

# Current Funding Opportunities for Healing to Wellness Courts

## FY2014 CTAS Purpose Area #3

February 18, 2013

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West Hollywood, CA 90046

[www.tlpi.org](http://www.tlpi.org)

[www.WellnessCourts.org](http://www.WellnessCourts.org)

**FY 2014 CTAS RFP Due: March 24, 2014**

## Presenters

- **Jerry Gardner**, *Executive Director*, Tribal Law and Policy Institute
- **Lauren van Schilfgaarde**, *Tribal Law Specialist*, Tribal Law and Policy Institute
- **Trish Thackston**, *Policy Advisor*, Bureau of Justice Assistance, Office of Justice Programs

# Outline of Webinar Presentation

- Quick Overview of Drug Court Specific RFPs
  - FY 2014 BJA Adult Drug Courts RFP (*Due: March 18, 2014*) (*reference only*)
  - SAMHSA Treatment Drug Courts RFP (*Due March 7 and 17, 2014*) (*reference only*)
- FY 2014 CTAS (Coordinated Tribal Assistance Solicitation) RFP
  - CTAS purpose area #3 funding (BJA Tribal Court Assistance Program and Indian Alcohol and Substance Abuse Prevention Program)
- Tribal 10 Key Components
- General Grant Writing Tips
- Questions

# What this Webinar will NOT be Covering

- Full range of information and resources needed for a complete CTAS application.
  - For more CTAS resources, please see [www.justice.gov/tribal/grants.html](http://www.justice.gov/tribal/grants.html).
  - Includes extensive CTAS resources – such as CTAS Fact Sheets and FAQs
- BJA Adult Drug Court RFP (or any other drug court specific RFPs) in detail. Please see tomorrow's webinar tomorrow, February 19, 2014: *BJA and SAHMSA Drug Court Specific Funding Opportunities* at 12pm PST.
- We will also NOT be covering the 2 OJJDP CTAS Purpose Areas, including *CTAS purpose area #8 (OJJDP Juvenile Justice) and CTAS purpose area #9 (OJJDP Tribal Youth Project)*.

# BJA Adult Drug Court Discretionary Grant Program FY 2014

To *establish new* drug courts or *enhance existing* drug court services, coordination, and offender management and recovery support services.

The purpose is to provide financial and technical assistance to states, state courts, local courts, units of local government, *and Indian tribal governments* to develop and implement drug courts that effectively integrate evidenced-based substance abuse treatment, mandatory drug testing, sanctions and incentives, and transitional services in a judicially supervised court setting with jurisdiction over substance-abusing offenders.

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

Application Deadline:

**March 18, 2014** by 11:59 p.m. eastern time.

**Timothy Jeffries**, Timothy.Jeffries@usdoj.gov; (202) 616-7385

# BJA Drug Courts RFP:

## Amount and Length of Awards

- **Implementation grant** maximum of **\$350,000** with **36 month** project period – available to jurisdictions with a substantial amount of planning completed, but not yet operational.
- **Enhancement grant** maximum of **\$200,000** with a project period of **24 months** – available to jurisdictions that have been operational at least one year and are planning to address one or more of the following: (1) expand the number of participants (2) expand the target populations, (3) enhance court operations, (4) enhance court and/or supervision services, and (5) enhance recovery support services.
- **Tribal Grants:** In recent years, BJA has funded a small number of tribes (there have been 5-6 tribal awards most prior years, but there was only 1 tribal award in FY 2012 and 3 tribal awards in FY 2013).

# SAMHSA – Treatment Drug Courts

- TI-14-003: Grants to Expand Substance Abuse Treatment Capacity in Adult Tribal Healing to Wellness Courts and Juvenile Drug Courts (**SAMHSA Treatment Drug Courts**) – *Due March 17, 2014*
- SM-14-003: Planning and Developing Infrastructure to Improve the Mental Health and Wellness of Children, Youth, and Families in American Indian/Alaska Natives (AI/AN) Communities (**Circles of Care VI**) – *Due March 7, 2014*

Please note that these RFPs – when available – are highly competitive grants with only a few grant awards annually.

Please note that in prior years:

1. There have been approximately 10 BJA awards and 10 SAMHSA awards.
2. BJA awards have been up to \$300,000 for 3 years, but match required.
3. SAMHSA awards have been up to **\$325,000 per year for each year of 3 year grant** with no match required.
4. It is a complex treatment-focused RFP restricted to OPERATIONAL adult criminal courts or family/child dependency courts.

# CTAS

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# CTAS (Coordinated Tribal Assistance Solicitation)

The Department of Justice launched CTAS in Fiscal Year 2010 in response to concerns raised by Tribal leaders about the Department's grant process that did not provide the flexibility tribes needed to address their criminal justice and public safety needs.

Through CTAS, federally-recognized Tribes and Tribal consortia submit a single application for most of DOJ's Tribal grant programs. DOJ designed this comprehensive approach to save time and resources and allow tribes and the Department to gain a better understanding of the Tribes' overall public safety needs.

For more information on CTAS – see [www.justice.gov/tribal](http://www.justice.gov/tribal) and [www.justice.gov/tribal/open-sol.html](http://www.justice.gov/tribal/open-sol.html)

Application Due Date:

**March 24, 2014**

# CTAS: What is New in FY 2014

- The solicitation and application process is beginning earlier in the funding cycle by opening in mid-December, 2013.
- The question-and-answer templates have been updated.
- The strategic planning program has been expanded, with an opportunity to request additional funding in FY 2015, with the submission of an approved strategic plan.
- The removal of funding for planning and NEW construction projects for juvenile justice facilities under Purpose Area 4 (renovation only).
- Update to ALL Purpose Areas to allow for special domestic violence criminal jurisdiction over non-Indians under VAWA.

# CTAS: Application Timeline

## ❑ Solicitation:

- ❑ Opened December 16, 2013
- ❑ ***Closes March 24, 2014 (7pm Eastern)***
- ❑ For applicants without Internet access who cannot submit an application electronically to DOJ's Grant Management System, please contact the Response Center at 1.800.421.6770 no later than February 24, 2014 to request instructions on how to submit an application by alternative means.
- ❑ DOJ expects to award grants no later than September 30, 2014

# CTAS: Application Timeline

## FY 2014 CTAS Purpose Areas

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### FY 2014 Coordinated Tribal Assistance Solicitation Purpose Areas

1. Public Safety and Community Policing (COPS Tribal Hiring Grant Program and Tribal Resources Grant Equipment/Training)
  2. Comprehensive Tribal Justice System Strategic Planning (BJA, COPS, OJJDP, OVW, and OVC)
  - 3. Justice Systems, and Alcohol and Substance Abuse (BJA—Tribal Courts Assistance Program and Indian Alcohol and Substance Abuse Prevention Program)**
  4. Corrections and Correctional Alternatives (BJA—Tribal Justice Systems Infrastructure Program)
  5. OVW—Violence Against Women Tribal Governments Program (TGP)
  6. Victims of Crime (OVC—Children’s Justice Act Partnerships for Indian Communities)
  7. Victims of Crime (OVC—Comprehensive Tribal Victim Assistance Program)
  - 8. Juvenile Justice (OJJDP—Tribal Juvenile Accountability Discretionary Grant Program)**
  - 9. Tribal Youth Program (OJJDP—Tribal Youth Program – TYP)**
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# CTAS: Peer Review Selection Process

- **Tribal Community & Justice Profile (30%)** (changed from 40%)
  - Executive Summary
  - Tribal Narrative Profile
- **Purpose Area Narrative (50%)** (*primary focus of this webinar*)  
(changed from 40%)
- **Budget Detail Worksheet & Narrative, including Demographic Form (15%)**
- **Project/Program Timeline (5%)**
- **Other Docs:**
  - Tribal Authority to Apply Documentation
  - Indirect Cost Rate Agreement (if applicable)
  - Other Attachments (as needed)

# CTAS: Education, Outreach Training & Technical Assistance

- Visit DOJ's dedicated CTAS website for up-to-date information:

[www.justice.gov/tribal](http://www.justice.gov/tribal)

- Teleconferences and Webinars are being scheduled
- Fact Sheets and Frequently Asked Questions are available on the website.

## Possible Approach/Process

- **Step #1:** *relevant section from “Purpose Areas – Specific Information” section of Solicitation/RFP (pages 9-31 of CTAS RFP)*
- **Step #2:** *relevant section from “Amount and Length of Awards” section of RFP (pages 31-33 of CTAS RFP)*
- **Step #3:** *relevant section from “Performance Measures” section of RFP (pages 34-37 of CTAS RFP)*
- **Step #4:** *relevant Purpose Area Narrative Questions section (See online CTAS Site for example, but need to download from GMS)*
- **Step #5:** *relevant Purpose Area specific FAQs from FAQs (See online CTAS Site for example, but need to download from GMS)*

# While planning and before submitting...

- If you are working on your application and you make a **single** file made up of separate attachments-DO NOT submit it to DOJ this way.
- It is very important to use **separate attachments** of documents when submitting your application to DOJ.
- Clearly label each attachment
- Combine related attachments such as resumes so peer reviewers are not overwhelmed with multiple attachments



# Resources

<http://www.justice.gov/tribal/open-sol.html>

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## OPEN SOLICITATIONS

[Consolidated Tribal Assistance Program \(CTAS\) | Additional Grant Opportunities](#)

### COORDINATED TRIBAL ASSISTANCE SOLICITATION (CTAS)

The U.S. Department of Justice is pleased to announce that it is seeking applications for funding to improve public safety and victim services in Tribal communities. This solicitation provides federally-recognized Tribes and Tribal consortia an opportunity to develop a comprehensive and coordinated approach to public safety and victimization issues and to apply for funding. DOJ's existing Tribal government-specific programs are included in, and available through, this single [Coordinated Tribal Assistance Solicitation](#). The application deadline is 7:00 p.m. ET on Monday, March 24, 2014.

[FY 2014 CTAS Fact Sheet](#)

The Department's Tribal government-specific competitive grant programs outlined in this solicitation are referred to as Purpose Areas. Applicants may apply for funding under the Purpose Area(s) that best addresses Tribes' concerns related to public safety, criminal and juvenile justice, and the needs of victims/survivors of domestic violence, sexual assault, and other forms of violence. Below is a snapshot of the Purpose Areas. See detailed information for each Purpose Area in Part F of the solicitation:

1. Public Safety and Community Policing (COPS)
2. Comprehensive Tribal Justice Systems Strategic Planning (BJA)
3. Justice Systems, and Alcohol and Substance Abuse (BJA)
4. Corrections and Correctional Alternatives (BJA)
5. Violence Against Women Tribal Governments Program (OVW)
6. Children's Justice Act Partnerships for Indian Communities (OVC)
7. Comprehensive Tribal Victim Assistance Program (OVC)
8. Juvenile Justice (OJJDP)
9. Tribal Youth Program (OJJDP)

[CTAS Supplemental Materials](#)

# Resources

<http://www.justice.gov/tribal/open-sol.html>

## CTAS Supplemental Materials

- 1. Frequently Asked Questions
2. Additional Requirements
- 3. Sample Executive Summary Template
- 4. Sample Tribal Narrative Template
5. Sample COPS Purpose Area 1 Template
6. Sample BJA Purpose Area 2 Template
- 7. Sample BJA Purpose Area 3 Template
8. Sample BJA Purpose Area 4 Template
9. Sample OVW Purpose Area 5 Template
10. Sample OVC Purpose Area 6 Template
11. Sample OVC Purpose Area 7 Template
12. Sample OJJDP Purpose Area 8 Template
13. Sample OJJDP Purpose Area 9 Template
- 14. Sample Timeline
- 15. Sample Demographics Form and Budget Worksheet

# Tribal Community and Justice Profile

## Part A: Executive Summary

### Tribal Community and Justice Profile Part A: Executive Summary (5%)

Applicant Name: \_\_\_\_\_

**Strategy:** The Tribe proposes to utilize the following Purpose Areas to address a collaborative response as follows:

- 1-2 pages
- Identify problems; strategy to address problems; and the Purpose Areas being requested

Problem	Strategy to Address the Problem	Purpose Area(s) Addressing the Problem
<b>EXAMPLE</b> Need to provide better services for tribal youth returning to the Reservation from a correctional setting or residential treatment.	<b>EXAMPLE</b> Provide community-based juvenile delinquency prevention services and juvenile probation services	<b>EXAMPLE</b> PA #8 -Tribal Youth Program and PA #3- Justice Systems and Alcohol and Substance Abuse Program

# Tribal Community and Justice Profile

## Part B: Tribal Narrative Profile

Tribal Community and Justice Profile Part B: Tribal Narrative Profile

Applicant Name: \_\_\_\_\_

### Tribal Narrative Profile (25%)

You may enter as much text, or as little, as needed to fully describe the community as long as the total number of pages for the entire Tribal Narrative Profile does not exceed 15 pages. Remember that the individuals reviewing the application may not be familiar with the community, so descriptions should be as clear and detailed as possible. Be sure that every question is answered. If there are questions that you are unable to answer, provide an explanation as to why the information is unavailable.

- Describe the community's
  - Strengths
  - Resources
  - Challenges
  - Needs
- 15 pages
- Readers may not be familiar with community
- Each question should be answered, even if it's reason why question cannot be answered

1. Describe the general form of your Tribal government.
2. Briefly describe the Tribal justice system including prevention and/or intervention initiatives for members at-risk of involvement or already involved in the justice system (youth/adult); Law enforcement, including any cross-jurisdictional agreements; Courts; Alternative dispute resolution; Corrections, including juvenile detention facilities; Services for victims/survivors of crime (e.g., violent crime, drug-related crime, child abuse, elder abuse, domestic violence, sexual assault, dating violence, and stalking); Tribal reentry programs; Sex offender registry obligations. If services are not available within the Tribe, please describe how they are accessed or provided.
3. Describe the significant Tribal justice, community safety, juvenile delinquency, and victimization issues (e.g., child abuse, elder abuse, domestic violence, sexual assault, dating violence, and stalking) facing the Tribal Nation and explain why these issues are the most pressing. *Ensure that the problems described are connected to the Purpose Area(s) for which the Tribe is applying. For example, if the Tribe is applying for Purpose Area #1 (COPS Tribal Hiring Grant Program and Tribal Resources Grant Equipment/Training), the Tribe should discuss law enforcement related issues. If the Tribe is applying for multiple Purpose Areas, all of the relevant issues should be identified in this portion of the profile.*
4. Describe current and future plans to comprehensively address the Tribe's public safety, criminal and juvenile justice, or victimization issues (e.g., violent crime, drug-related crime, child abuse, elder abuse, domestic violence, sexual assault, dating violence, and stalking).
5. Discuss any additional information about your Tribe that would be important in the understanding and evaluating your application.

The Tribal Community and Justice Profile will be rated based on the following criteria:

- The extent to which the application fully responds to the requested information
- The need for funding as described in the Tribal Community & Justice Profile

# CTAS Purpose Area #3:

## Justice Systems and Alcohol and Substance Abuse (BJA)

### Purpose Areas #3:

#### Justice Systems, and Alcohol and Substance Abuse

- Tribal Courts Assistance Program (TCAP)
- Indian Alcohol and Substance Abuse Prevention Program (IASA)

Purpose Area	Estimated Amount of Funding Available	Estimated Number of Awards to be made; Estimated Award Amounts	Length of Award
3) Justice Systems and Alcohol and Substance Abuse (BJA)	16.8 million	Approximately 20-30 awards; Approximately \$250,000-\$750,000 per award.	3 years

- Last Year: 124 applications were received, 30 awards were made

*BJA Point of Contact:*

**Trish Thackston:** (202) 307-0581 [m.patricia.thackston@usdoj.gov](mailto:m.patricia.thackston@usdoj.gov)

# CTAS Goals and Objectives

## Justice Systems and Alcohol and Substance Abuse (BJA)

- To develop, enhance, and continue Tribal justice systems including: alcohol and substance abuse prevention, law enforcement, pretrial services, risk and needs assessment development and implementation, diversion programming, tribal court services, **healing to wellness courts**, intervention and/or treatment, detention programming, community corrections, reentry planning and programming, justice system infrastructure enhancement, justice system information sharing, etc.
- To respond to and prevent alcohol- and substance abuse-related crimes.
- To implement enhanced authorities and provisions under the Tribal Law and Order Act and the Violence Against Women Reauthorization Act of 2013.
- To develop, implement, and enhance substance abuse prevention and treatment programs including those that prevent and address the needs of drug-endangered children.
- To engage in comprehensive strategic planning to improve Tribal justice and community safety as it relates to Tribal courts and alcohol and substance abuse.

# CTAS Purpose Area #3 Narrative Template

Applicant Name:

Purpose Area #3 Justice Systems, and Alcohol and Substance Abuse (BJA)

## Narrative

Purpose Area #3 Narrative (15-page limit including template text; answers should be double-spaced)

1. Identify one or more of the crime and public safety problems described in the Tribal Community and Justice Profile that the Tribe plans to address through the proposed grant funding, and describe the problem(s) with as much additional detail, including data, as necessary to clearly describe the nature and extent of the problem(s).
2. Describe current or previous efforts, if any, to address the problem(s) identified in question #1, and state whether they were effective.
3. Describe any current gaps in services related to the problem(s) identified in items #1 and #2 that will be addressed through this grant application.
4. Explain how your Tribe identified and prioritized the problem(s) described above to be addressed through this grant funding.
5. Describe how the proposed grant-funded program will address the identified problems.
6. For each identified problem in item #1, identify the specific goals and objectives of the proposal that will be accomplished in 36 months. Provide details about the specific tasks and activities necessary to accomplish each goal and objective.
7. Describe the management structure, staffing, and in-house or contracted capacity to complete each of the proposed projects, and any organizational changes that may result if funding is awarded. Include detailed information about existing resources within the Tribe and the community that will help make this project a success.
8. Identify current government and community initiatives that complement or coordinate with the proposal and any partnerships that will be created or enhanced as a result of funding. Describe the roles of each identified partner. *Examples may be advisory boards, Tribal leaders, nonprofits, private organizations, and regional relationships, etc.*
9. Describe how the applicant will know if the program works and how success will be determined and measured. Describe how data will be collected and assessed to measure the impact of proposed efforts.
  - i. What will be measured?
  - ii. How will data be collected?
  - iii. Who is responsible for collecting the data?
  - iv. How is success defined?



# CTAS Purpose Area #3 Narrative Template

Applicant Name:

Purpose Area #3 Justice Systems, and Alcohol and Substance Abuse (BJA)

10. **Describe how evaluation, collaborative partnerships, or other methods will be used to leverage ongoing resources and facilitate a long-term strategy to sustain the project when the federal grant ends.**
  - a. **Describe any challenges you anticipate in sustaining the program beyond the grant funding.**
11. **Address the Tribe's need for financial assistance and the inability of the agency to implement the proposed plan without federal funding. This should be linked to the issues identified in the Tribal Narrative Profile.**
12. **If you are requesting funding in multiple Purpose Areas, is the receipt of BJA Purpose Area #3 funding required for the implementation of any other Purpose Area being requested? If so, explain.** *Examples of this may be requesting an officer from BJA Purpose Area #3 and equipment for that officer from COPS Purpose Area #1.*



# CTAS Purpose Area #3 Narrative

- Applicants must submit a separate narrative for each Purpose Area.
- Template questions cover
  - Problem identification and problem solving strategy
  - Project/program design and implementation
  - Capabilities and competencies
  - Impact/outcomes and evaluation/plan for collecting data for performance measures, as applicable
- Each Purpose Area has a unique template
- 15 pages

# What is a Drug Court?

## From BJA Drug Court RFP:

Drug courts are part of the larger universe of problem-solving courts, and have been demonstrated (where implemented in an evidence-based manner) to reduce recidivism and substance abuse among high-risk substance abusing offenders and increase their likelihood of successful rehabilitation through:

- early, continuous, and intense treatment,
- close judicial supervision and involvement (including judicial interaction with participants and frequent status hearings),
- mandatory and random drug testing,
- community supervision,
- appropriate incentives and sanctions, and
- recovery support aftercare services.

# What is a Healing to Wellness Court? From BJA Drug Court RFP:

- The Tribal Healing to Wellness Court program designs must function in accordance with the tribal specific key components – see [\*Tribal Healing to Wellness Courts: The Key Components publication\*](#)

[www.ncjrs.gov/pdffiles1/bja/188154.pdf](http://www.ncjrs.gov/pdffiles1/bja/188154.pdf)

- Please review the Adult Drug Court Program evaluation, logic model, and performance measures and describe how these goals and objectives will be met in your program. Review this material at:  
<http://www.nij.gov/topics/courts/drug-courts/madce.htm>

# Tribal Ten Key Components

- **Key Component 1**-Tribal Healing to Wellness Courts bring together community-healing resources with the tribal justice process, using a team approach to achieve the physical and spiritual healing of the participant and the well-being of the community.
- **Key Component 2**-Participants enter the wellness court program through various referral points and legal procedures while protecting their due process rights.

# Tribal Ten Key Components

- **Key Component 3**-Eligible substance abuse offenders are identified early through legal and clinical screening for eligibility and are promptly placed in the Tribal Healing to Wellness Program.
- **Key Component 4**-Tribal Healing to Wellness Programs provide access to holistic, structured and phased, substance abuse treatment and rehabilitation services that incorporate culture and tradition.
- **Key Component 5**-Participants are monitored through intensive supervision that includes frequent and random testing for alcohol and other substance use.

# Tribal Ten Key Components

- **Key Component 6**-Progressive consequences (or sanctions) and rewards (or incentives) are used to encourage participant compliance with program requirements.
- **Key Component 7**-Ongoing judicial interaction with each participant and judicial involvement in team staffing is essential.

# Tribal Ten Key Components

- **Key Component 8**-Monitoring and evaluation measure the achievement of program goals and gauge effectiveness to meet three purposes: providing information to improve the Healing to Wellness process; overseeing participant progress; and preparing evaluative information for interested community groups and funding sources.
- **Key Component 9**-Continuing interdisciplinary education promotes effective wellness court planning, implementation, and operation.
- **Key Component 10**-The development of ongoing communication, coordination, and cooperation among team members, the community and relevant organizations are critical for program success.

# Additional Evidenced-Based Program Principles and Key Components Info

- Quality Improvement for Drug Courts Evidence-Based Practices:  
[www.ndci.org/sites/default/files/ndci/Mono9.QualityImprovement.pdf](http://www.ndci.org/sites/default/files/ndci/Mono9.QualityImprovement.pdf)
- SAMHSA's National Registry of Evidence-Based Programs and Practices, an online registry of mental health and substance abuse interventions:  
[www.nrepp.samhsa.gov/LearnLanding.aspx](http://www.nrepp.samhsa.gov/LearnLanding.aspx)
- NIJ's Multi-site Adult Drug Court Evaluation:  
[www.nij.gov/topics/courts/drug-courts/Pages/madce.aspx#results](http://www.nij.gov/topics/courts/drug-courts/Pages/madce.aspx#results)



# 7 BJA Design Features from BJA Drug Court RFP

- **Screening and Assessment**
- **Target Population**
- **Procedural and Distributive Justice**
- **Judicial Interaction**
- **Monitoring**
- **Treatment and Other Services**
- **Relapse Prevention, Aftercare and Community Integration**

For more information:

<http://www.research2practice.org/index.html>

# CTAS Performance Measures

## Justice Systems and Alcohol and Substance Abuse

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, and the GPRA Modernization Act of 2010, P.L. 111-352, applicants who receive funding under this solicitation **must provide data that measure the results of their work.**

For each applicable Purpose Area, sample performance measures and required data are listed. The listed measures and data are not exhaustive, but are intended to provide applicants with insight into the measures and data on which they will be expected to report.

# CTAS Performance Measures

## Justice Systems and Alcohol and Substance Abuse

### **Submission of performance measures data is not required for the application.**

Performance measures are included as an alert that successful applicants will be required to submit specific data to DOJ as part of their reporting requirements after an award is made. Grantees will be required to provide the data requested in the “Sample Data Grantee Must Provide” column for each applicable objective so that DOJ can calculate values for the “Sample Performance 31 Measure(s)” column. Additional performance measures may be developed and required, specific and complementary to each awarded program. After awards are made, DOJ staff will provide additional information about how data should be collected and reported.

# CTAS Performance Measures

## Justice Systems and Alcohol and Substance Abuse

Objective	Sample Performance Measure(s)	Sample Data Grantee Must Provide
<p>Purpose Area #3: Justice systems and alcohol and substance abuse (BJA)</p>	<p>Percent increase in the number of cases handled by Tribal Courts</p> <p>Number of full-time equivalent (FTE) judicial and other court positions created or funded under the grant award</p> <p>Percent reduction in the number of arrests for crimes where alcohol or substance abuse was a factor</p> <p>Percent increase in number of individuals receiving treatment services as a result of this program.</p>	<p>Number of cases filed in the court during the prior period.</p> <p>Number of cases filed in the court during the current reporting period.</p> <p>Number of judicial and other court positions created as a result of the grant during the reporting period.</p> <p>Number of arrests for crimes where alcohol or substance abuse was a factor for the period prior to grant funding.</p> <p>Number of arrests for crimes where alcohol or substance abuse was a factor for the current reporting period.</p>

# CTAS Performance Measures

## Justice Systems and Alcohol and Substance Abuse

Objective	Sample Performance Measure(s)	Sample Data Grantee Must Provide
<p>Purpose Area #3: Justice systems and alcohol and substance abuse (BJA)</p>	<p>Percent increase in number of participants at Tribal community prevention trainings.</p>	<p>Number of individuals receiving treatment services for the period prior to grant funding.</p> <p>Number of individuals receiving treatment services as a result of this program during the current reporting period.</p> <p>Number of participants at Tribal community prevention trainings during the period prior to grant funding.</p> <p>Number of participants at Tribal community prevention trainings during the current reporting period.</p>

## Possible Additional Drug Court Specific Performance Measures from BJA Drug Court RFP

Objective	Performance Measure	Data Grantees Provide
Improve, enhance, and/or expand drug court services to reduce substance use and recidivism of drug court participants.	Percentage of participants admitted to the program	During this reporting period: A. Number of drug court participants that were admitted B. Total number of eligible drug court participants
	Percentage of participants who successfully completed the program	A. Number of participants enrolled in the program B. Number of participants who successfully completed program requirements. C. Total number of successful and unsuccessful completions.

## Possible Additional Drug Court Specific Performance Measures from BJA Drug Court RFP

Objective	Performance Measure	Data Grantees Provide
<p>Improve, enhance, and/or expand drug court services to reduce substance use and recidivism of drug court participants.</p>	<p>Percentage of participants who tested positive for illegal substance</p>	<p>A. Number of drug court participants in the program for 90 days who tested positive for the presence of an illegal substance during this reporting period.</p> <p>B. Number of drug court participants in the program for 90 days who were tested for the presence of illegal drugs during this reporting period.</p>
	<p>Percentage of program participants who recidivate while enrolled in the program</p> <p>Percentage of arrest</p> <p>Percentage of program participants who recidivate within one year after completion of the program</p>	<p>A. Number of drug court participants</p> <p>B. Number of drug court participants who recidivate while enrolled in the program.</p> <p>C. Number of drug court participants who were arrested for drug offenses.</p> <p>D. Number of drug court participants who were arrested for non-drug offenses.</p> <p>E. Number of drug court participants who were arrested for non-drug and drug offense one year after program completions.</p>

# Project/Program Timeline

## (5% of CTAS application score)

Applicants should submit a timeline or milestone chart encompassing the entire federal project period that indicates objectives and major tasks, assigns responsibility for each, and plots completion of each task by year and then by month or quarter for the duration of the award, using “Year 1,” “Month 1,” “Quarter 1,” etc., not calendar dates.

Applicants can either submit a separate Timeline for each Purpose Area or one comprehensive Timeline that covers all Purpose Areas included in the application.

The Project/Program Timeline submission will be rated on the following criteria:

- The extent to which the timeline is complete and reasonable given the activities described
- The extent to which all activities can be reasonably completed within the grant period and with the resources allocated





# Other Possible CTAS Attachments

Other attachments, as necessary, include:

- Letters of support
- Resumes of key personnel
- Job descriptions for unfilled positions
- Memoranda of Understanding

# CTAS Frequently Asked Questions:

## Justice Systems and Alcohol and Substance Abuse

### 1. What projects can be supported under Purpose Area #3?

Examples of projects that can be supported are:

- **Strategic Planning**
- **Equipment**
- **Prevention**
- **Prevention**
- **Law Enforcement**
- **Tribal Courts:** such as healing to wellness courts,
- **Treatment**
- **Risk and Needs Assessment**
- **Diversion and Alternatives to Incarceration**
- **Reentry**
- **Training:** Registration fees and lodging costs associated with training events and related to Purpose Area activities; Costs associated with obtaining expert knowledge to assist with the development/enhancement of the program, such as culturally appropriate training, technical assistance, treatment, information technology, etc.
- **Travel:** Airfare, lodging, and mileage reimbursement for meeting or training costs related to Purpose Area activities, including costs associated with DOJ-required training.

# CTAS Frequently Asked Questions:

## Justice Systems and Alcohol and Substance Abuse

**2. Can I request funding for both a Tribal court program and an alcohol and substance abuse program under purpose area #3?**

**Yes**, you may request grant funding for one or more areas of focus within this Purpose Area. This can be either one comprehensive project integrating the two areas or two distinct separate projects with separate program management depending on the needs of your Tribe. ***If you choose to request funding for two distinct programs, your application should show how the two projects are related and how, together, they will improve public safety and the overall justice system for your tribe.***

Regardless, you should still submit *\*only one\** Purpose Area narrative for purpose area 3 describing all of the programmatic activities that you are proposing under the broad area of justice systems and alcohol and substance abuse. Your narrative may encompass two different programs (e.g.: 1 court focused & 1 alcohol and substance abuse focused) but they must both be described within a single narrative.

# CTAS Frequently Asked Questions:

## Justice Systems and Alcohol and Substance Abuse

**3. Are grant deliverables subject to approval?**

Yes.

**4. Is a match required?**

No.

**5. Am I eligible to apply for Purpose Area #3 funds if I received a grant under the FY 2013 Purpose Area #3?**

Yes, grant recipients of FY 2013 CTAS funding are eligible to apply for funds under Purpose Area #3 of this solicitation

**6. Will DOJ offer any technical assistance to grant recipients under this program?**

Yes..

# CTAS Frequently Asked Questions:

## Justice Systems and Alcohol and Substance Abuse

### **7. Is it a requirement to have an advisory board?**

No. However, an advisory board is recommended.

### **8. Who should be a part of the advisory board?**

It is recommended that an advisory board consist of a minimum of seven members. The advisory board should be led by a member of the tribal council or a criminal justice partner (such as lead law enforcement official, tribal justice, lead correction official). The Co-Chair of the advisory board should be a lead representative from an alcohol, substance abuse agency or field. The advisory board should include representation from key stakeholders, and decision-makers within the Tribe. Applicants should give strong consideration to including representatives from tribal government, tribal law enforcement and tribal courts (if your Tribe has this structure), and other key partners and agencies within and outside tribal community addressing issues such as: treatment/health/mental health; adult and juvenile corrections/probation; education; economic development; social/family related services.

# CTAS Frequently Asked Questions:

## Justice Systems and Alcohol and Substance Abuse

**9. Can a Tribal government with a service population of less than 1,000 apply to plan, implement or enhance a Single Tribal Court System?**

Yes.

**10. Do Tribes have to allocate a specific amount over the project period to cover travel and other costs for attending BJA training/court-related meetings?**

You should budget for travel costs of up to two Department of Justice-sponsored grant meetings. You should estimate the costs of travel and accommodations for two staff to attend two meetings, with one trip to Washington D.C. and one in their region. The time period for each grant meeting will be approximately 3 days.

**11. If my tribe is applying for multiple areas of focus under PA #3 can we request \$ \$750,000 for each project?**

No, regardless of the number of areas of focus the recommended range for funding is \$250,000 to \$750,000 total.

# CTAS Purpose Area #8:

## Juvenile Justice (OJJDP)

### Purpose Area #8:

### Juvenile Justice (OJJDP)

Purpose Area	Estimated Amount of Funding Available	Estimated Number of Awards to be made; Estimated Award Amounts	Length of Award
8) Juvenile Justice (OJJDP)	Under \$1 million	Estimated 2-3 awards; approximately \$250,000-\$300,000 per award	3 years

#### OJJDP Points of Contact:

**Kara McDonagh:** (202) 305-1456 Kara.McDonagh@usdoj.gov

\*Specific budget requirements apply including 10% match- see pages 26 of CTAS RFP  
 \*\*Current Tribal Juvenile Accountability Discretionary Grant Program grantees are not eligible to apply.



# CTAS Project Area #9:

## Tribal Youth Program (OJJDP)

### Purpose Area #9:

#### Tribal Youth Program (OJJDP)

Purpose Area	Estimated Amount of Funding Available	Estimated Number of Awards to be Made; Estimated Award Amounts	Length of Award
9) Tribal Youth Program	\$5 million (down from \$8 million)	Estimated 10-12 awards; Approximately \$250,000-\$500,000 per award	3 years

#### OJJDP Points of Contact:

**Kara McDonagh:** (202) 305-1456 [Kara.McDonagh@usdoj.gov](mailto:Kara.McDonagh@usdoj.gov)

\*Current Tribal Youth Program grantees are not eligible to apply.

# CTAS RFP: Pros and Cons

## ***A few PROs for Tribal Healing to Wellness Court Funding under CTAS RFP:***

- More time to prepare application – the due date is not until March 24, 2014
- Tribal specific RFP/funding source
- Specific references to Tribal Healing to Wellness Courts in purpose areas #3, 8, and 9
- Peer reviewers will have tribal court specific knowledge
- Under BJA purpose area #3 (TCAP/IASAP), there is substantial funding (\$16.8 million) and many grant awards annually (approximately 20-30 awards; approximately \$250,000-\$750,000 per award; 3 year project period)
- Potentially more flexibility to design a Tribal Healing to Wellness Court to meet the specific needs of an individual community ( for example - Violent Offender Prohibition does not apply to CTAS and program design not as specifically required to adhere to the drug court key components)
- No match requirement
- Tribal Healing to Wellness Court objectives can be better incorporated into an overall tribal plan through CTAS
- Most tribes are already planning to submit CTAS proposal

# CTAS RFP: Pros and Cons

## *A few CONS for Tribal Healing to Wellness Court Funding under CTAS RFP:*

- Not a Tribal Healing to Wellness Court specific RFP/Solicitation
- Peer reviewers may not have adequate drug court specific knowledge
- Since each CTAS purpose area incorporates a very wide range of possible projects and programs in addition to Tribal Healing to Wellness Courts, there will likely be a great deal of competition with each tribe and tribal court concerning which possible programs to include in the tribe's CTAS application
- Very complex CTAS application process with many moving parts requiring substantial intra-tribal coordination especially within larger tribes
- The page and format limitations of CTAS may not provide enough space to adequately describe a project as complex as a Tribal Wellness Courts – especially if other programs are included in a tribe's specific purpose area proposal
- No guarantee that any Tribal Wellness Courts would be funded under CTAS RFP/Solicitation

# Common CTAS Problems: biggest reasons for unsuccessful CTAS applications overall

- Not responding to all of the requested information
- Failed to draw connection between pressing problems identified in the “tribal community and justice profile” and programmatic activities proposed in the “purpose area narrative.”
- Not providing the requested information in relevant section where peer reviewers could easily locate it
- Failed to draw the connection between the proposed budget and the programmatic activities requested in the “purpose area narrative.”
- Inconsistencies within proposal - different writers by section
- Did not provide specific measurable targets for performance measures

# Tips for submitting a CTAS proposal

1. **Read the Solicitation.** Read entire solicitation and follow all instructions carefully. No detail is too small and no instruction should be ignored. Be sure to respond to all questions and requirements in the solicitation.
2. **Check all of the resources available through the Online CTAS website.** Many required forms – such as the vital narrative questions by purpose area – are only available through online CTAS website.
3. **Don't wait until the deadline to apply!** Avoid connection issues with the Internet or the Grants Management System (GMS) and apply early. GMS runs slowly on the deadline day because of increased website traffic. Apply at least 72 hours before the deadline!
4. **Go back and review the “tribal community and justice profile” after completing the purpose area narratives:** Make changes as needed to ensure that the connection is clearly drawn between pressing problems identified in “tribal community and justice profile” and programmatic activities requested in “purpose area narrative.”
5. **Go back and review the budget after completing the purpose area narratives:** Make changes as needed to ensure that the connection is clearly drawn between proposed budget and programmatic activities requested in the “purpose area narrative.”

# Tips for submitting a CTAS proposal

1. **Contact the relevant agency/personnel** if you have any questions about the solicitation, eligibility or purpose areas.
2. **Submit a single application for each Tribe.** The Tribe's single application should request funding from all available DOJ Tribal government-specific grant programs, according to the Tribes' needs.
3. **Include all required documents** listed in the checklist by the deadline.
4. **Complete a budget** that justifies what the application is proposing for each Proposal Area requested.
5. **Include additional documents as required by each Purpose Area!**
6. **Follow Directions!** Pay close attention to formatting, file name, spacing, margins, and page length requirements.

# General Approach to Federal Grants

1. **Plan Ahead – *Do Not Wait until the RFP is out***
2. **Regular Annual Rhythm/Pattern for most Federal Grants**  
*(RFP in January-April with Grant Award not until September)*
3. **Contact Agency Grant Managers**
4. **Contact Tribal Technical Assistance (TA) Providers**
5. **Review Online Resources and Prior Proposals**
6. **Serve as Peer Reviewer *(or at least Mock Peer Review Exercise)***
7. **Register on Grants.gov and GMS well ahead**

## If You Have Applied Unsuccessfully:

- Always ask Agency to provide you with strengths and weaknesses comments
- Keep prior proposals & comments (*although different review panel each time*)
- Ask Agency what other services can be provided such as:
  - Training and Technical Assistance (T/TA) without grant
  - Capacity Building
  - Scholarships for Conferences/Trainings
- Ask Agency who was funded and for copies of successful applications
- Ask Agency for TA Provider contact information



# Request for Proposal (RFP)

## Questions/Issues

- Contact Agency contact person listed on RFP
- Document any information / advice from Agency (email confirmations)
- Where applicable, footnote relevant information / advice from Agency in proposal itself so that peer reviews are informed
- Ask for TA Provider contact information and contact TA Provider
- Ask for samples / templates and / or successful applications
- Ask if Agency provides TA for potential applicants
- Ask about the odds of funding by program:
  - How many usually apply
  - How many are usually funded

# Tips for Writing Grants

- **Focus on deadline and any necessary attachments** (*tribal resolutions, support letters*)
- **Focus on scoring criteria** (*think of it as a checklist because it is*)
- **Use scoring criteria as a general guide for how many pages you devote to each section**
- **Always answer every question / address every issue**
- **Use all available pages**
- **Utilize attachments if at all possible** (*timeline, support letters, etc.*)
- **Follow all format directions** (such as labeling sections/page numbering)
- **Make it easy for the reviewer to read and score**
- **Have staff internally review and score**
- **Always PDF everything**
- **Always label clearly**
- **Do something different, interesting, and replicable**

# Questions

- FY 2014 BJA Adult Drug Courts RFP (***Due: March 18, 2014***)
  - **Timothy Jeffries**, [Timothy.Jeffries@usdoj.gov](mailto:Timothy.Jeffries@usdoj.gov); (202) 616-7385
- FY 2014 CTAS RFP (***Due March 24, 2014***) BJA Purpose Area #3:
  - **Trish Thackston**: [m.patricia.thackston@usdoj.gov](mailto:m.patricia.thackston@usdoj.gov); (202) 307-0581
- FY 2014 CTAS RFP (***Due March 24, 2014***) OJJDP Purpose Areas #8 and #9:
  - **Kara McDonagh**: [Kara.McDonagh@usdoj.gov](mailto:Kara.McDonagh@usdoj.gov); (202) 305-1456
- FY 2014 SAMHSA Circles of Care VI RFP (***Due March 7, 2014***)
  - **R. Andrew Hunt**: [andreg.hunt@samhsa.hhs.gov](mailto:andreg.hunt@samhsa.hhs.gov); (240) 276-1926
- FY 2014 SAMHSA Treatment Drug Courts (***Due March 17, 2014***)
  - **Kenneth W. Robertson**: [kenneth.robertson@samhsa.hhs.gov](mailto:kenneth.robertson@samhsa.hhs.gov); (240) 276-1621

# Follow-up

For follow-up questions please contact:

**Lauren van Schilfgaarde**

Tribal Law Specialist

Tribal Law and Policy Institute

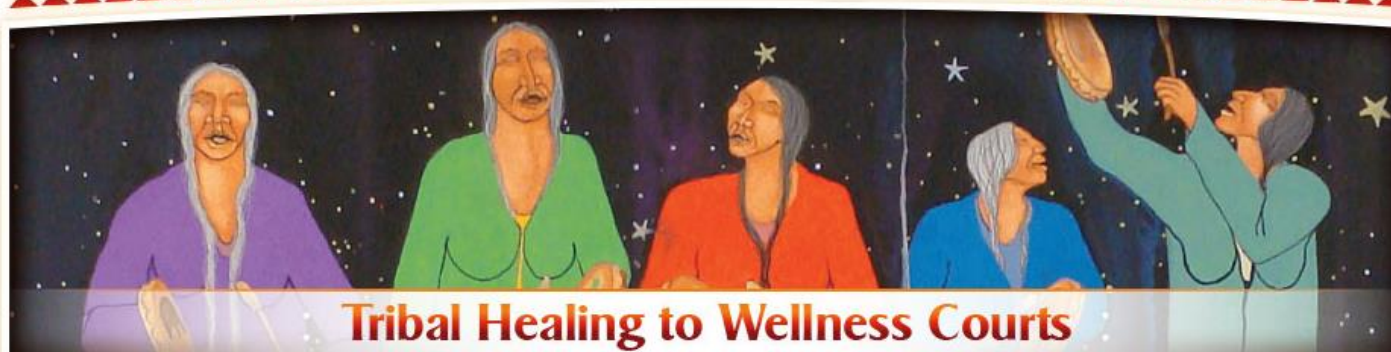
[lauren@tlpi.org](mailto:lauren@tlpi.org)

(323) 650-5467

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## Recent Webinar: Orientation to Healing to Wellness Courts

On December 18th, 2013, TLPI hosted a Webinar: Orientation to Tribal Healing to Wellness Courts

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