

REQUEST FOR PROPOSALS
for
TRANSITIONAL HOUSING FOR VICTIMS OF DOMESTIC VIOLENCE
funded by
The Illinois Criminal Justice Information Authority

GENERAL INFORMATION

(Please read this RFP in its entirety before beginning to prepare your proposal)

Project Duration: Maximum of 12 months beginning on or about October 1, 2000. Funding for an additional time period, if funds are available, will be dependent on project performance in the first 12 months.

Available Funds: Contingent on the approval of the Authority, \$950,000 will be allocated among multiple grantees in Illinois depending on the number of responses received. These funds may be from federal fiscal year 1998 (FFY98) or federal fiscal year 2000 (FFY00) Victims of Crime Act (VOCA) Victim Assistance Grants from the Office for Victims of Crime to the Illinois Criminal Justice Information Authority to expand transitional housing alternatives for victims of domestic violence. The minimum request that will be accepted for consideration is \$50,000 of federal VOCA funding for a 12-month period. VOCA funds may not be used to supplant or replace state and local funds that would otherwise be available for these services and must be used to develop new projects or expand existing projects.

Match: Federal VOCA funds may not be used for more than 80% of the total cost of the project. The remaining portion of the project costs must be met through a cash or in-kind match contribution to the project from non-federal sources.

Eligibility: Public or nonprofit organizations whose principal mission is to provide direct services to victims of domestic violence may apply. Recipients of VOCA funds from the Illinois Coalition Against Domestic Violence (ICADV) may apply for funding under this RFP. If you have questions about whether your organization is eligible to submit a proposal, please contact the toll free number provided below.

Proposal Deadline: Proposals must be received by **12:00 noon on Tuesday, June 6, 2000.** Facsimile transmissions are not acceptable. Late proposals will not be accepted. To be accepted for consideration, proposals must meet the requirements set forth in this Request for Proposals (RFP).

Questions: Contact the Illinois Criminal Justice Information Authority's toll-free number at 1-888-425-4248. The Authority's web site, www.icjia.state.il.us, also provides information on this RFP.

SECTION I: OVERVIEW

The Victims of Crime Act (VOCA) was passed in 1984 for the purpose of compensating and assisting victims of crime and providing funds for training and technical assistance. The 1984 VOCA legislation established the Crime Victims Fund (Fund) in the U.S. Treasury and authorized the Fund to receive

deposits of fines and penalties levied against criminals convicted of federal crimes. In recent years, Illinois' VOCA awards have ranged from \$2 to \$16.9 million. In FFY98, Illinois' award was \$11.4 million, and fell in FFY99 to \$9.7 million. Illinois' FFY2000 award is estimated to be \$15.5 million.

The Illinois Criminal Justice Information Authority is the state agency charged with the administration of the federal Victims of Crime Act (VOCA) funds earmarked for direct services for victims of violent crime. Pending approval by the Authority, \$950,000 in VOCA funds will be available for the development or expansion of transitional housing for victims of domestic violence. Funding for an additional time period is dependent on the availability of funds and on project performance in the first 12 months.

SECTION II: BACKGROUND

The Illinois Criminal Justice Information Authority is the state agency charged with the administration of the Illinois' Victims of Crime Act Victim Assistance Program. This program is supported by fines and penalties levied against criminals convicted of federal crimes and allocated to states by formula by the Office for Victims of Crime of the U.S. Department of Justice. The primary purpose of these grants is to support the provision of direct services to victims of violent crime. States are required to allocate a minimum of 10 percent of the funds received for services to each of the following: victims of sexual assault, domestic violence, child abuse, and underserved victims of violent crime. **VOCA funds may not be used to supplant or replace state and local funds that would otherwise be available for crime victim services and must be used to develop new projects or expand existing projects.**

Last year, 47,490 victims of domestic violence were served by 52 Illinois programs receiving VOCA

funding whose primary purpose is service to these victims of violent crime. 8,592 were housed in local domestic violence shelters for a few days to more than a month. Some of these victims will return to their batterers one or more times. Those who work with domestic violence victims have long recognized that financial independence—the ability to support oneself and one’s children—can facilitate or impede a battered woman’s ability to leave an abusive partner. Having money “in the bank” or the skills and experience to obtain and hold a job which pays a living wage—sufficient to cover housing costs—can mean the difference between staying in or returning to a partner who may injure or kill her or living in very marginal circumstances and risking the loss of her children to the child welfare system because she is unable to provide for them or having sufficient means to pay for adequate lodging, food and other necessities. Clearly, battered women should not have to choose between their physical safety and emotional well-being and their ability to meet their own basic needs and those of their children without the financial support of their batterer. For many, the greatest impediment to safety is a lack of affordable housing.

Few of the women who seek shelter services have the means to buy a home or pay the necessary first and last month’s deposits on rental property, let alone a sufficient income to cover monthly rent, food, clothing, health and other expenses associated with establishing a household such as purchasing furniture, appliances or kitchen-ware. Many are able to find only minimum wage positions and, as a result, must work long hours to make ends meet—and often then only with the assistance of friends and family members. Clearly, affordable housing—such as low-cost or subsidized apartments—in conjunction with the supportive services which promote healing and independence for battered women and their children is needed. It helps many women with children re-establish a sense of freedom and family unity and prepares them for starting over on their own.

Therefore, funds are being made available to provide transitional housing and related support which will allow victims of domestic violence to pursue financial independence and participate in services which will ensure long-term safety for them and their children.

SECTION III: ELIGIBILITY

Eligible applicants include public and nonprofit organizations whose primary mission is the provision of direct services to victims of domestic violence which meet the following subrecipient organization requirements:

1. **Public or Nonprofit Organization.** Are operated by a public or non-profit organization, or a combination of such organizations, and provide direct services to crime victims;
- 2A. **Record of Effective Services.** Demonstrate a record of providing effective direct services to crime victims. This includes having the support and approval of its services by the community, a history of providing direct services in a cost-effective manner, and financial support from other sources; or
- 2B. **New Programs.** Those programs that have not yet demonstrated a record of providing services may be eligible for VOCA funds if they can demonstrate that a minimum of 25 percent of their financial support comes from non-federal sources;
3. **Meet Program Match Requirements.** Matching contributions of 20 percent (cash or in-kind) of the total costs of the VOCA project. Match is to be committed for each VOCA-funded project and derived from resources other than federal funds and/or resources;
4. **Volunteers.** Subrecipient organizations must use volunteers unless the state grantee determines there is a compelling reason to waive this requirement;
5. **Promote Community Efforts to Aid Crime Victims.** Promote, within the community, coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on State, Federal, Local or Native American task forces, commissions and/or working groups; and developing written agreements, which contribute to better and more comprehensive services to crime victims. Coordination efforts qualify an organization to receive VOCA victim assistance funds, but are not activities that can be supported with VOCA funds;
6. **Help Crime Victims Apply for Compensation.** Such assistance may include

identifying and notifying crime victims of the availability of compensation, assisting them with application forms and procedures, obtaining necessary documentation, and/or checking on claim status;

7. **Comply with Federal Rules Regulating Grants.** Comply with the applicable provisions of VOCA, the VOCA Program Guidelines, and the requirements of the Office of Justice Programs Financial Guide, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received;
8. **Maintain Civil Rights Information.** Maintain statutorily required civil rights statistics on victims served by race or national origin, sex, age and disability, within the timetable established by the State grantee; and permit reasonable access to books, documents, papers, and records to determine whether the recipient is complying with applicable civil rights laws. This requirement is waived when providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the victim;
9. **Comply with State Criteria.** Abide by any additional eligibility or service criteria as established by the State grantee including submitting statistical and programmatic information on the use and impact of VOCA funds, as requested by the State grantee;
10. **Services to Victims of Federal Crime.** Provide services to victims of Federal crimes on the same basis as victims of state/local crimes;
11. **No Charge to Victims for VOCA-Funded Services.** Provide services to crime victims, at no charge, through the VOCA-funded project;
12. **Client-Counselor Confidentiality.** Maintain confidentiality of client-counselor information as required by State and Federal law;
13. **Confidentiality of Research Information.** Except as otherwise provided by federal law, no recipient of monies under VOCA shall use or reveal any research or statistical information furnished under this program by any person and identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with VOCA; and
14. **Civil Rights. Prohibition of Discrimination for Recipients of Federal Funds.** No person in any state shall, on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or denied employment in connection with any program or activity receiving federal financial assistance.

SECTION IV: ELIGIBLE ACTIVITIES

The following is a listing of allowable services, activities, and costs that are eligible for support with

VOCA victim assistance grant and matching funds under this RFP. *This list must be reviewed when*

developing Proposal Content, described in Section XI.

1. **Immediate Health and Safety.** Services which respond to the immediate emotional and physical needs (excluding medical care) of violent crime victims such as crisis intervention; accompaniment to hospitals for medical examinations; hotline counseling; emergency food, clothing, transportation, and shelter (including emergency short-term nursing home shelter for elder abuse victims for whom no other safe, short-term residence is available) and other emergency services intended to restore the victim's sense of security and offer an immediate measure of safety;
2. **Assistance with Participation in Criminal Justice Proceedings.** Services that are directed to the needs of the violent crime victims who participate in the criminal justice system. These services may include advocacy on behalf of crime victims; accompaniment to criminal justice offices and court; transportation to court; child care or respite care to enable a victim to attend court; notification of victims regarding trial dates, case disposition information, and parole consideration procedures; and assistance with victim impact statements;
3. **Costs Necessary and Essential to Providing Direct Services.** This includes pro-rated costs of rent, telephone service, transportation costs for victims to receive services, and local travel expenses for service providers;
4. **Special Services.** Services which assist violent crime victims with managing practical problems created by the victimization such as acting on behalf of the victim with other service providers, creditors, or employers; assisting the victim to recover property that is retained as evidence; assisting in filing for compensation benefits; and helping to apply for public assistance; and
5. **Personnel Costs.** Costs that are directly related to providing direct services through staff including salaries, fringe benefits, malpractice insurance, advertising to recruit VOCA-funded personnel and training of paid and volunteer staff.

SECTION V: UNALLOWABLE ACTIVITIES AND COSTS

The following services, activities, and costs are **unallowable** and cannot be supported with VOCA victim assistance grant or matching funds. *This list MUST be considered when developing Proposal Content, described in Section XI Proposal Content. Proposals that include these unallowable items as VOCA grant or match funded services, activities or costs, will be subject to a reduction in their point allocation (see Section XII Review Criteria and Procedures).*

1. Coordination of public and private efforts to aid crime victims, including but not limited to serving on task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams, and developing written agreements that contribute to better and more comprehensive services to crime victims;
2. Lobbying and administrative advocacy;
3. Perpetrator rehabilitation and counseling;
4. Needs assessments, surveys, evaluations, studies and research efforts which study and/or research a particular crime victim issue;
5. Activities directed at prosecuting an offender or improving the criminal justice system's effectiveness and efficiency such as witness notification and management activities and expert testimony at a trial; victim/witness protection costs and victim/witness expenses such as travel to testify in court and subsequent lodging and meal expenses;
6. Fundraising activities;
7. Indirect organizational costs such as liability insurance on buildings; capital improvements; security guards; property losses and expenses; real estate purchases; mortgage payments; and construction;
8. Reimbursing crime victims for expenses incurred as a result of a crime;
9. Nursing home care, home health-care costs, in-patient treatment costs, hospital care, and other types of emergency and non-emergency medical and/or dental treatment;
10. Relocation expenses for crime victims;
11. Salaries, fees and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators, and other individuals unless these expenses are incurred while providing direct services to crime victims;
12. Development of protocols, interagency agreements and other working agreements that benefit crime victims;
13. Costs of sending individual crime victims to conferences;
14. Crime prevention activities;
15. Legal representation such as for divorces or civil restitution recovery efforts; and due to issues of cost-effectiveness identified by the Office for Victims of Crime, non-emergency legal advocacy efforts performed by staff attorneys; and
16. Administrative costs.
17. Purchase of land or facility construction costs.

SECTION VI: TARGET POPULATIONS FOR FUNDING

While a broad range of violent crime victims may benefit from services supported by VOCA funds, the Illinois Criminal Justice Information Authority is allocating these funds to encourage the development or

expansion of transitional housing for victims of domestic violence.

SECTION VII: PROPOSAL DEVELOPMENT

Proposal development should carefully follow the requirements set forth in the following sections.

Applicants must consider the lists included in Section IV: Eligible Activities and Section V: Unallowable Activities and Costs, when developing the proposal narrative. Proposals should:

- (1) be as concise as possible yet include important details and address the requirements set forth herein;
- (2) use language that is clear to persons who are not experts in the field of victim services;
 - use simple sentences and short paragraphs;
 - do not use vague, imprecise terms or make generalizations;
 - explain terms or abbreviations someone outside your organization may not understand; and
- (3) clearly and fully explain how the applicant intends to fulfill RFP requirements.

SECTION VIII: REPORTING REQUIREMENTS

Monthly progress and fiscal reports will be required of the successful applicants. The nature and format of these reports will be determined by the Authority prior to implementation of the project. The purpose of these reports is to allow the Authority to monitor the progress and spending of the project. In addition, close-out reports will be required upon the project's completion.

SECTION IX: LEVEL AND DURATION OF FUNDING

A maximum of \$950,000 is being made available to be distributed among multiple grantees throughout Illinois depending on the number of responses. Project duration is for 12 months, commencing on or about October 1, 2000. Funding for an additional time period is dependent on funds being available and

project performance in the first 12 months.

SECTION X: PROPOSAL DEADLINE

Proposals must be received by **12:00 noon on Tuesday, June 6, 2000**. Facsimile transmissions will not be accepted. Late submissions will not be accepted. Proposals may be mailed or delivered to:

Federal and State Grants Unit
Illinois Criminal Justice Information Authority
120 South Riverside Plaza, Suite 1016
Chicago, Illinois 60606-3997
Attention: **VOCA TRANSITIONAL HOUSING**

SECTION XI: PROPOSAL CONTENT

To be accepted for consideration, proposals **must** meet the requirements set forth in this RFP.

Applicants must submit an **original (unbound) and five (5) copies** of the proposal. The copies may be bound. Proposal **must be on 8½" x 11" paper, single-sided, double-spaced, with margins of not less than 1½" each, use 12 point font size, contain a maximum of 10 pages of narrative (exclusive of the implementation schedule and budget), and include the following in the order listed below. Estimated page lengths of each section are included as a guide only. These may be varied as long as the total length of the narrative, excluding the implementation schedule and budget, is no more than 10 pages.**

- (1) A completed cover page that includes the name and address of the organization, the full name of a contact person, telephone number, facsimile number, and total amount of funding requested;
- (2) Statement of compliance with each of the requirements listed in Section III: Eligibility, [form attached - ATTACHMENT 1];
- (3) Proposal narrative to include the following sections: (*Applicants must consider the lists included in Section IV: Eligible Activities and Section V: Unallowable Activities and*

Costs, when developing the proposal narrative)

Part I: **Description of Organization (2 pages).** A brief description of your organization and the programs and services currently provided. This section should also address:

- (i) the applicant's history of providing effective direct services to crime victims in a cost effective manner (see eligibility requirement #2 in Section III);
- (ii) how volunteers are and will be used by the agency; and
- (iii) how the applicant has promoted public and private efforts to aid crime victims in the community.

Part II: **Summary of Program (1 page).** A brief description of the proposed program and all direct services to be provided to victims of crime through this grant; **do not** include description of activities that will not be part of the VOCA grant or match funded activities.

Part III: **Statement of Problem (2 pages).** A detailed problem statement which explains why the program is needed by describing the problem(s) domestic violence victims in your service area are facing that are related to a lack of transitional housing; include as much multi-year data as possible and anecdotal information to substantiate the problem. Support claims with facts. Include tables, charts and diagrams when appropriate; however, use them only when they explain the problem or unmet need. Large volumes of data can be appended but should not be left to the reader to interpret. Also include statements regarding current efforts to address the problem(s) and an explanation of why these efforts aren't adequately reducing or eliminating the problem(s).

Part IV: **Goals and Objectives (1 page).** The proposed goals and objectives should offer some relief of the problem(s) defined in the previous section. Goals are general statements of what your project hopes to accomplish. Objectives are the specific, measurable, and realistic changes you intend to bring about. Objectives should include a statement regarding the improved safety of victims receiving assistance. Goals and objectives should **only include VOCA grant and match** funded activities. They should also relate to problems described in Part III above.

Part V: **Program Strategies (3 pages).** The problem statement has described the issue(s) to be addressed. Goals/objectives have defined the ends to be achieved. This section should indicate how these ends are going to be accomplished by describing how the VOCA grant and match funded activities will be implemented in clear, logical detail and should provide the reader with a

clear picture of how the program will operate. The strategy should also discuss:

- (i) how this program will fit into the overall scope of the organization's current operations;
- (ii) the number of victims to be served;
- (iii) what criteria, if any, victims must meet to qualify for housing;
- (iv) the services to be provided;
- (v) the activities to be undertaken to provide the services and achieve the stated objectives;
- (vi) length of time victims will be able to spend in transitional housing;
- (vii) qualifications of staff who will assist victims;
- (viii) how the budgeted items, including personnel, are related to the strategies; and
- (ix) how the program will be administered.

Part VI: **Performance Indicators (1 page).** Performance indicators to gauge the performance of your program and which will be used as a basis for the monthly performance reports. They must relate to the objectives set in Part IV;

Part VII: **Implementation Schedule.** The implementation schedule should be used as a planning tool for the project and should reflect a realistic projection of how the program will proceed and should describe in outline form, the VOCA grant and match funded activities which will be undertaken to accomplish each objective, who will be responsible for each activity and the expected completion date of each activity. You may use the attached implementation schedule form or recreate it on the computer [form attached – Attachment A]; and

Part VIII: **Proposed Budget.** A budget and budget narrative, including match from non-federal sources. You may use the attached budget form for the line item budget or recreate it on the computer [form attached - Attachment B]. A budget narrative should be attached as a separate page, which explains how the budgeted items are related and necessary to the project and how costs were calculated. Job descriptions must be included for individuals to be paid with VOCA and match funds. Distinguish current positions (whether filled or vacant) from new positions. Note that VOCA funds may not be used for the purchase or construction of buildings but may be used to cover rent, costs of furnishing an apartment, and other expenses related to the battered women's efforts to be safe. NOTE: Furniture, appliances or other goods purchased to ready a residence for use may not become the property of the victim when she leaves the program.

- (4) a signed certification that (a) the applicant is not barred from contracting with any unit of state or local government as a result of violation of 720 ILCS 5/33E-3 or 5/33E-4, and (b) that it shall notify the Authority's Ethics Officer if the applicant solicits or intends to solicit for employment any of the Authority's employees during any part of the application process or during the term of

any contract awarded. [form attached - ATTACHMENT 2];

- (5) a signed certification regarding the State of Illinois Drug Free Workplace Act (30 ILCS 580) [form attached - ATTACHMENT 3]; and
- (6) Federal Lobbying/Debarment Certification [form attached - ATTACHMENT 4].

Proposals that do not address each of these points will not be considered.

Proposal packages will be opened at 1:30 p.m. on Tuesday, June 6, 2000, at the Authority.

Proposals not submitted in a sealed envelope or which do not include a signed original and five copies will be rejected.

SECTION XII: REVIEW CRITERIA AND PROCEDURES

Proposal selection will be made using the following criteria. The Authority reserves the right to reject any or all proposals if it is determined that submission(s) are not satisfactory. The Authority also reserves the right to invite one or more applicants to resubmit amended proposals.

- (1) **Need for Program/Past Commitment of Applicant** - The narrative explains the need for the program, the applicant's ability and commitment in recent years to providing victim-centered services to victims of domestic violence and extent of collaboration with other non-profit and public agencies to improve responses to domestic violence victims. (Maximum of 30 points)
- (2) **Responsiveness to Proposal** - The narrative addresses all parts of the RFP well and demonstrates an ability to successfully implement the program. Particular attention will be paid to the extent to which a problem is described, and relevant goals and objectives and related activities are proposed. The number of victims to be served is stated.
Qualifications of program staff are appropriate to services to be provided. (Maximum of 50 points)
- (3) **Implementation Plan** - Has been included; is complete, clear and reasonable. (Maximum of 5 points)
- (4) **Adequacy of Cost Estimates** - Proposed project costs for services, activities and other items will be assessed to determine how realistic they are, and the extent to which they have been allocated in a cost-efficient yet effective manner. (Maximum of 10 points)
- (5) **Inclusion of Match** - The budget and budget narrative explain the amount and source of

matching funds, and include an itemization of the costs to which matching funds will be applied. The VOCA Program has a 20% cash or in-kind match requirement from non-federal sources. The federal amount must not exceed 80% of the total VOCA project cost. (Maximum of 5 points)

Use the following formula to calculate federal and match amounts.

To calculate the federal amount:

$$\text{total project cost} \times .8 = \text{federal amount}$$

To calculate the match amount:

$$\text{federal amount} / 4 = \text{match amount}$$

Proposals that do not include the completed and correctly formatted original proposal

(including items 1 through 6 specified in Section XI) will have their scores reduced by up to 10

points. Proposals will be reviewed by a panel of Authority staff and external reviewers with expertise in victim services. A panel of Authority senior staff will do a final review of proposals for allowability of services, activities and costs. Their recommendations will be forwarded to the Executive Director of the Authority for presentation to the Authority. A preliminary award decision will be made and applicants will be notified of the Authority's decision at the earliest possible date.

SECTION XIII: GRANT CONTENT

The content of the selected proposal, including possible modifications, will help define the project and will be appended to a grant awarded to the applicant. In addition, other grant obligations include, but are not limited to, an anti-bribery clause, drug-free workplace certification, subcontractor limitation, international boycott certification, debarment certification, equal employment opportunity, assurance of compliance to standards that minimally adhere to the Illinois Procurement Code, and nondiscrimination certifications. Failure of the selected applicant to accept grant obligations may result in cancellation of

the selection. The Authority reserves the right to extend the grant at its discretion.

**VICTIMS OF CRIME ACT FUNDS
FOR
TRANSITIONAL HOUSING**

Organization Name: _____

Organization Address: _____

Organization FEIN No: _____

Contact Person: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

Amount of VOCA Funds Requested: \$ _____

Amount of VOCA Match Funds to be Used:
\$ _____

Total Program Cost (VOCA and Match): \$ _____

Application Checklist:

- ___ One original unbound proposal and five copies, including all of the following items:
- ___ Completed Cover Page
- ___ Complete Proposal Narrative (double space, 1 1/2" margin, single sided)
- ___ Implementation Schedule (**Attachment A**)
- ___ Proposed Budget (**Attachment B**)
- ___ Signed Statement of Compliance (**Attachment 1**)
- ___ Signed Certification (**Attachment 2**)
- ___ Signed Drug Free Workplace Act Certification (**Attachment 3**)
- ___ Signed Federal Debarment Certification (**Attachment 4**)



Attachment B - VOCA Budget

VOCA TRANSITIONAL HOUSING BUDGET

PROPOSED BUDGET: Fill in the budget form below for the proposed project. Please note that federal dollars for transitional housing can only support up to 80% of the total cost of the project. See the attached instructions on how to complete this form. You may fill in this form or recreate it on the computer.

Project Expenses	Unit Cost	# of Units/ %of Time	Federal	Match	Total Costs
Personnel Service					
Subtotal:					
Equipment					
Subtotal:					
Commodities					
Subtotal:					
Travel					
Subtotal:					
Contractual					
Subtotal:					
Other					
Subtotal:					
GRAND TOTAL					

Attachment B - VOCA Budget

Attachment B: BUDGET

PROPOSED BUDGET DETAIL INSTRUCTIONS

GENERAL INSTRUCTIONS: The purpose of the attached proposed budget forms is to summarize, by item of expenditure, the total budget of the proposed project. This is a preliminary budget and is not binding. The final budget will be determined if an award is made. Make sure that each budget category is totaled correctly and that the **total budgeted amount of federal funds** does not exceed 80% of the total costs of the project. Please round off all amounts to the nearest dollar.

Note that VOCA funding is limited to costs associated with the provision of direct services to victims, and in this instance transitional housing. Administrative costs are not allowed; also, costs related to administrative activities may not be supported with VOCA match funds.

An allocation for audit costs may be included in the itemized budget but should not exceed 2% of the total budget.

DETAIL OF ITEMIZED BUDGET:

Personnel Services: Identify the personnel to be used in this project by job title (e.g. staff person directly related to services to victims in a transitional housing setting). Enter the full salary for personnel who will spend time on the project in the *unit cost* column. Identify the percentage of time spent on the project under the *percentage of time* column. Multiply the unit cost by the percentage of time and enter the budgeted amount for this project into the federal and/or match columns as appropriate. Fringe benefits are allowable as long as they meet federal guidelines and are comparable to those granted to other employees of the organization.

Equipment: Enter any equipment (e.g., furnishings) that is to be purchased and which has a unit cost of more than \$50. Detail each item of equipment, including the number of units and the estimated cost per unit.

The cost for each item should include taxes, delivery, installation and all related costs. Lease or rental equipment belongs under the Contractual category. Equipment items of \$50 or less should be listed under commodities.

Note: Purchases of \$25,000 or more must be procured according to the procedures which minimally adhere to state and federal regulations; such purchases may be bid according to local rules and regulations if such standards meet or exceed state and federal regulations. Applicants must solicit quotes from at least three sources for purchases less than \$25,000 for a single equipment item; if local rules and regulations require quotes or bids from a greater number of sources for such purchases, local rules and regulations must be followed.

Commodities: This section applies to consumable supplies and any equipment items with initial prices of \$50 or less. Itemize all commodities to be used for the project; avoid the designation “miscellaneous”.

Travel: This section applies to *project personnel only*. These expenses include mileage, subsistence, lodging and transportation expenses for employees who are on official business related to the goals and objectives of the project. Reimbursement may not exceed the rates and conditions established for state employees by the Governor’s Travel Control Board.

Contractual: List all costs which are to be incurred as a result of an agreement, letter of intent, contract or lease. This section includes rent for transitional housing, utilities, telephone, equipment rentals and hourly personnel.

Attachment B

BUDGET NARRATIVE: Provide a narrative explanation of the how the budgeted items are related and necessary to the project and how those costs were calculated. Refer to the instructions on the reverse side. You may use this form or recreate it on the computer.

Personnel Service:

Equipment:

Commodities:

Travel:

Contractual:

Other:

BUDGET NARRATIVE INSTRUCTIONS

General Instructions. The Budget Narrative accompanies the Proposed Budget Detail to provide the justification and information necessary to 1) determine the manner in which the budget detail was computed, and 2) the relationship between major budget components and the achievement of the project goals.

If no funds are allocated for an audit within the grant budget, include an explanation in the Budget Narrative of how the audit will be financed.

Personnel: List the personnel to be paid for with agreement funds and explain any unusual salary level. Specify the fringe benefits that will be charged to the agreement and how they were calculated.

Equipment: If equipment is to be purchased, its proposed use and relationship to the project should be described. All equipment purchased must be necessary to the program.

Commodities: Enter the basis for computation of consumable item costs and explain any unusual types or quantities of consumable items.

Travel: Describe, in detail, travel costs related to each staff function.

Contractual: Enter the cost and time basis (i.e. rate per week, month, etc.) of all contractual costs such as rent, utilities, telephone, equipment rentals, and hourly personnel. Explain in detail any large expenses and explain why they are necessary for the program.

For each person to be employed by the program on an hourly basis, specify the following:

- a) Rate of pay;
- b) Number of hours to be worked each week or month;
- c) Number of months to be employed by the project;
- d) Detailed job duties; and
- e) Minimum educational requirements, training and/or prior experience required.

Statement of Compliance with VOCA Eligibility Requirements

The applicant certifies that it meets the following eligibility requirements as stated in the Final Program Guidelines published by the Department of Justice, Office of Justice Programs for the Victims of Crime Act (VOCA) Victim Assistance Program:

- The applicant is a public or nonprofit organization and provides services to crime victims.
- The applicant has a record of providing effective services to crime victims including support and approval of its services by the community, a history of providing direct services in a cost-effective manner, and financial support from other sources.
- The applicant will help crime victims apply for compensation.
- The applicant will comply with the applicable provisions of VOCA, the Program Guidelines, and the requirements of the Office of Justice Programs' Financial Guide, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received.
- The applicant will maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age and disability, within the timetable established by the Illinois Criminal Justice Information Authority (ICJIA); and permit reasonable access to books, documents, papers, and records to determine whether the recipient is complying with applicable civil rights laws.
- The applicant will abide by any additional eligibility or service criteria as established by the ICJIA including submitting statistical and programmatic information on the use and impact of VOCA funds, as requested by the ICJIA.
- The applicant must use volunteers unless the ICJIA determines there is a compelling reason to waive this requirement.
- The applicant will provide services to victims of Federal crimes on the same basis as victims of state/local crimes.
- The applicant will provide services to crime victims, at no charge, through the VOCA-funded project.
- The applicant will maintain confidentiality of client-counselor information as required by State and Federal law.

- Except as otherwise provided by federal law, no recipient of monies under VOCA shall use or reveal any research or statistical information furnished under this program by any person and identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with VOCA.
- No person in any state shall, on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or denied employment in connection with any program or activity receiving federal financial assistance.

Name and Title of Authorized Official

Signature

Date

Name of Organization

Address of Organization

CERTIFICATION

The applicant certifies:

- (1) that it is not barred from contracting with any unit of state or local government as a result of 720 ILCS 5/33E-3 or 5/33E-4; and
- (2) that it shall notify the Authority's Ethics Officer if the applicant solicits or intends to solicit for employment any of the Authority's employees during any part of the application process or during the term of any contract awarded.

Name and Title of Authorized Representative

Signature

Date

Name of Organization

Address of Organization

**STATE OF ILLINOIS
DRUG FREE WORKPLACE CERTIFICATION**

This certification is required by the Drug Free Workplace Act (Ill. Rev. Stat., ch. 127, par. 152.311). The Drug Free Workplace Act, effective January 1, 1992, requires that no grantee or contractor shall receive a grant or be considered for the purposes of being awarded a contract for the procurement of any property or services from the State unless that grantee or contractor has certified to the State that the grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of the contract or grant and debarment of contracting or grant opportunities with the state for at least one (1) year but not more than five (5) years.

For the purpose of this certification, “grantee” or “contractor” means a corporation, partnership, or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

(a) Publishing a statement:

- (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee’s or contractor’s workplace.
- (2) Specifying the actions that will be taken against employees for violations of such prohibition.
- (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - (A) abide by the terms of the statement; and
 - (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

(b) Establishing a drug free awareness program to inform employees about:

- (1) the dangers of drug abuse in the workplace;
- (2) the grantee’s or contractor’s policy of maintaining a drug free workplace;
- (3) any available drug counseling, rehabilitation, and employee assistance programs;
and

Attachment 3

- (4) the penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- (d) Notifying the contracting or granting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
- (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by section 5 of the Drug Free Workplace Act.
- (f) Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.
- (g) Making good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

THE UNDERSIGNED AFFIRMS, UNDER PENALTIES OF PERJURY, THAT HE OR SHE IS AUTHORIZED TO EXECUTE THIS CERTIFICATION ON BEHALF OF THE DESIGNATED ORGANIZATION.

Printed Name of Organization

Signature of Authorized Representative

Requisition/Contract/Grant ID #

Printed Name and Title

Date

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions
(Sub-Recipient)**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67, Section 67.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

Name of Organization

Address of Organization

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.