**PROGRAM NARRATIVE**

**(Maximum of 15 pages, Times New Roman 12-point font, single spaced)**

Please add your narrative under each question. Do not delete the questions.

**1. Summary of the Program (max 10 points)**

**A. Describe the proposed program design & list the culturally specific populations that your program will serve. If you are also including raising public awareness of victim services for culturally specific populations, be sure to add the public awareness activities you propose to undertake that will promote the proposed services to clients.**

**2. Statement of the Problem (max 30 points)**

**A. State the issues that the proposed program is designed to address. Describe strengths and challenges of the population to be served.**

**B. Describe your agency’s history and expertise in the providing culturally specific services to victims of domestic violence, sexual assault, stalking or human trafficking.**

**C. Describe your agency’s fiscal experience and capacity to manage grants. Include total staff dedicated to all victim services at your organization and all funding sources that support victim service programming.**

**D. Who will oversee implementation of this funding opportunity? What is the agency’s staffing plan for the program? Include titles, duties, primary qualifications and any mandatory training of staff.**

**E. Describe your agency’s plan for program sustainability once this funding opportunity has ended and include specific activities that address sustainability.**

**3. Project Implementation (max 20 points)**

**A.** **Please complete the implementation schedule below**. **Create reasonable steps for project development and operation and include the agencies and staff positions responsible for each step. Use job titles, such as, “advocate” and “counselor.” Do not use personal names.**

Example task, staff responsible and date task will be completed are included in italics below**.**

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| Task | Staff Position Responsible | Date Task will be Completed |
| *Hire new program coordinator* | *HR Manager* | *April 1, 2020* |
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| Submit quarterly data report to ICJIA |  | 15th of the month following the end of the quarter |
| Submit quarterly fiscal reports to ICJIA |  | 15th of the month following the end of the quarter |

**4. Goals, objectives and Performance Indicator (max 20 points)**

**A. The following table depicts objectives linked to performance indicators that show progress toward the proposed program goal. Applicants should complete the table below for Goal 1 (providing direct services) OR Goal 2 (training) by describing proposed process objectives, outcome objectives, and performance measures that align with proposed program activities. Applicants proposing to use funds for both purposes should complete BOTH tables.**

**Objectives should estimate the number of clients that will receive each of the listed services in order to produce meaningful, tangible changes in clients' lives. Funded programs will be required to submit quarterly progress reports that will minimally include the following information based on the objectives the applicant agencies propose in their response to this solicitation.**

**For each goal selected, applicants should include a minimum of five (5) process objectives and a minimum of two (2) outcome objectives. Process objectives describe the activities/services/strategies that will be delivered as part of implementing the program. Outcome objectives specify the intended effect of the program in the target population or result of a program. The outcome objective focuses on what your target population(s) will know or will be able to do as a result of your program. Applicant should include as many objectives as necessary to comprehensively measure program implementation and performance. Objectives should define a benchmark/milestone that can realistically be completed within the grant period, is specific and measurable, and plausibly linked to the goal and proposed strategies. All objectives should have a corresponding performance measure to determine the extent which each objective is achieved.**

**If the applicant proposes to use funding from this opportunity to raise public awareness of victim services among culturally specific populations, applicant should also include at least one process objective for this activity in addition to that described below**.

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| **Goal 1:** Provide culturally specific services to victims of domestic violence, sexual assault, stalking, or human trafficking.  Example: objectives and performance measures are included in italics below. Applicants may use the examples and/or enter their own objectives. Insert more rows if necessary. | |
| **Process Objectives (5 minimum)** | **Performance Measures** |
| *Provide culturally specific services to [# of victims] of limited English proficiency.* | * *Number of victims of limited English proficiency who received culturally specific services.* |
| *Provide immigration advocacy to [# of victims].* | * *Number of victims who received immigration advocacy services.* |
| *Provide language/translation/interpretation services to [# of victims].* | * *Number of victims who received language/translation/interpretation services.* |
| *Provide culturally specific counseling services to [# of victims].* | * *Number of victims who received culturally specific counseling services.* |
| *Provide transportation to [# of victims].* | * *Number of victims who received transportation.* |
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| **Outcome Objectives (2 minimum)** | **Performance Measures** |
| *[X percent] of victims served will know more ways to plan for their safety.* | * *Percent of victims served who report knowing more ways to plan for their safety.* |
| *[X percent] of victims served will know more about community resources.* | * *Percent of victims served who report knowing more about community resources.* |
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| --- | --- |
| **Goal 2:** Strengthen responses to victims of culturally specific groups by providing training to professionals of mainstream/traditional victim service, social service, legal/justice system, health care, or other community partners about culturally specific responses to domestic violence, sexual assault, stalking, or human trafficking. | |
| **Process Objectives (5 minimum)** | **Performance Measures** |
| *Provide [# of trainings] to professionals from [organization type or discipline] about cultural diversity and oppression and culturally specific responses to victims.* | * *Number of training sessions held.* |
| *Train [# of people] from [organization type or discipline] about cultural diversity and oppression and culturally specific responses to victims.* | * *Number of people trained.* |
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| **Outcome Objectives** | **Performance Measures** |
| *[# of training attendees] will have increased knowledge about cultural diversity and oppression.* | * *Number of people trained.* * *Number of training attendees demonstrating increased knowledge about cultural diversity and oppression.* |
| *[# of training attendees] will have increased knowledge about culturally specific responses to victims.* | * *Number of people trained.* * *Number of training attendees demonstrating increased knowledge about culturally specific responses to victims.* |
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