**Proposal Narrative Template for the**

**BJA FY 21 Adult Drug Court and Veterans Treatment Court**

**Discretionary Grant Program**

**Category 3: Adult Drug Courts**

This template is for the BJA FY 21 Adult Drug Court and Veterans Treatment Court Discretionary Grant Program - Category 3: Adult Drug Courts

# Introduction: This template is designed to support you in successfully completing the proposal 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. Points may be deducted for applications that do not adhere to the following requirements:

1. Double-spaced. (If you need to insert a table, your table may be single spaced).
2. 8½ x 11-inch pages.
3. One-inch margins.
4. Type no smaller than 12 point, Times New Roman (TNR)
5. Page numbers.
6. Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
7. Headings and sub-headings that correspond to the sections identified in this section of the solicitation.

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

a. Description of the Issue

b. Project Design and Implementation

c. Capabilities and Competencies

d. 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.

**Description of the Issue**

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

Describe the nature and scope of the substance abuse problem in the jurisdiction. Include data on race, ethnicity, age, gender, arrest volume (i.e., specifics on 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 current court’s response to cases involving substance abuse.

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.

If the applicant is proposing to launch its implementation plans to operate a new drug court, 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 (48 months).

Describe current efforts and planning that document that the jurisdiction is ready to implement an adult drug court.

If the applicant is planning to enhance current ADC operations, describe the current operations 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 the applicant will use to prioritize 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 drug court team to be funded has received training on the adult drug court model.

Describe the immediate issues that the ADC grant will address.

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.

Describe the inability to fund the program adequately without federal assistance.

**Project Design and Implementation**

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

Demonstrate that eligible drug court participants promptly enter the drug court program following a determination of their eligibility.

Explain that people receive treatment services while incarcerated, if available, and begin drug court treatment services immediately upon release.

*The ADC and VTC Discretionary Grant Program authorizing statute requires participants to pay for treatment and restitution; however, it does not allow imposing a fee on a client 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.

Demonstrate that the drug court for which funds are being sought will not deny any eligible client access to the program because of their use of U.S. Food and Drug Administration-approved medications for the treatment of substance abuse. *Please refer to the discussion on MAT in the Program Description section for additional information.*

Discuss the applicant’s commitment to admit and provide evidence-based interventions to participants with opioid and/or other substance abuse, including strategies for early assessment and entry into treatment to prevent overdose.

Describe the plan to provide treatment and services to address opioid, stimulant, and substance abuse reduction.

Describe how any budget expenses that are not specifically tied to the courts and criminal justice processes are reasonable and their use tied specifically back to the objectives of the drug court.

*Applicants should budget to have up to three team members attend up to two conferences or trainings per year to support ongoing capacity and success in implementation.*

Describe how the implementation plan will be launched for a new adult drug court program or the proposed enhancement to an existing adult drug court, including its objectives and how they tie to the criminal justice purpose of the program. Provide the following information:

* Referral, screening, and assessment process
* Eligibility requirements
* Structure of the drug 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: Demonstrate an understanding that relapse is a part of the substance abuse recovery process and is taken into consideration in the development of incentives and sanctions.
* Graduation requirements and expulsion criteria
* Restitution costs and all fees required for program participation, including identifying how fees will be absorbed back into the program. Include whether the program fees present a barrier to participation and the measures available to reduce or waive fees for indigent participants.

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

Describe how the treatment provider(s) will be selected and address the frequency with which key treatment court members will monitor the providers. Monitoring should ensure that the treatment is effective.

Describe the evidence base for the drug and other 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 the substance abuse, mental illness, and cognitive behavioral needs of participants.

Describe how the court will identify, assess, and prioritize participation and services for high-risk/high-need persons.

Identify the validated assessment tool that will be used.

Provide information on why the specific assessment tool was selected, and identify who will administer the tool.

If a post-adjudication drug court model is proposed, discuss how the concept of “early intervention” will be implemented.

Discuss how the community has been engaged in the planning or operations of the ADC and describe the community partnerships available to support the program.

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.

Demonstrate how the proposal conforms to the framework of the state drug court strategy, if one exists.

Describe how participant treatment will be funded.

Describe the plan to provide treatment and services to address opioid, stimulant, and substance abuse reduction.

If delivering recovery support services, describe the agency and personnel that will administer the services and how those services are coordinated.

*For enhancement activities, if relevant,* Identify the enhancement options discussed in the Program Description section for which funds are being requested and explain how each will be accomplished, fully addressing the criteria outlined above.

**Capabilities and Competencies**

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

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.

Describe the drug court’s history of partnerships the proposed treatment partners

Describe 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.*

**Plan for Collecting the Data Required for this Solicitation’s Performance Measures**

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

Describe the steps the adult drug court will take to develop a performance management and evaluation plan. *The plan should include strategies to collect data, review data, and use data to improve program performance, and it should discuss how the drug court will work with an evaluator when appropriate.*

Describe the program’s screening tool and referral process which ensure that participants screened and referred to the 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.*

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.*

Provide a sustainability plan detailing how drug 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. Allowable uses of funds under the BJA Ed ward Byrne Memorial Justice Assistance Grant (JAG) Program include court services and substance abuse treatment.*

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.