

**ATTACHMENT A**  
**Massachusetts RESTORE Project Idea Template**

**(1) Statement of Need:**

Describe in both quantitative and qualitative terms the need for assistance, including the nature and scope of the problem, and the consequences of not addressing the need. In particular, be sure to describe:

- The impact of the opioid crisis on women in your state or locality; and
- How the activities you propose to deliver will address the economic and workforce consequences for women who have been impacted directly or indirectly by the crisis through employment training, career services, and supportive services.

**(2) Geographic and Demographic Impact:**

Describe in both quantitative and qualitative terms the geographic area and the disadvantaged and vulnerable populations you propose to reach. Describe how the proposal will target women in the areas of the country that are hardest hit by the opioid crisis. Incorporate demographic data and participant/beneficiary information whenever possible. In particular, describe:

- The number and/or percentage of women in your state, county, or locality impacted, either directly or indirectly by the opioid crisis; **and**
- The unique characteristics of the disadvantaged communities, low-income, and other diverse characteristics of your targeted population and how you propose to address them.
- Your ability to reach and positively impact the service population. Describe briefly why the proposed service area is among the hardest hit by the opioid crisis in the country.
- Whether the project proposes to serve at least one census tract located in an Opportunity Zone as designated by the US Department of Treasury. A list of current Opportunity Zones and further information can be found at the following link:

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<https://www.cdfifund.gov/Pages/Opportunity-Zones.aspx>. Please be aware the IRS list provides the full 11-digit census tract number. Use the example on page 18 of the FOA to identify the census tract number your project will be serving.

**(3) Expected Outcomes and Outputs:**

Clearly identify the anticipated outcome(s) and output(s) that will result from the project. Outcomes are the measurable results of the project. Identify the positive benefits or measurable outputs and outcomes that occur as a result of project activities or services provided. In particular, be sure to address:

- Number of women who will be placed into training;
- Number of women who will access supportive services or career services;
- Percentage of women employed in the 2nd quarter after exit from the program
- Percentage of women employed in the 4th quarter after exit from the program
- Median earnings of women employed in the 2nd quarter after exit from the program
- Whether and to what extent best practices or services developed under this grant can or will be sustained beyond the grant period;
- Any systemic change anticipated to result from the grant activities.

These outcomes must be tracked during the follow-up period of the grant. The Women's Bureau encourages applicants to use administrative data to measure employment and earnings outcomes and will provide technical assistance, in conjunction with the Employment and Training Administration, to facilitate that process.

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**(4) Project Design:**

Propose methods and activities that the project will use to address the primary objectives of the grant. Outline a plan of action that describes the scope and detail of how the project will accomplish the proposed work and include timelines for completion of work. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state the reason for taking the proposed approach rather than other approaches. Identify any potential barriers and describe how the project will be able to overcome those barriers. Be sure to:

- Describe the full nature and scope of each type of activity you propose to provide, including the method and frequency of delivery. Describe the employment training, career services, and supportive services you will provide to women who have been directly or indirectly impacted by the opioid crisis;
- Describe how your service delivery model is informed by the evidence base on workforce development, opioid interventions, and women-focused interventions;
- Demonstrate your experience administering programs connected with the public workforce system;
- Describe how you translate your experience and history of serving disadvantaged communities into providing services to women workers impacted by the opioid crisis and support positive outcomes for women participants;
- Describe how the project design will identify and successfully improve the lives and employment of women affected by the opioid crisis and deliver measurable positive outcomes by undertaking the proposed activities;

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- Describe the diverse group of partner agencies and organizations that you will coordinate with in order to reach and assist participants, and the roles that each partner agency or organization will play. Explain and document whether the grant recipient or a partner organization has demonstrated history and first-hand experience serving women workers primarily or exclusively. Identify whether the group will include State Governmental organizations, workforce intermediary organization, grassroots and other organizations, and what expertise, experience, and the capabilities each will bring to producing measurable positive outcomes for women workers. **Note:** applicants will be asked to attach Letters of Commitment or Memoranda of Understanding between you and each identified partner.

**(5) Performance Evaluation:**

Describe the measures, methods, techniques, and tools that will be used to evaluate the project and determine whether or not the project achieved its anticipated outcomes and to what extent those outcomes can be attributed to the project.

Include details on whether and how project participants will participate in evaluation activities. Describe how the data will be used to inform program delivery and document the “lessons learned,” both positive and negative, from the project that will be useful to people interested in replicating the project, if it proves successful. **Note:** All applicants that receive awards will need to collect stories from women about whether and how the grant activities have improved their lives.

**(6) Organizational, Administrative, and Fiscal Capacity:**

Provide information on:

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- How the applicant will manage and staff the project;
- The applicant's current mission, structure, and relevant experience;
- Describe how staff, organizational structure, and management contribute to the ability of the applicant to conduct the project and its requirements and meet program expectations;
- Include information about any other organization(s) that will have a significant role in implementing the project and any previous experience implementing projects of similar design or magnitude;
- Describe:
  - How you will meet the requirement of experience and history serving women workers, either with your own staff or with a partner organization;
  - Your experience administering programs connected with the public workforce system;
  - How your organizational structure and history will allow you to take a robust response to the opioid crisis;
  - The diverse group of organizations that will work together towards the grant's goals.
- Describe the applicant's fiscal and administrative controls in place to manage Federal funds. Include the applicant's capability to sustain some or all project activities after Federal financial assistance has ended.
- The applicant should also highlight the limited funding and staffing for the twelve-month follow-up period.

**(7) Past Performance – Programmatic Capability:**

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**If you have received federally and/or non-federally funded assistance agreements**

(assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope, and relevance to the proposed project that have been completed within the last five years of the closing date of this Announcement, please submit a list of no more than three such agreements and include a grantor contact name and telephone number for each. For each agreement, provide a short summary of two significant performance goals and the outcomes of those goals in order to demonstrate if and how the applicant successfully completed and managed each agreement. The outcomes must clearly demonstrate in numerical form if, in fact, the goals were met or exceeded. In evaluating applicants under these factors in Section V, we will consider the information you provided and may also consider relevant information from other sources, including information from our files and from current/prior grantors (e.g., to verify and/or supplement the information you provided).

**If you have not received any federally and/or non-federally funded assistance agreements or have received fewer than three agreements**, then you must describe and document past accomplishments achieved operating a comparable program. Explain how your experience operating a comparable program prepared you to undertake the complexities of operating the proposed project. Describe how long the comparable program has been in operation, and include a grantor or third party contact name and telephone number for each program, as applicable.

**(8) Budget and Budget Justification:**

Section IV.B.2 provides information on requirements.