**PROGRAM NARRATIVE**

(Maximum of 20 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 –** Summarize the proposed program design including the services to be provided to victims of human sex trafficking.

**2. Statement of the Problem**

## Please list the count(ies) to be served by your program. If applicant is proposing a program to serve a portion of a county, please specify those municipalities and/or neighborhoods.

1. Describe the need for human sex trafficking services in your service area. Use quantitative and/or anecdotal data that demonstrates this need.

## Describe strengths and challenges of the community to be served. Challenges are essential and must be related to the problem described above.

**3. Agency Capacity & Experience**

## Describe your agency’s history and expertise with providing services to victims of sexual violence. Include quantitative (e.g. years of service; number of clients served last year) and qualitative (e.g. description of services provided; client case summaries) descriptions.

1. Describe your agency’s history and expertise with providing services to victims of human sex trafficking. If your agency does not have demonstrable experience in serving human sex trafficking, propose a plan to ensure funded staff will receive training in serving victims of human sex trafficking.
2. Describe your agency’s fiscal experience and capacity to manage grants.

**4. Proposed Program**

1. Describe the applicant’s understanding of the needs of those who have experienced human sex trafficking and how the program is designed to address these needs. Also describe how the four required and any additional services will be offered.
2. After reviewing “Trauma and Trauma Informed Care” in *Attachment 1*, describe how the proposed program will incorporate each key principle of trauma informed services. Also describe how the proposed services implement victim centered approaches and work to empower clients.
3. List the types of assistance your proposed program will not be able to provide and to whom clients with such needs will be referred. Also describe local and other resources available for clients.
4. Describe collaborative partners, any history of collaboration, and each partner’s role in your proposed program. Applicants must include Letters of Commitment from each collaborative partner describing their specific role in your proposed program. Attach all Letters of Commitment to the grant application. Letters submitted separately from the application will not be accepted.
5. Describe how the proposed program will be survivor-informed, including how program design, policies, and practices will incorporate input from individuals who have experienced human sex trafficking.
6. Explain how the applicant will build capacity to serve victims of human sex trafficking. This explanation should include at least one capacity building example.

## Describe activities that will promote and direct potential clients to the proposed services. Project the number of clients to be served during the grant period. Explain and justify this projection.

**5. Staffing Plan**

1. Who will oversee implementation of this proposed program?
2. What qualifications and training will be required of staff? Describe how the applicant will ensure that all staff working with clients receive the required training.
3. Describe all staff positions assigned to the proposed program. Include name of position, roles and responsibilities, and reporting and supervision structure.
4. Report the total number of full-time equivalent (FTE) staff to be funded by the program during the grant period in the table below. FTE is the ratio of the staff person’s total number of funded hours during a period (part-time, full-time and contracted hours) by the number of hours in the average full-time work week.

Report staff by the function(s) performed, not by title or location. Also report staff who are part-time and/or only partially funded with these funds and any consultants/ contractors.

All activities provided by the following staff must be fully explained in the budget narrative.

|  |  |  |
| --- | --- | --- |
| PROGRAM-FUNDED STAFF | # of positions | Total FTE |
| Administrator (fiscal manager, executive director) |  |  |
| Support Staff (administrative assistant, accountant) |  |  |
| Direct Service Staff (case manager, counselor, advocate) |  |  |
| Other (specify): |  |  |
| Other (specify): |  |  |
| TOTAL |  |  |

**6. Program Implementation Schedule:** Please complete the following Implementation Schedule. Include steps for project development and operation and staff positions responsible for each step. Use job titles, such as “advocate” and “counselor.” Do not use personal names. Examples are included in italics below**.**

|  |  |  |
| --- | --- | --- |
| **Task** | **Staff Position Responsible** | **Date Task will be Completed** |
| *Hire new program coordinator* | *HR Manager* | *April 1, 2020* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 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 |

**7. Goals, Objectives, and Performance Indicators**

The table below lists objectives linked to performance indicators showing progress toward the goal of enhancing and expanding services to victims of sexual assault and human sex trafficking. Applicants should complete the table in their Program Narrative by developing objectives and performance measures that align with proposed program activities. Applicants should include as many objectives as necessary to comprehensively assess program implementation and performance. Objectives should define a benchmark/milestone that can realistically be completed within the grant period, are specific and measurable, and that are 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.

Process objectives describe the activities/services/strategies that will be delivered with program implementation. Applicants should include at least four (4) process objectives (for each the required services) plus one (1) more process objective for each additional service offered. Funded programs will be required to report **quarterly** process performance indicator data to ICJIA.

Outcome objectives specify the intended effect of the program in the target population or result of a program. Outcome objectives focus on what changes you hope to see in your target population(s) as a result of your program. Applicants should include at least one outcome objective of their choosing. Some examples of outcome objectives are below. Applicants may use one of the examples OR develop their own outcome objective(s). Funded programs will be required to report **annual** outcome performance indicator data to ICJIA.

|  |  |
| --- | --- |
| **Goal:** Expand and enhance effective, victim-centered, trauma-informed services for victims of human sex trafficking. | |
| **Process Objectives** | **Performance Measures** |
| Process objectives (4 minimum) – Process objectives describe intended activities/services/strategies that will be delivered with program implementation. Applicants should include the four listed below plus additional objectives for each additional service offered. | |
| **Required Services** | |
| Provide (\_#\_) victims with crisis intervention. | * Number of victims who received crisis intervention. |
| Provide (\_#\_) victims with safety planning. | * Number of victims who received safety planning. |
| Provide (\_#\_) victims with case management. | * Number of victims who received case management. |
| Provide (\_#\_) victims with referrals to external supports and services. | * Number of victims who received referrals to external supports and services. |
| **Other (Optional) Services – Use additional rows below to include similar process objectives for each service to be offered.** | |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Outcome Objectives** | **Performance Measures** |
| * Outcome objectives (1 minimum) – Outcome objectives are changes you hope to see in your target population(s) as a result of services. Applicants may use one of the examples OR develop their own. | |
| *Example 1: (\_# or %\_) of victims served will report that most of their needs were addressed with services.* | * *(\_# or %\_) of victims served reporting most of their needs were addressed with services.* |
| *Example 2: (\_# or %\_) of victims served will know more about community resources.* | * *(\_# or %\_) of victims served will know more about community resources.* |
|  |  |
|  |  |