

- The experts involved in the consensus development on the proposed services/practice (e.g., members of an expert panel formally convened by NIH, the Institute of Medicine or other nationally recognized organization, or members of an informal group of experts, such as faculty at a leading research institution)
- The nature of the consensus and how it was reached the process used to reach consensus
- The extent to which the consensus has been documented (e.g., in a consensus panel report, meeting minutes, or an accepted standard practice in the field)
- Any empirical evidence, formally published or not, supporting the effectiveness of the proposed practice
- Rationale for concluding that further empirical evidence does not exist to support the effectiveness of the proposed practice, if appropriate

In assessing applicants' narratives for Section A/Level One review, reviewers will consider whether the evidence presented in support of the proposed practice is, in their expert and professional opinion, commensurate with the best information available regarding effectiveness and acceptability.

Applicants should be aware that passing Level One review does not ensure that the application will be approved for funding, even if the proposed project includes a service/practice that is considered by SAMHSA to have met the standard of effectiveness.

#### Level Two Review

All information to be considered in Level Two review must be placed in Sections B through E, as described below. Only applications that pass Level One review will undergo Level Two review.

#### Section B: Need (10 Points)

- Describe the environment (organization, community, city, or State) where the project will be implemented.
  - Describe the target population.
  - Describe the problem the project will address. Documentation of the problem may come from local data or trend analyses, State data, and/or national data. For data sources that are not well known, provide sufficient information on how the data were collected so that its reliability and validity can be assessed.
  - Non-tribal applicants must show that identified needs are consistent with the priorities of the State. Include, in Appendix 5, a copy of the State Strategic Plan, a State needs assessment,

or a letter from the State indicating that the proposed project addresses a State-identified priority. Tribal applicants must provide similar documentation relating to tribal priorities.

- Describe the best practice selected and how it will impact the problem.

#### Section C: Proposed Approach (40 Points)

- Describe the goals of the project, including consensus building and strategic planning.
- Describe the strategies or models used to build consensus. Describe how key stakeholders will be educated about the best practice.
- Describe the process for developing a strategic plan to implement the best practice.
- Describe the key stakeholders and how they represent the community.
- Describe the involvement of key stakeholders in the proposed project, including roles and responsibilities of each stakeholder. Clearly demonstrate each stakeholder's commitment to the consensus building and strategic planning processes. Attach letters of support and other documents showing stakeholder commitment in Appendix 1: Letters of Support. Identify any cash or in-kind contributions that will be made to the project.
- Describe the involvement of representatives of the target population in the conceptualization and planning of the consensus building process.
- Describe how the proposed project will address issues of age, race/ethnicity, culture, language, sexual orientation, disability, literacy, and gender in the target population.
- Describe potential barriers to achieving consensus among stakeholders. What resources and plans will you use to overcome these barriers?
- Identify potential funding source(s) that will help implement the best practice. Describe how the funder(s) will join in the consensus building and strategic planning.

Identify potential barriers to achieving consensus among stakeholders. What resources and plans will you use to overcome these barriers?

#### Section D: Management Plan and Staffing (35 Points)

- Provide a time line for the project (chart or graph) showing key activities, milestones, and responsible staff. [Note: The timeline should be part of the Project Narrative. It should not be placed in an appendix.]
- Discuss the capability and experience of the applicant organization and other participating organizations with similar projects and populations, including experience in providing culturally competent services.
- Provide a list of staff members who will conduct the project. Describe the

role, effort and qualifications of each. Include the Project Director and other key personnel, including evaluators and database management personnel.

- If you plan to have an advisory body, describe its composition, roles, and frequency of meetings.
- Describe the resources available for the proposed project (e.g., facilities, equipment), and provide evidence that services will be provided in a location that is adequate, accessible, Americans with Disabilities Act (ADA) compliant, and amenable to the target population.

#### Section E: Evaluation Design and Analysis (15 Points)

- Describe the design for evaluating the consensus building and strategic planning processes. Include a detailed discussion of how all variables (e.g., community representation and stakeholder support) will be defined and measured. Explain how the evaluation plan will ensure that the decision to adopt is an accurate reflection of the stakeholders' intent.
- Document your ability to collect and report on the required performance measures for SAMHSA's BPPI Grants. Specify and justify any additional outcome measures you plan to use for your grant project. (See Appendix A for required indicators.)
- Describe the process for providing regular feedback from evaluation activities to the Project Director and participants.
- Describe plans for data collection, management, analysis, interpretation and reporting. Describe the current approach to collection of relevant data, along with any necessary modifications.
- Be sure to include data collection instruments/interview protocols in Appendix 2.

#### 2. Phase II Criteria

##### Level One Review

Phase II applicants who were not Phase I grantees will go through a Level One review to determine if the selected practice meets SAMHSA's criteria as a best practice before they are reviewed for technical merit. This review process is identical to the Level One Review described for Phase I applicants. You must provide all information for Level One Review in Section A of the Project Narrative.

Phase II applicants who were Phase I grantees will undergo Level Two review only. If so, you should state in Section A that you were a Phase I grantee and provide the grant number.

##### Level Two Review

All information to be considered in Level Two review must be placed in