**Program Narrative Template for the**

**FY 2020 Enhancing Community Responses to America’s Addiction Crisis: Serving Our Youngest Crime Victims**

# 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 20 percent of your overall score.**

This section should use local data sources to describe the addiction crisis in the applicant’s community.

Describe how the local addiction crisis has contributed to increased rates of child and youth victimization; and

Describe the current gaps in victim service for children and youth in the applicant’s community.

**Program Design and Implementation**

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

Target area—clearly state the jurisdictional or geographic area targeted.

Target population—clearly state the population(s) of crime victims this project will target (e.g., infants, toddlers, children, teenagers, all ages).

A plan to achieve the stated goal of this program—to provide direct services and support to children and youth who are crime victims as a result of the addiction crisis—using the objectives outlined on page 6.

A plan to leverage other related efforts underway in your community (e.g., opioid task forces, community-based treatment programs) and a plan to work together with partners to ensure young crime victims are identified and served through this grant.

**Capabilities and Competencies**

**This section accounts for 20 percent of your overall score.**

Describe the applicant’s (and subrecipients’, if appropriate) history of providing crime victims services to children and youth.

Describe the capacity of the applicant to successfully undertake this work, lead this project, and manage this grant.

Determine a staffing plan that includes a project coordinator who will serve as the lead on this project for at least the equivalent of a .50 full-time employee.

Identify key organizations and individuals that will help implement this project and describe the role of each.

Describe the applicant’s demonstrated history of working in partnership with addiction treatment programs, public health, public safety, or other victim service providers that represent multiple disciplines and perspectives. These may include first responders (e.g., law enforcement, fire, EMS), courts (including Drug Courts), corrections, health practitioners, child welfare, local community- and faith-based groups, and public and nonprofit crime victim services providers (e.g., Family Justice Centers, Children’s Advocacy Centers, domestic violence shelters and programs, rape crisis centers, human trafficking programs, and other victim service providers that are hospital-based, law enforcement-based, prosecution-based, or community- based).

Identify any anticipated challenges (e.g., resources, policy and system barriers, training gaps).

Describe any additional staffing, resource, and organizational capacity needs, and your plan to address these to carry out a successful project.

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

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

A plan for collecting all of the performance measures data required by this solicitation. Applicants should review the applicable performance measures at https://www.ovc.gov/grants/pdftxt/TVS-questionnaire.pdf.

Award recipients under this solicitation will be required to complete the following sections, including shared measures:

* 1. Training
1. Data Gathering
2. Collaborative Partnerships

VII. Victim Services

1. Training and TA Activities
2. Partnerships
3. Planning Activities, Policy and Procedural Changes

Reports generated from OVC’s PMT system must be also uploaded to the Grants Management System (GMS) every six months. The application should demonstrate the applicant’s understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data, should it receive funding.

A description of the qualifications of the key staff who will be responsible for collecting data and a plan for using PMT and GMS.