



## PROJECT NARRATIVE

for the

## HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP) GRANT



Applicant: \_\_\_\_\_

Project Title: \_\_\_\_\_

Narrative:

# Instructions for completing the Project Narrative

## Include the following required elements:

**(1) Planning Needs Assessment.** Describe the current capacity and any areas of deficiency as it concerns hazardous materials emergency preparedness planning. Address any needs for building capacity. Include: (i) An assessment of the current abilities and authorities of the applicant's program for preparedness planning; (ii) A discussion of whether the applicant knows, or intends to assess, transportation flow patterns of hazardous materials within the applicant's jurisdiction and between the applicant's jurisdiction and another jurisdiction; and (iii) The current degree of participation in, or intention to assess, the need for a regional HazMat response team.

**(2) Planning Activities.** Describe the proposed activities to be undertaken during the period of performance. Explain how the proposed grant activities will increase program effectiveness and address gaps identified in the needs assessment.

**(3) Outputs and Objectives.** Include measurable outputs and objectives related to hazardous materials planning to be accomplished during the grant's period of performance.

**(4) Planning Activity Timeline.** Provide an overview of the schedule for implementing the proposed activities in the upcoming project period. Detailed benchmarks and milestones are to be listed on the Work Schedule and Deliverables Form.

**(5) Monitoring and Evaluation.** Provide a description of the monitoring and evaluation activities that will be conducted to ensure that the grant activities are successfully carried out according the planning activity timeline. Include an explanation of quality control measures and a description of the project management oversight, including but not limited to plans, strategies, or practices to be used reach the project objectives.