**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 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 3 applicants** for statewide programs. Applicants applying under Categories 1 or 2 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 state’s current role and strategy to support existing and build new adult treatment courts or other problem-solving approaches in courts.
* Describe the extent to which the state and these courts meet the needs of the eligible population, if they are operating at capacity, and the nonbudgetary reasons if they are not operating at capacity. Describe the issue or need.
* Provide information about the extent to which the proposed enhancement incorporates evidence-based treatment practices and/or services. Address access to treatment options including MAT, reducing risk for overdose and overdose fatalities, and supporting the provision of coordinated recovery support services such as transitional housing, peer support, and family related services.
* Describe how the project proposes to enhance the potential for the long-term success of participants and graduates, including building positive supports for those in recovery in the
* programs.
* Describe how the applicant seeks to enhance the capacity of treatment courts to use data and research, implement with fidelity to the ATC model, best practice standards, 10 key components, and track program outcomes.
* Provide state data and any evaluation findings that demonstrate the state treatment court program’s impact on the community and individuals involved in the criminal justice system.
* Describe the gaps the applicant seeks to address with grant funding, particularly those that impact the collection of key program, recidivism, and treatment-related outcomes data to assess the efficacy of the adult treatment courts.
* Describe other enhancements being proposed to support ATCs in the state.
* Describe areas where the state needs to enhance the capacity of treatment courts and practitioners statewide. Needs may be different based on the geographical location of the treatment court program (i.e., urban, suburban, or rural). If planning to implement or enhance TTA statewide, provide the target number of treatment courts for which TTA services will be provided. BJA will measure the grantee against this target number. Include the data source used to determine the target number.

For applicants seeking to help local or rural jurisdictions to launch a new adult treatment court and/or scale up an existing one:

* Describe the nature and scope of SUDs in the jurisdictions to be targeted. 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 local jurisdiction’s current response to cases involving SUDs. Identify how and to what extent the proposed program will address the current arrest volume. Describe how the current number of treatment slots meets the needs of
* anticipated referrals.
* Explain what other challenges these jurisdictions face, including overdose and overdose fatalities, co-occurring mental health challenges, and other public health and homelessness challenges.
* Describe the proposed target population, including criminogenic risk levels (high, medium, low), substance use disorder treatment 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 award period (48 months).
* Describe current efforts that document the jurisdiction is ready to plan and implement an adult treatment court. Indicate whether the treatment court team to be funded has received training on the treatment court model.
* Document the commitment of the state and its local jurisdictions to 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 how the applicant will map and develop more resources to support the program and how those services would be monitored for quality and effectiveness.
* Provide local data and describe how the applicant will assess and use any evaluation findings that demonstrate the program’s impact with regard to participant recidivism and functional outcomes.
* Describe gaps and/or the locations that have more significant needs or limited capacity and services.

**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 3: Statewide Applicants

* Describe the specific design and objectives for the proposed statewide enhancement program. Describe which, if any, of the following statewide strategies will be implemented:
* Building capacity to ensure diversity, equity, and inclusion in programs for all eligible participants, including alternative tracks based on the risk and need principles, programming that addresses the cultural needs of participants, and the ability to review and assess equal access to the program, services, and sanctions and incentives.
* Enhancing courts’ capacity to provide participants with access to evidence-based substance use treatment, such as MAT, prevent overdose fatalities, and/or provide key peer recovery services such as educational and/or vocational services and transitional housing.
* Building or enhancing peer recovery activities such as alumni networks and family support activities for parents in treatment courts.
* Implementing best practice standards and fidelity assessments. Expanding courts’ capacity to divert nonviolent individuals with substance use disorders from incarceration.
* Developing or enhancing a statewide TTA program and/or strategy for operational treatment court teams.
* Enhancing data and research capacity, including automated collection of core data for all treatment courts in the state.
* Making subawards to local courts.
* Disseminating statewide ATC information to enhance or strengthen programs for persons in the criminal justice system.
* Describe which, if any, evidence-based principles and practices included in NADCP’s 10 Best Practice Standards will be implemented 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.
* Describe the state’s current strategy and process for coordinating TTA to treatment courts statewide. If relevant, detail how the state will assess, implement, and monitor treatment courts’ TTA needs. Plans may include support from BJA’s National Adult Treatment Court TTA providers that offer no cost training to support state training activities.
* Describe how the applicant will address gaps in transitional housing, peer support, and other key recovery support services. Describe how the program will enhance family support services for adult treatment court participants.
* Describe how the state will enhance local courts’ capacity to assess and reduce the risk of overdose and overdose fatalities including use of naloxone and access to MAT.
* Describe how the enhancement efforts will be maintained after federal assistance ends and how current collaborations and evaluations will be used to leverage ongoing resources.

For applicants seeking to make subawards to local courts, provide the following information on state efforts to implement new and/or scale up existing adult treatment courts to better meet the existing and eligible defendant population that is high risk/high needs. Demonstrate how this proposal will assist in implementing that state strategy:

* Describe the detailed and randomized drug testing process and how it will occur throughout all components or phases of the local program. Describe the mechanism which the program 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 state will use to ensure a perception of procedural fairness throughout all court and program operations.
* Describe the state’s plan for sustaining local treatment court programming after federal funding has ended.

**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.

* Identify the personnel who are critical to the program’s success 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, and/or subawarding funding to support new treatment courts.
* Describe any needed support from BJA and its national TTA partners to implement the project, including efforts to train treatment court staff and partners, collect data and conduct analysis, audit fidelity of the courts, enhance practices or access to evidence-based treatment, such as MAT, and recovery support services, or support national recidivism studies. Describe how the applicant will coordinate with BJA and its TTA partners to implement these efforts.
* Describe any research partners or analytical staff members who will support data collection, analysis, and research, including their role and goals. Describe how they will support equity and inclusion in access to program services, effective targeting and implementation fidelity, and program evaluation.
* Attach the job descriptions and résumés/CVs of key staff members.

For applicants seeking to provide subawards to help launch a new adult treatment court

and/or scale up an existing adult treatment court:

* Identify each treatment court team member who will have a significant role in implementing the treatment court program. Describe their role, responsibilities, and qualifications. Key treatment court team members must include a judge, prosecutor, defense attorney, treatment provider, researcher/evaluator/management information specialist, community supervision representative, and treatment court coordinator.
* Identify personnel other than the team members who are critical to the program’s successful implementation and/or enhancement and discuss their roles, responsibilities, and qualifications. Discuss the organizational capabilities or competencies that will directly impact the ability to successfully implement the proposed application.
* Describe the treatment court program’s proposed treatment partners, the history of the partnerships, and how the court will ensure that these substance use disorder treatment providers use evidence-based treatment services and monitor the quality and effectiveness of service delivery.
* Indicate whether the treatment court team members have received the BJA-sponsored, free foundational training for adult drug courts or training through another opportunity. If not, describe any training received or planning completed.
* Describe how effective communication and coordination among the team members will be implemented throughout the program period.
* Indicate whether the treatment court team does or will include 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.
* Attach an MOU signed by each key treatment court team member, with the responsibilities outlined for each.

**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.

* Provide a plan detailing how the 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.
* Describe efforts at the state level to collect and share key efficacy evaluation data on the state’s treatment courts to support reducing recidivism rates and improving outcomes for participants.
* Note: An applicant is not required to submit performance data with the application. Rather, performance measure information is included as a notification that award recipients will be required to submit performance data as part of each award’s reporting requirements. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.
* OJP will require each award recipient to submit regular performance data that show the completed work’s results. The performance data directly relate to the goals, objectives, and deliverables identified in the “Goals, Objectives, and Deliverables” discussion. Applicants can visit OJP’s performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.
* BJA will require award recipients to submit performance measure data in the Performance Measurement Tool (PMT) and separately submit a semi-annual performance report in JustGrants. BJA will provide further guidance on the post-award submission process, if the applicant is selected for award.
* Note: For applicants seeking to launch a new adult treatment court and/or scale up an existing adult treatment court, the application must describe how the applicant will collect, store, assess, and report performance data from subrecipients.