

Narrative Template – from FY24

This document is provided for background and general preparation purposes. There is always a potential for changes in the FY 25 NOFO.

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point size font; have no less than 1-inch margins; and should not exceed 25 numbered pages.

1. Statement of the Problem/Description of the Issue
 - a. The SAC's placement within the state organizational structure
 - b. a brief summary of the qualifications of the SAC director and other key personnel
 - c. a description of the roles and responsibilities of key organizational or functional components involved in project activities
 - d. a list of key personnel responsible for managing and implementing the major elements of the program.
2. Project Design and Implementation
 - a. describe fully the expected design and implementation of the proposed project(s)
 - b. explain exactly how the project will respond to capacity-building needs identified by the SAC
 - c. Provide a long-range plan that includes:
 - i. an assessment of the SAC's current data collection, analysis, and publication capabilities.
 - ii. a description of how the project(s) proposed will enhance those capabilities.
 - iii. a description of how the capacity built will be maintained after the conclusion of the SJS award.
 - d. Impact Statement (*for Special-emphasis Projects*)
 - i. include an impact statement to describe specifically how each project will support or enhance the priorities of BJS and the nation.
3. Capabilities and Competencies
 - a. Applications should include the status of each award the SAC received from FY 2019 through FY 2023
 - i. The narrative should list by theme the project(s) and associated products that the SAC proposed to conduct or produce during the grant period
 - ii. If any were significantly revised or replaced, the applicant should briefly describe the revisions or replacements
 - iii. For each project, the narrative should indicate its status by the following categories:
 1. Completed
 2. In process
 3. Revised/replaced
 - iv. It should also indicate whether it has been published, presented at a public meeting, or otherwise recognized by whatever means
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures
 - a. Applicants should demonstrate knowledge of the performance measures outlined in this solicitation

- b. The applicant should also detail how performance measures will be collected, who will be responsible for reporting on performance measures, and how the information will be used to guide and evaluate the impact of the project.
 - c. Objective 1 performance measures
 - i. Number of outreach activities
 - ii. Number of information and/or technical assistance requests handled
 - iii. Number of conferences and workshops attended to present findings, provide training, and exchange information
 - iv. Number of materials (print and online) disseminated to customers
 - 1. Number of reports and other publications produced
 - 2. Number of media releases or advisories produced
 - 3. Number of publications or data sets downloaded
 - 4. Number of databases added to interactive query systems
 - 5. Number and type of justice-related databases compiled
 - v. Number of website enhancements planned to improve a SAC's research capabilities
 - d. Objective 2 performance measures
 - i. Number of scheduled data collection series and special analyses to be conducted
 - 1. Number of studies/projects initiated and completed
 - 2. Number of new data sources identified for BJS use
 - 3. Number of multi-state projects initiated and completed by SACs
 - 4. Number of reports produced presenting finding of collaborative projects
 - 5. Number of SJS-SAC TA studies or information inquiries
 - 6. Number of SAC project datasets submitted to the National Archive of Criminal Justice Data
 - 7. Number of new data use agreements signed allowing the SAC to access new sources of state and local data
 - 8. Number of new data collection, analysis, or information strategies created
5. Extent to which the proposed project addresses specific objectives of the SJS program
- a. Goals
 - i. coordinate statistical activities within the state
 - ii. conduct research as needed to estimate impacts of legislative and policy changes
 - iii. serve in a liaison role in assisting BJS with gathering data from respondent agencies within their states.
 - b. Objectives
 - i. Enhance the capabilities of states to collect, analyze, and report data on justice issues relevant to the states and the nation
 - ii. Provide a mechanism that supports the collection and sharing of vital justice system data among the states and between the states and the federal government.