

Attachment 13 (New Applicants Only)

Instructions for Completing the Project Description

Program title

Indicate the jurisdiction(s) served and the formal title of the proposed program. For example, "Richmond Victim/Witness Program" or "Department of Corrections Victim Notification Program."

Sponsor Name

Indicate the title and name of the program sponsor.

Need Justification

Provide a specific description of the need which this program will address, including the number and types of clients eligible for the proposed services and the percentage of those eligible who will be served.

Goals and Objectives

Attachment 3 is a listing of required and optional service objectives for local victim/witness programs and also contains guidance regarding service objectives for "statewide victim assistance programs".

To document service objectives, all applicants must propose the target number of victims to whom services will be provided during [FY2003](#) and [FY2004](#) for each required service objective. These targets should be listed on Attachment 4.

All applicants must also check "Other Required Certifications" blanks on Attachment 5.

All victim/witness program applicants must also provide annual targets for each required witness service objective. These targets should be listed on Attachment 5. If appropriate, "statewide victim assistance program" applicants may also use Attachment 5 to indicate annual witness targets for selected services.

All victim/witness program applicants must check "Program Development" blanks on Attachment 4.

Implementation Plan

In this section, applicants should describe what they will do in order to accomplish **each** of the program's service objectives. Victim/witness program applicants must provide an implementation strategy for each required service objective.

NOTE: To aid applicants in complying with the implementation plan requirement, a “check-off” type Sample Victim/Witness Program Implementation Plan is provided as Attachment 6.

Using the sample plan, applicants may document service objective implementation simply by checking off strategies which accurately describe intended implementation plans. Alternatively, applicants may develop an original implementation plan if that better meets their needs.

Additionally, the implementation plan should include:

- Written cooperative agreements (See Attachment 7)
- An organizational chart
- A description of how the applicant intends to use volunteers
- A description of how the applicant intends to maintain confidentiality of client-counselor information (See Attachment 8)