

Uniform Notice for Funding Opportunity (NOFO)

Victims of Crime Act: Law Enforcement/Prosecution/County-CASA Victim Assistance
Program August 30, 2017

	Data Field	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority
2.	Agency Contact:	Ronnie J Reichgelt Victim Services Programs Administrator Illinois Criminal Justice Information Authority 300 West Adams, Suite 200 Chicago, IL 60606 cja.vocagrantsunit@illinois.gov 312-793-8550
3.	Announcement Type:	<input checked="" type="checkbox"/> Initial announcement <input type="checkbox"/> Modification of a previous announcement
4.	Type of Assistance Instrument:	Grant
5.	Funding Opportunity Number:	1474-361
6.	Funding Opportunity Title:	Victims of Crime Act: Law Enforcement, Prosecution, and County-CASA Victim Assistance Program
7.	CSFA Number:	546-00-1474
8.	CSFA Popular Name:	VOCA FFY16
9.	CFDA Number(s):	16.575
10.	Anticipated Number of Awards:	N/A
11.	Estimated Total Program Funding:	\$6,000,000
12.	Award Range	\$40,000-\$1,500,000
13.	Source of Funding:	<input checked="" type="checkbox"/> Federal or Federal pass-through <input type="checkbox"/> State <input type="checkbox"/> Private / other funding Mark all that apply
14.	Cost Sharing or Matching Requirement:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
15.	Indirect Costs Allowed	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Restrictions on Indirect Costs	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, provide the citation governing the

		restriction:
16.	Posted Date:	August 30, 2017
17.	Closing Date for Applications:	11:59 p.m., October 15, 2017
18.	Technical Assistance Session:	<p>Session Offered: X Yes <input type="checkbox"/> No</p> <p>Session Mandatory: X Yes <input type="checkbox"/> No</p> <p>Applicants must view and certify that that they have watched the recorded webinar which will be available beginning at 1:30 p.m., September 14, 2017.</p> <p>View the webinar at: https://gata.icjia.cloud/</p>

A. Program Description

The Illinois Criminal Justice Information Authority (ICJIA) is a state agency dedicated to improving the administration of criminal justice. ICJIA brings together key leaders from the justice system and the public to identify critical issues facing the criminal justice system in Illinois, and to propose and evaluate policies, programs, and legislation that address those issues. The statutory responsibilities of ICJIA fit into four areas: grants administration; research and analysis; policy and planning; and information systems and technology.

The federal 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.

ICJIA is the state agency charged with the administration of the Illinois' Victims of Crime Act Victim Assistance Formula Grant 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. In federal fiscal year 2016, Illinois received a VOCA award of \$87.1 million.

VOCA grants must support the provision of direct services to victims of crime. States are required to allocate a minimum of 10 percent of 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.**

For more information on the VOCA Program please visit:
<http://ojp.gov/ovc/about/victimsfund.html>.

ICJIA recently completed a statewide assessment of victim services in Illinois. The report was presented to the Ad Hoc Victim Services Committee for consultation and coordination with other state agencies. The final report's recommendations were approved by the ICJIA Board in January 2017. These recommendations outline a comprehensive plan to address victim needs in Illinois and are reflected in this funding opportunity where appropriate. Please see the following link to access the report and recommendations: <http://www.icjia.state.il.us/articles/ad-hoc-victim-services-committee-research-report>.

Authorizing Statutes

The Victims of Crime Act of 1984 established the Crime Victims Fund (42 U.S.C. 10601(c)) for the purpose of creating a special mandatory spending account dedicated to helping victims of all types of crimes. Programs authorized by the Victims of Crime Act are:

- Children's Justice Act grants.
- U.S. Attorney's victim/witness coordinators.
- F.B.I victim assistance specialists.
- Federal victim notification system.

- OVC discretionary grants.
- State compensation formula grants.
- State victim assistance formula grants.
- Antiterrorism Emergency Reserve.

The Illinois Criminal Justice Information Act (20 ILCS 3930/7(k)) established ICJIA as the agency “to apply for, receive, establish priorities for, allocate, disburse and spend grants of funds that are made available...from the United States pursuant to the federal Crime Control Act of 1973, as amended, and similar federal legislation, and to enter into agreements with the United States government to further the purposes of this Act, or as may be required as a condition of obtaining federal funds.”

In addition, “distribution of federal funds through the Victims of Crime Act of 1984 by the Illinois Criminal Justice Information Authority is authorized by 20 Ill. Admin. Code 1520.40, stating in pertinent part that “[ICJIA] will annually review Section 1404 of the Victims of Crime Act of 1984 (P.L. 98-473, effective October 12, 1984) and based on the requirements of Section 1404(a) and (b), the need for services to victims and the services available to address that need, as evidenced by oral and written comment and testimony received at public meetings conducted pursuant to the Open Meetings Act (Ill. Rev. Stat. 1983, ch. 102, par. 41 et seq.), select program priorities for each federal fiscal year.”

The agency must comply with all applicable provisions of state and federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity, including, but not limited to the Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), Public Works Employment Discrimination Act (775 ILCS 10/1 et seq), United States Civil Rights Act of 1964 (as amended) (42 USC 2000a-and 2000H-6), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), Americans with Disabilities Act of 1990 (42 USC 12101 et seq.), and Age Discrimination Act (42 USC 6101 et seq.).

Background

In January 2017, the ICJIA Ad Hoc Victim Services Committee identified 12 funding priorities¹ to guide ICJIA VOCA funding initiatives for the next three years. One priority is to increase funding for advocates and social workers within a variety of organizations to enhance immediate service access for victims. In an ICJIA survey conducted by researchers, participants consistently stated that early points of contact are critical to educating, referring, and engaging victims in services, and the need for criminal justice education and for advocacy services were identified across nearly every crime type examined (victims of child abuse, community violence, human trafficking, sexual assault, survivors of homicide). Research suggests that few victims of serious violent crimes, such as rape, aggravated assault, and robbery, ever receive services from a victim service provider (9 percent).² Placing advocates and social workers at earlier points of contact may increase service awareness and utilization for victims of crime.

¹ For the full report with the twelve priorities, see <http://www.icjia.state.il.us/publications/ad-hoc-victim-services-committee-research-report>

² Langton, L. (2011). *Use of victim services agencies by victims of serious violent crime, 1993-2009*. Bureau of Justice Statistics. Retrieved at: <https://www.bjs.gov/content/pub/pdf/uvsavsvc9309.pdf>

Victim advocates are trained professionals who support victims of a crime, including, but not limited to, providing information and referrals, emotional support, or assistance finding resources or filling out paperwork.³ Research has shown that the presence of a victim-centered advocate within medical and legal systems, including the courts, reduces insensitive and victim-blaming responses that are retraumatizing for victims and increases the number of services that a victim receives.⁴ While victim service agency and criminal justice system coordination, where service providers are located within the courts and police departments to provide support and referrals, has led to improved victim satisfaction, less is known about other victim outcomes.⁵ Beyond coordination, a victim-centered approach to services may also increase positive outcomes. A victim-centered approach to advocacy services seeks to reduce retraumatization, address the needs of survivors and ensure compassionate, non-judgmental service delivery, particularly in the criminal justice system.⁶ Ultimately, the victim's voice, safety, and overall well-being are the top priority in all grant-funded activities.⁷

While there are a variety of avenues through which victims may seek help, the criminal justice system is one setting in which individuals can become aware of or access support services. This Notice of Funding Opportunity will support the provision of advocates within law enforcement agencies, state's attorney's offices, and the courts through court-appointed special advocates (CASAs).⁸

Program Design

The purpose of this Notice of Funding Opportunity is to fund direct services for victims of crime through municipal police departments, county sheriff's agencies, county state's attorney's offices, and county CASA programs.

A crime victim is a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime.

Direct services for crime victims include services described in 42 U.S.C. 10603(d)(2) and efforts that:

- (1) Respond to the emotional, psychological, or physical needs of crime victims.

³ <https://victimsofcrime.org/help-for-crime-victims/get-help-bulletins-for-crime-victims/what-is-a-victim-advocate->

⁴ Campbell, R. (2006). Rape Survivors' Experiences With the Legal and Medical Systems: Do Rape Victim Advocates Make a Difference? *Violence Against Women*, 12(1), 30-45.

Weisz, V. & Thai, N. (2003). The Court-Appointed Special Advocate (CASA) Program: Bringing Information to Child Abuse & Neglect Cases. *Child Maltreatment*, 8, 204-210

⁵ Zweig, J.M. & Burt M.R. (2006). Predicting case outcomes and women's perceptions of the legal system's response to domestic violence and sexual assault: Does interaction between community agencies matter? *Criminal Justice Policy Review*, 17, 202-233.

⁶ <https://www.ovcttac.gov/taskforceguide/eguide/1-understanding-human-trafficking/13-victim-centered-approach/>

⁷ <https://www.ovcttac.gov/taskforceguide/eguide/1-understanding-human-trafficking/13-victim-centered-approach/>

⁸ The court appointed special advocate (CASA) program recruits, screens, trains, and supervises community volunteers to advocate for the best interests of children who have become dependent on the State, including victims who are abused and neglected. The duties of CASA volunteers include investigating the child's situation, reporting the facts to the court, meeting with the child, reporting the child's wishes to the court, monitoring all court orders for compliance, and making recommendations in the best interest of the child (Weisz & Thai, 2003).

- (2) Assist victims to stabilize their lives after victimization.
- (3) Assist victims to understand and participate in the criminal justice system.
- (4) Restore a measure of security and safety for the victim.

Program Design Requirements

Applicants must apply for funding to support either a Law Enforcement/Prosecution-Based Victim Assistance Program (Track 1) or a Court Appointed Special Advocacy (CASA) Program (Track 2). Eligible agencies will be allowed to apply for funding for staffing, staff training, supervision of direct services, and office equipment to create or expand existing victim service programs.

All activities supported with this award must fall outside of the normal scope of any active investigation or prosecution of criminal activities; grant funds cannot be used to facilitate participation of witnesses in criminal justice proceedings. Victim eligibility for services cannot be contingent upon participation in the criminal justice process. Services also must be made available after a victim's involvement with the criminal justice system has ended, by either the applicant agency or referral to a victim service provider.

I. Track 1: Law Enforcement/Prosecution-Based Victim Assistance Program

The Law Enforcement/Prosecution-Based Victim Assistance Program will fund advocate position(s) to provide direct services to victims at law enforcement agencies or state's attorney's offices. Services funded under this funding opportunity must be located within the offices of the law enforcement agency or state's attorney. Victim services must be available to all crime victims and not only a specific victim group (e.g. victims of domestic violence). While agencies may provide specialized advocates that have expertise in services for a particular victim group, agencies must make services available to victims of other crime types through the proposed program. For example, an agency may provide a specialized advocate and a more general victim service advocate or a specialized advocate may choose to expand his/her services to meet the needs of all victims of crime.

Victim service agencies may apply to provide services within a law enforcement agency or state's attorney's office but must submit a draft Memorandum of Understanding (MOU) between the applicant agency and the law enforcement agency or state's attorney's office that details agency collaboration, proposed services, program location, and designated liaisons in both agencies who will coordinate the implementation of the program and ensure program objectives are met. An executed MOU must be submitted to ICJIA for review prior to the execution of the grant agreement. Additionally, while not required, victim service agencies may include a funded coordinator position in their applications to assist in the management and administration of services in conjunction with the public entity liaison.

Required Activities

Advocates are required to provide crisis intervention and case management:

1. Crisis Intervention: Refers to victim de-escalation, emotional support, and guidance provided by advocates. May occur at the scene of a crime, immediately after a crime, or be provided on an ongoing basis.
2. Case Management: Refers to assisting victim(s) in identifying and achieving their needs and goals, and includes at a minimum:
 - a) Assessment and development of a service plan to facilitate a client's progress.
 - b) Information and referral to needed services.
 - c) Advocacy that includes one or more of the following:
Assisting victims in securing rights and services from other agencies, writing a victim impact statement, completing victim compensation paperwork, or obtaining criminal or civil protection orders; intervening with employers, creditors and others on behalf of a victim; assisting in filing for losses covered by public and private insurance programs; accompanying victims to the hospital, and other activities.
 - d) Ongoing emotional support.

II. Track 2: Court Appointed Special Advocacy Program

The Court Appointed Special Advocate (CASA) Program will fund CASA volunteer coordinator position(s) to facilitate the provision of direct services to child victims.

Required Activities

Volunteer Coordinators are required to provide:

1. Training and Supervision: Refers to the training and supervision of volunteer advocates who provide direct services to child victims of physical and sexual abuse, criminal neglect, and abandonment. Coordination must include at a minimum:
 - a) Training of volunteer advocates.
 - b) Reviewing and assigning cases to volunteers.
 - c) Assisting volunteers in case management and review.
 - d) Providing consultation on cases as needed.
 - e) Evaluating and maintaining volunteer workloads.

Program Staffing and Training Requirements

The applicant's completed program narrative should reflect the program requirements outlined below. The applicant is responsible for including related costs in the budget and budget narrative should funds be needed to accomplish these requirements.

Direct Service Staff: Sufficient staffing to provide the required services for all clients to be served. Staffing plan should include ability to serve clients with various levels and length of service needs.

Direct Service Staff Training: Grant-funded advocates and volunteer coordinators must be trained in victim service advocacy. Examples of eligible training include, but are not limited to, the Office of the Illinois Attorney General Victim Academy, the Illinois

Coalition Against Domestic Violence 40 hour training, and the Illinois Coalition Against Sexual Assault 40 hour training.

Trauma awareness: At minimum, agency must demonstrate trauma awareness, including completion of at least one training on trauma for all funded staff during the grant period. Agencies are strongly encouraged to take additional steps toward building internal capacity for engaging in trauma-informed practices, such as the development and use of trauma screening tools, policies, and practices that address compassion fatigue and self-care among staff, and the use of program assessment to gauge agency trauma readiness.

Trauma-Informed Practices

Applicants are strongly urged to increase their knowledge of trauma-informed practices and, where appropriate, incorporate trauma-informed practices into proposed services. See *Attachment 1* for an overview of trauma-informed services. Becoming trauma-informed is a continual process of organizational assessment and change. Applicants should describe their current practices and identify how trauma-informed practices will be integrated into their proposed services. ICJIA reserves the right to survey grantees to assess knowledge of trauma-informed practices and implementation of these practices as part of a grant monitoring function. With periodic assessments, agencies and ICJIA may identify areas of strength and growth for adopting a trauma-informed approach to services that help to prevent the re-traumatization of victims.

Goals, Objectives and Performance Metrics

The following table depicts objectives linked to performance indicators that show progress toward the proposed program goal. Applicants are required to complete the table by entering ambitious yet realistic numbers for each objective based on the proposed program. Applicants may list additional support service objectives for the program.

Programs selected for funding 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.

All funded programs may be required to participate in a program evaluation as a condition of this award. This evaluation to understand the process of service delivery by system-based advocates and victim outcomes may be conducted by external evaluators. Programs that subcontract for specialized professionals services must include a provision requiring evaluation participation in each subcontract.

Tracks I and II Goals, Objectives, and Performance Measures

Goal: To provide advocacy services to victims of crime.	
Objective	Performance Measure
<i>SCREENING</i>	

# ____ victims screened for eligibility by your agency.	# of victims screened for eligibility by your agency.
# ____ clients will be provided services by your agency.	# of victims not eligible for services by your agency and referred to a victim service provider. Please list the agencies to which you referred. # of clients provided services by your agency.
<i>INFORMATION & REFERRAL</i>	
# ____ 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. Please list the agencies to which you referred. # 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.)	# ____ clients provided with referrals to other services, supports, and resources. # of times staff provided referrals to other services, supports, and resources.
<i>PERSONAL ADVOCACY/ACCOMPANIMENT</i>	
# ____ 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 filing for victim compensation.	# of clients provided assistance filing for victim compensation. # of times staff provided assistance filing for victim compensation.

# ____ 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).
<i>EMOTIONAL SUPPORT OR SAFETY SERVICES</i>	
# ____ clients will receive crisis intervention.	# of clients provided with crisis intervention. # of crisis intervention sessions provided by staff.
<i>SHELTER/HOUSING SERVICES</i>	

# ___ 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 notification of criminal justice events (e.g., case status, arrest, court proceedings, case disposition, release, etc.)	# of clients provided notification of criminal justice events. # of times staff provided notification of criminal justice events.
# ___ clients will receive victim impact statement assistance.	# of clients provided victim impact statement assistance.
# ___ clients will receive assistance with restitution.	# of clients provided assistance with restitution.
# ___ clients will receive civil advocacy/accompaniment.	# of clients provided civil advocacy/accompaniment. # of times staff provided civil advocacy/accompaniment.
# ___ clients will receive criminal advocacy/accompaniment.	# of clients provided criminal advocacy/accompaniment. # of times staff provided criminal advocacy/accompaniment.
REQUIRED TRAININGS	
# ___ staff will receive training on trauma	# of staff trained # of trainings on trauma held

Additional Track II Goals, Objectives, and Performance Measures

REQUIRED TRAININGS	
# ___ of individuals interviewed to become a CASA volunteer.	# of individuals interviewed to become a CASA volunteer. # of individuals offered a volunteer CASA position.

# ____ of volunteer trainings to be held.	# of volunteer trainings held. # of volunteers trained.
# ____ of current CASA volunteers.	# of current CASA volunteers.
# ____ of cases to be reviewed and assigned to advocates.	# of cases reviewed and assigned to advocates. # of clients served by advocates. # of supervision meetings held with advocates.

B. Funding Information

Federal fiscal year 2016 Victims of Crime Act funds awarded by the U.S. Office for Victims of Crime to ICJIA will be used to support programs accepted through this request for proposals.

Applicants may request a minimum of \$40,000 to a maximum of \$1.5 million in federal funding to support programming for a 12-month period. The term of the grant agreement will commence upon its effective date. Based on program performance and fund availability, ICJIA may recommend allocation of funding to support an additional 24 months. See *Section 6 (Funding Description)* of this Notice of Funding Opportunity for a list of allowable and unallowable costs.

Agreements that result from this funding opportunity are contingent upon and subject to the availability of funds. ICJIA, at its sole option, may terminate or suspend this agreement, in whole or in part, without penalty or further payment being required, if (1) the Illinois General Assembly or the federal funding source fails to make an appropriation sufficient to pay such obligation, or if funds needed are insufficient for any reason (30 ILCS 500/20-60), (2) the Governor decreases ICJIA’s funding by reserving some or all of ICJIA appropriation(s) pursuant to power delegated to the Governor by the Illinois General Assembly, or (3) ICJIA determines, in its sole discretion or as directed by the Office of the Governor, that a reduction is necessary or advisable based upon actual or projected budgetary considerations. The implementing entity will be notified in writing of the failure of appropriation or of a reduction or decrease.

C. Eligibility Information

Agencies must be pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal, <http://www.grants.illinois.gov>, to become eligible to apply for an award. During pre-qualification, Dun and Bradstreet verifications are performed, including a check of Debarred and Suspended status and good standing with the Secretary of State. The pre-qualification process also includes a financial and administrative risk assessment utilizing an Internal Controls Questionnaire (ICQ).

Applicants must have completed the GATA pre-qualification process and received approval of their ICQ from a State cognizant agency by the date of application. Applications from agencies that have not received ICQ approval will not be reviewed.

1. Eligible Applicants

Eligible applicants are municipal police departments, county sheriff's offices, county state's attorney's offices, non-profit victim service agencies, and county CASA programs.

Eligible applicants must meet the following requirements:

Public Agency and Nonprofit Organization. Operated by a public agency or nonprofit organization, or a combination of such organizations, and provide direct services to crime victims. Nonprofit organizations must submit proof of 501(c)(3) status as determined by the Internal Revenue Service.

Record of Effective Services. Demonstrate a record of providing effective direct services to crime victims and financial support from sources other than the Crime Victims Fund. This includes having the support and approval of its services by the community and a history of providing direct services in a cost-effective manner.

New 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 sources other than the Crime Victims Fund in the year of, or the year preceding, the award.

Meet Program Match Requirements. Matching contributions of 20 percent (cash or in-kind) of the total costs of the VOCA project. Match must be committed for each VOCA-funded project and derived from sources other than federal funds.

Volunteers. Utilize volunteers unless ICJIA determines there is a compelling reason to waive this requirement.

Promote Community Efforts to Aid Crime Victims. Promote, within the community, coordinated public and private efforts to aid crime victims.

Help Crime Victims Apply for Compensation. Assist victims by identifying and notifying crime victims of the availability of compensation, referring victims to organizations that can assist them in applying, assisting victims with application forms and procedures, obtaining necessary documentation, monitoring claim status and intervening on behalf of victims with the compensation program.

Comply with Federal Rules Regulating Grants. Comply with the applicable provisions of VOCA, the VOCA Victim Assistance Program Final Rule, Office of Victims of Crime guidelines, and the requirements of the U.S. Department of Justice Grants Financial Guide and

government-wide grant rules, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received.

Civil Rights. No person 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 VOCA-funded program or activity.

Comply with State Criteria. Abide by any additional eligibility or service criteria as established by ICJIA, including submitting statistical and programmatic information on the use and impact of VOCA funds, as requested by ICJIA.

Services to Victims of Federal Crime. Provide services to victims of federal crimes on the same basis as victims of state/local crimes.

Criminal Case. Do not discriminate against victims because they disagree with the way the state is prosecuting the criminal case.

No Charge to Victims for VOCA-Funded Services. Provide services to crime victims at no charge through the VOCA-funded program.

Confidentiality of Information. Reasonably protect the confidentiality and privacy of persons receiving services under the VOCA-funded program to the extent permitted by law, as set forth in 28 CFR 94.115.

2. Cost Sharing or Matching

A 20-percent match is required on grant funds requested in this Notice of Funding Opportunity. Match is calculated as 20 percent of **the total cost of the project** funded. Federal grant funds requested under this application may not exceed 80 percent of **the total cost of the project**.

Total Project Costs are the federal grant funds requested **plus** the required 20 percent match.

To calculate the amount of match required:

Example:

<u>Total Project Cost:</u>	\$100,000
20 percent matching funds (\$100,000 x .20):	\$ 20,000
Federal funds requested (\$100,000 x .80):	\$ 80,000

Note: Do not calculate the 20% match from the federal funds requested. Match must be 20% of Total Project Costs.

Federal guidelines prohibit matching funds to be used to supplant existing funds. Refer to 28 CFR 200.306 for more information on match types and match requirements.

Match can be made in both cash and/or in-kind contributions. Funds, cash, or in-kind resources used as match must be spent in support of the program's goals and objectives.

In-kind match includes volunteered professional or personal services, office materials and equipment, work space and facilities, and non-program funded victim assistance activities. Any reduction or discount provided to a sub-recipient shall be valued as the difference between what the sub-recipient paid and what the provider's nominal or fair market value is for the good or service. The value placed on volunteered services must be consistent with the rate of compensation paid for similar work in the program or the labor market. The value of donated space may not exceed the fair rental value of comparable space. The value placed on loaned or donated equipment may not exceed its fair rental or market value.

3. *Indirect Cost Rate*

In order to charge indirect costs to a grant, the applicant must have an annually negotiated indirect cost rate agreement (NICRA). The three types of NICRAs include:

- a) Federally Negotiated Rate: Applicant organizations that receive direct federal funding may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. Illinois will accept the federally negotiated rate. The organization must provide a copy of the federally NICRA.
- b) State Negotiated Rate: The organization must negotiate an indirect cost rate with the State of Illinois if they do not have Federally Negotiated Rate or elect to use the De Minimis Rate. The indirect cost rate proposal must be submitted to the State of Illinois within 90 days of the notice of award.
- c) De Minimis Rate: An organization that has never received a Negotiated Indirect Cost Rate Agreement from either the Federal government or the State of Illinois may elect a de minimis rate of 10 percent of modified total direct cost (MTDC). Once established, the de minimis rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the de minimis rate.

Programs charging negotiated indirect cost rates to a grant must provide a copy of the Negotiated Indirect Cost Rate Agreement (NICRA) at time of application.

D. Application and Submission Information

1. *Obtaining Application Package and Application Deadline*

Applications may be obtained at <https://gata.icjia.cloud/>. To request hard copies of the application materials, please contact:

Ronnie J Reichgelt, Victim Services Program Administrator
Illinois Criminal Justice Information Authority
300 West Adams, Suite 200
Chicago, IL 60606
cja.vocagrantsunit@illinois.gov
312-793-7058

Completed application materials must be emailed to cja.vocagrantsunit@illinois.gov by **11:59 p.m., October 15, 2017**, to be considered for funding. Applicants will receive an automated confirmation that the email was received. Proposals will not be accepted by mail, fax, or in-person. Incomplete applications will not be reviewed. Late submissions will not be reviewed.

Agencies are encouraged to submit their applications 72 hours in advance of the deadline to avoid unforeseen technical difficulties. Technical difficulties should be reported immediately to ICJIA at cja.vocagrantsunit@illinois.gov

2. Notice of Intent and Required Application Submission

Notice of Intent: Agencies interested in submitting an application are required to complete an online Notice of Intent form by **11:59 p.m., October 2, 2017**. Submission of a Notice of Intent is nonbinding and will be used for internal planning purposes only. Agencies must have completed the GATA pre-qualification process and received approval of their ICQ from a State cognizant agency by the date of application. Upon receipt of a Notice of Intent, ICJIA will offer technical assistance to agencies which have not yet demonstrated GATA compliance. Failure to submit a Notice of Intent by the deadline above may result in an agency not receiving technical assistance with respect to GATA compliance, therefore risking grant ineligibility. ICJIA technical assistance is not a guarantee of GATA compliance or funding eligibility.

The online Notice of Intent is available at: <https://www.surveygizmo.com/s3/3615391/VOCA-Community-Violence-NOFO-Notice-of-Intent>

Required Documents: The following documents must be emailed as separate documents to cja.vocagrantsunit@illinois.gov by the deadline for application review. Documents that require a signature as part of submission should be downloaded, completed, printed, signed, scanned, and saved as a PDF document. All documents should be saved with the appropriate document title, for example, “*Proposal Narrative*,” and included as an attachment to the email.

Document	PDF	Word	Excel
Completed and signed Uniform State Grant Application for each agency requesting funding. <u><i>This document will need to be signed and scanned.</i></u>	X		
Completed Program Narrative in Word that meets program		X	

requirements outlined in Section A. Applicant’s narrative must be submitted in Word and formatted in the posted Program Narrative. Application should be 35 pages maximum, drafted in Times New Roman 12-point font and double-spaced with 1 inch margins. Please number pages.			
One completed Budget/Budget Narrative in Excel.			X

3. *Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM) registration*

Each applicant is required to:

(i) Be registered in SAM prior to application submission. Click here for SAM registration:

<https://governmentcontractregistration.com/sam-registration.asp>

(ii) Provide a valid DUNS number.

(iii) Maintain an active SAM registration throughout the application and grant period. It also must state that the State awarding agency may not make a federal pass-through or state award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time ICJIA is ready to make a federal pass-through or state award, ICJIA may determine that the applicant is not qualified to receive an award and may use that determination as a basis for making a federal pass-through or state award to another applicant.

4. *Mandatory Applicant Technical Assistance Session*

Applicants must view a mandatory pre-recorded technical assistance session on the ICJIA website at <https://gata.icjia.cloud/>. The session will be available for viewing beginning at 1:30 p.m. on September 15, 2017. Applicants must certify viewing the recording. Information provided during the session will be unofficial and not binding on the state. Certification of Viewing should be printed and kept on file for verification purposes.

Completed application materials must be emailed to cja.vocagrantsunit@illinois.gov by 11:59 p.m., October 15, 2017, to be considered for funding. Proposals will not be accepted by mail, fax, or in-person. Incomplete applications will not be reviewed. Late submissions will not be reviewed.

Agencies are encouraged to submit their applications 72 hours in advance of the deadline to avoid unforeseen technical difficulties. Technical difficulties should be reported immediately to ICJIA at cja.vocagrantsunit@illinois.gov.

5. Intergovernmental Review

Not applicable.

6. Funding Descriptions

Highlights of allowable costs:

To support applicants in requesting all necessary and allowable program costs we have provided a non-exhaustive list of suggested costs below:

- a. Staffing costs for direct service providers, supervision of direct service providers, and coordination of activities that facilitate the provision of direct services.
- b. Local transportation costs for service providers and for victims to receive services. Transportation to facilitate participation in criminal justice proceedings is limited to non-witness victims. Direct payments of funds to victims for transportation costs are not allowed.
- c. Staff training costs of direct service providers including required training under this funding opportunity as well as additional training that would assist staff in serving victims.
- d. Training of direct-service volunteers when such direct services will be primarily done by volunteers.
- e. Reasonable and necessary technology costs for staff.

Unallowable costs and supplanting

The following is a non-exhaustive list of services, activities and costs that cannot be supported with VOCA Victim Assistance Formula Grant Program funding:

- a. Audits (agencies receiving less than \$750,000 in cumulative federal funds)
- b. Capital expenses; property losses and expenses, real estate purchases, mortgage payments, construction, and most capital improvements
- c. Compensation for victims of crime
- d. Crime prevention
- e. Most food and beverage costs
- f. Fundraising activities
- g. Lobbying and advocacy with respect to legislation, regulations or administrative policy
- h. Most medical care costs
- i. Tort or criminal defense services
- j. Active investigation and prosecution of criminal activities, and witness activities
- k. Research and studies, except for project evaluations
- l. Salaries and expenses for management, unless expressly allowed in the VOCA Final Rule

Supplanting

Supplanting is to deliberately reduce state or local funds because of the existence of federal funds.

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. Supplanting will be the subject of application review, as well as pre-award review, post-award monitoring, and audit. If there is a potential presence of supplanting, the applicant or grantee will be required to supply documentation demonstrating that the reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds. For certain programs, a written certification may be requested by the awarding agency or recipient agency stating that federal funds will not be used to supplant state or local funds.

If funds will be used for the expansion of an already implemented program, applicants must explain how proposed activities will supplement—not supplant—current program activities and staff positions.

See the DOJ Grants Financial Guide (Part II, Chapter 3) at:
http://ojp.gov/financialguide/DOJ/pdfs/2015_DOJ_FinancialGuide.pdf

Pre-award costs

No costs incurred before the start date of the interagency agreement may be charged to a grant award received as part of this funding opportunity.

Pre-approvals

In compliance with federal guidance, ICJIA:

- (1) Encourages minimization of conference, meeting, and training costs.
- (2) Requires prior written approval of conference, meeting, and training costs for grant recipients. These prior approvals may affect project timelines.
- (3) Sets cost limits, including a general prohibition of all food and beverage costs.

E. Application Review Information

1. Criteria.

Application selection will be made using the following criteria.

The following outlines the point breakdown for each major section of the proposal narrative and budget documents. The description included reflects a proposal that falls into the excellent category described above.

Proposal Quality	Score Range
Excellent: In addition to providing complete responses for all questions, the responses were clear and detailed. The program plan is thoughtfully designed taking into account best practices and victim needs. Application includes all mandatory elements as outlined in the Program Design section, pages 3-6.	90-100
Very Good: Application provides complete responses and includes all mandatory elements, but a limited amount of clarification or modification is necessary to recommend the application for funding.	80-89
Good: Application provided complete responses to the majority of the questions while several responses lack clarity and detail. Application lacks some mandatory elements.	70-79
Fair: The application responses consistently lacked completeness. Application lacks some mandatory elements.	60-69
Poor: The application responses consistently lacked completeness and demonstrates a poor understanding of the issues. Application lacks some mandatory elements.	0-59

Statement of Problem (5 points). Section demonstrates a clear understanding of the need and justification for the program. The community characteristics include local and county level data and the chart is complete. There are at least two examples of the community's strengths and challenge and each example is tied to the problem.

Project Description (15 points). The response provides a brief describes the entire agency including all agency units and staffing, other victim service activities in addition to the VOCA funded program proposed and how services will be coordinated.

Agency Capacity and Experience (20 points). Application provides a clear history of the applicant's victim service delivery, including quantitative and qualitative descriptions. The applicant describes their fiscal capacity including other funding sources and included both quantitative and qualitative descriptions. The applicant's plan for program sustainability includes specific activities that address sustainability.

Direct Services (20). The response clearly addresses all aspects of the Program Design

outlined on pages 3-6 of this Notice of Funding Opportunity. The response describes the agency's experience providing each of the proposed service(s). If the agency does not have experience, the response explains 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.

The response explains and projects the number of clients to be served during the grant period. The response describes known barriers to accessing victim services and how applicant agency will address these, how the program will incorporate trauma-informed care, and any collaborative partners, including history and each partner's role in program. The response describes how services are provided to victims independent of their participation in the criminal justice process and how services will be continued after victims' involvement with the criminal justice system has ended.

Staffing (18 points). This section includes a clear staffing plan that matches the program design and includes at minimum position titles, reporting structure, roles and responsibilities, reporting and supervision structure, time budgeted, and funding source. Use of volunteers is explained and if volunteers are not used, the reason is fully explained. The response describes how cases are coordinated and supervised within the agency. Complete FTE chart and job descriptions and training required for each funded position are included, as well as the Implementation Schedule. Applicants address all program requirements outlined.

Goals/Objectives/Performance Indicators (2 points). Applicants clearly document all process and outcome objectives and indicate a measurable indicator of success for each objective. These measurables should include ambitious yet realistic numbers for each objective based on the proposed program.

Adequacy of Cost Estimates (20 points total). 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. The Budget Narrative includes all budgeted items listed in the Budget line by line, with all costs accurately calculated and explained.

2. Review and Selection Process

Proposals will be reviewed by a panel of ICJIA staff, as well as key stakeholders with expertise in this victim service area. Proposals will be reviewed by agency type and geographic regions. These geographic regions are detailed on pages 23-25 of this solicitation, and include:

- Cook and Collar region.
- Central region.
- Northern region.
- Southern region.

Proposal selection will be made using the previously described scoring criteria. If possible, ICJIA will fund the highest scoring applicant in each geographic region before funding successive applicants.

After applicants are selected from each region, applicants will be selected based on overall scoring, with secondary consideration given to geographic diversity and proposed program design. Applicants with equivalent scores will be selected based on scores in the proposed program design category.

ICJIA reserves the right to reject any or all incomplete proposals, proposals including unallowable activities, proposals that fail to meet eligibility or program requirements, or proposals that are otherwise deemed to be unsatisfactory. ICJIA also reserves the right to invite one or more applicants to provide necessary clarifications prior to scoring, and to invite successful applicants to submit amended proposals and modify budgets that include unallowable or unreasonable costs.

Review team recommendations will be forwarded to ICJIA's Budget Committee for preliminary approval and applicants will be notified of the Committee's decision. A panel of ICJIA staff will conduct a final review of applications for cost allowability. Successful applicants whose applications contained unallowable or unreasonable costs will have their award reduced by the total amount of all unallowable or unreasonable costs. Upon acceptance of the grant award, announcement of the grant award shall be published by the awarding agency to <https://www.illinois.gov/sites/GATA/Pages/default.aspx>.

3. Debriefing Process

Unsuccessful applicants may request a debriefing. A debriefing is written feedback that can assist applicants in developing improved applications for future funding. A debriefing may include strengths and weaknesses of an application in terms of the evaluation and review criteria. Debriefings are not a part of the Appeals Process.

Requests for debriefings must be made in writing and submitted within seven (7) calendar days after receipt of a Funding Opportunity Declination Letter from ICJIA. Debriefing requests will not be granted if there is an active appeal, administrative action, or court proceeding. The written debriefing request shall include at a minimum the following:

- a. The name and address of the requesting party.
- b. Identification of grant program.
- c. Reasons for the debrief request.

Please email debriefing requests to:
Ronnie J Reichgelt,
Victim Services Programs Administrator
Illinois Criminal Justice Information Authority
cja.vocagrantsunit@illinois.gov

4. Appeals Process

Unsuccessful applicants may request a formal appeal. Only the evaluation process is subject to appeal. Evaluation scores and funding determinations may not be contested and will not be considered by the ICJIA's Appeals Review Officer (ARO). The appeal must be in writing and submitted within fourteen (14) calendar days after either the date the grant award notice is published or receipt of a Funding Opportunity Declination Letter from ICJIA, whichever comes first. The written appeal must include at a minimum the following:

- a. Statement indicating a request for a formal appeal.
- b. The name and address of the appealing party.
- c. Identification of the grant program.
- d. A statement of reason for the appeal.

Please email your appeal to:
Appeals Review Officer
Illinois Criminal Justice Information Authority
CJA.ARO@Illinois.gov

ICJIA will acknowledge appeal within 14 calendar days from the date the appeal was received. ICJIA will respond to the appeal in writing within 60 days or supply a written explanation as to why additional time is required. The appealing party must supply any additional information requested by ICJIA within the time period set in the request. ICJIA will resolve the appeal by means of written determination. The determination will include:

- a. Review of the appeal.
- b. Appeal determination.
- c. Rationale for the determination.
- d. Standard description of the appeal review process and criteria.

5. Anticipated Announcement and State Award Dates.

<u>Milestones</u>	<u>Target Date</u>
Release of NOFO and open application	August 30, 2017
Posting of pre-application webinar	September 15, 2017
Notice of Intent due	October 2, 2017
Last date for submission of questions	October 12, 2017
Application Closes	October 15, 2017
Authority Budget Committee Meeting	November, 2017
Start Program Performance Period	January 1, 2018

F. Award Administration Information

1. ***State Award Notices.*** ICJIA will send a Notice of State Award to grantees along with the grant agreement once the ICJIA Budget Committee reviews and approves designations in

November 2017. No costs incurred before the start date of the agreement may be charged to the grant.

2. ***Administrative and National Policy Requirements.*** In addition to implementing the funded project consistent with the agency-approved project proposal and budget, the grantees selected for funding must comply with state and federal grant terms and conditions and other legal requirements, which will be described in the award, incorporated into the award by reference, or are otherwise applicable to the award. Additional programmatic and administrative special conditions may be required.
3. ***Reporting.*** Grantees must submit quarterly financial and progress reports and final financial and progress reports. Federal reporting requirements state that funding agencies must report all mandatory information to the federal agency (U.S. Department of Justice) no later than 30 days after the end of the designated quarter. To do so, ICJIA will require all programs funded to report electronically at minimum on a quarterly basis and no later than 15 days after the end of each reporting period. Mandatory fiscal and progress reports will be distributed to each grantee for submission. Failure to comply with mandatory reporting requirements will cause immediate suspension of funding of this grant, any other grant that applicant has with ICJIA, and possible termination of the grant. If applicable, an annual audit report in accordance with the Part 200 Uniform Requirements must be submitted. Future awards and fund drawdowns may be withheld if reports are delinquent.

G. State Awarding Agency Contact(s)

For questions and technical assistance regarding submission of an application, contact:

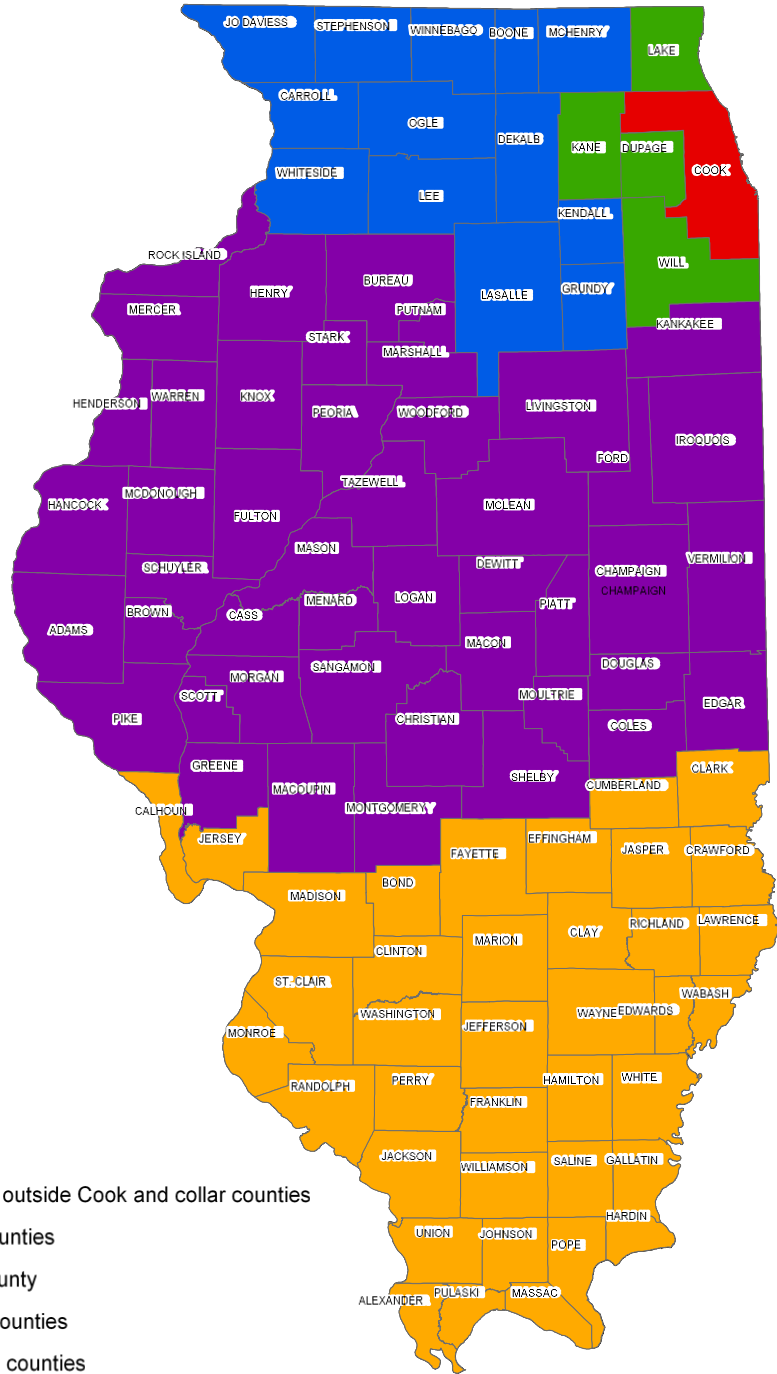
Ronnie J Reichgelt
Victim Services Programs Administrator
cja.vocagrantsunit@illinois.gov
312-793-8550

The deadline to submit questions is 11:59 p.m., October 12, 2017.

H. Other Information

Neither the State of Illinois nor ICJIA are obligated to make any award as a result of this announcement. ICJIA's Executive Director has sole authority to bind the state government to the expenditure of funds through the execution of interagency grant agreements.

ILLINOIS REGIONS



- Legend**
- Region**
- Northern outside Cook and collar counties
 - Collar counties
 - Cook County
 - Central counties
 - Southern counties

Regions represent the divisions of the U.S. District Courts of Illinois. Cook and Collar county regions are subsets of the Northern U.S. Courts of Illinois.

Regional Classifications of Counties

<u>Northern outside Cook and collar counties</u>	<u>Central counties</u>		<u>Southern counties</u>
<u>Boone</u>	<u>Adams</u>	<u>Schuyler</u>	<u>Alexander</u>
<u>Carroll</u>	<u>Brown</u>	<u>Scott</u>	<u>Bond</u>
<u>DeKalb</u>	<u>Bureau</u>	<u>Shelby</u>	<u>Calhoun</u>
<u>Grundy</u>	<u>Cass</u>	<u>Stark</u>	<u>Clark</u>
<u>Jo Daviess</u>	<u>Champaign</u>	<u>Tazewell</u>	<u>Clay</u>
<u>Kendall</u>	<u>Christian</u>	<u>Vermilion</u>	<u>Clinton</u>
<u>LaSalle</u>	<u>Coles</u>	<u>Warren</u>	<u>Crawford</u>
<u>Lee</u>	<u>DeWitt</u>	<u>Woodford</u>	<u>Cumberland</u>
<u>Ogle</u>	<u>Douglas</u>		<u>Edwards</u>
<u>Stephenson</u>	<u>Edgar</u>		<u>Effingham</u>
<u>Whiteside</u>	<u>Ford</u>		<u>Fayette</u>
<u>Winnebago</u>	<u>Fulton</u>		<u>Franklin</u>
<u>McHenry</u>	<u>Greene</u>		<u>Gallatin</u>
	<u>Hancock</u>		<u>Hamilton</u>
	<u>Henderson</u>		<u>Hardin</u>
<u>Cook County</u>	<u>Henry</u>		<u>Jackson</u>
	<u>Iroquois</u>		<u>Jasper</u>
<u>Collar counties</u>	<u>Kankakee</u>		<u>Jefferson</u>
<u>DuPage</u>	<u>Knox</u>		<u>Jersey</u>
<u>Kane</u>	<u>Livingston</u>		<u>Johnson</u>
<u>Lake</u>	<u>Logan</u>		<u>Lawrence</u>
<u>Will</u>	<u>McDonough</u>		<u>Madison</u>
	<u>McLean</u>		<u>Marion</u>
	<u>Macon</u>		<u>Massac</u>
	<u>Macoupin</u>		<u>Monroe</u>
	<u>Marshall</u>		<u>Perry</u>
	<u>Mason</u>		<u>Pope</u>
	<u>Menard</u>		<u>Pulaski</u>
	<u>Mercer</u>		<u>Randolph</u>
	<u>Montgomery</u>		<u>Richland</u>
	<u>Morgan</u>		<u>St. Clair</u>
	<u>Moultrie</u>		<u>Saline</u>
	<u>Peoria</u>		<u>Union</u>
	<u>Piatt</u>		<u>Wabash</u>
	<u>Pike</u>		<u>Washington</u>

	<u>Putnam</u>		<u>Wayne</u>
	<u>Rock Island</u>		<u>White</u>
	<u>Sangamon</u>		<u>Williamson</u>

ATTACHMENT 1

TRAUMA AND TRAUMA-INFORMED CARE

Approximately 60 percent of men and 51 percent of women living in the United States have experienced a traumatic event in their lifetime.¹ While much debate exists about what qualifies as a traumatic event, at minimum, traumatic events are those that cause significant distress or harm, whether physical, emotional, or psychological, for individuals.² These experiences can have a severe impact on well-being by impairing people's daily functioning and emotional health, contributing to higher rates of hospitalization, suicide attempts, substance abuse,³ and emotional responses, such as anger.⁴

Recent work has focused on a model of trauma-informed care and practices. A trauma-informed approach acknowledges the radiating impact of trauma, recognizes that people's actions and symptoms may be a result of traumatic experiences, and creates policies that are sensitive to such actions and symptoms.

Key components of trauma-informed care are:

1. Recognizing the impact of trauma on multiple areas of life and different paths to recovery.
2. Being aware of the signs and symptoms of trauma.
3. Structuring policies and practices that account for and are sensitive to people's potential trauma histories.
4. Seeking to prevent re-traumatization.⁵

Key principles of trauma-informed care further build on the key components by emphasizing principles that create a trauma-informed setting. They include:

- Safety
- Trustworthiness and transparency
- Peer support
- Collaboration and mutuality
- Empowerment, voice and choice
- Cultural, historical, and gender issues⁶

Taken together, these practices work to honor a survivor's history of trauma and the different pathways that survivors may find toward healing and recovery.

¹ Davidson, J. R. T. (2000). Trauma: the impact of post-traumatic stress disorder. *Journal of Psychopharmacology*, *14*, S5-S12.

² Norris, F. H. (1992). Epidemiology of trauma: frequency and impact of different potentially traumatic events on different demographic groups. *Journal of Consulting and Clinical Psychology*, *60*, 409-418.

³ See Davidson, 2000.

⁴ Riggs, D. S., Dancu, C. V., Gershuny, B. S., Greenberg, D., & Foa, E. B. (1992). Anger and post- traumatic stress disorder in female crime victims. *Journal of Traumatic Stress*, *5*, 613-625.

⁵ Substance Abuse and Mental Health Services Administration. (2015). *Trauma-informed approach and trauma-specific interventions*. National Center for Trauma-Informed Care and Alternatives to Seclusion and Restraint.

⁶ See SAMSHA, 2015.