**Proposal Narrative Template for the**

**OJJDP FY 2021 Family Drug Court Program**

**Category 4: State and County Family Drug Courts Expansion**

This template is for the OJJDP FY 2021 Family Drug Court Program - Category 4: State and County Family Drug Courts Expansion

# Introduction: This template is designed to support you in successfully completing the proposal 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. Points may be deducted for applications that do not adhere to the following requirements:

1. Double-spaced. (If you need to insert a table, your table may be single spaced).
2. 8½ x 11-inch pages.
3. One-inch margins.
4. Type no smaller than 12 point, Times New Roman (TNR)
5. Page numbers.
6. Word documents in the following formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).
7. Headings and sub-headings that correspond to the sections identified in this section of the solicitation.

**Page Limits:** Your proposal narrative may not exceed 30 pages. The following sections are part of the proposal narrative:

a. Description of the Issue

b. Project 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 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 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.

 **Description of the Issue**

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

Describe the nature and scope of the problem that the program will address.

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. *While OJJDP expects applicants to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available*

**Project Design and Implementation**

**This section accounts for 45% 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 deliverables in the Goals, Objectives, and Deliverables section will be completed.

Include 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.

Address each of the eight key components of a family drug court:

1. collaborative planning;
2. eligibility, engagement, and screening;
3. assessment, service delivery, and case management;
4. program design and duration;
5. continuing judicial supervision;
6. mandatory drug testing and monitoring;
7. staff training; and
8. management information systems and evaluation.

Include 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.

Submit a realistic timeline or milestone chart that indicates major tasks associated with the goals and objectives of the project, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using “Year 1,” “Month 1,” “Quarter 1,” etc., not calendar dates (see “Sample Project Timelines” here).

Submit the timeline as a separate attachment, as stipulated in Additional Application Components. *On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide*.

**Capabilities and Competencies**

**This section accounts for 25 % 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 the experience/capability/capacity to manage subawards, including details on the system for fiscal accountability.

Clearly connect 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.

Include letters of intent formalizing partnerships that include expression of support for the program and a statement of willingness to participate and collaborate with it.

Describe the partner’s current role and responsibilities in the planning process and expected responsibilities when the program is operational.

Provide an estimate of the percentage of time that the partner will devote to the planning and operation of the project.

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

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

Describe the process for measuring project performance.

Identify who will collect the data, who is responsible for performance measurements, and how the information will be used to guide and evaluate the impact of the project.

Describe the process that will be used to accurately report data.