



2024 Northwest HIDTA Treatment Request for Proposals: Supplementary Materials

Thank you for applying for a Northwest High Intensity Drug Trafficking Area substance use disorder treatment grant. This document contains the following materials to support you throughout the request for proposals (RFP) process. Navigate to each material by clicking on the corresponding box:

RFP Instructions

This resource addresses important details such as prohibited costs and expected formatting.

Proposal Guidance Document

This resource provides step-by-step guidance for each section of the proposal template.

Model Proposal

This resource illustrates the appropriate level of detail to include in your proposal.

Proposal Rubric

This form will be used to score submitted proposals and can be viewed to provide an understanding of Northwest HIDTA priorities.

This document *does not* contain the proposal template, which should be used to build your proposal and has been sent out separately as a Word document. If you have not yet received this template, please contact Prevention & Treatment Manager Eliza Powell at epowell@nw.hidta.org.

An RFP launch webinar was held on January 11. This webinar contains instructions and recommendations for prospective applicants. In the event you would like access, you may reach out to Eliza Powell to request the webinar recording.

Additionally, Eliza Powell will host optional office hours sessions on January 26 at 10:00 and February 14 at 1:30. During these sessions, potential applicants may discuss the RFP process, Northwest HIDTA, or the grant period.

RFP Instructions

Background

Created by Congress in 1988, the High Intensity Drug Trafficking Area (HIDTA) program is a grant program out of the Office of National Drug Control Policy (ONDCP), designed to coordinate and assist federal, state, local, and tribal law enforcement as well as prevention and treatment organizations. A focal point of the HIDTA program is to disrupt the market for illegal drugs. Further information regarding Northwest HIDTA can be found [here](#).

Northwest HIDTA prevention funding is designed to address gaps in substance use prevention in the state of Washington that cannot be funded through other existing resources. It is not designed to serve as an organization's sole source of funding; rather, it exists to support efforts. As this is a competitive application process, no organization is guaranteed funding.

This document provides instructions regarding request for proposal (RFP) process. Applicants are encouraged to use this document as a template, removing italicized guidance and inserting information specific to the applicant organization. All further questions may be directed to Northwest HIDTA's [prevention and treatment manager](#).

Eligibility

Treatment organizations within Northwest HIDTA counties are eligible to apply for 2024 and 2025 funding. These counties are as follows: Benton, Clark, Cowlitz, Grant, Franklin, King, Kitsap, Lewis, Pierce, Skagit, Snohomish, Spokane, Thurston, Whatcom, and Yakima counties.

Duration of Funding

Applicants may apply for up to two years of treatment funding at this time. All awarded funds must be spent during their corresponding grant year. 2024 funds must be spent between July 1, 2024 and June 30, 2025. 2025 funds must be spent between July 1, 2025 and June 30, 2026. Any funds not spent leading up to this deadline will be repossessed by Northwest HIDTA.

Proposal Limit

Treatment applicants may request up to \$60,000.00 per year in their proposal, for a maximum total of \$120,000.00. Applicants are encouraged to apply for the specific amount of funding needed to achieve the proposed project goals.

Submission Format

All prevention grant proposals must include the following sections:

- I. Executive Summary
- II. Logic Model
- III. Strategies
- IV. Itemized Budget Proposal
- V. Miscellaneous

Applicants may also include appendices if desired (for example, to demonstrate relevant surveys or research).

All applications must be made by Word document using 12-point Times New Roman font. Please refrain from using abbreviations or acronyms without first providing the full name or term. Each section should begin on a new page. Relevant research and evidence should be referenced using hyperlinks embedded in the Word document ([instructions can be found here](#)).

Prohibited Costs

The following guidelines are contained in the HIDTA Program Policy and Budget Guidance handbook:

ONDCP will not reimburse funds expended for the following items or purposes:

- Clothing or clothing allowances;
- Food and beverage items;
- Personal hygiene or medication items, except for: (1) items such as toilet paper, hand soap, and other items that are standard supplies for an office; and (2) special hygiene products for the mitigation of risks from contact with communicable pathogens or hazardous substances that arise from tasks performed by HIDTA participants (e.g., disinfectant wipes and liquids used after handling persons, evidence, seized materials, or executing a search warrant), first aid kits, cleaning products for office, facial tissue, tactical gloves;
- Promotional or representational items (e.g., hats, pins, T-shirts, or other memorabilia);
- Real property;
- Professional association or bar dues; and
- Funeral expenses.

HIDTA funds shall not be used to pay overtime related to training attendance, financial management, drug treatment, drug demand reduction or prevention, or non-investigative-related administrative work.

Additionally, Northwest HIDTA funding may not be used towards the following expenses:

- Furniture,
- Gifts,
- Membership fees,
- Liability insurance, and
- County auditor fees for payroll and accounts payable processing.

Northwest HIDTA funds must be used to supplement existing activities and must not replace (supplant) funds that have been appropriated for the same purpose.

Dissemination of Northwest HIDTA funds is contingent upon adherence to the approved billing process. Grantees shall submit monthly electronic billing invoices, including supporting documentation, to Financial Manager Julie Christine at JChristine@nw.hidta.org. Grantees must also provide any additional documentation requested by the NW HIDTA within two weeks of the request or payment will be withheld until the documentation is received.

Usage of Northwest HIDTA funding to purchase medication for opioid use disorder (MOUD) is an allowed expense. However, due to high associated costs in relation to proposal budget limits, organizations are strongly encouraged to seek separate funding opportunities to directly finance MOUD (e.g., buprenorphine costs). It is appropriate, however, to apply for indirect MOUD funding (e.g., costs associated with MOUD program implementation).

Important Dates

- RFP release: January 11, 2024
- Optional office hours:
 - January 26, 2024 at 10:00
 - February 14, 2024 at 1:30
- Application deadline: March 1, 2024
- Notification of award: On or before April 30, 2024
- Funding year 1 begins: July 1, 2024
- Funding year 1 ends: June 30, 2025 (all billings must be submitted by August 15, 2025)
- Funding year 2 begins: July 1, 2025
- Funding year 2 ends: June 30, 2026 (all billings must be submitted by August 15, 2026)

Evaluation Measures

Grant recipients will be expected to provide 1) general required evaluation measures and 2) organization-specific evaluation measures on a quarterly basis. These measures will be collected via online survey, distributed at the end of the quarter, and must be submitted no later than 14 days following the end of the quarter. General required evaluation measures can be found in Appendix A. Organization-specific evaluation measures will be derived from the applicant's proposal (specifically the "measure" columns found in each strategy section, as shown below).

Goal 1:	
Objective	Measure (Frequency)

Grant recipients will also be expected to provide brief feedback regarding any training or travel funded by Northwest HIDTA. Information will be collected via online survey, distributed immediately following the training or travel event. Feedback must be submitted within 14 days. Three months after the recipient submits this form, Northwest HIDTA will send an accompanying Implementation Follow-Up Form, with two questions regarding any impact the training or travel may have had on the organization.

Contract Generation

All organizations awarded funding must provide the following documents for contract generation:

- 2022 single audit
- 2023 single audit
- System for Award Management Unique Entity Identifier (SAM UEI) number
- W-9
- Organization conflict of interest policy
- Travel policy

If an organization does not have any of the above on file, they may reach out to Eliza Powell to discuss potential alternatives and/or solutions. With the exception of the 2023 single audit, all documents must be provided to Northwest HIDTA within one week of funding notification. The 2023 single audit must be provided when it becomes available.

Also, successful applicants will be required to submit a Federal Funding Accountability and Transparency Act (FFATA) sub-recipient form. The FFATA form template has been provided for applicant awareness in Appendix B. A fillable FFATA form will be provided to selected applicants for completion.

All applicants must submit proposals electronically by no later than 11:59 p.m. on March 1, 2024, to:

Eliza Powell
Northwest HIDTA Prevention & Treatment Manager
epowell@nw.hidta.org
(206) 697-2485

Appendix A: Required Evaluation Measures

This appendix provides further guidance regarding evaluation measures required by Northwest HIDTA. Any questions may be directed to the Northwest HIDTA [prevention and treatment manager](#). All treatment funding recipients will be required to submit the following metrics on a quarterly basis, unless otherwise specified:

Measure	Additional Guidance
Active participants	<i>This measure will reflect the number of participants that were active in the drug court program at any point during the given quarter.</i>
Eligible participants who were offered MOUD services (if your organization provides MOUD services)	<i>Grantees will be asked to provide the following quarterly:</i> <ul style="list-style-type: none"><i>a. Number of participants determined eligible for MOUD</i><i>b. Number of participants offered MOUD services</i>
Participants who engaged in MOUD services (if your organization provides MOUD services)	<i>Grantees will be asked to provide the following quarterly:</i> <ul style="list-style-type: none"><i>a. Number of participants who used MOUD</i><i>b. Whether these MOUD services had any link to Northwest HIDTA funding (for example, services were facilitated/overseen by a HIDTA-funded drug court manager)</i>
Participants who were offered employment assistance or referrals (if your organization offers employment assistance or referrals)	<i>Grantees will be asked to provide quarterly the number of participants who were offered employment assistance or training or referred to these services.</i>
Participants who engaged in employment assistance or training	<i>Grantees will be asked to provide the following quarterly:</i> <ul style="list-style-type: none"><i>a. Number of participants who engaged in employment assistance or training</i><i>b. Whether these employment services had any link to Northwest HIDTA funding (for example, services were facilitated/overseen by a HIDTA-funded drug court manager)</i>
Participants who successfully completed treatment	<i>Grantees will be asked to provide quarterly the number of participants who successfully completed treatment.</i>

Additionally, drug court funding recipients will be required to submit the following metrics quarterly:

Measure	Additional Guidance
Screening and admissions	<i>Grantees will be asked to provide the following quarterly:</i> <i>a. Number of individuals screened for admission</i> <i>Number of new participants</i>
Drug court graduation rate	<i>Grantees will be asked to provide the following quarterly:</i> <i>a. Total number of participant exits</i> <i>b. Number of drug court graduates</i>
Graduates with housing upon graduation	<i>Grantees will be asked to provide the following quarterly:</i> <i>a. Number of graduates</i> <i>b. Number of graduates who secured housing prior to graduation</i>
Graduates with employment or educational enrollment upon graduation	<i>Grantees will be asked to provide the following quarterly:</i> <i>a. Number of graduates</i> <i>Number of graduates who secured employment or enrolled in an educational institution prior to graduation</i>
Recidivism rates (submitted annually)	<i>Recidivism rates must represent reconviction of graduates and not re-arrest rates.</i> <i>In the absence of access to recidivism rate information, please contact the Northwest HIDTA prevention and treatment manager.</i>

Treatment funding recipients who are not drug court programs will be required to provide the following, as applicable:

Measure	Additional Guidance
Housing assistance	<i>Grantees will be asked to provide quarterly the number of participants who were provided with or referred to housing assistance.</i>
Total participant exits	<i>Grantees will be asked to provide quarterly the total of individuals who left the program for any reason.</i>
Harm reduction efforts	<i>Grantees will be asked to provide quarterly the number of people served by harm reduction efforts.</i>

Appendix B: Federal Funding Accountability and Transparency Act Sub-Recipient Form

Sub-Recipient Agency:			
DUNS Number:		Sub-Award Number:	
Sub-Award Amount:		Start Date:	
Place of Performance City/State			
Project Description			
STEP 1			
Is your grant agreement less than \$30,000?	YES <input type="checkbox"/>	STOP, no further analysis needed, GO to Step 6	NO <input type="checkbox"/>
STEP 2			
In your preceding fiscal year, did your organization receive 80% or more of its annual gross revenues from federal funding?	YES <input type="checkbox"/>	GO to Step 3	NO <input type="checkbox"/>
STEP 3			
In your preceding fiscal year, did your organization receive \$25,000,000 or more in federal funding?	YES <input type="checkbox"/>	Go to Step 4	NO <input type="checkbox"/>
STEP 4			
Does the public have access to information about the total compensation* of senior executives in your organization?	YES <input type="checkbox"/>	STOP, no further analysis needed, GO to Step 6	NO <input type="checkbox"/>
STEP 5			
Executive #1	Name:		
	Total Compensation:		
Executive #2	Name:		
	Total Compensation:		
Executive #3	Name:		
	Total Compensation:		
Executive #4	Name:		
	Total Compensation:		
Executive #5	Name:		
	Total Compensation:		
STEP 6			
If your organization does not meet these criteria, specifically identify below each criteria that is not met for your organization (i.e. "Our organization received less than \$25,000").			
SIGNATURE			
Completed by (name/title):			

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Signature

Date

Total compensation refers to:

- Salary and bonuses
- Awards of stock, stock options, and stock appreciation rights
- Other compensation including, but not limited to, severance and termination payment
- Life insurance value paid on behalf of the employee

Treatment Proposal Guidance Document

I. Executive Summary

This section should be 1 to 1.5 pages long.

Organization Name:

Point of Contact:

Name:

Phone:

Email:

Address:

Requested Budget Amount, Year 1 (July 1, 2024-June 30, 2025):

Requested Budget Amount, Year 2 (July 1, 2025-June 30, 2026):

Organization Background:

This section should contain the following elements:

- 1. A brief description of the organization location, history, and mission as well as the target population served (2-4 sentences).*
- 2. If the organization has previously received Northwest HIDTA funding: A short summary of the organization's relationship with Northwest HIDTA, including the year in which funding began, the amounts received, and notable successes achieved as a result (3-5 sentences).*

Proposal Overview:

Provide a brief overview of the prevention activities and services proposed in this document and the anticipated outcomes of these activities and services (3-6 sentences).

II. Logic Model

Impacts:

Enter the long-term vision of your program, as reflected by the expected impacts of your HIDTA-supported inputs, outputs, and outcomes. Focus on those that you can monitor and that are directly relevant to your set of program objectives.

Examples:

- *Long-term recidivism*
- *Long-term employment*
- *Long-term housing status*

Short-Term Outcomes:

- *Development of knowledge or skills*
- *Drug-free babies born to program participants*
- *Changes in criminal thinking*
- *GEDs obtained*

Medium-Term Outcomes:

Enter the expected intermediate effects of your planned services and outputs.

Examples:

- *Program graduation rates*
- *Implementation of knowledge or skills in participants' lives*
- *Housing and employment rates one year post-program*
- *Recidivism one year post-program*

Outputs:

Enter the services or products you will develop that you anticipate will lead to outcomes.

Examples:

- *Service delivered to 20 people*
- *Resource developed and disseminated to 100 people*
- *Meetings with case manager for 20 people*

Strategies:

*Enter the key strategies **that Northwest HIDTA funding would support**. These should correspond with your strategies described in section III.*

Examples:

- *Training initiative*
- *Peer recovery coaching*
- *Mental health services*

Who We Reach:

Enter the population your program currently serves or intends to impact:

Examples:

- *Median age*
- *Race/ethnicity percentages*
- *Drugs of choice*
- *Sex*

Northwest HIDTA-Specific Inputs:

Enter inputs that would be funded by Northwest HIDTA. These items should correspond with those in your itemized budget proposal.

Examples:

- *Staff*
- *Materials*

Supplementary Inputs:

Enter inputs funded by sources outside of Northwest HIDTA that would be used in conjunction with HIDTA funding and are necessary to understand activities, outputs, outcomes, and impacts in this logic model.

Examples:

- *Contributing partners*
- *Non-HIDTA funding sources*
- *Inputs funded by non-HIDTA funding sources*

III. Strategies

Strategy 1: _____

Goal 1: <i>Provide a broad statement that conveys, in general terms, the program's intended short and long-term results.</i>	
Objective	Measure (Frequency Reported)
<i>Objectives are specific, measurable statements of the project's desired results. They should include the target level of achievement, thereby further defining goals and providing the means to measure project performance.</i>	<i>State the metric(s) that best capture(s) the given objective and that can be provided to Northwest HIDTA. For example, if the objective is "X% of people will report they were satisfied with Y activity," the associated measure would be the percentage of people reporting satisfaction.</i>
<i>Applicants should include process, outcome, and impact objectives.</i>	
<i>Process objectives demonstrate the steps taken and the services provided by your organization. Some examples include the number of people reached, number of services provided, and reported participant satisfaction.</i>	<i>If the measure associated with this objective will be collected outside of the funding period (and thus not available to Northwest HIDTA during this period), this should be specified.</i>
<i>Outcome objectives demonstrate the short and medium-term effects of the strategy. Some examples include development of skills, change in knowledge or attitudes, and lifestyle changes.</i>	
<i>Impact objectives demonstrate the long-term effectiveness of the strategy in achieving the stated goals. Some examples include reduction in substance use, reduction in overdose fatalities, and long-term wellbeing of individuals served.</i>	

Gap Addressed:

Please demonstrate how this strategy would address an unmet need. This may be a need identified specifically in your organization or more broadly in the community (such as prominent area risk factors) or scientific literature.

The gaps identified should go beyond simply recognizing substance use as a problem.

Corresponding Costs:

Please reference the budget item(s) that would support this activity.

Description:

Please provide a brief description of the activity, service, or product provided (2-5 sentences).

Evidence Base & Previous Outcomes:

Please provide a brief justification of the evidence base that supports each service as specifically implemented by the applicant organization (3-10 sentences). Applicants are expected to cite well-established toolkits, registries, peer-reviewed research, or established substance use prevention authorities (e.g., SAMHSA, CDC, Washington State Department of Health) to justify an evidence base.

You may find the following resources useful in doing so:

- [Evidence-Based Practices Resource Center](#) (Substance Abuse and Mental Health Services Administration)
- [Adult Drug Court Best Practice Standards](#) (National Association of Drug Court Professionals)
- [Substance Use Disorder Tools & Resources](#) (Medicaid.gov)
- [Benefit-Cost Results](#) (Washington State Institute for Public Policy)
- [Evidence-based Practices](#) (National Institute of Corrections)
- [County Health Rankings & Roadmaps](#) (University of Wisconsin)

If the activity in question has already been implemented within your organization, please demonstrate effectiveness by providing a clear description of previous activity impacts.

Evaluation plan:

Please provide an overview of the following evaluation components:

1. *Data collection and analysis: How and when will you collect and analyze data for key measures of program success?*
2. *Implementation of results: How will your evaluation findings shape and enhance your program?*

Applicants may find the following resources beneficial in developing or enhancing evaluation plans:

- [American Evaluation Association](#)
- [Evaluation Primer: Setting the Context for a Community Coalition Evaluation](#) (CADCA)
- [CDC Evaluation Resources](#)
- [Evaluation Toolkit](#) (Pell Institute)
- [Webinar Series: Evaluation for Substance Use Prevention Professionals](#) (Prevention Technology Transfer Center Network)

- [*The Program Manager's Guide to Evaluation*](#) (*US Department of Health & Human Services*)
- [*Evaluation Checklists*](#) (*Western Michigan University*)

IV. Miscellaneous

Public Safety Collaboration

Northwest HIDTA is dedicated to breaking down siloes and encouraging cross-sector collaboration. Does your organization participate in any collaborative strategies with public safety partners? If so, please describe these activities in the box below.

Note: Collaboration with public safety is not a requirement for Northwest HIDTA treatment funding.

Collaboration may include activities such as ODMAP usage, MOUD programs in correctional facilities, or shared meetings or trainings. If your organization does not currently collaborate with local public safety agencies but has interest in doing so, please so indicate using this space.

Contract Documents:

Should your organization be selected for funding, the following documents will be necessary to generate a contract and understand funding needs. Please select all documents that you currently have on file **and** agree to provide to Northwest HIDTA no later than one week following selection.

- ☐ 2022 single audit (2023 audit will also be required when available)
- ☐ System for Award Management Unique Entity Identifier (SAM UEI) number
- ☐ W-9
- ☐ Organization conflict of interest policy
- ☐ Travel policy

If your organization does not have any of the above on file, please reach out to Eliza Powell to discuss potential alternatives and/or solutions.

Additionally, if selected, you must complete a Federal Funding Accountability and Transparency Act (FFATA) sub-recipient form. This form can be found in Appendix B of the guidance document. Please check the following box if you agree to complete and submit this form to Northwest HIDTA within one week of selection.

☐ I agree to complete and submit the FFATA sub-recipient form within one week of selection if my application is chosen for funding.

Organization Type

Please check all boxes below that describe your organization.

- ☐ Nonprofit with 501 (c) (3) IRS status
- ☐ State government
- ☐ County government
- ☐ City or township government
- ☐ University
- ☐ Other

Opioid Settlement Funds

Do you anticipate receiving funding from any of the following sources during the funding period? (Check all that apply.)

- ☐ Opioid settlement funds
- ☐ Criminal Justice Treatment Account
- ☐ .1% sales tax funding

V. Itemized Budget Proposal

Please provide a detailed budget for your proposed projects. Budgets must be clear, specific, and tie directly to program goals and objectives. Please use the “Comments” field to justify your dollar amount.

All fields must be rounded to the nearest whole dollar. Please add or delete rows as needed within each given category. Do not use acronyms (even if previously defined) in this section.

In the field entitled “prioritization,” you may indicate whether each item is of highest priority (1), medium priority (2), or lowest priority (3). **This field is optional.**

Year 1 (July 1, 2024-June 30, 2025)

Personnel Category	Quantity	Dollar Amount	Comments	Prioritization
<i>Salaries</i>	<i>E.g., 1 FTE</i>			
Total Personnel	--			

Fringe Category	Quantity	Dollar Amount	Comments	
<i>Benefits</i>	<i>E.g., 1 FTE</i>			
Total Fringe	--			

Travel Category	Quantity	Dollar Amount	Comments	
<i>E.g., administrative travel, training</i>			<i>Please include anticipated dates for trainings as well as your reasoning behind the proposed amount.</i>	
2024 Northwest HIDTA Prevention & Treatment Symposium	<i>1 or 2, depending on the number of people you</i>		<i>Include mileage from your location to and from the following address, according to your organization’s travel policy: 1229 Walla Walla Ave Wenatchee, WA 98801</i>	

	would like to attend		Also include per diem or meal rates for two half days, according to your organization's travel policy. Remove the cost of breakfast (provided by the hotel). If your organization does not have an existing travel policy, you may use rates provided by the U.S. General Services Administration .	
Total Travel	--			

Facilities Category	Quantity	Dollar Amount	Comments	
<i>E.g., rent</i>				
Total Facilities	--			

Services Category	Quantity	Dollar Amount	Comments	
<i>E.g., consultation, contractor services</i>				
Total Services	--			

Equipment Category	Quantity	Dollar Amount	Comments	
<i>E.g., computers, printers</i>				
Total Equipment	--			

Supplies Category	Quantity	Dollar Amount	Comments	
<i>E.g., office supplies</i>				
Total Supplies	--			

Other Category	Quantity	Dollar Amount	Comments	
<i>E.g., fiduciary fees</i>				
Total Other	--			

TOTAL BUDGET REQUEST: _____

Year 2 (July 1, 2025–June 30, 2026)

Your Year 2 budget may look very similar to your Year 1 budget, or it may be entirely different—that is up to you.

Personnel Category	Quantity	Dollar Amount	Comments	Prioritization
<i>Salaries</i>	<i>E.g., 1 FTE</i>			
Total Personnel	--			

Fringe Category	Quantity	Dollar Amount	Comments	
<i>Benefits</i>	<i>E.g., 1 FTE</i>			
Total Fringe	--			

Travel Category	Quantity	Dollar Amount	Comments	
<i>E.g., administrative travel, training</i>			<i>Please include anticipated dates for trainings as well as your reasoning behind the proposed amount.</i>	
2025 Northwest HIDTA Prevention & Treatment Symposium			<i>Repeat the same dollar amount used in your 2024 budget. This may be tailored as appropriate as the symposium approaches.</i>	
Total Travel	--			

Facilities Category	Quantity	Dollar Amount	Comments	
<i>E.g., rent</i>				
Total Facilities	--			

Services Category	Quantity	Dollar Amount	Comments	
<i>E.g., consultation, contractor services</i>				
Total Services	--			

Equipment Category	Quantity	Dollar Amount	Comments	
<i>E.g., computers, printers</i>				
Total Equipment	--			

Supplies Category	Quantity	Dollar Amount	Comments	
<i>E.g., office supplies</i>				
Total Supplies	--			

Other Category	Quantity	Dollar Amount	Comments	
<i>E.g., fiduciary fees</i>				
Total Other	--			

TOTAL BUDGET REQUEST: _____

Model Treatment Proposal

I. Executive Summary

Organization Name: X County Drug Court

Point of Contact:

Name: Eliza Powell

Phone: (206) 697-2485

Email: epowell@nw.hidta.org

Address: 123 Main Street

Requested Budget Amount, Year 1 (July 1, 2024-June 30, 2025): \$54,289.50

Requested Budget Amount, Year 2 (July 1, 2025-June 30, 2026): \$53,789.50

Organization Background:

X County Drug Court was established in 2002 with the goal of addressing the root causes of addiction and positioning participants for post-program success and reduced recidivism. In order to do so, we have implemented not only substance use disorder treatment but also housing assistance, employment services, and physical health support. In 2023, we served X participants, and our graduation rates were X% higher than the national average. Our 3-year recidivism rates were Y%.

Our partnership with HIDTA began in 2003, when HIDTA support allowed us to implement a group therapy program (still in operation today). Participants have reported that this program has been instrumental in supporting them in their recovery journey in each year we have surveyed, with an average overall satisfaction of 83%. We have received between \$30,000 and \$40,000 annually from HIDTA since the beginning of our partnership.

Proposal Overview:

This application proposes the use of HIDTA funding for 1) improved data collection and analysis to facilitate case management and identify potential equity gaps, and 2) implementation of a peer recovery coach (PRC) program which would allow drug court participants to navigate recovery with the help of a trained staff member with similar experiences and demonstrated success. We expect our improved data system to allow us to address any existing racial and ethnic disparities in screening, admission, retention, and graduation rates (as reported by drug courts nationally). We anticipate that the new peer program will improve retention, long-term sobriety, and recidivism.

II. Logic Model

Impacts:

- Reduced recidivism three years post-program.
- Increased sobriety three years post-program.
- Increased rates of stable housing three years post-program.
- Increased rates of stable employment or education three years post-program.

Short-Term Outcomes:

- Increased trust in drug court program three months after implementation of PRC.
- Improved 3-month retention.
- Improved 6-month retention.
- Improved graduation rates.
- Equity improvement plan leads to internal changes.

Medium-Term Outcomes:

- Improved percent reporting sobriety three months after program exit.
- Improved percent reporting sustained housing three months after program exit.
- Improved percent reporting sustained employment/education three months after program exit.

Outputs:

Peer recovery coach program:

- Connect participants to housing services.
- Connect participants to employment services.
- Monthly meetings with participants.
- Contact with all participants three months following program exit.

Data program:

- Collection of admissions, retention, graduation, and recidivism data.
- Collection of equity survey responses.
- Equity analysis report.
- Equity improvement plan if needed.

What We Do:

- Peer recovery coach program.
- Data collection, analysis, and implementation.

Who We Reach:

All drug court participants

Northwest HIDTA-Specific Inputs:

- Partial peer recovery coach salary and fringe costs.
- XYZ Conference costs.
- ABC data management system costs.
- X hours of drug court coordinator data analysis.

Supplementary Inputs:

- Remaining peer recovery coach salary and fringe costs.
- Case coordinator time consistently entering data into ABC data management system.
- National Treatment Court Resource Center's Equity and Inclusion Assessment Tool (free).

III. Strategies

Strategy 1: Peer Recovery Coach Program

Goal 1: The new peer recovery coach (PRC) program will improve drug court participant engagement and retention.	
Objective	Measure (Frequency Reported)
1a: At least X% of drug court participants will meet at least once monthly with the PRC.	Percent who met monthly with the PRC (quarterly).
1b: The PRC will provide at least X connections to housing or employment services per quarter.	Housing and employment service connections (quarterly).
1c: At least X% of participants will report increased trust in our program three months after being paired with the PRC.	Percent who reported increased trust (quarterly).
1d: Three-month retention rates will increase from X% to Y% after one year of implementation and Z% after two years.	Three-month retention rates (annually in Q2).
1e: Six-month retention rates will increase from X% to Y% after one year of implementation and Z% after two years.	Six-month retention rates (annually in Q2).
1f: Graduation rates will increase from X% to Y% by the last quarter of the funding period.	Graduation rates (quarterly).

Goal 2: The new PRC program will prepare drug courts for post-program success.	
Objective	Measure (Frequency)
2a: At least X% of participants will have connected with the PRC at least once during the three months following program exit.	Percent connected with PRC at least once during three months following exit (quarterly).
2b: At least X% of participants assisted by the PRC will report sobriety three months following program exit.	Percent reporting sobriety three months following exit (quarterly).
2c: At least X% of participants assisted by the PRC will report stable housing three months following program exit.	Percent reporting stable housing three months following exit (quarterly).
2d: At least X% of participants assisted by the PRC will report sustained employment/education three months following program exit.	Percent reporting sustained employment/education three months following exit (quarterly).
2f: Three years after program exit, recidivism rates for those assisted by the PRC will be no higher than X%, sobriety will be at least Y%, stable housing will be at least Z%, and employment/education will be at least A%.	Not reported during this grant period but collected annually beginning in 2027.

Gap Addressed:

Retention rates at X County Drug Court have decreased in recent years, and we would like to address that using an evidence-based strategy. Additionally, in our annual surveys, our participants have demonstrated difficulty in navigating housing and employment services.

Corresponding Costs:

PRC salary, XYZ Conference

Description:

One newly hired PRC will develop relationships with drug court participants and help them navigate program and community services. This will include concrete tasks such as connecting them to housing and employment services as well as intangible benefits such as providing an example of sustained success in their recovery journey. The PRC will also be responsible for reaching out to each participant at least once during the three months following program exit to provide continued encouragement and track progress (as encouraged by the NADCP [Adult Drug Court Best Practice Standards Volume I](#)). As our drug court program is relatively small, we expect our PRC will be able to meet at least monthly with all participants.

We have also requested funding for the PRC to attend the XYZ Conference to develop an understanding of best practices in drug court programs. We selected this conference because in 2019, we sent a different team member, who brought back high-quality, actionable information to our program.

Evidence Base & Previous Outcomes:

The United States Substance Abuse and Mental Health Services Administration [supports the integration of PRCs](#) to reduce treatment barriers, inspire hope, dispel myths about recovery, and create strategies for self-empowerment. In order to follow best practices, the PRC and his/her/their supervisor will attend the upcoming [Skill Development Series for Peer Recovery Support Specialists](#) and regularly review other resources from the Peer Recovery Center of Excellence [resource library](#).

Evaluation plan:

The ABC data management system will be used to track the number of PRC meetings with participants and the number of people they connected to housing or employment services, as

well as three- and six-month retention rates. Graduation rates will be used to determine PRC impact starting six months after PRC implementation (January 2024) to allow time for the program to take effect. As the PRC will be responsible for contacting each participant in the three months following program exit, he/she/they will also collect self-reported sobriety information at this time. Retention, graduation, and recidivism regarding the PRC program will be compared with our 2022 baseline figures, as follows:

Three-month retention: X%

Six-month retention: X%

Graduation: X%

Recidivism: X%

If after three months it becomes clear that it is not feasible for one PRC to meet with all participants, we will divide participants into participants into a control group (no PRC assigned) and an intervention group (PRC assigned). If the intervention group exhibits better outcomes, we will apply for funding from another source to hire another PRC.

Objective 2f relates to data that will be collected outside the funding period and thus will not be available for inclusion in Northwest HIDTA quarterly surveys during the grant period. However, it will be measured using recidivism rates from the National Crime Information Center database and self-reported sobriety, housing, and employment/education rates (collected by drug court staff through an annual three-year post-program outreach).

Strategy 2: Equity Gap Analysis and Improvement Strategy

Goal 1: X County Drug Court will identify potential racial inequity within the program and develop a plan to combat said inequity.

Objective	Measure (Frequency)
1a: By May 30, 2025, produce an analysis of where inequity may be present.	Main equity metrics (reported Q2, 2025).
1b: By June 30, 2025, develop an equity improvement strategy if needed, including culturally sensitive interventions where needed.	Equity improvement strategy brief overview (reported Q2, 2025).

Goal 2: Participants of underserved groups will have equal access to the program, receive equivalent services, successfully complete the program, and feel appropriately supported at the same rates as their peers.

Objective	Measure (Frequency)
2a: X% of survey respondents from underserved demographics will report feeling like they are treated respectfully and equipped to succeed.	<ul style="list-style-type: none"> Percent of participants in underserved populations reporting respectful treatment (annually in Q1).

	<ul style="list-style-type: none"> • Percent of participants in underserved populations reporting feeling equipped to succeed (annually in Q1). • Percent of participants not in underserved populations reporting respectful treatment (annually in Q1). • Percent of participants not in underserved populations reporting feeling equipped to succeed (annually in Q1).
2b: Participants of underserved demographics will be given sanctions and incentives at the same rates as their peers.	<ul style="list-style-type: none"> • Average number of sanctions and incentives per person in underserved populations (quarterly). • Average number of sanctions and incentives per person in non-underserved populations (quarterly).
2c: The difference in admissions, retention, and graduation rates will be no greater than X% (and not statistically significant) between underserved populations and their peers.	Exact metrics to be determined using the equity improvement strategy.

Further specific goals and objectives will be produced in the equity improvement strategy and provided to Northwest HIDTA no later than July of 2025.

Gap Addressed:

Various studies have shown that individuals belonging to underserved demographics often do not reap the same benefits of drug courts as their peers. For example, some studies found [graduation rates to be 25-40% lower among minority populations than non-Hispanic Caucasians](#). Because X County is among the most racially and ethnically diverse in Washington, we want to ensure that participants belonging to often-underserved populations have the same chance of success as their peers.

Corresponding Costs:

ABC data management system, X drug court coordinator analysis hours

Description:

This strategy will begin with an equity gap assessment, which will combine data collected through the ABC data management system with publicly available [Equity and Inclusion Assessment Tool](#) (EIAT), provided by the National Treatment Court Resource Center. It will

also include surveys administered to drug court participants regarding their experiences. This gap assessment will run from July 2024 to June 2025 and result in an equity analysis. This analysis will address the following core components:

- Admissions
- Retention
- Sanctions/incentives
- Participant sentiment (primarily whether or not participants felt respected and equipped to succeed)
- Graduations

In future years and with enough data collected, we will also examine potential disparities in post-drug court outcomes.

Our findings during year one of the grant period will determine our course of action for year two, in which we intend to implement our equity improvement strategy. This could include components such as interventions specific to certain demographics, training for staff regarding implicit bias and cultural sensitivity, or other ideas suggested by drug court participants. More details will be provided as soon as the strategy is developed (no later than July 2025).

Evidence Base & Previous Outcomes:

Section II of the [NADCP Adult Drug Court Best Practice Standards Volume I](#) states that drug courts must strive for equivalent access, equivalent retention, equivalent treatment, and equivalent dispositions for members of groups that have historically experienced discrimination. The ability to measure this equivalence is essential for achieving and/or maintaining it. Once this baseline understanding has been established, we will be better prepared to address any identified disparities.

According to a [literature review](#) published in the Journal of the American Judges Association, evidence exists to suggest that “providing culturally proficient or culturally sensitive interventions may improve results for minorities.” We intend to implement such interventions wherever our analysis demonstrates disparities.

Evaluation plan:

In addition to being used in our equity gap analysis, the EIAT will be continuously used to monitor progress in our equity efforts. This tool automatically analyzes differences in referral, admission, and graduation rates between demographic groups while also incorporating reasons for non-entry and non-completions. This tool is a free, pre-programmed spreadsheet that we will download from the NTCRC website. We also administer a survey annually to our participants to assess whether or not we are meeting their needs. Each year, we will compare responses between those of underserved demographics with their peers to identify any

disparities. Both the results found through the EIAT and our surveys will be provided to all drug court staff.

If it becomes clear that our analyses do not provide us with enough actionable data, we will host a focus group with participants of underserved demographics to determine where we can improve.

IV. Miscellaneous

Public Safety Collaboration

Northwest HIDTA is dedicated to breaking down siloes and encouraging cross-sector collaboration. Does your organization participate in any collaborative strategies with public safety partners? If so, please describe these activities in the box below.

Note: Collaboration with public safety is not a requirement for Northwest HIDTA treatment funding.

As a drug court program, we operate in close proximity to public safety at all times. Additionally, we provide some basic overall urinalysis drug trends to our local drug-free community coalition, which includes representation from law enforcement.

Contract Documents:

Should your organization be selected for funding, the following documents will be necessary to generate a contract and understand funding needs. Please select all documents that you currently have on file **and** agree to provide to Northwest HIDTA no later than one week following selection.

- ☒ 2022 single audit (2023 audit will also be required when available)
- ☒ System for Award Management Unique Entity Identifier (SAM UEI) number
- ☒ W-9
- ☒ Organization conflict of interest policy
- ☒ Travel policy

If your organization does not have any of the above on file, please reach out to Eliza Powell to discuss potential alternatives and/or solutions.

Additionally, if you are selected, you will be asked to complete a Federal Funding Accountability and Transparency Act (FFATA) sub-recipient form. This form can be found in Appendix B of the guidance document. Please check the following box if you agree to complete and submit this form to Northwest HIDTA within one week of selection.

☒ I agree to complete and submit the FFATA sub-recipient form within one week of selection if my application is chosen for funding.

Organization Type

Please check all boxes below that describe your organization.

- ☐ Nonprofit with 501 (c) (3) IRS status
- ☐ State government
- ☒ County government
- ☐ City or township government
- ☐ University
- ☐ Other

Opioid Settlement Funds

Do you anticipate receiving funding from any of the following sources during the funding period? (Check all that apply.)

- ☐ Opioid settlement funds
- ☒ Criminal Justice Treatment Account
- ☒ .1% sales tax funding

V. Itemized Budget Proposal

Year 1 (July 1, 2024-June 30, 2025)

Personnel Category	Quantity	Dollar Amount	Comments	Prioritization
Salary, peer recovery coach	X% of 1 FTE	35,000.00	Total salary cost: \$X Remaining salary and benefits costs funded through other sources	1
Drug court coordinator	X hours	1,500.00	Time spent analyzing racial and ethnic equity and creating a plan to address any potential disparities	2
Total Personnel	--	36,500.00		

Fringe Category	Quantity	Dollar Amount	Comments	
Fringe, peer recovery coach	X% of 1 FTE	10,500.00	30% of salary, per X County Drug Court policy	1
Total Fringe	--	10,500.00		

Travel Category	Quantity	Dollar Amount	Comments	
XYZ Conference	1 attendee	2,000.00	Peer recovery coach attendance, including airfare, registration, lodging, and per diem (U.S. General Services Administration rates). Conference will occur August 7-10, 2023. Estimated dollar amount based on 2022 attendance for another drug court team member.	3
2024 Northwest HIDTA Prevention & Treatment Symposium	1 attendee	289.50	Mileage: 300 miles @ IRS rate of \$0.67/mile Per diem: 2 first and last days of travel @ GSA rate of \$44.25/day	--
Total Travel	--	2,289.50		

Facilities Category	Quantity	Dollar Amount	Comments	
Total Facilities	--	0.00		

Services Category	Quantity	Dollar Amount	Comments	
ABC data management system	1 year	5,000.00	System and maintenance costs	2
Total Services	--	5,000.00		

Equipment Category	Quantity	Dollar Amount	Comments	
Total Equipment	--	0.00		

Supplies Category	Quantity	Dollar Amount	Comments	
Total Supplies	--	0.00		

Other Category	Quantity	Dollar Amount	Comments	
Total Other	--	0.00		

TOTAL BUDGET REQUEST: \$54,289.50

Year 2 (July 1, 2025-June 30, 2026)

Personnel Category	Quantity	Dollar Amount	Comments	Prioritization
Salary, peer recovery coach	X% of FTE	35,000.00	Remaining salary costs funded through other grant	1
Drug court coordinator	Y hours	3,000.00	Time spent initiating equity improvement strategy	2
Total Personnel	--	38,000.00		

Fringe Category	Quantity	Dollar Amount	Comments	
Fringe, peer recovery coach	X% of FTE	10,500.00	30% of salary, per X County Drug Court policy	1
Total Fringe	--	10,500.00		

Travel Category	Quantity	Dollar Amount	Comments	
2024 Northwest HIDTA Prevention & Treatment Symposium	1 attendee	289.50	Mileage: 300 miles @ IRS rate of \$0.67/mile Per diem: 2 first and last days of travel @ GSA rate of \$44.25/day	--
Total Travel	--	289.50		

Facilities Category	Quantity	Dollar Amount	Comments	
Total Facilities	--	0.00		

Services Category	Quantity	Dollar Amount	Comments	
ABC data management system	1 year	5,000.00	System and maintenance costs	2
Total Services	--	5,000.00		

Equipment Category	Quantity	Dollar Amount	Comments	
Total Equipment	--	0.00		

Supplies Category	Quantity	Dollar Amount	Comments	
Total Supplies	--	0.00		

Other Category	Quantity	Dollar Amount	Comments	
Total Other	--	0.00		

TOTAL BUDGET REQUEST: \$53,789.50

Northwest HIDTA Prevention & Treatment Proposal Evaluation Rubric

- ☐ Prevention
- ☐ Treatment

Organization: _____

Component	Score
Goals and Objectives/Logic Model	
Goals and objectives were centered primarily around outcomes and impact.	
Objectives were clear and measurable.	
There was a strong and cohesive throughline that linked the executive summary, strategies, evaluation plan, and itemized budget to the goals and objectives.	
Goals and objectives shaped the strategies proposed (and not vice versa).	
The logic model included all main proposal elements in a clear, cohesive manner.	
Total	
Strategies	
The proposal demonstrated a clear, specific, and pressing gap that their strategy would address.	
The proposed strategies were clear and innovative.	
The applicant demonstrated a strong understanding of current scientific evidence relevant to their proposal strategies.	
Strategies which applicants had used in the past were accompanied by a demonstration of previous success.	
The applicant accurately and clearly referenced well-established toolkits, registries, meta-analyses, or established substance use prevention authorities to justify an evidence base.	
Total	
Evaluation Plan	
Proposed evaluation measures included both process and outcome metrics.	
The applicant maintained an impact focus in their proposed evaluation plan.	
The applicant prioritized frequent and well-planned data collection and analysis.	
The applicant demonstrated a concrete plan for how data will be utilized to manage, monitor, and enhance their program including any plans for continuous quality improvement processes.	
Total	
Budget	
The proposed budget was clear and specific, with brief descriptions of how dollar amounts were calculated.	
Proposal Totals	

Scoring Guide

0: Component not included or does not align with the Northwest HIDTA purpose of reducing substance use

1: Weak

- Little to no evidence
- Limited potential
- Vague
- Weak concepts
- Limited likelihood of success
- Insufficient information

2: Fair

- Minimal evidence with some examples of evidence to suggest success
- Somewhat clear and complete concepts
- May achieve the goals of the project

3: Good

- Convincing concepts with several examples of evidence to suggest success
- Mostly clear and complete concepts
- Will likely achieve the goals of the project.

4: Exemplary

- Excellent concepts
- Exceptional evidence
- Very well thought-out, clear, and complete ideas
- High likelihood of success
- Highly innovative