**Victims of Crime Act Multi-Victimization Program**

**PROGRAM NARRATIVE**

**NOFO #1745-1650**

Program Narratives may not exceed **35 pages**, this includes the questions and tables in this document. Responses must be written in Times New Roman size 12 font. Do not delete template questions in your response and do not change formatting of this document. Questions that require narrative response should be answered in the box that says: “**Response**” underneath each question.

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| **Check which population groups your proposed program will reach**  *Note: To make a selection, hover your mouse over the box. Click your mouse’s left button and an “X” will appear in the box.*   |  |  | | --- | --- | | ☐ Young Children (ages 0 – 5) | ☐ Young Adults (ages 19 – 30) | | ☐ Children (ages 6 – 12) | ☐ Adults & Elderly (31+) | | ☐ Youth (ages 13 –18) |  | |

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| **If applicable, check the underserved group your proposed program will reach (select all that apply)**  *Note: To make a selection, hover your mouse over the box. Click your mouse’s left button and an “X” will appear in the box.*   |  |  | | --- | --- | | ☐ Older Adults (60+) | ☐ Males | | ☐ Homeless | ☐ People with disabilities | | ☐ LGBTQ+ | ☐ People of color | | ☐ Second Language Learners | ☐ Children and/or youth | | ☐ People with disabilities | ☐ Victims with an undocumented immigration status | |

Note: Applicant must include unique approaches to addressing this underserved group(s) in all sections of the Program Design: Section A Program Description on page 8 of NOFO  
and should include a training for staff in both the narrative and the budget.

**Executive Summary – 5 Points** (One page maximum)

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| In one page, provide a summary of your program. This summary should include:  (a) description of the service area and the clients that the proposed program will serve, specifying the types of violent crime victims your program intends to serve on a regular basis.  In your response, please state whether the proposed program will serve adults, minors, or bothand describe the agency qualifications to serve that client population,  (b) projection of the number of clients to be served during the grant period, explaining and justifying this projection, and  (c) summary of the services your program will offer to address the needs of these crime victims. |
| **Response**: |

**Statement of the Problem– 15 Points (2-3 pages)**

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| 1. Describe the problem in your service area that demonstrates the need for your proposed program. This must include: |
| 1. the types of crime victims your program intends to serve and the extent of victimization in your service area and victim services available: |
| **Response**: |

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| 1. demographic data of your service area and/or the demographics of the population that will be served. Some county-level data may be retrieved from the Authority’s Research & Analysis Unit website: <https://icjia.illinois.gov/researchhub/datasets> |
| **Response**: |

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| (c) Include a description of the strengths and challenges of the community to be served (minimum of two each). |
| **Response**: |

**Proposed Program–25 Points (5-10 pages)**

Applicants are responsible for reviewing program requirements, see page 11 of the NOFO.

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| Proposed programs should seek to address the needs of victims who have experienced multiple types of crime during their lifetime. Applicants should indicate the track they are selecting for their proposed program below:   |  | | --- | | ☐**Track 1**: an applicant agency must provide the mandated service itself with any requested funds outlined in its proposed budget. | | ☐**Track 2**: an applicant agency can submit as primary and secondary partners through one application. Applicants are limited to only one secondary partner per application. Secondary partner must have experience in serving victims in victimization area not within the experience area of the primary agency. The primary agency must submit all the required materials, including the secondary partner’s role and activities. | |

Applicants may propose to serve both adults and children and youth who are victims of crime. Applicants should clearly identify the clients they propose to serve and describe their qualifications for serving that client population.

As noted in the NOFO, working relationships between the applicant agency and partner agencies should be described ***in the narrative, including the role of partner agency*** in the proposed program. A written letter of partnership between these parties should be submitted with this application as a PDF, specifying the nature of the relationship and the referral process where appropriate.

## **Core Direct Services**

The applicant agency is expected to provide the following services: crisis intervention, case management, and counseling. Applicants should describe how clients’ needs are identified and how services will be structured to meet these needs. Throughout, applicants should highlight how these services are tailored to address the multiple victimizations experiences of their clients.

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| * + - * 1. Describe the processes by which clients (and their families) are identified in the proposed program. Include any screening tools (if used). |
| **Response**: |

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| * + - * 1. Describe the proposed crisis intervention services. Including but not limited to when and where these services are available. Be sure to address all aspects of the Direct Services Program Design outlined on page 16 of the NOFO Instructions. |
| **Response**: |

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| * + - * 1. Describe the proposed case management services. Including but not limited to the intake and assessment process used, types of advocacy and other needs expected and how these will be addressed. Be sure to address all aspects of the Direct Services Program Design outlined on page 16 of the NOFO Instructions. |
| **Response**: |

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| 1. For programs proposing to service minor victims of community violence, describe the evidence informed therapeutic services provided to clients. |
| **Response**: |

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| Describe lessons learned during service provision and how these lessons impacted program design. Include at least one example and implication for program design. |
| **Response**: |

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| 1. If addressing an underserved group, describe how the client identification and direct services are adapted to serve the underserved group(s). |
| **Response**: |

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| 1. Check the additional direct service(s) proposed for adult victims. Applicants must select at least one.  |  | | --- | | ☐Therapy/Mental Health | | ☐Substance Use Disorder Counseling Group Support | |

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| 1. For each additional direct service selected, describe how the service will be provided. Including, but not limited to, how it will be determined that clients’ need proposed additional services; when and where services will be provided. Include what agency will provide proposed services. If this is not the applicant agency, describe if services will be provided and how services will be coordinated and managed. If these services will address an underserved group, describe how program services will serve the underserved group(s). |
| **Response**: |

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| Describe the agency’s experience providing each of proposed service(s). If the agency does not have experience, explain how capacity to provide each of the services will be built. The explanation should include at least one capacity building example and demonstrate a strong understanding of the service(s) being proposed. |
| **Response**: |

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| Project the number of clients to be served during the grant period. Explain and justify this projection. |
| **Response**: |

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| 1. Describe how the program design will incorporate Trauma-Informed Care. |
| **Response**: |

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| Describe collaborative partners, any history of collaboration, and each partner’s role in your proposed program. |
| **Response**: |

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| 1. Public Awareness: Describe activities that will promote and direct potential clients to the proposed services. At minimum, include method, language(s), venues and past experience in this activity. If addressing an underserved group, describe activities focused on reaching underserved groups. |
| **Response**: |

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| Outreach and engagement.Explain how your program will conduct outreach activities and provide services to adult and/or minor victims identified above. In your response, highlight how these activities will facilitate client engagement in services (e.g., assistance with transportation, childcare, and services provided at a location convenient to them).  This includes:  The recruitment strategy that will be used by your program to identify potential clients, including method, language(s), and anticipated referral sources.  The client eligibility screening, intake, and/or assessment processes.  The victim compensation information and assistance to be provided.  The specific efforts that will be made to ensure clients who represent underserved or marginalized populations are engaged. |
| **Response**: |

**Implementation Table**

Complete the table below, defining each step in the implementation and operation of the proposedprogram and 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 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 |

## **Staffing – 15 Points (2-4 pages)**

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| List and describe all staff positions assigned to the proposed program. Include at minimum: name of position; roles and responsibilities; reporting and supervision structure; time budgeted, and funding source. If application is Track II, identify appropriate agency. |
| **Response**: |

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| 1. Describe how cases are coordinated and supervised both within the agency, and if Track II across agencies. |
| **Response**: |

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| 1. If applying to serve underserved groups, describe how the agency will ensure that all staff working with these groups receive additional training to address the groups’ unique issues and needs. |
| **Response**: |

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| 1. Describe how the applicant utilizes volunteers, and how the proposed program will utilize volunteers. Describe how many FTE volunteer staff are used by your agency as a whole. Describe any trainings for program volunteers when direct services will be provided primarily by volunteers. |
| **Response**: |

1. Complete chart below by reporting staff by the function(s) performed, not by title or location.

## Also report employees who are part-time and/or only partially funded with these funds and any consultants/contractors. Include employees and consultants who are funded with any required grant match.

## **All activities provided by the following staff must be fully explained in the budget narrative.**

## **FTE Table–**

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| PROGRAM-FUNDED STAFF | # of positions | Total FTE |
| *Example*: *Program Coordinator* | *2* | *1.5* |
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| TOTAL |  |  |

## **Agency Capacity and Experience – 15 Points (3-5 pages)**

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| 1. Describe history of providing services for victims of crime. 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 agency is new, state whether a minimum of 25 percent of its financial support comes from sources other than the Crime Victims Fund.*   **If applicant does not have a history of providing services for this specific focus area**, please explain how the applicant will build capacity to provide them. This explanation should include at least one capacity building example and demonstrate a strong understanding of such services. |
| **Response**: |

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| 1. If applicant currently receives VOCA funding, discuss how the proposed program compliments and does not duplicate existing funding. |
| **Response**: |

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| 1. If applicable, describe history of providing services to the selected underserved groups listed on page 1. 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. |
| **Response**: |

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| 1. Describe how the applicant agency will sustain the funded program at the end of the three-year funding period. |
| **Response**: |

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| 1. Describe fiscal experience and capacity to manage grants. Include all funding sources that support victim service programming. Include quantitative (e.g. size of budget and number of grants) and qualitative (e.g. process and procedure; summary of previous management) descriptions. |
| **Response**: |

**Goals, Objectives and Performance Metrics – 5 Points**

The following table depicts objectives linked to performance indicators that show progress toward the proposed program goal. Complete the table by entering ambitious yet realistic numbers for each objective based on your proposed program. Applicants may list additional support service objectives for the program. Selected programs will be required to submit quarterly reports on the following objectives and must identify the number of clients they aim to serve during the performance period. 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.

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| **Goal: To provide core direct services tovictims who have experienced multiple types of crime.** | | |
| **Objectives for each direct service being provided by the primary agency ONLY.**  **These totals SHOULD NOT include services provided by a partner organization.** | | |
| **Objective** | **Performance Measure** | |
| **INFORMATION & REFERRAL** | | |
| #       clients will receive referrals to other victim service providers. | | # of clients provided with referrals to other victim service providers. |
| #       clients will receive referrals to other services, supports, and resources. | | # of clients provided with referrals to other services, supports, and resources. |
| **PERSONAL ADVOCACY/ACCOMPANIMENT** | | |
| #       clients will receive advocacy/accompaniment to emergency medical care. | | # of clients provided with advocacy/accompaniment to emergency medical care. |
| #      clients will receive individual advocacy (e.g., assistance applying for public benefits). | | # of clients provided individual advocacy (e.g., assistance applying for public benefits).  # of times staff provided individual advocacy (e.g., assistance applying for public benefits). |
| #       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 provided assistance 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). |
| **EMOTIONAL SUPPORT OR SAFETY SERVICES** | | |
| #       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 emergency financial assistance. | | # of clients provided with emergency financial assistance. |
| **SHELTER/HOUSING SERVICES** | | |
| #       clients will receive relocation assistance. | | # of clients provided with relocation assistance. |
| #       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 provided assistance with receive housing advocacy, or help with implementing a plan for obtaining housing (e.g., accompanying client to apply for Section 8 housing) |
| **CRIMINAL/CIVIL JUSTICE SYSTEM ASSISTANCE** | | |
| #       clients will receive criminal advocacy/accompaniment. | | # of clients provided criminal advocacy/accompaniment.  # of times staff provided criminal advocacy/accompaniment. |
| **Additional services being provided by the primary agency ONLY.**  **These totals SHOULD NOT include services provided by a partner organization.** | | |
| If providing therapy:  #       clients will receive therapy. | | # of clients provided with therapy.  # of therapy sessions provided by applicant agency. |
| If providing group support:  #       clients will receive group support. | | # of clients provided with group support.  # of group support sessions provided by applicant agency. |
| If providing substance use disorder treatment:  #       clients will receive substance use disorder treatment. | | # of clients provided with substance use disorder treatment.  # of substance use disorder treatment sessions provided by applicant agency. |
| **Objectives for each direct service being provided by the primary agency ONLY.**  **These totals SHOULD NOT include services provided by a partner organization.** | | |
| **INFORMATION & REFERRAL** | | |
| #       clients will receive referrals to other victim service providers. | | # of clients provided with referrals to other victim service providers. |
| #       clients will receive referrals to other services, supports, and resources. | | # of clients provided with referrals to other services, supports, and resources. |
| **PERSONAL ADVOCACY/ACCOMPANIMENT** | | |
| #       clients will receive advocacy/accompaniment to emergency medical care. | | # of clients provided with advocacy/accompaniment to emergency medical care. |
| #       clients will receive individual advocacy (e.g., assistance applying for public benefits). | | # of clients provided individual advocacy (e.g., assistance applying for public benefits).  # of times staff provided individual advocacy (e.g., assistance applying for public benefits). |
| #       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 provided assistance 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). |
| **EMOTIONAL SUPPORT OR SAFETY SERVICES** | | |
| #       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 emergency financial assistance. | | # of clients provided with emergency financial assistance. |
| **SHELTER/HOUSING SERVICES** | | |
| #       clients will receive relocation assistance. | | # of clients provided with relocation assistance. |
| #       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 provided assistance with receive housing advocacy, or help with implementing a plan for obtaining housing (e.g., accompanying client to apply for Section 8 housing) |
| **CRIMINAL/CIVIL JUSTICE SYSTEM ASSISTANCE** | | |
| #       clients will receive criminal advocacy/accompaniment. | | # of clients provided criminal advocacy/accompaniment.  # of times staff provided criminal advocacy/accompaniment. |
| **Objectives for each direct service being provided by the primary agency ONLY.**  **These totals SHOULD NOT include services provided by a partner organization.** | | |
| If providing therapy:  #       clients will receive therapy. | | # of clients provided with therapy.  # of therapy sessions provided by staff or through contracted services. |
| If providing substance use disorder treatment:  #       clients will receive substance use disorder treatment. | | # of clients provided with substance use disorder treatment.  # of substance use disorder treatment sessions provided by applicant agency. |
| If providing group support:  #       clients will receive group support. | | # of clients provided with group support.  # of group support sessions provided by staff or through contracted services. |
| **Objectives for BOTH the primary and any partner organizations are required activity.** | | |
| **TRAININGS** | | |
| #       staff will receive training on trauma and/or vicarious trauma | | # of staff trained  # of trainings held |
| #       staff will receive other training that increases staff knowledge (e.g., undeserved victim populations) *(optional)*  List training(s): | | # of staff trained  # of trainings held |
| **PUBLIC AWARENESS** | | |
| Staff will engage in public awareness activities (e.g., development and distribution of print and online material, presentations, etc. to raise awareness of victim rights and services). | | # of hours staff engaged in public awareness activities (e.g., development and distribution of print and online material, presentations, etc. to raise awareness of victim rights and services). |

Additionally, a small number of successful applicants that demonstrate readiness may be invited to work with ICJIA 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.

**Budget Detail and Budget Narrative– 20 Points** are on a separate Excel document.