**Safe From the Start**

**PROGRAM NARRATIVE**

**Implementation NOFO # 2116-2146**

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**

|  |
| --- |
| 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**: |

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

|  |
| --- |
| 3. Discuss each unmet program objective. 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– 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. Include local statistics/data, whenever possible, and indicate the source of your data. Please make sure data is current from the last five years.

|  |
| --- |
| 1. Identify the catchment/service area. Include description and demographics of communities served. (5 points) |
| **Response**: |

|  |
| --- |
| 2. 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 – 50 Points**

|  |
| --- |
| 1. Provide an explanation of how the Safe From the Start program fits within your agency’s work. (3 points) |
| **Response**: |

|  |
| --- |
| 2. Describe any anticipated barriers or challenges to implementation of the proposed project, as well as strategies to address them. (3 points) |
| **Response**: |

|  |
| --- |
| 3. Describe the processes by which children exposed to violence and their families are identified in your community by your agency. (3 points) |
| **Response**: |

|  |
| --- |
| 4. Describe how the identification and referral system reaches traditionally underserved (e.g. ethnic or racial minority) populations. (3 points) |
| **Response**: |

Coalition

|  |
| --- |
| 5. Indicate whether your SFS coalition’s purpose is solely focused on SFS or is part of a larger coalition and purpose. (3 points)  a. If the coalition’s purpose is a part of a large coalition and purpose, please describe. |
| **Response**: |

|  |  |  |
| --- | --- | --- |
| 6. List coalition member agencies below – add additional rows as necessary. (3 point) | | |
| Name of Agency | Required or Recommended | Role in the program |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| 7. How does the coalition help inform the work of the program? (3 points) |
| **Response**: |

|  |
| --- |
| 8. How do you plan to engage additional coalition partners? (3 points) |
| **Response**: |

Direct Services

|  |
| --- |
| 1. Describe how assessments are completed, including but not limited to, which staff administer them; number of sessions needed to complete the assessments; how the assessments are used to engage and educate parents; and how the assessment results are used in service planning. (4 points) |
| **Response**: |

|  |
| --- |
| 1. Describe the clinical modality(ies) your site utilizes and the rationale for this/these approach(es). Indicate which staff provide these services, their language proficiencies, and locations and times the services are offered. (3 points) |
| **Response**: |

|  |
| --- |
| 11. Describe the case management model your site utilizes and the rationale for this approach. Indicate which staff provide these services, their language proficiencies, and the locations and times case management services are offered. (3 points) |
| **Response**: |

|  |
| --- |
| 1. Describe the case tracking and record keeping processes. Also describe how information is shared among providers and how confidentiality is maintained when such information sharing occurs. (3 points) |
| **Response**: |

Public Awareness

|  |
| --- |
| 1. Describe your plans to provide public awareness, including types of activities, frequency, and audience.(3 points) |
| **Response**: |

Staffing

|  |
| --- |
| 1. Describe how the project is staffed, including responsibilities for project coordination, case management, assessment, service provision, and data entry into the SFS database. (3 points) |
| **Response**: |

|  |
| --- |
| 1. Describe the supervision, both clinical and case management, that SFS staff receive, including approach and frequency, and if the supervision is conducted in-house or contracted to an outside agency. (3 points) |
| **Response**: |

Implementation Schedule

|  |
| --- |
| 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. (4 points) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Staff Position Responsible** | **Start Date** | **End Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Hire SFS Coordinator |  |  |  |
| Attend SFS 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**

|  |
| --- |
| 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**: |

|  |
| --- |
| 2. Describe your organization’s experience managing state and federal grants. (5 points) |
| **Response**: |

**Performance Measures/Standards (5 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.

Performance Standard/Frequency should measure meaningful, tangible changes resulting from program implementation.

|  |  |
| --- | --- |
| **Goal 1:** | |
| **Performance Measure** | **Performance Standard/Frequency (FY23 12-month projection)** |
| Provide developmentally and culturally appropriate direct services to young children (ages 0-5) exposed to violence. | \_\_\_\_(#) of children ages 0-5 yrs. to be served |
| Provide developmentally and culturally appropriate direct services to children 6 years and older exposed to violence. | \_\_\_\_(#) of children ages 6yrs - over to be served |
| Provide developmentally and culturally appropriate direct services to adults. | \_\_\_\_(#) of adults to be served |
| Provide developmentally and culturally appropriate direct services to families. | \_\_\_\_(#) of families to be served |
| Receive referrals by from an external source for families with children, ages 0-5, exposed to violence | \_\_\_\_(#) of referrals to be received |
| Complete evaluation tools per the SFS Evaluation Protocol for children (and caregivers) receiving SFS services. | \_\_\_\_(#) of Time One Assessments Completed |
| Complete evaluation tools per the SFS Evaluation Protocol for children (and caregivers) receiving SFS services. | \_\_\_\_(#) of Time Two Assessments Completed |
| Complete evaluation tools per the SFS Evaluation Protocol for children (and caregivers) receiving SFS services. | \_\_\_\_(#) of Time Three Assessments Completed |
| **Goal 2: Ensure local governmental, social service and community engagement in the SFS program** | |
| **Objectives/Standards** | **Performance Measures** |
| Convene and maintain the SFS coalition to ensure better collaboration among service providers by holding coalition meetings. | \_\_\_\_(#) of coalition meetings in which, among other items, the SFS referral systems and services are discussed. |
| Provide on-going education to coalition members through professional development trainings using the SFS modules. | \_\_\_\_(#) of professional development trainings provided to coalition members. |
| **Goal 3: Provide public awareness regarding children exposed to violence** | |
| **Objectives/Standards** | **Performance Measures** |
| Implement community presentations. | \_\_\_\_(#) of community presentations |
| Implement community presentations to individuals. | \_\_\_\_\_(#) Number of individuals |
| Implement community events. | \_\_\_\_\_(#) Number of community events |
| Implement community events to individuals | \_\_\_\_\_(#) Number of Individuals |

**Budget Detail and Budget Narrative – 5 Points** This section can be completed on a separate Excel document.

|  |
| --- |
| 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.Safefromthestartgrants@illinois.gov](mailto:CJA.Safefromthestartgrants@illinois.gov). Please review the submission checklist on page 1 in NOFO Instructions. All materials must be received by: 5:00 p.m., Monday, April 15, 2022. |