**Program Narrative Template for the**

**FY 2020 Justice Reinvestment Initiative: Reducing Violent Crime by Improving Justice System Performance**

# 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 30 percent of your overall score.**

Describe the criminal justice problem and please provide data to support this description. Both the data and description should be specific to the application category.

Describe what data are available, what data are missing, and how data will be used to guide the decision making about the problem.

Describe prior efforts to correct the issue and why federal funding is needed to undertake the proposed activities.

Describe efforts previously undertaken to address the issue and provide information about the outcomes to date.

Demonstrate relevant agencies’ and stakeholders’ commitments to the proposed activities (e.g., letters of support, memorandums of understanding, etc.).

**Program Design and Implementation**

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

Describe the activities that will address the criminal justice problem.

Describe in detail how the applicant proposes to address the problem through the five Justice Reinvestment steps: engaging stakeholders, analyzing data and identifying drivers, developing innovative or research-based responses, implementing responses, and measuring outcomes.

Describe the theory of change—how the proposed activities will lead to the desired outcome—and summarize available data and the research basis for the proposed strategy.

**Capabilities and Competencies**

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

Provide a detailed description of the organization’s capacity to perform the key tasks described in the Project Design and Implementation section.

Describe the proposed management structure and staffing of the project. The structure described should match the staffing needs necessary to accomplish the tasks outlined in the Timeline/Task Plan.

Discuss the staffing resources—permanent full-time staff, proposed partners, or proposed consultants—that will contribute to effective implementation and oversight of the project.

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

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

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

Describe how other performance metrics specific to the proposed project activities will be documented, monitored, and evaluated.