|  |  |
| --- | --- |
| Applicant Name |  |
| DUNS # |  |
| Tax ID # |  |
| Grant ID # (7-digit) – if seeking continuation $ |  |
| Grant Proposal Due Date |  |
| Program Name |  |
| Authorized Official | Name:  Email:  Phone: |
| Financial Officer | Name:  Email:  Phone: |
| Project Director | Name:  Email:  Phone: |
| 2. SAM registration | Completed? 🡪 Y N; expiration date: |
| 3. eGrants | Username =  Password = |

Texas Specialty Courts Grant Program: Preparing Your Project Narrative Checklist

Review Eligibility Requirements in Funding Announcement (pgs. 3-4)

**Program Specific Requirements**

* + Must administer full, felony-level Texas Risk Assessment Score (TRAS) assessment on each participant during the funding period (not applicable to family reunification courts, courts dealing with adults without pending criminal charges, & juvenile courts).
  + Registration Requirements
    - Must meet all requirements in the TX Govt. Code, Section 121.022
  + Judge Requirements
    - Presiding judge must be an active judge holding elective office, an associate judge, a magistrate, or a retired judge available as sitting judge.
  + Participation in Training and Technical Assistance Program
    - Must participate in activities under the Specialty Courts Resource Center (SCRC)
  + *Adult Drug Court Best Practice Standards* vols I & II (NADCP)
    - All adult drug courts must have substantially implemented the best practice standards
  + *Family Drug Court Best Practice Standards* (NADCP & Center for Children and Family Futures)
    - All family drug courts must have substantially implemented the best practice standards

**Elements of Project Narrative**

* 1. **Project Abstract** 🡪 Briefly summarize the proposed project
     + What program is to be funded
     + Dollar amount being requested
     + # of participants to be served
     + Program’s goals
     + How goals will be achieved (activities)

\*Remember – this is typically written last after all other sections of the application have been finalized.

* 1. **Problem Statement** 🡪 Describe the nature and scope of the underlying problem the proposed project will address.
     + What is/are the issue(s) **your** program is facing?
     + Challenges to addressing issue(s)
     + Potential benefits to be realized

\*Be sure to use verifiable data (e.g., U.S. Census, local arrest, substance use, program evaluation, etc.) to support your problem statement (see [www.ndcrc.org](http://www.ndcrc.org))

* 1. **Supporting Data** 🡪 Provide supporting data for the Problem Statement that is relevant to the project and its Target Group.
     + Establish the magnitude of the issue 🡪 need to make a compelling case
     + Demonstrate that a problem exists & your program needs funding in order to address it.
  2. **Project Approach & Activities** 🡪 Describe the methodology, approaches, and activities to be used by the project that tie back to the Problem Statement.
     + Discuss **HOW** are you going to address the issue(s) identified in the problem statement.
     + Be SPECIFIC (the table below will help you connect the problem statement & activities)

|  |  |  |
| --- | --- | --- |
| **Issue/Problem/Need** | **Why an issue in X County?** | **Activity(ies) to Address Issue** |
|  |  |  |

Based on your program type, you should address the following essential elements (outlined in TX State Code):

|  |  |
| --- | --- |
| **Essential Element** | **Examples of what information to include in your narrative:** |
| Integration of treatment services in the processing of…cases in the…system | Discuss how & where your program fits within the larger case processing system. |
| Use of comprehensive case management… | * Discuss **how** FPS caseworkers, court-appointed case managers, & court-appointed special advocates work collaboratively to address the needs of parents. * Discuss frequency of meetings, whether written plans are developed, how information is/will be shared among parties. |
| Progressive treatment approach… | * Discuss program phase structure & the specific requirements for advancement. * How does a parent participant progress through your program? |
| Ongoing judicial interaction… | * Describe how often participants interact w/ the Judge while enrolled in the program. * Does Judge attend staffing meetings? * Does Judge spend 3 mins. w/ each participant? |
| Use of non-adversarial approach involving prosecutors & defense attorneys… | * Discuss the roles of the prosecutor and defense attorney on your treatment court team. * Discuss the non-adversarial approach these members use. |
| Coordinated strategy to govern participants’ compliance | * Discuss the use of incentives & sanctions to respond to both compliant and non-compliant behavior. * If you use a matrix, discuss this. * May want to provide examples of incentives & sanctions used. |
| Diversion of potentially mentally ill…to needed services… | * Discuss how participants are diverted from the criminal justice system & connected with appropriate services. * Be sure to identify where in the criminal justice process this diversion occurs. |

* 1. **Capacity & Capabilities** 🡪 Describe the applicant organization’s background and staff capabilities necessary to carry out the proposed project.
* Describe the applicant organization’s prior experience with similar projects & grant management.
* Demonstrate the organization’s capacity to handle the proposed project.
  + Ensure staffing level & resources are sufficient to carry out project activities.
  + Clearly articulate how staff are qualified to fulfill roles/responsibilities.

Based on your program type, you should address the following essential elements (outlined in TX State Code):

|  |  |
| --- | --- |
| **Essential Element** | **Examples of what information to include in your narrative:** |
| Identify all team members & their roles/ responsibilities. | * Include names (if identified) & credentials (i.e., education, certifications, experience with target population) * If position is new or vacant, list required credentials * Clearly describe the specific tasks for which each team member is responsible. |
| Comprehensive SA needs assessment & referral… | * Discuss the agency responsible for conducting the SA assessment & the specific tool used. * Discuss how the assessment results are used to determine level of care & referral to a treatment provider. * Identify all treatment providers and specific evidence-based services available. |
| Monitoring of abstinence through…alcohol…testing | * Describe your program’s drug/alcohol testing protocol. * Type of tests are used? How comprehensive (e.g., 13-panel)? * Who conducts the tests? How often? * Observed, random, include weekends/holidays? * Confirmation testing?   \*\*BE SPECIFIC |
| Development of partnerships w/ public agencies… | * Identify partner organizations & the role of these organizations in this project. * Include information such as:   + Name & relevant accreditations   + Length of partnership w/ your program   + Service(s) to be provided * How will this organization share relevant information w/ your program? |
| Access to a continuum of alcohol, drug,…services | * Identify the agencies that will provide substance use treatment & recovery support services. * Discuss the specific evidence-based services to be provided by each agency. |
| Careful monitoring of treatment & services provided to participants. | * Describe the process for ensuring treatment integrity, adherence to contractual obligations, & fiscal compliance. * How will you know that treatment is being delivered w/ fidelity to the model & that contractual obligations are being met? |
| Access to mental health services | * Identify the agencies that will provide mental health treatment services * Discuss the specific evidence-based services to be provided by each agency. |
| Access to information, counseling, & services… | * Identify the agencies that will provide substance use & mental health treatment services. * Identify agencies providing information, counseling, & services relating to sex addiction and/or sexually transmitted diseases. * Discuss the specific services to be provided by each agency. |

1. **Performance Management** 🡪 Describe how the success of the project will be measured.

* What does “success” mean for your program/project? Need to clearly state.

|  |  |
| --- | --- |
| **Key Evaluation Terms** | **Example:** |
| **Goals 🡪** big picture, long-term change you anticipate resulting from your project | Reduce recidivism |
| **Outcomes & Target** 🡪 statement of expected change that you believe will result from your program’s activities.  Written using the following format:  [Increase/Decrease/Maintain] [behavior] among [target pop.] through [activity] by [date]. | Reduce substance use among drug court participants through engagement in substance use treatment by Phase II. |
| **Output Measures** 🡪 data that indicates whether your outcome was achieved | The following data will be needed by phase (P1 & P2):   * Total # of drug/alcohol screens ordered * Total # of + drug/alcohol screens   Calculate a percentage of drug/alcohol screens that were positive for P1 and compare that with the percentage for P2. The hope is that the P2 percentage is lower than P1.  Percentages are calculated using the following formula by phase (e.g., P1 & P2): |

* Discuss the process by which program/project data will be collected & stored.
  + Identify what specific data needs to be obtained from partner agencies & who will be responsible for collecting said data.
* Discuss the process by which program/project performance information will be shared with stakeholders.
  + How often? in what format?

1. **Target Group** 🡪 Describe the agencies, individuals, or other groups who will be served by the proposed project.

* Eligibility criteria
  + Also discuss any exclusionary criteria.
* Process by which individuals are referred to and enrolled in your program
  + Discuss when TRAS is administered
  + Provide data re: average length of time between referral to your program and enrollment (if available).

1. **Evidence-Based Practices** 🡪 Describe the research or evidence used to select the methods, approach, and activities described in the other Narrative fields.

* Discuss the EBPs utilized in your program/project.
* Provide evidence that these EBPs are appropriate for your target population
  + CITE sources