**Project Narrative Template**

| Section | Requirement | Response |
|---|---|---|
| **Background** | 1. Identify the primary applicant applying for the program and the Points of Contact (POC) for this project, including the following:<br>   o Name of primary applicant<br>   o Name and title of the lead POC<br>   o POC's full mailing address<br>   o POC's telephone number<br>   o POC's email address<br><br>2. Name and title of the single authorizing official, or AOR, for the organization (e.g., the individual authorized to sign a grant award)<br>   o Authorizing official's full mailing address<br>   o Authorizing official's telephone number<br>   o Authorizing official's email address<br><br>3. Project title and brief (half-page) project description<br><br>4. Names of partner agencies and other organizations participating in the project<br><br>5. List of all states, counties, and disaster-vulnerable communities that will be involved in the project or otherwise directly benefit from the project. | Does not count toward the total page count limitation. |
| **Need** | 1. Provide a **current** capability assessment of the core capability focus areas of Housing, Community Resilience, and/or Long-Term Vulnerability Reduction (as applicable) for the jurisdictions covered by the project.<br><br>2. Describe the existing capability levels for the core capability focus areas.<br><br>3. Describe the current capability gap/need identified to build within the core capability focus areas.<br><br>4. Explain the risk factors and needs of disaster-vulnerable communities within the region (relevant to disaster preparedness) who will benefit from the project.<br><br>5. Explain the specific needs of disaster-vulnerable communities relative to the core capability focus areas. | Three pages maximum |

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| **Project Design** | 1. Describe the proposed activities of the project, including planning, organization, training, and/or exercises.<br><br>2. Describe why/how this project is the best approach to build upon current capabilities and address identified gaps/needs.<br><br>3. Describe how the project was selected and designed to maximize positive impacts to disaster-vulnerable communities, including the analytical methods and data used to identify the vulnerabilities and capability gaps/needs that the project will address.<br><br>4. Provide a breakdown of roles and contributions between each of the project partners. If no additional partners are participating, please explain why.<br><br>5. Explain how the partnerships will ensure the project meets regional needs, including the needs of disaster-vulnerable communities, and explain the anticipated outcomes of the partnerships.<br><br>6. Provide a written, signed statement explaining the regional impact of the proposed investment.<br><br>7. Describe the overall project plan, timeline, and milestones that are critical to the success of the project, including the associated dates. | Seven pages maximum |
| **Impact** | 1. Provide the performance measures and associated outcomes this project is expected to achieve based on the guidance in Section 3.E.<br><br>2. Provide an estimated capability assessment for the applicable core capability focus areas **AFTER** completion of the project.<br><br>3. Describe how core capabilities will be improved/built upon completion of the project.<br><br>4. Explain how the project will clearly benefit the identified disaster-vulnerable communities in terms of extreme weather readiness, resilience, and vulnerability reductions.<br><br>5. Describe the project's anticipated impact on the affected communities in both qualitative and quantitative terms using | Three pages maximum |

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|  | appropriate analytical tools.<br><br>6. Describe how the findings or deliverables from the proposed project can be scaled, replicated, or will otherwise benefit national preparedness. |  |
| **Budget** | 1. Provide a budget narrative and detailed budget worksheet of the project, including how project dollars requested will be used in the Planning, Organization, Training, or Exercises solution area(s).<br>   • Please include total project dollars in the detailed budget worksheet, including alternate funding sources, match, or cost share agreements.<br><br>2. Describe the applicant's plan for sustaining the capabilities built from this funding, including the resources the applicant will use to support sustainment after the grant funds and period of performance expires. If no other funding sources are necessary, please explain.<br><br>3. Describe the applicant's ability to manage federal grants, such as (1) financial stability; (2) quality of management systems and ability to meet management standards; (3) history of performance in managing federal awards; (4) reports and findings from audits; and (5) ability to implement effectively statutory, regulatory, or other requirements. | Two pages maximum |