**Program Narrative**

**Instructions:**

**Exhibits**

1. Exhibit A – Please respond to each question in the text box beneath each question.
2. Exhibit B – Please respond to each question in the text box beneath each question.
3. Exhibit C – Please respond to each question in the text box beneath each question.
4. Exhibit D – Please respond to each question in the text box beneath each question.
5. Exhibit E – This is where you put the goals, objectives, and performance measures. The goals are mandatory. Please complete the shaded boxes in each objective.
6. Exhibit F – Please complete the chart.
7. Exhibit G – Please fill out each chart provided and respond to each question in the text box beneath each question.
8. Exhibit H – Please enter the contact information for the individual at your agency who should receive notices.

**Other**

1. Please submit responses based on an assumed 12 months of funding, beginning July 1, 2019.
2. Please refer to your program as\_\_(#)\_\_ Judicial Circuit Family Violence Coordinating Council.
3. Please make sure that acronyms are clearly spelled out the first time they are used.
4. When filling out the Objectives, please put your projected numbers under the Objective (not in the Performance Measure).

**Exhibit A**

**Statement of the Problem**

1. State the problem(s) the project will address (include local statistics/data, whenever possible).

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1. Identify gaps in services and explain how the proposed project will compliment and not duplicate existing services.

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1. Include an overview of proposed project.

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**Exhibit B**

**Agency Capacity and Management**

1. What is the total agency annual budget?

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1. Describe applicant agency’s fiscal experience and capacity to manage grants.

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1. Please describe how performance data will be collected, reported and used to inform ongoing projects.

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1. Describe how applicant agency will sustain the funded program at the end of the funding period.

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**Exhibit C**

**Target Population**

Please describe the judicial circuit(s) for this local coordinating council and target population. Include the region, county(ies) and municipality(ies) where this program will be implemented. Provide information on the racial/ethnic and nationality composition of your community’s population. Indicate the source of your data (It is recommended to use U.S Census Bureau data, which can be found at [www.census.gov](http://www.census.gov) or Illinois Criminal Justice Information Authority data, which can be found using at <http://www.icjia.org/public/sac/>

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**Exhibit D**

**Progress Toward Goals**

Please discuss the successes and challenges of meeting the goals and objectives of your Council’s work with FY19 State funded IFVCC program. Please make sure you discuss each of the goals and objectives for the FY19 grant. If your council did not receive funding in FY19, indicate N/A.

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**Exhibit E**

**Goals, Objectives and Performance Measures**

Goals are general statements of what the program hopes to accomplish. Objectives are the specific, measurable changes planned during implementation.

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| **Goal 1 Mandatory:** Coordinate efforts to improve the systems response to family violence (including but not limited to domestic violence, child abuse, teen dating violence, and abuse against older adults and persons with disabilities).  Note: Local Council Steering Committees are required to meet at least three times per year. Councils are encouraged to have at least two other committees that meet quarterly. | |
| **Process Objectives** | **Performance Measures** |
| * Coordinate and convene       committees with criminal justice and family violence professionals that contribute to the improvement of the legal system and the administration of justice. | * Number of committees formed. |
| * Local Council Steering Committee will meet at least       times per year (**REQUIRED**). At least 3 meetings required. | * Number of local council steering committee meetings. |
| * % of Local Council Steering Committee members that attend at least 60% of meetings. | * Percentage of committee members attending meetings based on total number of committee members. |
| * committee will meet at least       times per year. | * Number of committee meetings. |
| * committee will meet at least       times per year. | * Number of committee meetings. |
| * committee will meet at least       times per year. | * Number of committee meetings. |
| * committee will meet at least       times per year. | * Number of committee meetings. |
| **Goal 2 Mandatory:** Improve the knowledge of criminal justice professionals on domestic violence related topics through implementation of training. | |
| **Process Objectives** | **Performance Measures** |
| * Provide       Arrest Protocol trainings to local circuit criminal justice and family violence professionals.   + At least 1 Protocol training is required   + Training includes:     - Illinois Model Protocol for Law Enforcement and Prosecution: Responding to Victims of Domestic Violence     - Illinois Model Protocols for Law Enforcement and Prosecutors: Responding to Victims with Disabilities and Older Adults Who Experience Sexual Assault, Domestic Violence, Abuse, Neglect or Exploitation. | * Number of trainings provided. |
| * Educate       criminal justice and family violence professionals through Arrest Protocol trainings. | * Number of attendees on training attendance sheets. |
| * Collect       pre-tests from participants of Arrest Protocol trainings. | * Number of pre-tests collected. |
| * Collect       post-tests from participants of Arrest Protocol trainings. | * Number of post-tests collected. |
| * % of attendees reporting increased confidence at post-test. | * Percentage of participants that indicate increased confidence after training based on number of attendees. |
| * Provide       Arrest Promising Practice Mini-Toolkit trainings (including Probation, 911 Telecommunicators, Court Personnel and EMS) to local circuit criminal justice and family violence professionals.   + At least 1 Arrest Promising Practice Mini-Toolkit training is required. | * Number of trainings provided. |
| * Educate       criminal justice and family violence professionals through Arrest Promising Practice Mini-Toolkit trainings. | * Number of attendees on training attendance sheets. |
| * Collect       pre-tests from participants of Promising Practices Mini-Toolkit trainings. | * Number of pre-tests collected. |
| * Collect       post-tests from participants of Promising Practices Mini-Toolkit trainings. | * Number of post-tests collected. |
| * % of attendees reporting increased confidence at post-test. | * Percentage of participants that indicate increased confidence after training based on number of attendees. |
| * Provide       Non-Arrest trainings to local circuit criminal justice and family violence professionals.   + At least 1 Non-Arrest training is required. | * Number of trainings provided. |
| * Educate       criminal justice and family violence professionals through non-Arrest trainings. | * Number of attendees on training attendance sheets. |
| * Collect       evaluations (ICJIA developed surveys) from non-Arrest trainings. | * Number of evaluations collected. |
| * % of participants indicate increased confidence on evaluation. | * Percentage of participants that indicate increased confidence after training based on number of attendees. |
| **Goal 3 Mandatory:** Increase awareness and knowledge of family violence issues (including but not limited to domestic violence, child abuse, teen dating violence, and abuse against older adults and persons with disabilities) in communities. | |
| **Process Objectives** | **Performance Measures** |
| * Coordinate with local criminal justice professionals and community agencies to participate in       community awareness events and activities regarding family violence related topics. | Number of community awareness events and activities. |
| * Educate and disseminate information to       attendees at community awareness events and activities. | Number of participants at community awareness events and activities. |
| * Disseminate family violence resources to       criminal justice and family violence agencies. | List of agencies reached. |

**Exhibit F**

**Project Implementation**

**Implementation Schedule –** Complete the chart below. Steps and timeline for program implementation should be realistic, detailed and thorough. The implementation schedule is a planning tool and will be used to measure the program’s progress. Strict adherence to it will be expected unless the Authority is advised of problems that necessitate revision of the schedule.

Add additional rows as needed.

| **Activity** | **Month Started**  **(actual month, Jan., Feb., etc.)** | **Month Completed** | **Personnel Responsible** | **Frequency** |
| --- | --- | --- | --- | --- |
| Convene Steering Committee Meetings |  |  |  |  |
| Convene Sub-Committee/Workgroup Meetings |  |  |  |  |
| Provide Monthly/Quarterly Reporting and Documentation as required by ICJIA (required) |  |  |  |  |
| Attend 2 Local Council Coordinators’ meetings (required) |  |  |  |  |
| Attend Illinois Family Violence Coordinating Council Statewide Training (required) |  |  |  |  |
| Plan and provide Arrest Protocol training(s). |  |  |  |  |
| Plan and provide Promising Practices Mini-Toolkit training(s). |  |  |  |  |
| Plan and provide non-Arrest training(s). |  |  |  |  |
| Coordinate with local criminal justice professionals and community agencies to participate in community awareness event(s) and activities regarding family violence related topics. |  |  |  |  |
| Other: |  |  |  |  |

**Exhibit G**

**Program Strategy**

1. Fill in your local Family Violence Coordinating Council members in the row of their discipline. Enter Name, Job title, and organization for each member. Ensure you add the corresponding information under the same number if more than 1 member in each discipline.

The list of disciplines that can be part of a council are not limited to the below list. If you have additional members from different disciplines please add a row(s) at the end of the list.

See example below:

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| --- | --- | --- | --- |
| Discipline | Name of Steering/Planning Committee Member(s) | Job Title of Member(s) | Members’ Organization Name |
| 911/Dispatch Telecommunicator | 1. Lacey Pollock 2. Chelsea Jones | 1. Criminal Justice Specialist 2. Office Associate | 1. Illinois Criminal Justice Information Authority 2. Illinois Department of Revenue |

**Circuit Number(s):**

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**Local Family Violence Coordinating Council Members**

| Discipline | Name of Steering/Planning Committee Member(s) | Job Title of Member(s) | Members’ Organization Name |
| --- | --- | --- | --- |
| 911/Dispatch Telecommunicator |  |  |  |
| Child Abuse Victim Services/Prevention |  |  |  |
| Circuit Clerk's Office |  |  |  |
| Court Administrator |  |  |  |
| Court Security/Bailiff |  |  |  |
| Department of Children and Family Services |  |  |  |
| Disability Services |  |  |  |
| Domestic Violence Victim Services |  |  |  |
| Education |  |  |  |
| Emergency Medical Services |  |  |  |
| Faith-Based Community |  |  |  |
| Judge |  |  |  |
| Law Enforcement |  |  |  |
| Local Council Coordinator |  |  |  |
| Medical Personnel |  |  |  |
| Mental Health Professional | 1. |  |  |
| Military |  |  |  |
| Older Adult Services |  |  |  |
| Partner Abuse Intervention Program Provider |  |  |  |
| Person with lived domestic violence experience |  |  |  |
| Private Attorney |  |  |  |
| Probation |  |  |  |
| Prosecutor |  |  |  |
| Public Defender |  |  |  |
| Self Advocate (person with disability) |  |  |  |
| Sexual Assault Victim Services |  |  |  |
| Other: \_\_\_\_\_\_\_\_\_\_ |  |  |  |

1. How do you plan to engage members in disciplines that you do not currently have as active members? i.e. any of the above that you do not have members listed.

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1. List your circuit wide committees and member agencies on each committee. Include discussion about how often each committee convenes as well as the focus of the committee and projects it will complete.

| ***Committee*** | ***Member Agencies*** | ***Person Responsible for Staffing Committee*** | ***How Often Committee Meets*** | ***Describe the committee’s focus and projects.*** |
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1. Discuss the process your Council will use to recruit and re-engage members to your committees. Be sure to include who is responsible for recruiting committee members.

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1. Discuss potential topics and intended audiences for trainings your Council will provide.

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1. Describe your plan to follow-up with attendees of trainings you have provided. Be sure to include who is responsible for follow-up.

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1. Please describe evaluations used in your council’s training and how you use the results.

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1. Discuss your process of sharing and distributing resources. Be sure to include who is responsible for sharing and distributing resources and information.

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**Exhibit H**

**Contact for Notification**

Unless specified elsewhere, all notices required or desired to be sent by either Party shall be sent to the person listed below.

**Grantee Contact:**

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| **Name** |  |
| **Title** |  |
| **Address** |  |
| **Phone** |  |
| **TTY#** |  |
| **Fax #** |  |
| **Email Address** |  |