**Program Narrative Template for the**

**FY 2020 Adult Drug Court and Veterans Treatment Court Discretionary Grant Program – Category 4**

This template is for Category 4 of the FY 2020 Adult Drug Court and Veterans Treatment Court Discretionary Grant Program. Category 4 supports states in implementing statewide strategies to support adult drug courts and 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 enhancements being proposed to support drug court(s), veterans treatment courts, and other problem-solving courts with jurisdiction over substance abusers operating in your state.

Describe the extent to which the state and these courts meet the needs of the eligible population as defined in the solicitation; if they are operating at capacity; and the nonbudgetary reasons if they are not operating at capacity.

Provide information about the extent to which the enhancement proposed incorporates evidence-based treatment practices and/or services.

Describe the issue or need that the statewide grant seeks to address.

For applications that seek support to launch implementation plans to operate local ADC and VTCs:

* Describe the nature and scope of the substance abuse problem 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 drug court and what percentage of those are admitted into drug court), and crime patterns for adult defendants.
* Explain the problems with the local jurisdiction’s current response to cases involving substance abuse; 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.
* Indicate whether the drug court team to be funded has received training on the drug court model.

o Describe the proposed target population, including criminogenic risk level (high, medium, low), substance abuse treatment need, 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 (36 months). Describe current efforts and planning that document that the jurisdiction is ready to implement an adult drug or veterans treatment court.

Provide state data and any evaluation findings that demonstrate the state drug court program’s impact with regard to offender and community outcomes.

Describe the distinct TTA needs of drug courts statewide. Needs may be different based on the geographical location of the drug court program (i.e., urban, suburban, or rural).

Provide the target number of drug courts for which TTA services will be provided. This number will serve as the target number, and BJA will measure the grantee against this target number, if the applicant is selected to receive an award. Include the data source used to determine the target number.

**Program Design and Implementation**

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

Describe the specific design and objectives for the proposed statewide enhancement program.

Describe which, if any, evidence-based principles and practices included in the NADCP drug court standards will be implemented (see page 9) 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.

Provide a program strategy identifying how one or more of the following statewide initiatives will be accomplished: supporting state or local implementation of a new drug court; best practice standards implementation; a TTA program and/or strategy for operational drug court teams; tracking or compiling state drug court information and resources; disseminating statewide drug court information to enhance or strengthen drug court programs; increasing communication, coordination, and information sharing among drug court programs; conducting a statewide drug court evaluation; or establishing an automated drug court data collection system.

Describe the statewide, data-driven drug court strategy, including the plan to expand the capacity of problem-solving courts to divert nonviolent substance-abusing defendants from incarceration, which may include state or local implementation of new drug courts and/or scaling up existing drug courts to better meet the existing and eligible defendant population that is high risk/high need. Demonstrate how this proposal will assist in implementing that state strategy.

Describe the personnel required to coordinate the state-based TTA program. Describe the system and process for coordinating TTA to drug courts statewide. Detail how the state will assess, implement, and monitor the TTA needs of drug courts. Plans may include support from BJA’s TTA providers (e.g., National Association of Drug Court Professionals, Center for Court Innovations, and Tribal Law and Policy Institute).

Describe the state’s plan to coordinate treatment and services statewide to address opioid, stimulant, and substance abuse reduction.

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 plan for sustaining drug court programming after federal funding has ended.

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.**

Identify personnel who are critical to the program’s successful implementation 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.

For applications seeking to expand the launch of new local implementation plans, please also:

* + Identify each drug court team member who will have a significant role in implementing and/or enhancing the ADC program. Describe their role, responsibilities, and qualifications to ensure success of the proposed strategy. Key drug court team members must include a judge, prosecutor, defense attorney, treatment provider, researcher/evaluator/management information specialist, community supervision representative, and drug 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 drug court program’s proposed treatment partners, the history of the partnerships, and how the court will ensure that these substance abuse treatment providers use evidence-based treatment services and monitor the quality and effectiveness of service delivery.
	+ Indicate whether the ADC court team members have received training through the BJA Drug Court Planning Initiative or 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 drug court team does or will include 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.
	+ Attach an MOU signed by each key drug court team member, with the responsibilities outlined for each.

**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 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 provided on a quarterly basis.

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