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 Number
Fax Number
Program Contact's E-Mail:
Part 1 Description of the Program: Please answer all questions completely. The summary description will be used as the program's scope of work should this program be funded.

Priority Goal Alignment: All funded programs are required to implement strategies and measure a minimum of one Goal under one Community Priority. Community Priorities and Priority Goals can be found on page(s) 8-17 of the Combined Funding Application. Programs may choose to implement and measure services under additional Priority Goals under the same or different Community Priorities IF these services align and are necessary to the success of the Project's target population identified by the Lead Agency of the Project. If this program will implement additional strategies and measure additional goals within the scope of the project please identify these by completing the 2nd and 3rd Priority Goal drop down menus. Remember each goal identified in this area must be included in the Outcome Measurement area of this proposal to be measured as described on page(s) 8-17 of the Combined Funding Application.

What is the Primary Goal this program will address and measure within the scope of the project?
Will this program implement strategies and measure a second goal as a part of the project?
Will this program implement and measure a third goal as a part of the project?
Program Summary/Scope of Work:

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.
ACTIVITIES

1. Describe the community need your program will address. Provide data that demonstrates the need for this program. Be sure to identify barriers faced by the target population that keep them from achieving the long term benefit. Include current demographics and data trends for a complete description.

2. Activities and Strategies: Describe the services/activities this program will deliver as part of the overall project.
   A. Explain how the program operates including the frequency, average duration, location of services, and how services are differentiated based on client needs. (between grade levels, unemployed/underemployed, etc.)

   B. How does your program incorporate a client-centered and culturally competent perspective (e.g. has defined policy practices, staff trainings, etc.)?

   C. Identify and cite the evidence-based strategy(ies) this program will utilize. If the strategy is not listed in the Combined Funding Application, describe the strategy and cite the evidence based research proving successful results. See Section 1D of the Combined Funding Application for criteria regarding evidence-based strategies.

   D. Is this strategy prevention or intervention? See definitions on page 32 of the Combined Funding Application if necessary.
E. Please describe how your agency's experience and evidence based program design make you well equipped to achieve the identified outcome(s).

F. How does this program contribute to the success of the Project?

G. If this is an existing program, what is new or different about it as it begins to operate as a part of a project(s)?

3. Please explain the positive changes that will occur in the community as a result of this program's activities and client success?

TARGET POPULATION

1. Describe the target population served by this program. (economically, geographically, demographically, etc)

A. How is the target population identified and recruited? Describe your outreach techniques used to attract clients (including referral networks, client engagement, advertising, etc.).
B. Describe how the program will incorporate intentional outreach activities that address equity and work to eliminate disparities and concentrated poverty barriers faced by this target population.

C. List your criteria and/or eligibility guidelines used for serving this target population.

D. Describe the individual client assessment/intake process, used to determine individual client needs, including when and how the assessment(s) will be administered. Include the name of the assessment and indicate whether it is evidence-based.

E. Describe the criteria used to determine when clients should receive additional or different services than those proposed. What is your plan to connect clients to other Project collaborators or other referrals as necessary?

COLLABORATION

1. Describe how your program's mutually reinforcing activities contribute to the overall project's success.

A. Describe your plan to share data and communicate other critical information with your project partners.
EVALUATION

A. How will this program assess and implement continuous quality improvement practices? How will you use data to make improvements to this program?

B. Describe the Outcome Benefits that your clients will achieve as a result of participating in this program.

C. Describe any barriers faced by the target population that keep them from achieving the long term benefit.

D. Identify how and when customer satisfaction will be evaluated including the tools used. Identify the evaluation tool to be used and if the tool has proven validity within an evidence based program design.