**CREST IL Pilot Program**

**PROGRAM NARRATIVE**

**NOFO # 2357-1812**

Program narrative may not exceed 20 total pages, including 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.

Applicants are expected to use **person-centered language (PCL)**, using references to “people,” “individuals,” “clients,” and “participants,” versus “offenders” or “abusers” or “victims”. Using PCL is about respecting the dignity, worth, unique qualities and strengths of every individual.

**Executive Summary – 10 Points**

The Executive Summary will serve as a stand-alone document for the successful applicant that will be shared with various state-level stakeholders and others requesting a brief overview of the funded project. Therefore, applicants should be concise and direct in their description and provide an overview of the services proposed with these funds and the outcomes that will be achieved. The description should provide a clear understanding of how these services will be delivered, the process and how the services will be individualized.

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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. |
| **Response**: |

**Statement of the Problem/Description of Need – 15 Points**

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.

I**nclude 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. Identification of catchment/service area. Include description and demographics of communities served. |
| **Response**: |

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| 1. Provide a clear and accurate picture of the need for the project within the catchment area. |
| **Response**: |

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| 1. Describe the issues professionals encounter when working with domestic violence cases. |
| **Response**: |

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| 1. Identification of proposed or established partnerships with other agencies in your community. |
| **Response**: |

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| 1. Give justification for the population area(s) and type(s) of crime/violence on which you choose to focus. |
| **Response**: |

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| 1. Describe current trends or issues, service gaps or unmet needs in the community or target population. |
| **Response**: |

**Project Management – 25 Points**

The purpose of this section is for the applicant to present an accurate picture of the agency's capacity, qualifications and ability to provide the program as described in this Funding Notice.

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| 1. Provide convincing evidence that the applicant 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. Highlight any recent changes in policies and procedures to improve fiscal, administrative or programmatic capacity. |
| **Response**: |

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| 1. Describe your organization’s experience managing state and federal grants. |
| **Response**: |

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| 1. Explain your organizations history with or capacity to produce webinars and podcasts. |
| **Response**: |

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| 1. Describe your organization’s experience coordinating community stakeholders and facilitating change. |
| **Response**: |

**Project Implementation – 25 Points**

The purpose of this section is for the applicant to provide a comprehensive, clear and accurate picture of its intended program design. At a minimum, the proposal must address each of the following components:

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| 1. List and describe all staff positions (funded, non-funded, interns, and volunteers) assigned to the proposed program. Include at a minimum: name of position, required experience, roles, and responsibilities; reporting and supervision structure. |
| **Response**: |

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| 1. Description of the need for coordinated community response to domestic violence in your community(ies). |
| **Response**: |

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| 1. Please describe any anticipated barriers or challenges to implementation of your proposed project, and ways to address them. |
| **Response**: |

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| 4. Discuss how the program will impact your community(ies) including changes in policies, procedures, and practices. |
| **Response**: |

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| 5. List each collaboration member of the CREST IL Pilot Project including their job title and agency. A memorandum of understanding from each member agency must be submitted with the application. |
| **Response**: |

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| 6. Describe outreach, education, and systems advocacy efforts and community partnerships to support the CREST IL Pilot Project. |
| **Response**: |

**Implementation Schedule – 10 points**

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** | **Position Responsible** | **Date Due** |
| *Example: Hire Staff* | *Program Administrator* | *Month One* |
| *Example: Train Staff* | *Training Coordinator* | *Month One* |
| MANDATORY  Attend grantee training. |  | Within the 1st 30 days of grant start date. |
| MANDATORY  Submit a 2-year, project workplan |  | 30 days after grantee training |
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| Submit subcontract(s) to ICJIA for review and approval (if applicable) |  |  |
| Submit quarterly Periodic Performance Reports to ICJIA |  | 15th of the month following the end of every quarter |
| Submit monthly/quarterly Periodic Financial Reports to ICJIA |  | 15th of of the month following the end of every quarter |
| Submit Closeout Materials to ICJIA – including a closeout Periodic Financial Report and property inventory. |  | 30 days after the end of the grant. |

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

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.

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| **Goal 1 Mandatory:** The CREST IL Pilot Site 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 safety for people who have experienced violence, accountability for those who have perpetrated violence, and community safety. | |
| **Performance Measures** | **Performance Standards** |
| * Number of local CREST IL Committee meetings held | * Number of times Local CREST IL Committee met |
| * Number of committee organizations attending meetings based on total number of committee members attending and meetings held | * % percent of committee members attended meeting |
| **Goal 2 Mandatory:** Demonstrate increased knowledge of criminal justice professionals on domestic violence related topics, and implement policies, procedures, and practices that represent model protocols at the organization/agency level as well as the participant level. | |
| **Performance Measures** | **Performance Standards** |
| * Number of Facilitator’s Toolkit trainings provided to criminal justice and family violence professionals in identified catchment area. | * Number of Facilitator’s Toolkit trainings held. |
| * Number of participants that indicate increased confidence after training based on number of participants in attendance and number of participants that completed survey. | * % percent of participants indicated increased confidence in a specific topic after training (based on # that attended training, # completed survey) |
| **Goal 3 Mandatory:** To provide technical assistance to Local Family Violence Coordinating Councils and participate in State CREST IL Committee. | |
| * Number of technical assistance meetings held regarding development, implementation, and evaluation of trainings from the CREST IL Facilitator’s Toolkit with Local FVCCs. | * Number of technical assistance meetings held w/Local FVCC |
| * Number of CREST IL Evaluation Committee meetings attended where technical assistance and feedback for the project was provided. | * % of State CREST IL Committee meetings attended. |

**Budget and Budget Narrative – 5 points**

Complete this section on a separate Excel Form, including expenses and budget narrative. The budget narrative should include details regarding expenses.

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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 14 and emailed to [cja.crestilpilot@illinois.gov](mailto:cja.crestilpilot@illinois.gov). Please review the submission checklist on page 1 in CRESTIL Pilot Program NOFO Instructions. All materials must be received by: 5:00 p.m. August 6, 2021 |