

For reference only. Responses must be submitted via AmpliFund. Emailed, mailed, and hand-delivered applications will not be accepted.

**BYRNE STATE CRISIS INTERVENTION PROGRAM
SCIP LOCAL FRO IMPLEMENTATION SUPPORT
PROGRAM NARRATIVE
NOFO # 3342-0524**

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

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. Program Requirements on page 5 for information on component(s).

Statement of the Problem – 5 Points

Question 1: Describe the jurisdiction to be served, detailing any demographic information, location or other characteristics that inform the design of the program. Applicants may reference the [SCIP Plan](#), [ICJIA FRO publication](#), and [ICJIA Dataset Hub](#) as data sources. However, it is not mandatory to use them and applicants may use additional data sources that are available to them.

Question 2: Please describe existing structures or resources in place to enable the jurisdiction to implement a FRO process and related services.

Question 3: Using your responses to questions 1 and 2, please state the problem to be addressed through this funding.

Proposed Program Design – 45 Points

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

Question 2: Identify and describe in more detail which of the FRO implementation component(s) that the program will utilize and how. See NOFO Instruction document Section A.1. Program Requirements on page 5 for information on component(s).

Question 3: Describe the collaboration that will occur between your agency, local jurisdiction executive leadership, law enforcement agencies, judges and court personnel, social service and

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mental health care providers, and community stakeholders. How will you assure the effectiveness of the FRO process?

Question 4: Describe how the program will assure linkage of respondents and petitioners to advocacy and treatment services to address the immediate risk of violence and its impact.

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?

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

Question 7: 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

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

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

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.

Question 2: Use the table below to detail the staff who will oversee the program funded by this opportunity. Include titles, duties, primary qualifications and any mandatory training or certifications.

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.

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

Goals, Objectives, and Performance Measures – 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 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. However, applicants should address every objective listed

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for the component(s) they plan to implement. Applicants may add rows and define additional objectives and related performance measures as needed. Quarterly performance reporting will also include narrative information and may include additional required Department of Justice performance measures.

Overall Goal: Enhance community safety through the efficient and effective local implementation of FROs.

Planning and Coordination Structures	
Process Objectives	Performance Measures
Establish or identify a local entity to serve as a coordinator for the local partners by month XX	➤ Date local coordinating entity identified or established
Identify or hire local coordination staff from partnering agencies by month XX	➤ Date local coordinating staff from partnering agencies are identified or hired
Local partners complete FRO training by month XX	➤ Date local FRO partners complete FRO training ➤ List of partners trained by component
Establish coordination meeting/feedback process by month XX	➤ Date local coordinating meeting/feedback process established
Outcome Objectives	Performance Measures
XX% of system partners will participate in FRO training	➤ Percentage of system partners participating in FRO training
XX% of system partner participants will indicate increased knowledge of local FROs process via a survey, meeting, or some other type of feedback process	➤ Percentage of system partners indicating increased FRO knowledge by profession
Partnering agencies will meet XX time(s) per quarter to discuss feedback, coordination, and assess effectiveness	➤ Number of times partnering agencies meet

Court-based Staff and Resources	
Process Objectives	Performance Measures
XX% of petitioners and respondents involved in FRO petitions will be offered court advocacy services	➤ Number of respondents ➤ Number of respondents offered services ➤ Number receiving advocacy services ➤ Number of petitioners ➤ Number of petitioners offered services ➤ Number receiving advocacy services

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Identify or hire staff (navigator, court staff or security) by month XX	➤ Date staff hired or identified by title and role
Assist XX% of individuals in filing or seeking to file petitions for FROs	➤ Number of individuals filing or seeking to file FRO petitions ➤ Number (and %) where filing assistance was provided ➤ Number of completed FRO petitions
Offer treatment and support service linkages for XX% of petitioners and respondents	➤ Number of respondents ➤ Number of respondents offered treatment and support services ➤ Number successfully linked to services ➤ Number of petitioners ➤ Number of petitioners offered services ➤ Number successfully linked to services
Outcome Objectives	Performance Measures
XX% of FRO petitions filed will not be rejected for administrative error	➤ Number of FRO petitions filed ➤ Number (and %) not rejected for administrative error ➤ Number of FRO petitions accepted
XX % of petitioners and respondents linked to providers will receive treatment/support services	➤ Number of respondents linked to services ➤ Number (and %) of respondents receiving treatment/support services ➤ Number of petitioners linked to services ➤ Number (and %) of petitioners receiving treatment/support services

Community-based Treatment Services	
Process Objectives	Performance Measures
Offer treatment and support service linkages for XX% of petitioners and respondents	➤ Number of respondents ➤ Number of respondents offered treatment and support services ➤ Number successfully linked to services ➤ Number of petitioners ➤ Number of petitioners offered services ➤ Number successfully linked to services
Outcome Objectives	Performance Measures
XX % of petitioners and respondents linked to providers will receive treatment/support services	➤ Number of respondents linked to services ➤ Number (and %) of respondents receiving treatment/support services ➤ Number of petitioners linked to services

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	➤ Number (and %) of petitioners receiving treatment/support services
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Law Enforcement Processes and Resources	
Process Objectives	Performance Measures
Identify or hire personnel serving FROs by month XX	➤ Date FRO personnel identified or hired
FRO personnel will complete specialized law enforcement training by month XX	➤ Date FRO law enforcement personnel completed specialized FRO training
FRO personnel will serve FROs within XX days of issuance	➤ Number of days from FRO issuance to service
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
Seize firearms for XX% of respondents	➤ Number of respondents ➤ Number of firearms seized per respondent ➤ Number of respondents where personnel were unable to seize any or all firearms.
Secure 100% of seized 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 expiration/termination	➤ Percent that were returned within XX days of expiration/termination

FRO Materials and Website Development	
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) to potential petitioners	➤ Number and type of content materials distributed or published ➤ Number of website visits ➤ Number of hotline calls received
Offer content or materials in languages other than English	➤ Number and type of materials targeted to non-English speaking
Outcome Objectives	Performance Measures
XX% of petitioners will indicate public information materials were helpful in understanding FROs and filing their petition	➤ Number of petitioners responding to survey

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	➤ Number of petitioners indicating materials were helpful
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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

Reporting may include additional required Bureau of Justice Assistance performance measures, which can be viewed [here](#).

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.

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/c80dbedd-ec74-4b54-948f-20b11cac65df>

To be considered for funding, completed applications must be submitted via the above AmpliFund link by the application deadline of 5:00 p.m., July 8, 2024. ICJIA encourages applicants to review the NOFO Technical Assistance Recording and [other ICJIA training videos](#) for more information on how to apply.