Department: **Program Contact:**

Program Offer Type: **Program Offer Stage:** Department Sandbox

Related Programs:

Program Characteristics:

Program Description

This template is for reference only. Text box sizes are approximate. All program offer narrative must be entered into Questica. Program Offer narrative should be exported from Questica as a PDF to validate how the program offer will appear in the final budget books.

The following is a recommended template for the Program Description field:

A narrative section covering the program's issues, goals, and activities:

ISSUE: Describe the issue the program is attempting to address. Why should the community be interested in funding this program?

PROGRAM GOAL: What is the change in the community this program intends to make? What are the results of the program's outputs (i.e., products or services)?

PROGRAM ACTIVITY: What does the program offer do? Who does it impact? How do people access the program? How does the activity contribute to the desired program goal? If the program has multiple activities, describe them all here.

A bulleted list of outputs:

PROGRAM OUTPUTS: Clear, concise descriptions of the program offer's products and services in a bulleted format. Think of this as the program's elevator pitch. Please see the FY 2026 Program Offer Writer's Guide for additional guidance and examples.

"This program offer

- Provides A product to X recipients
- Performs B service for Y clients"

Performance Measures

Measure Type	Performance Measure	FY24 Actual	FY25 Budgeted	FY25 Estimate	FY26 Target

Performance Measures Descriptions

Legal / Contractual Obligation

Revenue/Expense Detail

Program Expenses	Adopted General Fund	Adopted Other Funds	Department Sandbox General Fund	Department Sandbox Other Funds
	2025	2025	2026	2026
Total GF/non-GF	$0	$0	$0	$0
Program Total:		$0		$0
Program FTE	0.00	0.00	0.00	0.00
Program Revenues				
Total Revenue	$0	$0	$0	$0

Explanation of Revenues

Significant Program Changes

Last Year this program was: