



**Bureau of
Justice Statistics**

CONSOLIDATED NATIONAL CRIMINAL HISTORY IMPROVEMENT PROGRAM (CNCHIP)

CNCHIP PROPOSAL NARRATIVE INSTRUCTIONS

**Read the instructions carefully
before beginning Section C:
PROJECT DESIGN AND
IMPLEMENTATION**

Instructions for Completing

Section C: Project Design and Implementation

(For Use With the CNCHIP Proposal Narrative Template)

1. Purpose of Section C

Section C is where you will describe every project you want funded under this application. This section helps BJS understand the purpose, activities, costs, and expected outcomes of each project. You will complete these fields for Project 1 and then repeat them for Project 2, Project 3, and any additional projects.

2. Project 1: Administrative Costs Only

Project 1 is reserved for **administrative costs**. Use this project to list:

- Personnel
- Fringe Benefits
- Travel (administrative only)
- Supplies (such as paper, toner, folders, pens, and other office items)
- Other Costs (such as subscriptions, training, or conference fees)
- Indirect Costs

Exception:

Equipment that is used directly by personnel to perform administrative or program-related duties may be included in Project 1. This may include, but is not limited to, items such as computers, monitors, keyboards, mice, or similar workstation items needed for staff to carry out their responsibilities.

Program equipment (such as Livescans, scanners, servers, or system upgrades) must not be included in Project 1.

3. Entering Additional Projects (Project 2, Project 3, etc.)

After completing Project 1, you may list additional projects as needed. Each project must:

- Address a specific activity or set of related activities
- Contain its own budget
- Support the goals of this NOFO
- Improve the quality, completeness, or availability of criminal history or related records

Do not place unrelated activities into the same project.

4. Required Components for Each Project

Each project must include the following:

Project Title

Provide a clear, descriptive title.

Description of Project To Be Funded

Explain the purpose of the project and the improvements it will support.

Project Activities

List the specific activities that CNCHIP funds will support.

Project Timeline

Provide a timeline in list form covering all activities.

Project Quantitative Measures

Describe how you will measure progress or improvements.

Project Budget Summary

List all project costs by category and year.

*****Important Budget Note*****

In the past, some applicants duplicated their entire award or application budget into every project.

This is not permitted.

Each project must include only the costs for that specific project.

The combined total of all project budgets should equal the total amount requested for the entire application.

5. Grouping Similar Work Into One Project

Group similar work under the same project. For example, if you plan to deploy multiple Livescan units in different locations, list all Livescan activities under **one project**. Do not create separate projects for each location.

6. Livescan RFP Requirements

For Livescan projects:

- Provide information on the local agencies to receive livescans, the # of livescans the agency will receive, and the number of records/fingerprints they produce monthly/yearly.
- If the number is not known, describe the RFP or vendor selection process that will be used to determine installation sites.

7. Continuation Projects and Previous Funding Sources

If a project continues work funded under a previous award, select “Yes” in the continuation field and specify the prior funding source:

- NCHIP
- NCHIP-SF
- NARIP

Include grant award numbers when possible.

8. Funding Source Recommendations

You may recommend which funding source (NCHIP, NCHIP-SF, or NARIP) you believe the project aligns with. Your recommendation will be reviewed, but the final decision will be made by the BJS and will be funded under the program and funding source that BJS determines is appropriate.

9. Selecting the Project Area of Focus

Each project must identify its Project Area of Focus using the categories listed in the template.

The template allows the applicant to select multiple items within each Area of Focus category. The maximums allowed per category are:

- Automation and Completeness of Criminal History Records - up to 5
- Full Participation in NICS - up to 4
- Full Participation in the Interstate Identification Index (III) - up to 3
- Automation and Reporting of Relevant Juvenile Records - up to 3
- Record Sealing and Expungement - up to 2

Only select items that clearly match your project. Do not select all items unless all truly apply.

Important:

Use terminology that matches the Areas of Focus listed in the template.

Do not use your state's internal naming conventions. State-specific terms may delay review while BJS interprets your meaning.

10. Vendor Quotes and Cost Support Requirements

Vendor quotes are required when estimating costs for:

- Equipment purchases
- Procurement contracts
- IT or system-related services
- Livescan or AFIS devices
- Software, licenses, or system upgrades
- Any cost requiring vendor pricing

If your project includes **subawards**, your subawardees must also provide vendor quotes for their costs.

Vendor quotes explain how you calculated your estimated costs and confirm the costs are reasonable. Missing vendor quotes may result in delays or requests for correction.

11. Budget Documentation Requirements

Budget documentation must match the **Project Budget Summary** table. For each line item:

- List quantity, unit cost, and total cost
- Describe how the cost was calculated
- Ensure costs appear only in the correct project
- Attach vendor quotes as needed
- Do not list lump-sum amounts
- Do not group all supplies under one line

Every project must have a complete, accurate, and well-supported budget.

12. Using the Additional Attachments Section

Use the Additional Attachments section to upload:

- Vendor quotes
- RFP or bidding documents
- Subaward budgets
- Procurement contract budgets
- Spreadsheets or documents that explain costs
- Charts, tables, or supplemental materials
- Any additional documents referenced in Section C

Label attachments clearly so reviewers can match them to the correct project.

13. Avoiding Duplication Between Projects

Do not repeat the same activity or cost across multiple projects.

Each project must contain:

- Unique activities
- A separate and accurate budget
- A clear purpose and scope

This prevents double-counting and avoids delays during budget review.

14. Subawards and Procurement Contract Requirements

If your project includes **Subawards** or **Procurement Contracts**, you must:

- Describe each subrecipient or contractor
- Include their budget details
- Upload any supporting attachments such as Excel files or Word documents explaining cost breakdowns
- Ensure all costs are reasonable and tied to project activities
- Require subawardees to submit vendor quotes when needed

Subawardees must follow the same documentation standards as the applicant.

15. Character Limits and Narrative Expectations

Each narrative field in Section C has a character limit. Your narrative should:

- Be clear and complete
- Be easy for the general public to understand
- Avoid unnecessary wording or technical language
- Describe the project in a direct and concise manner

Write simply, describe only what is necessary, and focus on helping reviewers quickly understand your project.

16. Common Errors to Avoid

Avoid the following:

- Not providing vendor quotes
- Duplicating the full award budget across multiple projects
- Grouping supplies under a single large amount
- Selecting every Area of Focus item
- Mixing administrative and program costs
- Using state-specific labels instead of CNCHIP terminology
- Leaving fields blank
- Providing timelines that do not match the project activities

Avoiding these errors helps ensure timely review.

17. Guidance on Selecting a Clear Project Title

Your project title should:

- Use language that matches the Areas of Focus
- Be short and descriptive
- Clearly reflect the work being funded
- Avoid state-specific naming conventions that may be unclear to BJS

Examples:

- “Livescan Deployment and Arrest Submission Improvement Project”
- “Disposition Backlog Research and Record Update Initiative”
- “Juvenile Mental Health Reporting Automation Project”

A clear title helps BJS reviewers understand your project quickly and accurately.