

# CTAS FY 2016: Funding Opportunities for Healing to Wellness Courts

December 8, 2015

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FY 2016 CTAS RFP Due: February 23, 2016

# Presenters

- **Lauren van Schilfgaarde**, *Tribal Law Specialist*, Tribal Law and Policy Institute
- **Trish Thackston**, *Policy Advisor*, Bureau of Justice Assistance, Office of Justice Programs
- **Sharie Cantelon**, *Grants Management Specialist*, Youth Development, Prevention and Safety Division, Office of Juvenile Justice and Delinquency Prevention

# Outline of Webinar Presentation

- Quick Overview of Drug Court Specific RFPs
  - FY 2016 BJA Adult Drug Courts RFP (*Due: TBD*) (*reference only*)
  - SAMHSA Treatment Drug Courts RFP (*Due: TBD*) (*reference only*)
- FY 2016 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](http://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.

# BJA Adult Drug Court Discretionary Grant Program FY 2015

- Implementation
- Enhancement

Purpose – Develop 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

**Timothy Jeffries**, [Timothy.Jeffries@usdoj.gov](mailto: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**
- **Enhancement grant** maximum of **\$200,000** for **24 months** – operational at least one year and are planning to:
  - (1) expand the number of participants
  - (2) expand the target populations,
  - (3) enhance court operations,
  - (4) enhance court and/or supervision services, and/or
  - (5) enhance recovery support services.
- **Tribal Grants:** In recent years, BJA has funded a small number of tribes (1 tribal award in FY 2012, 3 tribal awards in FY 2013; 1 tribal award in FY 2014; but 6 tribal awards in FY 2015).

# SAMHSA – Treatment Drug Courts

- Grants to Expand Substance Abuse Treatment Capacity in Adult and Family Drug Courts (**SAMHSA Treatment Drug Courts**)
  - Joint Adult Drug Court Solicitation to Enhance Services, Coordination, and Treatment
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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# Coordinated Tribal Assistance Solicitation

Launched in FY 2010 in response to concerns about the lack of flexibility needed to address tribal criminal justice and public safety needs, and numerous grant applications.

Through CTAS, federally-recognized tribes submit a single application for most of DOJ's Tribal grant programs.

For more information on CTAS – see [www.justice.gov/tribal](http://www.justice.gov/tribal)

# Eligibility

- Federally recognized Tribe
- Tribal consortia (2 or more tribes)
  - A tribe part of a consortia can also submit its own independent application, so long as the activities are distinct

# CTAS: Application Timeline

## ❑ Solicitation:

- ❑ Opened November 19, 2015
- ❑ ***Closes February 23, 2016*** (9pm Eastern)
- ❑ Recommended to register for GMS no later than February 2, 2016.
- ❑ DOJ expects to award grants no later than September 30, 2016

# Considerations

- DOJ has updated ALL Purpose Areas to allow for special domestic violence criminal jurisdiction over non-Indians under VAWA.
- The removal of funding for planning and NEW construction projects for juvenile justice facilities under Purpose Area 4 (renovation only).

# Worth Noting

- Like last year, the solicitation and application process is beginning earlier in the funding cycle by opening in mid-November, 2014.
- Like last year, *potentially* unfunded FY 2015 applications may be considered and funded in FY 2016.
- Purpose Area 2 strategic planning grantees will be prioritized for future funding
- Purpose Area 3 expanded to include the needs of young adults (18-25)

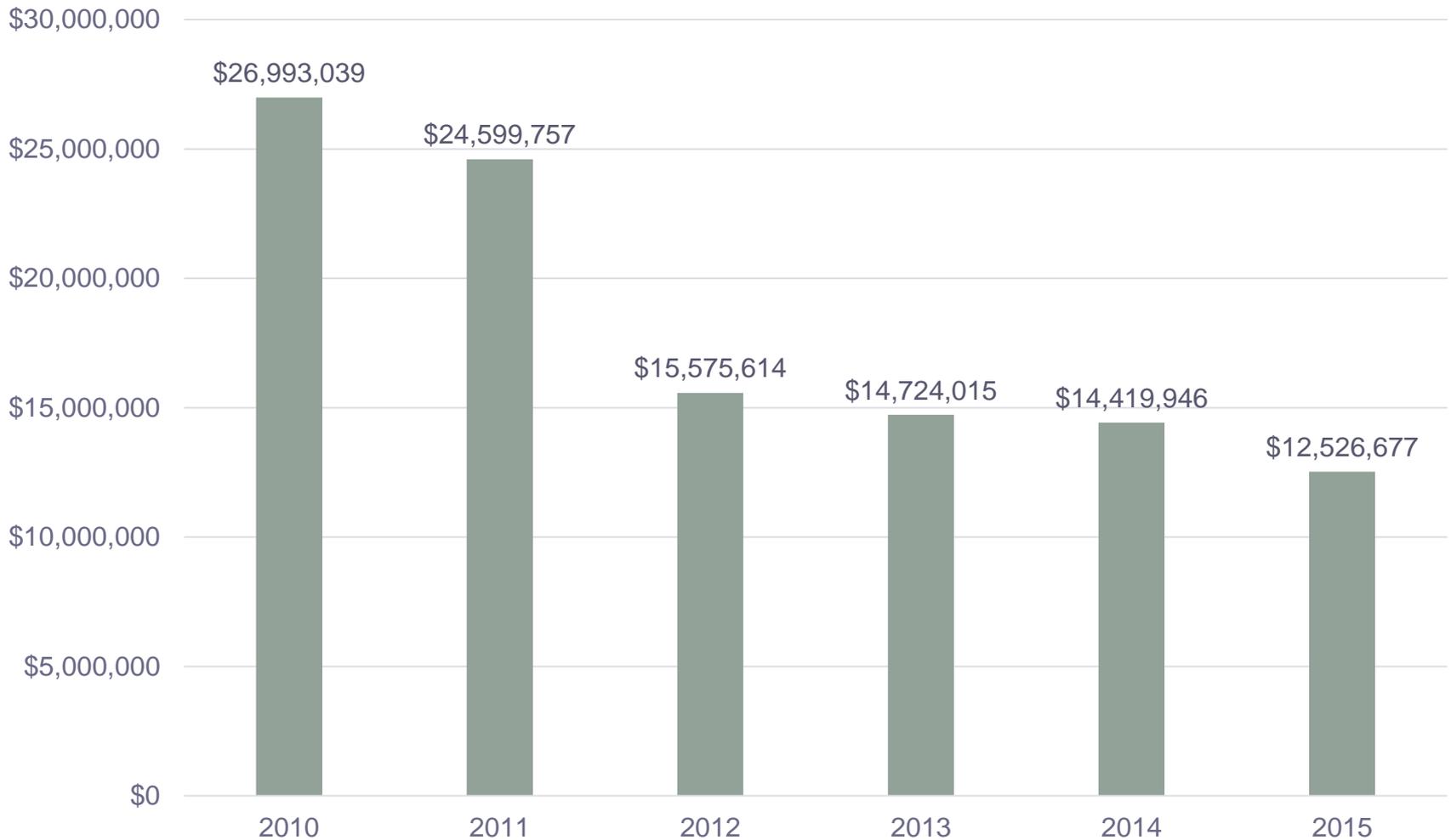
# CTAS: What is New in FY 2016?

- Purpose Areas updated to include VAWA's SDVCJ
- OJJDP has ended the eligibility restriction on Purpose Area #9 TYP
  - But, maximum award amount reduced to \$350,000
- OJJDP has extended Purpose Area #8 and #9 to **four years.**

# CTAS FY 2015

- 234 applications
- 118 Tribes were funded 210 grant awards
- \$98 million awarded
  
- Purpose Area 3 -- \$12.5 million, 23 awards
- Purpose Area 8 -- \$3.7 million, 12 awards

# Purpose Area 3: TCAP and IASAP



# CTAS: Application Timeline

## FY 2016 CTAS Purpose Areas

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1. Public Safety and Community Policing (COPS Office Tribal Resources Grant Program—Hiring and Equipment/Technology)

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. Violence Against Women Tribal Governments Program (OVW)

6. Children's Justice Act Partnerships for Indian Communities (OVC)

7. Comprehensive Tribal Victim Assistance Program (OVC)

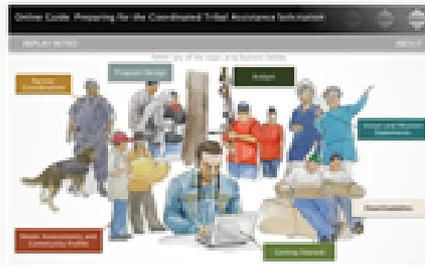
**8. Juvenile Healing to Wellness Courts** (OJJDP)

9. Tribal Youth Program (OJJDP)

# CTAS: Peer Review Selection Process

- **Tribal Community & Justice Profile (30%)**
  - Executive Summary (5%)
  - 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 

# While planning and before submitting...

- 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.
- Double-space, 12-point font.

# Resources: [www.justice.gov/tribal/open-solicitations](http://www.justice.gov/tribal/open-solicitations)

## FY 2016 CTAS SOLICITATION

### **Solicitation, FAQs, Fact Sheet for CTAS FY-2016**



Solicitation  
General FAQs  
Fact Sheet

### **General Templates for CTAS FY-2016**



Sample Timeline Template  
Sample Executive Summary Template  
Sample Tribal Narrative Profile Template

### **Purpose Area Specific Templates for CTAS FY-2016**



Sample Purpose Area 1 COPS  
Sample Purpose Area 2 BJA  
Sample Purpose Area 3 BJA  
Sample Purpose Area 4 BJA  
Sample Purpose Area 5 OVW  
Sample Purpose Area 6 OVC  
Sample Purpose Area 7 OVC  
Sample Purpose Area 8 OJJDP  
Sample Purpose Area 9 OJJDP

### **Legal Documents for CTAS FY-2016**

Sample Assurances  
Sample Certifications  
Additional Requirements  
Supplanting Guidelines  
Table of Statutory Authorities  
System for Award Management

### **Miscellaneous Documents for CTAS FY-2016**



Allowable Costs List for Purpose Area 1  
Grantee Guide Book for Purpose Area 5  
Past Successful Application Packet

# Tribal Community and Justice Profile

## Part A: Executive Summary

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

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

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

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

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

# 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 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.

- Describe the community's
  - Strengths
  - Resources
  - Challenges
  - Needs
- 15 pages
- Readers may not be familiar with community
- Each question should be answered!

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.*
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 and Justice Profile

# Project/Program Timeline

5% of application score

Timeline should encompass

- *entire federal project period*
- indicates objectives and major tasks
- assigns responsibility for each, and
- plots completion of each task (can be by year and month or quarter)

Can submit a separate Timeline for each Purpose Area or one comprehensive Timeline.

The Project/Program Timeline will be rated on

- Extent completed and reasonable
- Extent to which all activities can be reasonably completed within the grant period and with the resources allocated



# Budget Detail Workbook

- 15% of application score
- 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
- Download fillable version from GMS

# Budget Narrative(s) and Worksheets

Justice Systems and Alcohol and Substance Abuse									
						Purpose Area [3]			
Program Office						BJA	16.608		
<i>Note: Non-Federal match is not required for this purpose area but can be provided if desired.</i>									
A. Personnel									
Name/Position		Computation							
<i>List each position and name, if known. New positions may be grouped by type.</i>		<i>Show annual salary rate &amp; amount of time devoted to the project for each name/position.</i>							
Add Personnel   Delete Selected		# of Positions	Salary	Rate	Time Worked (# of hours, days, months)	%	Total Cost	Non-Federal Contribution	Federal Request
						Total(s)	\$0	\$0	\$0
Narrative		Add Additional Narrative Text Area							
B. Fringe Benefits									
Type of Benefit		Computation							
<i>List each grant-support fringe benefit that is provided to the grant-funded position.</i>		<i>Show the basis for computation.</i>							
Add Benefit   Delete Selected		Base	Rate	Total Cost	Non-Federal Contribution	Federal Request			
				Total	\$0	\$0			
Narrative		Add Additional Narrative Text							

# Budget Summary

	A	B	C	D	E	F	G	H	I	J	K
1	<b>Budget Summary</b>										
2	<i>Note: Any errors detected on this page should be fixed on the Purpose Area specific tab.</i>										
3		PA(1)	PA (2)	PA (3)	PA (4)	PA (5)	PA (6)	PA (7)	PA(8)	PA(9)	
4		CDPS		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	Budget 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
10	D. Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
11	E. Supplies	\$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
13	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	<b>Total Direct Costs</b>	\$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	<b>Total Project Costs</b>	\$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
24	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											
29											
30											
31											
32											
33											
34											
35											

# Demographic Form

	A	B	C	D	E	F	G	H	I	J
1	<b>Demographic Form</b>									
2	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	<b>I. Tribe Information</b>									
4	1. The name of each federally-recognized Indian Tribe that will be served by the proposed project(s):									
5	Name(s)		<input type="text" value="The name(s) of your tribe and represented tribes."/>							
6	BIA Region(s)		<input type="text" value="Your BIA Region(s)"/>							
9	2. What is the Tribe's current enrollment?							<input type="text"/>		
10										
11	3. Of your current enrollment, what is the Tribe's total number of unemployed 18 years and over?							<input type="text"/>		
12										
13	4. Of your current enrollment, what is the Tribe's total number of under-employed (below the poverty line) 18 years and over?							<input type="text"/>		
14										
15	5. Of your current enrollment, what is the Tribe's total number of employed 18 years and over?							<input type="text"/>		
16										
17	6. What is the current local population base?							<input type="text"/>		
18										
19	7. Please enter the approximate square mileage of the reservation/jurisdiction to be served: (sq. miles)									
20										
21										
22	8. Please check the crime victim population area(s) that best describe the services the Tribe typically supports.									
23										
24	<input type="checkbox"/> Abused or neglected children					<input type="checkbox"/> Stalking				
25	<input type="checkbox"/> Domestic Violence					<input type="checkbox"/> Survivors of homicide				
	<input type="checkbox"/> Elder Abuse					<input type="checkbox"/> Survivors of attempted homicide and/or assault				
PA1 PA2 PA3 PA4 PA5 PA6 PA7 PA8 PA9 Budget Summary										

# Other Possible CTAS Attachments

- Letters of support
  - Resumes of key personnel
  - Job descriptions for unfilled positions
  - Memoranda of Understanding
- 
- No page limit, but 20 megabyte size limit

# THE PURPOSE AREAS

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# Purpose Area Narratives

- Applicants must submit a separate narrative for each Purpose Area.
- Template questions:
  - 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
- Each Purpose Area has a unique template
- 15 pages

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

- 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 (or 23) 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**
- To respond to and prevent alcohol- and substance abuse-related crime, including ... **healing to wellness courts**
- Projects can focus on tribal justice systems, alcohol or substance abuse, or both

# 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
  - Reentry
  - Strategic planning
  - Training

# CTAS Purpose Area #3:

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

- Note, Purpose Area 3 includes two different funding streams.
- Can apply for two distinct projects, if desired.

# CTAS Purpose Area #3 Narrative Template

## 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 item #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.*

# CTAS Purpose Area #3 Narrative Template

Applicant Name:

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

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?
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.
  - i. 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 BJA's Adult Drug Court RFP for guidance
  - <https://www.bja.gov/%5CFunding%5C15DrugCourtSol.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 Area #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	\$4.8 million	Approximately 10-15 awards; Approximately \$250,000-\$750,000 per award.	4 years

Last year, 17 applicants were submitted and 1 (or 12) was awarded

### OJJDP Points of Contact:

**Sharie Cantelon**, (202) 616-3658 [sharie.cantelon@usdoj.gov](mailto:sharie.cantelon@usdoj.gov)

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

# Goals and Objectives

## Juvenile Healing to Wellness Courts (OJJDP)

- Enhance the capacity of tribal courts to respond to alcohol and substance use-related issues of **youth under the age of 21**.
- No longer an exclusive 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
    - Specific reference to Tribal 10 Key Components

# Goals and Objectives

## Juvenile Healing to Wellness Courts (OJJDP)

- Staffing
- Equipment and Supplies
- Training
- Travel
- Strategic Planning

# Specific Requirements

## Juvenile Healing to Wellness Courts (OJJDP)

- Limitation on participation of violent offenders
- Purpose area already includes TA
- Dedicated strategic planning period
- Additional travel
- Performance measurement

# Purpose Area Narrative

## Juvenile Healing to Wellness Courts (OJJDP)

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)*

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 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:
  - i. Consultation and coordination with appropriate state, local, or Indian tribal prosecutors, particularly when program participants fail to comply with program requirements.
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. Include a long-term strategy and detailed implementation plan that includes appropriate coordination with appropriate prosecutors, particularly when program participants fail to comply with program requirements.
6. For each identified problem in item #1, identify the specific goals and objectives of the proposal that will be accomplished during the project period. 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, including support from tribal leaders.

# Purpose Area Narrative

## Juvenile Healing to Wellness Courts (OJJDP)

Applicant Name:

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

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?
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.
  - i. 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 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.*

# 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](http://www.wellnesscourts.org/HWC_Publication_Series.cfm)

# CTAS Performance Measures

Grantees **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

**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

<b>Objective</b>	<b>Sample Performance Measure(s)</b>	<b>Sample Data Grantee Must Provide</b>
<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>Percent increase in number of participants at tribal community prevention trainings</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> <p>Etc.</p>

# 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 Wellness Courts (OJJDP)	<p>Percent of program youth who offend or reoffend (arrested/rearrested).</p> <p>Percent of program youth or families exhibiting desired change in targeted behaviors (e.g., substance use, antisocial behavior, truancy, gang involvement).</p>	<p>Number of program youth or families served.</p> <p>Number of program youth who offend or reoffend.</p> <p>Number of program youth or families exhibiting desired change in targeted behaviors.</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	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. # of participants in the program for 90 days who tested positive for an illegal substance.</p> <p>B. # of participants in the program for 90 days who were drug tested..</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. # of drug court participants</p> <p>B. # of participants who recidivate while enrolled in the program.</p> <p>C. # of participants who were arrested for drug offenses.</p> <p>D. # of participants who were arrested for non-drug offenses.</p> <p>E. # of drug court participants who were arrested for non-drug and drug offense one year after program completions.</p>

# 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 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 8-9 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

- 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 Purpose Area #3 (TCAP/IASAP), there is substantial funding (\$16.8 million) and many grant awards annually (approximately 20-30 awards)
- Potentially more flexibility to design a Healing to Wellness Court to meet the specific needs of an individual community
- No match requirement
- 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: Cons

- Not a Healing to Wellness Court specific RFP/Solicitation
- Peer reviewers may not have adequate drug court knowledge
- Purpose Area #3 incorporates a very wide range of possible projects. Likely a great deal of competition
- Very complex CTAS application process with many moving parts requiring substantial intra-tribal coordination
- Very limited page and formatting requirements

# CTAS Funding Trends

## CTAS by the Numbers 2010-2015

Year	2010	2011	2012	2013	2014	2015
Total \$	\$126,820,845	\$118,395,208	\$101,472,779	\$90,825,645	\$87,094,540	\$97,378,762
Tribes/organizations awarded	165	146	116	111	169	191

# 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.** 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 CTAS website.** Many required forms – such as the vital narrative questions by purpose area – are only available online.
3. **Don't wait until the deadline to apply!** Avoid connection issues with the Grants Management System (GMS) and apply early. GMS runs slowly on the deadline day because of increased website traffic.
4. **Go back and review the “tribal community and justice profile” after completing the purpose area narratives:** Ensure that the connection is clear between pressing and programmatic activities.
5. **Go back and review the budget after completing the purpose area narratives:** Ensure the connection is clear between proposed budget and programmatic activities.

# 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.**
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*)
- Use scoring criteria as a general guide for how many pages you devote to each section
- 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
- Do something different, interesting, and replicable

# Follow-up

For follow-up questions please contact:

**Lauren van Schilfgaarde**

Tribal Law Specialist

Tribal Law and Policy Institute

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

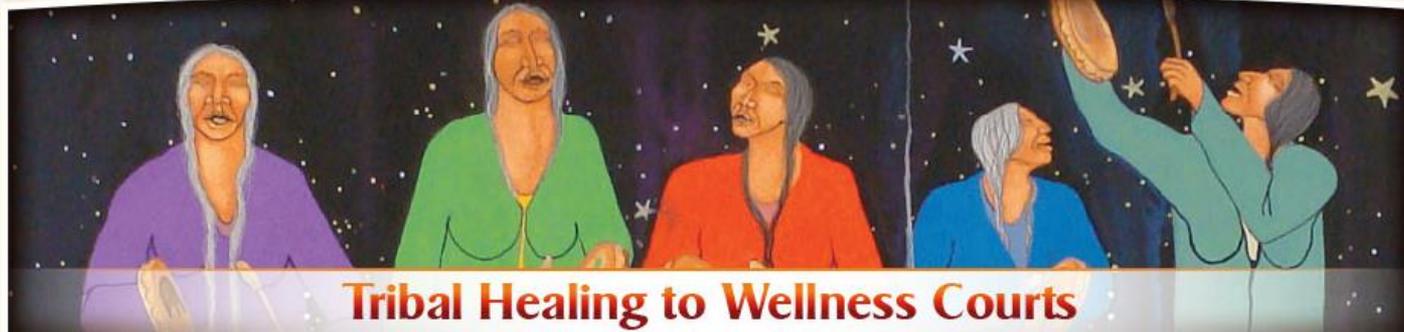
(323) 650-5467

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

# www.WellnessCourts.org

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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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#### Upcoming TLPI Tuition Training in Santa Monica, California



On February 29th, 2016, TLPI will begin a 2-day training event that address issues of Violence Against Indian Women.

[Click here for more information](#)





#### THANK YOU FOR #GIVING2TLPI

TLPI would like to thank those that supported our #Giving2TLPI campaign with donations and social media outreach.



#### INTRODUCING OUR NEW STAFF MEMBERS



TLPI is happy to welcome Art Martinez and Sonja Ulrich to the CBC for Tribes team. Visit our staff page for more information about these talented individuals.



#### Welcome, Lucille!!



TLPI is pleased to announce that Lucille Echohawk has joined our board of directors.

#### New TLPI website!!



#### Tribal Law and Policy Institut...



# DOJ CTAS Webinar Series

Home » Tribal Justice and Safety » Training and Technical Assistance

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About Tribal Justice and Safety

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▶ Tribal Access Program

▶ Violence Against Women Act (VAWA) Reauthorization 2013

▶ Press Room

▶ Grants/CTAS

▶ Resources

▶ Training & Technical Assistance

TTA Events

Tribal Consultations & Advisory Groups

FOIA

Contact

## FY 2016 COORDINATED TRIBAL ASSISTANCE SOLICITATION (CTAS) APPLICANT WEBINAR SERIES

In an effort to provide guidance on the Coordinated Tribal Assistance Solicitation (CTAS), the Department of Justice is sponsoring a webinar series that will focus on educating applicants about CTAS application requirements and purpose areas. The key goals of the webinar series are to:

- Provide a general overview of CTAS;
- Highlight key application and purpose area requirements;
- Identify tools and resources for applicants that will facilitate the application process; and
- Provide an overview of the CTAS budget detail worksheet;
- Discuss the “dos and don’ts” for budget development;
- Provide guidance on elements that should be included in high quality budgets;
- Identify tools and resources to assist applicants with addressing budget-related questions; and
- Provide opportunities for applicants to obtain detailed information regarding purpose areas of interest from the subject matter experts.

### FY 2016 CTAS Applicant Webinar Series

DECEMBER **December 9,**  
**2015**  
CTAS Application:  
General Overview

[MORE EVENTS »](#)

### FY 2016 CTAS APPLICANT WEBINAR SERIES

Topic	Date/Time	Lead	
CTAS Application: General Overview <sup>PDF</sup>	12/9/15 @ 1:00 pm ET	DOJ/CTAS	<a href="#">Register</a> <sup>PDF</sup>
CTAS Application: Budget Development <sup>PDF</sup>	12/9/15 @ 3:00pm ET	OCFO/COPS Financial Division	<a href="#">Register</a> <sup>PDF</sup>
CTAS Application: Purpose Area 1 <sup>PDF</sup>	12/16/15 @ 3:00pm ET	COPS	<a href="#">Register</a> <sup>PDF</sup>
CTAS Application: Purpose Areas 2, 3 & 4 <sup>PDF</sup>	12/16/15 @ 1:00pm ET	BJA	
CTAS Application: Purpose Area 5 <sup>PDF</sup>	1/13/16 @ 1:00pm ET	OVW	
CTAS Application: Purpose Areas 6 & 7 <sup>PDF</sup>	1/20/16 @ 1:00pm ET	OVC	
CTAS Application: Purpose Areas 8 & 9 <sup>PDF</sup>	1/20/16 @ 3:00pm ET	OJJDP	
CTAS Application: Checklist Review and Q&A <sup>PDF</sup>	2/10/16 @ 1:00pm ET	DOJ/CTAS	

# Questions

- **Trish Thackston**, *Policy Advisor*, Bureau of Justice Assistance, Office of Justice Programs
- **Sharie Cantelon**, *Grants Management Specialist*, Youth Development, Prevention and Safety Division, Office of Juvenile Justice and Delinquency Prevention