# 2021 Community Policing Programs

## Project Narrative Template

The COPS Office is providing this template as a voluntary tool to assist your organization or agency in developing your project narrative, which is required by this program. Instructions are in italics. If you choose to use this template, please make sure to delete the instructions before submitting so that they do not count against you in the page count.

For more information about the project narrative or the subcategory-specific requirements, please see the appropriate solicitation materials at https://cops.usdoj.gov/grants.

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| FY21 CPA Project Narrative Template |
| Insert COPS Office Program Name |
| Insert Subcategory |
| Insert Organization Name  Project Narrative |

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| Submission Date |

### Issue Identification and Solicitation Responsiveness

Instructions: Applicants must select one application subcategory and clearly identify the issue to be addressed, the gap in existing knowledge, and why this project is necessary. Applicants must clearly describe how this project is responsive to the solicitation. Applicants must provide a comprehensive, logical, and clear description of how each task will be implemented and completed and a clear description of how the strategy advances the goals and objectives of the solicitation. A clear description of deliverables and how the deliverables will be developed, including content, process steps, and outcomes. A clear description of how the deliverables contribute to the solicitation goals and objectives. Applicant describes a level of innovation or originality of the proposed project.

### Impact on the Field

Instructions: Applicants must identify the approximate number of law enforcement agencies and communities that will directly benefit from the deliverables (for example, number of agencies receiving technical assistance, number of agencies and/or individuals receiving training, or number of agencies who may replicate programs). Applicants must explain why this project is necessary to address a gap in knowledge or practice. Projects must not result in unnecessary duplication of other efforts by the COPS Office or other DOJ components. Applicants must identify relevant performance measures and clearly describe the approach for collecting, analyzing, and reporting performance measures. Include a description of a marketing plan for the deliverable(s) to ensure broad dissemination of the product(s) to the target audience(s), where applicable.

### Project Management Plan and Strategy

Instructions: Applicant must include a project management plan that is aligned to solicitation goals and objectives. The project management plan clearly identifies project-specific risks and proposes methods for addressing risk and details quality control processes which are clearly linked to key processes and deliverables associated with the project. Applicant should provide a detailed breakdown linking of key personnel to clearly defined roles, tasks, deliverables, and time commitments necessary to complete the project, as well as limit unnecessary redundancies and makes efficient use of resources. Applicant must provide a timeline with a list of key activities and milestones to take place within the award performance period (24 months for all solicitations, except 12 months for the CPD Microgrants solicitation), grouped by month or quarter.

### Experience and Capacity

Instructions: Please detail the capacity of your agency or organization to carry out the proposed plan in the proposed time frame of the project and explain your experience with other similar efforts. This must include a discussion of key staff, what roles they will play, their education and experience in similar projects, and their understanding of community policing and related subject matter expertise. Applicant should include resumes or vitae for key staff (up to three). Identification of any key partnerships or stakeholders who will play a role in the implementation of this project and their responsibilities.

Applicants should not expect that application reviewers will infer such expertise from resumes or curricula vitae submitted as attachments. In addition, for all proposed in-person training, the applicant should identify the instructor(s), provide examples of the subject matter expertise and training experience of the instructor(s), and do so expressly within the project narrative. In addition, applicants should attach resumes or curricula vitae for all instructors.