Instructions: Program Narrative may not exceed 30 pages, single-spaced, with 1-inch margins. It must be written in size 10 Calibri font. Do not delete template questions in your response and do not change the formatting of this document. Answer all questions, including those for which no point values have been assigned. Questions that require a narrative response should be answered in the box labeled “Response” underneath the question.

**Application Region – Select One. This is REQUIRED for application review. (Questions 1 to 5, 1 Point)**

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| 1. These JAG funds will primarily be used to (**check only one**):   *To make a selection, hover your mouse over the box. Click your mouse’s left button and an “X” will appear in the box.*  Domestic Violence  Gun Violence   1. What region will your program serve?   Please refer to the [Illinois Regions map](file:///P:\Fund%20Administration\NOFOs\NOFOs\JAG\CSFA%202094%20FFY18\1732%20Violent%20Crime%20Reduction%20in%20Illinois%20Communities\NOFO%20Documents%20to%20Posts) and base your answer on your organization’s main address. **Only one application per category may be submitted.** Separate applications must be submitted for each category served by your proposed program.  *To make a selection, hover your mouse over the box. Click your mouse’s left button and an “X” will appear in the box.*   |  |  | | --- | --- | | Central Counties  Minimum: $75,000 – Maximum: $200,00 | Collar Counties  Minimum: $75,000 – Maximum: $200,00 | | Cook County  Minimum: $75,000 – Maximum: $200,00 | Northern Outside Cook and Collar Counties  Minimum: $75,000 – Maximum: $200,00 | | Southern Counties  Minimum: $75,000 – Maximum: $200,00 |   **Please indicate the amount you are requesting for this program. This amount should be within the range allowable, as shown by your selected region and your program and budget narratives should describe the need for this funding amount: $**     **.** | | | |
| 1. How many organizations are included in your collaborative?   3A. Does each collaborative partner fully understand and is aware of their role and responsibilities as either passthrough entity or subgrantee?  3B. Does each collaborative partner understand that lesser awarded amounts must be prorated among all collaborative partners? | | | |
| 1. The Passthrough Entity is an entity that provides a subaward to a subgrantee to carry out part of the program. Which organization is taking the lead as the Passthrough Entity? | | | |
| 1. Use the following table to describe how all collaborative partners will enhance the proposed program: | | | |
| **Organization name** | **Describe how collaborative agency enhances proposed program (counseling, training, IT technical support, etc.)** | **Current Annual Operating Budget** | **Organization website** |
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**Summary of the Program (3 points)**

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| 1. Provide a clear, concise, one paragraph summary of the program. (3 points) |
| Response: |

**Statement of Problem (15 points)**

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| 1. Describe the problem in your geographic area. Your problem statement should demonstrate unmet needs related to the problem and how the program proposes to address them. Statement must include how the identified need relates to violence occurring in Illinois’ diverse communities. (6 points) |
| Response: |

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| 1. Please list the geographic area to be served. Provide the population and the urban/suburban/rural characteristics of the area to be served, as well as any other descriptive information (i.e., socio-economic, employment, poverty indicators, etc.) relevant to the Statement of Problem. (3 Points) |
| Response: |

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| 1. Explain in detail data to illustrate the problem and needs related to the problem. Include detail on any assessment, planning, community meeting, data gathering and analysis, or other processes that led you to recognize these needs. Provide data to assist reviewers in understanding of the magnitude, frequency, and type of problem you want to address.   Data can be found on the [ICJIA website](https://icjia.illinois.gov/researchhub/), local agency data, or other resources, such as knowledge gained from community meetings or community knowledge of its own needs. Data must justify and be applicable to the problem your proposed program will address, including the risk factors for community violence. (6 points) |
| Response: |

**Program Design (27 points)**

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| 1. Explain your proposed program in detail. How will your program enhance services? Include how your program is similar or different from other programs offered in the community. Where will JAG funding be allocated to in the program design?   For communities with programs that already address similar issues, explain who you’ll partner with and how your program fits in relation to their program.  If no programs or services are offered in the community to be served, explain how you will partner with other collaborative applicants to meet service needs. (6 points) |
| Response: |

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| 1. Indicate how each partner will work with one another to meet the program goal and objectives. Include clearly defined partner roles and responsibilities.   Describe any anticipated challenges for the collaborative and potential strategies to address them. Also describe the responsibilities each collaborative partner plays in achieving the Goals and Objectives. Include how you will resolve the challenge of keeping each partner involved throughout the program and on schedule. (6 points) |
| Response: |

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| 1. Explain how the proposed program will address the impacts of domestic violence or gun violence in your community. (3 points) |
| Response: |

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| 1. Explain which evidence-informed or promising practice to address violent crime your program will apply and why. Include how the collaborative has the capacity to carry out the evidence-based or promising practice, how it will be implemented, and how it will be evaluated. (6 points) |
| Response: |

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| 1. Describe how your proposed program will reflect and promote the values of diversity, equity, and inclusion, and the principles of restorative justice within your collaborative, program design, and implementation, including hiring and training. (6 points) |
| Response: |

**Program Staffing (9 points)**

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| 1. List and describe all staff positions assigned to the proposed program and include their program roles and responsibilities. Include name of position, funding type (funded, non-funded, interns, and volunteer), program job duties, required experience, reporting and supervision structure. Note who will be tasked to communicate directly with the ICJIA grant monitor. (6 points) |
| Response: |

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| 1. Describe how key programmatic staff positions will implement processes to ensure decision-making will draw from local knowledge, experience, evidence-informed research, or promising programs to implement and deliver appropriate services to the community.   (3 points) |
| Response: |

**Applicant Capacity and Experience (12 points)**

*Note: Question #17 will not be scored as part of the application’s merit-based review.* *No points will be given based on an applicant agency’s budget or experience in managing grants and there will be no penalty to organizations that may be new to subgrantee monitoring. These questions are asked only to help ICJIA determine the level of technical assistance that may be needed in the event your program is selected for funding.*

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| 1. Describe your organization’s experience in managing grants and monitoring subawards. (0 points) |
| Response: |

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| 1. Describe your organization’s experience in and capacity for assessing your community’s needs and existing resources, and/or in strategic planning for the community and servicedelivery*.* Please identify the experiences and capacity of all collaborative partners and how will you leverage the experiences and capacity for the success of the program.   If your agency does not have demonstrable experience or capacity, propose a plan for assessing needs and delivery service while leveraging the collaborative partners’ experience and capacity for the success of the program.  (6 points) |
| Response: |

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| 1. Describe your organization’s capacity and experience with providing services to victims and/or individuals who commit domestic violence or gun violence*.* Please identify the experiences and capacity of collaborative partners and how will you leverage the experiences and capacity for the success of the program.   If your agency does not have demonstrable experience or capacity, propose a plan to ensure funded staff will receive the necessary training to provide services in the program while leveraging the collaborative partners’ experience and capacity for the success of the program. (6 points) |
| Response: |

**Budget Detail and Narrative (18 points)**

Please complete a budget for your proposed program in the provided Excel template, and submit the budget as a part of the application packet.

**Goals, Objectives and Performance Measures (15 points)**

Funded programs will be required to submit quarterly progress reports that will minimally include the following information based on the applicant’s proposed objectives. These goals, objectives, and performance measures will vary based on the proposed program. These measures will be used to reflect the success of the proposed program.

The goals, objectives, and performance measures of your proposed program should be complimentary with the goals, objectives, and performance measure of all the collaborative partners.

▪ **Overall Goal**: This goal is a broad statement about what can be achieved long-term as a result of the proposed program. The overall goal can be stated in a one sentence statement, such as, “The overall goal is a reduction of violence in the community.”

▪ **Process Objectives**: What steps do you plan to take to reach your goal? There are many steps to reaching a goal and process objectives should highlight substantial activities in the program that lead to achieving your goal. Process objectives should describe specific tasks and provide a measure for each. The tasks should lead to the accomplishment of the goal. The process objectives should include a reasonable and realistic marker that can be accomplished within the grant’s period of performance of the grant. Make sure the marker is not too high or too low.

▪ **Outcome Objectives**: What positive outcomes do you hope to obtain for the community as a result of achieving your goal? These objectives are results that your program seeks to create that support your overall goal, and ultimately benefit the community. Outcome objectives should describe the specific and measurable result that you want to reach for the benefit of the community. Examples of outcome objectives include:

* [#] clients will obtain employment.
* [#] clients will successfully complete their GEDs by [DATE].
* Final community plan will be approved by community representatives on [DATE], etc.

In place of # and [DATE], place a reasonable and realistic marker of what can be accomplished within the period of performance.

▪ **Performance Measures**: These are the actual discrete, clear, and quantifiable measures that a program will keep track of and count throughout the grant’s period of performance. The performance measures will be directly related to the process and outcome objectives The tally will indicate whether you are achieving process or outcome objectives and, ultimately, whether you are reaching the overall program goal and producing positive outcomes for the benefit of the community. Below is an example of a Goals, Process/Outcome Objectives, and Performance Measures table for a domestic violence program.

Applicants must fill out each section of the table. Applicants are not required to fill in all rows of each section. Additional rows may be added, if needed. (12 points)

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| **Overall Goal of your Program:** | |
| **Process Objectives** | **Performance Measures** |
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| **Outcome Objectives** | **Performance Measures** |
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| 1. For process and outcome objectives markers, provide justification on how your markers are reasonable and achievable during the period of performance. (3 points) |
| Response: |

**Implementation Schedule**

Complete the table below, defining each task in the implementation and operation of the proposed program, detailing the staff position responsible for each task and 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** |
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| Submit quarterly data report and quarterly timekeeping certifications to ICJIA |  | January 15, 2022  April 15, 2022  July 15, 2022  October 15, 2022  January 15, 2023 |
| Submit monthly financial status reports to ICJIA |  | January 15, 2022  April 15, 2022  July 15, 2022  October 15, 2022  January 23, 2023 |
| Submit closeout financial status report, property inventory, and closeout data report to ICJIA |  | January 31 30, 2022 |

**Applicant Contact Information:** Please complete this table.

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| **Name:** |  |
| **Title:** |  |
| **Address:** |  |
| **City:** |  |
| **Zip:** |  |
| **Phone:** |  |
| **TTY#:** |  |
| **Fax#:** |  |
| **Email address:** |  |