Date: January 30, 2023 1:10 PM ET

Step 1: Application Grants.gov Deadline: April 11, 2023 8:59 PM ET

Step 2: Application JustGrants Deadline: April 18, 2023 8:59 PM ET

| Competition ID        | Category *                   | Number of Awards | Dollar Amount for Award | Performance Start Date | Performance Duration (Months) |
|-----------------------|------------------------------|------------------|-------------------------|------------------------|-------------------------------|
| C-BJA-2023-00023-PROD | 1: Planning & Implementation | 4                | \$900,000               | 10/1/23 12:00 AM       | 48                            |
| C-BJA-2023-00024-PROD | 2: Enhancement               | 14               | \$950,000               | 10/1/23 12:00 AM       | 48                            |
| C-BJA-2023-00025-PROD | 3: Statewide                 | 4                | \$2,500,000             | 10/1/23 12:00 AM       | 48                            |



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# Eligibility

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

- 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 in the provision of substance use and/or mental health services, or related services, to veterans in the criminal justice system.

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

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



## BJA FY 2023 Veterans Treatment Court Discretionary Grant Program

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# Types of Courts



**VETERANS TREATMENT  
COURTS**



**DUI/DWI**



**CO-OCCURRING DISORDER  
(substance use & mental  
health disorders)**



**TRIBAL HEALING TO  
WELLNESS COURTS**

**Note:**

1. These funds are for a standalone veterans treatment court.
2. Funding cannot be used for planning, implementing, or supporting veteran tracks. If interested in developing a VTC track, you need to apply for the Adult Drug Court Discretionary Grant.



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# Application Deadlines

**Ensure** that you have enough time to develop your application. The due dates are also listed on the first page. Take into account the time required to register to apply, prepare the application, gather the required attachments, and complete any local, state, or tribal review processes.

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

Veterans Treatment Court Solicitation was released on

**January 30, 2023**

Grants.gov deadline: **April 11, 2023, 8:59 PM ET**

JustGrants deadline: **April 18, 2023, 8:59 PM ET**

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

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# Allowable Use of Funds

**Read** the program specific section to understand how funds can be used.

## Category 1: Planning & Implementation

- Grant maximum: \$900,000
- Period of performance: Up to 48 months
- Awards: 4

Planning and Implementation grants are available to eligible jurisdictions ready to commit to a **6-month planning phase** followed by an **implementation phase** of an evidence-based veterans treatment court with the core capabilities to provide critical treatment services, case management, and coordination, judicial supervision, sanctions and incentive services, and other key resources such as transitional housing, relapse prevention, and employment to reduce recidivism.

Note: The 6-month planning phase will incorporate Veterans Treatment Court Planning Initiative (VTCPI) foundational training. VTCPI trains court teams on the skills necessary to build a program that integrates court and treatment functions and adheres to best practice standards.



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# Allowable Use of Funds

**Read** the program specific section to understand how funds can be used.

## Category 2: Enhancement

- Grant maximum: \$950,000.
- Period of performance: Up to 48 months
- Awards: 14

Enhancement grants are available to eligible jurisdictions with an operational veterans treatment court.

Funding may be used to assist a jurisdiction to:

- Scale up its existing court program's capacity.
- Provide access to or enhance treatment capacity or other critical support services.
- Enhance court operations,
- Expand or enhance court services.
- Improve the quality and/or intensity of services based on needs assessments.

**Note:** It is recommended that an eligible entity (i.e., unit of local government or county) applying to Categories 1 and 2 on behalf of a veterans treatment court attach a fiscal MOU.



# Allowable Use of Funds

## Category 3: Statewide

Funding supports statewide efforts to enhance or expand services for VTCs.

- Grant maximum: \$2,500,000
- Period of performance: Up to 48 months
- Awards: 4

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

- Scaling up the VTC program's capacity.
- Launching a veterans treatment court.
- Expanding treatment and services.
- Conducting an audit of the practice and the technical assistance for adherence to standards.
- Data collection and analysis to assess the practice and track recidivism.
- Delivering training and technical assistance.

**Note:** Applicants may request funds to support a standalone veterans treatment court; however, funding to specifically plan, implement, and enhance a VTC docket and veteran-related services is available under the BJA Adult Drug Court Discretionary Grant solicitation.

# Capacity

**Determine** if your agency has the capacity to do the work or if you need additional resources.

**Helpful Hint:** Identify if you need partners and, if so, reach out to them as soon as possible.

**Identify** community-based organizations and agencies to partner with to address potential gaps in capacity.

## CATEGORY 1 PLANNING AND IMPLEMENTATION:

Planning and Implementation grants are available to eligible jurisdictions ready to commit to a 6-month planning phase followed by an implementation phase of an evidence-based veterans treatment court. The VTC must have core capacity to provide critical treatment services, case management and coordination, judicial supervision, sanctions and incentive services, and other key services such as transitional housing, relapse prevention, employment, and peer recovery support to reduce recidivism.

Note: Indicate whether the current VTC team members have received training VTCPI foundational training or through another opportunity. (See <https://justiceforvets.org/resources/training/foundational-training/> ) If not, describe any training received or planning completed.

## CATEGORY 2 ENHANCEMENT:

Enhancement grants are available to eligible jurisdictions with an operational veterans treatment court. Funding may be used to assist a jurisdiction to scale up its existing court program's capacity; provide access to or enhance treatment capacity or other critical support services; enhance court operations; expand or enhance court services; build or enhance collection and use of key treatment court operation and outcome data; or improve the quality and/or intensity of services based on needs assessments.

Note: BJA recommends that an eligible entity (i.e., unit of local government or county) applying to Categories 1 and 2, on behalf of a veterans treatment court, attach a fiscal agent MOU. See the Additional Application Components discussion.

## CATEGORY 3 STATEWIDE:

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

- ☐ Scaling up the VTC program's capacity.
- ☐ Providing sub-awards to launch a VTC.
- ☐ Expanding treatment and services.
- ☐ Conducting an audit of the practice and the technical assistance for adherence to standards.
- ☐ Data collection and analysis to assess the practice and track recidivism.
- ☐ Delivering training and technical assistance.
- ☐ Supporting a VTC alumni network and/or peer recovery programs to serve VTC participants.
- ☐ Supporting the staff needed to expand services statewide.



# Planning and Organizing

## Review all sections of the application

1. Application for Federal Assistance (SF-424) (required)
2. Proposal Abstract (required; including affirmation of evidence-based program features and total budget amount)
3. Proposal Narrative (required)
4. Budget Detail Worksheet and Budget Narrative (required)
5. Indirect Cost Rate Agreement (if applicable)
6. Tribal Authorizing Resolution (if applicable)
7. Financial Management and System of Internal Controls Questionnaire
8. Disclosure of Lobbying Activities (SF-LLL)
9. Additional Attachments

### Content of Application Submission: **Critical Application Elements**

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

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

### Content of Application Submission

#### Budget and Associated Documentation

- ☐ Budget Worksheet and Budget Narrative (Web-based form)
- ☐ Indirect Cost Rate Agreement (if applicable) (see [CJP Grant Application Resource Guide](#))
- ☐ Financial Management and System of Internal Controls Questionnaire (see [CJP Grant Application Resource Guide](#))
- ☐ Disclosure of Process related to Executive Compensation

#### Additional Application Components

- ☐ Tribal Authorizing Resolution (if applicable) (see [CJP Grant Application Resource Guide](#))
- ☐ Research and Evaluation Independence and Integrity Statement (see [CJP Grant Application Resource Guide](#))
- ☐ Documentation of Advancing DOJ Priorities (if applicable)
- ☐ Memorandum of Understanding Signed by Key Drug Court Team Members or by a Designated Agency Representative (recommended)
- ☐ Fiscal Agent MOU Signed by Applicant and Drug Court Administrator (recommended)
- ☐ State Substance Abuse Agency Director or Designee Letter (recommended)
- ☐ Chief Justice, State Court Administrator, or Designee Letter (recommended)

#### Disclosures and Assurances

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

# Basic Minimum Requirements

This solicitation identifies basic minimum requirements that an application must meet to move forward to peer review.

The critical elements of this solicitation are:

- Proposal Abstract
- Proposal Narrative
- Timeline/Task Plan
- Budget Detail Worksheet and Budget Narrative

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

# Proposal Abstract (required)



- Funding category requested (1, 2, or 3).
- Pre- or post-adjudication.
- Type of veteran-related services that will be implemented.
- Name, location, and address of the court where the proposed program is or will be operating.
- Names and contact information for the designated VTC judge and local coordinator.
- Amount of funding requested, which should not exceed the maximum grant amount for the applicable category.
- Number of participants proposed to receive services over the life of the grant.
- Describe the target population and affirm whether the court has access to MAT.
- Describe the plan to provide treatment and services to reduce opioid, stimulant, and other substance use disorder needs.
- Indicate whether the jurisdiction is leveraging any other federal funding sources to support the VTC.
- Indicate whether the applicant jurisdiction has an active VTC or adult treatment court grant with OJP, the Substance Abuse and Mental Health Services Administration, or the Office of Juvenile Justice and Delinquency Prevention (include grant number).

# Proposal Abstract (required)



- Indicate which of the NADCP Adult Drug Court Best Practice Standards will be addressed and the page numbers where each item is described.
- **If seeking priority consideration:**
  - Identify which priority consideration 1(A), 1(B), 2, or all three.
  - Identify on which pages in the proposal narrative the applicant provides its plan to respond to the priority consideration.
- If 1(B), note the subawardee to receive funding and the proposed amount.
- Note if the applicant is a rural or tribal jurisdiction seeking priority consideration.

**Note:** 400-word maximum, written in 3<sup>rd</sup> person, and entered into the JustGrants web-based form.

# Proposal Narrative (required)

Make sure you understand and follow the instructions about page limits for the proposal narrative.

The proposal narrative must:

- Be double-spaced.
- Use standard 12-point font (Times New Roman preferred).
- Use 1-inch margins.
- Not exceed 20 pages.
- Number pages “1 of 20,” etc.

**Helpful Tip:** A table can be single spaced and can be put in an attachment if it is not a required component of the proposal narrative.

## Hints:

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

## Proposal Narrative sections\*:

- a) Description of the Issue (20%)
- b) Project Design & Implementation (40%)
- c) Capabilities & Competencies (20%)
- d) Plan for Collecting the Data Required for this Solicitation's Performance Measures (15%)

\*Budget Narrative & Budget Detail Worksheet is remaining 5%.

# Proposal Narrative (required)



| Section  | Category 1 | Category 2 | Category 3 |
|--|------------|------------|------------|
| Description of the Issue   | 20%        | 20%        | 20%        |
| Project Design and Implementation  | 40%        | 40%        | 40%        |
| Capabilities and Competencies  | 20%        | 20%        | 20%        |
| Plan for Collecting the Data Required for this Solicitation's Performance Measures | 15%        | 15%        | 15%        |
| Note: Budget and Budget worksheet are remaining 5%                                 |            |            |            |



# Proposal Narrative (required)

## Description of the Issue (20%)

- See the solicitation for specific bullet points to be addressed (based on the category for which you are applying).

## Project Design and Implementation (40%)

- Demonstrate that eligible VTC participants will have access to and be able to promptly enter the veterans treatment court program following a determination of their eligibility.
- Demonstrate access to medication-assisted treatment.
- Describe the plan to provide treatment and services to address opioid, stimulant, and other substance use disorder needs.
- If priority category 1(A), demonstrate how the project will address issues related to racial equity and/or remove barriers to access and provide greater access to services for those who have been historically marginalized, underserved, and adversely affected by inequality.
- See the solicitation for specific bullet points to be addressed (based on the category for which you are applying).



# Proposal Narrative (required)

## **Capabilities and Competencies (20%)**

- See the solicitation for specific bullet points to be addressed (based on the category for which you are applying)
- If applying under priority category 1(B), describe how being a culturally specific organization will enhance its ability to implement the proposed project.

## **Plan for Collecting the Data Required for this Solicitation's Performance Measures (15%)**

- Describe the court's current ability to collect and analyze client-level demographic, performance measurement (PMT), and outcome data.
- See the solicitation for specific bullet points to be addressed (based on the category for which you are applying).

# Time Task Plan (required)

## The Time Task Plan should:

- Outline goals and objectives to be met during project period.
- Summarize the major activities and note the expected date of completion and responsible agencies.
- Indicate the number of program participants to be served quarterly.

## Sample Time Task Plan

A time task plan must be submitted as part of the Other Program Attachments section (see attachment 3). The following is a sample of a partial time task plan.

| <b>Goal #1</b><br><b>Establish coordination among agencies involved in developing, implementing, and maintaining the drug court program.</b> |   |  |
|--|---|--|
| Objectives   | Activities and Timeframe  | Person Responsible   |
| Identify agencies and key representatives needed for a drug court program.   | Establish roles and responsibilities for individuals involved in implementing the drug court program.<br>March 1, 2009.   | All invited agencies: judiciary, district attorney, defense bar, treatment agencies, court administrator, law enforcement, school administrator. |
| Establish communications with key stakeholders from partner agencies.  | Make initial contact with the drug court judge, assistant district attorney, drug court coordinator, and treatment provider.<br>March 1, 2009. Subsequent meeting to follow. April 4, 2009. | Drug court coordinator will plan the initial meeting. The second meeting will be located at the outpatient treatment provider's facility.        |
|  | Establish memorandums of  | Judge.   |



# Planning and Organizing Your Writing

***Draft your budget early*** in the process, before you make commitments. Make sure you carefully read and understand any required budget expenses detailed in the application — especially required grantee meetings.

Also make sure you read carefully to ***understand any caps on expenses or expenses that are not allowed.***

Resource: DOJ Grants Financial Guide  
<https://ojp.gov/financialguide/doj/index.htm>

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



# Budgets and the Budget Narrative

- The budget narrative should relate directly to the project design.
  - There should be no expenses in the budget that are not referenced in the proposal narrative (e.g., do not ask for drug testing supplies if you have not included drug testing as a component in your project description).
- Personnel costs should relate to the key personnel for the project.
- Subrecipients should be categorized as either subawards or procurement contracts and be clearly stated in the proposal narrative. Please refer to OJP guidance on this topic:  
<https://ojp.gov/training/subawards-procurement.htm>.
- The budget should include adequate funding to fully implement the project, but not more than the amount listed in the solicitation as the available funding amount.
- The budget narrative should leave no questions for a reviewer about the purpose of the requested funds.
- The total federal request entered in the SF-424 should match the total federal request in the application budget for the entire project period.

# Budget and Budget Narrative (required)

- Include an itemized budget for each year of the grant.
- Applicants should budget to have up to three team members attend up to two conferences or trainings during the grant period to support ongoing capacity and success in implementation.
- Prior approval, planning, and reporting of conference/meeting/ training costs.

# Planning and Organizing Your Writing

Do not forget about the additional attachments when you are preparing your application!

**Tip:** Make sure you triple check your checklist and make sure you have everything.

## Content of Application Submission: **Critical Application Elements**

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

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

## Content of Application Submission

### Budget and Associated Documentation

- ☐ Budget Worksheet and Budget Narrative (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

### Additional Application Components

- ☐ Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- ☐ Research and Evaluation Independence and Integrity Statement (see [OJP Grant Application Resource Guide](#))
- ☐ Documentation of Advancing DOJ Priorities (if applicable)
- ☐ Memorandum of Understanding Signed by Key Drug Court Team Members or by a Designated Agency Representative (recommended)
- ☐ Fiscal Agent MOU Signed by Applicant and Drug Court Administrator (recommended)
- ☐ State Substance Abuse Agency Director or Designee Letter (recommended)
- ☐ Chief Justice, State Court Administrator, or Designee Letter (recommended)

### Disclosures and Assurances

- ☐ [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- ☐ Applicant Disclosure of Duplication in Cost Items (Pending Applications) (see [OJP Grant Application Resource Guide](#))
- ☐ DOJ Certified Standard Assurance (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](#))

# Additional Attachments



- Research and Evaluation Independence and Integrity Statement
- Documentation of Advancing DOJ Priorities (if applicable)
- MOU Signed by Key Veterans Treatment Court Team Members or by a Designated Agency Representative (recommended)
- Fiscal Agent MOU Signed by Applicant and Drug Court Administrator (recommended)
- State Substance Abuse Agency Director or Designee Letter (recommended)
- Chief Justice, State Court Administrator, or Designee Letter (recommended).

## Substance Use Disorders

The focus of the VTC Discretionary Grant Program is to reduce the misuse of opioids, stimulants, and other substances. In the ***Proposal Narrative***, all applicants are required to describe a plan to serve justice-involved veterans with substance use disorders.

## Medication-assisted Treatment (MAT)

The applicant **must** demonstrate that the veterans treatment court for which funds are being sought **will not** deny any eligible client access to the program because of their use of the Food and Drug Administration-approved medications for the treatment of substance use disorders.

For more information regarding BJA's provisions on MAT, visit: <https://www.bja.gov/Funding/ad-c-faq-medication-assisted-treatment.pdf>

## Medical Marijuana

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.* Programs or activities funded under a BJA Veterans Treatment Court Program award must ensure that VTC participants are tested periodically for the use of controlled substances, including medical marijuana. See 34 U.S.C. § 10611, *et seq.*

## Violent Offenders

Under the veterans treatment court funds, applicants can serve veterans charged with violent or nonviolent offenses using these funds.

# Tips for Applicants



Follow these tips to avoid the most common mistakes:

- **JustGrants:** Please carefully read the “How to Apply” instructions linked in the solicitation and give yourself plenty of time to complete the grants.gov and JustGrants submissions by the established deadlines.
- **SF-424/UEI/SAM:** Make sure the correct or UEI is entered in the SF-424 and that it is registered in SAM. The specific agency registered under the UEI # in SAM will be responsible for submitting the full application in JustGrants and administering the award if it is funded.
- **SF-424/federal request amount:** The federal request amount entered in the SF-424 should match the total federal request in your application budget for the entire grant project period.
- **Budget/Allowable Costs:** Do not include any of the prohibited costs listed in the solicitation.

# Tips for Applicants (Continued)



- **Budget/Subawards versus Procurement Contracts:** You should carefully review the OJP Grant Application Resource Guide (linked in the solicitation) subsection titled “Information on Proposed Subawards (if any) and Proposed Procurement Contracts (if any)” and the resources linked to therein to ensure you properly categorize your costs in these sections. If BJA has questions about the identification of a particular relationship in the budget, we may place a hold on funds.
- **Application Attachments/General:** Follow the instructions exactly in the “Application and Submission” section of the solicitation. It is helpful for reviewers if you upload each required attachment as a separate file named/numbered to match the solicitation. If you combine files, please include a table of contents.

# Tips for Applicants (Continued)



## Application Attachments/Common issues:

- The disclosure of pending applications is required for all applicants.
- The Fiscal Agent MOU is required for any city or county applying for funds on behalf of a court.
- The Research and Evaluation Independence and Integrity Statement attachment is required if you are proposing to use federal funds to pay an outside evaluator.
- The Time Task Plan must indicate the number of program participants to be served quarterly to demonstrate how the total number of anticipated participants will be served before the end of the grant period.

# **BJA FY 2022 Resources Available for Grant Applicants**

# BJA Veteran Treatment Court Resources

- [National Drug Court Resource Center \(NDCRC\)](#). BJA-sponsored, the NDCRC provides treatment court professionals with the resources needed to design and implement programs that align with best-practice standards, expand and enhance court operations, as well as collect and analyze program data.
- [Drug Court Best Practice Standards](#). National Association of Drug Court Professionals (NADCP), 2018. NADCP identified 10 best-practice standards, volumes I and II. These standards represent the cumulative body of the most current evidence-based practices available to treatment courts to effectively operationalize the treatment court's 10 key components.
- [Ten Key Components of Veterans Treatment Courts](#) BJA-Sponsored, NADCP, January 2004. The key components provide the foundation for the successful operation of a veterans treatment court program.
- [Drug Court Training and Technical Assistance](#). Assist adult treatment courts and veterans treatment courts with the development and implementation of program practices to improve program effectiveness and long-term participant success.

# BJA Grant Applicant Education Series

To access previous webinar recordings, transcripts, and slides visit:

<https://www.bja.gov/funding/webinars.html>.

# Funding Webinars

## **The Funding Process: First Steps to Applying, How to Prepare Now, and Other Considerations**

Webinar held: January 26, 2022, 1 p.m. ET

In this webinar, attendees learn what registrations are necessary to apply, how to navigate Grants.gov and JustGrants, and what resources are available for applicants.

[Watch the Recording](#) | [Access the Presentation](#) | [Read the Transcript](#)

## **Application Mechanics: Submitting an Application**

Webinar held: Various Dates

[Watch the Recording](#) | [Access the Presentation](#)

## **Grant Writing Workshop: Selling Your Treatment Court Program**

Webinar held: October 6, 2020, 2 p.m. ET

This webinar provided an overview of the major components of BJA's request for proposals, as well as provide examples of each required section.

[Watch the Recording](#)

# Funding Webinars

## **Veterans Treatment Court Solicitation: Dos and Don'ts**

This webinar will give courts ideas on what to apply for funding to address emerging issues or add new tools to your toolbox to improve operations and meet client needs. The webinar is scheduled for March 2, 2023, at 2:00 pm ET.

Here is the registration link:

[https://us06web.zoom.us/webinar/register/WN\\_7oZqQlz4TCm8nQJRukUkZg](https://us06web.zoom.us/webinar/register/WN_7oZqQlz4TCm8nQJRukUkZg)

# Application Assistance

## Grants.gov

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

# Application Assistance (cont.)

## JustGrants Technical Support

- Provides technical assistance with submitting the full application in DOJ's Justice Grants System (JustGrants).
  - **Customer Support Hotline** at 833-872-5175
    - Monday – Friday between 7:00 AM and 9:00 PM ET.
    - Saturday, Sunday, and federal holidays from 9:00 AM – 5:00 PM ET.
  - **Web and Email**
    - <https://justicegrants.usdoj.gov/user-support>
    - [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)

# Application Assistance and Support (cont.)

## OJP Response Center

- Provides solicitation support and general assistance.  
**email** - [grants@ncjrs.gov](mailto:grants@ncjrs.gov)  
**toll free** at 800-851-3420  
**TTY** at 301-240-6310 (hearing impaired only)
- The Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday.

## Subscribe

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

# Resources for FY 2023 Grant Applicants

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

# Stay Connected



## Email Updates

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

## Social Media

- Facebook: <https://www.facebook.com/DOJBJA>
- Twitter: <https://twitter.com/DOJBJA>

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

# Quick Reference: Important Contacts



## **Solicitation Content Assistance**

1-800-851-3420

Grants@ncjrs.gov

10 am-6 pm ET, M-F



## **Submit the SF-424 and SF- LLL**

1-800-518-4726

Support@grants.gov

24 hours a day, 7 days a week



## **Submit full application**

1-833-872-5175

JustGrants.Support@usdoj.gov

7 am-9 pm ET, M-F

9 am-5 pm ET, weekends, holidays

# Questions?

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