**Victims of Crime Act Transitional Housing Program**

**PROGRAM NARRATIVE**

**NOFO # 1745-1001**

Program narrative must be submitted via AmpliFund. This document is for reference only. Applicants are highly encouraged to review the questions and complete a response on a separate document, then log into AmpliFund and “copy & paste” the response in the appropriate section.

The AmpliFund system times out after 20 minutes of inactivity. Clicking “save and continue” is encouraged as you begin completion of information in AmpliFund.

**Summary of the Program – 5 Points**

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| 1. Provide a clear and comprehensive summary of the proposed program and identify what type of transitional housing will be provided (e.g., scattered site, congregate, family units, etc.)? |
| **Response**: |

**Statement of Problem– 20 Points**

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| 1. Community and Housing Needs - Describe the local and county-level characteristics and geographics of the proposed community to be served. Include what specific housing challenges or gaps exist for the population to be served. |
| **Response**: |

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| 2. Program Strategies - How will the program address the needs of clients who face multiple barriers simultaneously (e.g., mental health, substance use, legal issues)? Include how any past initiatives or programs attempted to address this problem, and what were the outcomes. |
| **Response**: |

**Project Implementation – 15 Points**

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| 1. Program History - How long has your organization been providing housing or victim services?  Describe your agency’s fiscal experience and ability to manage grants. Include all funding sources that support victim service programming and quantitative (e.g., years of service; number of clients served last year) and qualitative (e.g., description of services provided; client case summaries) descriptions.  \*(If applicant does not have a history of providing victim services, please explain how the applicant will build capacity to provide them.) |
| **Response**: |

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| 2. Evaluation, and Sustainability - Explain how you track program success, measure outcomes, and make improvements. Include details for sustaining the transitional housing program after the grant period ends. |
| **Response**: |

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| 3. Complete implementation plan. Directions in Amplifund documents. |
| **Response**: |

**Project Management – 30 Points**

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| 1. Program Details - Describe how the program will operate, including victim screening and eligibility criteria, details of the housing stock (units, types, locations, accessibility), and how housing safety and code compliance will be ensured |
| **Response**: |

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| 2. Partnership info - Describe all collaborative partners involved in the proposed transitional housing program: victim service agencies, landlords, housing advocates, etc. |
| **Response**: |

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| 3. Staffing Plan - Describe your proposed staffing plan for the transitional housing program, including key staff positions, their responsibilities, and any specialized training in trauma-informed care, victim rights, confidentiality, and safety planning. |
| **Response**: |

**Performance Metrics – 20 Points**

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.

Applicants should create a program specific objective and performance measure for each proposed program activity. **Note the first three objectives are mandatory.** Following are additional objectives for other proposed program activities. Rows may be added for any service/activity not described below.

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| **Goal**: To provide victims of crime and their children with pathways to safe, permanent housing, respond to their emotional and physical needs, and to increase self-sufficiency through individualized trauma-informed services. | |
| **Mandatory Objectives** | |
| **Objective** | **Performance Measure** |
| Serve #      clients in the transitional housing program this year. | Number of clients served in program. |
| Case manager will meet #      times each quarter with each client/family enrolled in transitional housing. | Number of clients/families enrolled in program.  Number of meetings held. |
| #      clients will exit the transitional housing this year into safe, longer-term housing. | Number of clients who exited the program.  Number of clients who exited the program AND moved into safe, longer-term housing |
| **Additional Objectives:** Createan objective for each service below that aligns with your proposed program activities. Exclude any service below does not align with your proposed program. Rows may be added to accommodate services/activities not described below. | |
| #      clients will receive individual counseling. | # of clients provided with individual counseling. |
| #      clients will receive group support. | # of clients provided with group support. |
| #      clients will receive child or dependent care assistance. | # of clients provided with child or dependent care assistance. |
| #      clients will receive transportation assistance. | # of clients provided with transportation 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 housing advocacy or help with implementing a plan for obtaining housing (e.g., accompanying client to apply for Section 8 housing). |
| #      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). |
| #      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). |
| #      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). |
| #      clients will receive life skills assistance (e.g., teaching fundamental skills to improve daily living or enhance independence). | # of clients provided with life skills assistance (e.g., teaching fundamental skills to improve daily living or enhance independence). |
| #      of clients will receive therapy.  #      of therapy sessions will be provided by staff. | # of clients provided with therapy.  # of therapy sessions provided by staff. |
| Staff will engage in public awareness activities (e.g., development and distribution of print and online material, presentations, etc. to raise awareness of victim rights and services). | # \_\_\_ of hours staff engaged in public awareness activities (e.g., development and distribution of print and online material, presentations, etc. to raise awareness of victim rights and services). |

**Budget and Budget Detail – 10 Points**

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| 1. Provide budget items which are appropriate and reasonable for suggested program. |
| **Response**: |

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| 2. Narrative is complete for all line items, clearly detailing how the applicant arrived at and calculated the budget amounts. |
| **Response**: |