

**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 Department 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: (*5 points*)

* 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 (10 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 (10 points)**

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.

**Administration Experience (5 points)**

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

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

**Program Coordinator Role and Experience (8 points)**

Describe the proposed Program 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 Program 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; and
  3. Engaging partners, communities, and/or populations in strategies to reduce SUD incidence and increase access to treatment and/or recovery services.

**Certified Peer Specialist Role and Experience (8 points)**

Describe the proposed Certified Peer Specialist (CPS’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 CPS’s experience providing services to the population of focus, familiarity with the culture(s) and language(s) of this population and working with underserved and under-resourced populations.

**Support Staff Role (4 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.

**County Health Ranking (4 points)**

Using APPENDIX 1: Missouri County Health Rankings Table, identify the county health ranking score corresponding to the highest-ranked county where proposed program activities will occur (e.g., St. Louis City corresponds to a ranking of 8). Provide the county name and ranking score.

**Section 5. Implementation Approach (35 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 your approach to administering a peer-based recovery support program and providing care coordination for the maternal population with SUD or co-occurring substance use and mental health disorders. Additionally, outline the steps a participant must take from recruitment (e.g., eligibility criteria) to program completion (e.g., completion indicators), highlighting how you consult with participants, recruit, and retain them. (*6.1, 6.3, and 6.4*)

Describe your staffing structure and training plan. (*6.2)*

Describe how you will ensure all services promote optimal and equitable health outcomes for the maternal population and their children impacted by SUD. (*6.5)*

**Peer-based Recovery Support Requirements (9 points)**

Describe how you will provide peer-based recovery support services, including, navigation services to link program participants to behavioral health and substance use treatment, along with peer support services for individuals in postpartum. Additionally, describe how you will provide follow-up services to program participants. (*6.6, 6.11*)

Describe how wrap-around services will be provided to reduce participants’ barriers to care. Include services to be provided and how you will prioritize needs. (*6.7*)

Describe the referral system for participants, including the evidence-based screening tools you will use to screen participants for mental health and SUDs and assess program participants’ SUD treatment and recovery support needs. (*6.8, 6.9, 6.10*)

Describe how you will educate participants on overdose prevention and provide access to overdose reversal methods and tobacco cessation services. (*6.12, 6.13, 6.14*)

Describe how your organization will support participants’ children and family members. Include services to be provided and how you will prioritize needs. (*6.15*)

**Collaboration Requirements (9 points)**

Describe how you will engage with various organizations to effectively support program participants, facilitate referrals, and enhance program awareness and enrollment among the maternal population with SUD or co-occurring SU and MH disorders. *(6.16, 6.17)*

Describe how key stakeholders, including community organizations and families, will be involved to ensure program support and awareness. Include how you will support and participate in community coalitions. (*6.18*)

Describe how you will collaborate with the Maternal Peer-Based Recovery Support TAC Grantee for implementation, staff training and program evaluation. (*6.19*)

Describe how you will act as a liaison with social services to foster communication and address participant needs. (*6.20*)

Describe your community outreach efforts to raise awareness and engagement with the program, including developing and distributing educational materials related to SUD for the maternal population and their families. (*6.21, 6.22)*

**Evaluation Requirements (8 points)**

Describe your approach for monitoring and evaluating the program’s effectiveness, including specific data collection tools and procedures envisioned to gather feedback from participants, providers, and staff. (*6.23*)