

Appendix B: Project Narrative Template

A. Required Format

Applicants must format the application according to the following guidance:

- Document Type: The Project Narrative must be submitted in Microsoft Word or Adobe PDF
- Spacing: Single
- Typeface:
 - Narrative: Times New Roman, Arial, Calibri, or Cambria; 12 pt. font size
 - Citations (in-text, endnote/footnote): Times New Roman, Arial, Calibri, or Cambria; 10, 11, or 12 pt. font sizes
 - Spreadsheet or Table Data Figures, Notes, and Titles: Times New Roman, Arial, Calibri, or Cambria; 10, 11, or 12 pt. font sizes
 - Graphics (such as pictures, models, charts, and graphs): Times New Roman, Arial, Calibri, or Cambria; 10, 11, or 12 pt. font sizes
- Margins: One inch
- Indentation/Tabs: Applicant's discretion
- Page Orientation: Portrait; exception: landscape may be used for spreadsheets and tables
- Maximum number of pages, not including cover and indirect cost rate agreement: 13 (see the Project Narrative below for the maximum number of pages for each section)
- Graphics (e.g., pictures, models, charts, and graphs) will be accepted but are not required
- Primary font color will be black; however, other colors such as red and blue may be used for emphasis as appropriate
- Bold or italicized font may be used but is not required
- Spreadsheet or table format is acceptable where appropriate (e.g., timelines and matrices) but not mandatory

FEMA will not review or consider for funding any application that does not conform to the above specifications.

B. Required Application Contents

Applicants must present the contents of the application using the following arrangement.

Applications must not include any classified information and should not include any Law Enforcement Sensitive information.

FEMA will not consider any letters of endorsement or support submitted separately from an application. If statements of endorsement or support testimony are provided, they must be included in the Project Narrative.

Project Narrative			
Section	Requirement	Response	Possible Points
Background	<ol style="list-style-type: none"> 1. Identify the primary applicant applying for the program and the Points of Contact (POC) for this project, including the following: <ul style="list-style-type: none"> ○ Name of primary applicant ○ Name and title of the lead POC ○ POC's full mailing address ○ POC's telephone number ○ POC's email address 2. Name and title of the single authorizing official, or AOR, for the organization (e.g., the individual authorized to sign agrant award) <ul style="list-style-type: none"> ○ Authorizing official's full mailing address ○ Authorizing official's telephone number ○ Authorizing official's email address 3. Names of any additional entity(ies) participating in the project. 4. Provide a list of all states and counties that will either be directly involved in the project or will otherwise be supported by the project. 	Does not count toward the total page count limitation.	N/A
Need	<ol style="list-style-type: none"> 1. Select one or more core capability focus area (in addition to Housing, Community Resilience and Long-Term Vulnerability Reduction) addressed by the project. 2. Provide or complete a capability assessment for Housing, Community Resilience, Long-Term Vulnerability Reduction, and the selected core capability focus area(s). 3. Describe the applicant's existing capability levels for the core capability focus areas. 4. Describe the current capability gap/need identified to build within the core capability focus areas. 5. Explain the inequities, risk factors, and needs of disadvantaged communities within the region (relevant to disaster preparedness) who will benefit from the project. 	Three (3) pages maximum	0-20
Project Design	<ol style="list-style-type: none"> 1. Describe the proposed activities of the project, including any planning, organization, training and/or exercises. 2. Describe why/how this project is the best approach to build upon current capabilities. 3. Describe how the project was selected and designed to maximize positive impacts to disadvantaged 	Seven (7) pages maximum	0-35

Project Narrative			
Section	Requirement	Response	Possible Points
	<p>communities.</p> <ol style="list-style-type: none"> 4. List the disadvantaged communities that will be involved in the project and/or will benefit from the project. 5. Provide a breakdown of roles and contributions between each of the project partners. If no additional partners are participating, please explain why. 6. Explain how the partnerships will ensure the project meets regional needs, including the needs of disadvantaged communities, and explain the anticipated outcomes of the partnerships. 7. For States and Territories Only: Provide a written, signed statement explaining the statewide or multi-state impact of the proposed investment and attesting to the advance coordination and support of at least one of the 100 most populous MSAs within the state/territory. 8. Local Governments Only: Provide a written statement certifying that the applicant’s chief executive (e.g., mayor, city manager, or county executive) and, as applicable, the chief executive of the first principal city of the MSA, supports the application as the local government’s single application. 9. Describe the overall project plan, timeline and milestones that are critical to the success of the project and associated dates. 		
Impact	<ol style="list-style-type: none"> 1. Complete the performance measures this project is expected to achieve based on the applicable guidance included in the Core Capability Development Sheets. 2. Complete an estimated capability assessment for the core capability focus areas AFTER completion of the project. 3. Describe how core capabilities will be improved/built after the completion of this project. 4. Explain how the project will clearly benefit the identified disadvantaged communities. 5. Describe the project’s anticipated impact on the affected communities in both qualitative and quantitative terms. 6. Provide an estimated percentage of the project’s overall benefit to disadvantaged communities and explain how that figure was calculated. 7. Explain how the proposed project will advance the goal of equity in regional emergency management. 8. Describe how the findings or deliverables from the proposed project can be scaled, replicated, or otherwise 	Three (3) pages maximum	0-25

Project Narrative			
Section	Requirement	Response	Possible Points
	benefit national preparedness.		
Budget	<ol style="list-style-type: none"> 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). <ol style="list-style-type: none"> a. Please include total project dollars in the detailed budget worksheet, including alternate funding sources, match, or cost share agreements. 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. 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 (2) pages maximum	0-20
	4.		

Appendix D: Budget Detail Worksheet and Budget Narrative Template

The Budget Detail Worksheet Template may be used as a guide to assist applicants in the preparation of their Budget Detail Worksheet and Budget Narrative. **Applicants may submit the Budget Detail Worksheet and Budget Narrative using this template or in the format of their choosing (plain sheets, spreadsheets, independently created forms, or a variation of this form).** However, applicants must provide all the requested information identified in the general instructions for the worksheet and budget narrative, as well as the instructions for each section, and categorize it by activity and allowable cost.

The purpose of the Budget Narrative is to provide a detailed description of the budget found in the SF-424A and the Budget Detail Worksheet. The budget narrative must include a detailed discussion of how RCPGP funds will be used. The Budget Narrative should 1) justify the need for each line item and the cost estimates; 2) explain how costs relate to the programmatic goals of the project(s); and 3) supplement other budget information provided on the Budget Worksheet. For the Cost Share, applicants must include a detailed description of the source of the cost share/matching funds. If funds or services are to be provided by a third party for in-kind match, a dated letter of commitment is required to document the donation.

General Instructions

- Populate the tables to identify and itemize the costs to implement the proposed project.
- List and describe all activities and associated costs required to implement the project.
- Funds must be aligned to allowable cost categories in the Application for Federal Assistance [SF-424a form](#) and those cost categories which are allowable in the FY 2023 RCPGP (e.g., personnel, fringe benefits, travel, supplies, contractual, other direct costs and indirect costs) within each of the four Solution Areas: (1) Planning, (2) Organization, (3) Training, and (4) Exercises.
- **Equipment, construction, renovation, maintenance and sustainment costs are not allowed** for FY 2023 RCPGP funding.
- The Budget Narrative should include a description and justification of costs for each item and should align with the Budget portion of the Project Narrative. A budget narrative should be completed for each cost category of the budget.

Cost categories and definitions are listed below:

Personnel: List each position with a brief description of the duties and responsibilities (no personnel names), as well as the salary computation for staff. If a Cost-of-Living Adjustment increase and/or merit pay increase in salary will be provided for the position, include those costs in calculations for personnel and the associated fringe benefits on the applicable Budget Detail Worksheet and the Budget Narrative.

Fringe Benefits: List the computation for fringe benefits for each of the personnel listed in the budget worksheet. Estimated rates for fringe are allowable but provide the basis for that estimation in the budget narrative (e.g., average percent fringe paid for most employees within the agency). If not using an estimate, list fringe benefit and the associated costs for each employee that will be paid by RCPGP funding (e.g., Social Security/FICA, Unemployment Compensation, Medicare, Retirement, Health Insurance, Life Insurance, etc.). Also, in cases where fringe benefits costs are included in an indirect cost rate agreement, the fringe benefits cannot also be charged as a direct cost for reimbursement.

Travel: Specify the mileage, per diem, estimated number of trips in-state and out-of-state, number of travelers, and other costs for each type of travel for staff. Travel may be integral to the purpose of the proposed project (e.g., management, monitoring and/or oversight of grant award and/or subrecipients) or related to propose project activities (e.g., attendance at training or meetings related to management of the RCPGP award). Travel costs identified in this section are for employees of the applicant/recipient only. For travel costs related to staff training,

include as many details as possible about each proposed training cost, including the name of the training course(s), training provider, personnel who will attend the training, proposed dates (estimates are accepted), etc. Travel category costs do not include 1) costs for travel of consultants, contractors, consortia members, or other partner organizations, which are included in the “Contractual” category; or 2) travel costs for employees of subrecipient agencies (those should be included in the Contractual category, if applicable).

Supplies: Include all tangible personal property other than those described in the definition of “equipment” as defined by 2 C.F.R. § 200.1. Supplies are also defined in 2 C.F.R. § 200.1. The budget detail should identify categories of supplies to be procured for RCPGP purposes only (e.g., for gap analysis only) and the calculation of those costs (e.g., based on monthly rates or based on an average of previous years’ similar costs). Non-tangible goods and services associated with supplies, such as printing service, photocopy services, and rental costs should be included in the “Other” category. Provide the basis for calculation of supplies including the Line-Item Name and list supplies in the Budget Narrative in the same order as listed on the Budget Detail Worksheet.

Contractual: Identify each proposed contract related to RCPGP purposes only and specify its purpose and estimated cost. Contractual/consultant services are those services to be carried out by an individual or organization (do not include company or individual names in budget narrative), other than the applicant, in the form of a procurement relationship. Leased or rented goods (equipment or supplies) for RCPGP purposes should be included in the “Other” category. The applicant should list the proposed contract activities along with a brief description of the scope of RCPGP work or services to be provided and proposed duration. Include the basis for the calculation of contractual services costs (e.g., contractor training instructor speaking fee, contractor travel costs and contractor instructional materials).

Other: This category should include only those types of direct costs that do not fit in any of the other budget categories and are related to RCPGP purposes only. Include a description of each cost by Line-Item Name and in the same order as listed on the applicable Detailed Budget. Include the basis for calculation of the costs. Examples of costs for RCPGP purposes that may be in this category include the following: insurance, rental/lease of equipment or supplies, equipment service or maintenance contracts, printing or photocopying rental, etc.

Indirect Costs: If indirect charges are budgeted, indicate the approved rate and base (the cost categories for which this indirect cost percentage rate will be applied.) Indirect costs are those incurred by the recipient for a common or joint purpose that benefit more than one cost objective or project and are not readily assignable to specific cost objectives or projects as a direct cost. Not all applicants are required to have a current negotiated indirect cost rate agreement. Those that are required to have a negotiated indirect cost rate (e.g., fixed, predetermined, final, or provision) must submit their negotiated indirect cost agreement at the time of application. Applicants that are not required by 2 C.F.R. Part 200 to have a negotiated indirect cost rate agreement but are required to develop an indirect cost rate proposal must provide a copy of their proposal at the time of application. Applicants who do not have a current negotiated indirect cost rate agreement (including a provisional rate) and wish to charge

Budget Detail Worksheet									
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Organization Total:	\$	\$	\$	\$	\$	\$	\$	\$	\$
Training Activities									
Name/Description	C o s t s								
	Personnel	Fringe	Contractual	Travel	Conferences	Supplies	Other	Indirect	Total
	\$	\$	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Training Total:	\$	\$	\$	\$	\$	\$	\$	\$	\$
Exercises Activities									
Name/Description	C o s t s								
	Personnel	Fringe	Contractual	Travel	Conferences	Supplies	Other	Indirect	Total
	\$	\$	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Exercises Total:	\$	\$	\$	\$	\$	\$	\$	\$	\$
Total Project Costs									
Personnel	Fringe Benefits	Contractual	Travel	Conferences	Supplies	Other	Indirect	Total	
\$	\$	\$	\$	\$	\$	\$	\$	\$	

The following program-specific forms or information for FY 2023 RCPGP applications are required to be submitted in ND Grants:

- *For States and Territories Only:* A written, signed statement explaining the statewide or multi-state impact of the proposed investment and attesting to the advance coordination

and support of at least one of the 100 most populous MSAs within the state or territory.
Applications submitted without the required evidence of support from the applicable MSA will be deemed ineligible.

- *For Local Governments Only:* A written, signed statement certifying that the applicant's chief executive (e.g., mayor, city manager, or county executive) and, as applicable, the chief executive of the first principal city of the MSA, supports the application as the local government's single application being submitted for consideration by FEMA. FEMA reserves the right to exclude multiple applications submitted from the same jurisdiction or to exclude multiple applications from multiple jurisdictions located within the same MSA.
- *All Applicants:*
 - Names of all entities partnering on the project, including but not limited to states, territories, local or tribal governments, nonprofit organizations, and other non-government entities, including those partnering as subrecipients. Partner entities can extend beyond the boundaries of the state/territory or MSA and can be located in other states/territories or MSAs, for the purposes of regional collaboration.
 - Letters of support from partner entities or a written, signed statement certifying the involvement and support of all partner entities that will participate in the proposed project and, if applicable, information on the relationship between the applicant and partnering entities, e.g., existing letters of cooperation/support or administrative agreements, such as a signed Memorandum of Understanding.

The involvement of regional preparedness partners is critical to the success of this program. Therefore, DHS/FEMA will take necessary actions to verify the accuracy of written statements that are submitted to satisfy the requirements outlined above. Applications found to contain false or inaccurate information will be rejected. In addition, FEMA will conduct post-award monitoring activities to verify that RCPGP-funded projects are carried out in accordance with the terms and conditions of the award, to include verifying the involvement of committed partner entities as indicated in the application. Failure to comply the terms and conditions of the award is addressed in the Actions to Address Noncompliance section of this funding notice.