**R****EQUEST FOR INFORMATION  
Track 1: Narrative**

Community-Based Violence Intervention and Prevention Program (CB-VIP)

**PROGRAM NARRATIVE**

**NOFO # 2117-1996**

Program narrative may not exceed 12 pages, this includes the questions and tables in this document. Responses must be written in Times New Roman 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.

**Agency Information** (required)

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| Agency Name: |
| Agency DUNS number: |
| Agency current budget: |
| Geographic Area: |

**Program Summary** (5 points)

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| 1. Provide a one-paragraph summary of your proposed program which includes the main elements of the program, the focus community (ies), population (including anticipated age range) and services that will be provided. |
| Response: |

**Community Description and Need** (20 points)

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| 2. Describe the proposed community to be served, including its challenges and strengths. Include your agency’s role in the community. (10 points) |
| Response: |

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| 3. What are the needs identified in your county’s data profile from the Statewide Violence Plan? How do you plan to address them? If not, please explain. Do you have any additional local data which justifies the need for your program? If yes, please discuss it and provide citation. (5 points) |
| Response: |

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| 4. Please discuss any systemic issues (racism, implicit bias, poverty, sexism) that are reflected in the data profiles and how your program plans to bring awareness to it. (5 points) |
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**Agency Capacity (10 points)**

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| 5. Describe the history of your agency (5 points) |
| Response: |

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| 7. Discuss your agencies’ commitment to trauma informed and restorative justice practices and commitment to implement training received. If funded, please indicate your ability and the project funded staff positions available to receive trauma-informed training and technical assistance with a statewide training agency selected from Track 2 applicants to this NOFO. (5 points) |
| Response: |

**Project Implementation** (35 points)

The program design has three components of which at least one component is required. See page 9 in the NOFO for more details. Please check which of the component(s) your project falls under:

Community engagement and support

Prevention supports for children, youth and families at risk for being harmed or harming others

Long-term or ongoing trauma informed support and services to victims or people harmed by violence, as well as accountability and services for those who have harmed others.

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| 8. Describe the proposed program. Include program activities, services, focus population, and how the program activities will meet focus population needs. (15 points) |
| Response: |

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| 9. Describe how the program will attract participants. Explain how these approaches maximizes engagement. (10 points) |
| Response: |

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| 10. List and describe all staff positions involved in the proposed project. Include at minimum: staff position, roles, and responsibilities. Identify the position that will work with ICJIA on grant execution and compliance. (10 points) |
| Response: |

**Implementation Schedule** (5 points)

Complete the table below, defining each step in the implementation and operation of the proposed program and detailing the staff position responsible for each task. Include a target due date. Do not use personal names/identifiers. If selected for funding, ICJIA will use the information in this chart to ensure grantees are adhering to the timeframes provided. Add additional lines, as needed.

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| **Task** | **Staff Position Responsible** | **Date Due** |
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| Submit quarterly data report to ICJIA. |  | April 15 (for Jan-March) and July 15 (for April-June) |
| Submit timekeeping certifications at the end of each quarter (if personnel are listed in the budget). |  | April 15 (for Jan-March) and July 15 (for April-June) |
| Submit monthly financial status reports to ICJIA. |  | 15th of each month |
| Submit closeout financial status report and closeout data report to ICJIA. |  | July 30, 2022 |

**Performance Measures** (5 points)

Complete the appropriate projected measures and delete the charts not needed:

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| **Community Engagement and Support Goal:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **Performance Measures** | **Performance Standards/Frequency** |
| Provide events for the whole community which promote peace and non-violence   * List types of pro-social events | #\_\_\_\_\_\_\_\_ of people reached during February 1-June 30, 2022. |
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| **Prevention Supports Goal:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **Performance Measures** | **Performance Standards/Frequency** |
| Implement preventive programs   * List types of prevention programming and target population | #\_\_\_\_\_\_\_\_\_ of participants served February 1-June 30,2022. |
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| **Trauma-informed Support and Services Goal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **Performance Measures** | **Performance Standards/Frequency** |
| Provide trauma-informed support/services   * List types of trauma informed support/services to be provided | # \_\_\_\_\_\_\_of individuals served February 1-June 30, 2022. |
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**Budget** (20 points)   
  
See Excel Budget document, example, and guidance in the NOFO. This section can be completed on a separate Excel document.

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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 15 and emailed to [CJA.StateViolencePrevention@illinois.gov](mailto:CJA.StateViolencePrevention@illinois.gov). Please review the submission checklist on page 1 in NOFO Instructions. All materials must be received by: 4:59 p.m., November 1, 2021 |

EQUITY QUESTIONS

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| 1. (5 points) State the agency headquarter address. Describe where it is in the community to be served. |
| Response: |
| 2. (5 points) Describe how the agency board members, and senior staff reflect the community and residents to be served? |
| Response: |

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| 3. (5 points) Describe how the agency includes mentors, credible messengers or practioners who are residents of the community to be served. |
| Response: |

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| 4. (5 points) Describe how the proposed program includes coordinated efforts amongst community agencies. |
| Response: |