**Victims of Crime Act (VOCA)**

**Human Trafficking**

**PROGRAM NARRATIVE**

**NOFO # 1745-0724**

**Wording in RED** must be filled out for each NOFO and reflect NOFO-specific information.

**Wording in BLACK** is template language that should not amended.

Program narrative must be submitted via AmpliFund. This document is for reference only. Applicants are highly encouraged to review the questions and complete a response on a separate document, then log into AmpliFund and “copy & paste” the response in the appropriate section.

The AmpliFund system times out after 20 minutes of inactivity. Clicking “save and continue” is encouraged as you begin completion of information in AmpliFund.

**Summary of the Program – 10 Points**

Provides a clear, concise summary of the proposed program design including the services to be provided to victims of human trafficking.

**Statement of the Problem– 10 Points**

Describe the need for human trafficking services in your service area. Use quantitative and qualitative and/or anecdotal data that demonstrates this need.

Describe the challenges faced by the community to be served.

**Project Management – 20 Points**

Describe your agency’s history and expertise in providing services to victims of human trafficking. 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. If your agency does not have demonstrable experience in serving human trafficking victims, applicants must propose a plan to ensure that funded staff will receive training in servicing victims of human trafficking.

Who will oversee the implementation of this proposed program?

Describe all staff positions assigned to the proposed program. Include the name of the position, roles, and responsibilities, and reporting and supervision structure. Include the required staff positions: Case Manager, direct service staff, and supervision of direct service staff.

**Project Implementation – 40 Points**

Describe the applicant’s understanding of the needs of those who have experienced human trafficking and how the program is designed to address these needs.

After reviewing “Trauma and Trauma Informed Care” in *Attachment 1*, describe how the proposed program will incorporate each key principle of trauma-informed services. Also, describe how the proposed services implement victim-centered approaches and work to empower clients.

Describe local and other resources available for clients. If applicable, list the types of assistance your proposed program will not be able to provide and to whom clients with such needs will be referred.

Describe how the proposed program will be survivor-informed, including how program design, policies, and practices will incorporate input from individuals who have experienced human trafficking.

Explain how the applicant will build capacity to serve victims of human trafficking. This explanation should include at least one capacity-building example.

Describe activities that will promote and direct potential clients to the proposed services. Project the number of clients to be served during the grant period. Explain and justify this projection

Includes a complete and realistic implementation schedule. Applicant should include steps for project development and operation and staff responsible for each step.

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| **Task** | **Staff Position Responsible** | **Date Due** |
| *Example: Hire Staff* | *Program Administrator* | *Month One* |
| *Example: Train Staff* | *Training Coordinator* | *Month One* |
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| Submit subcontract to ICJIA for review and approval (if applicable) |  |  |
| Submit quarterly progress report |  | 15th of every quarter |
| Submit quarterly financial performance report |  | 15th of every quarter |

**Goals, and Performance Metrics – 10 Points**

Please complete the Goals and Performance Metrics for your proposed program in the AmpliFund grant management system. This program is for 12 months, the metrics should measure meaningful, tangible changes resulting from program implementation or expansion for the designated period of performance.

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| **Goal:** Provide core services to victims of human trafficking. | |
| **Objective** | **Performance Measure** |
| *INFORMATION & REFERRAL* | |
| # \_\_\_\_ clients will receive information about the criminal justice process. | # of clients provided information about the criminal justice process.    # of times staff provided information about the criminal justice process. |
| # \_\_\_\_ clients will receive information about victim rights, how to obtain notifications, etc. | # of clients provided information about victim rights, how to obtain notifications, etc.    # of times staff provided information about victim rights, how to obtain notifications, etc. |
| # \_\_\_\_ clients will receive referrals to other victim service providers. | # of clients provided with referrals to other victim service providers.  # of times staff provided referrals to other victim service providers. |
| # \_\_\_\_ clients will receive referrals to other services, supports, and resources (includes legal, medical, faith-based organizations, etc.) | # of clients provided with referrals to other services, supports, and resources.    # of times staff provided referrals to other services, supports, and resources. |
| # \_\_\_ clients will receive assistance with a victim compensation application. | # of clients received assistance with a victim compensation application. |
| *ADVOCACY* | |
| #\_\_\_\_ clients will receive individual advocacy (e.g., assistance applying for public benefits). | # of clients provided individual advocacy (e.g., assistance applying for public benefits, return of personal property or effects).    # of times staff provided individual advocacy (e.g., assistance applying for public benefits, return of personal property or effects). |
| #\_\_\_\_ clients will receive victim advocacy/accompaniment to emergency medical care. | # of clients provided victim advocacy/accompaniment to emergency medical care.    # of times staff provided victim advocacy/accompaniment to emergency medical care. |
| #\_\_\_\_ clients will receive victim advocacy/accompaniment to medical forensic exam. | # of clients provided victim advocacy/accompaniment to medical forensic exam.    # of times staff provided victim advocacy/accompaniment to medical forensic exam. |
| #\_\_\_\_ clients will receive law enforcement interview advocacy/accompaniment. | # of clients provided law enforcement interview advocacy/accompaniment.    # of times staff provided law enforcement interview advocacy/accompaniment. |
| #\_\_\_\_ clients will receive immigration assistance (e.g., special visas, continued presence application, and other immigration relief). | # of clients provided immigration assistance.    # of times staff provided immigration assistance. |
| #\_\_\_\_\_ clients will receive assistance intervening with an employer, creditor, landlord, or academic institution. | # of clients provided with assistance intervening with an employer, creditor, landlord, or academic institution.    # of times staff aided intervening with an employer, creditor, landlord, or academic institution. |
| #\_\_\_\_ clients will receive child or dependent care assistance. | # of clients provided with child or dependent care assistance.  # of times staff provided child or dependent care assistance. |
| #\_\_\_\_ clients will receive transportation assistance. | # of clients provided with transportation assistance.    # of times staff provided transportation assistance. |
| #\_\_\_\_\_ clients will receive interpreter services. | # of clients provided with interpreter services.    # of times staff provided interpreter services. |
| # \_\_\_\_ clients will receive employment assistance (e.g., help creating a resume or completing a job application). | # of clients provided with employment assistance (e.g., help creating a resume or completing a job application).    # of times staff provided employment assistance (e.g., help creating a resume or completing a job application). |
| # \_\_\_\_ clients will receive education assistance (e.g., help completing a GED or college application). | # clients provided with education assistance (e.g., help completing a GED or college application).    # of times staff provided education assistance (e.g., help completing a GED or college application). |
| # \_\_\_\_ clients will receive economic assistance (e.g., help creating a budget, repairing credit, providing financial education). | # of clients provided with economic assistance (e.g., help creating a budget, repairing credit, providing financial education).    # of times staff provided economic assistance (e.g., help creating a budget, repairing credit, providing financial education). |
| # \_\_\_ clients will receive housing advocacy, or help with implementing a plan for obtaining housing (e.g., accompanying client to apply for Section 8 housing) | # of clients provided with receive housing advocacy, or help with implementing a plan for obtaining housing (e.g., accompanying client to apply for Section 8 housing)    # of times staff aided with receive housing advocacy, or help with implementing a plan for obtaining housing (e.g., accompanying client to apply for Section 8 housing) |
| *EMOTIONAL SUPPORT & SAFETY* | |
| # \_\_\_\_\_ clients will receive crisis intervention. | # of clients provided with crisis intervention.    # of crisis intervention sessions provided by staff. |
| #\_\_\_\_\_\_clients will receive individual counseling. | # of clients provided with individual counseling.    # of individual counseling sessions provided by staff. |
| # \_\_\_\_\_ clients will receive group support. | # of clients provided group support.    # of group support sessions provided by staff. |
| # \_\_\_\_\_ clients will receive emergency financial assistance. | # of clients provided with emergency financial assistance.    # of times staff provided emergency financial assistance. |
| #\_\_\_\_\_ clients will receive relocation assistance. | # of clients provided with relocation assistance.    # of times staff provided relocation assistance. |
| *CRIMINAL/CIVIL JUSTICE SYSTEM ASSISTANCE* | |
| # \_\_\_\_ clients will receive criminal advocacy/accompaniment. | # of clients provided criminal advocacy/accompaniment.    # of times staff provided criminal advocacy/accompaniment. |
| # \_\_\_\_ clients will receive civil advocacy/accompaniment (includes victim advocate assisting with orders of protection). | # of clients provided civil advocacy/accompaniment.    # of times staff provided civil advocacy/accompaniment. |
| *TRAININGS* | |
| #\_\_\_\_\_staff will receive training on trauma | # of staff trained  # of trainings held |
| #\_\_\_\_\_staff will receive training on Sex & Labor Trafficking Training(s)  List training(s): | # of staff trained  # of trainings held |
| ***OPTIONAL SERVICES & ACTIVITIES*** | |
| # \_\_\_\_\_ clients will receive therapy. | # of clients provided with therapy.    # of therapy sessions provided by staff. |
| # \_\_\_\_\_ clients will receive medication management. | # of clients provided with medication management.  # of medication management sessions provided. |
| # \_\_\_\_\_ clients will receive substance use disorder treatment. | # of clients provided with substance use disorder treatment.  # of substance use disorder treatment sessions provided. |
| # \_\_\_\_\_ outreach meetings held with community organizations to provide information about program and services. | # of outreach meetings held with community organizations to provide information about program and services.  # of community organizations provided with information about program and services. |
| # \_\_\_\_\_ of public awareness events held to provide information about program and services. | # of public awareness events held to provide information about program and services.  # of community members provided with information about program and services. |
| # \_\_\_\_\_ clients that will be contacted through individual outreach and informed about program and services. | # of clients provided with information about program and services through individual outreach. |

**Budget Detail and Budget Narrative – 10 Points** **Completed in AmpliFund**

Please complete the budget and the budget narrative for your proposed program in the AmpliFund grant management system. This program is for 12 months, both the budget and budget narrative should reflect 12 months of programming.

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| **Application Submission via AmpliFund**  The following process is required:  **Step 1**: Applicants must register at the Illinois Grant Accountability and Transparency Act (GATA) Grantee Portal: <https://grants.illinois.gov/portal/>.  **Step 2**: Applying Organizations must identify an individual(s) who will submit the application via AmpliFund, this person will serve as the Primary Contact for this application. However, more than one individual can have access to and complete components of the application via AmpliFund. The Primary Contact must submit the applications, including attachments, via Amplifund. To apply, go to: [ICJIA | Funding Opportunities](https://icjia.illinois.gov/grants/funding/)  To be considered for funding, completed applications must be submitted via the above AmpliFund link by the application deadline of 5:00 p.m., October 23, 2025.  ICJIA encourages applicants to review this Technical Assistance Recording for more information on how to apply. |