**Proposal Narrative Template for the**

**BJA FY 21 Comprehensive Opioid, Stimulant, and Substance Abuse Site-based Program**

**Category 2: State Applicants**

This template is for the BJA FY 21 Comprehensive Opioid, Stimulant, and Substance Abuse Site-based Program - Category 2: State Applicants

# Introduction: This template is designed to support you in successfully completing the proposal 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. Points may be deducted for applications that do not adhere to the following requirements:

1. Double-spaced. (If you need to insert a table, your table may be single spaced).
2. 8½ x 11-inch pages.
3. One-inch margins.
4. Type no smaller than 12 point, Times New Roman (TNR)
5. Page numbers.
6. Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
7. Headings and sub-headings that correspond to the sections identified in this section of the solicitation.

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

a. Description of the Issue

b. Project 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.

 **Description of the Issue**

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

Identify the applicant agency.

Identify the state and region(s) or communities included in the proposed program, including the population of the proposed service area.

Document the impact of opioids, stimulants, and other illicit drugs within the proposed service area.

Describe the challenges motivating the application.

Describe the inability to fund the proposed program without federal assistance.

Describe and existing funding or resources will be leveraged to support the proposed program.

**Project Design and Implementation**

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

Indicate the number of proposed implementation project sites.

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

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

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

Describe how the state will assist with:

* Training the sites
* Collect performance data from the sites
* Provide ongoing training and technical assistance
* Provide grant monitoring and oversight

Describe how the state applicant agency will work with the sites to implement the project and develop the mandatory deliverables. *Include: implementation manual and annual summary of each project and its accomplishments from each site.*

**Capabilities and Competencies**

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

Describe the management structure and staffing.

Identify 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.

Describe any previous collaboration that will help to achieve the objectives.

Explain existing partnership agreements.

For applications involving a research component:

* Describe the qualifications of the research partner
* Describe their prior experience with action research
* Describe prior work with drug monitoring and treatment agencies and other partners
* Describe the roles and responsibilities of the research partner in the project.

Describe the project coordinator position, including:

* Project-related duties
* Amount of time the position will dedicate to the project per week
* Which agency will house the project coordinator
* If the project coordinator will be hired after the award, 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% of your overall score.**

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

Describe how data will be collected.

Describe the performance metrics that will be used to assess the project’s effectiveness.

Describe 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.

*Note: Applicants are not required to submit performance data with the application. Rather, performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.*