**Program Narrative Template for the**

**FY 2020 Justice and Mental Health Collaboration (JMHCP)**

# Introduction: This template is designed to support you in successfully completing the program narrative section of the above referenced solicitation. This template guides you through each question that is part of the peer review process.

**Formatting Requirements:** The following pages have been properly formatted for you. Please do not change any of the formatting. The program narrative should be double-spaced, using a standard 12-point Times New Roman font with 1-inch margins. If you need to insert a table, your table may be single spaced.

**Page Limits:** Your program narrative may not exceed 20 pages. The following sections are part of the program narrative:

a. Statement of the Problem

b. Program Design and Implementation

c. Capabilities and Competencies

d. Plan for Collecting the Data Required for this Solicitation’s Performance Measures

Your program narrative should be numbered “1 of 20,” “2 of 20,” etc. Until you erase the text in red, your application may exceed 20 pages. Keep that in mind during your initial review.

# How to Use This Template as the Grant Writer: To maximize the chance that you score well in peer review, it is important to answer every question in this template in the order it appears. Do not rearrange questions in any way. If questions are repetitive, you must still answer them.

# Have a colleague review your answers against the question asked to ensure that your answer makes sense to an external reviewer other than yourself. Once you are comfortable with your answers, erase this front page and all text that is red and/or highlighted. Double check to make sure you have not exceeded 20 pages once you have removed all the red text and this front page.

You should allocate your 20 pages in a way that reflects the scoring of each section. You should allocate several pages of your applications to sections worth the highest percentage of your score.

**Statement of the Problem**

**This section accounts for 15 percent of your overall score.**

Identify the issue to be addressed by the grant.

Describe and demonstrate understanding of the nature and scope of the problem to be addressed, using data and research as support.

Describe successful efforts to date to address the needs identified.

Describe the need for assistance and resources to address the problem.

Briefly introduce how the applicant proposes to address the problem.

**Program Design and Implementation**

**This section accounts for 40 percent of your overall score.**

Describe in detail the proposed deliverables during the planning and implementation phases.

Address in detail how the applicant proposes to undertake and accomplish the objectives and deliverables (see pages 5–6).

Include a timeline/project plan that identifies the major tasks and deliverables of the proposed project and who is responsible for each activity.

Address whether any of the program-specific priority areas have been met (see page 6).

**Capabilities and Competencies**

**This section accounts for 30 percent of your overall score.**

Provide a detailed description of the capacity of the partners and the key personnel to deliver the required services and perform the key tasks described under Project Design.

Include a letter of support from the joint applicants’ agency executives demonstrating agency commitment to the project. Demonstration of the partners’ commitment will contribute to scoring under this criterion.

Describe how the proposed management structure and staffing of the project will facilitate the delivery of the required services. The management and organizational structure described should match the staffing needs necessary to accomplish the tasks outlined in the timeline/project plan. Information regarding the personnel assigned to these tasks and whether their résumés and role descriptions are included will contribute to the assignment of points relative to this criterion.

**Plan for Collecting the Data Required for this Solicitation’s Performance Measures**

**This section accounts for 5 percent of your overall score.**

Describe the manner in which the data required for this solicitation’s performance measures will be collected, including the system(s) used and the person(s) responsible.

Describe whether and how other relevant performance measures will be documented, monitored, and evaluated.