**REQUEST FOR INFORMATION  
Track 2: Narrative**

Community-Based Violence Intervention and Prevention Program

**PROGRAM NARRATIVE**

**NOFO # 2117-1996**

Program narrative may not exceed 8 pages, this includes the questions and tables in this document. Responses must be written in Times New Roman 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.

**Agency Information** (required)

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| Agency Name: |
| Agency DUNS number: |
| Agency current budget: |
| Geographic Area: |

**Program Summary** (5 points)

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| 1. Provide a one-paragraph summary of your proposed program which includes the main elements of the program, the anticipated variety of focus communities, agencies) and services that will be provided. |
| Response: |

**Need** (15 points)

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| 2. Describe the anticipated communities and agencies to be served, including their challenges and strengths. (5 points) |
| Response: |

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| 3. After reviewing the Statewide Violence Prevention Plan data profiles, please comment on how this information may relate to trauma, the need for trauma informed services and restorative justice programs. What additional data or research do you integrate into your training? (5 points) |
| Response: |

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| 4. Please discuss any systemic issues (racism, implicit bias, poverty, sexism) that are reflected in the data profiles and how these issues are integrated into your training and technical assistance. (5 points) |
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**Agency Capacity (10 points)**

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| 5. Describe the previous experience your agency has in providing trauma informed and restorative justice training and technical assistance implementation. (5 points) |
| Response: |

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| 6. Describe the previous experience your agency has in working with community based agencies. (5 points) |
| Response: |

**Project Implementation** (40 points)

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| 7. Describe the proposed training in detail including content, method and number of sessions. (15 points) |
| Response: |

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| 8. Describe the technical assistance in detail (15 points) |
| Response: |

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| 9. Discuss any assessment or evaluation tools utilized. (5 points) |
| Response: |

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| 10. List and describe all staff positions involved in the proposed project. Include at minimum: position title, roles, and responsibilities. Identify the position that will work with ICJIA on grant execution and compliance. (5 points) |
| Response: |

**Implementation Schedule** (5 points)

Complete the table below, defining each step in the implementation and operation of the proposed program and detailing the staff position responsible for each task. Include a target due date. Do not use personal names/identifiers. If selected for funding, ICJIA will use the information in this chart to ensure grantees are adhering to the timeframes provided. Add additional lines, as needed.

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| **Task** | **Staff Position Responsible** | **Date Due** |
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| Submit quarterly data report to ICJIA. |  | April 15th (for Jan-March) and July 15 (for April-June) |
| Submit timekeeping certifications at the end of each quarter (if personnel are listed in the budget). |  | April 15 (for Jan-March) and July 15 (for April-June) |
| Submit quarterly financial status reports to ICJIA. |  | 15th of each month |
| Submit closeout financial status report, and closeout data report to ICJIA. |  | July 31, 2022 |

**Performance Measures** (5 points)

Complete the appropriate projected measures and delete the charts not needed:

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| **Trauma Informed Training and Technical Assistance Goal:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **Performance Measures** | **Performance Standards/Frequency** |
| Provide trauma-informed training and technical assistance   * List types of trauma-informed training | #\_\_\_\_\_\_\_ organizations received that received trauma-informed technical assistance February 1-June 30, 2022. |
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| **Restorative Justice Technical Assistance Goal:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Performance Measures** | **Performance Standards/Frequency** |
| Provide restorative justice training   * List types of restorative justice trainings | #\_\_\_\_\_\_\_ of restorative justice trainings February 1-June 30, 2022  #\_\_\_\_\_\_\_ of organizations that received restorative justice training February 1-June 30, 2022 |

**Budget** (20 points)   
  
See Excel Budget document, example, and guidance in the NOFO. 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 15 and emailed to [CJA.StateViolencePrevention@illinois.gov](mailto:CJA.StateViolencePrevention@illinois.gov). Please review the submission checklist on page 1 in NOFO Instructions. All materials must be received by: 4:59 p.m., November 1,2021 |

EQUITY QUESTIONS

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| 1. Response includes clear description the previous experience the applicant has in working with community based agencies with an annual budget of $3 million or less  (5 points) |
| Response: |

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| 2. Response includes a description of how agency leadership, such as board members, directors, and managers, reflect the communities with high rates of victimization.  (5 points) |
| Response: |

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| 3. Response includes description of how agency will include trainers with lived experience of violence.  (5 points) |
| Response: |

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| 4. Response includes explanation of how proposed program includes coordinated efforts amongst other trauma informed and restorative justice training efforts. (5 points) |
| Response: |