PROJECT NARRATIVE COMPONENTS

The Project Narrative should be no longer than 10 pages, single-spaced, using a 12 point font, with 1-inch margins. Include section headings and page numbers. The total point value of the Project Narrative is 80.

Organization Description (10 points possible)

Describe the organization's qualifications and experiences to implement the proposed project and previous experience related in scope and complexity to the Proposed Project. Include the following information in this section:

- An overview of your organization demonstrating not less than two (2) years of operation, its structure, information about major accomplishments of the organization, relevant experience, and an explanation of how the description you provide makes your organization an appropriate grantee.
- A proposed organizational chart with grant-specific staff identified and summarized job responsibilities in addition to discussion of the utilization of subawardees or subcontractors to accomplish the proposed project work activities and Scope of Work.
- Describe any subawardees or subcontractors and include discussion of staff oversight of the subaward or subcontract with specific notation of how the organization ensures compliance and performance aligned with the Scope of Work to include goals, objectives, activities, and evaluation.

Population of Focus and Statement of Need (10 points possible)

Describe the unmet need(s) or emerging problem(s) to be addressed by the project in your catchment area. Incorporate data from baseline sources that support the need for the proposed program. Include specific community-level data from reliable sources of secondary or primary data, if applicable from previous programming implemented by your agency. Include the following information in this section:

- The specific geographic catchment area where the project will be implemented.
- The population(s) of focus.
- The demographic characteristics of the population(s) of focus, including cultural and racial/ethnic considerations.
- The nature of the problem within the geographic catchment area, including the extent of need, barriers to care, and gaps in service for the population(s) of focus;
- Health disparities evident in the population(s) of focus;
- The need for an enhanced infrastructure to address the identified need; and
- Resources that may be available to the project.

Project Design & Implementation Approach (20 points possible)

Identify which programs and services your organization will provide: ***prevention, treatment, and/or recovery***. Detail the goals, measurable objectives, and anticipated outcomes of the project and how you plan to implement the required activities. Include the following information in this section:

- A detailed description of the proposed program(s) and service array.
- Define how the project will address the unmet needs of the target population(s) described in the Statement of Need.
- Describe how proposed services meet the requirements of being culturally inclusive and what activities will be done to reach underserved priority populations.

- Describe the goal(s) and objectives and activities to be implemented to achieve the goal(s) and the anticipated outcomes.
- Detail the unduplicated number of individuals that will be served.
- Define the evidence-based practice(s) or promising practice(s) you plan to implement.
- Specific information about any modifications you plan to make to the EBPs and a justification for making these modifications.
- How you plan to monitor the implementation of the EBPs to ensure they are implemented according to EBP guidelines.

Evidence-based practices should be cited and sourced with the literature and indicate the connection between the proposed evidence-based practice(s) and the identified target population with specific notation if the selected evidence-based practice(s) have been deployed with the target population previously.

If there is no direct literature-based alignment of the proposed project and the evidence-based practice(s) proposed, there should be data driven and literature supported justification for the proposed project (NOTE: This aligns with the EBPPP Proposal and Review Form). The SAPTA EBPPP Proposal Review Form Instructional Guide provides more detail on how to complete this form.

Capabilities and Competencies (10 points possible)
Describe the capability and experience of your program/organization to implement the proposed project, your history in providing services to the population(s) of focus, and your experience with similar projects. Include the following information in this section:

- Describe organization's background, qualifications, and experiences with the implementation of projects similar in scope and complexity to the proposed project.
- Describe the capabilities of the applicant to implement this project.
- Describe key staff that will be involved in the project, including their roles, level of effort and qualifications as well as their experience providing services to the population(s) of focus and their familiarity with its culture(s) and language(s).
- Describe the capability and experience of other organizations/partners that will be participating in the project.

Data Collection and Performance Measurement (20 points possible)
Document your ability to collect and report on the required performance measures and describe your performance assessment plan. To document your ability to collect and report on the required performance measures, you may describe your experience and success in collecting and reporting data for other grant awards. Include the following information in this section:

- Describe the data, systems, and instruments that your organization will use to collect unduplicated client level data, including number of services provided. Identify if the organization has an electronic health record system, and what that system is and its utility for similar project types.
- How data will be collected and what staff member(s) will oversee this component.
- How the data collected will be utilized to manage, monitor, and enhance the program.
- How you plan to conduct the performance assessment.
- The quality improvement process that will be implemented.
- Data collection should also include a discussion of the baseline data and process for conducting analysis of data in alignment with the Scope of Work goals, objectives,

activities, and evaluation.

<u>Capacity & Sustainability (10 points possible)</u>
- Provide details describing existing community partnerships and how you coordinate with existing resources and partners to reduce duplication of services.
- Describe formal collaborations and/or existing Memorandums of Understanding (MOUs) or Letters of Commitment (see Appendix H for sample formats) with established partners and relationships that will be important to carrying out the activities proposed**.**
- Define what you have done to increase sustainability efforts within the last two years as well as other funding sources that sustain your work (i.e., Medicaid billable, increased other forms of funding) to reduce your reliance on federal or state grant funding.
- This discussion of other funding sources should align with the "Other Funding" columns in the Excel Budget Worksheet, on the Budget Summary tab.