**Federal Fiscal Year (FFY) 2021 Comprehensive Opioid, Stimulant, and Substance Abuse Site-based Program: Law Enforcement Assisted Diversion (LEAD) Sites**

**Program Narrative**

# 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. State how the entity coordinates and/or provides services to individuals with substance use and/or mental health disorders, as well as those who are economically disadvantaged, if applicable, and the role of the entity in at least one of the designated municipalities. Explain the applicant’s knowledge and interest in LEAD and capability to develop and implement LEAD in at least one of the six identified areas, including the entity’s jurisdiction over at least one selected area, relationship with local law enforcement and community stakeholders, and how it leverages its resources. Detail experience in developing and implementing a similar project, including any prior experience working with the State of New Jersey and county or local law enforcement in a designated site.

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

Please specify a clear, realistic goal for the proposed project in at least one of the identified municipalities. Identify, in a concise manner, deliverables and objectives that are measurable and clearly related to the goal. Focus in particular on the applicant’s ability to plan, develop, and implement LEAD in at least one of the designated sites, including anticipated project partners and stakeholders. Describe in detail the project’s approach or strategy for working with stakeholders, including local law enforcement in a designated site, and community partners to attain each objective, and how any other existing projects will be leveraged, but not duplicated, for this project. Include a timeline that specifies each objective along with the major activities, responsible staff and feasible time frames for each objective and activity. Include how/when the applicant will work with the LEAD National Support Bureau for technical assistance and the academic partner for data collection and analysis in the timeline.

# 3. Project Management and Staff. 5 points

Please identify all project management and staff responsible for carrying out program or project activities. Demonstrate 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. Describe how effective communicate and coordination among the team members will be implemented throughout the program period.

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.

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

Describe the applicant’s willingness to work with an academic partner provided by DL&PS, what data and performance measures the applicant plans on collecting, and how it will utilize the academic partner for data collection and analysis purposes. Explain how this project may provide meaningful insights into solving local or state challenges or contribute to a national body of knowledge with respect to best practices. Indicate how the evaluation findings will be used to inform future programming and services of the applicant and a designated site.

# 5. Budget. 20 points

Please provide a detailed narrative explaining what the subaward funding will be expected to be used for. Awards are fixed amount subawards. In compliance with 2 CFR 200.201, funding will be provided on a reimbursement basis only and will be contingent upon receipt and approval of specified deliverables. Payments will be made in phases as deliverables are considered complete and satisfactory.

Describe any existing funding or resources that will be used to leverage to support the proposed project and a proposed sustainability plan when funding expires.