

## Narrative Application Content

# Request for Proposals for Expansion and Enhancement of Medication-Assisted Treatment for Opioid Use Disorder in Chicago

## NARRATIVE APPLICATION QUESTIONS

Maximum of **ten (10) total pages** is allowed for the grant narrative sections. How many pages you use to adequately address each section is up to you, as long as you stay within the overall page limit. Please note, Appendix B - Title Page and the Table of Contents are NOT included in the 10 page limit. The required appendices (Appendix C - Work Plan, Appendix D - Staffing Plan, Appendix E – Budget Forms, and Appendix F – Other Funding Sources) should be saved separately from the narrative content and do not have page limits.

### Title Page / Table of Contents

Use Appendix B to complete the Title Page. This page must be the first page of your narrative application.

### Organization Overview (10 points)

*Who is your organization, who/where do you serve, and how?*

- Provide a brief overview of your organization's history, mission, and experience. Include key client populations and/or defined geographic service areas.
- Describe experience and/or key services that are relevant to this proposal.

### Problem Statement (5 points)

*What are the specific client/community needs, as well as organizational challenges that this proposal seeks to address?*

- Specify the client population and/or geographic service area that will be supported by this funding.
- Describe the demographics of the client population and/or geographic service area's major challenges and needs related to opioid use disorder and MAT treatment. Include key demographic, social, or behavioral characteristics.
- Describe the specific barriers your organization faces in meeting the demand for MAT services and/or providing comprehensive services.

### Project Description (20 points)

*How do you propose to expand/enhance MAT services in ways that address the needs and overcome challenges outlined in the previous section?*

- Provide the goals and scope(s) of the proposed project and describe in detail how they will be implemented. Include the types of medication, behavioral health supports, and other support services that will be provided.
- Identify key activities that will be used to achieve the program scopes and goals.
- Describe how you will identify, recruit and retain persons in the expanded and/or enhanced MAT services.
- Describe the theoretical basis and other evidence that supports the design of the proposed program, as well as evidence that these services are allowable under this RFP's guidelines.
- Include a projection of the number of individual (unduplicated) clients that will receive services through this funding.

This section should reflect the work plan outlined in *Appendix C - Work Plan*.

#### Coordination and Collaboration (10 points)

*How does/will your organization coordinate/collaborate with other organizations in order to maximize resources and ensure clients receive comprehensive services to meet their needs?*

- Identify the organizations and programs you currently work with or plan to work with for the proposed program.
- Describe in what capacity they will be collaborating. Be sure to include any agreements that are/will be in place as a supporting document.

#### Organizational Capacity (20 points)

*In what ways is your organization well-positioned to provide robust MAT services in ways that best serve your agency's target community(s)?*

- Provide a description of your organization's experience providing MAT services. If you have limited direct experience, what experience and/or infrastructure will you build on internally or externally to mobilize this type of service provision.
- Outline how your agency ensures the proposed service is consistent with current evidence, guidelines and regulations and all other applicable professional standards and requirements and ensures ongoing quality improvement.
- Describe your experience and approach to providing services to the target communities and population(s) proposed in this application, including efforts to ensure cultural competence and systems of care that meet patient needs.
- Please include a detailed description of how internal agency monitoring will prevent service billing duplication.
- For applications that propose to use this funding as payer of last resort to provide services to uninsured and underinsured patients, explain how your agency assures that clients are enrolled in all possible public and private insurance or benefit programs, as well as your agency's procedures for utilizing third party reimbursement and assuring that these funds only pay for services that are not covered, or only partially covered, by other resources

This section will be scored alongside *Appendix D - Staffing Plan*.

#### Organizational Fiscal Capacity (5 points)

*Does your organization have the fiscal capacity to operate this project?*

- Describe the agency's fiscal capacity and ability to manage the proposed project.
- All contracts will be paid on a reimbursement basis. Describe your agencies demonstrated capacity to operate on a reimbursement basis.

This section will be scored alongside *Appendix E – Budget Forms*. These forms provide the format for the required 6-month itemized budget explaining how each line item will be expended.

Budget categories include:

- Salary and wages
- Fringe

- Contractual Services
- Travel
- Materials and Supplies (maximum 15% of budget)
- Equipment (computer equipment is not allowable)
- Indirect (maximum of 10% of budget)
- Fee for Service (Please refer to page 6 of the DASA Contractual Policy Manual to view these rates, click [here](#).) *Fee-for-service and cost budget allocations are left to each applicant's discretion.*

#### Sustainability (10 points)

*In what ways will your organization seek to sustain the proposed work beyond this funding opportunity?*

Offer (brief) examples of billing strategies, funding, or funding prospects you have identified to approach for sustaining support and/or discuss how this work could be integrated into your existing work approaches and sustained beyond the life of this grant.