

**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 providing support services. . 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. 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, Memorandums of Agreement, 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, recovery 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 (7 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).

**Program Coordinator Experience (7 points)**

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

* 1. Working with populations facing socioeconomic disadvantages;
	2. Managing the planning, implementation, and monitoring of grant awards or contracts; and
	3. Engaging partners, communities, and/or populations in community-based initiatives or strategies to improve health outcomes.

**Support Staff (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 shall provide 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** **(8 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 (8 points)**

Describe the extent of the problem in the catchment area, including service gaps and disparities experienced by underserved and historically under-resourced populations with higher rates of SUD (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 (9 points)**

Identify gaps in the provision of recovery support services for populations with higher rates of SUD. Specifically, discuss gaps in timely recognition of needs, referrals to accessible and comprehensive SUD support services, and the ongoing follow-up necessary for the population of focus.

**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 (17 points)**

Describe the scope of the project and how it aligns with the goal and objectives of this grant opportunity. Include the strategies and activities the project intends to implement and explain how these will contribute to a comprehensive approach for enhancing recovery outcomes for populations with higher rates of SUD. (*7.1 – 7.2*)

1. Describe how the project will be established as a payor of last resort for all services/activities provided.

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 tobacco use and overdose prevention education, overdose reversal information, and/or information on MAT will be provided to users, as applicable, including plans for ensuring access to these resources. If applicable, describe the approach for providing information on MTQS for participants who want free help to quit using tobacco products (*7.5 – 7.6*)

Describe how the organization will establish the eligibility criteria for the proposed project, including the specific qualifications potential participants must meet and the methods for identifying them. (*7.7*)

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. Additionally,describe how the organization plans to collaborate with at least one SUD recovery provider to leverage support and resources, aiming to create a comprehensive support system that addresses immediate needs and support along the continuum of care for the population(s) of focus. Include information on the establishment of a Memorandum of Agreement. (*7.8)*

Describe how the organization plans to collaborate with at least one SUD recovery provider to leverage support and resources, aiming to create a comprehensive support system that addresses immediate needs and support along the continuum of care for the population(s) of focus. Include information on the establishment of a MOA.

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. *(7.9)*

**Planning and Evaluation Requirements (18 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. (*7.10*)

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. (*7.11*)

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. (*7.12*)

Describe how existing community, state, or federal needs assessments and strategic plans will be leveraged for the project. (*7.13*)

Describe how the project will engage individuals with lived experience in the planning and implementation of grant activities and how their voices will be heard. (*7.14*)