|  |
| --- |
| Does your organization fully understand and is aware of their role and responsibilities as subgrantee? |
| Does your organization understand that lesser awarded amounts must be prorated among all collaborative partners? |

**Exhibit A**

**Statement of Need**

|  |
| --- |
| What community domestic violence or gun violence needs will be addressed by this program?  |
| Response:  |

**Program Design**

|  |
| --- |
| Describe your agency’s proposed activities, role, and responsibilities within the collaborative partnership and how they will address issues identified in your Statement of Need.  |
| Response:  |

|  |
| --- |
| Explain how your proposed program activities will coincide with proposed services to be provided by others in the collaborative and how they will serve needs of the community. |
| Response:  |

|  |
| --- |
| Describe how the proposed activities reflect and promote the values of diversity, equity, and inclusion.  |
| Response:  |

|  |
| --- |
| Describe how the proposed activities reflect and promote the value of restorative justice.  |
| Response:  |

**Staffing**

|  |
| --- |
| List and describe all staff positions assigned to the proposed program, including roles and responsibilities. Include name of position, funding type (funded, non-funded, interns, or volunteer), program job duties, required experience, reporting, and supervision structure. |
| Response:  |

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| --- |
| Describe how staff positions will implement processes to ensure decision-making will draw from local knowledge, experience, evidence-based research, or promising practices to deliver appropriate services to the community.  |
| Response:  |

**Subgrantee Experience and Capacity**

|  |
| --- |
| Describe your organization’s capacity and experience in providing domestic violence or gun violence reduction services in the community. Describe how you will leverage experiences and capacity of the collaborative partners for the success of the program. |
| Response:  |

**EXHIBIT B**

**DELIVERABLES OR MILESTONES**

**Goals, Objectives, and Performance Measures**

Funded programs will be required to submit quarterly progress reports that will minimally include the following information based on the applicant’s proposed objectives. These goals, objectives, and performance measures will vary based on the proposed program. These measures will be used to reflect the success of the proposed program.

The goals, objectives, and performance measures of your proposed program should be complementary with the goals, objectives, and performance measure of all the collaborative partners.

▪ **Overall Goal**: This goal is a broad statement about what can be achieved longterm as a result of the proposed program. The overall goal can be stated in a one sentence statement, such as, “The overall goal is a reduction of violence in the community.”

▪ **Process Objectives**: What steps do you plan to take to reach your goal? There are many steps to reaching a goal and process objectives should highlight substantial activities in the program that lead to achieving your goal. Process objectives should describe specific tasks and provide a measure for each. The tasks should lead to the accomplishment of the goal. The process objectives should include a reasonable and realistic marker that can be accomplished within the grant’s period of performance of the grant. Make sure the marker is not too high or too low.

▪ **Outcome Objectives**: What positive outcomes do you hope to obtain for the community as a result of achieving your goal? These objectives are results that your program seeks to create in support of your overall goal and, ultimately, benefit the community. Outcome objectives should describe the specific and measurable result that you want to reach for the benefit of the community. Examples of outcome objectives include:

* [#] clients will obtain employment.
* [#] clients will successfully complete their GEDs by [DATE].
* Final community plan will be approved by community representatives on [DATE].

In place of # and [DATE], place a reasonable and realistic marker of what can be accomplished within the period of performance.

▪ **Performance Measures**: These are the actual discrete, clear, and quantifiable measures that a program will keep track of and count throughout the grant’s period of performance. The performance measures will be directly related to the process and outcome objectives The tally will indicate whether you are achieving process or outcome objectives and, ultimately, whether you are reaching the overall program goal and producing positive outcomes for the benefit of the community. Below is an example of a Goals, Process/Outcome Objectives, and Performance Measures table for a domestic violence program.

Applicants must fill out each section of the table. Applicants are not required to fill in all rows of each section. Additional rows may be added, if needed.

|  |
| --- |
| **Overall Goal:**  |
| **Process Objectives** | **Performance Measures** |
| *Example: Hire three Workforce Developers by March 2021* | * *# of workforce developers hired by March 2021*
 |
| *Example: Enroll 15 clients in workforce development program each month*  | * *# of clients enrolled in workforce development program each month*
 |
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| **Outcome Objectives** | **Performance Measures** |
| *Example: 85% of enrolled clients will complete the Workforce Development program* | * *% of enrolled clients completing the Workforce Development program*
 |
| *Example: 90% of clients completing the Workforce Development program will obtain employment* | * *% of clients completing the Workforce Development program will obtain employment*
 |
| *Example: 85% of clients will maintain employment for a minimum of six months* | * *% of clients maintaining employment for a minimum of six months*
 |
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**EXHIBIT D**

**CONTACT INFORMATION**

|  |  |
| --- | --- |
| **Name:** |  |
| **Title:** |  |
| **Address:** |  |
| **City:** |  |
| **Zip:** |  |
| **Phone:** |  |
| **TTY#:** |  |
| **Fax#:** |  |
| **Email address:** |  |

**EXHIBIT E**

**PERFORMANCE MEASURES**

Complete the table below, defining each task in the implementation and operation of the proposed program, detailing the staff position responsible for each task and a target date for completion. Do not use staff names. Please add additional lines as necessary.

|  |  |  |
| --- | --- | --- |
| **Task**  | **Staff Position Responsible** | **Date Due** |
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|  |  |  |
| Submit quarterly data report and quarterly timekeeping certifications to Passthrough Entity |  | January 15, 2022April 15, 2022July 15, 2022October 15, 2022January 15, 2023 |
| Submit quarterly financial status reports to Passthrough Entity |  | January 15, 2022April 15, 2022July 15, 2022October 15, 2022January 15, 2023 |
| Submit closeout financial status report, property inventory, and closeout data report to Passthrough Entity |  | January 31, 2023 |