**Category 1 Program Narrative Outline**

This template was developed by the National Treatment Court Resource Center (NTCRC) to assist jurisdictions with preparing their project narrative files for the FY 2024 Bureau of Justice Assistance (BJA) Adult Treatment Court 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).

* Explain their inability to fund the program adequately without federal assistance.
* Indicate whether their jurisdiction is leveraging any other federal funding sources (e.g., Second Chance Act; Comprehensive Opioid, Stimulant and Substance Use Program; Coordinated Tribal Assistance Solicitation; Justice Reinvestment Initiative; or Edward Byrne Memorial Justice Assistance Grant Program) to support the treatment court.
* Indicate whether their jurisdiction has an active treatment court grant with BJA, the Substance Abuse and Mental Health Services Administration, or the Office of Juvenile Justice and Delinquency Prevention (include the grant number).
* 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 the current resources available and the gaps the applicant seeks to address with grant funding, particularly those that impact the collection of key program, recidivism, and treatment-related outcome data to assess the efficacy of the adult treatment court.
* Define 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.
* Describe how applicant will prioritize court resources and services for individuals with high criminogenic risk and treatment needs, including persons with repeat criminal justice involvement and SUDs.
* Provide the target number of people for whom services will be provided under this program during the grant period (48 months). Explain how this target number was derived.
* Describe any current planning or coordination with related projects that shows the jurisdiction is preparing to plan and implement an adult treatment court.
* Illustrate 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 that would be screened for treatment court and what percentage of those would be admitted into treatment court), and crime patterns for adult defendants. • Provide information about the extent to which the proposed program will use evidence-based treatment practices and/or services.
* Describe how applicant will address access to treatment options including MAT, reduce risk for overdose and overdose fatalities, and support the provision of coordinated recovery support services such as transitional housing, peer support, and family related services. Indicate how those services are currently monitored or will be monitored for quality and effectiveness.
* Confirm that access to all three types of MAT will be provided.
* 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.

**B) Project Design and Implementation**

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

* State the name, location, and address where the proposed treatment court program is or will be operating.
* Define the type of adult treatment court(s) for which funds are requested.
* Describe applicant’s plan to ensure that all individuals eligible for the treatment court program will have equivalent access to the program. This should include protocols for collecting and examining data on access to and retention in the program.
* Describe the plan to provide treatment and services to address SUD and co-occurring SUD and mental health disorder needs. Affirm whether the jurisdiction has access to all types of MAT services. This should include how participant treatment will be funded and the range of treatment modalities that will be provided.
* Explain how the treatment provider(s) will be selected and how the treatment court will monitor the provider(s). This monitoring should ensure the treatment is effective.
* Identify the evidence base for the substance use and other treatment intervention(s) to be used and how responsive interventions are to the needs of the specific target population(s). If the evidence is limited or nonexistent for the target population, provide other information to support the intervention selection.
* Demonstrate that the treatment court program(s) for which funds are being sought will not deny access to the program to any eligible participant because of their use of FDA-approved medications for the treatment of a substance use disorder as discussed under “Medication-assisted Treatment.”
* Describe how applicant will use funding to incorporate the evidence-based program principles included in the [All Rise 10 Best Practice Standards](https://allrise.org/publications/standards/), and to specify which standard(s) will be addressed, how the standard(s) will be implemented, and the page numbers where each item is discussed in the proposal narrative.
* Illustrate how the treatment court will identify, assess, and prioritize participation and services for high-risk/high-needs persons, including persons with repeat criminal justice involvement and substance use disorders. Identify the validated assessment tool that will be used and explain why this tool was selected.
* Discuss 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 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 how participants will receive treatment services while incarcerated, if available, and how they will begin treatment services immediately upon release.
* Describe how applicant will ensure the following requirement is met: That, while the ATC program’s authorizing statute requires participants to pay for treatment and restitution, it does not allow a fee to be imposed 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.
* Explain the community reintegration or continued care strategy, detailing the 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 state plan amendments, will increase future program capacity or sustainability.
* Describe applicant’s 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](https://bja.ojp.gov/program/jag/overview), which has purpose areas to support court services and substance use disorder treatment.
* Discuss how activities of the [Byrne State Crisis Intervention Program](https://bja.ojp.gov/program/byrne-scip/overview) will be coordinated with the proposed activities in this application, if relevant.
* Demonstrate how the proposal conforms to the framework of the state treatment court strategy, if one exists.
* Note: Applicant must include the Timeline web-based form (in JustGrants), which 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, including the following:

* Staffing needs to implement a treatment court program.
* Any training the treatment court plans to have its members participate in during the 6-month planning stage.
* 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.
* 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: Proposed approach should 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
* How the treatment court will make efforts to engage and support participants’ families.
* Any plans to provide trauma-informed care, including 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**

* 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. Other members can include a case management coordinator or other staff to support the provision of key services including treatment, recovery support, peer support, housing, and family support services.
* Identify personnel other than team members 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 manage the proposed program.
* Describe the treatment court program’s proposed treatment and recovery support partners, the history of the partnerships, and how the court will ensure that these SUD treatment providers use evidence-based treatment services and monitor the quality and effectiveness of service delivery.
* Define 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.
* Explain how effective communication and coordination among the team members will be implemented throughout the program period.
* 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 the job descriptions and résumés/CVs of key staff members.
* Attach a letter of support from the local court outlining its commitment to the project.

If the applicant is seeking priority consideration under Priority 1B, it should: (1) describe within this section how being a population specific organization (or funding a population specific subrecipient organization at a minimum of 40% of the project budget) will enhance its capabilities and competencies to implement the proposed project; (2) specify which populations are intended or expected to be served, have their needs addressed, and/or be affected by the proposed project; and (3) include information to confirm that the population specific organization is specifically designed to serve communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization (examples of such information include, but are not limited to, the website address, charter, mission statement, or operating principles of the population specific organization).

**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 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, and use data to improve program performance, and it should discuss how the treatment court will work with an evaluator when appropriate.
* Explain 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.
* Define the process and who will be responsible for the biannual 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.