**Formatting Requirements for SAMHSA**

See below for a list of formatting requirements required by SAMHSA:

* Text must be legible. Pages must be typed in black, single-spaced, using a font of Times New Roman 12, with all margins (left, right, top, bottom) at least one inch each. You may use Times New Roman 10 only for charts or tables.
* **You must submit your application and all attached documents in Adobe PDF format, or your application will not be forwarded to eRA Commons and will not be reviewed.**
* To ensure equity among applications, the 10-page limit for the Project Narrative cannot be exceeded. If an application exceeds the 10-page limit, the application will not be reviewed.
* Black print should be used throughout your application, including charts and graphs (no color).

**SECTION A: Population of Focus and Statement of Need (10 points – approximately 1 page)**

1. Identify which type of court you are applying for (e.g., Adult Treatment Drug Court, Adult Tribal Healing to Wellness Court, or Family Treatment Drug Court), your population(s) of focus, and the geographic catchment area where services will be delivered that align with the intended population of focus of this program.
2. Provide a demographic profile of the population of focus in the catchment area in terms of race, ethnicity, federally recognized tribe (if applicable), language, sex, gender identity, sexual orientation, age, and socioeconomic status.
3. Describe the extent of the problem in the catchment area and include specific information on unmet needs.
4. Describe service gaps, and document the extent of the need (i.e., current prevalence rates or incidence data) for the population(s) of focus.

**SECTION B: Proposed Implementation Approach (30 points – approximately 5 pages not including Attachment 4 – Project Timeline)**

1. Describe the goals and measurable objectives of the proposed project and align them with the Statement of Need described in A.2. Provide the following table:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Number of Unduplicated Individuals to be Served with Grant Funds** | | | | | |
| Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total |
|  |  |  |  |  |  |

If you are proposing to serve fewer than the minimum expectation of 40 clients per year (a minimum of 35 clients per year for FTDCs), and are requesting the maximum annual funding amount, you must provide a justification that explains why you cannot meet the minimum expectation. **Note:** Identify any residential treatment services that will be funded within this project and include the number of individuals that you propose will be served with residential treatment slots.

1. Describe how you will implement all of the Required Activities in Section I. This includes:

* Screen and assess clients for the presence of SUD and/or co-occurring substance use and mental disorders and use the information obtained from the screening and assessment to develop appropriate harm reduction, treatment, and/or recovery interventions and treatment plans.
* Screen for infectious diseases for which those with SUDs are at high risk, including HIV and viral hepatitis (hepatitis A, B, and C), with appropriate referral and follow-up to assure treatment if screening tests indicate infection, and vaccination for those infectious diseases for which a vaccine is available.
* Provide evidence-based and population appropriate harm reduction, treatment, and/or recovery services to meet the unique needs of diverse populations at risk. These services must include the array of FDA-approved medications for the treatment of opioid use disorder, and medication management, outpatient, day treatment (including outreach-based services), intensive outpatient, recovery housing, or residential treatment programs.
* Provide recovery support services (e.g., childcare, supported employment, skills training and development, and transportation services) that provide emotional and practical support to maintain client/participant remission. (Note: Grant funds may be used to purchase such services from another provider.)
* Family drug court grant recipients must provide specific services and supports related to the preservation of the family, including but not limited to, family counseling and family recovery support services.
* Family drug court grant recipients must collaborate with community partners that are trained and can serve diverse populations to provide comprehensive services (e.g., child welfare agencies as referral sources, and other agencies that can address the needs of children).
* Implement the key components of the drug court model. These key components and standards can be found in Appendix M – Adult Drug Court Model Key Components and Standards, Appendix N – Adult Tribal Healing to Wellness Court Model Key Components and Appendix O – Family Drug Court Guidelines. In Section B of the Project Narrative, applicants must describe how they will meet the key components of the drug court model(s) for which they are proposing to expand treatment for SUDs, co-occurring substance use and mental disorders, harm reduction, and recovery support services. (If the applicant is not the drug court, see MOU guidance below.)

1. If you are proposing to provide recovery housing (allowable activity), you must describe the mechanism(s) in place in your jurisdictions to assure that a recovery housing facility to receive these funds supports and provides clients access to evidence-based treatment, including all forms of MOUD, in a safe and appropriate setting. In addition, if you plan to use funds for infrastructure development, you must provide specific information about the infrastructure development you propose to implement.
2. In **Attachment** **4**, provide a chart or graph depicting a realistic timeline for the entire fiveyears 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 cannot be more than two pages and should be submitted in Attachment 4.**] The recommendation of pages for this section does not include the timeline.

**SECTION C: Proposed Evidence-Based Service/Practice (20 points – approximately 2 pages)**

1. Identify the Evidence-Based Practice(s) (EBPs), evidence-informed, and/or culturally promising practices that will be used.
2. Discuss how each intervention chosen is appropriate for your population(s) of focus and the outcomes you want to achieve.
3. 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.
4. Describe how you will monitor and ensure fidelity of EBPs, evidence-informed and/or promising practices that will be implemented.

**SECTION D: Staff and Organizational Experience**

**(Up to 25 points – approximately 1 page. Applicants that are a drug court or** **the government entity applying on behalf of the drug court [e.g., state, county, or local government] will receive 5 additional points for this section. All other applicants may not receive more than 20 points.)**

1. Describe the experience of your organization with similar projects and/or providing services to the population(s) of focus for this NOFO.
2. Identify other organization(s) that you will partner with in the proposed project.
3. Describe their experience providing services to the population(s) of focus, and their specific roles and responsibilities for this project.
4. If applicable, Letters of Commitment from each partner must be included **Attachment 1** of your application. If you are not partnering with any other organization(s), indicate so in your response.
5. 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 (15 points – approximately 1 page)**

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.