**This Program Narrative should be completed by Category 2 applicants. Please keep the questions and other formatting in their original form.**

**Statement of the Problem: Need for New Trauma Recovery Center**

1. Provide a summary of the existing TRC program. This should include a description of services offered, numbers of clients served over the past six months, and changes or improvements made to improve the way the program operates.
2. Describe the existing needs of the program. Include specific examples of ways in which that program implementation falls short of the original vision for the program and changes that are needed to make the program stronger.
3. Explain why existing funds are insufficient to meet the needs identified.

**Proposed Program Enhancements**

Please explain how additional funds would enhance each of the program elements listed by first identifying the program’s strengths in each area and then ways additional funds could be used.

1. **Multidisciplinary staff team**. The TRC model requires a multidisciplinary staff team that is well-supported and works collaboratively to develop treatment plans, address challenges that arise in meeting the needs of the community and individual clients, and providing high-quality, accessible services. What are the strengths of the team and how will the program use additional funds to make the team more effective?
2. **Assertive outreach and engagement.** TRCs must conduct outreach and actively promote the program in the community so that victims of violent crime who are historically underserved, marginalized, or reticent to seek services learn about the program and believe that it is accessible and inclusive. Describe current outreach efforts and identify ways that the additional funds will be used to strengthen efforts.
3. **Comprehensive mental health and support services.** Describe how additional funds will be used to strengthen, expand, or enhance the services that are offered to clients.
4. **Coordinated care tailored to individual needs.** Using examples as appropriate, describe the experience of clients who receive care through the TRC program. Emphasize how the program’s practices are aligned with the TRC model of having a single point of contact for each client and how additional funds will improve the client experience.

**Trauma Informed Care**

1. Describe the model of trauma informed care (e.g., SAMHSA’s Six Key Principles of a Trauma-Informed Approach, Sandra Bloom’s Sanctuary Model) that is being implemented and examples of how clients have benefitted from receiving care in the trauma-informed environment.
2. Please identify ways in which the current practice of providing care in a trauma-informed way falls short of the program’s goals. Explain barriers that have prevented the program from functioning in a more trauma-informed manner and how additional funded activities can address those challenges.
3. Describe the steps that will be taken with additional funds to ensure that the program’s space will be experienced as safe, welcoming, warm, and culturally appropriate.

**Goals, Objectives and Performance Metrics**

Funded programs will be required to submit quarterly reports on the following objectives and must identify the number of clients they aim to serve. Applicants may list additional support service objectives for the program. Objectives should estimate the number of clients that will receive each of the listed services. When reporting program accomplishments in quarterly reports, the number of times staff provide a service for each objective should equal or exceed the number of clients receiving that service.

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| Goal: To provide comprehensive advocacy and mental health services to victims of violent crime. | |
| Objective | Performance Measure |
| *OUTREACH ACTIVITIES* | |
| # \_\_\_\_ outreach meetings held with community organizations to provide information about TRC program and services. | # of meetings held with community organizations to provide information about TRC program and services.  # of community organizations provided with information about TRC program and services. |
| # \_\_\_\_ public awareness events to provide information about TRC program and services to the community. | # public awareness events to provide information about TRC program and services to the community.  # of community residents provided with information about TRC program and services. |
| # \_\_\_\_ clients that will be contacted through individual outreach and informed about TRC program and services. | # of clients provided information about the TRC program and services.  # of times staff provided information about the TRC programs and services. |
| *INFORMATION & REFERRAL* | |
| # \_\_\_\_ clients will receive information about the criminal justice process. | # of clients provided information about the criminal justice process.  # of times staff provided information about the criminal justice process. |
| # \_\_\_\_ clients will receive information about victim rights, how to obtain notifications, etc. | # of clients provided information about victim rights, how to obtain notifications, etc.  # of times staff provided information about victim rights, how to obtain notifications, etc. |
| # \_\_\_\_ clients will receive referrals to other victim service providers. | # of clients provided with referrals to other victim service providers.  Please list the agencies to which you referred.  # of times staff provided referrals to other victim service providers. |
| # \_\_\_\_ clients will receive referrals to other services, supports, and resources (includes legal, medical, faith-based organizations, etc.) | # \_\_\_\_ clients provided with referrals to other services, supports, and resources.  # of times staff provided referrals to other services, supports, and resources. |
| *PERSONAL ADVOCACY/ACCOMPANIMENT* | |
| #\_\_\_\_ clients will receive individual advocacy (e.g., assistance applying for public benefits). | # of clients provided individual advocacy (e.g., assistance applying for public benefits).  # of times staff provided individual advocacy (e.g., assistance applying for public benefits). |
| #\_\_\_\_ clients will receive victim advocacy/accompaniment to emergency medical care. | # of clients provided victim advocacy/accompaniment to emergency medical care.  # of times staff provided victim advocacy/accompaniment to emergency medical care. |
| #\_\_\_\_ clients will receive victim advocacy/accompaniment to medical forensic exam. | # of clients provided victim advocacy/accompaniment to medical forensic exam.  # of times staff provided victim advocacy/accompaniment to medical forensic exam. |
| #\_\_\_\_ clients will receive law enforcement interview advocacy/accompaniment. | # of clients provided law enforcement interview advocacy/accompaniment.  # of times staff provided law enforcement interview advocacy/accompaniment. |
| #\_\_\_\_ clients will receive assistance filing for victim compensation. | # of clients provided assistance filing for victim compensation.  # of times staff provided assistance filing for victim compensation. |
| #\_\_\_\_ clients will receive immigration assistance (e.g., special visas, continued presence application, and other immigration relief). | # of clients provided immigration assistance.  # of times staff provided immigration assistance. |
| #\_\_\_\_\_ clients will receive assistance intervening with an employer, creditor, landlord, or academic institution. | # of clients provided with assistance intervening with an employer, creditor, landlord, or academic institution.  # of times staff provided assistance intervening with an employer, creditor, landlord, or academic institution. |
| #\_\_\_\_ clients will receive child or dependent care assistance. | # of clients provided with child or dependent care assistance.  # of times staff provided child or dependent care assistance. |
| #\_\_\_\_ clients will receive transportation assistance. | # of clients provided with transportation assistance.  # of times staff provided transportation assistance. |
| #\_\_\_\_\_ clients will receive interpreter services. | # of clients provided with interpreter services.  # of times staff provided interpreter services. |
| # \_\_\_\_ 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).  # of times staff provided 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).  # of times staff provided 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).  # of times staff provided economic assistance (e.g., help creating a budget, repairing credit, providing financial education). |
| *EMOTIONAL SUPPORT OR SAFETY SERVICES* | |
| # \_\_\_\_\_ clients provided with counseling, case management, or therapy services in a non-program location (e.g. homes, libraries, parks). | # of clients provided with counseling, case management, or therapy services in a non-program location.  # of sessions provided by staff in a non-program location. |
| # \_\_\_\_\_ clients will receive crisis intervention. | # of clients provided with crisis intervention.  # of crisis intervention sessions provided by staff. |
| #\_\_\_\_\_\_clients will receive individual counseling (Non-crisis counseling or follow-up either in-person or over the phone (or via email, facebook, etc.). | # of clients provided with individual counseling.  # of individual counseling sessions provided by staff. |
| # \_\_\_\_\_ clients will receive therapy. | # of clients provided with therapy.  # of therapy sessions provided by staff. |
| # \_\_\_\_\_ clients will receive group support. | # of clients provided group support.  # of group support sessions provided by staff. |
| # \_\_\_\_\_ clients will receive emergency financial assistance. | # of clients provided with emergency financial assistance.  # of times staff provided emergency financial assistance. |
| *SHELTER/HOUSING SERVICES* | |
| #\_\_\_\_\_ clients will receive relocation assistance. | # of clients provided with relocation assistance.  # of times staff provided relocation 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 receive housing advocacy, or help with implementing a plan for obtaining housing (e.g., accompanying client to apply for Section 8 housing)  # of times staff provided assistance with receive housing advocacy, or help with implementing a plan for obtaining housing (e.g., accompanying client to apply for Section 8 housing) |
| *CRIMINAL/CIVIL JUSTICE SYSTEM ASSISTANCE* | |
| # \_\_\_\_ clients will receive criminal advocacy/accompaniment. | # of clients provided criminal advocacy/accompaniment.  # of times staff provided criminal advocacy/accompaniment. |
| # \_\_\_\_ clients will receive civil advocacy/accompaniment (includes victim advocate assisting with orders of protection). | # of clients provided civil advocacy/accompaniment.  # of times staff provided civil advocacy/accompaniment. |