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| **Overview of Agency and the Agency’s Jurisdiction/Targeted Area-Proposal Narrative** |
| * Include the targeted area, population, demographics, crime/drug statistics, opioid, stimulant, and other substance data/statistics, etc.
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| **Demonstrated Need/Statement of the Problem** |
| * Describe your agencies needs in addressing the opioid epidemic in the jurisdiction and address any continuing efforts.
* Describe the need for policies and procedures for addressing the opioid epidemic or discuss your current policies and procedures for addressing the opioid epidemic.
* Describe identified barriers to your efforts to address the opioid epidemic.
* Document the impact of the opioid epidemic in the targeted area utilizing data (please identify all 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.
* Explain how the proposed project support/enhance those efforts, including any prevention activities.
* Explain/identify any opioid treatment or recovery support services in the targeted area.
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| **Project Design and Implementation: Proposal Narrative-Action Plans** |
| * Provide an overall narrative for the project design and implementation. Applicant should be mindful of the requirements listed on pages 4-5 when completing the narrative for project design and implementation.
* The narrative should clearly state any specific objectives and activities for each priority to be addressed.
* The narrative should explain how the agency will utilize/promote Peer Recovery Specialist(s) in this project. If available, include any descriptions of the processes for early identification, assessment, linkage to treatments, services and supports for the project.
* The narrative should demonstrate how the agency will meet the requirement of a diverse workgroup/task force that includes the law enforcement sector and local government units. Include the workgroup/task force function and/or duties and identify the members/agencies of the workgroup/taskforce.
* Provide Action Plans/Timeline for Priority #1, #2, #3, #4, and #5 (Applicant should be mindful of the Strategic Plan when completing the actions plans.)
	+ Complete action plan templates provided
	+ Include the goals, strategies, and activities
	+ Include Responsible persons and the anticipated outcomes as well as a projected timeline and completion It is encouraged to show team approach in responsible persons.)

The Applicant may submit multiple action plans for each priority to demonstrate their proposed efforts.  |

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| **Capabilities and Competencies - Proposal Narrative** |
| * Discuss experiences in addressing similar projects and/or activities.
* Discuss experiences with collaborating/partnering with other law enforcement agencies, criminal justice agencies and/or community-based partners of targeted enforcement, prevention activities, and community engagement.
* Describe the staffing plans for implementation, indicate who will be responsible for carrying-out the project implementation and who will be responsible for overseeing the grant administration duties of reporting, invoicing, and documenting progress.
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| **Plan for Collecting Required Data - Proposal Narrative** |
| * The applicant must describe their process for measuring project performance.
* The applicant must identify who will collect the data and provide performance measurement reports.
* The applicant should also identify who will be responsible for the completion of reporting requirements. (See Mandatory Reporting)
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| **Budget Information- Detailed Line-Item and Justification Narrative**  |
| The applicant must provide a budget detailed line-item request and budget justification narrative that are thorough, cost effective, and allowable (i.e., reasonable, allocable, and necessary for program implementation). 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 the proposed project goals and objectives of addressing Priority #1, Priority #2, Priority #3, Priority #4, and Priority #5. * You may request Indirect/De Minimis Rate at 10% of direct cost maximum. (Optional)
* The applicant must utilize the budget detailed line-item request form that is being provided to complete budget information.
* The applicant must also submit a budget detailed line-item justification narrative for funds being requested.
* See the chart of the allowable and non-allowable budget request items.
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