

Category 1 Program Narrative Outline

This template was developed by the National Drug Court Resource Center (NDCRC) to assist jurisdictions with preparing their project narrative files for the FY 2020 Adult Drug Court & Veterans Treatment Court Discretionary Grant Program. Below is a synopsis of the elements that must be included in the project narrative file for **Category 1 applicants**. Applicants applying under category 2 or 3 should use their respective documents.

1) Statement of the Problem (20%)

Within this section, the applicant should explain its inability to fund the program adequately without federal assistance. For each category, the applicant must provide verified sources for the data that support the statement of the problem (i.e., U.S. Census or other federal, state, and local databases).

- Describe the nature and scope of the substance abuse problem for veterans in the jurisdiction. Include data on race, ethnicity, age, gender, arrest volume (i.e., specifics of the general arrestee population, including the percentage screened for drug court and what percentage of those are admitted into drug court), and crime patterns for adult defendants.
- Explain the problems with the current court's response to cases involving substance abuse; identify how and to what extent the proposed program will address the current arrest volume; and describe how the current number of treatment slots meets the needs of anticipated referrals.
- Describe the proposed veteran target population, including criminogenic risk level (high, medium, low), substance abuse treatment need, and the average jail or prison sentence that potential participants face, if any. Provide the target number of people for whom services will be provided under this program during the grant award period (36 months).

2) Program Design and Implementation (40%)

Within this section, the applicant should address the following items and then address the specific category requirements below.

- Demonstrate that eligible drug court participants promptly enter the drug court program following a determination of their eligibility. The applicant must also explain that people receive treatment services while incarcerated, if available, and begin drug court treatment services immediately upon release.
- The ADC and VTC Discretionary Grant Program authorizing statute requires participants to pay for treatment and restitution; however, it does not allow imposing a fee on a client that would interfere with their rehabilitation. In the application, indicate how participants will be notified of the fee and include provisions for determining how these costs would not interfere with their rehabilitation or graduation.
- Demonstrate that the drug court for which funds are being sought will not deny any eligible client access to the program because of their use of U.S. Food and Drug

Administration-approved medications for the treatment of substance abuse. Please refer to page 9 for additional information.

- Discuss the applicant's commitment to admit and provide evidence-based interventions to participants with opioid and/or other substance abuse, including strategies for early assessment and entry into treatment to prevent overdose.
- Describe the plan to provide treatment and services to address opioid, stimulant, and substance abuse reduction.

Specific category 1 requirements include:

- Describe the veterans treatment court program, to include the following:
 - Referral, screening, and assessment process o Eligibility requirements
 - Structure of the drug court (pre-, post-, plea, etc.)
 - Length and phases of the program
 - Case management process
 - Community supervision
 - Availability of evidence-based treatment services
 - Recovery support services delivery plan
 - Judicial supervision
 - Process for randomized drug testing
 - Incentives and sanctions: Demonstrate an understanding that relapse is a part of the substance abuse recovery process and is taken into consideration in the development of incentives and sanctions.
 - Graduation requirements and expulsion criteria
 - Restitution costs and all fees required for program participation, including identifying how fees will be absorbed back into the program. Include whether the program fees present a barrier to participation and the measures available to reduce or waive fees for indigent participants.
- Describe which, if any, evidence-based principles and practices included in the NADCP drug court standards will be implemented (see page 9).
- Describe how the treatment provider(s) will be selected and address the frequency with which key drug court team members will monitor the providers. Monitoring should ensure that the treatment is effective. Describe the evidence base for the drug and other treatment intervention(s) to be used and how it is responsive to the needs of the target population.
- Describe the range of treatment modalities that will be provided to address the substance abuse, mental illness, and cognitive behavioral needs of participants.
- Describe how the court will identify, assess, and prioritize participation and services for high-risk/high-need persons. Identify the validated assessment tool that will be used. Provide information on why the specific assessment tool was selected and identify who will administer the tool.

- If a post-adjudication drug court model is proposed, discuss how the concept of “early intervention” will be implemented.
- Discuss how the community has been engaged in the planning process and describe the community partnerships available to support the drug court program.
- Discuss how the court will make efforts to engage and support participants’ families.
- If trauma-informed care is proposed, discuss how the model will be implemented.
- Demonstrate how the proposal conforms to the framework of the state drug court strategy, if one exists.
- Describe how participant treatment will be funded.
- Describe the plan to provide treatment and services to address opioid, stimulant, and substance abuse reduction.
- For VTCs serving violent offenders, describe the availability of anger management and domestic violence treatment.

3) Capabilities and Competencies (20%)

- Indicate whether the current drug court team members have received training through the BJA Veterans Treatment Court Planning Initiative or through another opportunity. If not, describe any training received or planning completed.
- Identify each member of the drug court team and briefly describe their roles and responsibilities. Key drug court team members must include a drug court judge, prosecutor, defense attorney, treatment provider, researcher/evaluator/ management information specialist, and drug court coordinator.
- Attach an MOU signed by each key drug court team member with the responsibilities outlined for each.
- Describe how effective communication and coordination among the team members will be implemented throughout the program period.
- Indicate whether the drug court team includes members from local law enforcement and probation departments. If applicable, describe the roles of these members as related to staffing attendance, home visits, and court appearances.
- Describe the drug court program’s proposed treatment partners; describe the history of this partnership and how the court will ensure these substance abuse treatment providers will use evidence-based treatment services, including MAT.

4) Evaluation, Continued Care and Health Care Integration, Sustainment, and Plan for Collecting the Data Required for this Solicitation's Performance Measures (15%)

The applicant must describe its current ability to collect and analyze client-level demographic, performance, and outcome data and to conduct regular assessments of program service delivery and performance as described in the evidence-based program principles described in this solicitation on pages 8-9. All applicants must indicate their willingness and ability to report aggregated client-level performance and outcome data through BJA's PMT as well as identify the person responsible for collecting the data. Statewide applicants are expected to report on behalf of their sub-awardees.

- Describe the steps the drug court will take to develop a performance management and evaluation plan. The plan should include strategies to collect data, review data, and use data to improve program performance, and it should discuss how the drug court will work with an evaluator when appropriate. Describe the program's screening tool and referral process, which ensure that participants screened and referred to drug court mirror the jurisdiction's substance abuse arrestee percentages.
- Describe who will be responsible for, and the process of, the quarterly review of the actual number of participants served with grant funds as compared to the projected number of participants to be served. The Time Task Plan should reflect when and how the jurisdiction plans to reach that capacity and should be measured on a quarterly basis.
- Provide a client community reintegration or continued care strategy detailing the step down provisions for reintegration services to assist program graduates as they reintegrate into the community. The applicant should emphasize client access to drug-free or transitional housing. If applicable, the applicant is encouraged to consider and describe how its state's planned Medicaid expansion, as allowed under the Patient Protection and Affordable Care Act, will increase future program capacity or sustainability.
- Provide a sustainability plan detailing how drug court operations will be maintained after federal assistance ends. The sustainability plan should describe how current collaborations and evaluations will be used to leverage ongoing resources. BJA encourages the applicant to ensure sustainability by coordinating with local, state, and other federal resources. Allowable uses of funds under the BJA [Edward Byrne Memorial Justice Assistance Grant \(JAG\) Program](#) are court services and substance abuse treatment.
- Describe how operation and enhancement efforts will be maintained after federal assistance ends and how current collaborations and evaluations will be used to leverage ongoing resources.