



## SECTION 3 – PROJECT NARRATIVE

Agency Name: \_\_\_\_\_

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

### I. Executive Summary:

Summarize the project in one or two paragraphs.

**This project reflects the following AHSO priority (Choose ONE):**

- |   |  |
|---|--|
| <input type="checkbox"/> Impaired Driving Countermeasures                                       | <input type="checkbox"/> Other Areas Including:        |
| <input type="checkbox"/> Occupant Protection  | <input type="checkbox"/> Teen Drivers                  |
| <input type="checkbox"/> Police and Traffic Services / Speed and Aggressive Driving Enforcement | <input type="checkbox"/> Older Drivers                 |
| <input type="checkbox"/> Motorcycle Safety Education  | <input type="checkbox"/> Distracted Driving            |
| <input type="checkbox"/> Traffic Records Data System Improvement                                | <input type="checkbox"/> Pedestrian and Bicycle Safety |

**This project is listed in the:**

- |  |   |
|--|---|
| <input type="checkbox"/> Alaska Strategic Traffic Safety Plan  | <input type="checkbox"/> Alaska Impaired Driving Assessment |
| <input type="checkbox"/> Alaska Traffic Records Assessment     | <input type="checkbox"/> Other Federally Recognized Plan:   |
| <input type="checkbox"/> Alaska Traffic Records Strategic Plan | _____   |



## **II. Problem Identification:**

Describe the problem and justify the project with a minimum of three years of the most recent national, state, regional, and/or local statistics. Always state the source(s) of the data. If data is not recent, state the reason you are using it. Attach graphs, tables, and/or charts to your application when relevant.



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### III. Goals, Objectives, Performance Measures:

- A. Goals must describe the anticipated overall outcomes of the project.
- B. Objectives must describe the tasks to reach each goal.
- C. Timeline must include a projected start and end date for each task.
- D. Performance Measures must be clear, quantitative, measureable, and achievable within the scope of this project. They **MUST** have a starting baseline against which progress or success can be demonstrated. Performance Measures must be tracked on a quarterly basis throughout the life of the grant. Traffic Records improvement applicants **MUST** follow the examples of NHTSA’s Recommended Performance Measures in the [Model Performance Measures for State Traffic Records Systems](#). Number all Performance Measures.

**Example:**

Goal	Objective	Timeline	Performance Measure
1) Provide Car Seat Checks	1.1) Conduct community car seat safety checks at the Alaska Sales and Service fitting Station at least once/month	10/1/12 – 9/30/13	1) Increase the number of families trained in the proper installation of car seats at fitting stations from 292 in FFY11 to 306 in FFY12.
	1.2) Provide info on MSSCA website and in car seat program brochure for parents to schedule appts for seat checks	10/1/12 – 9/30/13	

**\*NOTES ON PERFORMANCE MEASURES:** Performance measures **MUST** be directly impacted through this project. Do not use a Performance Measure that this project cannot control. For example, a Performance Measure such as *“Reduce the statewide traffic fatalities from XX in FFY11 to XX in FFY12”* is very broad and relies on many factors which may influence the outcome. Projects are much more likely to achieve success if given a narrower scope that is attainable through this project alone.

Create Performance Measures that will easily track whether or not the tasks you are proposing to do are actually successful during the life of the grant.

**Performance Measure Quarterly Breakdown:** Applicant’s must breakdown their Performance Measures into quarterly goals. These goals will be tracked against the actual figures. **ONLY put data into these tables; no letters or symbols.** List each Performance Measure separately.

**Example of how to fill in the Performance Measure data tables:**

Performance Measure = *“Increase the number of widgets from 20 in FFY 2012 to 45 in 2013”*

**Performance Measure 1:**

	Starting Baseline	Oct – Dec	Jan – Mar	Apr – Jun	Jul - Sep
<b>Goal</b>	20	27	33	39	45

You are starting with 20 and you want to reach 45 at the end of the fourth Quarter. Enter 20 as your baseline since this is where you are starting. Enter 45 for your Fourth Quarter since this is where you want to end up. Figure out how much you want to increase or decrease in the First through Third Quarters to reach your desired Fourth Quarter Goal.



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Goal	Objective	Timeline	Performance Measure



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<b>Goal</b>	<b>Objective</b>	<b>Timeline</b>	<b>Performance Measure</b>



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<b>Goal</b>	<b>Objective</b>	<b>Timeline</b>	<b>Performance Measure</b>



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<b>Goal</b>	<b>Objective</b>	<b>Timeline</b>	<b>Performance Measure</b>



**Performance Measure 1:**

	Starting Baseline	Oct – Dec	Jan – Mar	Apr – Jun	Jul - Sep
Goal					

**Performance Measure 2:**

	Starting Baseline	Oct – Dec	Jan – Mar	Apr – Jun	Jul - Sep
Goal					

**Performance Measure 3:**

	Starting Baseline	Oct – Dec	Jan – Mar	Apr – Jun	Jul - Sep
Goal					

**Performance Measure 4:**

	Starting Baseline	Oct – Dec	Jan – Mar	Apr – Jun	Jul - Sep
Goal					

**Performance Measure 5:**

	Starting Baseline	Oct – Dec	Jan – Mar	Apr – Jun	Jul - Sep
Goal					

**Performance Measure 6:**

	Starting Baseline	Oct – Dec	Jan – Mar	Apr – Jun	Jul - Sep
Goal					

**Performance Measure 7:**

	Starting Baseline	Oct – Dec	Jan – Mar	Apr – Jun	Jul - Sep
Goal					



**Performance Measure 8:**

	Starting Baseline	Oct – Dec	Jan – Mar	Apr – Jun	Jul - Sep
Goal					

**Performance Measure 9:**

	Starting Baseline	Oct – Dec	Jan – Mar	Apr – Jun	Jul - Sep
Goal					

**Performance Measure 10:**

	Starting Baseline	Oct – Dec	Jan – Mar	Apr – Jun	Jul - Sep
Goal					

**Performance Measure 11:**

	Starting Baseline	Oct – Dec	Jan – Mar	Apr – Jun	Jul - Sep
Goal					

**Performance Measure 12:**

	Starting Baseline	Oct – Dec	Jan – Mar	Apr – Jun	Jul - Sep
Goal					

**Performance Measure 13:**

	Starting Baseline	Oct – Dec	Jan – Mar	Apr – Jun	Jul - Sep
Goal					

**Performance Measure 14:**

	Starting Baseline	Oct – Dec	Jan – Mar	Apr – Jun	Jul - Sep
Goal					



**Performance Measure 15:**

	Starting Baseline	Oct – Dec	Jan – Mar	Apr – Jun	Jul - Sep
Goal					

**Performance Measure 16:**

	Starting Baseline	Oct – Dec	Jan – Mar	Apr – Jun	Jul - Sep
Goal					

**Performance Measure 17:**

	Starting Baseline	Oct – Dec	Jan – Mar	Apr – Jun	Jul - Sep
Goal					

**Performance Measure 18:**

	Starting Baseline	Oct – Dec	Jan – Mar	Apr – Jun	Jul - Sep
Goal					

**Performance Measure 19:**

	Starting Baseline	Oct – Dec	Jan – Mar	Apr – Jun	Jul - Sep
Goal					

**Performance Measure 20:**

	Starting Baseline	Oct – Dec	Jan – Mar	Apr – Jun	Jul - Sep
Goal					



#### **IV. Previous AHSO Funding**

If this project has received previous funding from the Alaska Highway Safety Office, state each Goal, Objective, and Performance measure. State the results of each performance measure, and whether the performance measure achieved measureable progress. If no AHSO funding, write “Not Applicable” in this space.

All Previous AHSO funding for all years combined:      \$ \_\_\_\_\_

Number of Years of previous AHSO funding:                      \_\_\_\_\_



## **V. Future Funding Plan:**

If project is to be continued past this grant cycle, projects must demonstrate self sufficiency after initial AHSO funding is complete.



## **VI. Risk Management:**

An appropriate management strategy must exist for risk factors such as complexity, untested technology, lack of resources, dependencies on other projects/tasks out of the control of the project manager.



## VII. Implementation Plan

List Each Task Separately, and Corresponding to the Goals and Objectives under III above. Place an "X" in the appropriate column/row to the right of each task.		1st Quarter			2nd Quarter			3rd Quarter			4th Quarter		
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1	S												
	C												
2	S												
	C												
3	S												
	C												
4	S												
	C												
5	S												
	C												
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11	S												
	C												
12	S												
	C												
13	S												
	C												
14	S												
	C												
15	S												
	C												
S – Projected to Start		C – Projected to be Completed											



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List Each Task Separately, and Corresponding to the Goals and Objectives under III above. Place an "X" in the appropriate column/row to the right of each task.		1st Quarter			2nd Quarter			3rd Quarter			4th Quarter		
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
16	S												
	C												
17	S												
	C												
18	S												
	C												
19	S												
	C												
20	S												
	C												
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27	S												
	C												
28	S												
	C												
29	S												
	C												
30	S												
	C												
S – Projected to Start		C – Projected to be Completed											



## **VIII. Project Management:**

List the managers, staff, and/or contractors who will be working on the project, and their duties, experience and qualifications relative to this project. If a position or contract is not yet filled, list the incumbent qualifications for which a person or contractor will be sought. Briefly describe the tasks for which each person or contractor will be responsible on this project.



## **IX. Attachments**

The following must be attached to this application:

1. Agency Organizational Chart and/or Board of Directors for Non-Profits
2. Letters of Community or Collaborating Agency Support or Recommendation
3. If requesting Indirect Costs, a current letter from your cognizant Federal Agency stating your approved Indirect Cost rate.

The following are optional to be attached to this application:

1. Data Charts, tables, and/or graphs