

## Texas Specialty Courts Grant Program: Preparing Your Project Narrative Checklist

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

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.

2. **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))
3. **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.
4. **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...	<ul style="list-style-type: none"> <li>- Discuss <b>how</b> FPS caseworkers, court-appointed case managers, &amp; court-appointed special advocates work <u>collaboratively</u> to address the needs of parents.</li> <li>- Discuss frequency of meetings, whether written plans are developed, how information is/will be shared among parties.</li> </ul>
Progressive treatment approach...	<ul style="list-style-type: none"> <li>- Discuss program phase structure &amp; the specific requirements for advancement.</li> <li>- How does a parent participant progress through your program?</li> </ul>
Ongoing judicial interaction...	<ul style="list-style-type: none"> <li>- Describe how often participants interact w/ the Judge while enrolled in the program.</li> <li>- Does Judge attend staffing meetings?</li> <li>- Does Judge spend 3 mins. w/ each participant?</li> </ul>
Use of non-adversarial approach involving prosecutors & defense attorneys...	<ul style="list-style-type: none"> <li>- Discuss the roles of the prosecutor and defense attorney on your treatment court team.</li> <li>- Discuss the non-adversarial approach these members use.</li> </ul>
Coordinated strategy to govern participants' compliance	<ul style="list-style-type: none"> <li>- Discuss the use of incentives &amp; sanctions to respond to both compliant and non-compliant behavior.</li> <li>- If you use a matrix, discuss this.</li> </ul>

	<ul style="list-style-type: none"> <li>- May want to provide examples of incentives &amp; sanctions used.</li> </ul>
Diversion of potentially mentally ill...to needed services...	<ul style="list-style-type: none"> <li>- Discuss how participants are diverted from the criminal justice system &amp; connected with appropriate services.</li> <li>- Be sure to identify where in the criminal justice process this diversion occurs.</li> </ul>

5. **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.	<ul style="list-style-type: none"> <li>- Include names (if identified) &amp; credentials (i.e., education, certifications, experience with target population)</li> <li>- If position is new or vacant, list required credentials</li> <li>- Clearly describe the specific tasks for which each team member is responsible.</li> </ul>
Comprehensive SA needs assessment & referral...	<ul style="list-style-type: none"> <li>- Discuss the agency responsible for conducting the SA assessment &amp; the specific tool used.</li> <li>- Discuss how the assessment results are used to determine level of care &amp; referral to a treatment provider.</li> <li>- Identify all treatment providers and specific evidence-based services available.</li> </ul>
Monitoring of abstinence through...alcohol...testing	<ul style="list-style-type: none"> <li>- Describe your program’s drug/alcohol testing protocol.               <ul style="list-style-type: none"> <li>- Type of tests are used? How comprehensive (e.g., 13-panel)?</li> <li>- Who conducts the tests? How often?</li> <li>- Observed, random, include weekends/holidays?</li> <li>- Confirmation testing?</li> </ul> </li> </ul> <p><b>**BE SPECIFIC</b></p>
Development of partnerships w/ public agencies...	<ul style="list-style-type: none"> <li>- Identify partner organizations &amp; the role of these organizations in this project.</li> <li>- Include information such as:               <ul style="list-style-type: none"> <li>- Name &amp; relevant accreditations</li> <li>- Length of partnership w/ your program</li> <li>- Service(s) to be provided</li> </ul> </li> <li>- How will this organization share relevant information w/ your program?</li> </ul>
Access to a continuum of alcohol, drug,...services	<ul style="list-style-type: none"> <li>- Identify the agencies that will provide substance use treatment &amp; recovery support services.</li> <li>- Discuss the specific evidence-based services to be provided by each agency.</li> </ul>
Careful monitoring of treatment & services provided to participants.	<ul style="list-style-type: none"> <li>- Describe the process for ensuring treatment integrity, adherence to contractual obligations, &amp; fiscal compliance.</li> </ul>

	- 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.

6. **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:
<b>Goals</b> → big picture, long-term change you anticipate resulting from your project	Reduce recidivism
<b>Outcomes &amp; Target</b> → 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.
<b>Output Measures</b> → data that indicates whether your outcome was achieved	The following data will be needed by phase (P1 & P2): <ul style="list-style-type: none"> <li>• Total # of drug/alcohol screens ordered</li> <li>• Total # of + drug/alcohol screens</li> </ul> <p>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.</p> <p>Percentages are calculated using the following formula by phase (e.g., P1 &amp; P2):</p> $\frac{(\text{Total \# of positive drug alcohol screens})}{\text{Total \# of drug alcohol screens ordered}} * 100$

- 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?

7. **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).
8. **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