**Federal Fiscal Year (FFY) 2021 Comprehensive Opioid, Stimulant, and Substance Abuse Site-based Program: Academic Partner**

**Program Narrative**

1. **Agency Background, Mission, Experience, and Capability**. 25 points

Please describe in detail the applicant’s mission, background and experience as it relates to the purpose and objectives of the proposed project. Explain the applicant’s knowledge and capability to carry out the project based on demonstrated experience in providing the services described in section (b) of the Notice of Availability of Funds.

2. **Project Description, including Goal, Objectives, and Timeline**. 30 points

Please specify a clear, realistic goal for the proposed project. Identify objectives that are concise, measurable and clearly relate to the goal. Focus in particular on the applicant’s ability to create data collection guidelines for each LEAD project site, oversee data collection at each project site, and evaluate the projects and outcomes for each site. Describe in detail the project’s approach or strategy for working with project stakeholders to attain each objective. Include a timeline that specifies each objective along with the major activities, responsible staff and feasible time frames for each objective and activity.

3. **Project Management and Staff**. 5 points

Please identify all project management and staff. Describe how personnel are uniquely qualified to manage and implement the project. Provide current resumes along with job descriptions for each position. The job description should detail the title and job responsibilities, as well as the education and experience necessary for the positions.

Additionally, state if the positions are full-time or part-time and the number of hours and percentage of time devoted to the project. Indicate if you will use existing staff or if you will recruit new staff for each position requested in the budget.

4. **Data Collection, Performance Measures, and Evaluation**. 20 points

Describe the methods that will be used to measure the progress and impact of the project.

5. **Budget and Budget Narrative**. 20 points

Please provide a detailed narrative justification for requested funds. Costs must be specific and tied to the project goal and objectives. For questions pertaining to budget and examples of allowable and unallowable costs, see the DOJ Grants Financial Guide (https://ojp.gov/financialguide/DOJ/).