Name of Program
Program Contact Person: (Person responsible for program)
Program Address (Actual site of program if different than main address)

City, State, Zip

Telephone: 
Fax: 
Program Contact's E-Mail: 
Program Description

Program Summary/Scope of Work (up to 500 words) The program summary should provide a comprehensive overview of the program. Be sure to include who receives the service, who delivers the services, what are the services, how are the services delivered, where are services delivered, when are services delivered, and why the services are needed within 500 words. The remaining questions in the program narrative form are where you must provide complete details about the proposed program.

In the box to the right: Identify the level of service the proposed program provides.
Prevention refers to activities that avert a problem from arising in the first place. Early intervention refers to stopping or ending a problem which exists but is in an early stage of development. (This definition does not relate to the age of a child.) Intervention is the act of intervening or interceding with the intent of ending the problem or controlling it to prevent long-term damage or disability.

1. How long has the program been in existence?

2. Discuss program accomplishments from the last two years or since the program was created if your program is less than two years. Use outcome data to provide details of success. If this is a new service, provide outcome data from other similar services with the same target population. Please demonstrate the capacity of your organization to provide the new service.
3. Provide a timeline for implementation.

4. 

Target Population

1. Describe the target population served by this program (including demographics, location, and supporting data). List your criteria and/or eligibility guidelines used for serving this target population.

2. Describe your outreach efforts to reach Montgomery County’s most vulnerable residents.

3. Describe the individual client assessment/intake process used to determine individual client needs, including when and how the assessment(s) will be administered.

4. What steps are taken when you determine clients should receive additional or different services than those proposed.

Statement of Need

1. Explain why the community needs this program. Include data that supports the need for the program. Use evidence that includes levels of need. Please include any changes (within your agency or observed within the community) in service availability in recent years.

2. Identify any barriers faced by the client group(s) you serve. Provide evidence to support these statements.
PART 3 - Collaboration

1. How and with whom will the organization collaborate on this particular program? Please describe the roles each organization plays in the collaboration. If the role is a referral relationship please describe any direct linkage activities between staff from this and other programs in the community.

2. How does your program complement or differentiate itself from similar programs?

3. Describe how you communicate and share information with other programs who serve your target population.

Part 4 - Evaluation

1. Identify how customer satisfaction will be evaluated including what tools will be used.

2. Program Goals and Benefits: What are the major goals of this program and what are the benefits (outcomes) for the clients?