| **REQUEST FOR APPLICATION (RFA) – NARRATIVE SECTIONS** |
| --- |
| **INSTRUCTIONS:** IN THE SPACEBELOW OR SEPARATE SHEET **PROVIDE THE AGENCY’S BACKGROUND** |
|  |
| **INSTRUCTIONS:** IN THE SPACEBELOW OR SEPARATE SHEET **DEMONSTRATE THE NEED AND PROVIDE A PROBLEM STATEMENT** * Describe your agencies efforts in the current opioid epidemic effort to date.
* Describe identified barriers to your efforts in the opioid epidemic to date.
* Document the impact of the opioid epidemic in the targeted area utilizing data (please identify the data sources).
* Provide any known efforts and activities currently taking place to support individuals with opioid use disorder involved and not involved in the criminal justice system and how the proposed project can support/enhance those efforts. (Including any prevention activities)
* Describe any opioid treatment, harm reduction, or recovery support services in the targeted area.
* Describe any other funds (local, state or federal) that are addressing the opioid epidemic in the targeted areas, funds being leveraged for the proposed project, or other collaborative efforts being implemented the targeted area. Report the outcomes of the efforts and funding if available.
 |
|  |
| **INSTRUCTIONS:** IN THE SPACEBELOW OR SEPARATE SHEET **DISCUSS EVIDENDCE OF COLLABORATION** * Explain how you conduct and participate in the collective working group to implement this project and be willing to provide up to date presentations/reports on your collective work group progress.
* Provide a brief description of any current collaborations/partnerships between local, state, and federal law enforcement agencies also include but not limited to jail(s), probation, service providers, and any other history of collaboration between the criminal justice system and the behavioral health system.
* Describe the key behavioral health and criminal justice partners and stakeholders and how they will remain involved to ensure successful implementation and/or program sustainability.
* Explain how your agency’s leadership will support this project as well as the evaluation of the efforts.
 |
|  |
| **INSTRUCTIONS:** IN THE SPACE BELOW OR SEPARATE SHEET DESCRIBE THE PROGRAM DESIGN AND IMPLEMENTATION* Explain how you will utilize Peer Recovery Specialist(s) and trained officer(s) in this project. Include any description of the processes for early identification, assessment, linkage to treatments, services and supports for the project. Be very specific and detailed.
* If a multi-jurisdictional approach is proposed, explain how the proposed activities of the project will address the multi-jurisdictional challenges.
* Explain what additional duties will be tasked to the work group team to address needs of the project and of the jurisdiction.
* How will you evaluate the effectiveness of your project? What outcome measures will be utilized?
* Provide an organizational chart indicating the project and staffing (Submit as an attachment or include in the narrative)
 |
|  |
| **INSTRUCTIONS:** IN THE SPACEBELOW OR SEPARATE SHEET EXPLAIN YOUR AGENCIES CAPABILITIES AND COMPETENCIES |
| * Must describe its project staff indicating who will be responsible for carrying and overseeing the project implementation as well as grant administration responsibilities
* Provide job description and/or resume of your proposed investigators/trained officer(s) for working with the opioid issues in your jurisdiction. (Submit as an attachment)
* Provide a job description and/or resume of your proposed peer specialist(s). (Submit as an attachment)
* Include a description of current staffing and the proposed project staffing with roles and responsibilities clearly articulated. Provide any certifications and trainings that pertain to addressing opioid and/or substance abuse/mental health.
 |
|  |
| **INSTRUCTIONS:** IN THE SPACE BELOW OR SEPARATE SHEET EXPLAIN THE PLAN FOR COLLECTING REQUIRED DATA  |
| The applicant must describe their intended process for measuring project performance. The applicant must identify who will collect the data; who is responsible for performance measurement; and how the information will be used to guide and assess the applicant’s COSSAP’s program activities. The applicant should also identify who will be responsible for the completion of the mandatory reporting requirements. |
|  |
| **INSTRUCTIONS:** IN THE SPACEBELOW OR SEPARATE SHEET EXPLAIN PLANS FOR PROGRAM SUSTAINABILITY * Explain how the agency/organization will pursue the ability to sustain the collective workgroup and project if the data shows that it is successful.
* Provide a plan for how the agency/locality will work towards programmatically and financially sustaining the proposed project.
* Describe how this project will utilize community partners and stakeholders that have a vested interest in the success and sustainability of the proposed project.
 |
|  |
| **INSTRUCTIONS:** IN THE SPACE BELOW OR SEPARATE SHEET PROVIDE BUDGET JUSTIFICATION NARRATIVE (Please See RFA Instructions for more details.) |
| The applicant must provide a project-based budget and budget justification narrative that are complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for program activities). See instructions for the Allowable and Non-Allowable costs. The applicant’s budget narrative should generally demonstrate how the applicant will maximize cost effectiveness of grant expenditures. The applicant’s budget narrative should link back to the stated COSSAP program goals and implementation.1. Provide a budget justification narrative below explaining each category line-item amount requested
2. Complete the Budget Detailed Line-Item Request Form
 |
|  |