**BYRNE STATE CRISIS INTERVENTION PROGRAM**

**FRO OUTREACH AND TRAINING**

**PROGRAM NARRATIVE**

**NOFO # 3342-2687**

Program narrative may not exceed **30 pages**, including the questions and tables in this document. Responses must be written in **Times New Roman 12-point font** and **single-spaced**. Do not delete the template questions in your response and do not change the formatting of this document.

Questions that require a narrative response should be answered in the box titled “**Response**” underneath each question. Failure to comply with formatting requirements may lead to application disqualification.

**Summary of the Program – 5 Points**

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| **Question 1:** Describe the proposed program including the scope of services, intent of the program, strategy, activity, and the people/organizations that will be served. Please describe which of the six goal(s) that the program will address and which of the seven or more methods you plan to use to address the program goal. See NOFO Instruction document Section A.2. Program Design on page 6 for information on goals and methods. |
| **Response:** |

**Statement of the Problem – 10 Points**

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| **Question 1:** Describe the problem(s) that demonstrates the need for your proposed program. Please use available quantitative and/or qualitative data that indicate the scope and nature of the problem. 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. |
| **Response:** |

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| **Question 2:** Describe the stakeholder groups that may be most affected by the problem(s) identified above and the resulting impact. See NOFO Instruction document for information on targeted FRO stakeholder groups. |
| **Response:** |

**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. |
| **Response:** |

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| **Question 2:** Identify and describe the program’s target stakeholder group(s). Explain why that target group(s) was chosen as the focal point for the proposed program. See NOFO Instruction document for information on targeted FRO stakeholder groups. |
| **Response:** |

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| **Question 3:** Describe your strategy for reaching the target groups defined above, including information on any current relationship your organization has with these groups or how those relationships will be established, and specify outreach methods and public information tools to be used.See NOFO Instruction document for information on targeted FRO stakeholder groups. |
| **Response:** |

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| **Question 4:** Describe how your proposed program services will be accessible geographically throughout the state of Illinois. |
| **Response:** |

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| **Question 5:** Describe how your proposed program incorporates the values of diversity, equity and inclusion in operations? For example, do you incorporate the perspectives of the population served in program design and delivery? |
| **Response:** |

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| **Question 6:** Describe the anticipated challenges and barriers to implementing this program and how you plan to mitigate/overcome them. |
| **Response:** |

**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. Include examples of how these services may be related to FRO awareness and training. |
| **Response:** |

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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. |
| **Response:** |

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| **Question 3:** Describe any experience your organization has in administering grants or subawards to other organizations. |
| **Response:** |

**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. |
| **Response:** |

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| **Question 2:** 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 are suggestions that can be edited as needed. Please add additional lines as necessary.

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| **Task** | **Staff Position Responsible** | **Date Due** |
| *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 and Performance Metrics – 10 Points**

The funded grantee will be required to submit quarterly data reports reflecting information about these performance measures and may be asked to collect additional measures to track program progress and outcomes. Objectives should measure meaningful, tangible changes resulting from program implementation.

**Process objectives** are milestones within the project that help you keep track of progress implementing the proposed activities.

**Outcome objectives** are results that the project seeks to create that support the overall goal. This is the goal your program establishes to meet.

**Performance measures** are discrete, clear, and quantifiable measures that the project will 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 depicts objectives linked to performance indicators that show progress toward the proposed program goal. Complete the table by entering ambitious yet realistic numbers for **each goal** that your program will address and its corresponding process objectives. Your proposed program may not address every goal. Rows may be added to define additional objectives and related performance measures as needed.

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| **Overall Goal:** Foster improved public and system partner awareness and use of FROs through targeted public information and outreach. | |
| **Process Objectives** | **Performance Measures** |
| *See process objectives and performance measures for each individual goal below* | |
| **Outcome Objectives** | **Performance Measures** |
| **\_\_**% of system partner training participants will indicate increased knowledge of FROs using training pre- and post-tests | * Number of system partners trained by profession * Number of system partners indicating increased FRO knowledge by profession |
| **\_\_**% outreach training participants will indicate increased knowledge of FROs using training pre- and post-tests | * Number of outreach participants by event * Number of outreach participants indicating increased FRO knowledge by event |
| Respond to 100% of requests for FRO training and information | * Number of requests for system partner training by profession * Number of requests for information events by region and audience * Number of requests for follow-up information or events * Number of requests fulfilled by type, region, and audience |
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| **Goal 1:** Increase awareness of FROs as a tool among potential petitioners. | |
| **Process Objectives** | **Performance Measures** |
| Conduct **\_\_** public outreach events with partner agencies in each target community | * Number of public outreach events conducted in each target community |
| Distribute or make available content or reference documents (web content, hotlines, media, social media or fact sheets, brochures, cards, or posters) in each target community | * Number and type of content materials distributed or published by target audience and community |
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| **Goal 2:** Increase effective implementation and execution of FROs among practitioners/system partners. | |
| **Process Objectives** | **Performance Measures** |
| Conduct **\_\_** FRO trainings for practitioners/system partners in counties identified as target or high-priority | * Number and type (in-person, virtual or hybrid) of FRO trainings conducted, by system partners and priority counties |
| Distribute or make available curriculum, content, or reference documents (web content, fact sheets, brochures, cards, or posters) for practitioners/system partners | * Number and type of content materials distributed or published, by type of partner |
| Develop **\_\_** training videos for distribution among practitioners/system partners | * Number and type of video(s) developed and circulated by type of partner |
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| **Goal 3:** Address inequities in support and use of FROs among those at higher-risk of harm to self or others and/or groups that may have barriers impacting support and use. | |
| **Process Objectives** | **Performance Measures** |
| Offer content or materials in languages other than English | * Number and type of materials targeted to non-English speaking |
| Distribute or make available content or reference documents (web content, hotlines, media, social media or fact sheets, brochures, cards, or posters) that specifically address a target audience at higher risk or that may have barriers | * Number and type of content materials distributed or published |
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| **Goal 4:** Provide clarity regarding FROs and the appropriateness of an FRO for an individual. | |
| **Process Objectives** | **Performance Measures** |
| Distribute or make available content or reference documents (web content, hotlines, media, social media or fact sheets, brochures, cards, or posters) that address available and appropriate responses to a person at risk | * Number and type of content materials distributed or published |
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| **Goal 5:** Promote statewide consistency in FRO implementation. | |
| **Process Objectives** | **Performance Measures** |
| Implement a train-the-trainer model to embed expertise on FRO implementation within the agency, organization, or jurisdiction | * Detail the model and number of times the trainings were conducted |
| Distribute and share models of FRO implementation with other jurisdictions | * Number of times information is shared with other jurisdictions |
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| **Goal 6:** Leverage existing efforts and apply best practices. | |
| **Process Objectives** | **Performance Measures** |
| Make available best practices regarding FROs | * Number and type of materials shared or published |
| Distribute and share models of FRO implementation with other jurisdictions | * Number of times program information is shared with other jurisdictions |

Reporting may include additional required Bureau of Justice Assistance performance measures, which can be viewed [here](https://bja.ojp.gov/funding/performance-measures/byrne-scip-measures.pdf).

**Budget Detail 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**  Completed NOFO Application materials should be zipped in a single folder. Each individual document should be named following naming conventions listed on page 13 and emailed to [CJA.SCIPoutreach@illinois.gov](mailto:CJA.SCIPoutreach@illinois.gov). Please review the submission checklist on page 1 in NOFO Instructions. All materials must be received by: 5:00 p.m. CST, April 8, 2024.  ICJIA encourages applicants to review the Technical Assistance Recording for more information on how to apply. |