**PROGRAM NARRATIVE**

**Double spaces, Times New Roman 12-point font**

**Instructions:** Please complete each individual field as directed. **Do not delete any question or content from this document**. Before initiating your application, gather data to assist with your problem statement and performance measures.

**Applicant Specialization** (check one):

Domestic Violence

Sexual Assault

**Summary:** Provide a summary of each agency’s history providing services to victims of domestic violence, sexual assault, dating violence, or stalking, its capacity and qualifications to implement the proposed project, and its role within the community(ies) being served.

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**Statement of the Problem and Needs Assessment:** This section should clearly identify the problem and support the stated issues with relevant data to justify the request for the programs, services, or activities being proposed.

**The following items must be addressed in your response:**

1. Applicant must describe the need, nature, and extent of domestic violence, sexual assault, dating violence, or stalking within the proposed community, region and/or population to be served. At a minimum, responses should include the number of victims served or are seeking services from applicant, incidents responded to and/or investigated, and/or cases prosecuted by the applicant within the last twelve months.
2. **Target Population:** Describe the intended target population using demographic and other data where possible.
3. **Statistics:** Statement should be supported with up to date statistical or other factual information/data or relevant literature. The sources or methods used for assessing the problem should also be identified and described.

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**Program Description:** This section should address both the scope and intent of the program, strategy, or activity, and how it will address the problem and needs previously identified:

**The following items must be addressed in your responses:**

1. Types of services and/or activities to be provided by the proposed project and the role of each funded partner.
2. Any risk or protective factors that will be addressed.
3. A detailed description of applicant/or project’s collaboration with victim services, law enforcement, prosecution, and courts/probation that reflect a coordinated approach in addressing domestic violence, sexual assault, dating violence, or stalking. Include thorough detail of what extent court services and probation partners will be involved; providing emphasis on the importance of training for these partners as to increase their knowledge about impacts of victimization/secondary victimization on victims. Please include the names of the collaborating agencies or partners.
4. A detailed description of how the MDT will expedite and enhance victim services.
5. Any issues identified among partners and provide the efforts to address those issues and outcomes of those efforts.

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**Staff Information:** Report the total number of planned staff to be funded by the STOP Program subgrantee during the upcoming program year (01/01/19 – 12/31/19). Report staff by the function(s) to be performed, not by title or location. Include employees who will be part-time and/or only partially funded with these subgrant funds as well as consultants/contractors. Include employees who will be funded with any required grant match. Please describe the process for assigning cases to staff in effort to keep caseloads manageable.

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| **STAFF** | **# of positions** | **Total FTE (s)** |
| Administrator (fiscal manager, executive director) |  |  |
| Attorney (does not include prosecutor) |  |  |
| Counselor |  |  |
| Court personnel |  |  |
| Information technology staff |  |  |
| Investigator (prosecution-based) |  |  |
| Law enforcement officer |  |  |
| Legal advocate (does not include attorney or paralegal) |  |  |
| Paralegal |  |  |
| Probation officer/offender monitor |  |  |
| Program coordinator (*mandatory*) (training coordinator, volunteer coordinator, hotline coordinator, victim services coordinator) |  |  |
| Prosecutor |  |  |
| Sexual assault nurse examiner/sexual assault forensic examiner (SAFE/SANE) |  |  |
| Support staff (administrative assistant, bookkeeper, accountant) |  |  |
| Trainer |  |  |
| Translator/interpreter |  |  |
| Victim advocate (non-governmental, includes domestic violence, sexual assault, and dual) |  |  |
| Victim assistant (governmental, includes victim-witness specialist/coordinator) |  |  |
| Other (specify): Data Research Analyst |  |  |
| **TOTAL** |  |  |

**Deliverables/Milestones:** List all services, work product, data, items to be created, performed, or provided and/or important events that must occur at specific points throughout the term of the program to effectively achieve goals for program implementation that are realistic, detailed and thorough. The implementation schedule is a planning tool and will be used to measure the program’s progress. Strict adherence to it will be expected unless ICJIA approves a revision of the schedule:

Add additional rows as needed:

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| **Activity** | **Month Started** | **Month Completed** | **Personnel Responsible** | **Frequency** |
| *Examples:*  Hold MDT Case review mtgs | January | December | MDT staff & participants | Monthly |
| Refer SA & DV cases to victim services staff | January | December | Law enforcement staff | Daily, weekly, etc |
| ICJIA required reporting: fiscal and data reports |  | April 15th  July 15th  October 15th  January 15th |  | Quarterly |
| ICJIA required FINAL program Closeout materials |  | January 31, 2020 |  | Yearly |

**Contact Information:** All notices required or desired shall be sent to the addresses listed below.

Name:

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

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Goal, Objectives, and Performance Measures**

The program goal encompassing all aspects of the MDT will be as follows:

*To maintain or expand, a program that provides specialized criminal justice and victim service personnel in the areas of domestic violence or sexual assault through a multidisciplinary team (MDT) response for more coordinated, expedited delivery of victim services and improved efficiency of the criminal justice process.*

Additionally, applicants must identify process and outcome objectives linked to this goal and collect corresponding performance measures that demonstrate progress toward each objective. Process objectives aim to ensure the program is being implemented as intended and activities are completed as planned, e.g. hold monthly case review meetings, conduct safety planning with 100 victims, etc. Outcome objectives describe resulting change from program implementation, e.g. a greater percentage of victims will receive services, more cases referred will be accepted for prosecution.

Applicants must identify a minimum of sixteen (16) process objectives, twelve (12) of which are listed in the table of mandatory objectives below. Applicants must also identify at least four (4) outcome objectives, two (2) of which are listed in the table below. While the mandatory objectives in the table may be revised to more specifically reflect applicant’s strategy, e.g. naming specific types of victim services, the objective’s focus must not change.

For the additional objectives, applicants must select at least four (4) more process objectives – one for each key partner (law enforcement, prosecution, victim services, and court/probation); and at least two (2) additional outcome objectives involving any one or combination of the key partners. Suggested objectives are listed in Attachment 2b. Applicants may select objectives directly from this guide, a variation thereof, or develop other objectives. Most importantly, applicants should include as many objectives as necessary to align with the proposed program strategy, ensure all objectives have specific benchmarks, and that each is plausibly linked to the program goal.

**Mandatory Objectives and Performance Measures**

Role key:

Law enforcement Victim Services

Prosecution Courts/Probation

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| **Role(s)** | **Mandatory Process Objectives** | **Performance Measures** |
|  | Key partners will regularly convene and attend \_\_#\_\_ Steering Committee meeting(s) each quarter. | * Number of SC meetings held * Number of SC meetings attended by each key partner |
|  | Key partners will regularly convene and attend \_\_#\_\_ case review meetings each quarter. | * Number of case review meetings held * Number of case review meetings attended by each key partner |
|  | 100% of key partner staff will be specially trained regarding domestic violence (DV) / sexual assault (SA). | * Number of key partner staff specially trained regarding DV or SA. |
|  | Key partner staff will attend \_\_#\_\_ professional and/or multidisciplinary trainings regarding DV/SA each (*insert time period*). | * Number of staff who participated in trainings * Number of trainings attended by staff |
|  | Key partner staff will review protocol each (*insert time period*) for proper implementation and outcomes, and refine to address problems. | * Number of meetings in which protocol or protocol aspects were reviewed * Number of refinements made to protocol |
|  | \_\_\_\_% of key partner frontline staff will be trained about the protocol for responding to domestic violence/sexual assault. | * Number of key partner frontline staff * Number of frontline staff trained about protocol |
|  | Provide 100% of victims reporting to law enforcement with victim service referrals. | * Number of victims reporting to law enforcement * Number of victims provided with referrals |
|  | Investigate \_\_\_\_% of DV/SA cases. | * Number of cases opened * Number of cases investigated |
|  | Provide direct services to \_\_\_% of victims requesting services. | * Number of victims who requested services * Number of victims who received direct services |
|  | Review 100% of cases referred for prosecution. | * Number of cases referred for prosecution * Number of cases reviewed |
|  | Accept \_\_\_% of cases referred for prosecution. | * Number of cases reviewed for prosecution * Number of cases accepted for prosecution |
|  | Specialized probation officers will provide supervision for 100% of DV/SA offenders. | * Number of DV/SA offenders * Number of DV/SA offenders supervised |
| Include minimally **four (4) additional** **process** objectives and performance measures, at least one for each of the four key partners: 1) law enforcement; 2) prosecution; 3) victim services; and 4) courts/probation. Selected programs will be required to report progress on process objectives **quarterly**. | | |
| **Role(s)** | **Additional Process Objectives** (add 4 min.) | * **Performance Measures** |
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|  | Insert as many rows necessary here to add process objectives with roles and performance measures. |  |

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| **Role(s)** | **Mandatory Outcome Objectives** | **Performance Measures** |
|  | Key partner staff will continue to increase specialization regarding domestic violence/sexual assault. | * Number of staff reporting increased knowledge following trainings (surveys) |
|  | Key partner frontline staff will increase knowledge about the approved protocol for responding to DV/SA. | * Number of staff reporting increased knowledge following trainings (surveys) |
| Include minimally **two (2)** **additional outcome** objectives and performance measures that involve any one or combination of four key partners. Selected programs will be required to report progress on outcome objectives **annually**. | | |
| **Role(s)** | **Additional Outcome Objectives** (add 2 min.) | * **Performance Measures** |
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|  | Insert as many rows necessary here to add outcome objectives with roles and performance measures. |  |

Selected programs will be required to report progress on process objectives quarterly and outcome objectives annually. ICJIA can offer technical assistance to programs developing surveys or other tools for assessing progress toward selected objectives.

**Project Management and Sustainability:**

Describe a plan for coordination and supervision of the project activities.

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Please describe how project success will be measured, detailing how and when data will be collected and reported.

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The maximum length of funding available under the NOFO is 36 months. Please discuss how program data will be used to sustain the program when federal funding ends.

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