**This Program Narrative should be completed as part of the application package for the Community-based Center for Trauma Survivors NOFO. Please keep the questions and other formatting in their original form.**

**Program Summary:**

1. **Please summarize the work that you would do if you are awarded funding.** Limit your response to 150 words.

**Statement of the Problem: Need for Community-based Center for Trauma Survivors**

1. **Provide a description of the problem that demonstrates the need for a community-based center with co-located services.** This should include a description of the: a) geographic boundaries of the primary community to be served, b) demographics of the population of the area the proposed center will serve, c) the types of events, experiences, circumstances, and conditions that contribute to trauma for trauma survivors in the community, and d) the service needs—as currently understood—of the population that will be served.
2. **Discuss the strengths of the community** and the ways in which trauma survivors and community organizations exhibit resilience in meeting the challenges identified above.
3. **Please discuss the resources in the community** including a) what services and resources are currently available in the community, b) why those services and resources are incomplete or otherwise deficient in meeting the comprehensive needs of trauma survivors, and c) how a community-based center for trauma survivors would support the healing processes of individuals and families.

**Project Implementation: Planning Process**

The following questions relate to aspects of the planning process.

1. **Identification of planning group members.** Applicants should include signed letters of commitment for planning group members outside of your organization and additional community agencies that you plan to work with closely

A. Please identify the organizations representing each of the groups in the table.

|  |  |
| --- | --- |
| Stakeholder Groups | Organizations |
| Social Services |  |
| Law Enforcement |  |
| Victim Services |  |
| Schools |  |
| Healthcare Providers |  |
| Mental/Behavioral Health Providers |  |
| Local government officials\* |  |

\*List officials by title/office only.

B. Please describe your plan for recruiting members of the following groups to participate in the planning process:

* Trauma survivors\*
* Community faith leaders
* Youth/emerging adults (ages 16-25)
* Business groups or large employers

\* Engaging trauma survivors is required; other groups listed are optional.

1. **Needs and gaps assessment.** Please discuss the plan and resources that will be used to perform a needs and gaps assessment that identifies needs of trauma survivors and existing gaps in services. List (if known) any tools, staff, or organizations that are will be used in the process.
2. **Timeline of planning activities.** Complete the table below. Define each **task** in the proposed planning process, detail the staff **position** accountable for each task, and state a target **date** for completion. Do not use staff names. Please add additional lines as necessary.

|  |  |  |
| --- | --- | --- |
| **Task** | **Staff Position Responsible** | **Date Due** |
| Approximate program start date |  | April 13, 2020 |
|  |  |  |
|  |  |  |
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|  |  |  |
| Submit quarterly data report and quarterly timekeeping certifications to the Authority |  | July 15, 2020 |
| Submit monthly financial status reports to the Authority |  | 15th of month after the end of the reporting month |
| Submit closeout financial status report, executive summary of needs and gaps assessment, and closeout data report to ICJIA |  | July 30, 2020 |
| Publish needs and gaps report to the community |  | August 31, 2020 |

**Goals, Objectives and Performance Metrics**

The following table depicts objectives linked to performance indicators that show progress toward the goal of planning a center. Complete the table by entering realistic numbers and dates for ***the initial period of performance***(ending June 30, 2020) in spaces where there is a space heldfor each performance measure:

|  |  |
| --- | --- |
| **Goal:** Develop a plan for a community-based center for trauma survivors that includes a diverse array of co-located service providers. | |
| **Process Objectives** | **Performance Measures** |
| Convene community stakeholders representing required systems and groups to gather input from the community. | \_\_\_\_\_ (number) public meetings held at which persons representing at least 5 of the following groups/systems are present:   Trauma Survivors Social Services Law Enforcement Victim Services Schools Healthcare Providers Mental/Behavioral Health Providers Local government officials |
| Create a formal planning group that leads the planning efforts. | \_\_\_\_\_ (number) of 8 required groups/systems is represented in planning group membership  \_\_\_\_\_ (number) planning group meetings convened at which at least 75% of planning group members present |
| Input gathered from public meetings is incorporated into planning process. | \_\_\_\_\_ (date) a summary of public input is available to planning group members. |
| Conduct a needs and gaps assessment. | \_\_\_\_\_ (date) a plan for data collection is created   \_\_\_\_\_ (number) tools/processes used to gather data  List of tools/processes |
| **Outcome Objectives** | **Performance Measures** |
| Needs and gaps assessment that identifies needs of trauma survivors and existing gaps in services. | An executive summary with initial findings, due to ICJIA by June 30, 2020.  A full report published to the community by August 31, 2020. |
| A board of directors or other leadership group that is representative of the community and will lead a future center. | A list of board members and their affiliations is formalized by June 30, 2020. |
| A plan for center development. | MOUs from organizations committed to supporting the center are gathered by June 30, 2020.  A draft budget for developing and operating a center is developed by June 30, 2020. |

**Project Management**

1. **The applicant must demonstrate that it has the expertise and organizational capacity to lead the planning process** for a community-based center for trauma survivors. Please describe:
2. Any previous or current experience providing direct services to trauma survivors.
3. Experience convening community stakeholders and working collaboratively with other service providers.
4. Capacity to collect and analyze data and engage in project planning activities.
5. **Please describe how the applicant will identify and use additional resources**—including potential partners from the community—to supplement the applicant’s experience and abilities to carry out the planning process.
6. **Describe fiscal experience and capacity to manage grants.** Include all funding sources that support work with survivors of trauma, even if that is not the explicit purpose of the funds (i.e. funding to provide substance use disorder treatment likely supports work with persons impacted by trauma). Include the number, amount, purpose of relevant grants and length of funding.