**FY24 OJJDP Juvenile Drug Treatment Court Program: Program Narrative Outline**

This template was developed by the National Treatment Court Resource Center (NTCRC) to assist jurisdictions with preparing their project narrative files for the FY 2024 Office of Juvenile Justice and Delinquency Prevention (OJJDP) Juvenile Drug Treatment Court Program. Below is a synopsis of the elements that must be included in the project narrative file.

**A) Description of the Issue**

Describe why this project/these proposed activities are necessary (significance/value) or address a need. Include supporting information, such as:

* data to provide evidence that the need exists
* demonstrate the size and scope of the problem
* the effects of the problem on the target population and the larger community as well as how youth and family partnerships will help to address the need

**B) Project Design and Implementation**

Describe the strategy to address the problem or needs identified in the Description of the Issue.

* List the activities and describe how they relate to the goals, objectives, deliverables, and timeline outlined in the web-based form (completed separately from the proposal narrative attachment)
* Activities are the specific actions that will be completed to fulfill the program's objectives and reach the program's goal(s)
* Provide a detailed description of the method(s) to be used to carry out each activity (e.g., training, community events, direct services to the target population)

As indicated in the Program Description Overview section, applicants should describe:

* how their proposed project/program will integrate and sustain meaningful youth and family partnership into their proposed project
* any corresponding budget implications in their application's budget detail and budget narrative, such as how youth and families who serve as experts on the project are compensated

If an applicant is seeking consideration under Priority 1A, it should explain in this section:

* how the proposed project(s) will meaningfully address identified inequities and contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization
* identify how the project design and implementation will specifically incorporate the input and/or participation of these communities.

**C) Capabilities and Competencies**

Describe the capabilities (what the applicant brings to the project such as resources, experience, expertise) and competencies (the unique skills and abilities of the applicant) required to accomplish the goals and objectives of the project. This section should also include applicant history, capabilities, and competencies of supporting youth and family partnerships.

If the applicant is seeking priority consideration under Priority 1B, it should:

* describe within this section how being a population-specific organization (or funding a population-specific subrecipient organization at a minimum of 40 percent of the project budget) will enhance its capabilities and competencies to implement the proposed project
* specify which populations are intended or expected to be served, have their needs addressed, and/or be affected by the proposed project
* include information to confirm that the population-specific organization is specifically designed to serve communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization
  + examples of such information include, but are not limited to, the website address, charter, mission statement, or operating principles of the population-specific organization

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

Describe the process for measuring project performance. Identify:

* how you will utilize youth and family voices in deciding which data will be collected
* who will collect the data
* who is responsible for performance measurements
* how the information will be used to guide and evaluate the project's impact
* the process to accurately report data

Note: An applicant is not required to submit performance data with the application. Rather, performance measure information is included to provide notice that award recipients will be required to submit performance data as part of each award's reporting requirements.

OJP will require each award recipient to submit regular performance data that show the completed work's results. The performance data directly relate to the solicitation goals and objectives identified in the "Goals and Objectives" section. Applicants can visit OJP's performance measurement page at www.ojp.gov/performance for more information on performance measurement activities.

A list of performance measure questions for this program can be found at

<https://ojjdp.ojp.gov/funding/performance-measures/performance-measures-juveniledrug-court.pdf>

Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

OJJDP will require award recipients to submit performance measure data in OJJDP’s

Performance Measurement Tool (PMT) and separately submit a semi-annual performance report in JustGrants. OJJDP will provide further guidance on the postaward submission process, if the applicant is selected for award.