# Government Alliance for Safe Communities Capacity Building Network for Community Safety

PROGRAM NARRATIVE TEMPLATE  
NOFO #2762-2934

Instructions: The program narrative may not exceed 25 pages, including questions and tables in this document. Responses must be written in Arial 12-point font and single-spaced. Do not delete template questions or change the formatting. All responses should be entered in the "**Response**" boxes provided under each question. Failure to comply with formatting requirements may result in disqualification.

## 1. Program Design – 30 Points

1.1 Overview of the Project (15 points)

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| Describe your proposed program, including the specific services, activities, and interventions that will be provided to Community-Based Organizations (CBOs). Include the need for the project, the area to be served, the capacity to implement the project, and the projected numbers of CBOs to be served. |
| **Response:** |

1.2 Capacity Building Model (10 points)

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| Explain how your capacity-building model will effectively link CBOs to Subject Matter Experts (SMEs), deliver tailored technical assistance, and ensure the effective implementation of services. |
| **Response:** |

1.3 Tracking and Reporting (5 points)

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| Describe the mechanisms for tracking and reporting performance metrics, ensuring accountability, and compliance with program requirements. Include the specific indicators you will track. |
| **Response:** |

## 2. Organizational Capacity – 20 Points

2.1 Experience of Key Staff (10 points)

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| Describe the qualifications, experience, and skills of key staff members responsible for managing and implementing the Capacity Building Network. Include information on staff roles and their relevance to the proposed project. |
| **Response:** |

2.2 Organizational Capacity (10 points)

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| Provide evidence of your organization’s capacity to successfully manage and implement the Capacity Building Network, including administrative, fiscal, and programmatic capabilities. Include any previous experience in managing state or federal grants. |
| **Response:** |

## 3. Implementation Timeline – 20 Points

3.1 Project Timeline (12 points)

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| Provide a realistic timeline outlining key milestones and deliverables, leading up to the target launch date of July 1, 2025. Include tasks related to staff hiring, capacity-building services, and coordination with SMEs. |
| **Response:** |

3.2 Rapid Ramp-Up Plan (8 points)

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| Outline strategies for quickly ramping up support to CBOs within the first six months of the contract. Describe your approach to onboarding SMEs and connecting them to CBOs for technical assistance. |
| **Response:** |

## Implementation Schedule

Complete the table below, defining each step in the implementation and operation of the proposed program. Detail the staff position responsible for each task and include a target date for completion.

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| Task | Staff Position Responsible | Date Due |
| *Example: Hire Staff* | *Program Administrator* | *Month One* |
| *Example: Train Staff* | *Training Coordinator* | *Month Two* |
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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 |

## 4. Evaluation and Sustainability Plan – 20 Points

4.1 Evaluation Strategy (10 points)

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| Describe your plan for measuring performance metrics, including capacity improvements, service delivery outcomes, and engagement levels with CBOs. Specify how data will be collected and analyzed to ensure program success. |
| **Response:** |

4.2 Continuous Improvement (10 points)

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| Explain how you will use data and feedback from CBOs, SMEs, and program evaluations to adjust and refine program delivery. Include your process for implementing feedback loops and making real-time improvements. |
| **Response:** |

## 5. Budget Detail – 10 Points

5.1 Budget Alignment (5 points)

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| Demonstrate how the proposed budget aligns with the program design and the services to be provided. Detail allocation for staffing, materials, and support for SMEs. |
| **Response:** |

## 6. Performance Measures/Standards – 10 Points

6.1 Monitoring Capacity Building Efforts (4 points)

Outline how performance data will be collected, reported, and evaluated. Include metrics like the number of capacity-building plans developed, connections made with SMEs, and feedback from CBOs.

**Response:**

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.

Objectives should measure meaningful, tangible changes resulting from program implementation or expansion.

For each objective listed below, complete the "Performance Measures" section by defining specific metrics that demonstrate program success. Use quantitative measures to provide evidence of progress and outcomes.

Describe the plan to establish a dedicated team for capacity building, detailing roles and responsibilities. Include metrics such as staff retention rate, diversity of skills, and effectiveness in supporting CBOs. (3 points)

Explain the process for developing intake protocols and connecting CBOs to SMEs. Include metrics such as the number of organizations screened, referred, and engaged.(3 points)

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| Objectives | Performance Measures |
| Establish a dedicated team to support capacity building. | \_\_\_\_\_(input number) Number of staff members dedicated to capacity building initiatives. \_\_\_\_\_Staff retention rate over the program period. \_\_\_\_\_Diversity of skills and backgrounds of the dedicated team. |
| Develop Intake Protocol and connect Community-Based Organizations (CBOs). | \_\_\_\_Total number of individual organizations referred and screened. \_\_\_\_Total number served and/or engaged by SMEs. \_\_\_\_Number of new organizations served, reached, and/or engaged. |
| Implement an assessment process for CBOs. | \_\_\_\_Number of assessments conducted with CBOs. \_\_\_\_Percentage of CBOs completing the assessment process. \_\_\_\_Number of capacity building plans developed based on assessments. \_\_\_\_Identification of key areas for improvement for each CBO assessed. |
| Facilitate connections to Subject Matter Experts (SMEs). | \_\_\_\_Number of SMEs identified and engaged through the Anchor. \_\_\_\_Number of connections made between CBOs and SMEs. \_\_\_\_Satisfaction rating from CBOs regarding SME support. |
| Monitor and evaluate capacity building efforts. | \_\_\_\_Number of performance reports generated on capacity building outcomes. \_\_\_\_Percentage of goals achieved as outlined in the capacity building plan. \_\_\_\_Lessons learned documented and shared with stakeholders. |
| Provide training and technical assistance to CBOs (upon request). | \_\_\_\_Number of training sessions conducted for CBOs. \_\_\_\_Number of organizations participating in trainings. \_\_\_\_Number of one-on-one technical assistance and capacity building training hours provided to individual organizations. \_\_\_\_Pre- and post-training evaluation demonstrating knowledge gained (e.g., increased capacity, confidence, and skills). |