

**Uniform Notice of Funding Opportunity**  
Victims of Crime Act Statewide Domestic Violence Hotline Services Program  
June 8, 2018

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**Uniform Notice for Funding Opportunity (NOFO)**  
**Victims of Crime Act Statewide Domestic Violence Hotline Services Program**

	<b>Data Field</b>	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority
2.	Agency Contact:	Ronnie J. Reichgelt, Victim Services Administrator Illinois Criminal Justice Information Authority 300 West Adams, Suite 200 Chicago, IL 60606 ronnie.reichgelt@illinois.gov 312-793-0835
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:	1474-561
6.	Funding Opportunity Title:	Victims of Crime Act Statewide Domestic Violence Hotline Services Program
7.	CSFA Number:	546-00-1474
8.	CSFA Popular Name:	VOCA FFY16
9.	CFDA Number(s):	16.575
10.	Anticipated Number of Awards:	1
11.	Estimated Total Program Funding:	\$455,000
12.	Award Range	N/A
13.	Source of Funding:	<input checked="" type="checkbox"/> Federal or Federal pass-through <input type="checkbox"/> State <input type="checkbox"/> Private / other funding
14.	Cost Sharing or Matching Requirement:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u><b>Sub-recipient/grantees must meet the program match requirement. Detail how the match requirement will be met in your budget narrative.</b></u>
15.	Indirect Costs Allowed Restrictions on Indirect Costs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, provide the citation governing the restriction:
16.	Posted Date:	June 08, 2018
17.	Closing Date for Applications:	<b>July 08, 2018</b>
18.	Technical Assistance Session:	Session Offered: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Session Mandatory: <input type="checkbox"/> Yes <input type="checkbox"/> No

## A. Federal Grant 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 to compensate and assist victims of crime and providing funds for training and technical assistance.

ICJIA is the state agency charged with the administration of 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 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>.

In 2016, ICJIA 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 and victim stakeholder groups. The final report's recommendations were approved by ICJIA Board in January 2017. These recommendations outline a comprehensive plan to address victims' 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>

## B. Authorizing Statutes

The Victims of Crime Act of 1984 established the Crime Victims Fund (34 U.S.C. 20101(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
- FBI 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.), the Public Works Employment Discrimination Act (775 ILCS 10/1 et seq.), the 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), the Americans with Disabilities Act of 1990 (42 USC 12101 *et seq.*), and the Age Discrimination Act (42 USC 6101 *et seq.*).

## C. Program-Specific Information

### Victim Needs Background

According to the Office on Violence Against Women, domestic violence is a pattern of physical, sexual, emotional, economic, or psychological abuse committed by a partner with the intent of exerting power and control over the victim.<sup>1</sup> More than 106,000 offenses occurring between family and household members were reported to law enforcement in Illinois in 2015, with just more than half being concentrated in Chicago. However, the research shows many victims never report their experiences to law enforcement agencies, with fewer than half of all violent crimes reported to police.<sup>2</sup>

Domestic violence victims may encounter a variety of psychosocial, physical, and economic impacts because of the violence they have experienced. For instance, victims may experience anxiety, depression, PTSD symptoms, inability to trust others, emotional detachment, sleep disturbances, flashbacks, and suicidal behavior.<sup>3</sup> Isolation from social networks, strained relationships with health providers and employers, and homelessness can often also occur, which can further exacerbate the impacts of victimization.<sup>4</sup> To address these impacts, victims may choose to seek out various medical, financial, and safety services. The utilization of hotlines is one avenue through which victims may receive crisis support, as well as connections to the other resources and services that they need; particularly when there is no other contact made with formal service providers.

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<sup>1</sup> Office on Violence Against Women. (2016). *Domestic Violence*. Retrieved from <https://www.justice.gov/ovw/domestic-violence>

<sup>2</sup> Truman, J. L., & Morgan, R. E. (2016). *Criminal Victimization, 2015*. Washington, D.C.: U.S. Department of Justice. Retrieved from <https://www.bjs.gov/content/pub/pdf/cv15.pdf>

<sup>3</sup> Black, M. C. (2011). Intimate partner violence and adverse health consequences: Implications for clinicians. *American Journal of Lifestyle Medicine*, 5(5), 428-439.; Coker, A. L., Davis, K. E., Arias, I., Desai, S., Sanderson, M., Brandt, H. M., & Smith, P. H. (2002). Physical and mental health effects of intimate partner violence for men and women. *American Journal of Preventive Medicine*, 23(4), 260-268.; Warshaw, C., Brashler B., & Gil, J. (2009). Mental health consequences of intimate partner violence. In C. Mitchell & D. Anglin (Eds.). *Intimate partner violence: A health-based perspective* (pp. 147-171). New York: Oxford University Press.

<sup>4</sup> See Warshaw, Brashler, & Gil. (2009).

For subpopulations that are particularly vulnerable or marginalized, such as elderly victims of crime, hotlines can be exceedingly helpful in accessing highly-prioritized resources that would not otherwise have been, such as behavioral and mental health services.<sup>5</sup> Hotlines are able to provide a safe, confidential space to reach out to resources and support systems that are crucial as a crisis response service during this period.<sup>6</sup> Additionally, they are essential in building rapport so callers feel more comfortable with disclosing sensitive information regarding these traumatic events, and are encouraged to foster an ongoing relationship with the hotline that will help them continue to access resources in the long run.<sup>7</sup>

According to a study from the University of Georgia, men and women who contact hotlines after victimization experiences do so with very different intents.<sup>8</sup> While women were more likely to access a telephone hotline seeking specific advice on accessing resources, such as medical and legal services and more, men tended to use the hotline as a safe space to vent and disclose their stories, oftentimes disconnecting without seeking additional resources or even finishing their accounts.<sup>9</sup> But for both men and women, use of hotlines in dealing with the aftermath of a traumatic event was associated with being a preventative barrier against some of the negative consequences of their experience, including lowering the likelihood of suicide and suicidal ideations.<sup>10</sup>

The State of Illinois Domestic Violence Hotline, facilitated collaboratively by the Chicago Metropolitan Battered Women's Network and the City of Chicago Department of Family and Support Services, is a confidential, toll-free hotline that is available 24/7 to help all victims of domestic violence in Illinois, along with their children.<sup>11</sup> Staffed by trained

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<sup>5</sup> Schonfeld, L., Larsen, R. G., & Stiles, P. G. (2006). Behavioral Health Services Utilization Among Older Adults Identified Within a State Abuse Hotline Database. *The Gerontologist*, 46(2), 193-199.

<sup>6</sup> Colvin, M. L., Pruett, J. A., Young, S. M., & Holosko, M. J. (2016). An Exploratory Case Study of a Sexual Assault Telephone Hotline: Training and Practice Implications. *Violence Against Women*, 23(8), 973-992. doi:10.1177/1077801216654574

<sup>7</sup> *Study finds men and women victims use sexual assault hotlines for different purposes.* (2015). ().

Bartonsville: BruCon Publishing Company. Retrieved from Research Library Retrieved from <http://ezproxy2.library.drexel.edu/login?url=https://search-proquest-com.ezproxy2.library.drexel.edu/docview/1660508304?accountid=10559>

<sup>8</sup> Ibid

<sup>9</sup> Ibid

<sup>10</sup> Aguirre, R. T. P., & Pillai, V. (2013). Community traumatic events and the temporal distribution of suicide and calls to the suicide and crisis hotline: Is there an impact? *Traumatology*, 19(3), 233-242. doi:10.1177/1534765612471145

<sup>11</sup> State of Illinois Hotline. (2014, November 06). Chicago Metropolitan Battered Women's Network. Retrieved May 2, 2018, from

Victim Information and Referral Advocates, the hotline provides information about domestic violence shelters, counseling, legal assistance (including the procurement of an order of protection), medical assistance and children's services, as well as other immediate assistance, including safety planning and referrals to an array of domestic violence service providers across the state.<sup>12</sup> According to InfoNet, a statewide domestic violence data and case management system maintained by ICJIA, the number of clients referred by the State of Illinois Domestic Violence Hotline to direct service providers increased more than 400% between 2011 and 2017, with 744 callers indicating the hotline was their referral source in 2017.<sup>13</sup> In 2017 alone, the hotline received 25,526 phone calls from victims of domestic violence; with 7,108 of the calls requesting information on service providers and options, 6,787 regarding shelter services, and 1,601 seeking support around obtaining orders of protection.<sup>14</sup>

## **II. Program Design**

The purpose of this Notice of Funding Opportunity is to fund statewide domestic violence hotline services for victims of domestic violence through the City of Chicago Department of Family and Support Services.

### **Program Design Requirements**

The Statewide Domestic Violence Hotline Services program will fund advocate position(s) to provide direct services to victims through a statewide hotline. The City of Chicago Department of Family and Support Services may contract with an external victim service provider to staff hotline services but is required to submit a proposed contract between the agency and the victim service provider detailing advocate services and costs at time of application.

### **Program Activities**

The applicant's completed program narrative should be reflective of the program requirements outlined below.

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<http://batteredwomensnetwork.org/stateofillinoishtlinhttpbatteredwomensnetwork-orgwp-adminpost-phppost33actionedite/>

<sup>12</sup> Ibid

<sup>13</sup> <http://icjia.state.il.us/systems/infonet>

<sup>14</sup> Information provided by the State of Illinois Domestic Violence Hotline.

Advocates are 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 can include:
  - a) Assessment and development of 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; notifying victims about victim compensation paperwork; providing assistance concerning orders of protection; interpretation services, and other advocacy, as needed.
  - d) Ongoing emotional support.

## **Program Staffing**

The applicant is responsible for including personnel costs in the budget and budget narrative needed to accomplish program requirements. Funding for this program is limited to salary and benefits for personnel providing direct services and direct supervision of victim service providers.

**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 Supervision of Victim Service Providers:** Refers to the training and direct supervision of hotline advocates who provide direct services to victims of domestic violence. Supervision must include at a minimum:

- a) Training advocates.
- b) Providing consultation on cases as needed.
- c) Evaluating and maintaining workloads.

## **Trauma Informed Practices:**

The applicant is strongly urged to increase their knowledge of trauma-informed practices and, where appropriate, incorporate trauma-informed practices into proposed services. See provided materials for an overview of trauma-informed services. ICJIA understands that becoming trauma-informed is a continual process of organizational assessment and change. The applicant should describe its current practices and identify how trauma-informed practices will be integrated into its proposed services. ICJIA reserves the right to survey the



grantee and sub-grantees to assess their knowledge of trauma-informed practices and their implementation of these practices, which may serve a grant monitoring function. Through conducting periodic assessments, agencies and ICJIA can 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. Complete the tables by entering ambitious yet realistic numbers for each objective based on your proposed program.

The applicant will be required to submit quarterly data reports reflecting information about these performance measures and may be asked to collect additional measures to track program progress and outcomes. *Some objectives may not apply to your program. For those objectives, please enter N/A.*

<b>Goal:</b>	
<b>Objective</b>	<b>Performance Measure</b>
<b><i>INFORMATION &amp; REFERRAL</i></b>	
# ____ client will receive information about the criminal justice process	# ____ client provided with information about the criminal justice process
# ____ client will receive information about victims' rights, how to obtain notifications, etc.	# of clients provided with information about victims' 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.
# ____ clients will receive referrals to other services, supports and resources ( <i>includes legal, medical, faith-based organizations, address-confidentiality programs, etc.</i> )	# of clients received referrals to other services, supports and resources
<b><i>PERSONAL ADVOCACY/ACCOMPANIMENT</i></b>	
# ____ 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 or information about filing for victim compensation.	# of clients provided assistance or information about filing for victim compensation.  # of times staff provided assistance filing for victim compensation.
# ____ clients will receive immigration assistance (e.g., special visa, continued presence application, and other immigration relief).	# of clients provided with immigration assistance (e.g., special visa, continued presence application, and other immigration relief).  # of times staff provided immigration assistance (e.g., special visa, continued presence application, and other immigration relief).
# ____ 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.
<b><i>EMOTIONAL SUPPORT OR SAFETY SERVICES</i></b>	
# ____ clients will receive hotline/crisis line counseling.	# of clients provided with hotline/ crisis counseling.  # of hotline/crisis counseling sessions provided by staff
<b><i>SHELTER/HOUSING SERVICES</i></b>	
# ____ clients will receive housing advocacy, or help with implementing a plan for obtaining housing	# of clients provided with receive housing advocacy, or help with implementing a plan for obtaining housing

	# of times staff provided assistance with receive housing advocacy, or help with implementing a plan for obtaining housing
<b><i>CRIMINAL/CIVIL JUSTICE SYSTEM ASSISTANCE</i></b>	
# ____ clients will receive civil legal assistance in obtaining protection or restraining order.	# of clients provided civil legal assistance in obtaining protection or restraining order.  # of times staff provided civil legal assistance in obtaining protection or restraining order.
# ____ clients will receive civil legal assistance with family law issues (e.g., custody, visitation, or support)	# of clients provided civil legal assistance with family law issues (e.g., custody, visitation, or support)  # of times staff provided civil legal assistance with family law issues (e.g., custody, visitation, or support)
# ____ clients will receive assistance with other justice-related issues.	# ____ clients provided assistance with other justice-related issues.  # of times staff provided assistance with other justice-related issues.
# ____ clients will receive criminal advocacy/accompaniment.	# ____ clients provided criminal advocacy/accompaniment.  # ____ of times staff provided criminal advocacy/accompaniment.

## ***D. Funding Information***

### ***1. Award period***

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 the program accepted through this funding opportunity. A designation of \$455,000 has been made available to the City of Chicago Department of Family and Support Services by the ICJIA Budget Committee. Funding is available for the period of September 1, 2018, through August 31, 2019.

The agreement that results from this funding opportunity is 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.

The applicant will be required to submit an Implementation Schedule that describes how the program activities will be carried out. The Implementation Schedule should include necessary detail to enable ICJIA to assess grant activity relative to planned project performance.

### ***2.Pre-award costs***

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

### ***3.Cost Sharing or Matching***

A 20-percent match is required for the subgrant resulting from 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. Match can be made in both cash and/or in-kind contributions. 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.

Refer to 28 CFR 200.306 for more information on match types and match requirements.

**Example:**

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

***4. Indirect Cost Rate***

To charge indirect costs to a subgrant, the subgrantee must have an annually negotiated indirect cost rate agreement (NICRA). The three types of NICRAs include:

- a) Federally Negotiated Rate: Subgrantees that receive direct federal funding may have an indirect cost rate that was negotiated with their Federal Cognizant Agencies. The applicant will accept the federally negotiated rate. The subgrantee must provide a copy of the federally NICRA at time of application.
  
- b) State Negotiated Rate: Subgrantees may 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. The subgrantee must provide a copy of the state negotiated rate, if available, at time of application.
  
- c) De Minimis Rate: Subgrantees that have 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 applicant must verify the calculation of the MTDC annually in order to accept the de minimis rate.

***5. Unallowable Costs***

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

- Active investigation and prosecution of criminal activities, and witness activities.
- Audits (agencies receiving less than \$750,000 in cumulative federal funds).
- Capital expenses, including property losses and expenses, real estate purchases, mortgage payments, construction and most capital improvements.
- Compensation for victims of crime.
- Crime prevention.

- Food and beverage costs, except for emergency food.
- Fundraising activities.
- In-patient mental health care including in-patient substance abuse counseling.
- Lobbying and advocacy with respect to legislation, regulations or administrative policy.
- Most medical care costs.
- Research and studies, except for project evaluations
- Salaries and expenses for management, except for supervisors of direct service providers
- Training of allied professionals
- Tort or criminal defense services
- Vehicle purchase or leasing and related personnel costs

### **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 subgrant recipients. These prior approvals may affect project timelines.
- (3) Sets cost limits, including a general prohibition of all food and beverage costs.

## **E. Eligibility Information**

### **1. *Eligible Applicants***

This solicitation is open to the City of Chicago Department of Family and Support Services, 1615 West Chicago Avenue, Chicago, Illinois, 60622.

### **2. *GATA Compliance***

Applicant must be pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal, [www.grants.illinois.gov](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).

Applicant must have completed the GATA pre-qualification process at time of application and received approval of their SFY19 ICQ from a State cognizant agency prior to Agreement execution.

## F. Application and Submission Information

### 1. Obtaining Application Materials

Application materials will be provided to the City of Chicago Department of Family and Support Services.

### 2. Document Submission

The application must be emailed to [ronnie.reichgelt@illinois.gov](mailto:ronnie.reichgelt@illinois.gov). The applicant agency name should appear in the Subject line of the email. Each document attached to the email must be submitted in the manner and method described below.

The following materials MUST be submitted by the applicant. The applicant must submit the documents based on the instructions provided below.				
Document	Document Name	PDF	Word	Excel
<b>Uniform Application for State Grant Assistance</b> - This form must be completed, signed, and scanned.	<i>[Agency Name] – Application</i>	X	X	
<b>Program Narrative</b> – This document must meet the requirements outline in Section A. The narrative must be provided in this document. Do not change the format of this document. Maximum of 30 pages.	<i>[Agency Name] – Program Narrative</i>		X	
<b>Budget/Budget Narrative</b> – This document is an Excel Workbook, with several pages/tabs. The last tab are instructions, if clarifications are need for a category.	<i>[Agency Name] – Budget</i>			X

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

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. ICJIA may not make a federal pass-through to the applicant until the applicant has complied with all applicable DUNS and SAM requirements. If the applicant has not fully complied with the requirements by the time ICJIA is ready to make a federal pass-through 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. *Submission Requirements***

Completed application materials must be emailed to [ronnie.reichgelt@illinois.gov](mailto:ronnie.reichgelt@illinois.gov) by **11:59 p.m., July 08, 2018**, 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.

#### **5. *Intergovernmental Review***

Not applicable.

#### **6. *Funding Descriptions***

##### Supplanting

Federal funds received by public agencies 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.

See the DOJ Grants Financial Guide (Part II, Chapter 3) at:



## **G. Application Review Information**

### ***1. Review Process and Criteria***

The application will be screened for completion of GATA pre-qualification for State Fiscal Year 2019. If it passes the GATA prequalification process, the application will be reviewed by a panel of ICJIA staff for appropriate programming and budgeted expenses, reasonableness, allocability and allowability. The applicant must provide complete, clear and detailed responses to program narrative questions and include all mandatory program elements. An application that fails to include required information or mandatory elements, or contains unallowable or unreasonable costs may be subject to revision before agreement execution or denied funding.

### ***2. Debriefing Process***

An unsuccessful applicant may request a debriefing. A debriefing is written feedback that can assist the applicant 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.

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. 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](mailto:cja.vocagrantsunit@illinois.gov)

### ***3. Programmatic Risk***

The applicant will be required to submit a completed ICJIA Programmatic Risk Assessment (PRA). This assessment will identify elements of fiscal and administrative risk at the

applicant agency level and will be used to determine required specific conditions to the grant agreement.

#### ***4. Anticipated Announcement and State Award Dates***

<u>Milestones</u>	<u>Target Date</u>
Release of NOFO	June 08, 2018
Application Closes	July 08, 2018
Authority Budget Committee Meeting	August 2018
Start Program Performance Period	September 1, 2018

### **H. Award Administration Information**

The ICJIA Budget Committee is scheduled to review and approve designations in August 2018.

ICJIA will provide a Notice of State Award (NOSA) to the successful applicant after the ICJIA Budget Committee reviews and approves the designation. No costs incurred before the start date of the agreement may be charged to the grant. The NOSA will detail specific conditions that will be included in the grant agreement. The applicant must return the signed NOSA before the start of the agreement.

#### ***Administrative and National Policy Requirements***

In addition to implementing the funded project consistent with the agency-approved project proposal and budget, the applicant must comply with applicable grant terms and conditions and other requirements, including, but not limited to the ICJIA Policy and Procedure Manual, the Office of Management and Budget Grants Accountability and Transparency Act, and U.S. Department of Justice Grants Financial Guide and related regulations which will be included in the award documents, incorporated into the award by reference, or are otherwise applicable to the award.

#### ***Reporting***

Recipients must submit financial reports, progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the CFR Part 200 Uniform Requirements. Future awards and fund drawdowns may be withheld if reports are delinquent.

### **I. State Awarding Agency Contact(s)**

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

Ronnie J. Reichgelt  
Victim Services Programs Administrator  
[ronnie.reichgelt@illinois.gov](mailto:ronnie.reichgelt@illinois.gov)  
312-793-8550

## **J. Other Information**

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