**Program Narrative Template for the**

**FY 2020 Improving Reentry for Adults with Substance Use Disorders Program**

# Introduction: This template is designed to support you in successfully completing the program 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. The program narrative should be double-spaced, using a standard 12-point Times New Roman font with 1-inch margins. If you need to insert a table, your table may be single spaced.

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

a. Statement of the Problem

b. Program 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.

**Statement of the Problem**

**This section accounts for 10 percent of your overall score.**

#### Describe the current process, including timing, tools used, and staff responsible, for screening and assessing people incarcerated for substance use and mental health disorders.

Describe the current availability and quality of substance use disorder treatment in the correctional facility.

Discuss who is currently prioritized for substance use disorder treatment in the facility.

To the extent that data is available, discuss what percent of people who are assessed as needing substance use disorder treatment receive it.

Discuss the correctional facility’s current ability to meet the needs of people incarcerated who have co-occurring substance use and mental health disorders.

Discuss the current ability to identify and engage parents with minor children and/or pregnant women for targeted services.

Indicate the jurisdiction or tribal community to be served.

Describe the current practice for connecting people leaving incarceration who have been assessed and/or have received substance use disorder treatment in the facility to treatment providers in the community.

If proposing to implement a prison-based substance use treatment program, discuss the physical plant and ability to separate into a therapeutic community those who will receive residential substance use disorder treatment.

Describe the current ability to provide medication-assisted treatment to people assessed with alcohol and opioid use disorder.

Clearly specify and describe the validated assessment tool or tools used by the correctional agency, the community corrections agency, and/or the applicant to determine the risk level and identify the criminogenic needs of the individuals to be referred to the program. Specify when assessment and re-assessment takes place and by which agencies.

**Program Design and Implementation**

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

Describe in detail the target population to receive services, including the number of people to receive services, which diagnoses will be addressed, and any demographic distinctions.

Describe where and by whom treatment services will be provided, including if services will be provided by facility or partner agency staff or by contracted services providers.

Address the Objectives, Deliverables, and Allowable Uses of Funds on pages 6-7.

Discuss the process the applicant will use to identify and recruit potential participants and to match services to their identified needs.

Describe how the proposed services are evidence based for the proposed target population.

Describe how treatment providers and corrections operational and security staff will appropriately share information.

Discuss how treatment plans and services will transition with the offender upon release from incarceration into the community, including how that transition is made.

If applicable, describe the partnership with an evaluator, and if random assignment will be used.

Identify and define the baseline recidivism rate for the target population.

**Capabilities and Competencies**

**This section accounts for 25 percent of your overall score.**

Describe the organizational structure, capabilities, and competencies of the applicant and key partners.

Describe the management structure and staffing of the project, identifying the agency responsible for the program and the grant coordinator.

Describe the competencies of the individuals who will provide substance use treatment services, including their certifications and licensure.

If the applicant is not a correctional entity, discuss the history of collaboration with correctional agency partners. The extent to which the applicant is able to demonstrate a collaborative partnership with institutional and/or community corrections agencies, access to participants within facilities prior to release, and partnership with institutional and/or community corrections agencies to share data for performance measurement purposes will be key factors in assessing the strength of the application.

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

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

Describe the plan to track program outcomes for at least 12 months following the release of program participants from incarceration. The plan should:

Identify data and information that will be collected, and by whom

Describe how performance will be documented, monitored, and evaluated

Discuss how the program will be sustained after federal funding ends.