**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 2023 Bureau of Justice Assistance (BJA) Adult 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** to plan and implement new programs. Applicants applying under Categories 2 or 3 should use their respective documents.

**A) Description of the Issue**

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

* Describe the nature and scope of SUDs for individuals in the jurisdiction, including criminal justice contacts. Include data on race, ethnicity, age, gender, arrest volume (i.e., specifics of the general arrestee population, including the percentage screened for treatment court and what percentage of those are admitted into treatment court), and crime patterns for adult defendants.
* Explain the problems with the current court’s response to cases involving SUDs; 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 current resources and gaps to address the needs of persons to be served.
* Describe the proposed target population, including the criminogenic risk levels (high, medium, low), SUD treatment and recovery needs, 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 period (48 months).
* Describe how the applicant will prioritize court resources and services for individuals with high criminogenic risk and treatment needs, including persons with repeat criminal justice involvement and substance use disorders.
* Describe any current planning or coordination with related projects that shows the jurisdiction is preparing to plan and implement an adult treatment court.

**B) Program Design and Implementation**

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

* If the applicant is seeking priority consideration for Priority 1(A), it should address in this section how the proposed project(s) will promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality, and identify how the project design and implementation will specifically incorporate the input or participation of these communities.
* Demonstrate that the treatment court programs for which funds are being sought will not deny any eligible participant access to the program because of their use of FDA-approved medications for the treatment of a substance use disorder as discussed under “Medication assisted treatment.”
* Describe the plan to provide treatment and services to address substance use disorders and co-occurring SUD and mental health disorder needs. This should include how participant treatment will be funded and the range of treatment modalities that will be provided.
* Describe how the treatment provider(s) will be selected and address how the treatment court will monitor the provider(s). This monitoring should ensure the treatment is effective.
* Describe the evidence base for the substance use and other treatment intervention(s) to be used and how responsive they are to the needs of the target population.
* Describe which, if any, evidence-based principles and practices included in NADCP’s 10 Best Practice Standards will be implemented as discussed under “Best Practices Standards.”
* Describe how the treatment court will identify, assess, and prioritize participation and services for high risk/high needs persons. Identify the validated assessment tool that will be used and provide information on why it was selected.
* Discuss the applicant’s commitment to admit and provide evidence-based interventions to participants with opioid, stimulant, and other substance use disorders, including strategies for early assessment and entry into treatment to prevent overdose. Describe the strategies that will be used during this phase to assess for the risk of overdose, the need for critical access to treatment services, and how to prevent overdose.
* Demonstrate that eligible treatment court participants promptly enter the treatment court program following a determination of their eligibility. The applicant must also explain that people receive treatment services while incarcerated, if available, and will begin treatment services immediately upon release.
* Describe a plan that demonstrates how all individuals eligible for the treatment court program will have equivalent access to the program. This should include protocols for collecting and examining access and retention data.
* The ATC Discretionary Grant Program’s authorizing statute requires participants to pay for treatment and restitution; however, it does not allow imposing a fee on a participant 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.
* Provide a community reintegration or continued care strategy detailing services to assist program graduates as they reintegrate into the community. The applicant should emphasize client access to drug-free or transitional housing, including recovery housing. If applicable, the applicant is encouraged to consider and describe how their state’s planned Medicaid expansion, waivers, and other amendments as allowed under the Patient Protection and Affordable Care Act, will increase future program capacity or sustainability.
* Provide a sustainability plan detailing how the adult treatment 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 such as the Edward Byrne Memorial Justice Assistance Grant (JAG) Program which has purpose areas to support court services and substance use disorder treatment.
* Discuss how activities anticipated for the Byrne State Crisis Intervention program will be coordinated with the proposed activities in this application.
* Demonstrate how the proposal conforms to the framework of the state treatment court strategy, if one exists.
* The required Timeline web-based form should address the key steps tied to the program design outlined in this section.

Category 1: Planning and Implementation Applicants

For the planning phase, describe activities the court will take to prepare for program implementation, to include the following:

* Describe the staffing needs to implement a treatment court program.
* Briefly describe any training the treatment court plans to have its members participate in during the 6-month planning stage.
* Discuss how the community will be engaged in the planning process and describe the community partnerships that currently exist that will support the treatment court program.
* Describe how data collected in the community mapping of resources will be used to enhance access to relevant and needed services.

For the implementation phase, describe the planned treatment court program, to include the

following:

* Referral, screening, and assessment process
* Eligibility requirements
* Structure of the treatment 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 use disorder recovery process, and it is taken into consideration in the development of incentives and sanctions. Describe how the applicant will employ strategies to ensure due process and reduce the potential for unintended harm in the application 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.
* Discuss how the treatment court will make efforts to engage and support participants’ families.
* If trauma-informed care is proposed, discuss how the model will be implemented.
* If a post-adjudication drug court model is proposed, discuss how the concept of “early intervention” will be implemented.

**C) Capabilities and Competencies**

If the applicant is seeking priority consideration under Priority 1(B), it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 40% of the project budget) will enhance its ability to implement the proposed project(s), should also specify which populations are intended or expected to be served or have their needs addressed under the proposed project(s), and should include the website address (if applicable) and formal or informal mission statement or principles of the culturally specific organization.

* Indicate whether the current adult treatment court team members have received the BJA-sponsored, free foundational training for adult drug courts or a training through another opportunity. For information on ATC training, visit:
* <https://www.ndci.org/resource/training/foundational-training/>.
* Identify each member of the treatment court team and briefly describe their role and responsibilities. Key team members must include a judge, prosecutor, defense attorney, treatment provider, researcher/evaluator/management information specialist, and treatment court coordinator. Another member can be a case management coordinator to support the provision of key services including treatment, recovery support, peer support, housing, and family support services.
* Describe how effective communication and coordination among the team members will be implemented throughout the program period.
* Describe the treatment court program’s proposed treatment and recovery support partners and the history of these partnerships. Describe how the court will ensure these substance use disorder treatment providers will use evidence-based treatment services, including MAT.
* Indicate whether the team includes members from local law enforcement and probation departments. If applicable, describe the roles of these members as they relate to staffing, attendance, home visits, and court appearances.
* Describe any research partners or analytical staff members who will support data collection, analysis, and research, including their roles and goals. Describe how they will support equity and inclusion in access to program services, effective targeting and implementation fidelity, and program evaluation.
* Attach an MOU signed by each key treatment court team member with the responsibilities outlined for each as discussed under “Memorandum of Understanding Signed by Key Treatment Court Team Members” in the Additional Application Components section.
* Attach job descriptions and résumés/CVs of key staff members.
* Attach a letter of support from the local court outlining its commitment to the project

**D) Plan for Collecting the Data Required for this Solicitation’s Performance Measures**

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. All applicants must indicate their willingness and ability to report the data through BJA’s Performance Measurement Tool (PMT) as well as identify the person responsible for collecting the data. Statewide applicants are expected to report on behalf of their subrecipients. In addition, grantees are expected to map community resources to support their programs, conduct or support evaluation of the programs, and to be able to assess equity and inclusion in their programs.

* Describe the steps the treatment 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 treatment court will work with an evaluator when appropriate.
* Describe the program’s screening tool and referral process to ensure that participants screened and referred to the court mirror the jurisdiction’s SUD arrestee percentages.
* Describe the process and who will be responsible for the quarterly report on the actual number of participants served using grant funds as compared to the target number of participants to be served. The timeline plan must reflect when and how the jurisdiction plans to reach the targeted capacity as measured on a quarterly basis.