**Trauma Recovery and**

**Community Healing Resource Center**

**PROGRAM NARRATIVE**

**NOFO # 3049-2447**

Program narrative may not exceed 10 pages, including the questions and tables in this document. Responses must be written in Times New Roman 12-point font and **double-spaced.** Do not delete template questions in your response and do not change the formatting of this document. Questions that require narrative responses should be answered in the box that says: “**Response**” underneath each question. Failure to comply with formatting requirements may lead to application disqualification.

**Technical Questions:**

**Summary of the Program – 10 Points, limit your response to 1 page.**

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| Please summarize your proposed program. |
| **Response**: |

**Statement of the Problem– 15 Points**

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| 1. Provide demographic information on the population and area(s) to be served. *(5 Points)* |
| **Response**: |

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| 1. Provide a summary of the CHRC program planning process to date.  * Applicants should describe planning work completed to date and provide evidence of progress toward implementation. *(10 Points)* |
| **Response**: |

**Project Implementation – 45 Points**

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| 3. Trauma Recovery Center practices are unlike traditional treatment practices in many ways. Please discuss how your program will provide trauma-informed services in a community setting and beyond traditional outpatient services. *(15 points)* |
| **Response**: |

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| 4. Describe the steps that will be taken to ensure that the program’s physical space will be experienced as safe, welcoming, warm, and culturally appropriate. *(15 points)* |
| **Response**: |

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| 5. Describe any existing community partnerships your organization has and how it will acquire new relationships to meet the community need. *(15 points)* |
| **Response**: |

**Project Management – 30 Points**

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| 7. Describe the support that will be available to staff so that they can provide consistently excellent care to clients. *(15 points)* |
| **Response**: |

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| 8. Describe how your agency will oversee the implementation of the program. What data will be collected to report on program goals and objectives? How will the program outcomes be tracked and reported? *(10 points)* |
| **Response**: |

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| 9. What program management tracking platform does your agency use? Detail how data is collected, analyzed, and used*. (5 points)* |
| **Response**: |

Implementation Schedule

Complete the table below, defining each step in the implementation and operation of the proposed program, detailing the staff position responsible for each task, and including a target date for completion. Do not use staff names. Add additional lines as necessary.

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| **Task** | **Staff Position Responsible** | **Date Due** |
| *Example: Hire Staff* | *Program Administrator* | *Month One* |
| *Example: Train Staff* | *Training Coordinator* | *Month One* |
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| Submit subcontract to ICJIA for review and approval (if applicable) |  |  |
| Submit quarterly progress report |  | 15th of every quarter |
| Submit quarterly financial performance report |  | 15th of every quarter |

**Performance Metrics – Not Scored**

Please refer to Section 4. Goals and Performance Metrics in the NOFO on pages 7 – 11. Program Applicants may use similar goals or create others to describe what they propose to achieve.

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| **Goal:** | |
| **Process Objectives** | **Performance Measures** |
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| **Outcome Objectives** | **Performance Measures** |
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**Budget Detail and Budget Narrative – Not Scored**

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 pages 14-15 and emailed to [CJA.StateViolencePrevention@Illinois.gov](file:///C:\Users\APerez\Desktop\Grant%20Workshop\Web\Chat\To%20Print\CJA.StateViolencePrevention@Illinois.gov). Please review the submission checklist on page 1 in NOFO Instructions. All materials must be received by 5:00 p.m. on January 11, 2023. |

**Equity Questions:**

**Agency Leadership – 10 Points**

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| 10. Describe how your agency leadership, including board members, directors, and managers, reflects the proposed community and residents to be served. If agency leaders have lived or work experience in the community to be served, please describe that experience. *(5 Points)* |
| **Response**: |

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| 11. Explain in detail how your agency leadership has used its roots in the community to improve the organization’s programming. Be as specific as possible by thoroughly describing at least one real-life situation or success story showing how a leader’s connection to a community impacted your organization’s ability to make a positive difference in that community. *(5 Points)* |
| **Response**: |

**Front Line Staff – 10 Points**

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| 12. Describe how your program employs mentors, credible messengers, practitioners, or other similar front-line program staff who are residents of the community being served. Please explain how they ensure their activities are responsive to the community they serve. *(10 Points)* |
| **Response**: |

**Community to be Served – 10 Points**

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| 13. Share a success story of how your program was able to help one family or individual in your community. Please choose a success story that is representative of your overall program, and explain how this success represents your program as a whole in terms of the benefit it can provide to other members of the community. *(10 Points)* |
| **Response**: |