**Category 3 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 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).

* 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.
* Provide the state’s current role and strategy to support existing and build new adult treatment courts or other problem-solving approaches in courts.
* Provide the extent to which the state and these courts meet the needs of the eligible population, whether they are operating at capacity, and the nonbudgetary reasons if they are not operating at capacity. Describe the issue or need.
* Provide how applicant plans to enhance the capacity of treatment courts to use data and research; implement with fidelity to the ATC model, best practice standards, and 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.
* Provide other enhancements being proposed to support ATCs in the state.
* Provide 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 evaluate the grantee against this target number, so please 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, provide the following information for each court:

* 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).
* 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.
* Other challenges these jurisdictions face, including overdose and overdose fatalities, co-occurring mental health challenges, and other public health and homelessness challenges.
* 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.
* Documentation of the commitment of state and local jurisdictions to prioritizing court resources and services for individuals with high criminogenic risk and treatment needs, including persons with repeat criminal justice involvement and substance use disorders.
* How applicant will map and develop more resources to support the program and how those services would be monitored for quality and effectiveness.
* Local data and how applicant will assess and use any evaluation findings that demonstrate the program’s impact with regard to participant recidivism and functional outcomes.
* Gaps and/or locations that have more significant needs or limited capacity and services.

**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 3: Statewide Applicants

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

* 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](https://www.ojp.gov/ncjrs/virtual-library/abstracts/alternative-tracks-adult-drug-courts-matching-your-program-needs) 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.
	+ 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 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 or tribal courts to build or enhance treatment courts.
	+ Disseminating statewide ATC information to enhance or strengthen programs for persons in the criminal justice system.
	+ Coordinating TTA to treatment courts statewide. If relevant, detail how the state will assess, implement, and monitor treatment courts’ TTA needs. Describe any plans to include support from BJA’s National Adult Treatment Court TTA providers leveraging no-cost training to support state training activities.
	+ Addressing gaps in transitional housing, peer support, and other key recovery support services; and/or family support services for adult treatment court participants. Describe how the program will enhance these needs.
* How to enhance local and/or tribal courts’ capacity to assess and reduce the risk of overdose and overdose fatalities including use of naloxone and access to MAT.
* 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 and/or tribal 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 by addressing the following:

* 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.
* 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 and due process protections.
* The process the state will use to ensure a perception of procedural fairness throughout all court and program operations.
* The state’s plan for sustaining local treatment court programming after federal funding has ended.

If an applicant is seeking consideration under Priority 1A, it should explain in the Project Design and Implementation section how the proposed project(s) will meaningfully address identified inequities **and** contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization. The applicant should also identify how the project design and implementation will specifically incorporate the input and/or participation of these communities.

**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.

For statewide applicants seeking to provide subawards to help launch a new adult treatment court and/or scale up an existing adult treatment court attach the written policies and procedures in place for administering subawards.

**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.

* Provide a plan detailing how the enhancement activities will be managed and evaluated.
* Designate who will be responsible for the biannual 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.