**Proposal Narrative Template for the**

**The Justice and Mental Health Collaboration Program FY 2021**

This template is for the Justice and Mental Health Collaboration Program FY 2021

# 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 15 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 15,” “2 of 15,” etc. Until you erase the text in red, your application may exceed 15 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 15 pages once you have removed all the red text and this front page.

You should allocate your 15 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 15% of your overall score.**

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

Describe why this project is necessary.

Describe successful efforts to date to address the needs identified.

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

Describe how the problem will be addressed.

**Project Design and Implementation**

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

Describe the proposed deliverables during the planning and implementation phases.

Describe how objectives and deliverables will be accomplished.

Describe the strategy to address the needs identified in the Description of the Issue/Statement of the Problem.

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

Indicate whether any of the program-specific priority areas have been met.

Describe the inability to fund the collaboration program adequately without federal assistance.

Specify how the federal support provided will be used to supplement, and not supplant, state, local, Indian tribe, or tribal organization sources of funding that would otherwise be available, including billing third-party resources for services already covered under programs (such as Medicaid, Medicare, and the State Children's Insurance Program).

**Capabilities and Competencies**

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

Describe the capabilities and competencies of the applicant to manage the award.

*Highlight the experience/capability/capacity to manage subawards, including details on the system for fiscal accountability.*

Describe 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% of your overall score.**

Describe the process for measuring project performance.

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

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 to accurately report data.