**This Program Narrative should be completed by Category 1 applicants. Please keep the questions and other formatting in their original form.**

**Statement of the Problem: Need for New Trauma Recovery Center**

1. Provide a description of the problem that demonstrates the need for the proposed program. This should include a description of the: a) demographics of the population of the area(s) the proposed program will serve, b) the types of crime victims your hospital trauma center serves, specifically highlighting those that will be served through the proposed program, c) service needs of the population that will be served, and d) why existing services are unable to meet these needs.

**Project Implementation**

Please complete the table by placing an “X” in the month(s) during which each activity is projected to take place. Identify the position responsible for guiding that activity.

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| Suggested TRC Work Plan Grid & Timeline |
| Coordination Activity | Planning M1 | Planning M2 | Planning M3 | Planning M4 |
| Coordination Group. |  |  |  |  |
| Outcomes: Recruit and convene coordination group. Establish structure and workplan for the group. Meet regularly to review implementation plan, process, and outcomes.Person responsible for coordination group:  |
| Assessment Tools |  |  |  |  |
| Outcomes: Finalize assessment tools for the program, such as screening tools and client assessments.Person responsible for tools:  |
| Protocol Development |  |  |  |  |
| Outcomes: Clear protocols for the program, including but not limited to assessment, service delivery, collaboration with community agencies and internal policies and practices.Person responsible for protocol development:  |
| Database & Reporting |  |  |  |  |
| Outcomes: Establish guidelines for the usage of a program database and reporting requirements of the grantees to ICJIA.Person responsible for reporting:  |
| Hire & Train Staff |  |  |  |  |
| Outcomes: Hire all necessary staff. Complete staff trainings in evidence-based practices or therapy modalities needed for comprehensive service delivery.Person responsible for implementation:  |

1. Beyond the activities noted in the table above, describe the additional coordination activities necessary to prepare your organization for implementation. This should include a description of the additional activities, why these activities are necessary, when these activities will be completed, and the individuals responsible for these activities.
2. List the TRC Coordination Group members, affiliation, proposed meeting schedule, and how the group will inform the coordination and implementation of the program. Applicants should include signed letter of commitments for Coordination Group members outside of your organization and additional community agencies that you plan to work with closely.

**Proposed Program**

The following questions are intended to understand the proposed program. This section of the program narrative should walk through the program from client identification and engagement through case closure, highlighting how the TRC core elements outlined in the NOFO are incorporated in the proposed program design.

Applicants may propose to serve adults, minors, or both populations who are victims of crime. Applicants should clearly identify the clients they are working with and describe their qualifications to serve the population their program seeks to serve.

1. **Clients.** Describe the clients that the proposed program will serve, specifying the types of violent crime victims that would most benefit from the proposed program and the demographic information for them. In your response, please state whether the proposed program will serve adults, minors or both, and project the number of clients to be served during the grant period, explaining and justifying this projection.
2. **Assertive outreach and engagement with underserved populations.** Explain how your program will conduct outreach activities and provide services to adult and/or minor victims identified above. In your response, highlight how these activities will extend beyond the hospital setting to meet clients where is most convenient for the client to engage in services. This includes:
	1. The recruitment strategy that will be used by your program to identify potential clients, including method, language(s), and anticipated referral sources.
	2. The client eligibility screening, intake, and assessment processes.
	3. The victim compensation information and assistance provided.
	4. The specific efforts that will be made to ensure those clients who represent underserved or marginalize are engaged.
	5. The staff position(s) that will carry out items a-c, including supervisory, and coordinator staff where appropriate.
3. **Comprehensive mental health and support services.** Describe the mental health and support services that will be offered to victims, incorporating how these services are comprehensive, structured, and evidence-informed. This includes:
	1. The evidence-based trauma informed treatment modalities your proposed program will utilize.
	2. Services that TRC staff will not have expertise in and potential agencies that your proposed program will collaborate with to address these gaps (where appropriate). Applicants should include a letter of commitment for all anticipated referral agencies.
	3. The staff that will carry out items a-b including supervisory, and coordinator staff where appropriate.
4. **Coordinated care tailored to individual needs.** Explain how clinical case management will be implemented in the TRC and describe the composition, purposes, and processes of the multidisciplinary team. Please be sure to describe the staff that will carry out this work, including supervisory, and management staff where appropriate, and how the staff will coordinate their activities to meet a client’s needs. Additionally, include a description of how cases will be coordinated with referral agencies.

**Capabilities and Competencies**

1. The applicant must demonstrate that it has the expertise and organizational capacity to successfully carryout the TRC model. Applicants must address the following:
2. Any previous or current experience providing direct service to victims of crime. Your response should highlight any experience providing services the population the proposed program seeks to serve.
3. Any previous or current experience providing mental health services to victims of crime that the proposed program seeks to serve.
4. A list of personnel positions responsible for managing and implementing the proposed program and their respective qualifications, including but not limited to experience, education, licensure, and relevant training and certification. If staff have yet to be hired, the applicant must speak to the qualifications and training expected of individuals to be hired in these positions.
5. The staff positions competencies in working with diverse groups and persons.
6. Describe the program’s capacity to collect data and engage in project evaluation.
7. For those areas that may require staff training, identify the training needed, how that training is necessary for program success, who will attend that training, when that training will be completed, and who will provide that training.
8. How the applicant utilizes volunteers.
9. Describe fiscal experience and capacity to manage grants. Include all funding sources that support victim service and/or mental health programming. Include the number, amount, purpose of relevant grants and length of funding.
10. If a public agency includes a currently operational program or existing staff in this application, explain how proposed activities will supplement—not supplant—current program activities and staff positions.

**Trauma Informed Care**

1. Applicants should describe the model of trauma informed care (e.g., SAMHSA’s Six Key Principles of a Trauma-Informed Approach, Sandra Bloom’s Sanctuary Model) to be adopted and how the principles of this model are integrated into the program’s structure and service delivery (e.g., practices, policies, training, staff care—including attending to the vicarious trauma needs of staff and volunteers).

(See NOFO for substance of additional questions in this section)

1. Describe the steps that will be taken to ensure that the program’s space will be experienced as safe, welcoming, warm, and culturally appropriate.

**Goals, Objectives and Performance Metrics**

The following table depicts objectives linked to performance indicators that show progress toward the goal of establishing a new TRC. Complete the table by entering ambitious yet realistic numbers that are anticipated to be reached ***during the initial period of performance***(ending June 30, 2020)for each objective based on your proposed program.

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| Goal: To develop a trauma recovery center that will meet the needs of victims of violent crime in underserved communities with high levels of violence.   |
| Objective  | Performance Measure |
| TRAININGS  |
| # \_\_\_\_ of staff trained | # of staff trainedPlease list the types of training provided and to which staff members |
| TRC COORDINATION AND IMPLEMENTATION GROUP MEETINGS |
| # \_\_\_\_ of meetings held | # of Coordination Group meetings held (minimum requirements include presiding over coordination period and quarterly during program operation.) |
| MULTIDISCIPLINARY STAFF MEETINGS  |
| # \_\_\_of multidisciplinary staff meetings scheduled. | # of MDT staff group meetings held.Please submit attendance sheets from these meetings. |
| PROTOCOL DEVELOPMENT  |
| # \_\_\_\_ of protocols developed | # of protocols developed. Please submit complete set of protocols. |

Funded programs will be required to submit quarterly reports on the following objectives and must identify the number of clients they aim to serve. Because it is not anticipated that a new TRC will serve clients during the Period of Performance for this grant, please estimate performance indicators for the first full year of operations following the development/early implementation period*.* Applicants may list additional support service objectives for the program. Objectives should estimate the number of clients that will receive each of the listed services. When reporting program accomplishments in quarterly reports, the number of times staff provide a service for each objective should equal or exceed the number of clients receiving that service.

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| Goal: To provide comprehensive advocacy and mental health services to victims of violent crime.   |
| Objective  | Performance Measure |
| *OUTREACH ACTIVITIES*  |
| # \_\_\_\_ outreach meetings held with community organizations to provide information about TRC program and services. | # of meetings held with community organizations to provide information about TRC program and services.# of community organizations provided with information about TRC program and services. |
| # \_\_\_\_ public awareness events to provide information about TRC program and services to the community. | # public awareness events to provide information about TRC program and services to the community.# of community residents provided with information about TRC program and services. |
| # \_\_\_\_ clients that will be contacted through individual outreach and informed about TRC program and services. | # of clients provided information about the TRC program and services.# of times staff provided information about the TRC programs and services. |
| *INFORMATION & REFERRAL*  |
| # \_\_\_\_ clients will receive information about the criminal justice process.  | # of clients provided information about the criminal justice process.# of times staff provided information about the criminal justice process. |
| # \_\_\_\_ clients will receive information about victim rights, how to obtain notifications, etc.  | # of clients provided information about victim rights, how to obtain notifications, etc.# of times staff provided information about victim rights, how to obtain notifications, etc. |
| # \_\_\_\_ clients will receive referrals to other victim service providers. |  # of clients provided with referrals to other victim service providers.Please list the agencies to which you referred. # of times staff provided referrals to other victim service providers. |
| # \_\_\_\_ clients will receive referrals to other services, supports, and resources (includes legal, medical, faith-based organizations, etc.) | # \_\_\_\_ clients provided with referrals to other services, supports, and resources.# of times staff provided referrals to other services, supports, and resources. |
| *PERSONAL ADVOCACY/ACCOMPANIMENT*  |
| #\_\_\_\_ clients will receive individual advocacy (e.g., assistance applying for public benefits). | # of clients provided individual advocacy (e.g., assistance applying for public benefits).# of times staff provided individual advocacy (e.g., assistance applying for public benefits). |
| #\_\_\_\_ clients will receive victim advocacy/accompaniment to emergency medical care. | # of clients provided victim advocacy/accompaniment to emergency medical care.# of times staff provided victim advocacy/accompaniment to emergency medical care. |
| #\_\_\_\_ clients will receive victim advocacy/accompaniment to medical forensic exam. | # of clients provided victim advocacy/accompaniment to medical forensic exam.# of times staff provided victim advocacy/accompaniment to medical forensic exam. |
| #\_\_\_\_ clients will receive law enforcement interview advocacy/accompaniment. | # of clients provided law enforcement interview advocacy/accompaniment.# of times staff provided law enforcement interview advocacy/accompaniment. |
| #\_\_\_\_ clients will receive assistance filing for victim compensation. | # of clients provided assistance filing for victim compensation.# of times staff provided assistance filing for victim compensation. |
| #\_\_\_\_ clients will receive immigration assistance (e.g., special visas, continued presence application, and other immigration relief). | # of clients provided immigration assistance.# of times staff provided immigration assistance. |
| #\_\_\_\_\_ clients will receive assistance intervening with an employer, creditor, landlord, or academic institution. | # of clients provided with assistance intervening with an employer, creditor, landlord, or academic institution.# of times staff provided assistance intervening with an employer, creditor, landlord, or academic institution. |
| #\_\_\_\_ clients will receive child or dependent care assistance. | # of clients provided with child or dependent care assistance.# of times staff provided child or dependent care assistance. |
| #\_\_\_\_ clients will receive transportation assistance. | # of clients provided with transportation assistance.# of times staff provided transportation assistance. |
| #\_\_\_\_\_ clients will receive interpreter services. | # of clients provided with interpreter services. # of times staff provided interpreter services. |
| # \_\_\_\_ clients will receive employment assistance (e.g., help creating a resume or completing a job application). | # of clients provided with employment assistance (e.g., help creating a resume or completing a job application).# of times staff provided employment assistance (e.g., help creating a resume or completing a job application). |
| # \_\_\_\_ clients will receive education assistance (e.g., help completing a GED or college application). | # clients provided with education assistance (e.g., help completing a GED or college application).# of times staff provided education assistance (e.g., help completing a GED or college application). |
| # \_\_\_\_ clients will receive economic assistance (e.g., help creating a budget, repairing credit, providing financial education). | # of clients provided with economic assistance (e.g., help creating a budget, repairing credit, providing financial education).# of times staff provided economic assistance (e.g., help creating a budget, repairing credit, providing financial education). |
| *EMOTIONAL SUPPORT OR SAFETY SERVICES*  |
| # \_\_\_\_\_ clients provided with counseling, case management, or therapy services in a non-program location (e.g. homes, libraries, parks). | # of clients provided with counseling, case management, or therapy services in a non-program location.# of sessions provided by staff in a non-program location. |
| # \_\_\_\_\_ clients will receive crisis intervention. | # of clients provided with crisis intervention.# of crisis intervention sessions provided by staff. |
| #\_\_\_\_\_\_clients will receive individual counseling (Non-crisis counseling or follow-up either in-person or over the phone (or via email, facebook, etc.). | # of clients provided with individual counseling.# of individual counseling sessions provided by staff. |
| # \_\_\_\_\_ clients will receive therapy.  | # of clients provided with therapy.# of therapy sessions provided by staff. |
| # \_\_\_\_\_ clients will receive group support. | # of clients provided group support.# of group support sessions provided by staff. |
| # \_\_\_\_\_ clients will receive emergency financial assistance.  | # of clients provided with emergency financial assistance.# of times staff provided emergency financial assistance. |
| *SHELTER/HOUSING SERVICES*  |
| #\_\_\_\_\_ clients will receive relocation assistance. | # of clients provided with relocation assistance.# of times staff provided relocation assistance. |
| # \_\_\_ clients will receive housing advocacy, or help with implementing a plan for obtaining housing (e.g., accompanying client to apply for Section 8 housing) | # of clients provided with receive housing advocacy, or help with implementing a plan for obtaining housing (e.g., accompanying client to apply for Section 8 housing)# of times staff provided assistance with receive housing advocacy, or help with implementing a plan for obtaining housing (e.g., accompanying client to apply for Section 8 housing) |
| *CRIMINAL/CIVIL JUSTICE SYSTEM ASSISTANCE* |
| # \_\_\_\_ clients will receive criminal advocacy/accompaniment. | # of clients provided criminal advocacy/accompaniment.# of times staff provided criminal advocacy/accompaniment. |
| # \_\_\_\_ clients will receive civil advocacy/accompaniment (includes victim advocate assisting with orders of protection). | # of clients provided civil advocacy/accompaniment.# of times staff provided civil advocacy/accompaniment. |