

National Community Courts Site-based and Training and Technical Assistance Initiative

March 12, 2020

This solicitation has been changed to reflect the correct amounts available for each category. Thank you for your attention to this update.

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



National Community Courts Site-based and Training and Technical Assistance Initiative FY 2020 Competitive Grant Solicitation

CFDA # 16.585

Grants.gov Solicitation Number: BJA-2020-17249

Solicitation Release Date: March 2, 2020

Application Deadline: 11:59 p.m. eastern time on May 1, 2020

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding to establish or enhance community courts and to support community court grantees and practitioners in developing effective responses to low-level, nonviolent offenses. This program furthers the Department's mission to enhance public safety, prevent crime, and provide resources to jurisdictions to address substance abuse, including opioid abuse.

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

Eligibility (Who may apply)

Category 1: Implementation and Enhancement:

The following entities are eligible to apply on behalf of a single jurisdiction court:

- States
- Territories
- State and local courts
- Counties
- Units of local government
- Federally recognized Indian tribal governments (as determined by the Secretary of the Interior)

Category 2: Training and Technical Assistance:

The following entities are eligible to apply:

- For-profit organizations
- Nonprofit organizations (including tribal nonprofit or for-profit organizations)
- Institutions of higher education (including tribal institutions of higher education) that support national initiatives to improve the functioning of the criminal justice system

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

Applicants are strongly encouraged to submit an application that demonstrates partnerships with key organizations in order to build strong working relationships with national-level organizations in the criminal justice field.

Contact information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, at <https://www.grants.gov/web/grants/support.html>, or at support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under “Experiencing Unforeseen Grants.gov Technical Issues” in the How To Apply (Grants.gov) section in the [OJP Grant Application Resource Guide](#).

For assistance with any unforeseen Grants.gov technical issues beyond an applicant’s control that prevent it from submitting its application by the deadline, or any other requirement of this solicitation, contact the National Criminal Justice Reference Service (NCJRS) Response Center: toll-free at 800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email grants@ncjrs.gov; fax to 301-240-5830; or web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. The NCJRS Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday, and 10:00 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Deadline Details

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/register.html> prior to submitting an application. All applications are due by 11:59 p.m. eastern time on May 1, 2020.

To be considered punctual, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date, to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

OJP encourages all applicants to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see the How to Apply (Grants.gov) section in the [OJP Grant Application Resource Guide](#).

Contents

A.	Program Description	4
	Overview	4
	Program-specific Information	4
	Objectives and Deliverables.....	5
	Program-specific Priority Areas.....	7
	OJP Policy Priority Areas	7
	Evidence-based Programs or Practices.....	8
	Information Regarding Potential Evaluation of Programs and Activities	8
B.	Federal Award Information.....	8
	Financial Management and System of Internal Controls	9
	Budget Information.....	9
	Cost Sharing or Match Requirement.....	10
	Pre-agreement Costs (also known as Pre-award Costs).....	10
	Limitation on Use of Award Funds for Employee Compensation; Waiver	10
	Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.....	10
	Costs Associated with Language Assistance (if applicable).....	10
C.	Eligibility Information	10
D.	Application and Submission Information.....	10
	What an Application Should Include	11
	How To Apply (Grants.gov).....	14
	Registration and Submission Steps	14
E.	Application Review Information.....	15
	Review Criteria	15
	Review Process	17
F.	Federal Award Administration Information.....	19
	Federal Award Notices.....	19
	Administrative, National Policy, and Other Legal Requirements	19
	Information Technology (IT) Security Clauses.....	19
	General Information About Post-Federal Award Reporting Requirements.....	19
G.	Federal Awarding Agency Contact(s)	19
H.	Other Information	19
	Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).....	19
	Provide Feedback to OJP	19
	Appendix A: Application Checklist	20
	Appendix B: Category 2 Performance Measures [Sample]	23

NATIONAL COMMUNITY COURTS SITE-BASED AND TRAINING AND TECHNICAL ASSISTANCE INITIATIVE CFDA #16.585

A. Program Description

Overview

The National Community Courts Site-based and Training and Technical Assistance Initiative supports efforts by state, local, and federally recognized Indian tribal governments to establish and enhance community courts in their jurisdictions.

Statutory Authority

34 U.S.C. §§ 10611 - 19. Additional authority for awards made under this solicitation is provided by the Consolidated Appropriations Act, 2020, Pub. L. No. 116-93, 133 Stat 2317, 2409.

Program-specific Information

Community courts enhance public safety by addressing underlying issues that lead to criminal behavior, including substance abuse and behavioral health issues. By engaging communities in planning and operational processes, they provide justice system officials with more effective options in dealing with lower-level offenses, enhance public trust in the conduct of justice, and help to reduce unnecessary incarceration.

BJA seeks applications for funding under two categories:

Category 1 provides funding to implement or enhance existing community court programs that address substance abuse and other issues using evidence-based principles and practices;

Category 2 provides funding to a national-scope organization to support community court grantees and practitioners in developing effective responses to low-level, nonviolent offenses that enhance public safety, prevent crime, and address substance abuse, including opioid abuse.

BJA funds in this program may not be used to serve persons who are violent offenders (see [34 U.S.C. § 10613](#)),¹ unless the offender is a veteran. The prohibition applies to activities that are funded by the BJA grant award, including match funds contributed by the grantees. Grantees who use both BJA Community Court funds and other funds in a program must be able to track these expenses to ensure separation of funds. They must maintain documentation that demonstrates the separation of BJA-funded expenses and services from non-BJA funded expenses and services. Applicants can serve veterans charged with violent or nonviolent

¹ For purposes of this program, a “violent offender” is defined at 34 U.S.C. § 10613(a) as a person who 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.

offenses under this program. Applicants should clearly identify in their project abstract whether they are using funds to primarily serve a veteran population as a track of a community court.

All Category 1 applicants under this solicitation must demonstrate how the proposed community court conforms to the [key community court principles](#). For more information on community courts see <https://www.bja.gov/national-community-courts-program/index.html>. In addition, Category 1 applicants must demonstrate that the proposed community court conforms with statutory requirements:

- Continuing judicial supervision over offenders with substance abuse problems
- Coordination with appropriate State or local prosecutor
- The integrated administration of other sanctions and services, which shall include—
 - Mandatory periodic testing for the use of controlled substances or other addictive substances during any period of supervised release or probation for each participant;
 - Substance abuse treatment for each participant;
 - 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;
 - Offender management, and aftercare services such as relapse prevention, health care, education, vocational training, job placement, housing placement, and child care or other family support services for each participant who requires such services;
 - Payment, in whole or part, by the offender of treatment costs, to the extent practicable, such as costs for urinalysis or counseling; and
 - payment, in whole or part, by the offender of restitution, to the extent practicable, to either a victim of the offender's offense or to a restitution or similar victim support fund.²

Objectives and Deliverables

Category 1, IMPLEMENTATION or ENHANCEMENT: COMPETITION ID: BJA-2020-17270

Implementation grants are available to eligible jurisdictions that have completed a substantial amount of planning and are 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.

Enhancement grants are available to eligible jurisdictions with an existing community court that has been fully operational for at least one year as of September 30, 2020. 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

² Economic sanctions imposed on an offender shall not be at a level that would interfere with the offender's rehabilitation.

quality and/or intensity of services based on needs assessments; or complete a program evaluation.

Note that applicants under Category 1 must attach a Fiscal Agent - Memorandum of Understanding (MOU) as part of their application. [See Additional Attachments Letters of Support and/or memoranda of Understanding/Agreement.](#)

Objectives and Deliverables:

- 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, health, and other services who commit low-level misdemeanor offenses.
- Build and maximize the capacity of jurisdictions to ensure that all participants are identified, assessed, and referred to services.
- Enhance the provision of treatment and recovery support services, including transitional housing assistance, to reduce recidivism and reduce homelessness.
- Expand the use of community services by defendants in the community court docket.
- Support case management and service coordination.
- Support data collection and program evaluation.

Category 2, TRAINING AND TECHNICAL ASSISTANCE: COMPETITION ID: BJA-2020-17271

The National Community Court Training and Technical Assistance (TTA) program is designed to help judges, court personnel, and other partners to plan, implement, sustain, enhance, and evaluate problem-solving justice initiatives that link judicially-supervised offenders to drug treatment, alternative sanctions, and other services in order to reduce drug use, crime, and incarceration. Applicants should be capable of providing TTA in all settings (including rural) where assistance building capacity may be needed.

Objectives and deliverables:

- Provide targeted technical assistance to the Category 1 recipients. This includes:
- Hosting webinars about the community court grant program, including (a) orientation webinars to onboard new grantees within first 60 days of their receipt of a grant award, and (b) field-wide webinars to market new funding opportunities.
- Developing individualized TTA plans for each grantee based on their grant-funded project, state of readiness, and other grantee-specific considerations (e.g., staffing).
- Reviewing grantees' progress toward their goals and deliverables in accordance with the project timeline, and improving grantee performance through proactive, culturally competent, comprehensive, user-friendly TTA via teleconferencing, peer-to-peer consultations, onsite assistance, web-based assistance (e.g., webinars), and follow-up TTA as required by phone and/or email.
- Assisting grantees in disseminating information and updates about their projects within their community throughout the life of the project.
- Assessing grantee capacity for data collection and performance measure reporting during site visits and phone calls, and making recommendations for improvement.

- Collect lessons learned and other examples of use to the field at-large from grantees and disseminate via publications, media platforms, and conference presentations.
- Maintain online resources for jurisdictions interested in establishing a community court which highlights publications, tools, research, and key websites that can be used to ensure their programs draw on evidence-based practices and experiences of other jurisdictions.
- In close consultation with BJA, propose and develop a minimum of three original publications or white papers to address current or emerging community court topics.
- Propose and facilitate a presence at national, state, local, tribal, or other conferences and events related to community court activities. This includes planning and convening a national summit for up to 250 participants on community courts and community justice programs.
- Host 75 criminal justice practitioners for a structured peer-to-peer site visit to established mentor community courts.
- Routinely update BJA about grantees' needs, TTA responses, and overall progress.
- Participate in BJA-led grant performance reviews tracking grantee or program performance along several key indicators.

The Objectives and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under [What an Application Should Include](#).

Program-specific Priority Areas

In FY 2020, and in addition to executing any OJP policy prioritization that may be applicable, priority consideration will be given to applications as follows:

- Category 1 applications that provide support and resources for veterans within community courts, either by establishing a specific track of the community court to serve veterans or providing a specific set of services to address the unique experiences and issues of veterans.

To receive priority consideration under this veterans priority, Category 1 applicants must describe, in the program narrative, how the applicant will address this priority.

OJP Policy Priority Areas

In FY 2020, and in addition to executing any program-specific prioritization that may be applicable, OJP will give priority consideration to applications as follows:

- Applications that address specific challenges that rural communities face.
- Applications that demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent-poverty counties.
- Applications that offer enhancements to public safety in economically distressed communities (Qualified Opportunity Zones).

To receive priority consideration under the rural priority, applicants must describe what makes the geographic service area rural (using U.S. Census or other appropriate government data; for

assistance, applicants may wish to refer to <https://www.census.gov/programs-surveys/geography/guidance/geo-areas/urban-rural.html>), how isolated the area is from needed services, and how they will address specific challenges in rural communities.

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 at <https://www.census.gov/programs-surveys/saipe.html>).

To receive priority consideration under the Qualified Opportunity Zones priority, applicants must include information that specifies how the project will enhance public safety in the specified QOZs. For resources on QOZs, and for a current list of designated QOZs, see the U.S. Department of the Treasury’s resource webpage, accessible at <https://www.cdfifund.gov/pages/opportunity-zones.aspx>.

Evidence-based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policymaking and program development in 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

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

B. Federal Award Information

Maximum number of awards BJA expects to make:

Category 1	10
Category 2	1

Estimated maximum dollar amount for each award

Category 1	up to \$400,000
Category 2	up to \$600,000

Total amount anticipated to be awarded under this solicitation \$4,600,000

Period of performance start date October 1, 2020

Period of performance duration 24 months

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 (programmatic and policy) priorities, a recipient's overall management of the award, and progress of award-funded work, when making continuation award decisions.

Under this solicitation, only one application by any particular applicant entity will be considered. An entity may, however, be proposed as a subrecipient (subgrantee) in more than one application.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Type of Award

BJA expects to make awards under this solicitation in Category 1 as grants. See the Administrative, National Policy, and Other Legal Requirements section of the [OJP Grant Application Resource Guide](#) for additional information.

BJA expects to make awards under this solicitation in Category 2 as a cooperative agreement, which provides for OJP to have substantial involvement in carrying out award activities. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for additional information.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements³ as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [OJP Grant Application Resource Guide](#) for additional information.

Budget Information

The budget must explicitly describe how the proposed budget items directly apply to the program design and will assist the applicant in meeting the program objectives.

If an applicant proposes to fund recovery services or transitional housing, no more than 30 percent of the total budget for the project may be used for this purpose. For guidance on recovery housing, please see the [U.S. Department of Housing and Urban Development's Policy Brief](#). Per the Substance Abuse and Mental Health Services Administration, transitional housing typically involves a temporary residence of up to 24 months with wrap-around services to help people stabilize their lives.

Transportation services may be included in the budget. These services may be provided to clients who are engaged in courts and community corrections appointments, treatment- and/or recovery support-related appointments and activities, and other necessary services to support treatment and recovery and who have no other means of obtaining transportation to those services. Forms of transportation services may include public transportation, ride services, or a licensed and insured driver who is affiliated with an eligible program provider. If such costs are included, the applicant should be able to certify that they are non-redeemable, non-transferrable, and that their use by participants is auditable. The applicant must have written

³ The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

policies for determining eligibility, tracking distribution, and ensuring that passes are only used for transportation related to program activities.

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 community court award must ensure that participants are tested periodically for the use of controlled substances, including medical marijuana. See 34 U.S.C. § 10611, *et seq.*

In addition to allowable cost 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
- Purchase vehicles
- Food and beverages

Federal funds may also not be used to replace (supplant) non-federal dollars that are appropriated for the same purpose. For a definition of supplanting, visit:

<https://ojp.gov/grants101/definitions.htm>.

Cost Sharing or Match Requirement

This solicitation requires a 25 percent nonfederal **cash or in-kind match** for Category 1 applicants.⁴ See the [OJP Grant Application Resource Guide](#) for additional information on this match requirement. (“Match” funds may be used only for purposes that would be allowable for the federal funds.)

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

[Pre-agreement Costs \(also known as Pre-award Costs\)](#)

[Limitation on Use of Award Funds for Employee Compensation; Waiver](#)

[Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)

[Costs Associated with Language Assistance](#) (if applicable)

C. Eligibility Information

For eligibility information, see title page.

For information on cost sharing or match requirements, see [Section B. Federal Award Information](#).

D. Application and Submission Information

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the “Disclosure of Process Related to Executive Compensation” provisions in the “Application Attachments” section of the OJP Grant Application Resource Guide.

What an Application Should Include

The following application elements **MUST** be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding: Program Narrative, Budget Detail Worksheet and Budget Narrative, and a Time Task Plan.

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

1. Application for Federal Assistance (Standard Form (SF)-424)

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

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

2. Project Abstract

Include a project abstract that summarizes the proposed program in 400 words or fewer. Project abstracts should be:

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

As a separate attachment, the program abstract will **not** count against the page limit for the program narrative.

3. Program Narrative

The program narrative must respond to the solicitation and the selection criteria (1–4) listed below in the order given. The program narrative should be double-spaced, using a standard 12-point Times New Roman font with 1-inch margins, and should not exceed 20 pages. Number pages "1 of 20," "2 of 20," etc.

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

The following sections should be included as part of the program narrative⁷:

- a. Statement of the Problem
- b. Program Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the objectives and deliverables identified under "Objectives and Deliverables" in [Section A. Program Description](#).

Applicants should visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

Category 1 award recipients will be required to provide the relevant data by submitting quarterly performance metrics through BJA's online Performance Measurement Tool (PMT) located at <https://bjapmt.ojp.gov/>. BJA is currently developing the performance measures for this program and will be shared with grantees upon acceptance of their awards. *Examples* of the types of performance and accountability data that will be required can be found here in the Adult Drug Court questionnaire:

<https://bjapmt.ojp.gov/help/EnhancementDrugCourtMeasures.pdf>

Category 2 grant recipients will be required to submit performance metric data semi-annually through BJA's online Training and Technical Assistance Reporting Portal. More information on the reporting requirements can be found at:

<https://www.bjatrainning.org/working-with-nttac/providers>. *Examples* of the types of performance and accountability data that will be required can be found in [Appendix C](#).

Note on Project Evaluations

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

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

4. [Budget Information and Associated Documentation](#) in the Budget Preparation and Submission Information section.
5. [Indirect Cost Rate Agreement](#)
6. [Tribal Authorizing Resolution](#) (if applicable)
7. [Financial Management and System of Internal Controls Questionnaire \(including applicant disclosure of high-risk status\)](#)
8. [Disclosure of Lobbying Activities](#)

9. [Applicant Disclosure of Pending Applications](#)

10. [Applicant Disclosure and Justification – DOJ High Risk Grantees](#)⁴ (if applicable)

11. [Research and Evaluation Independence and Integrity](#)

12. **Additional Attachments**

a. Documentation of Rural Challenges (if applicable)

As is mentioned above, OJP will give priority consideration in award decisions to applications that address specific challenges that rural communities face. Each applicant proposing to receive priority consideration under the rural priority should provide a sufficient narrative to include what makes the geographic service area rural (using U.S. Census or other appropriate government data), how isolated the area is from needed services, and how it will address specific challenges in rural communities.

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

As mentioned above, 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 defined above. Each applicant proposing to receive consideration under the High-Poverty Areas or Persistent Poverty Counties priority should 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 and how the requested grant will address specific challenges in each such identified area and/or county.

c. Documentation of Enhanced Public Safety in Qualified Opportunity Zones (if applicable)

As is mentioned above, OJP will give priority consideration in award decisions to designated Qualified Opportunity Zones (QOZs). Each applicant proposing to receive priority consideration under the under the Qualified Opportunity Zones priority should provide a sufficient narrative explanation in order for OJP to identify clearly the public safety benefit the applicant anticipates that its project will have on a specified QOZ(s). The narrative and the list of affected QOZs (by census tract number) must be included as an attachment that is clearly labeled as addressing QOZs. The applicant may also include tables, charts, graphs, or other relevant illustrations that may be useful in comprehending the manner in which the proposed project is anticipated to benefit a QOZ(s).

d. Letters of Support and/or Memoranda of Understanding/Agreement (Required for Category 1 only)

Applicants should attach letters of support and/or interagency agreements between the partner agencies and offices to show their commitment to the project.

⁴ A “DOJ High Risk Grantee” is a recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

The letters or interagency agreements should clearly articulate the level of involvement each agency will have in the proposed project.

e. Time Task Plan (Required)

Attach a Time Task Plan (with an estimated start date of October 1, 2020) detailing each project objective, activity, expected completion date, and responsible person or organization.

f. Subrecipient and Procurement Contract Disclosures (if applicable)

Each applicant must include a table that details the name of any individual consultant/subgrantee, the subrecipient’s organization name, and the subrecipient organization’s city and state as a separate attachment to its application. A sample table is provided below. The file should be named “Subrecipient and Procurement Contract Disclosure.” An applicant that does not have any proposed subrecipients as described above is to submit, as a separate attachment, a statement to this effect: “[Applicant Name on SF-424] does not have any proposed or anticipated subrecipients or procurement contracts.”

Subrecipient’s Last Name, First Name, if available	Subrecipient’s Organization Name	Subrecipient Organization’s City, State
Jane Doe	North County Youth Mentoring Progra	North County, Ohio

How To Apply (Grants.gov)

Applicants must register in and submit applications through [Grants.gov](https://www.grants.gov), a primary source to find federal funding opportunities and apply for funding. Find information on how to apply in response to this solicitation in the [OJP Grant Application Resource Guide](#).

Registration and Submission Steps

Applicants will need the following identifying information when searching for the funding opportunity on Grants.gov.

1. **CDFA #16.585 National Site-based Community Courts and Training and Tecnincal Assistance Initiative (Categories 1 and 2)**
2. **Funding Opportunity #: BJA-2020-17249**
3. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.

Category 1: Competition ID: BJA-2020-17270

Category 2: Competition ID: BJA-2020-17271

For information on each registration and submission step, see the [OJP Grant Application Resource Guide](#).

E. Application Review Information

Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

1. Statement of the Problem (15 percent)

Category 1

- Identify the applicant agency.
- Clearly identify the state, region(s) or communities covered by the proposed program, including the population of the proposed service area.
- Provide information that documents the impact of
- Describe the underlying issues that lead to criminal behavior, including substance abuse and behavioral health issues, being addressed by the community court.
- Identify any specific challenges motivating the applicant's interest in participating in this grant.
- 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

Category 2

- Describe the need for TTA as well as the challenges grantees and practitioners face in planning, implementing, or expanding comprehensive efforts in the subject area that is the application's focus.
- Provide a clear and concise statement that provides a thorough understanding of why the operation and expansion of the TTA/Resource Center is important to the success of the community courts program, if applicable, as well as the scope of its potential contributions to grantees and practitioners.

2. Project Design and Implementation (40 percent)

Category 1

Applicants should provide a description of how they will complete the required activities, including:

- Describe how the proposed project addresses the mandatory project components outlined on pages 4–7 and describe in detail how the project will be implemented.
- Describe which program areas the proposed project will address.
- Describe the deliverables to be produced.
- If applicable, describe how the applicant will address the program-specific veterans priority.
- Describe any potential barriers to implementing the project and the strategies that will be used to overcome them.
- If an evaluation is proposed, articulate how an in-depth evaluation of the subject will provide meaningful insights into solving local, state, or regional challenges while contributing to the national body of knowledge about best practices.

Category 2

- Articulate the applicant's vision for the role of Community Court TTA provider.
- Describe how the applicant will identify, assess, and deliver the proposed assistance.
- Describe the specific activities for providing TTA, including outreach to grantees and the field at large.
- Describe the objectives and identify strategies for designing and implementing each program deliverable as described. Provide specific information on any materials to be developed and/or technical assistance to be provided as they relate to the applicable category. Include the method of delivery (e.g., adherence to adult learning principles, distance learning, process for information assessment, and revision).
- Provide a timeline (as an attachment) for completing the deliverables and identify the percentage of time to be dedicated by the individuals responsible for those tasks.

3. Capabilities and Competencies (30 percent)

Category 1

- Describe the project management structure and staffing, specifically identifying the key person (or people) responsible for carrying out project activities. Demonstrate the capability to implement the project successfully.
- 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.
- For applications involving a research component, describe the qualifications of the research partner and the prior experience of the researcher with action research, including prior work with drug monitoring and treatment agencies and other partners. Describe the roles and responsibilities of the research partner in the project.

Category 2

- Describe the roles of the applicant and each partner. Describe the capability of the lead organization and any partners (subrecipients) to implement each component of the project, including staff capacity to provide technical assistance to large numbers of grantees simultaneously (if applicable).
- Describe the applicant's ability to provide proactive, comprehensive, user-friendly TTA by developing protocols for the assessment and delivery of TTA, as well as tracking, evaluation, and necessary follow-up activities.
- Provide examples of the applicant's experience in using TTA strategies that include developing grantee tools and resources, using distance learning, peer-to-peer consultations, and onsite and offsite technical assistance.
- Describe the organization's ability to cultivate material for and operate a resource center as well as provide logistical support for conferences and events.
- Provide examples of the organization's experience serving as a clearinghouse, coordinator, and convenor.

4. Plan for Collecting the Data Required for this Solicitation’s Performance Measures (5 percent)

Category 1

- 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 the process for collecting information, including who will be responsible and how data will be collected.
- Discuss what data sources will be used and any legal, policy, or other barriers to gaining access to the data and how they will be addressed.

Category 2

- Describe the process the applicant will use to measure project performance. This should include measures for adhering to project timelines, meeting deliverable schedules, obtaining input from customers, and seeking feedback from stakeholders.
- Identify what data information will be collected, who will be responsible for collecting and reporting the data, who is responsible for performance measurement, how the data will be stored, how any personally identifiable information (PII) will be protected, and how the information will be used to guide the program.

5. Budget (10 percent):

All applicants

- Submit a budget that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities) and includes the required meetings budgeted for each year.
- The budget narrative should generally demonstrate how the applicant will maximize cost effectiveness of grant expenditures. The budget narrative should demonstrate cost effectiveness in relation to potential alternatives and the objectives of the project.⁵

Review Process

BJA reviews an application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation requirements.

The following five paragraphs in this solicitation expressly modify the “Application Review Information” provisions in the OJP Grant Application Resource Guide. An applicant is to follow the guidance in these five paragraphs instead of the guidance stated under the “Application Review Information” heading in the Guide.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether an application meets basic minimum requirements and should proceed to further consideration, OJP screens applications

⁵ Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

for compliance with those requirements. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- 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.

For a list of the application elements that **MUST** be included in the application submission in order for an application to meet the basic minimum requirements, see “What an Application Should Include” under Section D. Application and Submission Information.

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. BJA may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation’s review criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well versed or has expertise in the subject of this solicitation. Peer reviewers’ ratings and any resulting recommendations are advisory only, although reviewer views are considered carefully.

Other important considerations for BJA include geographic diversity, strategic (program-specific and policy) priorities (specifically including, but not limited to, those mentioned above relating to addressing specific challenges that rural communities face, high-poverty areas or persistent-poverty counties, demonstrable potential enhancement to public safety in one or more federally designated Qualified Opportunity Zones), available funding, and the extent to which the Budget Detail Worksheet and Budget Narrative accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

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

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the nonpublic 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, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

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

F. Federal Award Administration Information

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

[Federal Award Notices](#)

Administrative, National Policy, and Other Legal Requirements

OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

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 applicable requirements referred to in the assurances and certifications executed in connection with award acceptance).

For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

[Information Technology \(IT\) Security Clauses](#)

General Information About [Post-Federal Award Reporting Requirements](#)

In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit certain reports and data. [Required reports](#). Recipients typically must submit quarterly financial reports, semi-annual progress reports, final financial and progress 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 measures data.

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see page 2.

For contact information for Grants.gov, see page 2.

H. Other Information

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

[Freedom of Information and Privacy Act \(5 U.S.C. 552 and 5 U.S.C. 552a\)](#)

[Provide Feedback to OJP](#)

**Appendix A: Application Checklist
FY 2020 National Community Courts Site-based
and Training and Technical Assistance Initiative**

This application checklist has been created as an aid in developing an application.

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- Acquire a DUNS Number (see [OJP Grant Application Resource Guide](#))
- Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

To Register with Grants.gov:

- Acquire AOR and Grants.gov username/password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Biz POC (see [OJP Grant Application Resource Guide](#))

To Find Funding Opportunity:

- Search for the Funding Opportunity on Grants.gov (see [OJP Grant Application Resource Guide](#))
- Select the correct Competition ID (see page 14)
- Access Funding Opportunity and Application Package (see [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 [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](#) (see [OJP Grant Application Resource Guide](#))

After Application Submission, Receive Grants.gov Email Notifications That:

- (1) application has been received
- (2) application has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

If No Grants.gov Receipt, and Validation or Error Notifications are Received:

- Contact NCJRS regarding technical difficulties (see page 2)

Overview of Post-Award Legal Requirements:

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2020 Awards](#)" in the [OJP Funding Resource Center](#).

Scope Requirement:

- The federal amount requested is within the allowable limits of:
 - Category 1: Implementation or enhancement up to \$400,000
 - Category 2: TTA provider up to \$600,000

Eligibility Requirement: See the cover page.

What an Application Should Include:

The following items are critical application elements required to pass Basic Minimum Requirements review. An application that OJP determines does not include the application elements that must be included in the application submission in order for the application to meet the basic minimum requirements, will neither proceed to peer review, nor receive further consideration.

- Program Narrative (see page 11)
 - Budget Detail Worksheet (including Narrative) (see [OJP Grant Application Resource Guide](#))
 - Time Task Plan (see page 14)
-
- Application for Federal Assistance (SF-424) (see [OJP Grant Application Resource Guide](#))
 - Project Abstract (see page 11)
 - Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
 - Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
 - Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
 - Disclosure of Lobbying Activities (SF-LLL) (see [OJP Grant Application Resource Guide](#))
 - Applicant Disclosure of Pending Applications (see [OJP Grant Application Resource Guide](#))
 - Applicant Disclosure and Justification – DOJ High Risk Grantees (see [OJP Grant Application Resource Guide](#))
 - Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))

Additional Attachments:

- Letters of Support and/or Memoranda of Understanding/Agreement (see page 13)
(Required for Category 1 only)
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Proposed Subrecipients (see page 14)
- Documentation of rural challenges (if applicable) (see page 13)
- Documentation of high-poverty areas or persistent poverty counties (if applicable) (see page 13)
- Documentation of enhanced public safety in federally designated Qualified Opportunity Zones (if applicable) (see page 13)

Appendix B: Category 2 Performance Measures [Sample]

Objectives	Performance Measure	Data Grantee Provides
Objective 1: Support the development, implementation, and sustainment of community courts through training	Number of trainings conducted	Number of trainings (by type): <ul style="list-style-type: none"> • In-person • Web-based • CD/DVD • Peer-to-peer • Workshop
	Number of participants who attended the training	Number of individuals who: <ul style="list-style-type: none"> • Attended the training (in-person) or started the training (web-based) • Completed the training • Completed an evaluation at the conclusion of the training • Completed an evaluation and rated the training as satisfactory or better • Completed the post-test with an improved score over their pre-test
	Percentage of participants who successfully completed the training	
	Percentage of participants who rated the training as satisfactory or better	
	Percentage of participants trained who subsequently demonstrated performance improvement	
	Percentage of scholarship recipients surveyed who reported that the training provided information that could be utilized in their job	Number of individuals who: <ul style="list-style-type: none"> • Received a scholarship • Completed the training • Completed a survey at the conclusion of the training • Reported the training provided information that could be utilized in their job
	Number of curricula developed	Number of training curricula: <ul style="list-style-type: none"> • Developed • Pilot tested • Revised after being pilot tested
Number of curricula that were pilot tested		
Percentage of curricula that were revised after pilot testing		

Objectives	Performance Measure	Data Grantee Provides
Objective 2: Support the development, implementation, and sustainment of community courts through short-term and comprehensive technical assistance	Percentage of requesting agencies that rated services as satisfactory or better	<ul style="list-style-type: none"> • Number of onsite visits completed • Number of reports submitted to requesting agencies after onsite visits • Number of requesting agencies that completed an evaluation of services • Number of agencies that rated the services as satisfactory or better (in terms of timeliness and quality) • Number of follow-ups with requesting agencies completed 6 months after onsite visit • Number of agencies that were planning to implement at least one or more recommendations 6 months after the onsite visit
	Percentage of requesting agencies that were planning to implement one or more recommendations	
	Percentage of peer visitors who reported that the visit to the other agency was useful in providing information on policies or practices	<ul style="list-style-type: none"> • Number of peer-to-peer visits completed • Number of peer visitors who completed an evaluation • Number of peer visitors who reported that the visit was useful in providing information on policies or practices • Number of follow-ups with the requesting peer visitor completed 6 months after the peer-to-peer visit • Number of peer visitors who were planning to implement at least one or more recommendations 6 months after the onsite visit
	Percentage of peer visitors who were planning to implement one or more policies or practices 6 months after they were observed at the visited site	
Percentage of requesting agencies of other onsite services that rated the services	<ul style="list-style-type: none"> • Number of other onsite services provided • Number of requesting agencies that completed an 	

Objectives	Performance Measure	Data Grantee Provides
	provided as satisfactory or better	evaluation of other onsite services <ul style="list-style-type: none"> • Number of agencies that rated the services as satisfactory or better
Objective 3: Increase information provided to BJA and the criminal justice community about community courts	Number of conferences or advisory/focus groups held	<ul style="list-style-type: none"> • Number of conferences or advisory/focus groups held • Number of conference or advisory/focus group attendees who completed an evaluation • Number of conference or advisory/focus group attendees who rated the advisory/focus group as satisfactory or better
	Percentage of advisory/focus groups evaluated as satisfactory or better	
	Number of publications developed	<ul style="list-style-type: none"> • Number of publications/resources developed • Number of publications/resources disseminated
	Number of publications disseminated	
	Percentage of websites developed and maintained	<ul style="list-style-type: none"> • Number of websites developed • Number of websites maintained • Number of visits to websites during the current reporting period • Number of visits to websites during the previous reporting period
	Percentage increase in the number of visits to websites	
Percentage of information requests responded to	<ul style="list-style-type: none"> • Number of information requests • Number of information requests responded to 	