

Appendix B

Department of Workforce Services – Domestic Violence Shelter Grant Grant Application Narrative

Organization:

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

1. PROGRAM OVERVIEW

Provide a program description including a needs assessment of the community and population to be served (supported by data), and an overview of programming offered to meet the needs.

2. STAFFING

Describe the organizational staff positions that support the program proposal. Include required provider qualifications, licenses, and/or certifications. Note: Do not include specific employee information.

3. PROGRAM SERVICE

Describe the scope of the service(s) to be offered and explain how the program supports one or more of the TANF purposes.

- a. If program is providing multiple services, describe each service to be provided.
- b. Describe the collaboration with other organizations and local law enforcement.

4. TARGET POPULATION

Describe the target population and how the program intends to identify/engage participants, and promote services provided by the program. Describe the programs intake and assessment process.

5. ELIGIBILITY (Must be answered if providing services under Purposes 1 and 2 requiring TANF eligibility)

Programs will be required to determine eligibility based on the following:

- a. Families receiving services must be at or below 200% of Federal Poverty Level (FPL).
- b. Families receiving services must have an eligible child under the age of 18.
- c. Organization will be responsible for verifying eligibility by filling out Form 300 and Form 115.
- d. Organization will be responsible for entering participant information in TEVS.

Describe how the organization intends to address the TANF eligibility requirements.

6. MEASUREMENTS AND OUTCOMES

Describe the intended service measurements, outcomes and data collection method(s) to support these outcomes.

ADDITIONAL REQUIREMENTS

- I. **Collaboration Letter** – If working with local law enforcement, attach a letter of collaboration. The letter should include specific detailed information about how the organizations will partner. These are not letters of support.

- II. **Business License or Articles of Incorporation**- If applicable

- III. **501(c)(3) Letter**- If applicable

- IV. **Federally Approved Indirect Cost Agreement or Cost Allocation Plan**- If applicable

** Contracted fee-for-service individuals or organizations cannot be considered collaborative partners unless a significant discount is provided.*