**Illinois Family Violence Coordinating Council**

**Implementation**

**PROGRAM NARRATIVE**

**NOFO # 2096-2072**

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 – 15 Points**

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| 1. Describe overview of the project, need for the project, area to be served, capacity to complete the project and the projected numbers to be served within each program component. (5 points) |
| **Response**: |

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| 2. Describe the program’s achievements and successes to-date, including objectives that were met or exceeded. (5 points) |
| **Response**: |

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| 1. Discuss each unmet program objective from SFY22. Include a description of barriers to service provision impacting the program’s ability to meet objectives, what steps were taken to overcome these barriers, and what additional resources may be needed. (5 points) |
| **Response**: |

**Statement of the Problem/Description of Need (15 points total)**

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. Identify the catchment/service area (In previous grant years, it was required that the service area for a local family violence coordinating council was a judicial circuit, however, we no longer require this. At the minimum, the service area should include a county). Include description and demographics of communities served. (5 points) |
| **Response**: |

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| 1. 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 – 45 Points**

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| 1. Fill in your local Family Violence Coordinating Council members in the row of their discipline. Enter Name, Job title, and organization for each member. Ensure you add the corresponding information under the same number if more than 1 member in each discipline. |
| The list of disciplines that can be part of a council are not limited to the below list. If you have additional members from different disciplines, please add a row(s) at the end of the list. (5 points) |

See example below:

|  |  |  |  |
| --- | --- | --- | --- |
| Discipline | Name of Steering/Planning Committee Member(s) | Job Title of Member(s) | Members’ Organization Name |
| 911/Dispatch Telecommunicator | 1. Lacey Pollock 2. Chelsea Jones | 1. Criminal Justice Specialist 2. Office Associate | 1. Illinois Criminal Justice Information Authority 2. Illinois Department of Revenue |

**Local Family Violence Coordinating Council Members**

| Discipline | Name of Steering/Planning Committee Member(s) | Job Title of Member(s) | Members’ Organization Name |
| --- | --- | --- | --- |
| 911/Dispatch Telecommunicator |  |  |  |
| Child Abuse Victim Services/Prevention |  |  |  |
| Circuit Clerk's Office |  |  |  |
| Court Administrator |  |  |  |
| Court Security/Bailiff |  |  |  |
| Department of Children and Family Services |  |  |  |
| Disability Services |  |  |  |
| Domestic Violence Victim Services |  |  |  |
| Education |  |  |  |
| Emergency Medical Services |  |  |  |
| Faith-Based Community |  |  |  |
| Judge |  |  |  |
| Law Enforcement |  |  |  |
| Local Council Coordinator |  |  |  |
| Medical Personnel |  |  |  |
| Mental Health Professional | 1. |  |  |
| Military |  |  |  |
| Older Adult Services |  |  |  |
| Partner Abuse Intervention Program Provider |  |  |  |
| Person with lived domestic violence experience |  |  |  |
| Private Attorney |  |  |  |
| Probation |  |  |  |
| Prosecutor |  |  |  |
| Public Defender |  |  |  |
| Self-Advocate (person with disability) |  |  |  |
| Sexual Assault Victim Services |  |  |  |
| Other: \_\_\_\_\_\_\_\_\_\_ |  |  |  |

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| 1. How do you plan to engage members in disciplines that you do not currently have as active members? i.e. any of the above that you do not have members listed. (5 points) |
| **Response**: |

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| 1. List your circuit wide committees and member agencies on each committee. Include discussion about how often each committee convenes as well as the focus of the committee and projects it will complete. (5 points) |
| **Response**: |

| ***Committee*** | ***Member Agencies*** | ***Person Responsible for Staffing Committee*** | ***How Often Committee Meets*** | ***Describe the committee’s focus and projects.*** |
| --- | --- | --- | --- | --- |
| ***Steering Committee (required)*** |  |  |  |  |
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| 1. Discuss the process your Council will use to recruit and re-engage members to your committees. Be sure to include who is responsible for recruiting committee members. (5 points) |
| **Response**: |

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| 1. Discuss potential topics and intended audiences for trainings your Council will provide. (5 points) |
| **Response**: |

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| 1. Describe your plan to follow-up with attendees of trainings you have provided. Be sure to include who is responsible for follow-up. (5 points) |
| **Response**: |

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| 1. Please describe how evaluation results from your council’s trainings are used. (5 points) |
| **Response**: |

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| 1. Discuss your process of sharing and distributing resources. Be sure to include who is responsible for sharing and distributing resources and information. (5 points) |
| **Response**: |

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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. (5 points) |
| **Response**: |

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| --- | --- | --- | --- |
| **Task** | **Staff Position Responsible** | **Start Date** | **End Date** |
| Training |  |  |  |
| Training |  |  |  |
| Meetings |  |  |  |
| Meetings |  |  |  |
| Hire FVCC Local Council Coordinator (if applicable) |  |  |  |
| Attend FVCC Local Council Coordinator’s Meeting |  | TBD by ICJIA | TBD by ICJIA |
| Submit quarterly Fiscal Report to the Authority |  | October 15, 2022  January 15, 2023  April 15, 2023  July 15, 2023 | October 15, 2022  January 15, 2023  April 15, 2023  July 15, 2023 |
| Submit quarterly Data Report to the Authority. |  | October 15, 2022  January 15, 2023  April 15, 2023  July 15, 2023 | October 15, 2022  January 15, 2023  April 15, 2023  July 15, 2023 |
| Complete all Fiscal and Programmatic Closeout Materials |  | July 30, 2023 | July 30, 2023 |

**Project Management – 10 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 grant. This should include experience, staffing patterns, and qualifications to comply with GATA fiscal and administrative requirements. This section should include an explanation of any recent changes in policies and procedures to improve fiscal, administrative or programmatic capacity. (5 points) |
| **Response**: |

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| 1. Describe your organization’s experience managing state and federal grants. (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. Please 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 Measures/Standards – 10 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.

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

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| **Goal 1:** The local Circuit Family Violence Coordinating Council will work to improve the systems response to family violence (including but not limited to domestic violence, child abuse, teen dating violence, and abuse against older adults and persons with disabilities) by developing multidisciplinary committees to provide oversight, guidance, and development of policies and procedures enforcing victim safety, abuser accountability, and community safety | |
| **Process Objectives** | **Performance Measures** |
| Coordinate and convene committees with criminal justice and family violence professionals that contribute to the improvement of the legal system and the administration of justice. | * \_\_\_\_ of committees formed |
| Local Council Steering Committee will meet at least 3 times per year | \_\_\_\_ of local council steering committee meetings. |
| Subcommittees of the Steering Committee will be formed. | * Name of committees and \_\_\_\_ (#) of times each committee will meet. |
| * **Goal 2:** Improve the knowledge of criminal justice professionals on domestic violence related topics. | |
| **Outcome Objectives** | **Performance Measures** |
| Provide trainings to local circuit criminal justice and family violence professionals.  **At least 1 training from the Facilitator’s Toolkit is required**  **At least 1 Promising Practice Mini-Toolkit training is required.** | * \_\_\_\_\_ (#) of trainings provided to local circuit criminal justice and family violence professionals. |
| Educate criminal justice and family violence professionals through trainings. | * \_\_\_\_ (#) of attendees participating in trainings. |
| Collect evaluations or pre-posttests (ICJIA developed surveys) from trainings. (pre posttests only apply to Promising Practices Mini-Toolkits). | * \_\_\_\_ (#) of training evaluations collected. |
| Training participants indicate increased confidence on evaluation. | * \_\_\_\_\_ % of participants that indicate increased confidence after training based on number of attendees. |
| * **Goal 3**: To increase the awareness and knowledge of family violence issues (including but not limited to domestic violence, child abuse, teen dating violence, and abuse against older adults and persons with disabilities) in the communities of the service area. | |
| **Outcome Objectives** | **Performance Measures** |
| Coordinate with local criminal justice professionals and community agencies to participate in public awareness regarding family violence related topics. | * \_\_\_\_ (#) of community awareness events and activities. |
| Educate and disseminate information to attendees at community awareness events and activities. | * \_\_\_\_ (#) of participants at community awareness events and activities. |
| Disseminate information to criminal justice and family violence professionals.   (This includes dissemination of trainings, webinars, community awareness events, research, tools, and articles. This does not include correspondence with committee members regarding committee meetings and committee work.) | * \_\_\_\_ (#) times information is disseminated to criminal justice and family violence professionals. |

**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 7 and emailed to Illinois Family Violence Coordinating Council Implementation. Please review the submission checklist on page 1 in NOFO Instructions. All materials must be received by: 5:00 p.m., April 15, 2022 |