**Safe From the Start (SFS)**

**PROGRAM NARRATIVE**

**Implementation NOFO # 2116-0125**

Program narrative may not exceed 25 pages, this includes the questions and tables in this document. Responses must be written in Arial 12-point font and single-spaced. Do not delete template questions in your response and do not change formatting of this document. Questions that require narrative response should be answered in the box that says: “**Response**” underneath each question. Failure to comply with formatting requirements may lead to application disqualification.

**Summary of the Program – 5 Points**

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| 1. Provide an overview of the project, including the need for the project, area to be served, and capacity to complete the project. (5 points) |
| **Response**: |

**Statement of the Problem– 15 Points**

The purpose of this section is for the applicant to provide a clear and accurate picture of the need for the project and benefits gained. Include local statistics/data, whenever possible, and indicate the source of your data. Please make sure data is current from the last five years.

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| 1. Provide demographic information on the population and area(s) to be served; specifying outreach to underserved groups that will be served by your program. (5 points) |
| **Response**: |

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| 2. Provide a clear and accurate picture of the need for the project within the catchment area, including current trends or issues, service gaps, or unmet needs in the community. (10 points) |
| **Response**: |

**Project Implementation – 63 Points**

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| 1. Provide an explanation of how the SFS program fits within your agency’s mission and work. (3 points) |
| **Response**: |

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| 2. Describe at minimum 2 anticipated barriers or challenges to implementation of the proposed project, as well as strategies to address them. (4 points) |
| **Response**: |

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| 3. Describe the processes by which children exposed to violence and their families are identified in your community by your agency. Additionally, describe how your agency’s identification and referral process reach traditionally underserved (e.g., ethnic, or racial minority) populations. (7 points) |
| **Response**: |

Coalition

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| 4. Indicate whether your SFS coalition’s purpose will be solely focused on SFS or will be part of a larger coalition and purpose. (3 points)  a. If the SFS coalition will be a part of a larger coalition, please describe the coalition’s purpose, membership, and how the SFS program fits within the coalition’s mission. |
| **Response**: |

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| 5. Describe your plan for SFS Coalition activities (meetings, newsletters, events, etc.). Explain how the coalition will help inform the work of the program? (7 points) |
| **Response**: |

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| 6. List current and/or anticipated coalition member agencies below – add additional rows as necessary. **You must submit at least 2 letters of support from current or potential coalition member agencies.** (4 points) | | | |
| Name of Agency | Required or Recommended | Role in the program | Letter of Support – yes or no |
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| 7. Describe how you will recruit, engage, and maintain members to your SFS Coalition. Be sure to include who is responsible for recruiting, engaging, and maintaining committee members. (4 points) |
| **Response**: |

Direct Services

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| 1. Describe how assessments will be completed, including but not limited to, which staff will administer them; time needed to complete the assessments; when assessments are administered (both initially and throughout the client’s service plan); how the assessments will be used to engage and educate parents; and how the assessment results will be used in service planning. (4 points) |
| **Response**: |

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| 1. Describe the clinical modality(ies) and case management practices your site utilizes and the rationale for this/these approach(es). Indicate which staff provide these services, their language proficiencies, and locations and times the services are offered. (6 points) |
| **Response**: |

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| 1. Describe case tracking and record keeping processes. Also describe how information is shared among providers, both internally and externally, and how confidentiality is maintained when information sharing occurs. (3 points) |
| **Response**: |

Public Awareness

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| 1. Describe your plans to engage in public awareness, including types of activities, frequency, and audience.(4 points) |
| **Response**: |

Evaluation

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| 1. How will assessment data be entered into the SFS database? Include information regarding who will enter data and how frequently data will be entered. (3 points) |
| **Response**: |

Staffing

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| 1. Provide a description of training for SFS staff. Include information about onboarding new staff as well as providing opportunities for continuing education. (4 points) |
| **Response**: |

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| 1. Describe the supervision, both clinical and case management, that SFS staff receive, including approach and frequency, and if the supervision is conducted in-house or contracted to an outside agency. Additionally, describe how your agency mitigates vicarious trauma among staff. (4 points) |
| **Response**: |

Implementation Schedule

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| 1. This Implementation Schedule should be used as a planning tool for the program and reflect a realistic projection of how the program will proceed and the staff responsible for each task. Please add lines as necessary. (3 points) |

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| **Task** | **Staff Position Responsible** | **Start Date** | **End Date** |
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| Enter client data into the SFS database on a quarterly basis at minimum (programs are highly encouraged to enter data more frequently). |  |  |  |
| Hire SFS Coordinator |  |  |  |
| Attend SFS Coordinator’s Meeting |  | TBD by ICJIA | TBD by ICJIA |
| Submit quarterly or monthly Fiscal Report to ICJIA. |  |  |  |
| Submit quarterly Data Report to the Authority. |  | October 15, 2025  January 15, 2026  April 15, 2026  July 15, 2026 | October 15, 2025  January 15, 2026  April 15, 2026  July 15, 2026 |
| Complete all Fiscal and Programmatic Closeout Materials |  | July 30, 2026 | July 30, 2026 |

**Project Management – 6 Points**

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| 1. Provide convincing evidence that your agency is capable of carrying out the proposed program, including fiscal, administrative, and programmatic ability to manage grants. This should include experience, staffing structure, and qualifications to comply with GATA fiscal and administrative requirements. This section should include a description of any recent changes in policies and procedures to improve fiscal, administrative, or programmatic capacity. (3 points) |
| **Response**: |

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| 2. Describe your organization’s experience managing state and federal grants. (3 points) |
| **Response**: |

**Performance Measures/Standards (6 points)**

Instructions: Complete the table below. Funded programs will be required to submit quarterly progress reports that will minimally include the following information based on the objectives the applicant agencies propose in their response to this solicitation.

Performance Standard/Frequency should measure meaningful, tangible changes resulting from program implementation.

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| **Goal 1: Provide assessment and direct services to children who have been exposed to violence in their home and/or communities.** | |
| **Performance Measure** | **Performance Standard/Frequency (FY26 12-month projection)** |
| Provide developmentally and culturally appropriate direct services to young children (ages birth to 5) exposed to violence. | \_\_\_\_(#) of children ages birth to 5 yrs. to be served |
| Provide developmentally and culturally appropriate direct services to children 6 years and older exposed to violence. | \_\_\_\_(#) of children ages 6 yrs. and over to be served |
| Provide developmentally and culturally appropriate direct services to adults. | \_\_\_\_(#) of adults to be served |
| Receive referrals by from an external source for families with children, ages birth to 5, exposed to violence | \_\_\_\_(#) of referrals to be received |
| Request that clients sign Informed Consent Forms for services | \_\_\_\_ (#) of Informed Consent Forms signed for services |
| Complete evaluation tools per the SFS Evaluation Protocol for children (and caregivers) receiving SFS services. | \_\_\_\_(#) of Time One assessments completed  \_\_\_(#) of Time One assessments entered into the SFS database |
| Complete pre-/early intervention assessment tools per the SFS Evaluation Protocol for children (and caregivers) receiving SFS services. | \_\_\_\_(#) of Background Information Forms completed  \_\_\_\_(#) of Background Information Forms entered into the database  \_\_\_(#) of pre-/early intervention assessment tools completed  \_\_\_ (#) of pre-/early intervention assessment tools entered into the SFS database |
| Complete mid-intervention assessment tools the SFS Evaluation Protocol for children (and caregivers) receiving SFS services. | \_\_\_(#) of mid-intervention assessment tools completed  \_\_\_ (#) of mid-intervention assessment tools entered into the SFS database |
| **Goal 2: Ensure local governmental, social service and community engagement in the SFS program** | |
| **Objectives/Standards** | **Performance Measures** |
| Convene and maintain the SFS coalition to ensure better collaboration among service providers by holding coalition activities. | \_\_\_\_(#) of coalition activities. |
| **Goal 3: Provide public awareness regarding children exposed to violence** | |
| **Objectives/Standards** | **Performance Measures** |
| Implement community presentations. | \_\_\_\_(#) of community presentations  \_\_\_\_\_(#) of participants |
| Implement community events. | \_\_\_\_\_(#) of community events  \_\_\_\_\_(#) of participants |

**Budget Detail and Budget Narrative – 5 Points** This section can be completed on a separate Excel document.

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| Completed NOFO Application materials should be zipped in a single folder. Each individual document should be named following naming conventions listed on page 13 and emailed to [CJA.Safefromthestartgrants@illinois.gov](mailto:CJA.Safefromthestartgrants@illinois.gov). Please review the submission checklist on page 1 in NOFO Instructions. All materials must be received by: 5:00 p.m., February 24, 2025. |