***PROPOSAL GUIDELINES & TEMPLATE***

*The following document will provide you with the instructions and guidance for submission of a proposal for the* ***Community Opioid Intervention Pilot Project (COIPP)*** *funding.*

*This document serves as a* ***TEMPLATE for the COIPP APPLICATION PROPOSAL****.*

***INSTRUCTIONS: HOW TO USE THIS TEMPLATE***

1. *Save this template document with a new file name that includes the program name. Throughout the template, instructions and guidance are provided in ‘italics’. Please delete all text in ‘italics’ from this template when you begin entering the text.*
2. *Please keep the proposal section titles on each page (in bold). They will serve as your section titles in the proposal template.*
3. *Type in the requested information in each section. Refer to the funding announcement for details about required/requested information.*
4. *Please delete this instruction page (page 1 of the template) of the proposal template.*
5. *Other formatting guidelines:*
   * *Use single spacing between lines (unless otherwise specified).*
   * *Consecutively number pages.*
   * *Use black type font not smaller than 12 characters per one inch (12 pt. font).*
   * *Charts and Tables must also be done in 12 point font.*
   * *Print on one side only of standard size paper (8½” x 11” paper).*

***ADDITIONAL TEMPLATES***

*Additional templates are referenced throughout this document and you can find them on the following webpage:* [*www.ihs.gov/asap/coipp/*](http://www.ihs.gov/asap/coipp/)

***PROPOSAL COMPONENTS***

*The proposal should include the following components:*

* 1. Cover Letter
  2. Abstract
  3. Project Narrative:
     + Statement of Need
     + Program Plan (Objectives and Activities)
     + Organizational Capacity
     + Program Evaluation (Data Collection and Reporting)
  4. Budget & Budget Justification
  5. Timeline
  6. Appendix (if needed)

## COVER LETTER

*This cover letter includes the Tribe, Tribal organization, or urban Indian organization contact information and the title of the proposed project.*

*Typically the cover letter is 1-page and is on the Tribe, Tribal organization, or urban Indian organization, however this is not required.*

*The cover letter is required to include the following information:*

* **Proposed COIPP Project Title:**

* **Name of Tribe, Tribal organization, or urban Indian organization:** 
  + **Tribe/Organization Address:**
* **Name of Project Primary Contact:**
  + **Phone Number:**
  + **Fax Number:**
  + **Email:**
* **DUNS Number:**
* **Eligible Entity:**

*Using the criteria outlined in Section III, Eligibility Information, in the notice of funding opportunity, explain how the applicant is an eligible entity (Example: Tribe, Tribal organization, urban Indian organization).*

* **Total Funds Requested: $**

*Specify the total amount of funds you are requesting for this proposed project. Please note that each IHS Area has specific guidelines on the amount of funding an applicant can apply for. Please reference the* ***COIPP IHS Area Allocations chart*** *on the COIPP funding announcement webpage at:* [*www.ihs.gov/asap/coipp*](http://www.ihs.gov/asap/coipp)

## ABSTRACT

*The abstract should be a concise summary of all the key information for the proposed project. It is a summary off the content and scope of the project. Remember that your abstract is a description of your project (what you are planning to do) and* ***not*** *a description of the topic or issue you have chosen.*

*The Abstract may* ***not*** *exceed 1-page and must be single-spaced.*

## PROJECT NARRATIVE *(limit 10 pages) (90 points)*

*The Project Narrative is the ‘nuts & bolts’ of the project – the scope of work or the plan of how the proposed project will be implemented.*

*The Project Narrative should include the following required sections:*

* *Part 1: Statement of Need*
* *Part 2: Program Plan (Objectives & Activities)*
* *Part 3:Organizational Capacity*
* *Part 4: Program Evaluation (Data Collection & Reporting)*

*The Project Narrative should* ***not*** *exceed 10-pages and must be single-spaced.*

## Part 1 - STATEMENT OF NEED *(limit – 1 page) (20 points)*

*The Statement of Need provides the facts and evidence that support the need for the project and establishes that the applicant understands the problem and can reasonably address it. The Statement of Need identifies the community or communities being served by the project and provides the population demographics. Data (qualitative and quantitative) are provided on the issue(s) being addressed to support the need of the project.*

*This section is succinct and persuasive. Consider the following 8 points when writing this section:*

1. *Describe the extent of the problem related to opioid misuse in your community (“community” means the applicant’s Tribe, village, Tribal organization, consortium of Tribes or Tribal organizations, or urban center)*

* *Use facts & statistics that best support the proposed project;*
* *Examples include high rates of opioid overdoses and overdose deaths, lack of medication assisted treatment (MAT), lack of opioid knowledge in the community, etc.*

1. *Include a description of social determinants of health that may contribute to the opioid crisis in the community. Please refer to the Center for Disease Control and Prevention (CDC) website about Social Determinants of Health for further information at* [*https://www.cdc.gov/socialdeterminants/about.html*](https://www.cdc.gov/socialdeterminants/about.html)*.*

* *“Paint a picture” that shows an investment in the proposed project solution(s) will be worthwhile;*

1. *Provide background information on the applicant. Examples include services provided, population served, etc.*
2. *Based on the information and/or data currently available, document the prevalence of opioid misuse rates. If you have access to this data, please indicate source of data.*
3. *Based on the information and/or data currently available, document the need to* ***increase capacity*** *to implement, sustain, and improve effective opioid misuse prevention, treatment, aftercare, and recovery services in the proposed catchment area that is consistent with the purpose of this funding opportunity announcement.*
4. *Describe the* ***service gaps*** *and other problems related to the need for funds targeting opioid misuse.*
5. *Describe potential Tribal and community* ***partners and resources*** *in the catchment area that can participate in the broad community awareness campaign.*
6. *Affirm that the goals of the project are consistent with priorities of the Tribal government or board of directors and that the governing body is in support of this application.*

*The Statement of Need should* ***not*** *exceed 1-page and must be single-spaced.*

1. **Part 2 – Program Plan (Objectives and Activities)** *(limit – 6 pages) (35 points)*

*It is important that you address the* ***required objectives listed in the Notice of Funding Opportunity Announcement*** *in this section. This is a requirement of the application. If you do not address the required objectives, the application will be deemed in eligible and will not be reviewed.*

*Please note the* ***overarching objectives*** *related to COIPP is to:*

* *Increase public awareness and education about culturally-appropriate and family-centered opioid prevention, treatment, and recovery practices and programs in AI/AN communities.*
* *Create comprehensive support teams and empower AI/AN families in addressing the opioid crisis in Tribal and urban Indian communities.*
* *Reduce unmet treatment needs and opioid overdose related deaths through the use of medication-assisted treatment (MAT).*

*The following 6 points should be considered when writing this section.*

1. *Identify the population of focus for your project. Describe the purpose of the proposed project, including* ***goals and objectives*** *and how they are linked. Describe how the achievement of goals will increase the Tribe, Tribal organization, or urban Indian organization’s capacity to support the goals and required activities identified.*

***Goals*** *are the “what”: What will the project accomplish?*

***Objectives*** *are the “how”: Objectives are the specific statements that support the goals.*

* *Goals and Objectives should be SMART:*
  + *S = specific (well-defined; clear to anyone that has a basic knowledge of the project)*
  + *M = measurable (know if the goal is attainable; know when it has been achieved)*
  + *A = attainable, achievable, action-oriented*
  + *R = realistic, relevant, results-oriented (within the availability of resources, knowledge, time)*
  + *T = time-based, trackable (enough time to achieve the goal)* ***Project Activities****:*

*You are outlining what activities will take place to meet your proposed, outlined goals and objectives. Show a clear relationship between the project activities and the required objectives.*

*For example, you can use the following outline to list activities, showing each activity associated with at least one of the required overarching objective. Provided below is one example for explanation purposes. You can have more than one objective and have many activities within each objective.*

*Objective 1: Increase public awareness and education on opioid prevention, treatment, and recovery practices.*

*Activity 1.1: Develop local, culturally tailored educational materials on opioids.*

*Activity 1.2: Develop resource listing of available treatment and recovery resources for those affected by opioids.*

*Activity 1.3: Provide public education and awareness at community*

*events, host an annual health fair, and provide messages via radio and social media.*

1. *Describe how the proposed project activities are related to the proposed project’s goals and objectives. Describe how the project activities will* ***increase the capacity*** *of the community to prevent and treat opioid addiction in the communities.*
2. *Describe* ***organizational capacity*** *to implement the proposed activities, including increased public awareness and education on opioids; developing a comprehensive support team to strengthen and empower AI/AN families in addressing the opioid crisis; and integrating the use of MAT into their community.*
3. *Describe how* ***community partners*** *will be involved in the planning and implementation of the project.*

*Examples of community partners:*

* + *prevention and recovery support providers,*
  + *substance use disorder treatment programs,*
  + *peer recovery specialists,*
  + *social workers,*
  + *behavioral health clinics,*
  + *community health centers,*
  + *family and youth homeless providers,*
  + *primary and behavioral health care providers,*
  + *pharmacists, clergy, and*
  + *law enforcement.*

1. *Describe if/how the efforts of the proposed project will be coordinated with any other* ***Federal grants*** *or programs funded through IHS, SAMHSA, BIA, or other Federal agencies.*
2. *Provide a chart depicting a realistic* ***timeline*** *for the project period showing key activities, milestones, and responsible staff. These key activities should include the required activities identified in Section V of this announcement.*

*The Project Timeline should depict a realistic time frame for the* ***full 1-year project period****, showing key activities, milestones, and responsible staff. Keep the following items in mind when creating your project timeline:*

* + *Understand that this timeline is meant to be used for proposal planning purposes and may be revised over time. For example, some activities will be dependent upon the completion of prior activities (i.e., one cannot train staff members until the staff is hired; if the hiring process takes four months versus two, the training timeline will also need to be adjusted).*
  + *It is fine to show multiple items with the same completion date.*
  + *Remember that all activities in the project timeline will shape your budget request.*

*The Project Timeline should* ***not*** *exceed 1-page.*

*See ATTACHMENT 1 for the Project Timeline TEMPLATE.*

1. **Part 3 – Organizational Capacity** *(limit – 2 pages) (15 points)*

*Describe the organizational capacity to implement the proposed activities in the following areas:*

* *Increased public awareness and education on opioids;*
* *Developing a comprehensive support team to strengthen and empower AI/AN families in addressing the opioid crisis;*
* *Ability to provide direct care, treatment, and services, including MAT;*
* *Current or ongoing projects related to opioid prevention, treatment, recovery support, and aftercare; and*
* *A detailed description of partnerships and networks with opioid misuse providers.*

1. *Describe significant program activities and achievements/accomplishments over the past five (5) years associated with opioid prevention, treatment, recovery support, and aftercare activities.*

* *Provide success stories, data or other examples of how other funded projects/programs made an impact in your community to address opioid use.*

1. *Describe the Tribe, Tribal organization, or UIO’s experience and capacity to provide culturally appropriate/competent opioid use services to the community and specific populations.*
2. *Describe the resources available for the proposed project (e.g., facilities, equipment, information technology systems, and financial management systems).*
3. *Describe how project continuity will be maintained if/when there is a change in the operational environment (e.g., staff turnover, change in project leadership, change in elected officials) to ensure project stability over the life of the grant.*
4. *Provide a complete list of staff positions anticipated for the project including the Project Director, Project Coordinator, and other key personnel, showing the role of each and their level of effort and qualifications.*
5. *For key staff currently on board, include a biographical sketch for the Project Director, Project Coordinator, or other key positions as attachments to the project proposal/application.* ***Do not include*** *any of the following in the biographical sketch (Personally Identifiable Information, SSN, home address, resumes, or Curriculum Vitae).*

*A position description should contain the following:*

* + *Title of position*
  + *Description of duties and responsibilities*
  + *Qualifications for position*
  + *Supervisory relationships*
  + *Skills and knowledge required*
  + *Personal qualities*
  + *Special conditions or requirements (e.g., travel)*
  + *Salary range*
  + *Hours per day or week*

*Position Descriptions should* ***not*** *exceed 1-page.*

*Biographical Sketches should* ***not*** *exceed 1-page.*

*See ATTACHMENT 2 for the Biographical Sketch TEMPLATE.*

1. **Part 4 – Program Evaluation – Data Collection and Reporting** *(limit – 1 page) (20 points)*

*In this section you will describe the plan for gathering local data, submitting reporting requirements, and documenting your ability to ensure accurate data tracking and reporting.*

* *Grantees will be required to collect and submit semi-annual and annual progress reports.*
* *Logic models are highly recommended to provide guidance on collecting data for evaluation purposes*

*see ATTACHMENT 3 for the Logic Model TEMPLATE.*

* *Applicants are expected to collect data within their communities on prevalence rates on opioid use disorders and other data metrics related to opioid-related mortality and morbidity.*

1. *Progress reports will include the compilation of quantitative data (e.g., number served; screenings completed) and qualitative or narrative (text) data.*
2. *Reporting elements should include data from local community-based and evidence-based program which pertain to proposed activities, processes and outcomes such as performance measures and other data relevant to evaluation outcomes including intended results (i.e., impact and outcomes).*
3. *Describe how the applicant will measure variables, what method will be used and how the data will be used for quality improvement and sustainability of program and meeting required reporting deadlines.*
4. *Based on the required objectives, describe the type(s) of evaluation(s) that will be used and how the applicant will collaborate with partners such as Tribal Epidemiology Centers or Urban Epidemiology Centers to complete any evaluation efforts or data collection.*
5. *Describe a plan on how to prioritize* ***screening efforts*** *such as Screening, Brief Intervention, and Referral to Treatment (SBIRT) to identify patients at at-risk levels who use illicit drugs and are referred for appropriate services. Describe how the data collection plan includes efforts that support the IHS Division of Behavioral Health Government Performance and Results Act (GPRA) measure*

* *Proportion of AI/AN that received the SBIRT*

1. *Describe how annual progress reports will be entered into the Behavioral Health Reporting Portal system and capability and experience with similar evaluations.*
2. *Describe any data-sharing agreements that are established, or which will be established, in support of these activities.*

## VI. BUDGET & BUDGET JUSTIFICATION *(limit 4 pages) (10 points)*

*Once you have drafted the detailed information for your goals, objectives, and project activities you will have the foundation for your budget request. You will now need to assign corresponding dollar amounts to staff positions and activities.*

1. *You will include a line item budget for all expenditures identifying reasonable and allowable costs necessary to accomplish the goals and objectives as outlined in the project narrative. The line item budget should match the scope of work in the project narrative. Applicants are to submit a budget and budget narrative for* ***Project Year 1 only****.*
2. *Provide a narrative justification of the budget line items, as well as a description of existing resources and other support the applicant expects to receive for the proposed project. Other support is defined as funds or resources, whether Federal, non-Federal or institutional, in direct support of activities through fellowships, gifts, prizes, in-kind contributions or non-Federal means.*
3. *Provide a narrative justification supporting the development or continued collaboration with other partners regarding the proposed activities to be implemented.*
4. *Depending on the availability of funds, the IHS may host annual meetings to provide in-depth training and technical assistance to awardees. In order to help establish critical mass of community and staff members who are informed and committed to implement the project, awardees should plan to send a minimum of two people to one meeting of all awardees in each year of the grant.*

*Look back through the proposal for all personnel and non-personnel items, listing not only the NEW COSTS, but also those ONGOING COSTS that will be incurred if the project is funded. It is important to be realistic about the size of your project and its budget. Be certain that the expense estimates are neither too low nor too high. If you choose to include IDC in your budget, make sure to include your indirect cost rate (IDC) in your project budget. You will also be required to submit the current IDC agreement paperwork with your proposal submission as a separate attachment.*

*Consider contacting your Tribal Finance Office or organization Finance Officer for assistance and guidance on the budget and budget justification.*

*The Budget and Budget Justification must be single-spaced and should* ***not*** *exceed 4-pages for both documents combined.*

*See ATTACHMENT 4 for the Budget and Budget Justification TEMPLATE.*

*\*\*\*\* Once you complete your proposal, refer to* ***Section V. Application Review*** *Information to make sure you have captured what is required in the Evaluation Criteria. Good luck! \*\*\*\**

## VII. APPENDIX

*Any documents that you have referenced in the proposal that may include but are not limited to the following examples:*

* + *Copy of current/approved IDC rate documentation;*
  + *Biographical Sketches of Current Key Staff;*
  + *Logic Model;*
  + *Project Timeline;*
  + *Organizational Chart;*
  + *Board of Director’s list or Advisory Board list;*
  + *Letter(s) of Support – Tribal, Community, Organizational (local, regional);*
  + *Memoranda of Agreement (MOA) or Memoranda of Understanding (MOU);*
  + *Map of Community/Communities Identifying Project Locations;*
  + *Additional Documents to Support the Project Narrative (i.e., data tables, key news articles, etc.).*

*Ensure that all appendix documents are properly listed (beginning with the letter “A” with subsequent documents in alphabetical order) and titled appropriately for quick and easy identification.*

*Examples: “Appendix A: Organizational Chart”*

*“Appendix B: Biographical Sketches of Key Staff”*

*“Appendix C: Memoranda of Agreement (MOA) with XYZ Tribal College”*

*Remember, not all the documents above in this section are required for submission. Please reference the notice of funding opportunity for all requirements.*