



CONNECTICUT Policy and Management

Criminal Justice Policy and Planning

Program Narrative

Project and Applying Entity Information

Applying Entity Name:

Project Title:

Federal Award:

Project Period

To

Is the purpose of some or all the activities to be carried out under the subaward to benefit individuals under 18 years of age?

If so, review Office of Justice Programs (OJP) guidelines regarding [the determination of suitability to interact with participating minors](#), and attach your entity's response.

Will these funds be passed-through to a secondary entity to complete some or all project activities listed in the narrative below?

If so, you are required to provide us with a passthrough narrative, budget, and all contractual or written agreements.

Is Equipment being purchased?

Equipment is defined as tangible personal property (including information technology systems) having a useful life of more than 1 year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000.

Are Supplies being purchased?

Supplies are tangible personal property that have a per-unit price of less than \$5,000. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Entity's capitalization threshold (Only if Equipment or Supplies are being requested):

Project and Applying Entity Narrative Information

(1) Project Summary (Provide a concise comprehensive overview of the entire project and its key details.)

(2) Project Justification (Provide a needs statement that includes details on the location and target population that will be impacted by the project. If underserved individuals will be impacted please provide specific details.)

(3) Project Partners (Provide a list of the parties that will be assisting in the project, including personnel. Provide the roles and responsibilities of each project participant.)

(4) Contractual & Consulting (If contracting or consulting with another party, please include details on their role in the project.)

(5) Deliverables (Please provide a list of all deliverables that will be part of the project.)

(6) Anticipated Outcome (Please provide the performance measures that will be used to track the outcome of the project.)

(7) Timeline (Please provide a summary timeline that details the anticipated date that the above activities and deliverables will be complete.)