**Program Narrative Template for the**

**FY 2020 Juvenile Drug Court Program**

# 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 30 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 30,” “2 of 30,” etc. Until you erase the text in red, your application may exceed 30 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 30 pages once you have removed all the red text and this front page.

You should allocate your 30 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 10 percent of your overall score.**

Briefly describe the nature and scope of the problem that the program will address (e.g., youth with substance abuse problems who come in contact with the juvenile court, prevalence of substance use by youth, and types of substances being used by youth). Use data to provide evidence that the problem exists.

Demonstrate the size and scope of the problem.

Document the effects of the problem on the target population and the larger community.

Any data or research referenced in the narrative should include information about the source of the data and/or a citation.

Describe the target population and any previous or current attempts to address the problem.

Describe any research or evaluation studies that relate to the problem and contribute to their understanding of its causes and potential solutions.

**Program Design and Implementation**

**This section accounts for 45 percent of your overall score.**

Detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section.

Describe how they will complete the deliverables stated in the Goals, Objectives, and Deliverables section on page 7. OJJDP encourages applicants to select evidence-based practices for their programs.

Details regarding any leveraged resources (cash or in- kind) from local sources to support the project and discuss plans for sustainability beyond the grant period.

**Capabilities and Competencies**

**This section accounts for 25 percent of your overall score.**

Describe the experience and capability of the applicant organization and any contractors or subgrantees that the applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude.

Highlight your experience/capability/capacity to manage subawards, including details on their system for fiscal accountability. Management and staffing patterns should be clearly connected to the project design described in the previous section.

Describe the roles and responsibilities of project staff and explain the program’s organizational structure and operations.

Include a copy of an organizational chart showing how the organization operates, including who manages the finances; how the organization manages subawards, if there are any; and the management of the project proposed for funding.

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

**This section accounts for 10 percent of your overall score.**

Demonstrate the applicant’s understanding of the performance data reporting requirements for this grant program.

Detail how the applicant will gather the required data should it receive funding.