**Program Narrative Template for the**

**FY 2020 Treatment, Recovery, and Workforce Support Grant**

# 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.

Project Narrative (Sections A-E) together may be no longer than **10 pages**.

You must use the five sections/headings listed below in developing your Project Narrative. **You must indicate the Section letter and number in your response**, **i.e**., type “A-1”, “A-2”, etc., before your response to each question. You may not combine two or more questions or refer to another section of the Project Narrative in your response, such as indicating that the response for B.2 is in C.1.

**Only information included in the appropriate numbered question will be considered by reviewers.** Your application will be scored according to how well you address the requirements for each section of the Project Narrative.

# The number of points after each heading is the maximum number of points a review committee may assign to that section of your Project Narrative. Although scoring weights are not assigned to individual questions, each question is assessed in deriving the overall Section score.

You must attach the Project Narrative file (Adobe PDF format only) inside the Project Narrative Attachment Form.

**Section A: Population of Focus and Statement of Need**

**10 points – approximately 1 page**

**A-1: Identify your population(s) of focus and the geographic catchment area where services will be delivered.**

**A-2: Identify the gaps in the workforce due to the prevalence of substance use disorders in the catchment area, including service gaps, and document the extent of the need (i.e., current prevalence rates or incidence data) for the population(s) of focus identified in your response to A.1. Identify the source of the data.**

**Section B: Proposed Implementation Approach**

**30 points – approximately 5 pages**

**B-1: Describe the goals and measurable objectives (see Appendix E) of the proposed project and align them with the Statement of Need described in A.2. State the unduplicated number of individuals you propose to serve (annually and over the entire project period) with grant funds.**

**B-2: Describe how you will implement the Required Activities as stated in Section I. In addition, describe how the proposed project aligns with the state, outlying area, or Tribal strategy to address workforce issues and how you will coordinate with existing service systems to implement the required activities.**

**B-3: Provide a chart or graph depicting a realistic timeline for the entire five years of the project period showing dates, key activities, and responsible staff. These key activities must include the requirements outlined in Section I: [NOTE: Be sure to show that the project can be implemented and service delivery can begin as soon as possible and no later than four months after grant award. The timeline must be part of the Project Narrative. It must not be placed in an attachment.]**

**Section C: Proposed Evidence-Based Service/Practice**

25 points - approximately 2 pages

**C-1: Identify the Evidence-Based Practice(s) (EBPs) that will be used. Discuss how each EBP chosen is appropriate for your population(s) of focus and the outcomes you want to achieve. Describe any modifications that will be made to the EBP(s) and the reason the modifications are necessary. If you are not proposing any modifications, indicate so in your response.**

**Section D: Staff and Organizational Experience**

**15 points – approximately 1 page**

**D-1: Describe the experience of your organization with similar projects and/or providing services to the population(s) of focus for this FOA. Identify other organization(s) that you will partner with in the proposed project. Describe their experience providing services to the population(s) of focus, and their specific roles and responsibilities for this project. Letters of Commitment from each partner must be included Attachment 1 of your application.**

**D-2: Provide a complete list of staff positions for the project, including the Key Personnel (Project Director) and other significant personnel. Describe the role of each, their level of effort, and qualifications, to include their experience providing services to the population(s) of focus and familiarity with their culture(s) and language(s).**

**Section E: Data Collection and Performance Measurement**

**20 points – approximately 1 page**

**E-1: Provide specific information about how you will collect the required data for this program and how such data will be utilized to manage, monitor and enhance the program.**