**BYRNE STATE CRISIS INTERVENTION PROGRAM**

**SCIP FRO COMPLIANCE AND ENFORCEMENT**

**PROGRAM NARRATIVE**

**NOFO # 3342-0425**

Program narrative must be submitted via AmpliFund. This document is for reference only. Applicants are highly encouraged to review the questions and complete a response on a separate document, then log into AmpliFund and “copy & paste” the response in the appropriate section.

The AmpliFund system times out after 20 minutes of inactivity. Clicking “save and continue” is encouraged as you begin completion of information in AmpliFund.

**Summary of the Program – 5 Points**

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| **Question 1:** Briefly summarize the proposed program, stating the jurisdiction where services will be provided and the program components that will be supported. See NOFO Instruction document Section A.1. Purpose on page 4 for information on potential uses of grant funds. |

**Statement of the Problem – 10 Points**

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| **Question 1:** Describe the jurisdiction to be served, detailing any FRO usage information, demographic information, location or other characteristics that inform the design of the program. Applicants may reference the [SCIP Plan](https://agency.icjia-api.cloud/uploads/SCIP_Plan_dcfbbe3669.pdf), [ICJIA FRO publication](https://icjia.illinois.gov/researchhub/articles/firearm-restraining-orders-in-illinois/), and [ICJIA Dataset Hub](https://icjia.illinois.gov/researchhub/datasets/) as data sources. However, it is not mandatory to use them and applicants may use additional data sources that are available to them. |

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| **Question 2**: Please describe existing resources in place in the jurisdiction to enforce FROs and safely and timely seize related firearms. |

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| **Question 3**: Please describe existing resources in place in the jurisdiction to safely secure, store, track, and return relinquished firearms. |

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| **Question 4**: Using your responses to the previous questions, please state the problem to be addressed through this funding. |

**Proposed Program Design – 40 Points**

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| **Question 1:** Describe how your proposed program will address the problem described above and act as a complement to the resources currently available. |

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| **Question 2:** Describe any collaboration that will occur between your agency, local jurisdiction executive leadership, law enforcement agencies, judges and court personnel, social service and mental health care providers, and community stakeholders. |

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| **Question 3:** Describe the anticipated challenges and barriers to implementing this program and how you plan to mitigate/overcome them. |

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| **Question 4:** If the original 12-month program funding period is extended to a 36-month program period, what additions or changes do you anticipate making to the program, if any, over the course of the full three years? How will you ensure your program’s sustainability when the SCIP grant funds expire after the program period? |

**Agency Capacity and Experience – 10 Points**

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| **Question 1:** Describe your organization’s history and expertise in the provision of similar services. |

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| **Question 2:** Describe your organization’s fiscal experience and capacity to manage grants. Include total staff dedicated to all grants at your organization and all funding sources that support programming. Include quantitative (e.g., size of budget and number of grants) and qualitative (e.g., process and procedure; summary of previous management) descriptions. If your proposed program includes any subgrants and/or subcontracts, describe any experience your organization has in administering grants or subawards to other organizations. |

**Project Management and Staffing – 5 Points**

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| **Question 1:** Describe the process you will follow for the collection and submission of performance measures. Include staff responsible for the collection and approval process. |

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| **Question 2**: How do you currently collect and track data related to FROs? |

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| **Question 3:** Use the table below to detail the staffwho will oversee the program funded by this opportunity. Include titles, duties, primary qualifications and any mandatory training or certifications. |

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| **Title** | **Role on the Grant** | **Qualifications** |
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**Project Implementation – 10 Points**

Please complete the implementation schedule below. Define 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. Do not use staff names only job titles.

Italicized font indicates examples that can be edited as needed. Please add additional lines as necessary.

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| **Task** | **Staff Position Responsible** | **Date Due** |
| *For example: Hire program coordinator* | *Executive Director* | *Month One* |
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| Submit quarterly progress report to ICJIA, may include reporting to BJA |  | 15th day of each grant quarter |
| Submit quarterly financial performance report to ICJIA |  | 15th day of each grant quarter |

**Goals, Objectives, and Performance Measures – 10 Points**

The funded grantees must submit quarterly data reports on program performance measures to track program progress and outcomes. Objectives should measure meaningful, tangible changes resulting from program implementation.

**Process objectives** are project milestones to track progress on implementing the proposed activities.

**Outcome objectives** are results the project seeks to achieve in support of the program's overall goal.

**Performance measures** are discrete, clear, and quantifiable and set to determine whether funded activities are meeting goals. The items listed under Performance Measures will be reported to ICJIA in the progress reports.

The following table details objectives linked to performance indicators that show progress toward the proposed program goal. Applicants will be asked to complete the table by entering ambitious yet realistic numbers in the areas marked with “XX” for **each funded component** that their program will address and its corresponding process objectives. Proposed programs are not required to address every component, only those that are applicable to the proposed programs.   
  
Applicants should address every objective listed for the component(s) they plan to implement. Applicants may add rows and define additional objectives and related performance measures. Quarterly performance reporting will also require narrative information and may require additional information on U.S. Department of Justice Bureau of Justice Assistance performance measures, which can be viewed [here](https://bja.ojp.gov/funding/performance-measures/byrne-scip-measures.pdf).

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| **Overall Goal:** Enhance community safety by improving enforcement and compliance with firearms restraining orders (FROs) and other court-ordered firearm removal efforts. | |
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| **Component #1 Goal:** Increase capacity to enforce FROs and other court-ordered firearm removal efforts and to safely and timely remove related firearms. | |
| **Process Objectives** | **Performance Measures** |
| Identify or hire personnel enforcing and serving FROs and other court-ordered firearm removals by month XX | * Date FRO personnel identified or hired   + Personnel under this grant responsible for FRO enforcement   + Personnel under this grant responsible for non-FRO (other court order prohibiting firearms) |
| Grant personnel will complete specialized law enforcement firearm removal training by month XX | * Date grant law enforcement personnel complete specialized firearm removal training |
| Conduct XX enforcement operations against persons whose Firearm Owner's Identification Cards have been revoked or suspended and yet have failed to comply with the requirements of Section 9.5 of the Firearm Owners Identification Card Act. | * Number of enforcement operations conducted   + Number as a result of an FRO   + Number as a result of other court orders related to FOID revocation or firearm prohibition |
| Increase the number of personnel hours dedicated to FRO enforcement and court-ordered firearm removal. | * Number of hours dedicated to FRO enforcement per month * Number of hours dedicated to enforcement of other court-ordered firearm removal |
| **Outcome Objectives** | **Performance Measures** |
| Serve XX% of FROs issued within XX days of issuance. | * Number of FROs issued * Number of FROs served * Number served within XX days * Number served past XX days * Number not served (unable to locate respondent) |
| Remove firearms for XX% of FRO respondents | * Number of FRO respondents * Number of firearms removed per FRO respondent * Number of FRO respondents where personnel were unable to remove any firearms. * Number of non-FRO respondents (other court order) that had one or more firearms removed * Number of non-FRO respondents (other court order) where personnel were unable to remove any firearms |
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| **Component #2 Goal:** Safely secure, store, track, and return relinquished firearms | |
| **Process Objectives** | **Performance Measures** |
| Identify or hire personnel responsible for safely securing, storing, tracking, and/or returning relinquished firearms by month XX | * Date personnel identified or hired |
| Identify or purchase safe storage solutions (e.g., software, equipment) to secure, store, track, and return relinquished firearms by month XX | * Date safe storage solutions identified or purchased |
| Implement protocol for tracking firearms in storage. | * Date protocol implemented |
| **Outcome Objectives** | **Performance Measures** |
| Secure 100% of removed firearms in storage within XX days of seizure | * Number of firearms stored by location * Percent of firearms that were securely stored within established timeline |
| Return 100% of firearms to respondents within XX days of the FRO (or court order) expiration/termination and provide prior notice to petitioner. | * Percent that were returned within XX days of expiration/termination * Percent of petitioners provided with notice prior to return |
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| **Component #3 Goal:** Providing gun locks and/or storage for individuals and businesses | |
| **Process Objectives** | **Performance Measures** |
| Identify personnel assigned to provide gun locks and/or storage for individuals and businesses by month XX | * Date personnel identified or hired |
| Identify and purchase gun locks and/or storage for individuals and businesses by month XX | * Date safe storage solutions identified and purchased |
| Implement protocol and criteria for providing gun locks and/or storage for individuals and businesses by month XX | * Date protocol finalized |
| **Outcome Objectives** | **Performance Measures** |
| Distribute XX gun locks and/or storage for individuals and businesses | * Number of gun locks and/or storage options provided for individuals and businesses * Number of individuals and businesses provided with locks or storage * Number of individuals or businesses denied locks or storage |
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| **Other** | |
| **Process Objectives** | * **Performance Measures** |
| Applicant to fill in | * Applicant to fill in |
| **Outcome Objectives** | * **Performance Measures** |
| Applicant to fill in | * Applicant to fill in |

**Budget and Budget Narrative – 10 Points**

Please complete the budget and the budget narrative for your proposed program using the Excel template. This program is for 12 months, both the budget and budget narrative should reflect 12 months of programming.

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| **Application Submission via AmpliFund**  The following steps are required:   1. Applicants must register at the Illinois Grant Accountability and Transparency Act (GATA) Grantee Portal: <https://grants.illinois.gov/portal/>. 2. Applying Organizations must identify an individual(s) who will submit the application via AmpliFund, this person will serve as the Primary Contact for this application. However, more than one individual can have access to and complete components of the application via AmpliFund. The Primary Contact must submit the applications, including attachments, via AmpliFund.   To apply, go to: <https://il.amplifund.com/Public/Opportunities/Details/c501135a-9314-4851-870f-c9338de363f9>  To be considered for funding, completed applications must be submitted via the above AmpliFund link by the application deadline of 5:00 p.m., June 24, 2025. ICJIA encourages applicants to review the NOFO Technical Assistance Recording and [other ICJIA training videos](https://icjia.illinois.gov/grants/training/) for more information on how to apply. |