

**Substance Use Disorder (SUD) Grant Program**

Fiscal Year 2026

**Project Narrative**

In the project narrative, you will outline all aspects of your project. Use the section headers below and in the specified order provided when creating your project narrative. Make sure that you have addressed all the information requested by the DHSS in each narrative section of the application.

**Section 1. Organizational Experience and Past Performance (30 points)**

Applicants should explain why they are well-suited to administer this program and demonstrate their understanding of the purpose of the funding and the challenges associated with the priority area to be funded.

*\*NOTE: Large organizations should write this description for the unit directly responsible for the administration of the program. This description of the sponsoring agency should:*

**Organizational History (5 points)**

Describe the history of the organization, major programming, and how the proposed program aligns with the organization’s missions and values. The history should include:

* 1. Founding date;
	2. Leadership team experience;
	3. Number of years in operation;
	4. A description of the organization’s administrative structure within which the program will function, including an organizational chart; and
	5. A description of the current service area and physical locations and how they will benefit the proposed program.

**Population Served (4 points)**

Describe the organization’s experience in serving the maternal population, individuals with SUD, and/or populations disproportionately impacted by SUD. The experience should include:

1. Target population served;
2. Services provided; and
3. Number of years services provided.

**Collaboration Experience (8 points)**

Describe the organization’s experience working with and/or supporting multiple stakeholders across varied institutions that are developing or operating peer support programs and how the expertise of collaborators will contribute to successfully implementing maternal peer-based recovery programs.

Describe the organization’s experience in collaborating with regional or statewide organizations and community partners in strategies to prevent and reduce substance use and/or increase access to services for the maternal population, individuals with SUD, and/or populations disproportionately impacted by SUD. The response should identify your organization’s specific role, the role of partners and if they will be engaged in this program. If applicable, please attach Memorandums of Understanding (MOU), Memorandums of Agreement (MOA), and letters of support as appropriate. The organization’s experience may include:

1. Coalition involvement;
2. Implementing peer navigation services, integrated care programs, recovery support services, SUD treatment services, or maternal health care; and
3. Health care provider engagement.

**Training, TA, and Evaluation Experience (9 points)**

Describe the organization’s leadership and experience in the ability to train, provide technical assistance, and report evaluation measures on strategies to prevent and reduce SU and/or increase access to services for the maternal population, individuals with SUD, and/or populations disproportionately impacted by SUD, with specific emphasis on developing or operating maternal peer-based recovery support programs and addressing adult and e-learning concepts and practices.

Describe the organization’s experience conducting program evaluation.

**Administration Experience (4 points)**

Describe the organization’s experience in managing and administering budgets, contracts, and grants.

**Section 2. Team Qualifications (20 points)**

**TAC Coordinator Role and Experience (6 points)**

Describe the proposed TAC Coordinator’s role in the program, including a high-level summary of responsibilities and level of effort (stated as a percentage of full-time employment, such as 1.0 (full-time) or 0.5 (half-time) and not number of hours).

Describe the proposed TAC Coordinator’s experience with the following:

* 1. Working with the maternal population, individuals with SUD, and/or individuals disproportionately impacted by SUD;
	2. Managing the planning, implementation, and monitoring of grant awards or contracts;
	3. Providing training and technical assistance to improve health outcomes and prevent and reduce the prevalence of substance use disorders and/or drug-related harms, including overdose; and
	4. Engaging partners, communities, and/or populations in strategies to reduce SUD incidence and increase access to treatment and/or recovery services.

**Lived Experience TA Specialist Role and Experience (6 points)**

Describe the proposed Lived Experience TA Specialist’s role in the program, including a high-level summary of responsibilities and level of effort (stated as a percentage of full-time employment, such as 1.0 (full-time) or 0.5 (half-time) and not number of hours).

Describe the proposed Lived Experience TA Specialist’s experience with the following:

* 1. Working with the maternal population, individuals with SUD, and/or individuals disproportionately impacted by SUD;
	2. Training or certification in peer support or similar programming, demonstrating the ability to guide and support others based on personal experiences; and
	3. Facilitating and/or planning workshops, support groups, training sessions, etc., in peer support settings.

**Program Evaluator Role and Experience (6 points)**

Describe the proposed Program Evaluator’s role in the program, including a high-level summary of responsibilities and level of effort (stated as a percentage of full-time employment, such as 1.0 (full-time) or 0.5 (half-time) and not number of hours).

Describe the proposed Program Evaluator’s experience with the following:

* 1. Managing the planning, implementation, and monitoring of data evaluation processes.
	2. Overseeing and analyzing large data sets, including proficiency in relevant software and tools; and
	3. Contributing to and/or leading strategic planning processes, including stakeholder engagement, goal setting, and the development of actionable plans.

**Support Staff Role (2 points)**

Describe the proposed additional support staff’s role in the program, including a high-level summary of responsibilities and level of effort (stated as a percentage of full-time employment, such as 1.0 (full-time) or 0.5 (half-time) and not number of hours).

**Section 3. Proposal Abstract (10 points)**

The Applicant should include a Proposal Abstract (no more than 500 words) summarizing the proposed program, including its purpose, population(s) to be served (demographics and clinical characteristics), the number to be served annually, and for the entire project, the service area, primary activities, and expected outcomes.

**Section 4. Population of Focus and Statement of Need (25 points)**

**Population Demographics (7 points)**

Describe your population(s) of focus and the geographic catchment area (e.g., counties, cities) where you will deliver services that align with the intended population of focus. Provide a demographic profile of the population of focus to include the following: race, ethnicity, language, sex, gender identity, sexual orientation, age, and socioeconomic status.

**Description of Need (7 points)**

Describe the extent of the problem in the catchment area, including service gaps and disparities experienced by underserved and historically under-resourced pregnant and postpartum populations. Document the extent of the need, including substance use, (alcohol, tobacco, illegal drugs, or misuse of legal drugs) prevalence rates or incidence data for the population(s) of focus. Identify the source of the data.

**Service Gaps (7 points)**

Identify gaps in identification, screening, assessment, and the provision of evidence-based treatment of behavioral health conditions (including mental health and substance use) for pregnant and postpartum individuals. Specifically, discuss gaps in timely recognition of symptoms and referrals to accessible and holistic care that includes peer support and sustained follow-up for the population of focus.

**Technical Assistance and Training Importance (4 points)**

Describe why technical assistance and training are important and their role in improving maternal health outcomes.

**Section 5. Implementation Approach (25 points****)**

The Applicant should describe how the proposed services address the issues presented in the statement of need, address the NGO's goals, objectives, and performance measures, and meet the requirements identified in Section 6 by addressing the following questions.

**General Requirements (9 points)**

Describe how the Maternal Peer-Based Recovery Support TAC will be established and maintained to serve as a resource for all maternal peer-based recovery support programs within the state and ensure that services promote optimal and equitable health outcomes for the maternal population impacted by SUD or co-occurring SU and MH disorders. Include how you will maintain a physical Missouri presence and prioritize supporting the DHSS-funded maternal peer-recovery support program sites. (*6.1-6.2*)

Describe the approach for conducting an initial and annual training and technical assistance needs assessment and how the results of the assessment will inform future training and TA activities and build on the capacity of the program sites and other organizations serving the maternal population with SUD or co-occurring SU and MH disorders to develop/implement, expand, and sustain peer support and recovery support programs and evidence-based strategies for addressing the needs of the maternal population with BH conditions. (*6.3*)

Describe the approach to developing and maintaining a public website to serve as a clearinghouse for recovery and peer support resources and evidence-based practices, such as curricula, training, distance learning programs, etc., for the maternal population with SUD or co-occurring SU and MH disorders. (*6.4)*

Describe how a steering committee will be developed to provide guidance and feedback on services provided through the TAC. The description should identify stakeholders to include, how the group will encourage collaboration with and among stakeholders, and the cadence for meetings. (*6.5*)

Describe how core training and TA topics will be identified and delivered in various formats using adult and e-learning concepts for those working with the maternal population. (*6.6-6.7*)

Describe the plan for developing and distributing SUD-related educational materials and resources targeted to the maternal population and their families and conducting outreach for the TAC. (*6.8-6.9*)

Describe how key stakeholders will be engaged, including other maternal collaborative efforts funded by the DHSS, to ensure wide support and collaboration among maternal peer-based support programs. (*6.10*)

**Program Site Support Requirements (9 points)**

Describe the approach to providing support to the DHSS-funded Missouri Maternal Peer-Based Recovery Support Program sites to strengthen the programs’ overall impact and leverage current efforts to avoid duplication (*6.12-6.14*)

Describe the approach for collaborating with program sites to create an orientation training pathway for onboarding peer navigation program staff and develop and implement no-cost cross-training for the program sites. (*6.15-6.16*)

Describe the approach for assisting program sites with developing their implementation, evaluation, and sustainability plans. (*6.17-6.18*)

**Training Requirements (9 points)**

Describe the approach to providing training to advance peer and recovery support services across clinical treatment and health care settings, including cross-training professionals to address substance use and maternal health needs and become dual-certified. (*6.19-6.22*)

Describe the approach to evaluating training events, including evaluation measures, reporting to the DHSS, and how you will use the results for quality improvement. (*6.23-6.24*)

**Evaluation Requirements (8 points)**

Describe the approach to developing an evaluation plan for evaluating the effectiveness of the program sites’ maternal peer-based recovery support program reflective of the information in Section 2. (*6.26*)

* 1. Identify the contents of the evaluation plan, including key evaluation questions, qualitative and quantitative measures, data sources and tracking systems, along with descriptions of the inputs (e.g., key personnel, collaborators, and other resources), key processes, and meaningful expected outcomes of the funded activities.
	2. Describe the approach to track and report on all training and TA provided through the grant, and work with the program sites to collect reports on performance metrics and produce an annual report of the aggregated data collected through their contract requirements, the program's impact, and recommendations for improvements.