

# Project Narrative Instructions

## General Instructions

- a. The Project Narrative must be a PDF file format to be uploaded into Grants.gov.
- b. The Project Narrative should be submitted as an attachment into PERFORMS.
- c. The length of the document should not exceed 20 pages, not including risk-based funding information.
- d. The text should be Times New Roman style, 12 point font size, single spaced, with one inch page margins.
- e. The Project Narrative should contain the following items:
  - Project Overview
  - Administrative Preparedness Strategies
    - Budget Preparedness
    - Legal Preparedness
  - Risk-based Funding (for select awardees only)
  - Local Health Department Concurrence Annual Requirement
  - Tribal Concurrence Annual Requirement

These items will be detailed in the sections below. Please see the funding opportunity announcement for the complete details of the Project Narrative.

## 1. Project Overview

- a. Provide a high-level summary of the overall preparedness strategy for the five-year project period.
- b. Include specific plans for capabilities to be addressed during Budget Period 1.
- c. Address challenges, barriers, and plans for addressing these issues. This section should directly relate to activities to be described in the work plan.

## 2. Administrative Preparedness Strategies

- a. Budget Preparedness
  - Describe the administrative processes and approaches to receive and use emergency funds to respond to emergency situations in a timely manner.
  - Describe improvements or changes that have taken place or are planned to overcome challenges and barriers.
  - Descriptions must include references to the following:
    - Emergency procurement and contracting authorities
    - Current personnel / hiring practices
    - Legal authority to spend federal funds for emergency response
- b. Legal Preparedness
  - Describe any legal barriers to effective public health preparedness and response.
  - Describe any actions taken or planned to address challenges including:

- Ensuring legal framework for information sharing
- Authority to accept and dispense pharmaceuticals issued under and Emergency Use Authorization (EUA)
- Legal liability of volunteers

### **3. Risk-based Funding**

- a. Risk-based funding is a pilot program that will include 18 awardees.
- b. All funds should be linked to the Community Preparedness capability.
- c. Include a high-level summary of how the awardees will convene relevant partners in their metropolitan statistical areas (MSAs).
- d. Status report on the existence of an MSA-specific risk assessment / hazard and vulnerability assessment.
- e. This section will not count against the 20-page limit.

### **4. Local Health Department Concurrence Annual Requirement**

- a. Awardees must show that at least a majority, if not all, of the local health departments from within their jurisdictions approves or concurs with the approaches and priorities described in the application.
- b. Awardees who are unable to gain 100% concurrence with local health departments within their jurisdiction should submit a PDF document with their application describing the reasons for lack of concurrence and steps taken to address them.

### **5. Tribal Concurrence Annual Requirement**

- a. Awardees must show that at least a majority, if not all, of American Indian/Alaska Native tribes within their jurisdictions approves or concurs with the approaches and priorities described in the application.
- b. Awardees who are unable to gain 100% concurrence with local health departments within their jurisdiction should submit a PDF document with their application describing the reasons for lack of concurrence and steps taken to address them.