Appendix B

Program Narrative

Department of Workforce Services (DWS)

Refugee Capacity Building Grant (RCBG), 26-DWS-S010

(Provide a detailed description of <u>each program</u> the organization will be providing according to the prompts below).

Organization:

Level:　　　○ Level I　　　　○ Level II　　　　○ Level III

How many programs will the organization provide:　○ 1　　○ 2　　○ 3

Program Services - Please select the service(s) that will be provided under this grant. Check the box(es) that apply for the proposed program(s):

Which service(s) will the organization provide:

Primary Program Services:

☐ Youth Development (college prep, gang prevention)

☐ Strengthening Families (educational resources, teach financial literacy, health, and housing stability)

☐ Employment and Economic Development

☐ Housing Assistance

☐ English Language Learning (ELL)

Secondary Program Services
(If any)

☐ Recreational Activities *(sports, arts, etc.)*

☐ Life in America and Civic Engagement Programs

☐ Driver's License Assistance (written test portion only)

Answer the following questions about the program(s) the organizations will provide and how the organization plans to manage the grant funds.

COMMUNITY NEED

1. What is the need within the community? How does the organization know this is a need? How does this need impact families and individuals in the community? How many people are affected?

2. Describe the program(s). Describe how the provided service(s) will address the need.

3. How will the program(s) be delivered *(e.g. workshops, one-on-one appointments, case management)?* How often will the service(s) be delivered?

4. How does the organization plan on recruiting? How will the organization ensure participation in the program(s)?

5. What challenges might the organization face while implementing the program(s)? *(e.g. transportation, language, technology, childcare, recruitment).* How does the organization plan on overcoming these challenges?

6. What resources and partnerships does the organization plan to use to support this program? How will these resources and partnerships support this program?

7. With funding split for Fiscal Year 25 (FY25) and FY26, how will the organization manage expenses across both periods to ensure sustainability and achieve outcomes?

8. What steps will the organization take to ensure its impact continues after the grant ends?

PROGRAM COORDINATOR			
List information for the person(s) in charge of running the program(s).			
Program	**Name**	**Phone Number**	**Email Address**

Goals and Outcomes
NOTE: Provide information for each program.

Describe the goals and outcomes for the program(s).

9. Program Goals and Outcomes

List the topics that the program(s) will cover.

What will the organization accomplish?

(Example: Reduce high school dropouts; encourage higher education)

Based off the program topics, what result(s) will indicate the organization has accomplished its goal(s)?

(Example:
1. 10 participants applied and approved for scholarships by July 2026.
2. 5 participants accepted to college by the end of the contract.
3. 60% of unemployed participants get a job with nine months.

Total Number of Workshops	
Where will the workshops take place?	
Number of Participants per Workshop	

You have reached the end of this narrative.