**Program Narrative Template for the**

**FY 2020 Comprehensive Opioid, Stimulant, and Substance Abuse Site-based Program (COSSAP)**

# 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 15 percent of your overall score.**

Identify the applicant agency.

Clearly identify the state, region(s) or communities covered by the proposed program, including the population of the proposed service area.

Provide information that documents the impact of the opioids, stimulants, and other illicit drugs within the proposed service area.

Identify any specific challenges motivating the applicant’s interest to apply for this grant.

Explain the inability to fund the proposed program without federal assistance and describe any existing funding or resources that are being leveraged to support the proposed program.

*For Category 1 only*: Identify whether the application is for Subcategory 1a, 1b, or 1c.

**Program Design and Implementation**

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

Describe which areas the proposed project will address (refer to the “Allowable Uses of Funds” section on pages 5–6)

• Prebooking or postbooking treatment alternative-to-incarceration programs that serve individuals at high risk for overdose or substance abuse.

• Law enforcement and other first responder diversion programs. A variety of multidisciplinary overdose prevention, response, and diversion and referral models, led by law enforcement and other first responders, have emerged in communities throughout the nation. Examples of such models include the Law Enforcement Assisted Diversion (LEAD) model and the Police Assisted Addiction and Recovery Initiative (PAARI). OJP anticipates a minimum of $10 million in COSSAP funds will be used to support communities seeking to replicate the LEAD model per congressional report language.

• Education and prevention programs to connect law enforcement agencies with K-12 students. Per congressional report language, no less than $5 million will be made available for this activity.

• Embedding social services with law enforcement in order to rapidly respond to drug overdoses where children are impacted. Per congressional report language, no less than $10 million will be made available for this activity.

• Comprehensive, real-time, regional information collection, analysis, and dissemination.

• Naloxone for law enforcement and other first responders.

• Identifiable and accessible take-back programs for unused controlled substances found in the home and used by hospitals and long-term care facilities.

• Evidence-based treatment, such as medication-assisted treatment (MAT), as well as recovery support services including transitional or recovery housing and peer recovery support services. No more than 30 percent of total grant funds may be used for transitional or recovery housing.

• Court-based intervention programs or family court programming to prioritize and expedite treatment and recovery services to individuals at high risk for overdose. Funding is available under other BJA solicitations to implement or enhance an adult drug court and/or a veterans treatment court. As such, implementing or enhancing these court models is not an allowable funding activity under this solicitation.

Describe, in detail, how the project will be implemented.

Describe the deliverables to be produced.

To receive priority consideration under the Qualified Opportunity Zones (QOZs) priority, applicants must include information that specifies how the project will enhance public safety in the specified QOZs. For resources on QOZs, and for a current list of designated QOZs, see the U.S. Department of the Treasury’s resource webpage, accessible at <https://www.cdfifund.gov/pages/opportunity-zones.aspx>.

If your application addresses specific challenges that rural communities face, note it here. You must describe what makes the geographic service area rural (using U.S. Census or other appropriate government data; for assistance, applicants may wish to refer to <https://www.census.gov/programs-surveys/geography/guidance/geo-areas/urban-rural.html>), how isolated the area is from needed services, and how they will address specific challenges in rural communities.

If your application meets the criteria below and is intended to benefit individuals who reside in high-poverty areas or persistent-poverty counties, note it here. For purposes of this priority consideration, the term ‘‘high-poverty area’’ means any census tract with a poverty rate of at least 20 percent as measured by the 2013–2017 5-year data series available from the American Community Survey of the Census Bureau (applicants may search by census tract at <https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/2017/>) and the term ‘‘persistent poverty counties’’ means any county that has had 20 percent or more of its population living in poverty over the past 30 years, as measured by the 1990 and 2000 decennial censuses and the most recent Small Area Income and Poverty Estimates (applicants may search by county at <https://www.census.gov/data/tables/time-series/dec/censuspoverty.html> and at <https://www.census.gov/programs-surveys/saipe.html>).

Describe any potential barriers to implementing the project and the strategies that will be used to overcome those barriers.

If an evaluation is proposed, articulate how it will provide meaningful insights into solving local, state, or regional challenges while contributing to the national body of knowledge with respect to best practices.

If the proposed project involves the delivery of MAT, please specify which forms of MAT will be provided and describe the coordination between in-custody and community-based treatment.

If the proposed project involves supporting peer recovery services, describe the type of peer training offered (formal/informal); the type of training certification peers will possess; the peer supervision structure; and the manner in which peer support services will be evaluated and measured.

If the proposed project involves serving children impacted by substance abuse, describe the types of services to be provided.

*For Category 2 applicants only:*

Indicate the number of proposed implementation project sites.

*For Category 2 applicants only:*

Describe the needs of the particular sites selected and the reason these particular sites were selected.

*For Category 2 applicants only:*

State whether any of the proposed sites are current BJA COAP-funded sites. BJA prefers to fund implementation projects in sites that are not current BJA COAP funded sites unless a strong justification is provided.

*For Category 2 applicants only:*

If the sites are not preselected, describe how the state will select the sites.

*For Category 2 applicants only:*

Describe how the state will assist with training the sites, collect performance data from the sites, provide ongoing training and technical assistance, and provide grant monitoring and oversight.

*For Category 2 applicants only:*

Describe how the state applicant agency will work with the sites to implement the project and develop the mandatory deliverables, including an implementation manual and annual summary of each project and the project accomplishments from each site.

**Capabilities and Competencies**

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

Describe the management structure and staffing, specifically identifying the key person (or people) responsible for carrying out program or project activities. Demonstrate the capability to implement the project successfully.

Identify each partner agency that has demonstrated commitment to this effort via an interagency agreement or letter of support. Discuss any previous collaboration that occurred that will help to achieve the objectives. Explain existing partnership agreements.

For applications involving a research component, describe the qualifications of the research partner and their prior experience with action research, including prior work with drug monitoring and treatment agencies and other partners. Describe the roles and responsibilities of the research partner in the project.

Describe who will serve as the project coordinator, the project coordinator’s project- related duties, the amount of time this position will dedicate to the project per week, and which agency will house the project coordinator. If the project coordinator will be hired after the award, please provide a job description.

Indicate a willingness to work closely with an evaluator who may conduct a site- specific or cross-site evaluation in future years.

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

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

Describe who will be responsible for collecting and reporting the required performance measures and how data will be collected.

List any additional performance metrics that will be used to assess the project’s effectiveness and the process for collecting the information, including who will be responsible and how data will be collected.

Discuss what data sources will be used and any legal, policy, or other barriers to gaining access to the data and how those barriers will be addressed.