

Category 3 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 3 applicants**. Applicants applying under category 1 or 2 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 enhancements being proposed to support drug court(s), veterans treatment courts, and other problem-solving courts with jurisdiction over substance abusers operating in your state.
- Describe the extent to which the state and these courts meet the needs of the eligible population as defined in the solicitation; if they are operating at capacity; and the nonbudgetary reasons if they are not operating at capacity.
- Provide information about the extent to which the enhancement proposed incorporates evidence-based treatment practices and/or services.
- Describe the issue or need that the statewide grant seeks to address.
- Provide state data and any evaluation findings that demonstrate the state drug court program's impact with regard to offender and community outcomes.
- Describe the distinct TTA needs of drug courts statewide. Needs may be different based on the geographical location of the drug court program (i.e., urban, suburban, or rural). Provide the target number of drug courts for which TTA services will be provided. This number will serve as the target number, and BJA will measure the grantee against this target number, if the applicant is selected to receive an award. Include the data source used to determine the target number.

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 3 requirements include:

- Describe the specific design and objectives for the proposed statewide enhancement program.
- Describe which, if any, evidence-based principles and practices included in the NADCP drug court standards will be implemented (see page 9) and how the proposed use of funds will assist in their implementation. If the state is proposing to increase or improve implementation of its own state standards, describe those standards and how they will be implemented.
- Provide a program strategy identifying how one or more of the following statewide initiatives will be accomplished: supporting state or local implementation of a new drug court; best practice standards implementation; a TTA program and/or strategy for operational drug court teams; tracking or compiling state drug court information and resources; disseminating statewide drug court information to enhance or strengthen drug court programs; increasing communication, coordination, and information sharing among drug court programs; conducting a statewide drug court evaluation; or establishing an automated drug court data collection system.
- Describe the statewide, data-driven drug court strategy, including the plan to expand the capacity of problem-solving courts to divert nonviolent substance-abusing defendants from incarceration, which may include state or local implementation of new drug courts and/or scaling up existing drug courts to better meet the existing and eligible defendant population that is high risk/high need. Demonstrate how this proposal will assist in implementing that state strategy.
- Describe the personnel required to coordinate the state-based TTA program. Describe the system and process for coordinating TTA to drug courts statewide. Detail how the state will assess, implement, and monitor the TTA needs of drug courts. Plans may include support

from BJA's TTA providers (e.g., National Association of Drug Court Professionals, Center for Court Innovations, and Tribal Law and Policy Institute).

- Describe the state's plan to coordinate treatment and services statewide to address opioid, stimulant, and substance abuse reduction.
- Describe the detailed and randomized drug testing process and how it will occur throughout all components or phases of the program. Describe the mechanism which the court will use to ensure coverage and coordination of drug testing among all available agencies associated with clients.
- Describe the proposed frequency of judicial status hearings and related criteria in the program. Describe how the program will ensure consistent procedures in the status hearings.
- Describe the process the court will use to ensure a perception of procedural fairness throughout all court and program operations.
- Describe the plan for sustaining drug court programming after federal funding has ended.
- For VTCs serving violent offenders, describe the availability of anger management and domestic violence treatment.

3) Capabilities and Competencies (20%)

- Identify personnel who are critical to the enhancement program's successful implementation and discuss their roles, responsibilities, and qualifications. Discuss the organizational capabilities or competencies that will directly impact the ability to successfully implement the proposed enhancement and/or coordination of a state-based TTA program.

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.

- Provide a plan detailing how enhancement activities will be managed and evaluated.
- Describe who will be responsible for the quarterly reporting of the number and type(s) of state-based TTA services provided on a quarterly basis.
- Describe how enhancement efforts will be maintained after federal assistance ends and how current collaborations and evaluations will be used to leverage ongoing resources.