**Program Narrative Template for the**

**FY 2020 Adult Drug Court and Veterans Treatment Court Discretionary Grant Program – Category 2**

This template is for Category 2 of the FY 2020 Adult Drug Court and Veterans Treatment Court Discretionary Grant Program. Category 2 supports the implementation of Veterans Treatment Courts.

# Introduction: This template is designed to support you in successfully completing the program narrative section of the above referenced solicitation. This template guides you through each question that is part of the peer review process.

**Formatting Requirements:** The following pages have been properly formatted for you. Please do not change any of the formatting. The program narrative should be double-spaced, using a standard 12-point Times New Roman font with 1-inch margins. If you need to insert a table, your table may be single spaced.

**Page Limits:** Your program narrative may not exceed 20 pages. The following sections are part of the program narrative:

a. Statement of the Problem

b. Program Design and Implementation

c. Capabilities and Competencies

d. Evaluation, Continued Care and Health Care Integration, Sustainment, and Plan for Collecting the Data Required for this Solicitation’s Performance Measures

Your program narrative should be numbered “1 of 20,” “2 of 20,” etc. Until you erase the text in red, your application may exceed 20 pages. Keep that in mind during your initial review.

# How to Use This Template as the Grant Writer: To maximize the chance that you score well in peer review, it is important to answer every question in this template in the order it appears. Do not rearrange questions in any way. If questions are repetitive, you must still answer them.

# Have a colleague review your answers against the question asked to ensure that your answer makes sense to an external reviewer other than yourself. Once you are comfortable with your answers, erase this front page and all text that is red and/or highlighted. Double check to make sure you have not exceeded 20 pages once you have removed all the red text and this front page.

You should allocate your 20 pages in a way that reflects the scoring of each section. You should allocate several pages of your applications to sections worth the highest percentage of your score.

**Statement of the Problem**

**This section accounts for 20 percent of your overall score.**

Describe the immediate issues that the VTC grant will address. The applicant is encouraged to incorporate the evidence-based program principles included in the NADCP Adult Drug Court Best Practice Standards, and to specify which standard(s) will be addressed and how the standard(s) will be implemented. The applicant should also refer to the allowable uses of funds on page 11. In addition, the proposed enhancements should include criminal justice-related needs and can also include enhancements related to enhancing treatment and relapse prevention support services.

Describe the current operation of the drug court, addressing:

* + Referral, screening, and assessment process
  + Eligibility requirements
  + Target population
  + Current capacity
  + Length and phases of the program
  + Case management process
  + Community supervision
  + Recovery support services delivery plan, including vocational and/or educational and transitional housing services
  + Judicial supervision
  + Process for randomized drug testing
  + Incentives and sanctions
  + Graduation requirements and expulsion criteria (include what drug court members are present when it is decided and communicated that a participant is terminated from the program)
  + Restitution costs and all fees required for program participation

Describe the mechanism that prioritizes court resources and services for individuals with high criminogenic risk and treatment need, including persons with repeat criminal justice involvement and substance abuse.

Indicate whether the veterans treatment court team to be funded has received training on the drug court model.

Describe current efforts and planning that document that the jurisdiction is ready to enhance its veterans treatment court.

Identify the treatment service(s) and/or practice(s) available for drug court participants, including access to MAT services, and how those services are currently monitored or will be monitored for quality and effectiveness.

Discuss the evidence that shows that the drug and other treatment service(s) and/or practice(s) are evidence-based and effective with the target population. If the evidence is limited or nonexistent for the target population, provide other information to support the intervention selection.

Provide local data and any evaluation findings that demonstrate the program’s impact with regard to participant recidivism and functional outcomes.

**Program Design and Implementation**

**This section accounts for 40 percent of your overall score.**

Describe the proposed enhancement and its specific objectives, including how they tie to the criminal justice purpose of the program.

Describe which, if any, evidence-based principles and practices included in the NADCP Adult Drug Court Best Practice Standards described on page 9 will be implemented with the requested funds*.*

Describe how the court will identify, assess, and prioritize participation and services for high-risk/high-need persons. Identify the validated assessment tool used and provide information on why the specific assessment tool was selected.

Provide the target number of people for whom services will be provided. Explain how this target number was derived. This number will serve as the target service number, and BJA will measure the grantee’s success using this target number, if the applicant is selected to receive an award. Describe the focus of the drug court (pre-, post-, plea, etc.)

Identify the enhancement options discussed on page 7 for which funds are being requested and explain how each will be accomplished. In the explanation address the following:

* 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 evidence base for the treatment intervention(s) to be used and how it is responsive to the needs of the target population. Describe the range of treatment modalities that will be provided to address participants’ substance abuse, mental illness, and cognitive behavioral needs.
* Describe the plan to provide treatment and services to address opioid, stimulant, and substance abuse reduction.
* Discuss how the court will make efforts to engage and support participants’ families.
* If trauma-informed care is proposed, discuss how the model will be implemented.
* If delivering recovery support services, describe the agency and personnel that will administer the services and how those services are coordinated.
* Demonstrate how the proposal conforms to the framework of the state drug court strategy, if one exists.
* For VTCs serving violent offenders, describe the availability of anger management and domestic violence treatment.

**Capabilities and Competencies**

**This section accounts for 20 percent of your overall score.**

Indicate whether the current veterans court team members have received training through the BJA Veterans Treatment Court Planning Initiative or through another opportunity. If not, describe any training received or planning completed.

Identify each member of the veterans 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 VTC coordinator.

Attach an MOU signed by each key VTC team member with the responsibilities outlined for each.

Describe how effective communication and coordination among the team members will be implemented throughout the program period.

Indicate whether the team includes members from local law enforcement and probation departments. If applicable, describe the roles of these members as related to staffing attendance, home visits, and court appearances.

Describe the VTC program’s proposed treatment partners; describe the history of this partnership and how the court will ensure these substance abuse treatment providers will use evidence-based treatment services, including MAT.

**Evaluation, Continued Care and Health Care Integration, Sustainment, and Plan for Collecting the Data Required for this Solicitation’s Performance Measures**

**This section accounts for 15 percent of your overall score.**

Provide a plan detailing how the performance of court operations will be evaluated and managed.

Describe the program’s screening tool and referral process, which ensure that participants screened and referred to drug court mirror the jurisdiction’s substance abuse arrestee percentages.

Describe who will be responsible for, and the process of, the quarterly review of the actual number of participants served with grant funds as compared to the projected number of participants to be served. The Time Task Plan should reflect when and how the jurisdiction plans to reach that capacity and should be measured on a quarterly basis.

Describe how operation and enhancement efforts will be maintained after federal assistance ends and how current collaborations and evaluations will be used to leverage ongoing resources.

Provide a client community reintegration or continued care strategy detailing the step down provisions for reintegration services to assist program graduates as they reintegrate into the community. The applicant should emphasize client access to drug- free or transitional housing. If applicable, the applicant is encouraged to consider and describe how its state’s planned Medicaid expansion, as allowed under the Patient Protection and Affordable Care Act, will increase future program capacity or sustainability. BJA encourages the applicant to ensure sustainability by coordinating with local, state, and other federal resources. Such resources, such as the Edward [Byrne Memorial Justice Assistance Grant (JAG) Program](https://bja.ojp.gov/program/jag/overview), have purpose areas to support court services and substance abuse treatment.