

**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:

* 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 individuals and families with SUD and/or having experienced ACEs and/or individuals disproportionately impacted by SUD and ACEs. 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 and/or working with local, regional or statewide organizations and community partners in strategies to prevent and reduce substance use and/or increase access to services for individuals with SUD and/or having experienced ACEs and/or individuals disproportionately impacted by SUD and ACEs. The response should identify your organization’s specific role, the role of partners, and if the partners 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 data-driven projects, evidence-based education and prevention strategies, support services, or trauma-informed approaches; 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 (14 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 individuals and families with SUD and/or having experienced ACEs, and/or individuals disproportionately impacted by SUD and/or ACEs.
	2. Managing the planning, implementation, and monitoring of grant awards or contracts.
	3. Engaging partners, communities, and/or populations in strategies to prevent and reduce SUD and/or ACEs and/or increase access to services for individuals with SUD and/or ACEs and/or individuals and families disproportionately impacted by SUD and/or ACEs.
	4. Other experience as applicable to the position and responsibilities based on the proposed strategies and activities.

**Support Staff Role (6 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 served. Provide a demographic profile of the population of focus to include the following: age, sex, race, county of residence, drug use history (e.g., heroin, methamphetamine, alcohol, marijuana, other), and Veteran 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 children and vulnerable families at risk of or have experienced ACEs, with a priority focus on those affected by SUD or SU (e.g., socioeconomic status, access to education, health care resources, social support systems, etc.). Document the extent of the need, including prevalence rates or incidence data for the population(s) of focus. Identify the source of the data.

**Service Gaps (7 points)**

Identify gaps in screening, assessment, and the provision of evidence-based interventions for individuals with ACEs among families impacted by SUDs and SU. Specifically, discuss gaps in the timely identification of someone who has experienced ACEs, referrals to accessible and holistic care that includes support services, 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 7 by addressing the following questions.

**General Requirements (15 points)**

Describe the scope of the project and how it aligns with the purpose of this grant opportunity, including the strategies and initiatives the project will seek to accomplish. Provide a data-driven, evidence-based rationale for identifying the population to be served, strategies, activities, and project planning. (*7.1, 7.2*)

Develop a name for the project that captures the NGO's goal, if applicable. Explain your rationale for selecting the name. (*7.3*)

Describe existing tools and resources the organization will use to implement the project. (*7.4*)

Describe how the organization plans to collaborate with local agencies and organizations to enhance prevention efforts in the population of focus while avoiding duplication of existing efforts. Additionally, describe your strategy for engaging key stakeholders to build support for the project. (*7.5)*

Describe the approach for conducting community outreach efforts to enhance awareness, reach, and engagement of the project. Additionally, describe the materials and resources to be used or developed and distributed among community members and how the information will be accessible and relevant to the diverse needs of participants, along with plans for collaborating with the DHSS for approval. (*7.6*)

**Planning and Evaluation Requirements (20 points)**

Describe the project-specific performance metrics to be reported for the project. The Grantee shall collaborate with the Department before final review and approval from the Department on project-specific metrics. (*7.7*)

Describe the framework for monitoring and evaluating the program’s effectiveness, including specific data collection tools and procedures the program will use for making project improvements. (*7.8*)

Explain how transparent communication with the Department regarding project activities and progress will be facilitated and what methods will be used to ensure timely and accurate reporting. (*7.9*)

Describe how the organization will leverage existing community, state, or federal strategic plans addressing ACEs and SUD prevention to inform project activities. (*7.10*)

Describe how the project will engage individuals with SUD lived experience in the planning and implementation of grant activities and how their voices will be heard. (*7.11*)