

## **Section 11: Project Description (Narrative)**

Agencies that seek funding under this program are required to submit a separate narrative addressing A, B, D, and E below.

Your agency is not required to submit supporting documentation with this application. However, your agency must maintain copies of the records used in this grant submission for future review in the event of a site visit, audit, or other request. Data used must be data that was recorded in official records. Please do not submit any confidential data or reports with your application.

Each section response should specifically answer the questions posed and be limited to no more than 3,000 characters. Applications will be evaluated based on the quality of the response. FY 2010 applicants should insert their answers directly into the application forms and are not required to attach a separate document.

**The narrative will be a significant factor in the application review and approval process.** Failure to provide this information may delay the review of your agency's application.

Use the instructions below to provide a comprehensive summary of all activities that will take place to enhance technological capacity and improve public safety through the use of technology within your jurisdiction.

**Please limit each response to 3,000 characters or less.**

### **Narrative Sections**

#### **A. Problem Identification and Justification**

Please describe the technology-related problem(s) that will be addressed with this grant, and provide relevant facts, statistics, or other supporting information that document the nature, prevalence, and severity of the problem.

#### **B. Project Goals and Objectives**

Define the vision, goals, and objectives that you are ultimately trying to accomplish through federal assistance and how the proposed project would fit into an overall effort to address the problems identified above.

#### **C. Building Relationships and Solving Problems – NOT APPLICABLE**

#### **D. Implementation Plan**

How will you ensure effective implementation of the project? Include a brief timeline with a list of key activities and milestones to take place within the life of the grant. Activities may be grouped by month, quarter, or other format at the applicant's discretion.

#### **E. Evaluation Plan/Effectiveness of Program**

Although a formal evaluation of the COPS Technology Program project is not a requirement for funding, the COPS Office strongly encourages applicants to consider how they will determine if grant funding was effective in addressing the problems outlined above.