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## Drug-Free Communities

*Local Problems Require Local Solutions*

# Responding to the Funding Opportunity Announcement: Project Narrative



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# Don't Make these Mistakes...

- Make sure you use the **correct FOA...**
- For FY 2017, the Funding Opportunity Number on the cover page is **SP-17-001 (New) or SP-17-002 (Competing Continuations)**
  - Not one from a **previous year**
  - Do **not** make up your own questions
  - Do not **mix** FOA **questions** (Some from one year and some from another)
  - Follow the **FOA for the correct year as it is written** using all provided templates where required



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# Preparing the Application

- Font **must be Times New Roman, 12 point font**
- Black and White (**no color**)
- **1”** margins on all pages
- **Single**-spaced
- **One** column
- **One** sided
- **All pages must be numbered consecutively** from beginning to the end
  - **Hand number** if necessary



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# Other Helpful Tips

- Write your grant to read like a **story of life in your community**
- Watch your **page count** and **allocate pages wisely** based on point assignments for questions
- Number **all** of your pages (body and attachments)
- Application's Project Narrative **must** have a **consistent focus** from Question 1 through Question 5, and budget



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# Preparing the Application

- Your application will be peer reviewed according to the Application Scoring Instructions in the FOA
- Project Narrative can be no more than 25 pages
- No limit for budget and attachments
- Retype all bolded questions exactly as they appear in the FOA
  - It is **NOT** recommended that you retype the bullets
- Responses to questions should build upon each other



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# Community Overview

- Required, though **not scored**
- Does **not** count toward 25-page limit
- No more than 1 page in length
- Paints a picture of the community, including **demographics** and aspects of diversity such as age, race, ethnicity, gender, socioeconomic status, and culture
- **Tells the story** about what it is like to live in your community
- Provides a **historical perspective** if there have been significant shifts or events



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# Formatting the Project Narrative

- Do not include unnecessary material that may distract from the review of the application, such as too many charts/graphs
- Do not include redundant information
- Do not leave large areas of blank space



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# Project Narrative

1. Coalition History & Coalition Member Involvement
2. Statement of the Problem
3. 12-Month Coalition Action Plan
4. Evaluating the Effectiveness of the 12-Month Action Plan
5. Successful Implementation of the DFC Grant



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# Section A: Narrative Questions

- Maximum score: **100 points**
- **5 questions**
  - Bolded questions are followed by 4-6 lettered items (labeled A through D, E, F) **that MUST be addressed within each response.**
  - Applicants can provide information beyond the items, but **must address each item in the question.**
  - If a coalition cannot fully address an item, **explain why.**
- Format your responses by **typing only the bolded question**, followed by a **complete answer**



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## Drug-Free Communities

### Question 1. What is the history of the coalition and how does it currently operate to prevent youth substance use in the community? (10 points)

- A. Describe the history of the coalition to include information on what events led to the formation of the coalition, the challenges it has experienced in becoming a viable coalition, and the impact it has had on addressing youth substance use in the community
- B. Describe the organizational structure and operations of the coalition to include information on the leadership of the coalition, decision-making processes, by-laws, workgroups, and financial management
- C. Describe the qualifications of each of the 12 sector representatives and their role in the coalition to prevent and reduce youth substance use
- D. Describe how your coalition currently engages youth in the problem-solving process in your community
- E. Describe the strategies that have been implemented to recruit and retain members and to ensure that the membership of the coalition is representative of the population in the community



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## Drug-Free Communities

### Question 2: What are the current youth substance use problems in your community and the methods of assessment and data collection? (25 points)

- A. Describe the youth substance use problems in your community
- B. Describe the unique local conditions that contribute to problems, such as environmental conditions and/or policies and practices, community norms, geographic variables or economic conditions
- C. Describe your coalition's community assessment efforts. Information should include data used to identify substance use problems in your area as well as specific issues that contribute to youth substance use
- D. Provide current data and discuss how youth substance use has contributed to problems among youth in the community, such as school dropout rates, school suspensions, juvenile court data, ER admissions, or treatment admission data



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### Question 2 (continued): What are the current youth substance use problems in your community and the methods of assessment and data collection? (25 points)

- E. Using needs assessment data provide current quantitative (statistical survey data) and qualitative data (focus groups, town hall meetings, informal surveys) on youth substance use for alcohol, tobacco, marijuana, and prescription drugs for the following four measures: past 30-day use, perception of risk/harm of use, perception of parental disapproval of use, and perception of peer disapproval of use
- F. Based on the above, describe the nature and extent of the youth substance use problems that your coalition intends to address. In your response, be as specific as possible about the substances on which your coalition plans to focus and the demographics of the youth who are using these substances



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## Drug-Free Communities

### Question 3: What is the coalition's 12-Month Action Plan for addressing youth substance use in the community? (30 points)

- Applicants **must** use the Action Plan template provided in Table 4
- The 12-Month Action Plan **must** fall within the text of the Project Narrative and will count towards the 25 page limit
- The 12-Month Action Plan **must** be in Times New Roman, 12-point font, and adhere to all instructions provided in [Appendix B](#), Checklist for Formatting Requirements and Screen-Out Criteria for SAMHSA Grant Applications
- The 12-Month Action Plan **must** cover the period of September 30, 2017 to September 29, 2018
- The 12-Month Action Plan **must** include at least the two DFC goals provided in Table 4
- The 12-Month Action Plan **must** include an appropriate prevention planning framework for ensuring a comprehensive 12-Month Action Plan (i.e., SPF, Seven Strategies for Community Level Change, etc.)



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## Drug-Free Communities

### Question 3 (continued): What is the coalition's 12-Month Action Plan for addressing youth substance use in the community? (30 points)

- The 12-Month Action Plan **must** address at least two named substances. The strategies and activities **must** be specific to the substances that your coalition will be addressing.
- Each substance the coalition is addressing **must** have a separate objective.
- The objectives **must** be measurable and include the following:
  - Objectives **must** indicate type of change
  - Objectives **must** indicate how much change will occur including the specific amount of increase or decrease
  - Objectives **must** include the specific population to be addressed. If the population is youth, then ages of youth or grade level must be identified
  - Objectives **must** include a specific date (Month/Year) by when change will be accomplished
  - Objectives **must** indicate how change will be measured



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# The 12-Month Action Plan Format

**DFC Goal One: Increase community collaboration**

Objective 1: *Provide measurable objective*

Strategy 1: *Provide specific strategy*

Activity	Who is responsible?	By when?

Strategy 2: *Provide specific strategy.*

Activity	Who is responsible?	By when?

**DFC Goal Two: Reduce youth substance abuse**

Objective 1: *Provide measurable objective.*

Strategy 1: *Provide specific strategy.*

Activity	Who is responsible?	By when?

Strategy 2: *Provide specific strategy.*

Activity	Who is responsible?	By when?



# The 12-Month Action Plan: Strategies

- Strategies are general overarching efforts that are comprised of many different activities in order to be accomplished
  - **Example:** Limit youth access to alcohol



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# The 12-Month Action Plan: Activities

- Activities are the **day-to-day, week-to-week, month-to-month efforts** coalitions implement & facilitate as part of a larger strategy in order to reach an objective
- If the objective is to...**decrease youth alcohol use**...
  - and the strategy is to...**limit youth access to alcohol**...
    - activities will be all the things that limit youth access to alcohol in order to decrease youth use of alcohol



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### Question 4: How will the coalition monitor and evaluate the effectiveness of the 12-Month Action Plan? (20 points)

- A. Describe the processes that will be implemented to collect the data needed to measure the effectiveness of the 12-Month Action Plan
- B. Describe how the data will be analyzed and monitored to include the role of key staff and sector members in these processes
- C. Describe how the coalition will make a determination that modifications need to be made to the 12-Month Action Plan to more effectively achieve the goals and objectives in the 12-Month Action Plan
- D. Describe how the coalition plans to disseminate the data outcomes to the community and how it will ensure that all segments of the community receive the information



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## Drug-Free Communities

### Question 5: How will the coalition effectively address the youth substance use problem in the community? (15 points)

- A. Describe how the coalition will work with other community systems/organizations to enhance prospects for successful implementation of the DFC grant
- B. Describe the strengths of the community that could contribute to the coalition having a positive impact in addressing youth substance use and how the coalition will build upon these strengths
- C. Describe the factors in the community that could impede progress being made in addressing youth substance use and how the coalition plans to proactively address these challenges
- D. Describe how the coalition plans to communicate its successes and challenges to the community and discuss how this plan will take into consideration the diversity in the community (family structure, geography, educational attainment, culture, and socioeconomic status)



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