

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: April 15, 2026

SUBJECT: BJA Adult Treatment Court Grant Funding

PRESENTER: Jodi Grabowski, Strategic Behavioral Health Director

ATTACHMENT(S): Notice of Funding Opportunity, Basic Information pages 3-8

SUMMARY OF REQUEST:

Henderson County is the first county in North Carolina to fully fund its Adult Recovery Court through opioid settlement funds. This is an allowable use of the resources through the NC-MOA, Exhibit B. The Henderson County Strategic Behavioral Health Department aims to braid additional funding resources wherever possible to make efficient use of the funds.

The Strategic Behavioral Health Department is asking approval to pursue funding through a Department of Justice Grant for Adult Recovery Courts. In 2024 we began a similar grant application; the grant writing was completed with the assistance of Dr. Jamie Vaske and Dr. Julie Baldwin, both consulting specialists in grant writing for recovery courts. Their fee was covered by Dogwood Health Trust's Leverage Funds and paid directly to them. In 2024 it was determined that we should wait for the following year's funding cycle. That Notice of Funding Opportunity has now been posted, and we will apply under "Category 2: Enhancement".

The total funding is not yet known but the anticipated funding award amount is \$1,000,000. over 48 months.

BOARD ACTION REQUESTED:

The Board is requested to approve the grant application by the Henderson County Department of Strategic Behavioral Health for \$1,000,000. from BJA FY25 Adult Treatment Court Program.

SUGGESTED MOTION:

I move that the Board approve the grant application by the Henderson County Department of Strategic Behavioral Health for \$1,000,000. from BJA FY25 Adult Treatment Court Program.

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MEETING DATE: April 6, 2026

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BJA FY25 Adult Treatment Court Program

Total Amount To Be Awarded Under This Funding
Opportunity: \$48,659,892

Anticipated Award Ceiling: Up to \$2,500,000

Anticipated Period of Performance Duration: 48 months

Funding Opportunity Number: O-BJA-2025-172483

Deadline to submit SF-424 in Grants.gov: **April 27, 2026, by 11:59 p.m. Eastern Time**

Deadline to submit application in JustGrants: **May 4, 2026, by 8:59 p.m. Eastern Time**



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

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BASIC INFORMATION

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

Agency Name	U.S. Department of Justice Office of Justice Programs Bureau of Justice Assistance
NOFO Title	BJA FY25 Adult Treatment Court Program
Announcement Type	Initial
Funding Opportunity Number	O-BJA-2025-172483
Assistance Listing Number	16.585

Executive Summary

This NOFO will support the implementation and enhancement of Adult Treatment Court (ATC) operations. ATCs integrate Substance Use Disorder (SUD) treatment, mandatory drug testing, incentives and sanctions, and transitional services in a judicially supervised criminal court setting that has jurisdiction over individuals with substance use disorders. These courts aim to reduce recidivism and overdose fatalities, while increasing access to treatment and recovery support that leads to long-term recovery.

Please see the [Eligible Applicants](#) section for the eligibility criteria.

- Category 1: Planning and Implementation (Anticipated Award Amount: \$950,000)**
Planning and Implementation grants are available to eligible jurisdictions ready to commit to a 6-month planning phase followed by an implementation and/or launch of an ATC that supports core capacity and provides critical behavioral health treatment, case management and coordinated judicial supervision, sanctions and incentives, and other supportive services, such as transitional housing, peer recovery services, relapse prevention and employment services, that can reduce recidivism.
- Category 2: Enhancement (Anticipated Award Amount: \$1,000,000)**
Enhancement grants are available to eligible jurisdictions with a fully operational ATC. Funding may assist a jurisdiction to scale up the ATC 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.
- Category 3: Statewide (Anticipated Award Amount: \$2,500,000)**
Statewide grants are available to state applicants for funding to improve, enhance, or expand ATC services statewide. Activities include creation of new treatment courts where needed and expanding treatment and services in already established treatment courts; reviews of the program policies and procedures; and data collection and analysis to assess program practices and track recidivism. This could include training to address staff turnover and offer operational skills updates and to expand treatment resources in locations with critical substance use needs. These are intended to be one-time projects to enhance

capacity that can be sustained.

OJP is committed to advancing work that furthers DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights. OJP provides federal leadership, funding, and other critical resources to directly support law enforcement, combat violent crime, protect American children, provide services to American crime victims, and address public safety challenges, including human trafficking and the opioid crisis.

Key Dates and Times

Funding Opportunity Release Date	March 19, 2026
SAM.gov Registration/Renewal	Recommend beginning process by March 19, 2026, and no later than April 11, 2026
Step 1: Grants.gov Application Deadline	11:59 p.m. Eastern Time on April 27, 2026
Step 2: JustGrants Application Deadline	8:59 p.m. Eastern Time on May 4, 2026

Funding Details

Total Amount To Be Awarded Under This Funding Opportunity: \$48,659,892

- **Competition ID, Category 1: Planning and Implementation**
 - Anticipated Number of Awards: 9
 - Anticipated Award Ceiling: \$950,000
 - Anticipated Period of Performance Start Date: October 1, 2025
 - Anticipated Period of Performance Duration: 48 Month
- **Competition ID, Category 2: Enhancement**
 - Anticipated Number of Awards: 30
 - Anticipated Award Ceiling: \$1,000,000
 - Anticipated Period of Performance Start Date: October 1, 2025
 - Anticipated Period of Performance Duration: 48 Month
- **Competition ID, Category 3: Statewide**
 - Anticipated Number of Awards: 4
 - Anticipated Award Ceiling: \$2,500,000
 - Anticipated Period of Performance Start Date: October 1, 2025
 - Anticipated Period of Performance Duration: 48 Month

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

Availability of Funds

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and any changes or additional requirements that may be imposed by the agency or by law. In addition, nothing in this NOFO is intended to, nor does it, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States or its departments, agencies, entities, officers, employees, agents, or any other person.

Statutory Authority

Pub. L. No. 90-351, Title I, Part EE (codified at 34 U.S.C. 10611 - 10619); Full-Year Continuing Appropriations Act, 2025 (Pub. L. No. 119-4, Div. A, Secs. 1101(a)(2) and 1301(4), 139 Stat. 9, 10-11, 17; see Pub. L. No. 118-42, 138 Stat. 25, 148, para. 15(A)).

Agency Contact Information

For assistance with the requirements of this funding opportunity:

OJP Response Center

Phone: 800-851-3420 or 202-353-5556 (TTY for hearing-impaired callers only)

Email: OJP.ResponseCenter@usdoj.gov

Hours of operation: 9:00 a.m. to 5:00 p.m. Eastern Time (ET) Monday–Friday

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

SAM.gov Help Desk

Phone: 866-606-8220

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

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

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

Grants.gov Customer Support Hotline

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

Email: support@grants.gov

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

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

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

JustGrants Service Desk

Phone: 833-872-5175

Email: JustGrants.Support@usdoj.gov

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

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

Resources for Applying

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

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

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



ELIGIBILITY

Eligible Applicants

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

For **Category 1:** Planning and Implementation and **Category 2:** Enhancement, the following entities are eligible to apply:

- **Government Entities**
 - State governments
 - County governments
 - City or township governments
 - Native American Tribal governments (federally recognized)
- **Other**
 - Other units of local government

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

- **Other**
 - State agencies

State Government Entities: For the purposes of this NOFO, “state” means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

“Other” Entities Definition:

- **Other Units of Local Government:** For the purposes of this notice of funding opportunity, other units of local government include towns, boroughs, parishes, villages, or other general purpose political subdivisions of a state.
- **State Agencies:** For the purposes of this NOFO, state agencies include the state administering agency (SAA), the administrative office of the courts, state criminal justice agencies, the state substance abuse agency, and other state agencies involved with the provision of substance use and/or mental health services, or related services.

Additional Applicant Eligibility Factors

For Categories 1 and 2, applicants must demonstrate that they have the authority to operate the treatment court(s) to be funded under this award, consistent with this NOFO and the project narrative. This should include documentation in the program narrative that they have the authority and have coordinated with other key partners as noted.

Limit on Number of Applications

An applicant may submit multiple applications under this NOFO. An applicant may apply for both Category 1 and Category 2 awards if each application is for a different treatment court program. Additionally, an applicant may submit multiple applications within the same category (either Category 1 or Category 2) if each application proposes funding for a different treatment court program.

Applications under which two or more entities (project partners) would carry out the federal

award will be considered. However, only one entity may be the applicant for the NOFO; any others must be proposed as subrecipients. See the [Application Resource Guide](#) for additional information on subawards.

Cost Sharing/Match Requirement

This NOFO requires cost sharing/match.

Please see [Program Description: Cost Sharing/Match Requirement](#) for details on the match calculation and what types of contributions are acceptable.



PROGRAM DESCRIPTION

General Purpose of the Funding

The purpose of the ATC Program is to prevent overdoses and reduce the use of opioids, stimulants, and other substances by high-risk/high-need individuals involved in the criminal justice system. ATCs effectively integrate SUD treatment, mandatory drug testing, incentives and sanctions, and transitional services in judicially supervised criminal court settings that have jurisdiction over persons who have an SUD or co-occurring mental health disorder to reduce recidivism, increase access to treatment and recovery support services, and prevent overdose fatalities.

Eligible Adult Treatment Court Types

Driving while intoxicated (DWI)/driving under the influence (DUI) courts, co-occurring courts (participants diagnosed with both substance use and mental health disorders), and tribal healing to wellness courts (THWCs) are eligible for this NOFO. Applicants should refer to their relevant local statutes for definitions of the legal age of an “adult.”

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 and/or launch of an ATC that supports core capacity and provides critical behavioral health treatment, case management and coordinated judicial supervision, sanctions and incentives, and other supportive services, such as transitional housing, peer recovery services, relapse prevention and employment services, that can reduce recidivism.

Category 2: Enhancement

Enhancement grants are available to eligible jurisdictions with a fully operational ATC. Funding may assist a jurisdiction to scale up the ATC 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.

Category 3: Statewide

Statewide grants are available to state applicants for funding to improve, enhance, or broadly support ATC services statewide. Activities include creation of new treatment courts where needed and expanding treatment and services in already established treatment courts; audits of the program policies and procedures; and data collection and analysis to assess program practices and track recidivism. This could include training to address staff turnover and offer operational skills updates and to expand treatment resources in locations with critical substance use needs. These are intended to be one-time projects to enhance capacity that can be sustained.

Note: The applicant must demonstrate that eligible participants promptly enter the treatment court program following a determination of their eligibility. BJA will not fund award applications for treatment courts that require an initial period of incarceration unless the period of incarceration is mandated by statute for the offense in question. In such instances, the

applicant must demonstrate that the person receives withdrawal and treatment services, if available, while incarcerated and will begin treatment services immediately upon release.

Violent Offender Prohibition

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

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

Disqualifying convictions are only those convictions indicated in 34 U.S.C. §10613(a)(1) that occur *after* the initiation of proceedings that led to the person’s consideration for participation in the drug court program, whereas 34 U.S.C. § 10613(a)(2) only speaks to those convictions that occurred *prior* to the initiation of those proceedings.

Note: Not included in the “violent offender” definition are charges that are dropped or reduced to a nonviolent offense or charged prior to a person’s participation in the program, or convictions punishable by less than one year of incarceration. Answers to questions about the “violent offender” prohibition can be found in the [Frequently Asked Questions on BJA's funding website](#).

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

Controlled Substance Act

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

Note: Applicants may request funds under this NOFO to support veteran participants across all three program categories. However, dedicated funding for Veterans Treatment Courts (VTCs) is available through a separate [BJA Veterans Treatment Court Program](#) NOFO. Applicants whose primary focus is planning, implementing, or enhancing a VTC should apply under that opportunity.

Program Requirements

Consistent with the authorizing statute at 34 U.S.C. 10611, courts must demonstrate ongoing judicial supervision for individuals with substance use disorders, including those with co-occurring mental health needs, and active coordination with the appropriate state or local prosecutor. Courts must administer sanctions and services which shall include substance use treatment for each participant; offender management and aftercare services (such as relapse prevention, health care, education, vocational training, job and housing placement, and

childcare or other family support services); and, when practicable, participants payment in whole or in part for treatment costs and restitution.

Any economic sanctions imposed must not interfere with participant rehabilitation.

ATC program grant recipients must require mandatory periodic drug testing that is accurate and practicable. Each participant must be tested for every controlled substance that the participant has been known to abuse and for any that the court may require. The courts must impose graduated sanctions that increase punitive measures, therapeutic measures, or both whenever a participant fails a drug test. Such sanctions and measures may include but are not limited to one or more of the following:

- Incarceration
- Detoxification treatment
- Residential treatment
- Increased time in the program
- Termination from the program
- Increased drug screening requirements
- Increased court appearances
- Increased counseling
- Increased supervision
- Electronic monitoring
- In-home restriction
- Community service
- Family counseling
- Anger management classes

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

Agency Funding Priorities

In order to advance public safety and help meet its mission, OJP will provide priority consideration to applicants that propose (as applicable within the scope of this funding opportunity) projects designed to advance the goals listed below. Applicants seeking priority consideration should describe in the proposal narrative (and in the budget detail form, if applicable) which of the following goal(s) the project is intended to advance and how it will do so:

- (a) Directly supporting law enforcement operations (including immigration law enforcement operations);
- (b) Combatting violent crime;
- (c) Supporting services to American citizens
- (d) Protection of American children; and
- (e) Support of American victims of trafficking and sexual assault.

In addition to the Agency priorities listed above, priority consideration will be given under this NOFO to applicants in states and units of local government that actively meet the below criteria, to the maximum extent permitted by law:

- (i) Enforce prohibitions on open illicit drug use;
- (ii) Enforce prohibitions on urban camping and loitering;
- (iii) Enforce prohibitions on urban squatting;
- (iv) Enforce, and where necessary, adopt, standards that address individuals who are a danger to themselves or others and suffer from serious mental illness or substance use disorder, or who are living on the streets and cannot care for themselves, through assisted outpatient treatment or by moving them into treatment centers or other appropriate facilities via civil commitment or other available means, to the maximum extent permitted by law; or
- (v) For state applicants, substantially implement and comply with, to the extent required, the registration and notification obligations of the Sex Offender Registry and Notification Act, particularly in the case of registered sex offenders with no fixed address, including by adequately mapping and checking the location of homeless sex offenders.

Applicants seeking this additional priority consideration, should complete the Agency Funding Priorities Inventory – Ending Crime and Disorder (Funding Priority Inventory 3) in JustGrants to indicate which criteria they are actively meeting.

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

Unallowable Uses of Funds

The following are certain unallowable costs and certain activities that are out of the program scope and will not be funded.

1. Out of program scope is any program or activity, at any tier that, directly or indirectly, violates (or promotes or facilitates the violation of) federal immigration law (including 8 U.S.C. § 1373) or impedes or hinders the enforcement of federal immigration law—including by failing to comply with 8 U.S.C. § 1373, give access to DHS agents, or honor DHS requests and provide requested notice to DHS agents.
2. Out of program scope is any program or activity, at any tier that violates any applicable Federal civil rights or nondiscrimination law. This includes violations that – (1) indirectly violate the law, including by promoting or facilitating violations; or (2) unlawfully favor individuals in any race or protected group, including on a majority or minority, or privileged or unprivileged, basis, within a given area, population, or sector.
3. As specified in the [DOJ Grants Financial Guide](#), in Chapter 3.13 “Unallowable Costs” (“Legal Services for Aliens”), any obligations of funds, at any tier, under this award to provide (or to support the provision of) legal services to any removable alien or any alien otherwise unlawfully present in the United States shall be unallowable costs for purposes any award made under this notice, but the foregoing shall not be understood to apply— (1) to legal services to obtain protection orders for victims of crime; or (2) to

immigration-related legal services that may be expressly authorized or required by any law, or any judicial ruling, governing or applicable to the award.

Program Goals and Objectives

The purpose of this program is to provide adult treatment courts, their partners, and criminal justice professionals with the resources needed to plan, implement, enhance, and sustain treatment court programs for individuals with SUDs who are involved in the criminal justice system. BJA seeks to support ATC programs in reducing recidivism, increasing access to treatment, recovery support services, and preventing overdose fatalities.

Goal 1: Help individuals in the ATC program with substance use, mental health, and co-occurring disorders to gain access to evidence-based treatment and recovery support services.

Objective 1: Increase the number of potential participants screened (i.e., determine eligibility), assessed (i.e., identify criminogenic risk, SUD, or mental health conditions), and referred for treatment courts and services.

Objective 2: Ensure all grantees administer mandatory and random drug and alcohol testing of program participants to help monitor substance use and treatment progress over the project period.

Objective 3: Ensure all grantees provide, develop, or increase access to and recruitment and retention in treatment for substance use disorders and offer recovery support services.

Goal 2: Reduce recidivism and improve ATC success rates.

Objective 1: Increase the number of individuals who successfully complete the treatment court program by expanding treatment programs, incorporating supervision, drug testing, and program sanctions and incentives.

Objective 2: Reduce the current recidivism rate among program participants actively participating in the grant program.

Goal 3: To ensure access to services for all eligible individuals seeking entry (program eligibility criteria) into the ATC program.

Objective 1: Collect and track data for individuals who qualify and disqualify for the ATC program.

How Awards Will Contribute to Program Goals/Objectives

The award recipients will plan, implement, or expand ATC programs aimed at improving criminal justice and recovery outcomes for participants. The recipients will focus on improving safety and health outcomes for program participants through identifying high risk/high need adults, collaboration with the justice system, and access to treatment and recovery support services. These efforts will contribute to reducing criminal justice involvement and improve public safety.

Expected Outcomes: Deliverables and Performance Measures

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

OJP will measure success by reviewing a recipient's submission of performance reports and data and the extent to which project implementation reflects progress toward the goals and objectives of this NOFO.

Deliverables

Recipients under this funding opportunity do not need to submit any deliverables other than the standard [Post-Award Requirements and Administration](#).

Performance Measures

OJP will require each award recipient to submit regular performance reports that communicate progress toward achieving the goals and objectives identified in [Program Goals and Objectives](#). Applicants can visit [OJP's performance measurement page](#) for more information on performance measurement activities.

A list of performance measure questions for this program can be found at the following links for each category, Category 1: [Planning and Implementation](#); Category 2: [Enhancement](#); Category 3: [Statewide](#).

Funding Instrument

OJP expects to make awards under this funding opportunity as grants. See the "[Administrative, National Policy, and Other Legal Requirements](#)" section of the [Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions.

Cost Sharing/Match Requirements

This funding opportunity requires cost sharing or match from the award recipient. "Match" means the portion of project costs not paid by federal funds or contributions (e.g., staff time not charged to the federal share of the budget, supplies provided by the recipient). Items provided as part of the match must support the fulfillment of proposed activities, be allowable costs under this funding opportunity, and have documentation of their value. The match may not be used for, and may not consist of, costs that are unallowable for this funding opportunity. See [Application Contents, Submission Requirements, and Deadlines: Budget Detail Form](#) for more details on this funding opportunity's unallowable costs.

Recipients must satisfy this match requirement with cash and/or in-kind contributions. "In-kind" contributions may be in the form of services, supplies, real property (e.g., office space), and/or equipment.

Explanation of the Calculation

This NOFO requires a 25 percent match based on the total project costs. Federal funds awarded under this NOFO may not cover more than 75 percent of the total costs of the project being funded. The applicant must cover at least 25 percent of the total project costs.

If an award recipient's proposed match is more than the required match amount and OJP approves the proposed budget, then that total match amount becomes part of the project budget, which is subject to audit.

How To Calculate Match

Formula					
Step 1	Award Amount	÷	75% of Federal Share	=	Total (Adjusted) Project Cost
Step 2	Total (Adjusted) Project Cost	x	25% of Recipient Share	=	Required Match
Example:					
Match Requirement: 75/25 (Federal Share/Recipient Share) Federal Award Amount: \$1,000,000					
Step 1	\$1,000,000	÷	75% Federal Share	=	\$1,333,334 (rounded up)
Step 2	\$1,333,334	x	25% of Recipient Share	=	\$333,334 (total minimum match required)

See the [Application Resource Guide](#) for additional information on this match requirement and step-by-step instructions for entering match amounts in the budget.

Match Waiver: The required match may be waived upon request by a grantee. See 34 U.S.C. § 10616(a). To be considered for a waiver of match, a letter of request signed by the Authorized Representative must be submitted with the application describing the reason for the request (e.g., fiscal hardship). A match waiver request must be submitted as a separate attachment to the application through JustGrants.



APPLICATION CONTENTS, SUBMISSION REQUIREMENTS, AND DEADLINES

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

Unique Entity Identifier (UEI) and SAM.gov Registration

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

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

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

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

Submission Instructions: Summary

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

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

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

Access/Registration

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

Submission of the SF-424

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

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

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

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

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

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

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

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

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

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

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

These steps should be completed in JustGrants as early as possible and recommended not later than 48 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants.

Applicants can find additional information on JustGrants registration in the [DOJ Grant Application Submission Checklist](#).

Preparing for Submission

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

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

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

Standard Applicant Information

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

Proposal Abstract

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

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

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

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

Data Requested with Application

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

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

Agency Funding Priorities Inventory

Applicants seeking priority consideration under the [Agency Funding Priorities](#) section should answer the two inventory question sets, entitled Agency Funding Priorities Inventory and Agency Funding Priorities Inventory – Ending Crime and Disorder (Funding Priority Inventory 3), in their entirety in the web-based form in JustGrants.

Proposal Narrative

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

Sections of the Proposal Narrative: The Proposal Narrative must include the five sections listed below. If the applicant seeks priority consideration, the Proposal Narrative must state which priority goal(s) the applicant's project will advance and describe how (see section, Agency Funding Priorities under Program Description).

1. Description of the Need: What critical issue or problem is the applicant proposing to address with this project? All applicants should include:

- A concise explanation of the need(s), gap(s), or challenge the project targets.
- Relevant data, research, or documentation substantiating the existence, magnitude, and effect of the identified need on the target population and its surrounding community.
- Describe the target population including:
 - Criminogenic risk levels.
 - Substance use trends.
 - Justice involvement including charge and offense types being considered and average jail/prison sentences.
- Describe the type(s) of SUD treatment and recovery support service needs of the jurisdiction.
- Specify the proposed type of adult treatment court(s) for which funds are requested:
 - ATC
 - Co-occurring court
 - DWI/DUI court
 - THWC
- How the need relates to the purpose of the NOFO.

- Why federal funding is needed to support the program.

For **Category 3** applicants please also include the following:

- An overview of the state's current efforts and strategic approach to sustain existing and fostering the development of new ATCs or other problem-solving court models.
- How are existing treatment courts meeting the needs:
 - Note whether current courts are operating effectively, efficiently, and at full capacity.
 - Identify any gaps in capacity including differences between urban, suburban and rural areas.
 - If courts are under used, explain any non-budget reasons that limit participation (e.g., staffing, policies, referral issues).
 - Describe the impact of these issues.
- State whether the applicant seeks to expand the number or capacity of ATCs in the state.

2. Project Goals and Objectives: How will the proposed project address the need identified and address the purpose of the NOFO? Please include:

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

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

For **Categories 1, 2 and 3** applicants seeking to fund new or enhance current ATCs include the following:

- Program Overview
 - The name, location, and address of the ATC site(s) proposed or to be enhanced.
 - How the proposal conforms to the framework of the state treatment court strategy, if one exists.
 - State current and planned number of participants (if applicable).
 - Explain the legal authority to handle these cases and how they will be managed.
 - Provide the total number of participants proposed to receive services with these grant funds during the 48-month period of the grant.
- Core Project Activities and Implementation
 - Explain how you will implement and apply evidence-based practices.
 - What activities the applicant will conduct to achieve the proposed goals and objectives.
 - How the applicant will deliver or complete those activities.
 - When the activities will take place.
 - Who in the applicant's organization will staff the activities, including key staff.
 - Who will participate in and benefit from the activity.
 - What deliverables, reports, and other items will be produced as part of the project.
- Participant Pathway

- Explanation of how potential participants (target population) will be referred, screened, and assessed for the program:
 - Clearly describe who the program is intended to serve.
 - Describe each step in the process from referral to assessment.
 - Name the validated assessment tool(s) you will use and briefly explain why.
 - Describe how you will assess and provide early assessment and entry into treatment for those at risk of overdose.
- Description of eligibility criteria.
- Illustrate how the treatment court will identify, assess, and prioritize participation and services for high-risk/high-needs persons, including persons with repeat criminal justice involvement and SUDs.
- Treatment and Services Framework
 - Explain how access to treatment will be ensured, including access to clinically appropriate medications to treat SUD and therapy/counseling.
 - List key program activities, including:
 - Program length and phases
 - Minimum, maximum and average length of program participation
 - Case management
 - Community supervision with randomized drug testing
 - Recovery supports (e.g., education, employment, housing, peer support)
 - Family services
 - Overdose prevention and response strategies
 - Judicial supervision
 - How the project supports long-term participant success, including recovery and support network development.
- Monitoring
 - An outlined plan to track program outcomes, activities, and successes including:
 - How services will be monitored to ensure quality and effectiveness.
 - How participant access and retention data will be collected and analyzed.
- Implementation Timeline
 - Applicants must include the Timeline web-based form (in JustGrants) which should address the key steps tied to the program design outlined in this section.

For **Category 3** applicants proposing activities to broadly support ATCs include the following:

- Explain how you will help local courts implement and apply evidence-based practices in their ATC programs.
- How comprehensive data will be used to enhance the capacity and quality of ATCs statewide.
- If training implementation or expansion is planned, indicate the projected number of treatment courts to be served and cite the data source used to establish this estimate.
- Explain how access to treatment will be addressed, including clinically appropriate medications to treat SUD, as well as therapy and counseling.
- Describe how the applicant will support the provision of coordinated recovery support services such as transitional housing, peer support, and family related services, if relevant.

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

- A short description of the applicant's capacity to deliver the proposed project and meet the requirements of the award, including collecting and reporting the required performance measure data. Who will be responsible for this task, and how will the applicant collect the data? Refer to [Program Description: Performance Measures](#) for additional details on performance measures for this funding opportunity.
- A description of projects or activities the applicant organization has conducted, or is currently conducting, that demonstrate the applicant's ability to undertake the proposed project activities.
- A summary of relevant experience of team members with key responsibilities for implementing the project. Who in the applicant's organization will staff which activities and describe the roles for key staff.
- Identify personnel other than team members who are critical to the program's success and discuss their roles, responsibilities, and qualifications.
- If the applicant plans to use subrecipient to help conduct the project, please name them (if they are known) or describe how the applicant will identify them. Please describe their role in conducting project activities. This should align with Memoranda of Understanding (MOUs) and/or letters of support for this project.
- If there are other partners who will help conduct the project, please name them (if they are known) or describe how the applicant will identify them. Please describe their role in conducting project activities. This should align with MOUs and/or letters of support for this project.

5. Sustainability: This proposal should not assume that continued or additional funding is available after this award period. Please include a sustainability strategy that identifies state, local, or other possible funding or resource support.

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

Budget and Associated Documentation: Budget Detail Form

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

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

Examples of Allowable Use of Funds

Applicants may apply for funding to include the following:

- **Court Operations and Services:** Administrative, management, and operational activities that support court management and court administration.
- **Equipment and Supplies:** Computer hardware and software for internet access and email capability.
 - Data management systems for record keeping and case management.
 - Cell phones, telephones, pagers, printers, and copiers as needed for program implementation.
 - Office supplies, postage, and other necessary program and outreach supplies.
 - Urine screen analysis supplies and equipment.
 - Overdose prevention supplies.
- **Enhance Capacity to Expand Treatment Services** Implementation of resources to improve or expand the treatment court and or criminal justice personnel, substance use and mental health providers, peer recovery experts, and those providing other recovery support or treatment court staffing and coordination. This can include building the expertise of probation officers, case managers, clinicians, prosecutors, defense attorneys, and judges about substance use and mental health disorders. Operational treatment courts can utilize funding to expand and enhance their court by:
 - Scaling up its existing court program's capacity.
 - Providing access to or enhance treatment capacity or other critical support services.
 - Enhancing court operations.
 - Expanding or enhancing court services.
 - Building or enhancing collection and use of key treatment court operation and outcome data.
 - Improving the quality and/or intensity of services based on needs assessments.
- **Training and Travel:** Off-site specific training for identified program staff to improve or develop skills in the areas related to operating a treatment court. Use of award funds for off-site training, meetings, or conference attendance is allowable and should be planned in alignment with the goals of the ATC program. If applicants choose to allocate funds for training and travel, all expenses must be reasonable, necessary, and compliant with applicable federal regulations, as outlined in the [Application Resource Guide](#).

Applicants may include estimated costs for travel and accommodations for up to three core team members under Category 1, and up to eight core team members under Categories 2 and 3, to attend up to two conferences or trainings annually.

Applicants may propose specific training opportunities in the application; however, final approval of training selections will occur post-award, and BJA may also recommend additional relevant events. All training and travel costs must be detailed and itemized—including airfare, lodging, per diem, registration, and related expenses—and should reflect prudent use of funds.

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

Costs Associated With Language Assistance and Access: If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable in specific grant programs. Costs to provide reasonable accommodation and facilitate language access for individuals who are deaf or hard of hearing may also be allowable in specific grant programs. See the [Application Resource Guide](#) for information on costs associated with language assistance.

Examples of Unallowable Use of Funds

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

- Prizes
- Rewards
- Entertainment
- Trinkets
- Any other monetary incentives, including client stipends, gift cards, vehicle purchases, or food and beverages. All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.
- Land acquisition
- Compensation of federal employees
- Travel of Department of Justice (DOJ) employees

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

Budget and Associated Documentation: Budget/Financial Attachments

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

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary for the operation of the organization and the performance of the project.

Examples of costs usually treated as indirect include those incurred for operation and maintenance of offices or workspaces and salaries of administrative or support staff. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III–VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. See the [DOJ Grants Financial Guide](#) and the [OJP Grant Application Resource Guide](#) for additional information on indirect cost rate agreements.

Consultant Rate (if applicable): OJP has established maximum rates for consultants; see the “Listing of Costs Requiring Prior Approval” section of the [DOJ Grants Financial Guide](#) for more information. If an applicant proposes a rate for a consultant on their project that is higher than

the established maximum rate and receives an award, then the award recipient must submit a document requesting approval for the rate and cannot incur costs at the higher rate without prior OJP approval. The award recipient must provide justification for why the proposed rate is higher than the established maximum rate, such as why the rate is reasonable and consistent with that paid for similar services in the marketplace.

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

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

Memorandum of Understanding (MOU) (Categories 1 & 2)

Applicants who are required to provide MOUs should document and describe the role of key partners, including subrecipients, in the MOU. For each named partner involved in the project (whether as a subrecipient that will receive federal funds to carry out part of the federal award, or otherwise), applicants should include a signed Memorandum of Understanding (MOU) that confirms the partner's agreement to support the project through commitments of staff time, space, services, or other project needs. MOUs demonstrate the commitment of partner organizations to participate in the project. An MOU is a formalized commitment of staff and/or resources that is signed by authorized representatives of both partner organizations. The MOU must address the overall objectives of the treatment court program.

Each MOU should include the following:

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

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

Additional Application Components

The applicant should attach the additional requested documentation listed below in JustGrants.

- **Curriculum Vitae or Resumes:** Provide resumes of key personnel who will work on the proposed project or a description of the experience and skills of key personnel necessary to implement the project.
- **Tribal Authorizing Resolution (if applicable):** An application in response to this NOFO may require inclusion of tribal authorizing documentation as an attachment. If applicable, the applicant will upload the tribal authorizing documentation as an attachment in JustGrants. See the [Application Resource Guide](#) for information on Tribal authorizing resolutions.
- **Research and Evaluation Independence and Integrity Statement:** If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will upload documentation of its research and evaluation independence and integrity as an attachment in JustGrants. For additional information, see the [Application Resource Guide](#).
- **Letters of Support (LOS):** Given the collaborative nature of these projects, letters of support are encouraged to document support from key partners. Also note the guidance below on recommended LOS related to state support.

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

Each letter of support may include descriptions of the following:

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

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

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

- **State Substance Abuse Agency Director or Designee Letter:** Nontribal applicants are encouraged to include a letter from the state substance abuse (SSA) director or designated representative in support of the application and include confirmation that the proposal conforms to the framework of the state strategy of substance abuse treatment.

Applicants will submit the letter by uploading it as an attachment in JustGrants. A listing of SSAs can be found at <https://nasadad.org/ssa-web-sites/>.

- **Application Goals, Objectives, Deliverables, and Timeline Web-based Form:** A timeline is required and must outline when the objectives will be met during the program period. It must summarize the major activities, responsible parties, and expected completion dates for the principal tasks required to plan and/or implement and manage the treatment court program. Applicants must indicate the number of program participants to be served each quarter to demonstrate how they will reach the target number of participants to be served before the end of the grant period.
- **Subaward Management Plan (Category 3):** Applicants whose budgets include subawards are required to submit as an attachment their written policies and procedures for administering subawards, including:
 - A detailed description of the formal selection process, including information on the applicant's process for requesting proposals (e.g., posting a notice on its website, invitations via email or traditional mail, advertisements); reaching out to stakeholders, including via webinars; receiving applications and processing them; conducting programmatic and financial reviews of the applications; evaluating and scoring applications, including the criteria used; and award notification.
 - A description for monitoring subrecipients that, at a minimum, must include a plan for (1) reviewing financial and performance reports submitted by the subrecipients; (2) following up to ensure subrecipients act to address deficiencies found through audits, onsite reviews, and other means; and (3) issuing a management decision based on the audit findings that pertain to the subaward.
 - A separate attachment of the written policies and procedures in place for statewide applicants administering subawards to help launch a new ATC and/or scale up an existing ATC.

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

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

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

Lobbying means (for this requirement) influencing or attempting to influence an officer or

employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress. See 31 U.S.C. § 1352; 28 C.F.R. part 69. Note: Most applicants do not engage in activities that trigger this disclosure requirement.

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

Disclosure of Duplication in Cost Items: To ensure funding coordination across grantmaking agencies, and to avoid unnecessary or inappropriate duplication of grant funding, the applicant must disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds, for the same project and the same budget items included in this proposal. Complete the JustGrants Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

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

DOJ Certifications: Review the DOJ document [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Coordination with Affected Agencies](#). An applicant must review and sign the certification document in JustGrants. See the [Application Resource Guide](#) for more information.

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

Submission Dates & Times

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

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

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

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

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

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

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

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

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

- 2. If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at OJP.ResponseCenter@usdoj.gov within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. The applicant's request will need to include:**
 - A description of the technical difficulties experienced (provide screenshots if applicable).
 - A timeline of the applicant's submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit, and date and time support representatives responded).
 - An attachment of the complete grant application and all the required documentation and materials (this serves as a "manual" submission of the application).
 - The applicant's unique entity identifier (UEI).
 - Any SAM.gov, Grants.gov, and JustGrants Service Desk tracking/ticket numbers documenting the technical issue.
- 3. If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at OJP.ResponseCenter@usdoj.gov within 24 hours of the JustGrants deadline to request approval to submit after the deadline. See step 2 for the list of information the applicant must provide as part of its request.**

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

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



APPLICATION REVIEW

Responsiveness (Basic Minimum Requirements) Review

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

- The application is submitted by an eligible applicant.
- The requested award amount does not exceed the award ceiling.
- The application is responsive to the scope of the NOFO.
- The following application elements are included:
 - SF-424 (Grants.gov)
 - Proposal Abstract
 - Proposal Narrative (JustGrants)
 - Application Goals, Objectives, Deliverables, and Timeline web-based form
 - Budget detail form, which includes the budget items, their calculations, and explanation (JustGrants)
 - Fiscal Agent MOU must be included for government/other entities applying on behalf of the agency operating the treatment court.
 - Subaward Management Plan (for applicable Category 3 statewide applicants) if budget includes subawards

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

Merit Review Criteria

Peer Review Criteria

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

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

Programmatic and Financial Review Criteria

After the peer review, applications undergo additional programmatic and financial reviews. OJP staff may reach out to applicants during the programmatic or financial review if a submitted form

is incomplete or needs to be updated. Note that OJP staff are not authorized to provide information on peer review scores or comment on programmatic, risk, or budget/financial reviews while the merit review is in progress.

In addition to BMR and peer review criteria, other important considerations for OJP include geographic coverage, strategic priorities, available funding, past performance, fidelity to the evidence-based practice, and the extent to which the budget detail form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles. If cost sharing/match is not required for this opportunity, applicants will not receive higher consideration by proposing a voluntary match contribution in their budget.

Risk Review

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

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

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

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

Selection Process

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



AWARD NOTICES

Federal Award Notices

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

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

Future Funding Opportunities

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

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



POST-AWARD REQUIREMENTS AND ADMINISTRATION

Reporting

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

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

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

Performance Measure Reporting

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

Program- and Award-Specific Award Conditions

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

Administrative, National Policy, and Other Legal Requirements

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

Civil Rights Compliance

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit the award recipient from discriminating on the basis of race, color, national origin, sex, religion, or disability in how it delivers its program's services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include, but are not limited to, Title VI of the Civil Rights Act of 1964, the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968, and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail on OJP's [Legal Overview—FY 2025 Awards](#) webpage under the

“Civil Rights Requirements” section. Additional resources are available from the [OJP Office for Civil Rights](#).

Compliance with Federal civil rights and nondiscrimination laws is material to the government’s decision to make any award and payment under this program, including for purposes of the False Claims Act, and each recipient will be required to certify (in its acceptance of the conditions of the award) that it does not operate any programs (including any such programs having components relating to diversity, equity, and inclusion) that violate any applicable Federal civil rights or nondiscrimination laws.

See OJP’s [Partnerships with Faith-Based and Other Neighborhood Organizations webpage](#) for specific information for faith-based organizations applying under this NOFO.

Financial Management and System of Internal Controls

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

Information Technology Security Clauses

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

Other Reporting Requirements

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

If a recipient’s award includes a federal share of more than \$500,000 over the period of performance of the award, then the award (per 2 C.F.R. 200.113) will include a condition that may require the recipient to report and maintain certain information (relating to certain criminal, civil, and administrative proceedings) in SAM.gov. See the [Reporting Requirements page](#) for more information.



OTHER INFORMATION

Information Regarding Potential Evaluation of Programs and Activities

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

Freedom of Information and Privacy Act

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

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

Provide Feedback to OJP

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



APPLICATION CHECKLIST

BJA FY25 Adult Treatment Court Program

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

SAM.gov Registration/Renewal

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

Grants.gov Registration

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

Grants.gov Opportunity Search

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s).
- Select the correct Competition ID.
- Access the funding opportunity and application package (see Step 7 under [“OJP Application Submission Steps”](#) in the [Application Resource Guide](#)).
- Sign up for Grants.gov email notifications (optional) (see [Application Resource Guide](#)).

Funding Opportunity Review and Project Planning

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

Submission Step 1: Grants.gov

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

- Complete and submit the SF-424 by the deadline.
- Confirm Section 8F of the SF-424 lists the name and contact information of the individual

who will complete the application in JustGrants.

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

Submission Step 2: JustGrants

- Complete the following information:
 - Entity and User Verification (first-time applicants)
 - Standard Applicant Information
 - Proposal Abstract*
 - Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))
 - Agency Funding Priorities Inventory
 - Agency Funding Priorities Inventory – Ending Crime and Disorder (Funding Priority Inventory 3)
- Upload the Proposal Narrative.*
- Complete the budget detail form.*
- Upload other budget/financial attachments, as applicable.
- Upload additional application components, as applicable.
 - Application Goals, Objectives, Deliverables, and Timeline web-based form*
 - Subaward Management Plan (for applicable Category 3 statewide applicants)
- Upload MOU, if applicable*
 - A Fiscal Agent MOU must be included for government/other entities applying on behalf of the agency operating the treatment court.
- Complete the required disclosures and assurances:
 - Disclosure of Lobbying Activities and submission of SF-LLL, if prompted by the system
 - Disclosure of Duplication in Cost Items
 - DOJ Certified Standard Assurances
 - Applicant Disclosure and Justification – DOJ High-Risk Grantees
- Complete the required DOJ Certification on Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Coordination with Affected Agencies.

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

JustGrants Review, Certification, and Application Submission

- Address any validation errors displayed on screen after attempted submission, then return to the “Certify and Submit” screen to submit the application.
- Note the confirmation message at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.
- If you do not receive an application submission confirmation email or validation from JustGrants, or if you receive an error notification, please contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. See the [Application Resource Guide](#) for additional information.