**Violence Against Women Act (VAWA)**

**Multidisciplinary Team Response Program (MDT)**

**PROGRAM NARRATIVE**

**NOFO # 1744-2321**

The program narrative may not exceed 25 pages, this includes the questions and tables in this document. Responses must be written in Times New Roman, 12-point font, and **double-spaced.** Do not delete template questions in your response and do not change the 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.

**Applicant Specialization**(check one):

Domestic Violence

Sexual Assault

**Program Description – 20 Points**

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| 1. Provide a summary of each partner agency’s history in providing services to victims of domestic violence, sexual assault, dating violence, or stalking; its capacity and qualifications to implement the proposed project, and its role within the community(ies) being served. |
| **Response**: |

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| 2. Provide a summary of the proposed program that includes the scope of services, intent of the program, strategy, and/or activity, and how it will address the identified problem.  The following items must be addressed in your responses: Types of services and/or activities to be provided by the proposed project and the role of each funded partner.   * Any risk or protective factors that will be addressed. * A detailed description of the applicant/or project’s collaboration with victim services, law enforcement, prosecution, and courts/probation that reflect a coordinated approach to addressing domestic violence, sexual assault, dating violence, or stalking. Include thorough detail of what extent court services and probation partners will be involved; providing emphasis on the importance of training for these partners to increase their knowledge about the impacts of victimization/secondary victimization on victims. Please include the names of the collaborating agencies or partners. * A detailed description of how the MDT will expedite and enhance victim services. * Types of services and/or activities to be provided by the proposed project and the role of each funded partner. |
| **Response**: |

**Statement of the Problem– 15 Points**

This section should identify the problem and address the stated issues with relevant data to justify the request for the programs, services, or activities being proposed. Applicants should describe the problem as it exists in the target jurisdiction and terms of the needs of the community and clients. Data should support the problem statement and be cited. There should be clear links between the identified problem and the MDT program's need.

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| 1. **The following items must be addressed in your response:**   * Applicant must describe the need, nature, and extent of domestic violence, sexual assault, dating violence, or stalking within the proposed community, region, and/or population to be served. At a minimum, responses should include the number of victims served or are seeking services from the applicant, incidents responded to and/or investigated, and/or cases prosecuted by the applicant within the last twelve months. * Target Population: Describe the intended target population using demographic and other data where possible. * Statistics: The statement should be supported by up-to-date date statistical or other factual information/data or relevant literature. The sources or methods used for assessing the problem should also be identified and described. |
| **Response**: |

**Project Implementation – 30 Points**

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| 1. Applicant should clearly describe the tasks and duties that the program will undertake to achieve its goal and objectives and address the issues identified in the Statement of the Problem. |
| **Response**: |

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| 1. Applicant should explain how staff and collaborative partners' roles and responsibilities will contribute to program success. Applicants should establish the link between victim service, law enforcement, and the court system in the MDT response. |
| **Response**: |

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| 1. Please describe how project success will be measured, detailing how and when data will be collected and reported. |
| **Response**: |

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| 1. Since the maximum length of funding available under the NOFO is 36 months, discuss how the program will sustain if/when the federal funding ends. |
| **Response**: |

Implementation Schedule

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** | **Staff Position Responsible** | **Date Due** |
| *Example: Hire Staff* | *Program Administrator* | *Month One* |
| *Example: Train Staff* | *Training Coordinator* | *Month One* |
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| Submit subcontract to ICJIA for review and approval (if applicable) |  |  |
| Submit quarterly progress report |  | 15th of every quarter |
| Submit quarterly financial performance report |  | 15th of every quarter |

**Goals, Objectives, and Performance Indicators – 20 Points**

The program goal encompassing all aspects of the MDT will be as follows:

To maintain or expand, a program that provides specialized criminal justice and victim service personnel in the areas of domestic violence or sexual assault through a multidisciplinary team (MDT) response for more coordinated and improved efficiency of the criminal justice process in the expedited delivery of victim services.

Applicants must identify a minimum of sixteen (16) process objectives, twelve (12) of which are listed in the table of mandatory objectives below. Applicants must also identify at least four (4) outcome objectives, two (2) of which are listed in the table below. While the mandatory objectives in the table may be revised to more specifically reflect the applicant’s strategy, e.g. naming specific types of victim services, the objective’s focus must not change.

Objectives are provided that link performance toward the goal. Applicants should consider each objective and indicate a measurable level that their MDT plans to achieve for each objective. Consideration will be given to how realistic and appropriate the applicants’ proposed measures are. Selected applicants will later be required to submit data using the Performance Measures to gather quantifiable information on the activities of the MDT. Objectives should measure meaningful, tangible changes resulting from program implementation or expansion.

Additionally, applicants must identify process and outcome objectives linked to this goal and collect corresponding performance measures that demonstrate progress toward each objective. Process objectives aim to ensure the program is being implemented as intended and activities are completed as planned, e.g. holding monthly case review meetings, conducting safety planning with 100 victims, etc. Outcome objectives describe resulting changes from program implementation, e.g. a greater percentage of victims will receive services, and more cases referred will be accepted for prosecution.

For the additional objectives, applicants must select at least four (4) more process objectives – one for each key partner (law enforcement, prosecution, victim services, and court/probation); and at least two (2) additional outcome objectives involving any one or combination of the key partners. Suggested objectives are listed in Attachment 1. Applicants may select objectives directly from this guide, a variation thereof, or develop other objectives. Most importantly, applicants should include as many objectives as necessary to align with the proposed program strategy, ensure all objectives have specific benchmarks, and that each is plausibly linked to the program goal.

**Mandatory Objectives and Performance Measures**

Role key:

Law enforcement Victim Services

Prosecution Courts/Probation

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| **Role(s)** | **Mandatory Process Objectives** | **Performance Measures** |
|  | Key partners will regularly convene and attend \_\_#\_\_ Steering Committee meeting(s) each quarter. | * Number of SC meetings held * Number of SC meetings attended by each key partner |
|  | Key partners will regularly convene and attend \_\_#\_\_ case review meetings each quarter. | * Number of case review meetings held * Number of case review meetings attended by each key partner |
|  | 100% of key partner staff will be specially trained regarding domestic violence (DV) / sexual assault (SA). | * Number of key partner staff specially trained regarding DV or SA. |
|  | Key partner staff will attend \_\_#\_\_ professional and/or multidisciplinary training regarding DV/SA each (*insert period*). | * Number of staff who participated in training * Number of trainings attended by staff |
|  | Key partner staff will review the protocol each (*insert period*) for proper implementation and outcomes, and refine it to address problems. | * Number of meetings in which protocol or protocol aspects were reviewed * Number of refinements made to the protocol |
|  | \_\_\_\_% of key partner frontline staff will be trained about the protocol for responding to domestic violence/sexual assault. | * Number of key partner frontline staff * Number of frontline staff trained in protocol |
|  | Provide 100% of victims reporting to law enforcement with victim service referrals. | * Number of victims reporting to law enforcement * Number of victims provided with referrals |
|  | Investigate \_\_\_\_% of DV/SA cases. | * Number of cases opened * Number of cases investigated |
|  | Provide direct services to \_\_\_% of victims requesting services. | * Number of victims who requested services * Number of victims who received direct services |
|  | Review 100% of cases referred for prosecution. | * Number of cases referred for prosecution * Number of cases reviewed |
|  | Accept \_\_\_% of cases referred for prosecution. | * Number of cases reviewed for prosecution * Number of cases accepted for prosecution |
|  | Specialized probation officers will provide supervision for 100% of DV/SA offenders. | * Number of DV/SA offenders * Number of DV/SA offenders supervised |
| Include minimally **four (4) additional** **process** objectives and performance measures, at least one for each of the four key partners: 1) law enforcement; 2) prosecution; 3) victim services; and 4) courts/probation. Selected programs will be required to report progress on process objectives **quarterly**. | | |
| **Role(s)** | **Additional Process Objectives** (add 4 min.) | * **Performance Measures** |
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|  | Insert as many rows necessary here to add process objectives with roles and performance measures. |  |

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| **Role(s)** | **Mandatory Outcome Objectives** | **Performance Measures** |
|  | Key partner staff will continue to increase specialization regarding domestic violence/sexual assault. | * Number of staff reporting increased knowledge following trainings (surveys) |
|  | Key partner frontline staff will increase knowledge about the approved protocol for responding to DV/SA. | * Number of staff reporting increased knowledge following trainings (surveys) |
| Include minimally **two (2)** **additional outcome** objectives and performance measures that involve any one or combination of four key partners. Selected programs will be required to report progress on outcome objectives **annually**. | | |
| **Role(s)** | **Additional Outcome Objectives** (add 2 min.) | * **Performance Measures** |
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|  | Insert as many rows necessary here to add outcome objectives with roles and performance measures. |  |

**Budget Detail and Budget Narrative – 10 Points** This section can be completed on a separate Excel document. See Budget Excel document.

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| Completed NOFO Application materials should be zipped in a single folder. Each document should be named following naming conventions listed on page 17 of the NOFO instructions and emailed to [CJA.2022vawaNOFO@Illinois.gov](mailto:CJA.2022vawaNOFO@Illinois.gov). Please review the submission checklist on page 1 in NOFO Instructions. All materials must be received by: 11:59 p.m., August 26, 2022. |