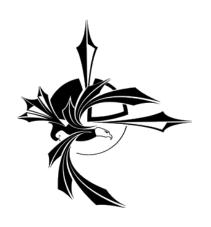
# Funding Opportunities for Healing to Wellness Courts: FY 2015 CTAS Purpose Areas #3 and #8 January 16, 2015



Tribal Law and Policy Institute 8235 Santa Monica Blvd. Ste. 211 West Hollywood, CA 90046 www.tlpi.org www.WellnessCourts.org CENTER
FOR
COURT
INNOVATION

FY 2015 CTAS RFP Due: February 24, 2015

#### **Presenters**

- Lauren van Schilfgaarde, Tribal Law Specialist, Tribal Law and Policy Institute
- Trish Thackston, Policy Advisor, Bureau of Justice Assistance, Office of Justice Programs
- Kara McDonagh, Program Specialist, Office of Juvenile Justice and Delinquency Prevention

#### **Outline of Webinar Presentation**

- Quick Overview of Drug Court Specific RFPs
  - FY 2015 BJA Adult Drug Courts RFP (Due: TBD) (reference only)
  - SAMHSA Treatment Drug Courts RFP (Due: TBD) (reference only)
- FY 2015 CTAS (Coordinated Tribal Assistance Solicitation) RFP
  - CTAS purpose area #3 (BJA Tribal Court Assistance Program and Indian Alcohol and Substance Abuse Prevention Program)
  - CTAS purpose area #8 (Juvenile Healing to Wellness Courts)
- 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.
  - Includes extensive CTAS resources such as CTAS Fact Sheets and FAQs
- BJA Adult Drug Court RFP (and other drug court specific RFPs) in detail. Please see our future webinar on BJA and SAHMSA Drug Court Specific Funding Opportunities, date TBD.

### BJA Adult Drug Court Discretionary Grant Program FY 2015

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

The purpose is to provide financial and technical assistance 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. <a href="https://www.bja.gov/funding.aspx">www.bja.gov/funding.aspx</a>

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

## BJA Drug Courts RFP: Amount and Length of Awards

- Implementation grant maximum of \$350,000 for 36 months available to jurisdictions with a substantial amount of planning completed, but not yet operational.
- Enhancement grant maximum of \$200,000 for 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 (only 1 tribal award in FY 2012, 3 tribal awards in FY 2013; and 1 tribal award in FY 2014).

### **SAMHSA – Treatment Drug Courts**

- Grants to Expand Substance Abuse Treatment Capacity in Adult Tribal Healing to Wellness Courts and Juvenile Drug Courts (SAMHSA Treatment Drug Courts)
- 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)
- Grants to Develop and Expand Behavioral Health Treatment Court Collaboratives (Adult Treatment Court Collaboratives)

Please note that these RFPs – when available – are highly competitive grants. 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.

### Joint Adult Drug Court Solicitation

- A Joint solicitation that combines BJA's Adult Drug Court Discretionary Grant and SAMHSA's Adult Tribal Healing to Wellness Court Grant is offered later in the year.
- Applicants submit a comprehensive strategy for enhancing their drug court services and capacity, but
- Applicants are still competing for two grant awards.

# CTAS

## Coordinated Tribal Assistance Solicitation

DOJ launched CTAS in FY 2010 in response to Tribal leaders' concerns about the inability of Department's grant process to 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.

For more information on CTAS – see <a href="www.justice.gov/tribal">www.justice.gov/tribal</a>

### CTAS: Application Timeline

- Solicitation:
  - □ Opened November 20, 2014
  - Closes February 24, 2015 (9pm 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 January 23, 2015 to request instructions on how to submit an application by alternative means.
  - Recommended to register for GMS no later than February 3, 2015.
  - □ DOJ expects to award grants no later than September 30, 2015

### Considerations

- DOJ has updated ALL Purpose Areas to allow for special domestic violence criminal jurisdiction over non-Indians under VAWA.
- 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).

### CTAS: What is New in FY 2015

- The solicitation and application process is beginning earlier in the funding cycle by opening in mid-November, 2014.
- Potentially, unfunded FY 2015 applications may be considered and funded in FY 2016.
- Tribes may apply as part of a consortium and individually, so long as the applications are for distinct activities.
- Purpose Area 8 has transformed from "Juvenile Justice" to "Juvenile Healing to Wellness Courts"

# CTAS: Application Timeline FY 2015 CTAS Purpose Areas

#### FY 2015 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 Healing to Wellness Courts (OJJDP—Enforcing Underage Drinking Laws-EUDL; and Drug Courts)
- 9. Tribal Youth Program (OJJDP—Tribal Youth Program TYP)

# CTAS: Peer Review Selection Process

- Tribal Community & Justice Profile (30%)
  - Executive Summary
  - Tribal Narrative Profile
- Purpose Area Narrative (50%) (primary focus of this webinar)
- 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) (e.g. letters of support, resumes of key personnel, etc.)

## www.justice.gov/tribal/grants



#### Online Guide: Preparing for the Coordinated Tribal Assistance Solicitation

This online guide was created by the Education Development Center in coordination with the Department of Justice to assist Tribes as they prepare for, write, and submit their applications for complex grants such as the Coordinated Tribal Assistant

Solicitation (CTAS).

This guide contains strategies to:

- Read and comprehend a complex grant solicitation
- Coordinate a robust grant-writing team
- · Identify and articulate the needs of your community through data driven processes
- · Generate and capture ideas and solutions from your community
- Organize key community players to execute the proposed program

Explore the tool @

### Possible Approach/Process

- Step #1: relevant section from "Purpose Areas Specific Information" section of RFP (pages 17-39 of CTAS RFP)
- **Step #2:** relevant section from "Type, Amount and Length of Awards" section of RFP (pages 39-41 of CTAS RFP)
- **Step #3:** relevant section from "Performance Measures" section of RFP (pages 43-46 of CTAS RFP)
- Step #4: relevant Purpose Area Narrative Questions section (See <u>www.justice.gov/tribal/open-solicitations</u>; but download from GMS)
- Step #5: relevant Purpose Area specific FAQs from FAQs
   (See www.justice.gov/tribal/open-solicitations; but 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: www.justice.gov/tribal/open-solicitations

#### **FY 2015 CTAS SOLICITATION**

On November 20, 2014, the Department of Justice announced the opening of the grant solicitation period for comprehensive funding to support public safety, victim services, and crime prevention improvements in American Indian and Alaska Native communities. The Coordinated Tribal Assistance Solicitation (CTAS) is administered by the Justice Department's Office of Justice Programs (OJP), Office of Community Oriented Policing Services (COPS), and Office on Violence Against Women (OVW). The funding can be used to enhance law enforcement; bolster adult and juvenile justice systems; prevent and control juvenile delinquency; serve sexual assault, domestic violence, and elder victims; and support other efforts to combat crime. The department's Fiscal Year (FY) 2015 Coordinated Tribal Assistance Solicitation (CTAS) can be viewed below.



- Final FY-2015 CTAS Solicitation
- Final sample version of FY-2015 CTAS Assurances
- · Final sample version of FY-2015 CTAS Certifications



- Final FY-2015 Sample Timeline Template
- Final FY-2015 CTAS General FAQs
- CTAS 2015 Fact Sheet



- Final FY-2015 CTAS Sample Executive Summary Template
- . Final COPS PA 1 Cost List for FY-2015 CTAS



- Final FY-2015 CTAS sample Tribal Narrative Profile
- Final sample templates for purpose areas 1
- Final sample templates for purpose areas 2



Final sample templates for purpose areas 4



- · Final sample templates for purpose areas 6
- Final sample templates for purpose areas 7
- Final sample templates for purpose areas 8
- · Final sample templates for purpose areas 9

# Tribal Community and Justice Profile Part A: Executive Summary

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

Applicant Name:		

**Strategy:** The tribe proposes to use the following purpose areas to address a collaborative response as follows:

Problem	Strategy to address the	Purpose area(s)
	problem	addressing the problem
EXAMPLE	EXAMPLE	EXAMPLE
Need to provide better services for tribal youth returning to the reservation from a correctional setting or residential treatment.	Provide community- based juvenile delinquency prevention services and juvenile probation services.	PA #8—Juvenile Healing to Wellness Courts and PA #3—Justice Systems and Alcohol and Substance Abuse Program

# Tribal Community and Justice Profile Part B: Tribal Narrative Profile

- 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

ribal 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 you need to fully describe your 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.

- 1. Describe the general form of your Tribal Government.
- 2. Briefly describe the tribal justice system, including prevention or intervention initiatives for members at risk of involvement or already involved in the justice system (youth or adult); law enforcement, including any cross-jurisdictional agreements; courts; alternative dispute resolution; corrections, including juvenile detention facilities; services for victims and 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; and 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, sex trafficking, 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 Resources Grant Program-Hiring and Tribal Resources Grant Program-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.
- 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).
- 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 and Justice Profile

### Project/Program Timeline

(5% of CTAS application score)

Applicants should submit a timeline or milestone chart encompassing the

- entire federal project period.
- 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

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

## Sample Timeline

#### **CTAS Sample Timeline**

Tribe name:

36-month project/program timeline

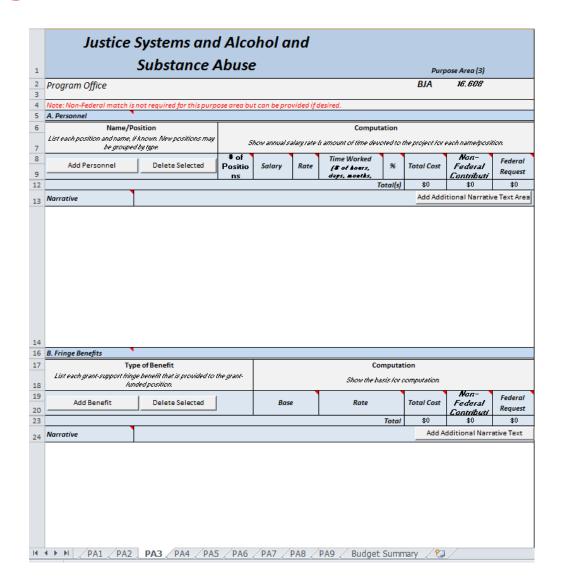
Purpose area/s:

Months	Purpose area/project goals	Related objectives	Activities	Expected completion date	Person responsible

# Budget Detail Worksheet, Budget Narrative, and Demographic Form

- The Budget Detail Workbook includes the
  - Demographic Form;
  - The Budget Detail Worksheet(s); and
  - The Budget Narrative(s)
  - Only one workbook is required per completed application
  - Should include a complete itemization of all proposed costs

### Budget Narrative(s) and Worksheets



# **Budget Summary**

4	Α	В	С	D	Е	F	G	Н	1	J	K
			C	D		-	G	п		,	K
1											
2											
3		PA(1)	PA (2)	PA (3)	PA (4)	PA (5)	PA (6)	PA (7)	PA(8)	PA(9)	
4		COPS		BJA	BJA	ovw	OVC	OVC	OJJDP	OJJDP	
5		16.710	16.608	16.608	16.596	16.587	16.582	16.582	16.585	16.731	
6	Budg et Category	Public Safety and Community Policing	Comprehensive Tribal Justice Systems Strategic Planning	Justice Systems and Alcohol and Substance Abuse	Tribal Justice System Infrastructure Program	Violence Against Women Tribal Governments Program	Children's Justice Act Partnerships for Indian Communities	Comprehensive Tribal Victim Assistance Program	Tribal Juvenile Healing To Wellness Courts	Tribal Youth Program	Total(s)
7	A. Personnel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
8	B. Fringe Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9	C. Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	D. Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
12	F. Construction	N/A	N/A	N/A	\$0	N/A	N/A	N/A	N/A	N/A	\$0
	G. Consultants & Contracts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
14	H. Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
16	Total Direct Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
17	I. Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
19	Total Project Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
21		Up to 100% of total Project	Up to 100% of total Project	Up to 100% of total Project	Up to 100% of total Project	Up to 100% of total Project	Up to 100% of total Project	Up to 100% of total Project	Up to 90% of total project	Up to 100% of total Project	
22	Federal Request	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
23	Non-Federal Contribution	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Required Match Met	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
25											
26											
27 28											
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25	PA1	/PA2 /PA3 /	PA4 PA5	PA6 /PA7 /I	PA8 / PA9 I	Budget Summa	n.		[] ∢		
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# Demographic Form

1	Α	В	С	D	E	F	G	Н	- 1	J	
1	Demographic Form										
Please fill out this form in its entirety. Note that each subsection has individual instructions. Please read them carefully before filling out this form. If you are applying as a consortium please aggregate the data for all the Tribes represented in your application.											
3	I. Tribe Information										
	The name of each federally-recognized Indian Tribe that will be served by the proposed										
4	project(c):										
		Nam	e(s)	The name(s)	of your tribe	e and represe	ented tribes.			1	
_											
6										J	
_		BIA F	Region(s)	Your BIA Reg	zion(s)					1	
7			0(-/		,(-)						
7										J	
9		2. W	hat is the Tribe	e's current er	rollment?					1	
10										2	
11		3. Of	your current e	enrollment, v	what is the Tr	ibe's total				]	
12		num	ber of unempl	loyed 18 year	rs and over?						
13		4. Of	your current	enrollment, v	what is the Tr	ibe's total				]	
		num	ber of under-	employed (be	elow the pov	erty line) 18					
14		year	s and over?								
15		5. Of	your current o	enrollment, v	what is the Tr	ibe's total				]	
16		num	ber of employ	ed 18 years a	ind over?						
17		6. W	hat is the curre	ent local pop	ulation base	?				1	
18										1	
	7. Please enter the approximate square mileage of the reservation/jurisdiction to be										
19	9 served: (sq. miles)									7	
20									]		
21											
22	8. Please check the crime victim population area(s) that best describe the services the Tribe										
22											
24			Abu	sed or neglected	children	Stalk	ing				
25	Demostic Violence Survivors of homicide										
H 4	( )	· <b>H</b>	PA1 PA2	PA3 PA4	PA5 /PA6		PA9 Bud		non nult		

### CTAS Performance Measures

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 <u>must</u> <u>provide data that measure the results of their work.</u>

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

# 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.

#### CTAS Performance Measures #3: Justice Systems and Alcohol and Substance Abuse

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

### CTAS Performance Measures #8: Juvenile Healing to Wellness Courts

Objective	Sample Performance Measure(s)	Sample Data Grantee Must Provide
Purpose Area #8: Juvenile Healing to	Percent of program youth who offend or reoffend (arrested/rearrested).	Number of program youth or families served.
Wellness Courts	Percent of program youth or	Number of program youth who offend or reoffend.
(OJJDP)	families exhibiting desired change in targeted behaviors (e.g., substance use, antisocial	Number of program youth or families exhibiting desired
	behavior, truancy, gang involvement).	change in targeted behaviors.

### 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
Improve, enhance, and/or expand drug court services to reduce substance use and recidivism of drug court participants.	Percentage of participants who tested positive for illegal substance	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.  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.
	Percentage of program participants who recidivate while enrolled in the program  Percentage of arrest  Percentage of program participants who recidivate within one year after completion of the program	A. Number of drug court participants B. Number of drug court participants who recidivate while enrolled in the program. C. Number of drug court participants who were arrested for drug offenses. D. Number of drug court participants who were arrested for non-drug offenses. E. Number of drug court participants who were arrested for non-drug and drug offense one year after program completions.

### Other Possible CTAS Attachments

Other attachments, as necessary, include:

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

# THE PURPOSE AREAS

### Purpose Area Narratives

- Applicants must submit a <u>separate</u> 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

# CTAS Purpose Area #3:

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

#### Purpose Areas #3:

- 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: 121 applications were received, 25 awards were made
 BJA Point of Contact:

**Trish Thackston:** (202) 307-0581 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: ... risk and needs assessment development and implementation, diversion programming, tribal court services, etc.
- To respond to and prevent alcohol- and substance abuserelated crime, including ... healing to wellness courts
- 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 Goals and Objectives**

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

- Applicants may apply for funding to include, but not limited to:
  - Tribal courts
  - Tribal jails programming
  - Alternative justice courts
  - Risk and needs assessment
  - Prevention
  - Treatment
  - Law enforcement
  - Equipment
  - Strategic planning
  - Training

# CTAS Purpose Area #3 Narrative Template

#### **Narrative**

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

- 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 item #1 and state whether they were effective.
- 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.
- Explain how your tribe identified and prioritized the problem(s) described above to be addressed through this grant funding.
- Describe how the proposed grant-funded program will address the identified problems.
- 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.
- 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.
- 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.

# CTAS Purpose Area #3 Narrative Template

#### Applicant Name:

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

- 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.
  - What will be measured?
  - ii. How will data be collected?
  - iii. Who is responsible for collecting the data?
  - iv. How is success defined?
- 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.
  - 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 needs 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 Office Purpose Area #1.

# Structuring the Narrative

- Consider looking to BJA's Adult Drug Court RFP for guidance on how to structure a Healing to Wellness Court Purpose Narrative.
  - https://www.bja.gov/%5CFunding%5C14DrugCourtSol.pdf
  - Describe goals and objective—link to key components
  - How will the court identify, assess, and prioritize participation
  - Describe your randomized drug testing process
  - Describe the frequency of judicial hearings
  - Describe how you will ensure a perception of procedural fairness
  - Describe your evidenced-based treatment
  - Describe how the community has been engaged in the planning process

### **CTAS Purpose Area #8:**

**Juvenile Healing to Wellness Courts (OJJDP)** 

#### **Purpose Areas #8**

Purpose Area	Estimated Amount of Funding Available	Estimated Number of Awards to be made; Estimated Award Amounts	Length of Award
8) Juvenile Healing to Wellness Courts	\$3 million	Approximately 9-12 awards; Approximately \$250,000- \$750,000 per award.	3 years

Brand new purpose area this year

**OJJDP Points of Contact:** 

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

Sharie Cantelon, (202) 616-3658 <a href="mailto:sharie.cantelon@usdoj.gov">sharie.cantelon@usdoj.gov</a>

# **CTAS Goals and Objectives**

**Juvenile Healing to Wellness Courts (OJJDP)** 

- Enhance the capacity of tribal courts to respond to the alcoholrelated issues of youth under the age of 21.\*\*
- Support the development of a new Healing to Wellness Court with a focus on underage drinking.

#### Objectives

- Inventory your current policies, procedures, assessment tools, and services concerning underage drinking
- Determine any gaps (such as defense counsel or expungement processes)
- Identify relevant data
- Develop or enhance the gaps the inventory process reveals

\*\* The CTAS FAQs note a restriction for serving youth over the age of 18.

# **CTAS Goals and Objectives**

**Juvenile Healing to Wellness Courts (OJJDP)** 

- Applicants may apply for funding to include, but not limited to:
  - Staffing
  - Equipment and Supplies
  - Training
  - Travel
  - Strategic Planning

# CTAS Purpose Area #8 Narrative Template

Applicant Name:

Purpose Area #8 Juvenile Healing to Wellness Courts (OJJDP)

#### Narrative

Purpose Area #8 Narrative (15-page limit including template text; answers should be double-spaced)

- 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).
- Describe current or previous efforts, if any, to address problem(s) identified in item #1, and state whether they were effective.
- 3. Describe the current gaps in services related to the problem(s) identified in items #1 and #2 that will be addressed through this grant application. Include a description of the following requirement, if they are not gaps:
  - Consultation and coordination with appropriate state, local, or Indian tribal prosecutors, particularly when program participants fail to comply with program requirements.
- 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.
- 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.
- 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.

# CTAS Purpose Area #8 Narrative Template

#### Applicant Name:

Purpose Area #8 Juvenile Healing to Wellness Courts (OJJDP)

- 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?
- 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.
  - Describe any challenges you anticipate in sustaining the program beyond the grant funding.
- 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 OJJDP Purpose Area #8 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 Office Purpose Area #1.
- 13. In a separate document, applicants must include a high-quality project abstract that summarizes the proposed project in 400 words or less. Abstracts should be
  - i. written for a general public audience;
  - submitted as a separate attachment with "Project Abstract" as part of its file name (this will NOT count against the page limit for the program narrative);
  - single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

The abstract should include a brief description of the project's purpose, the population to be served, and the activities that the applicant will implement to achieve the project's goals and objectives. The abstract should be specific to the project proposed for this purpose area.

# 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.wellnesscourts.org/HWC\_Publication\_Series.cfm

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

- **Key Component 1**—Tribal Healing to Wellness Courts brings together alcohol and drug treatment, community healing resources, and the tribal justice process by using a team approach to achieve the physical and spiritual healing of the individual participant, and to promote Native nation building and the well-being of the community.
- Key Component 2—Participants enter Tribal Healing to Wellness Court through various referral points and legal processes that promote tribal sovereignty and the participant's due (fair) process rights.

- Key Component 3—Eligible court-involved substance-abusing parents, guardians, juveniles, and adults are identified early through legal and clinical screening for eligibility and are promptly placed in the Tribal Healing to Wellness Court.
  - Purpose Area 8: Grant funds may not be used to serve violent offenders, For purposes of this grant program, the term violent offender means a juvenile who has been convicted of or adjudicated delinquent for a felony level offense that (1) has an element of the use, attempted use, or threatened use of physical force against the person or property of another or the possession or use of a firearm; or (2) by its nature involved a substantial risk that physical force against the person or property of another may have been used in the course of committing the offense. 42 U.S.C. § 3797u-1.

- Key Component 4—Tribal Healing to Wellness Court provides access to holistic, structured and phased alcohol and drug abuse treatment and rehabilitation services that incorporate culture and tradition.
- **Key Component 5** Tribal Healing to Wellness Court participants are monitored through intensive supervision that includes frequent and random testing for alcohol and drug use, (*Purpose Area 8:* "as required by 42 U.S.C. 3797u) while participants and their families benefit from effective teambased case management.

- **Key Component 6**—Progressive rewards (or incentives) and consequences (or sanctions) are used to encourage participant compliance with the Tribal Healing to Wellness Court requirements (*Purpose Area 8: See 42 U.S.C. 3797u(c)(2).*)
- **Key Component 7**—Ongoing involvement of a Tribal Healing to Wellness Court judge with the Tribal Wellness Court team and staffing, and ongoing Tribal Wellness Court judge interaction with each participant are essential.

- Key Component 8—Process measurement, performance measurement, and evaluation are tools used to monitor and evaluate the achievement of program goals, identify needed improvements to the Tribal Healing to Wellness Court and to the tribal court process, determine participant progress, and provide information to governing bodies, interested community groups, and funding sources.
- Key Component 9—Continuing interdisciplinary and community education promote effective Tribal healing to Wellness Court planning, implementation, and operation.

 Key Component 10—The development and maintenance of ongoing commitment, communication, coordination, and cooperation among Tribal Healing to Wellness Court team members, service providers and payers, the community and relevant organizations, including the use of formal written procedures and agreements, are critical for Tribal Wellness Court success.

# Additional Evidenced-Based Program Principles and Key Components Info

- Quality Improvement for Drug Courts Evidence-Based Practices:
  - <u>www.ndci.org/sites/default/files/ndci/Mono9.QualityImprovement.pdf</u>
- 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
- NIJ's Multi-site Adult Drug Court Evaluation: <u>www.nij.gov/topics/courts/drug-</u> 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 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 <u>or</u> 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 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	\$3 million	Estimated 6-8 awards; Approximately \$250,000-\$500,000 per award	3 years

#### OJJDP Points of Contact:

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

<sup>\*</sup>Current Tribal Youth Program grantees are <u>not eligible</u> to apply.

### **CTAS RFP:** Pros and Cons

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

- Tribal specific RFP/funding source
- Specific references to Tribal Healing to Wellness Courts in purpose areas #3, and 8
- 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
- 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
- Purpose Area #3 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

# **CTAS Funding Trends**

# CTAS by the Numbers 2010-2014

Year	2010	2011	2012	2013	2014
Total \$	\$127,000,000	\$118,395,208	\$101,472,879	\$90,382,567	\$87, 094,540
Tribes/organizations awarded	165	146	116	111	169

# **Application Trends**

FY12 CTAS Purpose Area	Number of Applications Received in FY 14 (non- duplicated)	Number of Awards Made in FY 14
01-Public safety and community policing (COPS Office)	134	74
02-Comprehensive Planning Demonstration program (BJA)	51	7
03-Justice systems and alcohol and substance abuse (BJA)	121	25
04-Corrections and correctional alternatives (BJA)	19	8
05-Violence Against Women Tribal Governments Program (OVW)	83	54
06-Children's Justice Act Partnerships for Indian Communities (OVC)	33	7
07-Comprehensive Tribal Victim Assistance Program (OVC)	37	8
08-Juvenile Justice (OJJDP)	17	1
09-Tribal Youth Program (OJJDP)	90	7

# 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

# **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 2015 BJA Adult Drug Courts RFP (Due: TBD)
  - Timothy Jeffries, <u>Timothy.Jeffries@usdoj.gov</u>; (202) 616-7385
- FY 2015 CTAS RFP (*Due February 24, 2015*) BJA Purpose Area #3:
  - Trish Thackston: m.patricia.thackston@usdoj.gov; (202) 307-0581
- FY 2015 CTAS RFP (Due February 24, 2015) OJJDP Purpose Areas #8 and #9:

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

- FY 2015 SAMHSA Circles of Care VI RFP (Due TBD)
  - R. Andrew Hunt: <a href="mailto:andreq.hunt@samhsa.hhs.gov">andreq.hunt@samhsa.hhs.gov</a>; (240) 276-1926
- FY 2015 SAMHSA Treatment Drug Courts (Due TBD)
  - Kenneth W. Robertson: <u>kenneth.robertson@samhsa.hhs.gov</u>; (240) 276-1621

# Follow-up

For follow-up questions please contact:

### Lauren van Schilfgaarde

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(323) 650-5467

www.tribalyouthprogram.org
Kimberly Cobb, APPA → kcobb@csg.org
CTAS Tool → www.justice.gov/tribal

# www.WellnessCourts.org



# QUESTIONS?