

Appendix B

Program Narrative

Department of Workforce Services (DWS)

Immigration-Related Legal Assistance Grant (IRLAG) 2022-2023

INSTRUCTIONS: Please provide a detailed description of the program the organization will provide under this grant. Use this appendix to justify why the organization should be awarded the grant.

Continue until you see: “You have reached the end of this appendix.”

Organization:

Section A: Answer the following questions about the services the organization will provide.

Directions: Narrative must be in the default size, font, and spacing provided. Additional narrative attachments are not allowed.

1. What services, forms, documents, or activities will the organization provide for immigration-related legal assistance?

(Must be among the allowable services mentioned in the intro of this Grant.)

2. What experience does the organization have providing these services?

3. Provide a detailed description of the program. Include in the description answers to the following:

- a. How will these services be provided (workshops, one on ones, case managers, etc.)?
- b. What is the organization's plan to provide services in the most effective and efficient manner?

4. What experience does the organization have serving the eligible population for this grant?

5. How will the organization manage the great capacity and need for these services?

Goals, Outputs, and Outcomes

Section B: Describe the goals, outputs, and outcomes for this program

Program Goals

What will the organization accomplish?

*(Goals should be **Specific**, **Measurable**, **Attainable**, **Relevant**, and **Timely**).*

Program Outputs

What are the projected program outputs?
How will this data be measured?

Example:

- X number of workshops will be provided. This data will be recorded on our grant calendar.

Program Outcomes

Based off the program services, what result(s) will indicate you have accomplished your goal(s)?
How will this data be recorded?

Example:

- 75% of participants will have an increased understanding of basic immigration protections under the law. This data will be recorded using pre/post surveys.

You have reached the end of this appendix.