



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

300 W. Adams Street • Suite 200 • Chicago, Illinois 60606 • (312) 793-8550

VOCA COMMUNITY VIOLENCE

RESPONSES TO APPLICANT QUESTIONS

(last updated 8/4/17)

General Questions

1. Q: I received an email that the Notice of Funding posting was updated. Is there a summary of what was updated so I don't have to read the whole thing?
A: Sure. We added several documents that were inadvertently not posted. They were the programmatic risk assessment and the logic model (in Word).

2. Q: The new VOCA Final Rule allows for services to victims who are incarcerated, does ICJIA's NOFO allow for services to incarcerated victims?

A: Yes. VOCA funds are for direct services for victims of crime, regardless of whether the victim is incarcerated at the time services are provided. Victim services may be provided to incarcerated individuals who are victimized by a crime prior to, or during, incarceration. Allowable services are outlined in each NOFO but all proposed services must address victim needs that result from a victimization. Thus, applications proposing rehabilitative and support services to incarcerated victims must clearly explain how the programs will screen for victimization and how the need for each service results from the victimization, and not the incarceration itself. Applicants are encouraged to clearly explain the screening process that identifies specific victimization(s) and the resulting needed services.

3. Q: We have found several instances of references to FFY16 in the application forms that were made available on the ICJIA application site. Should we leave these as is or update them to FFY18?
A: Please do not change the forms.

4. Q: For Appendix E, the VOCA SAR Form, #8 asks for allocations by victim type and should match amount provided in Section 4 of the VOCA SAR form. However, Section 4 is to be completed by ICJIA, so how can these be reconciled in the application?
A: Complete #8 using your total requested amount as a guide. It can be edited later if need be.

5. Q: Page 16 of the NOFO says, "Applicants may request a minimum of \$75,000 to a maximum of \$1,000,000 in federal funding to support programming

for a 12-month period;” and item 4G page 3 of the Program Narrative says, “Describe how the applicant agency will sustain the funded program at the end of the three-year funding period.” Can you please clarify the actual funding period and the sustainability requirement?

A: If awarded, the agency will receive a 12 month grant with an awarded amount between the ranges you list below. If the program requirements are met and funding is available, ICJIA can renew the grant for an addition 24 months. The total is a three year funding period. For that question, include any current or future approaches to sustaining this project.

6. Q: I saw that law enforcement agencies are NOT eligible for the grant and wanted to make sure of that. If that is the case, can you please point us to grant applications that allow police departments to acquire funding to work on implementing more effective victim services?

A: Please see this memo posted on our website about future solicitations. <http://www.icjia.state.il.us/assets/pdf/NewsReleases/VOCACompetitiveFundingTimeline68.pdf>

7. Q: Is it allowable to focus on serving victims of community violence who are 18 and under and adult victims with children?

A: In the CV NOFO we state: For the purposes of this funding opportunity, community violence victims are defined as adult victims who directly experience violent crime, and minor victims who directly experience or witness violent crime in the home, school, work or neighborhood.

8. Q: Does crisis intervention mean immediate intervention or can we provide crisis intervention the morning after the crime occurs?

A: Crisis intervention can be provided whenever the victim presents to the agency for services or even throughout the provision of those services.

9. Q: Is it allowable to use grant funds to target and serve potential perpetrators of crime--- to determine if they were once victims---and then serve them in order to prevent future violence?

A: VOCA funds are for direct services for victims of crime. Victim services may be provided to incarcerated individuals who are victimized by a crime prior to, or during, incarceration. As well as victims who have also had interactions with the criminal justice system as an offender. Allowable services are outlined in each NOFO but all proposed services must address victim needs that result from a victimization. Thus, applications proposing rehabilitative and support services to justice involved victims must clearly explain how the programs will screen for victimization and how the need for each service results from the victimization, and not the justice involvement. Applicants are encouraged to clearly explain the screening process that identifies specific victimization(s) and the resulting needed services.

10. Q: How does ICJIA define a “direct” victim of crime? Apart from family members and the victim themselves---can a victim include a block resident, church member, or other community member that has been negatively affected by the violent environment?
- A: A direct victim is the person who was the victim of a crime. Family members of direct victims are also able to receive services. A community member who has not been a victim of a crime is not eligible for VOCA services.
11. Q: In filling out the Programmatic Risk Assessment Questionnaire for Victims of Crime Act: Community Violence, per the instructions, I am answering each question with a “1” in the appropriate box and leaving the other blank. However, I am uncertain as to if in section 2.1 and section 2.3 if I am to only put the “1” on one of the applicable lines and leave the other ones blank. For example, in 2.3 if I answer YES for Always, then the others, by default, would be a NO, but do I put a “1” in the NO box for the remainder of the list or leave it blank?
- A: Please put a NO instead of leaving it blank
12. Q: The instructions on the application checklist and elsewhere indicate that narrative is supposed to be double-spaced, but the template is single-spaced. Are we just supposed to double-space our answers? Or, should we reformat the template so that everything is double-spaced? Or, is the narrative actually limited to 30 single-spaced pages?
- A: You are correct, that you should format your responses to be double spaced.
13. Q: We would like to know if stipends for community level advocates and small group facilitators would be allowable expenses.
- A: A stipend is not allowable. You can include travel reimbursement. Follow the budget instructions as to how to detail that out. In addition, be sure you have a clear process to track these expenses.
14. Q: This is in regards to submitting an application for one or multiple regions. I am assuming that we are to submit one application even if we serve two separate regions and not an application for each region. My agency serves special needs individuals living in Cook County and its collar counties. So according to your map we serve the same population in two regions. How does the review process work for an agency that serves two regions?
- A: You can apply separately in each of the two regions you serve or you can submit one application in the Multi-Region category.
15. Q: Will the application be reviewed by both regions or by a separate multi-region review panel?
- A: It will be reviewed by a review team in the manner you submit it (i.e. if you submit a multi-region, then it will be reviewed as a multi-region)

16. Q: If reviewed by both regions, how does the scoring work?
A: If you submit two separate application, each application will receive its own score.
17. Q: Could it be accepted for funding by one region and not the other?
A: Yes
18. Q: If we apply for only one of the regions (Cook) can we still be funded for serving people in the other (Collar County) region?
A: Yes.
19. Q: The funding that we receive for our current VOCA grant ends September 30. Funding through this grant begins November 1. No funding can be charged prior to the effective of the new grant agreement. Does that mean that there will be a gap in VOCA funding from October 1 to October 31?
A: Yes, unfortunately there would be a gap.
20. Q: Our proposed population is black males age 19 - 31 who has been victims of gunshot injuries, can we use this population for our application?
A: The NOFO states: For the purposes of this funding opportunity, community violence victims are defined as adult victims who directly experience violent crime, and minor victims who directly experience or witness violent crime in the home, school, work or neighborhood.

Domestic and sexual violence victims may be served with these funds with the following parameters:

- Domestic and sexual violence should not be the primary focus of victimization under this funding initiative. Agencies who wish to primarily serve victims of these crimes, should apply for VOCA funding through Requests for Proposals from the Illinois Coalition Against Domestic Violence and/or Illinois Coalition Against Sexual Assault.
- Indications of domestic and sexual violence victimization may emerge when serving community violence victims. Therefore applicants must develop a written agreement and working relationship with experienced domestic and sexual violence agencies so that clients have easy access to staff appropriately trained in domestic and sexual violence victim services. Applications for funding under this NOFO must include a letter of agreement in which the applicant agency and the domestic and/or sexual violence service agencies agree to provide consultation and/or training when needed and describes a referral process where appropriate.
- The applicant will refer to a specialized victim service agency in cases where it is appropriate. For example, if child sexual abuse emerges in the course of service delivery and agency staff do not have the clinical skills to address it, the referral will be made to the appropriate agency

21. Q: We missed the deadline for the notice of intent. Does that mean we are ineligible?
A: Please do still submit an application. The notice of intent will not disqualify an application.
22. Q: When do you anticipate the next round of funding to be released?
A: Please see this memo for future funding solicitations.
<http://www.icjia.state.il.us/news/icjia-announces-a-2017-2018-timeline-for-voca-competitive-funding-opportunities>
23. Q: Are there any extensions to the deadline available?
A: No there are no extensions available.
24. Q: Can a Local Government Organization such as a City submit an application as a Public Agency?
A: Yes
25. Q: Can a City of enter into a collaborative partner agreement, with one or more non-profit organizations with a record of providing victim services and submit a single application with the City as the lead entity?
A: This approach is outside the scope of this NOFO. The intent is for the applicant to be the main provider of the core services. Applicants can sub-contract for a specialized service (like child therapeutic services) but the main core services should be provided by the applicant.
26. Q: If the City's application is successful, will the City be permitted to sub-contract these non-profit organizations directly (without the need for competitive selection) given that they were partners in the application and there is a collaboration agreement in place?
A: The applicant would have to submit a sole source justification that the selected subcontractor is the only qualified provider.
26. Q: Is it correct to state that in addition to any other target group, the proposed intervention should reach all of the following populations:
a. Victims of sexual assault (10%); and
b. Victims of domestic violence (10%); and
c. Victims of child abuse (10%)?
A: NO. That is a requirement that ICJIA has to meet.
27. Q: Can a City apply as a fiscal agent on behalf of a single programmatic service provider, who would deliver the identified core services and make referrals where necessary?
A: An agency can apply as a fiscal agent on behalf of another 501c3 that needs the support and mentorship of the applicant agency to develop its fiscal and

organizational capacity. The agency should submit the MOU that explains the relationship between themselves and their program agency.

If the application is successful, the agency would act as an implementing agency of a program agency who would both sign the agreement. There would be special conditions in the agreement that apply to them, and some likely to their program agency as well. They may request a modest and reasonable administrative expenses, but we are still working on the parameters of that.

Program Narrative

28. Q: The website says the Program Narrative should not exceed 20 pages, but the downloadable form says the maximum is 30 pages.

A: The website is incorrect. The page limit is 30 pages.

29. Q: If an Applicant serving adult victims may subcontract for specialized professional services (NOFO, page 10), may an Applicant serving minor victims subcontract for "intensive professional psychological/psychiatric treatment"? May an Applicant propose to provide therapy to minor victims through an interagency collaboration with a community-based social service provider?

A: You may propose providing "intensive professional psychological/psychiatric treatment" to minor victims via a collaborative partnership.

30. Q: The Community Characteristics section of the program narrative for VOCA application asks for U.S. Census Bureau QuickFacts for 2015 and 2010-2014. The QuickFacts website is showing facts for 2016 and 2011-2015. Is it permissible to use these more recent numbers?

A: Yes, this is permissible.

31. Q: Is there any guidance on what ICJIA considers "younger persons"?

A: This is meant to cover adolescents and young adults.

32. Q: Referring to the Program Narrative document, it indicates at the top of the page that applicants applying for multiple focus areas must complete a unique program narrative for each focus area. Can you clarify what defines a "focus area." It is unclear if that is intended to mean the specific service region within the State we propose to serve or if "focus area" is intended to mean the population groups, as identified in items #1 and #2 of the program narrative. Also, Referring to the the Program Narrative, question #3 part C asks:"Describe strengths and challenges of the community to be served. A minimum of two strengths and two challenges are essential and must be related to the problem described in 1A." Can you clarify what "must be related to the problem described in 1A" is referring to? Where can the "problem described in 1A" be found?

- A: These are typos left from the last solicitation. The focus area statement has been removed. And applicants should relate their community's strengths and weaknesses to the problem of community violence. We have revised and reposted the program narrative word document.
33. Q: Can you provide the context for the table in the Program Narrative, 4.G.? Should we only list awards related to provision of services to victims of child abuse? And how far back in our grants history should we go? Typically we're asked to report the most recent 3 year period, but please let me know if more is needed.
- A: Please provide current state grants for which there is a similar focus.
34. Q: We will be serving the population of our school district. May we use our publically available school district statistics (where available) for the Community Characteristics portion of the Problem Statement?
- A: Please enter county level data first. You may add a row for district level data if you like.
35. Q: Do we type directly onto the Program Narrative form leaving the questions on the form, or should we create a separate document numbered according to the Program Narrative form, omitting the wording of the questions?
- A: Yes, please type directly into the Narrative word document. Leave the questions. Remember to format your answers to double space.
36. Q: Is it permissible to modify the actual headings/questions in order to create space for our response so long as it is still clear to the reviewer what the intent of the question is? Some of the questions have lengthy explanations and we would like to omit where possible in order to reserve space for our response given that the narrative is restricted to 30 pages double spaced.
- A: Please do not change the Program Narrative Word document questions etc.
37. Q: Will the required table for goals, objective and performance metrics (Question #8) be counted towards the 30 page maximum?
- A: The goals chart is included in the page limit.
38. Q: Does all counseling services to minors need be "evidenced based"?
- A: If applicant plans to serve minors, the applicant must provide intensive professional psychological/psychiatric treatment, including evaluation of mental health needs, through evidence-informed, developmentally-appropriate individual, family or group therapy that addresses the impact of the victimization. Therapy should be trauma-focused where available and provided by licensed professionals. See Attachment 2 for evidence informed, trauma focused therapies and related resources.

39. Q: If I have someone on staff that is a certified counselor in domestic and sexual abuse, can we use our own staff for the sexual and domestic abuse qualification or will we still need a linkage agreement with an outside agency?
A: Please still engage in a linkage agreement as that is a requirement.
40. Q: If we are the primary provider of DV and SA services for our community do we need a letter of agreement with ourselves or is it sufficient to describe the DV/SA services we provide?
A: In this case, no letter of agreement is needed.
41. Q: If we plan to collaborate with other agencies for the provision of mental health services (therapy, evaluation, etc.) to youth should we indicate #'s of youth served for Therapy for Minor Victims under #8 Objectives and Performance Measures or do we leave that N/A?
A: Include the projected numbers. You will still be responsible for reporting on these numbers even if the services are provided via a subcontract.
42. Q: Is it correct to state that the proposed intervention should address all the following elements?
- a. Crisis intervention,
 - b. Case management,
 - c. Advocacy and accompaniment- this is part of case management
 - d. Individual counselling
 - e. Therapy for minors If applicant proposes to work with minors they must provide this service
 - f. Adults only if proposing to serve adults.
 - i. One additional direct services (either: Group support, Therapy, or Substance Use Disorder Counselling)
- A: Yes, with the following caveats: advocacy and accompaniment is part of case management. Therapy for minors is required if proposing to serve that population. Therapy for adults is required if proposing to serve adults. Additional services can be provided in one of three ways: 1) An applicant agency can provide the service itself with any requested funds outlined in its proposed budget. 2) The applicant agency can subcontract for specialized professional services at a rate not to exceed a reasonable market rate. 3) The applicant agency can provide a Letter of Partnership indicating a collaborative partner agency will provide the service and request no funds. Letter(s) of Partnership must be included with the application. Just to be clear, these are the required services to be made available. Not all clients will receive all these services.
43. Q: Is it correct to state that the proposed intervention can target either adult victims or minors who are victims?
A: From the NOFO: For the purposes of this funding opportunity, community violence victims are defined as adult victims who directly experience violent

crime, and minor victims who directly experience or witness violent crime in the home, school, work or neighborhood.

44. Q: Is there any requirement that the proposed intervention target both adults and minors?
A: No
45. Q: Does every minor victim have to receive therapy by a licensed clinician?
A: Therapy for minors must be provided by licensed clinicians. Every minor victim may not need or be interested in therapy but the services must be available to all.
46. Q: Could a culturally appropriate, trauma-informed care be used as an alternative to therapy for youth (such as group support, counseling, mentoring, etc)? Esp. if they meet any of the priorities listed in the Ad Hoc Victim services Committee Research Report such as: a community-based approach (Priority 10)? AND/OR; addressing long-term needs (Priority 9)? AND/OR; and care that helps the emotional, psychological, or physical needs of crime victims, helps stabilize their lives after victimization, restores a measure of safety and security for the victim, as listed in the Ad Hoc Victim services Committee Research Report?
A: Please review Attachment 2 and refer to the websites listed on this document to find a modality that works best with your population.
<https://grants.icjia.cloud/static/grants/2017CommunityViolence/Attachment2.pdf>
47. Q: Do ALL the objectives and performance measures (pages 8-11 on the Program Narrative) need to be filled out, or only the applicable ones for the particular program? (i.e. Do we need to specify how many clients will receive transportation services, interpreter services, education assistance, relocation assistance, esp. if they are only on an as needed basis? Could they be referrals as needed?)
A: Fill out the ones related to services you are proposing to provide. Be sure to include the required ones: crisis intervention; case management; counseling; and child therapy (if serving kids); and an additional service if serving adults.

Fiscal Questions

48. Q: I'm working on a Community Violence proposal and can see that an unallowable cost includes salaries and expenses for management. I've read the VOCA Final Rule and am looking for clarification on funding for program directors. While the program director does not manage direct service employees, facilitation of this grant program would ultimately fall to this position. Is it permissible to include a portion of this salary and benefits?
A: Salaries and expenses of management may only be VOCA-funded (or match) if the staff member is providing direct services, supervising direct service providers or *directly* engaging in allowable activities such as VOCA-required

administrative duties or coordination activities. Indirect oversight of a program is not fundable.

Management staff that meet the exceptions above can be budgeted as line items, however, if the applicant elects to budget for indirect costs with a de minimis cost rate, staff that spend a small portion of their time (10% or less) on the program must be budgeted as an indirect cost.

49. Q: If we include an overmatch in our budget, are we still only obligated to report on the required 20% match, or do we become obligated to report on the overmatch as well at the time of award?
A: You will become obligated to report on all matching funds reported.
50. Q: May costs, such as portions of supporting personnel's time, that is funded with state dollars be used for in-kind match requirements?
A: This sounds allowable. Please listen to our TA recorded session on fiscal matter for more direction here.
51. Q: The budget is required in excel but I noticed that there are lines for signatures. Are the signatures required, and if so, how do we meet the requirement for both excel format and signatures?
A: Submit the completed budget in excel. You do not need to submit the budget with signatures at this time.
52. Q: The TA video indicates that food and drink costs are unallowable for grant and match funds. Our program model includes intensive case management and client groups, and as part of both program components, we feed our clients. Our clients are low-income, mostly adolescent, from underserved neighborhoods, and they typically come to us hungry. It's difficult to discuss their trauma and provide support when they're hungry. This has been part of our program model since we began in 2013. Can we include this in our budget?
A: Food and beverage expenses are not allowable for either the requested or matching funds.
53. Q: Can intern hours be counted as match?
A: Yes, soft match is allowable.
54. Q: My agency will be submitting a proposal to the Illinois Criminal Justice Information Authority for funding under the 2017 Victims of Crime Act (VOCA). Our organization does not have a Negotiated Indirect Cost Rate Agreement with either the Federal Government or The State of Illinois. It is our intent, however, to submit our initial ICRP within the time allowed by the State, should we receive funding under the VOCA program. What indirect rate can we use while our proposal is being negotiated?
A: Once you registered on the GATA portal you should have had the option to work with a State of Illinois contractor named Crowe Horwath (CH) to develop

your State of Illinois Negotiated Rate. Since this didn't seem to occur I would suggest for the NOFO application you indicate the use of the 10% De Minimis and concurrently reach out to DHS to assist you in securing a State of Illinois negotiated rate with CH. You can reach DHS with the following email address: dph.staffhelpdesk@illinois.gov.

55. Q: We have identified a partner to provide therapy services, and we are working on a partnership agreement. The cost of therapy will go in our budget under Contractual Services. Is this considered a Sole Source Contract? We believe we have a good fit in terms of mission, expertise, and experience, particularly with youth. The budget instructions say that the applicant must contact ICJIA for additional requirements. Please advise on additional requirements you need with the application.

A: The additional requirements in the situation you describe is a sole source justification. You will have to justify why this subcontractor is the only one to provide these services. If your application is selected, your monitor will send you the sole source justification form.

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.

56. Q: My institution does not charge indirect costs to federal grants. On the budget and budget narrative form, sheet Section A – Indirect Cost Info, for the option to request no reimbursement of indirect costs, it says “Please consult your program office regarding possible match requirements.” Could you please explain the implications for the match requirement when no indirect costs are included in the grant budget?

A: This statement is to alert the applicant that there are some limits on certain expenses if included as match. Administrative expenses charged as in-kind match must be pro-rated. In addition, a maximum of 10% of the salary of existing staff who will supervise grant-funded positions may be charged to in-kind match.

57. Q: Page 24 of the NOFO says that transportation costs for service providers and for victims to receive services are allowable costs. Since transportation is a major barrier for many people in our community, we would like to include bus passes and/or cab fare for victims to travel to service providers or criminal justice proceedings in our budget. On the travel section (C3) of the budget document, it says that dollars requested in the travel category should be “for staff travel only.” It says travel for consultants should be in contractual, and travel for training participants, advisory committees, etc. should be in the “miscellaneous” category. However, there is no miscellaneous category on the budget form, and neither of these scenarios address transportation for victims. Where and how should victims’ transportation costs be listed?

A: Please put bus cards under Supplies.

58. Q: I am working on completing the VOCA budget excel work sheets, using the video as reference. It's going reasonable well, except I'm a bit confused because the video states that there is no match. I know that there is a 20% match and when I try to force it, the amounts don't carry over to Section A. What am I missing?

A: I'm so sorry for the error in your recording. I apologize for the confusion. The match doesn't carry over to Section A. It's reflected on Section B, the third tab. The “total cost” column calculates automatically, so the most important thing the applicant needs to do is to take the total cost for each line and budget it to either the ‘State/Federal’ column or the ‘Match’ column. State/federal costs are summarized on the Section A tab, match costs are summarized on the Section B tab, and the Section C “Budget Summary” tab reflects both.

59. Q: Can funds be used to support the family, of a victim of violence, such as to assist with funeral services when a family cannot afford the cost of it?

A: Funeral costs should really be covered by victim compensation funds not our VOCA funds.

60. Q: I had a question regarding Occupancy costs being added the budget. Can an organization add the prorated costs of rent/facility cost to the budget? It is shaded out of the Budget excel sheet.

A: Yes, a pro-rated share of rent may be charged to the agreement. Rent should be listed on the contractual tab. The blue-shaded cells are the ones that the applicant completes, so they should be able to edit those cells. White-colored cells calculate from other tabs and may not be edited.

61. Q: If the City's application is successful, how will funds be paid to the City? Will funds be paid by ICJIA, based on a request for advance, or only by way of re-imbursement?

A: If selected, funds would be dispersed based on expense reported in quarterly financial reports. I believe grantees can submit an initial cash request upon execution of the grant agreement. ICJIA uses the same payment method for all of our grants.