# PROGRAM NARRATIVE

# (20 pages maximum, double spaced, Times New Roman 12 point font, not including Implementation Plan or Goals section)

# Please type in the shaded boxes.

# Description of Problem

## Please list each of the city neighborhoods to be served by your program. *(0 Points)*

##

## Community characteristics. Please complete the table below to describe demographics and other characteristics of your service area. Illinois statistics are also provided for your information. Most percentages can be obtained from [U.S. Census Bureau QuickFacts](http://www.census.gov/quickfacts/table/PST045215/00). (Click Add/Remove Geographies and enter one or more geographic areas.) *(0 Points)*

|  |  |  |
| --- | --- | --- |
| Demographics | Service Area | Illinois (statewide) |
|  | Number | Percent | Number | Percent |
| Total population of area served, 2016 |       | 100% | 12,801,539 | 100% |
|  | Percent | Percent |
| Ethnicity: Hispanic or Latino, 2016 |       | 17.0 |
| Race: American Indian and Alaska Native alone, 2016 |       | 0.6 |
| Race: Asian alone, 2016 |       | 5.5 |
| Race: Black or African American alone, 2016 |       | 14.7 |
| Race: Native Hawaiian and Other Pacific Islander alone, 2016 |       | 0.1 |
| Race: White alone, not Hispanic or Latino, 2016 |       | 61.7 |
| Race: Two or more races, 2016 |       | 1.9 |
| Foreign-born persons, 2011-2015 |       | 14.0 |
| Language other than English spoken at home, % of persons ages 5+ years, 2011-2015 |       | 22.7 |
| High school graduate or higher, % of persons ages 25+ years, 2011-2015 |       | 87.9 |
| Bachelor’s degree or higher, % of persons ages 25+ years, 2011-2015 |       | 32.3 |
| With a disability, % under age 65, 2011-2015 |       | 7.1 |
| In civilian labor force, % of population ages 16+ years, 2011-2015 |       | 65.6 |
| In civilian labor force, female, % of population ages 16+ years, 2011-2015 |       | 60.7 |
| Persons in poverty, % |       | 13.6 |
|  | Dollars | Dollars |
| Median household income, 2011-2015 |       | $57,574 |

## Describe the problem in your service area(s). This must include a description of available indicators on the extent of risk and protective factors in your service area. Some county-level data may be retrieved from the Authority’s [Research & Analysis Unit](http://www.icjia.state.il.us/research/overview) website (Click the DATA tab to view downloadable datasets.) and see Appendix IV for violent crime numbers) Discuss how the presented data informs your proposed program. *(5 points)*

##

## Describe strengths and challenges of the community(ies) to be served. *(5 Points)*

##

# Agency Capacity and Experience

## Describe history of providing violence prevention and street intervention services. Include quantitative (e.g. years of service; number of clients served last year) and qualitative (e.g. description of services provided; client case summaries) descriptions. *(5 Points)*

##

## Describe lessons learned during service provision and how these lessons impacted program design. *(5 Points)*

##

## Describe current fiscal experience managing grants. Include all current State and non-state funding sources that support violence prevention and street intervention programming. Include quantitative (e.g. size of budget and number of grants) and qualitative (e.g. process and procedure; summary of previous management) elements. *(5 Points)*

##

## D. Explain why your entity must serve as a pass-through for other organizations carrying out part of the grant program. Include information on special qualifications and areas of expertise. *(0 points)*

##

## Explain how the applicant entity will monitor subawards for compliance with program terms and Federal and State regulations, detailing monitoring frequency and corrective action procedures, and entity ability to provide any needed technical assistance. *(0 points)*

##

## What is your agency’s total annual budget *(0 points)*

# Proposed Program

## Coalition building

### Describe the coalition that will work towards inter-agency collaboration for efficient and effective services. Include a list of the proposed members’ agencies, frequency of meetings, and the group’s activities. Please include whether this is a new or existing group. If this is an existing group, please describe the group’s previous activities, accomplishments and how the proposed program needs will be incorporated into the existing group. *(5 Points)*

###

## Public Awareness

## Describe the public awareness activities you propose to undertake that will promote the proposed service(s) to potential clients. At minimum, include method, language(s), venues and past experience in this activity. (5 Points)

###

## Direct Services

## Describe the proposed service, including but not limited to service model goals, associated research findings (if present), identified risk and protective factors addressed, anticipated service length, and related details. (10 Points)

###

## Describe the proposed target population. Include risk and protective factors most commonly observed. *(5 Points)*

##

## Describe how clients will be referred for services offered. Include the referral sources. *(5 Points)*

##

## Describe the client intake process, including but not limited to intake questions and criteria for acceptance. *(5 Points)*

##

## Describe partnerships with other organizations that are essential to ensuring your clients’ immediate needs are being addressed as part of the service plan. It is recommended that applicants have a letter of commitment or linkage agreement. *(5 Points)*

##

# Staffing Plan

## List and describe all staff positions assigned to the proposed program. Include at minimum: name of position; roles and responsibilities; reporting and supervision structure. *(5 Points)*

##

## Describe how cases are assigned to direct service staff and supervised within the agency. *(3 Points)*

##

## Describe the training curriculum that has been offered, or is currently being offered to at least one staff member, and is designed to develop outreach and leadership skills (0 points)

##

## Describe how the proposed program will include staff trauma skills training and ongoing consultation to improve trauma informed response to clients. *(2 Points)*

##

## Describe hiring and administrative policies and procedures that ensure a physically safe environment for clients and their families immediately before services, during services and immediately after services. *(5 Points)*

##

# Implementation Schedule

## 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 and a target date for completion. Please add additional lines as necessary. *(5 Points)*

|  |  |  |
| --- | --- | --- |
| Task  | Staff Position Responsible | Date Task will be Completed |
|       |       |       |
|       |       |       |
|       |       |       |
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|       |       |       |
| Submit quarterly data report to ICJIA |       | 15th of the month following the end of the quarter |
| Submit monthly fiscal reports to ICJIA |       | 15th of the month following the end of the month |

# Goals, Objectives and Performance Metrics

# The following tables depict objectives linked to performance indicators that show progress toward the proposed program goal.

# Objectives should estimate the number of clients that will receive each of the listed services in order to produce meaningful, tangible changes in clients' lives. Selected applicants may be required to work with the Authority to develop additional objectives and performance indicators demonstrating desired program outcomes. Outcomes should measure meaningful, tangible changes in clients' lives resulting from program participation, such as increased levels of safety and stability, increased knowledge, or improved attitudes. Selected programs will be required to adhere to data collection policies and procedures that allow the Authority to assess outcome objectives deemed appropriate, based on the program design chosen by the applicant. Programs selected for funding will be required to submit quarterly data reports reflecting progress toward each objective.

# All applicants must enter ambitious yet realistic numbers for each objective. Additional objectives and performance indicators for the selected evidence informed model must be added into the table where noted. *(5 points)*

## The following table must be completed.

|  |  |
| --- | --- |
| Objective | Performance Measure |
| Collaborative Partners (Must Be Completed) |
| Enlist       (#) collaborative partners by       (date). | Number of collaborative partners currently active (data report will list names, their roles and attendance at meetings)  |
| Hold       (#) meeting(s) with collaborative partners | Number of meetings held (data report will list names, their roles and attendance at meetings) |
| Maintain an active coalition by ensuring that       (%) of coalition members attend at least 75% of the meetings | Percent of coalition members who attend at least 75% percent of meetings; |
| Staff Training (Must Be Completed) |
| Hire and train       (#) staff in trauma informed care by       (date). | Number of staff hired and trained by the target date(list staff position, type of training and dates) |
| Provide additional staff training by       (date). | Number of staff trained by \_\_\_2017. (list staff position, type of training and dates) |
| Public Awareness (Must Be Completed) |
| Engage in       (#) public awareness activities.  | Number of public awareness activities |
| Reach       (#) persons through public awareness activities | Number of persons reached  |
|       (#) referrals received by our agency (from an external source) | Number of referrals received |
| Direct Services - Unduplicated (Must Be Completed) |
| Objective | Performance Measure |
| Reach       (#) of unduplicated persons through one or more direct service models | # Persons reached  |

## The following table must be completed. Additional objectives and performance measures **must** be added that reflect the applicant’s program.

|  |
| --- |
| Street Intervention/Interruption-Active Outreach and Engagement |
| Objective | Performance Measure |
| Reach       (#) persons through street intervention/interruption – active outreach and engagement | # Persons reached  |