Statement of the Problem

1. Describe the geographic areas to be supported through this proposal. At a minimum, the county(ies) must be listed. If the entire county is not being served, list the towns/cities is/are being proposed. If the entire town/city is/are not being proposed, list the neighborhood(s).

1. Describe the extent and types of violence children, youth, adults and families experience in this geographic area.

1. Describe additional factors that contribute to the problem this application seeks to address.

Agency Capacity

1. Describe your agency’s experience in a strategic planning processes. Include specific examples with timeframe, successes, challenges and lessons learned.

1. Describe your agency’s experience collaborating with other agencies and systems on projects that improved the lives of children, youth, adults or families. Include the membership, projects’ timeframe, successes, challenges, and lessons learned.

1. Describe your agency’s ability to manage grants. Include your agency’s current annual budget.

1. If the contractual section of the budget includes proposed subaward(s), answer the following question:
2. Explain how the applicant agency will monitor subawards for compliance with program terms and Federal and State regulations, detailing monitoring frequency and corrective action procedures, and agency ability to provide any needed technical assistance.

Project Implementation and Management

1. Partnership: Discuss steps you plan to take to engage high-level leadership and cross system representatives as outlined in the NOFO, Program Design section. Please list each anticipated member.

1. Collaboration: Discuss the proposed process to develop a shared vision, mission and language for the violence prevention plan. Include number and type of meetings; how sector representation and engagement will be managed.

1. Community Engagement: Discuss how community members will be engaged throughout the planning process. Specify demographic groups and neighborhoods if applicable. Include number of events/activities and proposed methods to engage community members.

1. Staffing: Describe the positions included in the proposed planning process, including the qualifications necessary to coordinate this planning process. Also state what position this individual will report to.

1. Information Gathering: Describe proposed data collection and analysis methods. Specify number and type of collection and analysis methods.

1. Creating the Plan: Describe the proposed process for drafting, reviewing, finalizing and designing the plan. Include number of meetings, how additional input will be gathered and incorporated.

Goals, Objectives and Performance Measures

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. Fill in the areas below where indicated.

|  |
| --- |
| Goal: To create a comprehensive violent prevention plan, created through a collaborative process, that recommends specific strategies and action steps.  |
| Process Objectives | **Performance Measures** |
| Form a planning group that includes at least one representative from each of the following sectors: 1) elected officials’ office 2) public health; 3) police/sheriff; 4) human services; 5) educational institutions; 5) victim service organizations; 6) child/youth serving organizations; 7) grassroots and faith-based groups; 8) people with lived experiences; and 9) community residents, if not represented in the other sectors | # of unique sectors represented across the attendance sheets |
| At least one representative from each required sector attends at least 50% of planning group meetings. | # of sectors that attended at least 50% of planning group meetings |
| Conduct \_\_\_\_\_ meetings with the planning group | # of meetings conducted with the planning group |
| Conduct \_\_\_\_\_ qualitative data collection activities (e.g., focus groups, systematic written observations, open-ended questions in a survey, interviews). | # of qualitative data collection activities conducted |
| Conduct \_\_\_\_\_ quantitative data collection activities (frequencies/counts, descriptive statistics, close-ended questions in a survey, interviews). | # of quantitative data collection activities conducted |
| Complete at least one gap analysis of current VP Programming and discuss it the planning group | # of gap analyses discussed with planning group members |
| Conduct at least two community forums to collect information and inform the plan | # of community forums conducted to collect information and inform the plan |
| Outcome Objectives | **Performance Measures** |
| The final prevention plan targets at least two forms of violence at each of the following levels: universal, selected, AND indicated | # of forms of violence targeted by the prevention plan at each of the following levels: universal, selected, AND indicated  |
| The final prevention plan includes recommendations and actions steps to achieve recommendations | Plan and ICJIA template are completed and submitted in close out report. |

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 a target date for completion. Do not use staff names. Please add additional lines as necessary.

|  |  |  |
| --- | --- | --- |
| **Task**  | **Staff Position Responsible** | **Date Due** |
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| Submit quarterly data report to the Authority |  | 15th of month after the end of the quarter |
| Submit monthly fiscal reports to the Authority |  | 15th of month after the end of the reporting month |

Grantee Contact

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