

Preparing a Competitive Grant Proposal: FY22 Veteran Treatment Court Discretionary Grant Program

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**National Drug Court
Resource Center**

Housekeeping Issues



Please type your questions in the Q & A box.



Questions will be answered at the conclusion of the presentation.



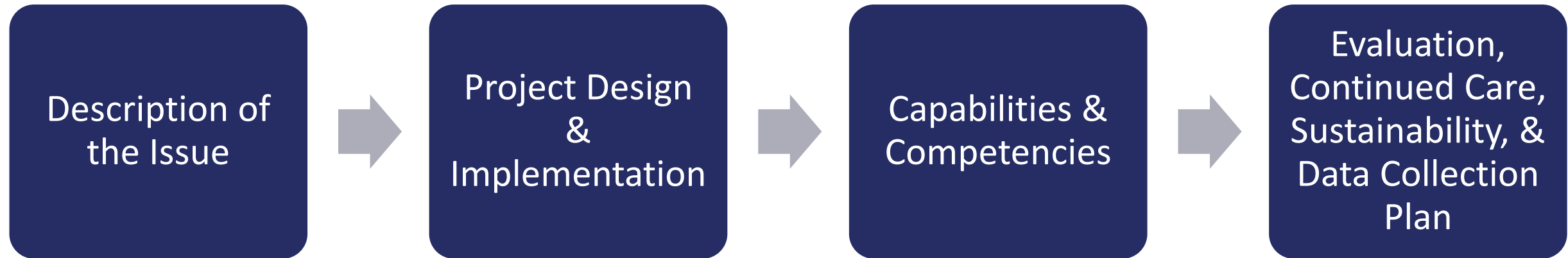
Webinar will be recorded and available at www.ndcrc.org.

Overview



- Discussion of each section of the program narrative.
- Provide helpful hints to writing a grant proposal.
- Questions?

Components of Your Project Narrative



Before you get started...



Carefully read the solicitation!

- Who can apply (e.g., county, program, etc.)?
- What will grant funds support?

Determine the problem/need to be addressed w/ funding?

- Will you need community partners? If so, who? MOA or MOU?
- What evidence-based practices (EBP) will be utilized?

What are the elements of the program that will be supported with these funds?

Before you get started...



Create an outline of the solicitation noting the documents needed for submission.

- From whom will you need to obtain supporting documents?

Pay attention to the dollar amount and length of the grant period.

Create a “to do” list.

Abstract

Provides an overview of the project

Specific information needs to be included → note word limit!

Typically written last

Type into webform in JustGrants

Abstract Tips...



- ✓ Be sure to address each bullet point.

- ✓ Ensure that the information in the abstract is the same as the information in the project narrative.
 - Total budget amount matches?
 - # of participants served is the same?

Description of the Issue



- Answer the bullet points in the order as they appear.
- Concise, clear, & convincing
 - State problem/area of need
 - Challenges to addressing need
 - Potential benefits to be realized
- Use data to provide evidence of the need (e.g., substance use data, local arrest data, U.S. Census, etc.)
- Insert literature/research to support
 - Available on www.ndcrc.org/maps

Tips: Statement of the Problem



01

Justify the problem/need with data

02

Cite your data source(s)

03

Use YOUR program data when possible

04

Make sure your data connects to the problem/need

- Example: parenting classes

Project Design and Implementation



Link to solicitation goals & mission of funding agency

- NADCP's Best Practice Standards
- VTC 10 Key Components

Clearly describe what you are proposing to do

- Should be linked to the problem statement

Realistic, logical, & feasible

Tips: Project Design and Implementation



- ✓ Answer bullet points in order that they appear.
- ✓ **Bold** BPS and 10 KCs of VTCs within document
- ✓ Discuss/justify use of evidence-based practices with research and literature

Capabilities and Competencies



- Skills and expertise related to project/program
- Credentials of team members
 - Treatment partnership/history
 - Training of team members
- Roles and responsibilities of ALL
- MOUs → start early in the process

Tips: Capabilities and Competencies



- ✓ Answer the bullet points in the order they are presented

- ✓ Pay attention to needed attachments
 - Examples: job descriptions, resumes, MOUs, etc.

Evaluation, Continued Care, Sustainability, & Data Collection Plan



Review the required performance measures

Describe the process & the plan for collecting performance measure data

- Who is responsible for collecting these data?
- Where will the data be stored/maintained?
- When will the data be collected (e.g., point in time in program)?
- How often will the data be reviewed and analyzed?

Time Task Plan/Timeline → separate webform in JustGrants

Evaluation, Continued Care, Sustainability, & Data Collection Plan



Describe how the program will specifically address the issue of continued care for participants.

- Aftercare plans

How will the project sustain activities after the grant period ends?

- Collaborations, evaluation, etc.

Tips: Evaluation, Continued Care, Sustainability, & Data Collection Plan



- ✓ Answer the bullet points in the order they are presented
- ✓ Specify data collection plan/process
 - Foundation of your evaluation!
- ✓ Ensure that the data you need is available before funding is received
- ✓ Be sure to clearly state that the project can/will collect required performance measurement data
- ✓ No fluff with regard to sustainability → be specific!
- ✓ Don't make promises that can't be kept

In Summary...



- ✓ Yes, there **are** places where there is repetition!
- ✓ Start early & outline necessary steps for putting application materials together.
- ✓ Be sure to answer all bullet points.
- ✓ Use data & research to support the need for funding & the EBPs selected to address the area(s) of need.

In Summary...



- ✓ See Application Checklist at the end of the solicitation.

- ✓ Start EARLY getting letters of support, MOU/MOAs, etc.
 - Some agencies have required processes for obtaining letters, MOU/MOA, etc.

- ✓ Stay organized!

Thinking Outside of the Box



***What does your program need?
Think Infrastructure (I)***

Allowable Use of Funds



- Launching (starting) a veteran treatment court (P/I)
- Scaling up the treatment courts program's capacity
- Provide access to or enhance treatment capacity or other critical support services
- Enhance court operations
- Improve the quality and/or intensity of services based on needs assessments.

Target Population – Standard I



- Population identification
 - Partnership with the jail, probation, or other agency to run VRSS and SQUARES
 - Staffing time
 - Driving while Impaired
 - Training to work with this population
 - Are we using the correct risk assessment tool?
- Develop a stand-alone VTC
 - Participate in VTCF training
- Creating separate tracks?
 - LR/HN; HR/LN

Target Population – Standard I



- Risk assessment tool (I)
 - Do you have a validated instrument?
 - Do you have the electronic version?
 - Are the staff trained to implement the tool?
 - Is the supervisor trained to conduct oversight?
 - Does your staff need refresher training?
- Clinical assessment tool (I)
 - Do you have a validated instrument?
 - Do you have the electronic version?
 - Are the staff trained to implement the tool?
 - Is the supervisor trained to conduct oversight?
 - Does your staff need refresher training?
- What does your program need?
- Budget considerations
 - Travel
 - Lodging
 - Airfare
 - Ground transportation
 - Meal Per Diem
 - Number of Staff
 - Annual or one-time?

Equity and Inclusion – Standard II



- Are you collecting the data needed to identify disparities?
- Do you need an electronic database system?
- Annual training in your local community?
 - Partnership with the Urban League
 - Partnership with the NAACP or other agencies
 - City or county have DEI or local university – to offer training for the community
- Creating a community advisory board of the underserved communities?
 - Staffing time to go out meet community leaders
 - Revising materials based on advisory board recommendations
- Creating satellite offices in the underserved communities?

Equity and Inclusion – Standard II



- Local training on LGBTQ or special populations
- Adding new curriculums that are geared toward historically disadvantaged populations.
 - H.E.A.T., H.E.R. <http://heattime.org/>
 - Partnership with a local tribe
 - Translation of materials in Spanish, etc.
- Posters, brochures, etc.
 - Recruitment materials for historically disadvantaged groups – posters for the jail, bus stops, community center
 - Create a marketing video
- Partnership with state and local veteran organizations
 - Civil legal assistance is free legal assistance to low-and middle-income people who have civil legal problems that are non-criminal.
 - Identifying a diverse group of mentors

Incentives, Sanctions, and Therapeutic Adjustments – Standard IV



- Do you have a manualized relapse prevention curriculum?
- Do we overuse jail by keeping people who are awaiting a treatment bed?
 - Creating treatment readiness groups?
 - Creating life skill classes?
 - Do we need to purchase new treatment curricula to offer a day-treatment program?

Substance Use Disorder Treatment – Standard V



- Serving non-VA eligible individuals by contracting for treatment services with a community provider
 - Sending the community provider to training to utilize treatments offered by the VA
 - Check out <https://www.mentalhealth.va.gov/get-help/treatment/ebt.asp>
- Are you utilizing manualized treatment?
- Is the staff trained in the implementation?
- Have you identified a new treatment modality you want to incorporate?
- Do you have new team members that need training?
- Are you able to offer primary and behavioral health care?
 - Identify physicians to work with your treatment provider?

Substance Use Disorder Treatment – Standard V



- **Access to Health Care Coverage:** These services assist eligible uninsured drug court participants with the health insurance enrollment process.
- **Medication – Assisted Treatment:** Physician, medication cost
- Peer recovery
 - Hire them and send them to training
- Recovery Support Specialist
 - Hire them and send them to training
- Continuing Care
 - Offer groups – staffing time, purchase materials
- Recovery Management
 - Staffing time to make this happen
 - Purchase of APPS, technology to reach out to graduates

Complementary Treatment and Social Services – Standard VI



2 **Criminogenic Needs**
cause or exacerbate

3 **Maintenance Needs**
degrade rehabilitation gains

1 **Responsivity Needs**
interfere with rehabilitation



4 **Restorative Needs**
e.g. restitution, volunteerism

Continuing Care Plan
address unmet needs

Standard VI – Criminogenic Needs



- Criminal thinking manualized programming's
 - Thinking 4 Change
 - Moral Reconation Therapy
 - Decision Points
 - Changes Companies
 - Carey Guides
 - Hazelden
 - University of Cincinnati
- Are your probation officers, case managers, etc. trained in the use of cognitive-behavioral techniques in direct service work?
 - EPICS
 - EPICS II
 - Soaring/Sustain

Standard VI – Maintenance Needs



- Educational counseling
- Academic counseling
- Assistance with academic and financial applications
- Aptitude and achievement testing to assist in planning services and support
- Vocational training
- GED preparation
- College preparation

Standard VI – Responsivity Needs



- Transportation
 - Bus passes
 - Buy a van
 - Partner with a local agency with a van and pay them to provide transportation
- Reimburse the local health agency to get a full medical assessment to include HIV and hepatitis
- Employment assistance
 - Work boots
 - Tools
 - Clothing (overalls, khakis, etc.)

Standard VI – Mental Health Needs



- Cost for mental health assessments?
- Trauma training
 - Do you need to add new curriculums that are more trauma-focused?
 - Seeking-Safety
 - Dialectical Behavior Therapy

Standard VI – Other



- Create an education program to teach clients how to prevent and manage overdose
 - Naloxone distribution
- Housing placement assistance – referral to local sober houses, access to housing databases, and assistance in locating housing
 - National Alliance for Recovery Residences (NARR) <https://narronline.org/>
 - Oxford House <https://www.oxfordhouse.org/>
- Drug-free and Transitional Housing Assistance
 - Rent
 - Utility payment assistance
 - Security deposits
- Childcare – care and supervision provided to the child(ren) under 14 years of age and less than 24 hours per day while the client is participating in treatment court activities.

Standard VI – Other



- Support alumni
 - Printing materials
 - Copy editor for materials
 - Create a marketing video – let them help lead this project
- Handbook
 - Work with someone to help simplify this document and print it so it is user friendly
- Client materials
 - Create electronic and online forms

Drug and Alcohol Testing- Standard VII



- Drug testing supplies
 - More test cups
 - Expand types of testing options
 - Oral swabs
 - Patches
 - Cost for special test
 - Electronic devices
 - GPS
- Random Call-in number
- Use of technology
 - Phones
- Breathalyzers
- Partnerships with other agencies
- Personal protective equipment (PPE)
 - Mask/face shields
 - Plastic dividers
 - Gowns/coveralls
- Latex free gloves
- Satellite offices

Multidisciplinary Team – Standard VIII



- Hire a mentor coordinator
 - Fulltime position
 - Recruits' mentors
 - Funding for mentors to participate in boot camp training
 - Develop/update electronic mentor materials
 - Send to training
 - Print materials
 - Pay mileage for mentors

Multidisciplinary Team – Standard VIII



- Team training
 - National conference
 - RISE
 - Tribal Enhancement Training
 - Discipline Specific Training
 - Travel to training (airfare, ground transportation, meals, registration cost, lodging)
 - State
 - Local
 - Team retreat (not at the courthouse or treatment facility)
 - Continuing Education courses
 - Team retreat
- Adding a physician or nurse
- Mental health provider
- Navigator

Thank You



Please type your questions in the Q & A box.

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Visit the www.ndcrc.org/solicitations & www.ndcrc.org/grant-writing-resources website for additional resources!

Visit the <https://www.nadcp.org/resources/fy-2022-federal-grants/> for links to the 2022 Federal Grant Solicitations!