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### \*\* Applicants MUST describe why their proposal is the best strategy and how they will implement it, rather than that the strategy contains elements that conform to the requirements of this FOA (page 47)

### Project Narrative - Must demonstrate your capability to implement the grant project in accordance with the provisions of this Announcement. It must be succinct, self-explanatory, and well organized. Applicants should substantiate effectiveness of approach with past performance, not necessarily under a federal grant, but success in serving targeted populations. Past performance should be addressed in applicable sections/services/activities.

 **Statement of Need**

**(1) Service Area**

Identify the significant impact on the community(ies) within the proposed service area(s) as a result of opioid and substance use disorder-related problems.

1. For each of the identified proposed service - provide a clear demonstration of the significant impact related to opioid and substance misuse. At a minimum, each service area must show an increase equal to or greater than the national increase in such problems, between 1999 and the latest year for which data are available, and a description of how the eligible entity will prioritize support for significantly impacted service areas.

**MassHire Workforce Development Area ability to address requirement is:**

Strong/available/currently in place \_\_\_\_\_\_ Unknown/needs work \_\_\_\_\_\_

Response:

1. Provide a clear description of how each impacted service area is heavily impacted by opioid misuse or other substance use disorders using one or more of the relevant data sources, with citations.

**MassHire Workforce Development Area ability to address requirement is:**

Strong/available/currently in place \_\_\_\_\_\_ Unknown/needs work \_\_\_\_\_\_

Response:

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| **For States and outlying areas:** |
| Points awarded based on the strength of the data in showing impact/magnitude of the problems. Possible sources may include (among others):   1. incidence or prevalence of opioid misuse and other substance use disorders; 2. age-adjusted rate of drug overdose deaths, as determined by the Director of the Centers for Disease Control and Prevention; 3. rate of non-fatal hospitalizations related to opioid misuse or other substance use disorders; or 4. number of arrests or convictions, or a relevant law enforcement statistic that reasonably shows an increase in opioid misuse or another substance use disorder. |

**MassHire Workforce Development Area ability to address requirement is:**

Strong/available/currently in place \_\_\_\_\_\_ Unknown/needs work \_\_\_\_\_\_

Response:

**(2) Demonstration of Economic and Employment Downturn**

i. Applicants must demonstrate how the rate of substance use disorders is related to an economic or employment downturn in the proposed service area(s) or persistent economically depressed conditions in such service area(s), which may be illustrated by information gathered from sources such as:

1. documentation of any layoff, announced future layoff, legacy industry decline, decrease in an employment or labor market participation rate, or economic impact, whether or not the result described in this clause is overtly related to a high rate of a substance use disorder;
2. decreased economic activity related to, caused by, or contributing to a high rate of a substance use disorder, including a description of how the service area has been impacted, or will be impacted, by such a decrease; or
3. data/documentation, beyond anecdotal evidence, showing that employers face challenges filling job vacancies due to a lack of skilled workers able to pass a drug test.

**MassHire Workforce Development Area ability to address requirement is:**

Strong/available/currently in place \_\_\_\_\_\_ Unknown/needs work \_\_\_\_\_\_

Response:

 **Expected Outcomes and Outputs**

Identify outcome(s) and output(s) that will result from the project. Outcomes: measurable results of the project - positive benefits, negative changes, or measurable characteristics that occur as a result of project activities or outputs. Outputs: tangible products or services that result from the project. Metrics should be aligned with project goals and achievable.

i. Total number of workers who receive grant-funded services through this grant program and include the following metrics:

1. Begin job training activities and services (output)
2. Receive supportive services and/or recovery treatment services (output)
3. Complete training activities and services (output)
4. Enter employment related to the training and services received (outcome)
5. Retain employment for 6 months (outcome)
6. Retain employment for 12 months (outcome)
7. Cost Per Participant and Cost Per Positive Outcome

**MassHire Workforce Development Area ability to address requirement is:**

Strong/available/currently in place \_\_\_\_\_\_ Unknown/needs work \_\_\_\_\_\_

Response:

ii. Drawing on past experience and substantiated performance, provide a thorough and convincing explanation of how the applicant plans to achieve these goals, including a description of Participating Partners’ roles in meeting these grant outcomes, by the end of the grant period of performance.

**MassHire Workforce Development Area ability to address requirement is:**

Strong/available/currently in place \_\_\_\_\_\_ Unknown/needs work \_\_\_\_\_\_

Response:

1. Clearly identify the type of participants served through the project and an explanation of how these individuals meet the requirements (FOA - Section III.C.3).

**MassHire Workforce Development Area ability to address requirement is:**

Strong/available/currently in place \_\_\_\_\_\_ Unknown/needs work \_\_\_\_\_\_

Response:

1. Describe the outreach and recruitment strategy to reach the targeted population(s) and achieve the proposed numbers served.

**MassHire Workforce Development Area ability to address requirement is:**

Strong/available/currently in place \_\_\_\_\_\_ Unknown/needs work \_\_\_\_\_\_

Response:

1. Thoroughly describe how the proposed career and training services will support the achievement of the proposed training outcomes.

**MassHire Workforce Development Area ability to address requirement is:**

Strong/available/currently in place \_\_\_\_\_\_ Unknown/needs work \_\_\_\_\_\_

Response:

1. Drawing on past experience and substantiated performance, provide a clear and convincing explanation that participants will achieve the skill attainment necessary for job placement and employment retention.

**MassHire Workforce Development Area ability to address requirement is:**

Strong/available/currently in place \_\_\_\_\_\_ Unknown/needs work \_\_\_\_\_\_

Response:

 **Project Design**

Clearly identify proposed methods to address the stated outcomes and outputs. Applicants must clearly present a plan of action that describes the scope and detail of how the project will accomplish the proposed work.

1. **Lead Applicant**

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| **For State workforce agencies subgrants to local workforce development board(s) or outlying areas subgrants to local entities** |
| i. Clearly demonstrate the equitable distribution process of subgrants based on: (1) geography (such as urban and rural distribution) and (2) significantly impacted service areas as described Section I.C Service Area. |
| ii. Demonstrate that an analysis was performed to confirm subgrantees’ capacity to bring together the resources in their local communities to achieve the estimated performance in carrying out the proposed services and activities under the subgrant, as evidenced through the following sources:   1. The primary indicators of performance described in section 116(c)(1)(A)(i) of the WIOA (29 U.S.C. § 3141(c)(1)(A)(i)) to assess the estimated effectiveness of the proposed services and activities, including the estimated number of individuals with a substance use disorder who may be served by the proposed services and activities; 2. The record of the subgrantee in serving individuals with a barrier to employment; and/or 3. The capacity of the local board to establish a participating partnership that will meets the challenges associated with the local opioid and substance misuse crisis. |

**MassHire Workforce Development Area ability to address requirement is:**

Strong/available/currently in place \_\_\_\_\_\_ Unknown/needs work \_\_\_\_\_\_

Response:

**2. Participating Partnership and Other Partnerships – Depends on Lead and Type of Applicant**

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| **For State workforce agencies as the lead applicant/grantee** |
| Scoring based on the Participating Partnership’s ability to support the project:   1. Comprehensive description of each subgrantee local workforce board’s Participating Partnership, including identifying all Participating Partners, describing their roles, and thoroughly/convincingly explaining how each partner supports overall project. 2. Demonstrate through past experience of the partner organizations that they have the capability to provide proposed services/achieve the proposed participant outcomes. |

**MassHire Workforce Development Area ability to address requirement is:**

Strong/available/currently in place \_\_\_\_\_\_ Unknown/needs work \_\_\_\_\_\_

Response:

**3. Proposed Services and Training Activities**

Depends on the demonstrated effectiveness of past services, as well as the service mix proposed by the lead applicant, based on the unique needs of their proposed service area(s).

**MassHire Workforce Development Area ability to address requirement is:**

Strong/available/currently in place \_\_\_\_\_\_ Unknown/needs work \_\_\_\_\_\_

Response:

**Career Services**

i. Detailed description of the career services provided to program participants in career and training stage of the program. Services may include initial education and skills assessments; services to promote employability skills; career planning that includes career pathways leading to in-demand, high-wage jobs; job coaching, job matching, and job placement services; provision of payments and fees for employment; and training-related applications, tests, and certifications.

**MassHire Workforce Development Area ability to address requirement is:**

Strong/available/currently in place \_\_\_\_\_\_ Unknown/needs work \_\_\_\_\_\_

Response:

**Training Services**

1. Detailed description of training activities and clear description of how education providers, such as institutions of higher ed, will support and deliver the training services that encompass traditional classroom training funded through WIOA ITAs; class-size training with institutions of higher ed; work-based learning opportunities with employer partners, including paid work, internships, OJT and apprenticeships; or any other appropriate training service.

**MassHire Workforce Development Area ability to address requirement is:**

Strong/available/currently in place \_\_\_\_\_\_ Unknown/needs work \_\_\_\_\_\_

Response:

1. In-demand occupations for the proposed training activity(ies) to serve the target populations, as described on Section III.C.3. Eligible Participants.

**MassHire Workforce Development Area ability to address requirement is:**

Strong/available/currently in place \_\_\_\_\_\_ Unknown/needs work \_\_\_\_\_\_

Response:

1. Demonstrate the workforce shortage in the professional area(s) for those applicants that propose to serve workers seeking to enter professions that could help address the opioid crisis and its causes through occupations such as: substance use disorder treatment and related services, non-addictive pain therapy and alternative pain management and treatment services, mental health care treatment services, emergency response services, or mental health care, using related data sources and information, such as:
   * Distance between the communities affected by opioid abuse or another substance use disorder and facilities or professionals offering services in the professional area; or
   * Maximum capacity of facilities/professionals to serve individuals in an affected community; or
   * In order to demonstrate need in the proposed occupations, increases in arrests related to opioid or another substance use disorder, overdose deaths, or nonfatal overdose emergencies in the community.

**MassHire Workforce Development Area ability to address requirement is:**

Strong/available/currently in place \_\_\_\_\_\_ Unknown/needs work \_\_\_\_\_\_

Response:

**Employment Retention Services**

1. Provide a complete description of the employment and retention services that participants will receive to maintain employment for a period of at least 12 months.
2. Provide a comprehensive explanation of the services that participants will receive in the first six months of employment, including at least one of the following:
   1. case management and support services, including a continuation of the services described as pre-employment training services;
   2. a continuation of skills training, career and technical education, or other training described as pre-employment training services, conducted in collaboration with the employers of such participants;
   3. mentorship services and job retention support for such participants; or
   4. targeted training for managers, human resources representatives, and mentors or others working with such participants in the business where such participants are employed.

**MassHire Workforce Development Area ability to address requirement is:**

Strong/available/currently in place \_\_\_\_\_\_ Unknown/needs work \_\_\_\_\_\_

Response:

**Employer Engagement Services**

i. Provide a compelling explanation of a proven employer engagement strategy, including partnership with community resources such as the Employer Resource Network, which will result in hiring and retaining individuals with substance use disorders.

**MassHire Workforce Development Area ability to address requirement is:**

Strong/available/currently in place \_\_\_\_\_\_ Unknown/needs work \_\_\_\_\_\_

Response:

**Recovery and Support Services**

1. Detailed explanation of how the proposed services and activities (Service Plan) are aligned with the State organization’s strategy, for addressing problems described in the specified service areas or across the State.

**MassHire Workforce Development Area ability to address requirement is:**

Strong/available/currently in place \_\_\_\_\_\_ Unknown/needs work \_\_\_\_\_\_

Response:

1. Provide a clear and convincing description of the lead applicant’s service plan as described in section a – d below.

The FOA requires lead applicants to provide one or more of the services described below. Because not all services are required, points will be awarded based on the strength of at least one proposed service. Points will not be deducted if only one activity is proposed. If more than one service is proposed, points will be distributed accordingly.

* 1. Description of proposed screening services and how evidenced-based screening methods will be used to determine the appropriate services and training activities that could be provided to all participants; identification of the specific needs of these individuals to determine the need for services; and identification of the process to accept walk-ins or referrals from employers, labor organizations, or other entities recommending individuals to participate in such program;
  2. Description of how WIOA Individual Employment Plans or Individual Treatment and Employment Plans will be developed by a case manager for each participant served, which, in addition to identifying employment and career goals, may include: treatment; exploring career pathways that lead to in-demand industries and sectors, as determined by the State board and the head of the State workforce agency or, as applicable, the Tribal entity; setting appropriate achievement objectives; or developing the appropriate combination of services to attain the employment and career goals;
  3. Identification of treatment provider(s) and a clear/concise description of how individualized and group outpatient treatment and recovery services, as described in Section III.D, will be available to individuals directly or indirectly affected by the opioid crisis, using models that utilize combined behavioral interventions and other evidence-based or evidence-informed interventions; and/or
  4. Identify and explain how partners will provide supportive services to individuals impacted by the opioid crisis, including a description of the services.

**MassHire Workforce Development Area ability to address requirement is:**

Strong/available/currently in place \_\_\_\_\_\_ Unknown/needs work \_\_\_\_\_\_

Response:

 **Organizational, Administrative, and Fiscal Capacity**

* 1. **Capacity of Lead Applicant, Partnership Structure, and Administrative Controls and Systems**
  2. Description demonstrating the lead applicant’s and, if applicable, subgrantee’s capacity to effectively manage each component of the program, including project management, communications with all partners and staff, effective procurement processes, and internal procedures; and

**MassHire Workforce Development Area ability to address requirement is:**

Strong/available/currently in place \_\_\_\_\_\_ Unknown/needs work \_\_\_\_\_\_

Response:

* 1. Within the project narrative, include a detailed organizational chart that identifies the lead applicant, Participating Partnerships or relevant partnerships, and other proposed partners. The chart must describe the structure of the relationships of all partners involved in the project. The chart also must identify the proposed project’s staffing plan to illustrate that partners have the capacity to support the lead applicant to carry out the proposed project. The staffing plan must describe the qualifications and experience of all executive and administrative staff, as well as other personnel such as board members, advisors, and consultants, to fulfill the needs and requirements of the proposed project. Such qualifications and experience must demonstrate the ability to manage a strategic partnership, including fiscal and administrative management, outreach, and promotion.

**MassHire Workforce Development Area ability to address requirement is:**

Strong/available/currently in place \_\_\_\_\_\_ Unknown/needs work \_\_\_\_\_\_

Response:

* 1. **Financial, Data Collection, and Performance Reporting Systems**

Applicants must agree to meet DOL reporting requirements and provide individual record-level data that would be made available for evaluation and national reporting purposes. Please refer to Section IV.C for a description of the reporting requirements for projects funded under this grant program.

i. Provide a comprehensive description of the existing or planned systems and processes that the lead applicant will use to provide timely and accurate financial and participant-level performance reporting, including the process for tracking participant-level data on participant characteristics, services, activities, and employment outcomes of apprentices served through the project to report to the Department during the life of the grant. In addition, the description must detail how these systems will be used to regularly assess progress towards the identified performance goals and that rigorous performance reporting will be taken into account in staffing and budgeting plans.

**MassHire Workforce Development Area ability to address requirement is:**

Strong/available/currently in place \_\_\_\_\_\_ Unknown/needs work \_\_\_\_\_\_

Response:

 **Past Performance – Programmatic Capability**

Applicants will receive points based on past performance.

* 1. Provide a full description of the lead applicant’s prior experience in the development of partnerships to address an economic crisis within their proposed service area during the grant period of performance. This could include evidence of existing partnerships, prior experience in addressing opioid and substance misuse issues, and the number of workers served in prior programs; and

**MassHire Workforce Development Area ability to address requirement is:**

Strong/available/currently in place \_\_\_\_\_\_ Unknown/needs work \_\_\_\_\_\_

Response:

* 1. Demonstrate that organizations identified in the Participating Partnership or other relevant partnerships have substantiated, successful experience in cost-effective positive outcomes related to: deploying projects; providing employment services to individuals with barriers to employment; developing work-based learning programs, internships, mentorships, externships, or clinical placements within the proposed occupations; and enrolling participants in training, including securing employment placements, and/or wage increases.

**MassHire Workforce Development Area ability to address requirement is:**

Strong/available/currently in place \_\_\_\_\_\_ Unknown/needs work \_\_\_\_\_\_

Response: