

Uniform Notice for Funding Opportunity (NOFO)
Violence Against Women Act Lead Entity Services
for Underserved Areas & Victim Groups
April 1, 2019

	Data Field	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority (ICJIA)
2.	Agency Contact:	Shataun Hailey, VAWA Administrator Illinois Criminal Justice Information Authority 300 West Adams, Suite 200 Chicago, IL 60606 Shataun.Hailey@illinois.gov 312-814-8100
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:	1744-1029
6.	Funding Opportunity Title:	Violence Against Women Act Lead Entity Services for Underserved Areas & Victim Groups
7.	CSFA Number:	546-00-1744
8.	CSFA Popular Name:	VAWA FY18
9.	CFDA Number(s):	16.588
10.	Anticipated Number of Awards:	2
11.	Estimated Total Program Funding:	\$1,421,414
12.	Award Range	\$710,707
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No <u>Sub-recipient/grantees must meet the program match requirement. Detail how the match requirement will be met in your budget narrative.</u>
15.	Indirect Costs Allowed Restrictions on Indirect Costs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>Sub-recipient/grantees may claim indirect costs however the Applicant may not include indirect costs in its budget.</u> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
16.	Posted Date:	April 1, 2019
17.	Application Range:	April 30, 2019
18.	Technical Assistance Session:	Session Offered: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Session Mandatory: N/A

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Notice of Funding Opportunity
Violence Against Women Act Lead Entity Services
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A. Program Description

The Violence Against Women Act (VAWA) funding is federally administered by the Office of Justice Programs, Violence Against Women Office within the U.S. Department of Justice. The program emphasizes coordinated, multidisciplinary community approaches to reduce violence against women by enhancing victim advocacy and improving the criminal justice system's response. It encourages the development and improvement of effective law enforcement and prosecution strategies to address violence against women and the development and improvement of advocacy and services in cases involving violence against women.

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. As the state agency responsible for administering the VAWA Services * Training * Officers * Prosecutors (STOP) award in Illinois, ICJIA is responsible for developing the implementation plan for distributing these federal funds.

Section 7 of the Illinois Criminal Justice Information Act grants ICJIA authority “to apply for, receive, establish priorities for, allocate, disburse, and spend grants of funds that are made available by and received on or after January 1, 1983 from private sources or 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” and “to receive, expend, and account for such funds of the State of Illinois as may be made available to further the purposes of this Act.” (20 ILCS 3930/7(k), (l)).

ICJIA 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.).

1. Purpose

In 1994 Congress passed the Violence Against Women Act in recognition of the severity of crimes associated with domestic violence, sexual assault, and stalking

against women. VAWA, authorized by Title IV of the Violent Crime Control and Law Enforcement Act of 1994 and subsequently reauthorized as the Violence Against Women and Department of Justice Reauthorization Act of 2005 and 2013 (34 U.S.C. 10441), provides financial assistance to states for developing and strengthening effective law enforcement and prosecution strategies and victim services in cases involving violent crimes against women. Programs authorized by VAWA are:

- STOP Violence Against Women Formula Grants;
- Sexual Assault Services Formula Grants;
- State and Territorial Sexual Assault and Domestic Violence Coalitions Program;
- Grants to Tribal Domestic Violence and Sexual Assault Coalitions Program;
- OVW discretionary grants.

In addition, distribution of federal funds through the Violence Against Women Act of 1994 by the Illinois Criminal Justice Information Authority is authorized by 20 Ill. Admin. Code 1520.47, stating in pertinent part that “[ICJIA] will annually review Section 2001 of Violence Against Women Act of 1994 (P.L. 103-322, effective September 13, 1994) and based on the need to strengthen law enforcement, prosecution and victim services in cases involving violent crimes against women, particularly crimes of sexual assault and domestic violence, the services available to address that need, consultation with nonprofit, nongovernmental victim service programs, and oral and written comment and testimony received at public meetings conducted pursuant to the Open Meetings Act [5 ILCS 120], will select program funding priorities for each federal fiscal year.”

In 2017, ICJIA completed a statewide assessment of crime victim needs and service gaps in Illinois, which was presented to its Ad Hoc Victim Services Committee for consultation and coordination with other stakeholders. The final report included twelve recommendations, which were subsequently approved by the ICJIA Board on January 27, 2017. Additionally, this report serves as ICJIA’s 2017 VAWA Implementation Plan for federal fiscal years 2017 through 2020. Applicants are required to demonstrate how the proposed projects align with the State’s Implementation Plan priorities. 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>

2. Program Design

VAWA STOP statutorily requires each state to distribute their grant funds each year as follows:

- At least 30 percent to victim services programs
- 25 percent must be allocated to law enforcement

- 25 percent to prosecution
- 5 percent to state or local courts
- 15 percent allocated as discretionary.

These allocations may not be redistributed or transferred to another funding allocation area (with the exception of the discretionary funds, which can be used to supplement other allocation areas).

As part of the recommendations established by the Victim Services Ad Hoc Committee, enhancing victim safety and providing access to services for underserved communities is a priority. To fulfill this priority, ICJIA made available \$1.4 million in VAWA grant funding for underserved areas and victim groups. The victim services portion of available VAWA funds will be made available to the Illinois Coalition Against Domestic Violence and the Illinois Coalition Against Sexual Assault where services will be provided to women who are victims of domestic violence and sexual assault.

VAWA underserved populations include geographic location (rural isolation), underserved racial and ethnic populations, and special needs populations (language barriers, disabilities, alienage, or age). All projects must identify at least one underserved population

3. Program Requirements

Lead Entity Requirements

A) Agency Capacity and Experience

The purpose of this Notice of Funding Opportunity is to fund core services for underserved areas and victim groups of domestic violence and sexual assault. As a Lead Entity, the applicants will distribute funds to sub-grantees and be responsible for the fiscal oversight and quality assurance of its sub-grants. The applicant will conduct structured monitoring of all sub-grantees and provide subject matter expertise and technical assistance to sub-grantees.

To qualify as a lead entity, the applicant must possess subject matter expertise, an established record of providing services specific to the VAWA grant, a network of direct service providers, and the monitoring capacity to oversee its sub-grantees. The applicant must also comply with all applicable state and federal statutes, regulations, and the terms and conditions of this grant. The applicant must comply with Grant Accountability and Transparency Act requirements and submit quarterly data and fiscal reports to ICJIA.

B) Grant-making

The applicant shall utilize a competitive bidding process; each Request for Proposal (RFP) will be reviewed and approved by ICJIA prior to being published. The applicant must also provide ICJIA with its RFP review panel conflicts of interest protocol and objective scoring system for approval. RFP review panels must include stakeholders from varied backgrounds. The applicant must make fiscal and programmatic technical assistance available to all sub-grantees.

C) Monitoring

The applicant shall monitor sub-grantees to ensure compliance with state and federal statutes, regulations, and the terms and conditions of the sub-grant. All sub-grantees must comply with Grant Accountability and Transparency Act requirements, submit quarterly data and fiscal reports to the applicant, and be subject to site visits by the applicant. The applicant's monitoring protocol must be approved by ICJIA.

Throughout the grant period, the applicant must submit quarterly or monthly data and fiscal reports to ICJIA and will be subject to site visits by ICJIA to evaluate the applicant's own program outcomes and fiscal management as well as their monitoring of sub-grantees.

D) Sub-grantee Programmatic Requirements

Program Elements: The applicant must incorporate the following program elements in sub-grants:

- Core services for victims of sexual assault or domestic violence: services that provide victims with information and referrals, advocacy, and emotional support and safety.
- A low barrier screening and intake process.
- Hours of operation and intake beyond traditional working hours.
- Translation and interpretation services.
- Trauma-skills training for staff to improve trauma-informed responses to clients.
- Services provided free of charge.
- Sub-grantees must comply with all prescribed assessment tools and reporting requirements.
- Sub-grantees must be subject to site visits by both the applicant and ICJIA.
- Sub-grantees must make available all fiscal, personnel, and programmatic data to the applicant and ICJIA.

4. Evidence-Based Programs or Practices

Applicants are strongly urged to incorporate research-based best practices into their program design, when appropriate. Applicants should identify the evidence-based

practice being proposed for implementation, identify and discuss the evidence that shows that the practice is effective, discuss the population(s) for which this practice has been shown to be effective, and show that it is appropriate for the proposed target population.

5. Goals, Objectives, and Performance Metrics

1. Lead Entity

The applicant will be required to submit quarterly or monthly data reports reflecting information about these performance measures and may be asked to collect additional measures to track program progress and outcomes.

<p>GOAL: Through the oversight of sub-grantees, provide victims of domestic violence or sexual assault with core services that 1) respond to their emotional, psychological, or physical needs; 2) help victims stabilize their lives after victimization; 3) help victims understand and participate in the criminal justice system; and 4) provide victims with a measure of safety and security.</p>	
Objectives	Process Performance Measures
Utilize a competitive bidding process open to all domestic violence or sexual assault service providers via Request for Proposals (RFP) for all grantees.	<ul style="list-style-type: none"> Number of RFPs reviewed by ICJIA and issued.
Designate ___% of the grant toward RFPs for innovative pilots, demonstration projects or programs for underserved areas or populations.	<ul style="list-style-type: none"> Percentage of RFPs directed toward innovative pilots, demonstration projects or programs for underserved areas or populations.
Develop review panel conflicts of interest protocol and objective scoring system to select sub-grantees.	<ul style="list-style-type: none"> Submit summary of any revisions to the review panel protocol previously approved by ICJIA approval or letter indicating no changes were made. Submit summary of any revisions to the objective scoring system previously approved by ICJIA or letter indicating no changes were made.
Detail the plan/protocol for monitoring grantee performance, including	<ul style="list-style-type: none"> Submit summary of any revisions to the agency plan/protocol for monitoring of sub-grants previously

<p>submission of quarterly data reports and quarterly fiscal reports.</p>	<p>approved by ICJIA or letter indicating no changes were made.</p> <ul style="list-style-type: none"> ● Percentage of sub-grantees submitting quarterly fiscal reports on time. ● Percentage of sub-grantees submitting quarterly data reports on time.
<p>Perform a minimum of one site visits per sub-grantee during award period (some sub-grantees may require more than the established minimum).</p>	<ul style="list-style-type: none"> ● Submit site visit schedule to ICJIA for approval. ● Percentage of sub-grantees subjected to the minimum number of site visits during their award period. ● Percentage of sub-grantees exceeding the minimum number of site visits.
<p>Provide a Plan of Corrective Action for all sub-grantees that require such, with ___% of sub-grantees verifying the correction action was taken within ___ days.</p>	<ul style="list-style-type: none"> ● Number of sub-grantees identified as requiring corrective action. ● Number notified and provided with a Plan of Corrective Action. ● Percentage rectifying the corrective action within required timeframe.
<p>All sub-grantees must be in current compliance with Grant Accountability and Transparency Act (GATA) requirements.</p>	<ul style="list-style-type: none"> ● Percentage of sub-grantees in compliance with GATA.
<p>Provide fiscal and programmatic technical assistance to all sub-grantees that request such assistance.</p>	<ul style="list-style-type: none"> ● Type of fiscal and programmatic technical assistance offered by applicant. ● Number of sub-grantees that requested fiscal and technical assistance. ● Number of sub-grantees receiving such assistance.

2. Sub-grantees

Sub-grantees will be required to report on the following objectives and identify the number of clients they aim to serve during the performance period. Objectives should estimate the

number of clients that will receive each of the listed services in order to produce meaningful, tangible changes in clients' lives. Funded programs will be required to submit quarterly or monthly progress reports that will minimally include the following information.

<u>Service Objectives</u> Provide the following services to victims of domestic violence or sexual assault:	<u>Performance Indicators</u>
Provide _____ % of victims with access to culturally relevant domestic violence or sexual assault support services.	# of clients provided access to relevant domestic violence or sexual assault support services
# _____ clients will receive crisis intervention services	# of clients provided with crisis intervention services
# _____ clients will receive Case Management.	# of clients provided with Case Management
# _____ clients will receive advocacy services	# of clients provided with advocacy services
# _____ clients will receive legal advocacy services	# of clients provided with legal advocacy services
Provide # _____ of responders with training to enhance their understanding of psychological victimization	# of responders provided with training to enhance their understanding of psychological victimization
# _____ clients will receive Evaluation/ Assessment services.	# of clients provided with Evaluation/ Assessment services.
# _____ clients will receive Substance Abuse Counseling.	# of clients provided with Substance Abuse Counseling
# _____ clients will receive Telephone Counseling.	# of clients provided with Telephone Counseling
# _____ Crisis Hotline calls will be responded to.	# of Crisis Hotline calls responded to
# _____ clients will receive Language/Interpreter Services.	# of clients provided with Language/Interpreter Services

B. Funding Information

1. Award period

Grant awards resulting from this opportunity will have a target period of performance of July 1, 2019 to June 30, 2020. Additional funding of up to 24 months may be awarded after the initial funding period, contingent upon a satisfactory performance and availability of funds. Total funding for the grant program will not exceed 36 months.

2. Available Funds

A total of \$ 1.4 million in funding is available through this notice to support programming for a 12-month period. The term of the grant agreement will commence upon its effective date.

Agreements that result from this funding opportunity are contingent upon and subject to the availability of funds of sufficient funds. ICJIA, may terminate or suspend this agreement, in whole or in part, without penalty or further payment being required, if (i) sufficient funds for the agreement have not been appropriated or otherwise made available to the grantor by the state or the federal funding source, (ii) the governor or grantor reserves funds, or (iii) the governor or ICJIA determines that funds will not or may not be available for payment. ICJIA will provide notice, in writing, to the grantee of any such funding failure and its election to terminate or suspend the agreement as soon as practicable. Any suspension or termination pursuant to this Section will be effective upon the date of the written notice unless otherwise indicated.

Applications must include an Implementation Schedule that describes how the program activities will be carried out. The Implementation Schedule must include information that will allow ICJIA to assess grant activity relative to planned project performance.

C. Eligibility Information

An entity may not apply for a grant until the entity has registered and pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal, www.grants.illinois.gov/portal. Registration and pre-qualification are required each State Fiscal Year. During pre-qualification, verifications are performed including a check of federal SAM.gov Exclusion List and status on the Illinois Stop Payment List. The Grantee Portal alerts the entity of “qualified” status or informs how to remediate a negative verification (e.g., inactive DUNS, not in good standing with the Secretary of State). Inclusion on the SAM.gov Exclusion List cannot be remediated.

Applicants are also required to submit a financial and administrative risk assessment utilizing an Internal Controls Questionnaire (ICQ) for State Fiscal Year 2019 and obtain approval from their cognizant agencies before execution of the grant agreement. Delay in obtaining SFY19 ICQ approval will result in a delay in grant execution.

1. Eligible Applicants

Not for profit corporations that administer state-wide community-based domestic violence programs, which provide advocacy, technical assistance, training, public information about domestic violence issues, in-person counseling, information and referral, community education, professional training, institutional advocacy and provide services to victims of domestic violence in underserved communities. In addition, applicants must administer state and federal funds to its members, setting standards for services and monitoring each center to ensure program and fiscal accountability.

Applicants must be able to maintain confidentiality between victims of domestic violence and domestic violence service centers per state statute.

OR

Not for profit corporations that administer state-wide sexual assault crisis centers, which provide comprehensive sexual assault services: 24-hour hotline, 24-hour criminal justice and medical advocacy services, in-person counseling, information and referral, community education, professional training, institutional advocacy, and provide services to victims in underserved communities or victim groups. In addition, applicants must administer state and federal funds to its members, set standards for services and monitor each center to ensure program and fiscal accountability.

Applicants must be able to maintain confidentiality between victims of sexual assault and crisis centers per state statute.

Only organizations that have previously received the victim services portion of the available VAWA funding are eligible to apply.

2. Cost Sharing or Matching

There is a 25 percent match requirement imposed on grant funds under this program. A grant made under this program may not cover more than 75 percent of the total costs of the project being funded. Subgrants to victim service providers for victim services can be excluded from the total costs. For a subgrant to qualify under this exclusion, the recipient must be an organization that is recognized by the Internal Revenue Service (IRS) as a tax exempt organization described in section 501(c)(3) of Title 26 of the United States Code (unless it is a tribal governmental organization or a governmental rape crisis center in a State other than a Territory).

3. Indirect Cost Rate

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

(a) Federally Negotiated Rate. 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 federal NICRA letter at time of application.

(b) State Negotiated Rate. The organization may negotiate an indirect cost rate with the State of Illinois if they do not have a Federally Negotiated Rate. If an organization has not previously established an indirect cost rate, an indirect cost rate proposal must be submitted through the State of Illinois' centralized indirect cost rate system no later than three months after receipt of a Notice of State Award (NOSA). If an organization previously established an indirect cost rate, the organization must annually submit a new indirect cost proposal through CARS within the earlier of: six (6) months after the close of the grantee's fiscal year; and three (3) months of the notice of award.

(c) De Minimis Rate. An organization that has never negotiated an indirect cost rate with the Federal Government or the State of Illinois is eligible to elect a *de minimis* rate of 10% 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.

All grantees must complete an indirect cost rate negotiation or elect the *de minimis* rate to claim indirect costs. Indirect costs claimed without a negotiated rate or a *de minimis* rate election on record in the State of Illinois' centralized indirect cost rate system may be subject to disallowance. It is the organization's responsibility to ensure that any indirect cost rate utilized is properly registered in the GATA Portal. Failure to register the rate properly may restrict an organization from charging indirect costs to a grant.

Grantees have discretion and can elect to waive payment for indirect costs. Grantees that elect to waive payments for indirect costs cannot be reimbursed for indirect costs. The organization must record an election to "Waive Indirect Costs" into the State of Illinois' centralized indirect cost rate system.

D. Application and Submission Information

1. *Obtaining Application Materials*

Applications must be obtained at <https://gata.icjia.cloud/> by clicking on the link titled Violence Against Women Act Lead Entity for Underserved Areas or Victim Groups. Paper copies of the application materials may be requested by calling Shataun Hailey at 312.814.8100, mailing 300 West Adams Street, Suite 200, Chicago, Illinois 60606; or via Telephone Device for the Deaf (TDD) (312)793-4170. Applications may only be submitted via email, however.

2. Content and Form of Application Submission

Application Submission

The application must be emailed to 2019VAWANOFO@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. Applications will be rejected if any documents are missing. The applicant is responsible for ensuring that documents adhere to the instructions provided.

The following materials are required. The applicant must submit the documents based on the instructions provided below.				
Document	Document Name	PDF	Word	Excel
Uniform Application for State Grant Assistance - This form must be completed, signed, and scanned (PDF), and provide a Word file as well	<i>“Agency Name – Application”</i>	X	X	
Program Narrative – 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	
Budget/Budget Narrative – This document is a workbook, with several pages (tabs). The last tab has instructions if clarification is needed.	<i>“Agency Name – Budget”</i>			X
Non-Profit Agency Required Documents				
United States Internal Revenue Service 501(c)(3) determination letter for nonprofit organizations.		X		

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

Each applicant (unless the applicant is an individual or Federal or State awarding agency that is exempt from those requirements under 2 CFR § 25.110(b) or (c), or has an exception approved by the Federal or State awarding agency under 2 CFR § 25.110(d)) is required to:

(a). Be registered in SAM before submitting its application. To establish a SAM registration, go to www.SAM.gov and/or utilize this instructional link: [How to Register in SAM from the www.grants.illinois.gov Resource Links tab](#).

(b). Provide a valid DUNS number in its application. To obtain a DUNS number, visit from Dun and Bradstreet, Inc., online at www.dunandbradstreet.com or call 1-866-705- 5711.; and

(c). Continue to maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by a Federal or State awarding agency. ICJIA 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 and, if an applicant has not fully complied with the requirements by the time ICJIA is ready to make an 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 Dates, Times, and Method

Application Deadline

Completed application materials must be emailed to 2019VAWANOFO@Illinois.gov by **11:59 p.m. on April 30, 2019** to be considered for funding. Proposals will not be accepted by mail, fax, or in-person. Incomplete applications and those sent to different email address will not be reviewed. Late submissions will not be reviewed. If the due date falls on a Saturday, Sunday, or Federal or State holiday, the reporting package is due the next business day.

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 by calling Shataun Hailey (312) 814-8100 or emailing 2019VAWANOFO@Illinois.gov.

Applicants will receive an automatic reply to their email submission. Applicants that do not receive an automatic reply to their submission email should immediately contact Shataun Hailey (312) 814-8100 or emailing 2019VAWANOFO@Illinois.gov.

5. Application Questions

Questions may be submitted via email at 2019VAWANOFO@Illinois.gov. The deadline for submitted questions is 11:59 p.m. on April 15, 2019. All substantive questions and responses will be posted on the ICJIA website at <https://gata.icjia.cloud/>. Due to the competitive nature of this solicitation, applicant may not discuss the opportunity directly with any ICJIA employee other than the respondent of this email address.

6. Funding Restrictions

a). Federal Financial Guide. Applicants must follow the current edition of the Department of Justice Grants Financial Guide which details allowable and unallowable costs and is available at: https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf. Costs may be

determined to be unallowable even if not expressly prohibited in the Grants Financial Guide.

(b). Prohibited Uses. The following is a non-exhaustive list of services, activities, and costs that cannot be supported with VAWA STOP Formula Grant Program Funding:

- a. Lobbying; except with explicit statutory authorization.
- b. Fundraising.
- c. Purchase of real property; Physical modifications to buildings, including minor renovations (such as painting or carpeting).
- d. Construction.

Prohibiting Support for Activities that Compromise Victim Safety and Recovery and Undermine Offender Accountability

The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions; and therefore, may not be supported with VAWA STOP Formula Grant Program Funding:

- a. Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children.
- b. Procedures or policies that compromise the confidentiality of information and/or privacy of persons receiving OVW-funded services.
- c. Procedures or policies that require victims to take certain actions (e.g., seek an order of protection, receive counseling, participate in couples' counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.) in order to receive services.
- d. Procedures or policies that fail to include conducting safety planning with victims.
- e. Project design and budget that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or who are Deaf or hard of hearing.
- f. The use of pre-trial diversion programs without prior OVW review and approval of the program or the automatic placement of offenders in such programs.
- g. Couples counseling, family counseling, or any other manner or joint victim-offender counseling as a routine or required response to sexual assault, domestic violence, dating violence, or stalking, or in situations in which child sexual abuse is alleged.
- h. Offering or ordering anger management programs for offenders as a substitute for batterer's intervention programs.
- i. Policies or procedures that require victims to report the crime to law enforcement, participate in the criminal justice system, or seek a protection or restraining order against the offender, and penalize them for failing to do so.

- j. Procedures or policies that deny victims and non-abusing parents or caretakers and their children access to services based on their involvement with the perpetrator.
- k. Requiring survivors to meet restrictive conditions in order to receive services (e.g. background checks of victims; clinical evaluations to determine eligibility for services; etc.) or other screening processes that elicit information that is not necessary for services, such as questions about immigration status, gender identity, sexual orientation, disability, physical or mental health, and work or criminal history that the service provider does not need to know about to provide services safely.
- l. Relying on batterer intervention programs that do not use court monitoring to hold batterers accountable for their behavior.
- m. Policies and procedures that fail to account for the physical safety of victims.
- n. Enforcing or promoting nuisance abatement ordinances, crime-free housing ordinances, or crime-free lease addenda (often associated with crime-free housing programs) that require or encourage the eviction of tenants or residents who may be victims of domestic violence, sexual assault, dating violence or stalking. See also the U.S. Department of Housing and Urban Development for guidance on how such ordinances and addenda may violate the Fair Housing Act.
- o. Policies or procedures that require testing of sexual assault forensic evidence in cases where the victim obtained a medical forensic exam but has not chosen to participate in the criminal justice system.

This list is not exhaustive. Any activities that may compromise victim safety and recovery or undermine offender accountability must be removed from the application prior to final approval.

(c). Allowable Expenses Violence Against Women funds shall be used only to provide services to victims of violent domestic violence, sexual assault, stalking and dating violence crimes. “Services to victims of crime” means those activities that directly benefit individual crime victims, including the required coordination of such activities, i.e., coordination of volunteers and/or coordination of public and private efforts to aid crime victims. Activities unrelated or only tangentially related to the provision of direct services to victims are not eligible for support.

Services to victims of violent crimes against women include, but are not limited to, the following:

1. Direct-Service Staff: A portion of a team VAWA grant is allocated for covering salaries or portions of salaries for staff members who are providing direct services to women, such as therapists, counselors, and victim advocates. Administrative salaries, such as for an executive director, fiscal officer, or clerical staff, cannot be VAWA-funded.
2. Crisis intervention services that meet urgent emotional and physical needs of crime victims. Crisis intervention may include support, guidance and counseling

provided by counselors or mental health professionals in the immediate aftermath of a crime, crisis or trauma. It may also include the operation of a 24-hour hotline that provides counseling or referral for crime victims.

3. Counseling and therapy which assist victims in dealing with their victimization beyond the services provided in the immediate aftermath of a crime, crisis or trauma. Therapy refers to specialized psychological or psychiatric treatment for individuals, couples, and family members. Counseling refers to mental health services which involve providing support and guidance to victims. Immediate family members also are eligible to receive services if the crime victim will benefit from such services. Immediate family members: a) the parent and/or legal guardian of a victim under 18; b) siblings of a crime victim; c) the spouse of the victim; and d) the children of crime victims.

4. Support services may include reassurance and empathetic listening and guidance for resolving practical problems created by the victimization experience; providing employment counseling; acting on the crime victim's behalf via other social services and criminal justice agencies; and referral to other sources of assistance as needed.

5. Emergency Services: Provide accompaniment/transportation to hospital and police station; provide temporary shelter for crime victims who cannot safely remain in their current lodgings; or provide crime victims with petty funds for meeting immediate needs related to transportation, food, medicine, shelter, and other necessities. These services are to be offered in emergency situations only and should not last more than one week.

6. Group treatment refers to supportive group activities, as well as psychotherapeutic group treatment. This may include peer support, social support, and drop-in groups.

7. Court-related services refers to services which assist women in participating in criminal justice proceedings, including advising victims of their legal rights, providing information regarding police investigation and explaining prosecution and court procedures; assisting victims with the preparation of victim impact statements; maintaining an on-call service and information system to apprise victims of appearances at court proceedings; advising victims of post adjudication notices of parole board and probation hearings and notice of offender release, etc.; assisting in filing temporary restraining orders, injunctions, and other protective orders, elder abuse petitions and child abuse petitions; accompanying a crime victim to court; providing child care services for crime victims while they participate in essential court proceedings; providing transportation to and from court; and providing emotional support to victims during a trial. This does not include the employment of private attorneys.

8. Community education activities that describe direct services available to women and how to obtain a program's assistance (such as pamphlets, brochures, and posters) are eligible for VAWA funding. Brochures or pamphlets outlining general

information, such as about rape or domestic violence, may be funded out of VAWA funds if the agency's name, phone number, and a description of services also are printed on the brochure or pamphlet.

The brochures, pamphlets, and posters must contain a statement reflecting that the printing costs of these brochures, etc., were covered by a U.S. Department of Justice Violence Against Women Act (VAWA) grant awarded by the Division of Justice and Community Services.

9. Rent: A subgrantee may charge or prorate a reasonable cost of rent for a VAWA-funded project. The subgrantee shall certify in writing that the requested rental charge is consistent with the prevailing rate in the local area.

10. Training: A subgrantee may include as a small portion of a grant the reasonable cost of staff development for those persons (salaried and volunteer staff) who provide direct services to victims. Please note all trainings must be pre-approved by ICJIA.

VAWA funds may be used for workshop/conference registration fees, mileage, meals, and lodging expenses for in-state training and out-of state training in accordance with state travel regulations and ICJIA policy. VAWA funds may not be used for continuing education credits. This means that a staff member can attend a training (if approved by ICJIA) at which CEU credits are offered. However, VAWA funds would not cover the costs of the CEU credits but would cover the registration costs and related travel, meals, and lodging expenses.

11. Travel: A subgrantee may include as a small portion of their grant necessary and reasonable travel expenses relating only to providing direct services to victims, such as transporting victims to services or criminal justice proceedings. Direct service staff and volunteers would be reimbursed in accordance with state travel regulations and ICJIA policy.

Travel expenses associated with administrative costs, such as making bank deposits, delivering and picking up mail, and attending meeting or general speaking engagements are not allowable expenses under the VAWA grant.

12. Audit Costs: All grant recipients are subject to required agency-wide audits and VAWA funds may be used to reimburse grantees for a portion of the audit expense (no more than 2 percent of the grant award). Required audits are to be performed on an organization-wide basis as opposed to a grant-by-grant basis and must be performed annually pursuant to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200).

13. Printing and Postage: VAWA funds may be used to cover reasonable costs for printing and distributing brochures, pamphlets, posters, and similar announcements

describing a program's victim services and how to obtain a program's assistance, and similar public notification efforts intended to recruit volunteers.

14. Advertising: A portion of VAWA funds may be utilized to advertise a program's victim services, such as in newspaper ads. It is also allowable to use VAWA funds to cover costs for advertising staff position openings, such as for VAWA staff. It would not be allowable to allocate an entire VAWA grant for advertising victim services.

15. Counseling/Educational Materials -- VAWA funds may be utilized to purchase materials necessary in counseling victims, such as books, tests, psychological testing materials, materials used to train volunteer staff, etc.

16. Crisis hotline, telephone, and pager costs which are necessary and reasonable in providing crisis intervention services, such as emergency counseling or referral for crime victims, may be allowable. For instance, if a VAWA project used one of an agency's four telephone lines exclusively for sexual abuse services, it would be reasonable to charge a VAWA grant \$50 a month out of a \$200 a month telephone bill.

17. Office Supplies: Reasonable supply costs in operating the VAWA program, such as files for setting up case records, Xerox paper for copying brochures or general information relating to direct services to victims, letterhead, envelopes, and postage for mailing direct service information to victims are allowable. A prorated portion of general office equipment that is necessary and essential to the delivery of direct service may also be allowable.

19. Data collection: The development and improvement of data collection and communications systems linking police, prosecutors, and courts or for purposes of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions.

NOTE: Nothing in the Violence Against Women Act shall be construed to prohibit male victims of domestic violence, dating violence, sexual assault, and stalking from receiving benefits and services under the Act; however, the Act does not require the funding of male-only programs with VAWA funds.

(d). Pre-Award Costs. No costs incurred before the start date of the grant agreement may be charged to awards resulting from this funding opportunity.

(e). Pre-approvals. Prior approvals may affect project timelines. In efforts to ensure the reasonableness, necessity and allowability of proposed uses of funds, ICJIA may require prior approval of the following, among other things:

- i. Out-of-state travel.
- ii. Equipment over \$5,000.
- iii. Certain Requests for Proposals and sub-contracts.

iv. Conference, meeting, and training costs for grant recipients.

Submission of materials for ICJIA approval should be incorporated into the application Implementation Schedules.

(f) Travel Guidelines.

Travel costs charged to ICJIA must conform to State Travel Guidelines, found here: <https://www2.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx>. Out-of-state hotel rates are based on the General Service Administration (GSA) guidelines found here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Applicant agencies with lower cost travel guidelines than the State of Illinois must use those lower rates.

(g) Supplanting.

Supplanting does not apply to not-for-profit agencies.

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.

(h) Proposed Subawards and Subcontracts. Applicants may propose to enter into subawards or subcontracts under this award, each of which involve different rules and applicant responsibilities. A subaward carries out a portion of the grant agreement while a contract is often for obtaining goods and services for the grantee's own use. (44 Ill. Admin Code 7000.240). If a third party will provide some of the essential services, or develop or modify a product, that the applicant has committed to provide or produce, ICJIA may consider the agreement with the third party a subaward for purposes of grant administration.

Applicants must classify each expense in the contractual budget as a subaward or subcontract. The substance of the agreement, not the title or structure of the agreement, will determine whether it is a subaward of a subcontract. Applicants are advised to use the "Checklist for Contractor/Subrecipient Determinations" available at the GATA Resource Library for guidance: <https://www.illinois.gov/sites/gata/pages/resourcelibrary.aspx>.

Applicants are required to justify their use of subawards and explain their capacity to serve as “pass-through” entities in the program narrative. Applicants will monitor subaward compliance with grant terms, applicable federal and state law including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award, 2 C.F.R. Part 200, the Grant Accountability and Transparency Act, 44 Ill. Admin. Code 7000, and ICJIA policies. Proposed subawards must be identified, if possible, and their roles described in both the program and budget narratives.

For procurement contracts, applicants are encouraged to promote free and open competition in awarding contracts. All subcontracts must comply with federal and state requirements as well as the ICJIA Subcontract Policy. Some agreements may be entered into through a “sole source” process, however, other agreements must be competitively bid through a “Request for Proposal” process.

ICJIA will make the final determination whether a proposed agreement constitutes a subaward or a subcontract. ICJIA’s determination is final and not subject to appeal.

E. Application Review Information

1. Criteria

Application materials must address all components of this Notice of Funding Opportunity and demonstrate both a need for the program and an ability to successfully implement the program. Reviewers will score applications based on completeness, clear and detailed responses to program narrative questions, and inclusion of all mandatory program elements. The applicant must demonstrate that costs are reasonable, necessary, and allowable.

Application selection will be made using the following criteria. The total number of points available is 100. The minimum score is 75.

Scoring Criteria		Possible Points
Statement of the Problem		5
Application addresses problem		
Agency Capacity		30
Including description of agency and grant-making and monitoring experience		
Proposed Sub-grantee Programming:		25
Proposed sub-grantee programs including all direct services provided, number of estimated clients, and description of how program addresses needs of underserved populations identified.		
Implementation Schedule:		5

Goals, Objectives and Performance Indicators:		5
Objectives and performance indicators are reasonable.		
Budget Detail:		20
Budget is complete. Costs are allowable and cost effective in relation to the proposed activities.		
Budget Narrative:		10
Narrative is complete for all line items, clearly detailing how the applicant arrived at and calculated the budget amounts.		
Total Possible Points		100

2. Review and Selection Process

Applications will be screened for completeness and GATA ICQ submission for the current state fiscal year. Applications from agencies do not have a current ICQ submitted by the date of application will not be reviewed. If the application passes the GATA prequalification process, the application will be reviewed by a panel of ICJIA staff for appropriate programming, reasonableness, and allowability.

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 either or both applicants to resubmit amended applications and modify budgets that include unallowable or unreasonable costs.

Successful applicants whose applications contained unallowable or unreasonable costs will have their award reduced by the total amount of those costs. Upon applicant acceptance of the grant award, announcement of the grant award shall be published by the awarding agency to the GATA portal.

Review team recommendations will be forwarded to ICJIA's Budget Committee for approval. Applicants will be notified of the Budget Committee's decision.

3. Appeal 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 ICJIA's Appeals Review Officer. The appeal must be via email 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 send your appeal to:

Appeals Review Officer
Illinois Criminal Justice Information Authority
Cja.aro@Illinois.gov

Once an appeal is received, ICJIA will acknowledge receipt of an 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.

4. Debriefing Process

Unsuccessful applicants may request a debriefing for feedback that could help them improve future funding applications. Debriefings will take the form of written advice to applicants on the strengths and weaknesses of their applications in terms of the evaluation and review criteria.

Requests for debriefings must be made via email and submitted within seven calendar days after receipt of notice. Debriefing requests will not be granted if there is an active appeal, administrative action, or court proceeding. The written debriefing requests 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 send requests to:

Shataun Hailey
Illinois Criminal Justice Information Authority
2019VAWANOFO@Illinois.gov

5. Programmatic Risk Assessment

All applicant agencies recommended for funding will be required to submit a completed ICJIA Programmatic Risk Assessment (PRA). This assessment will identify elements of

administrative risk at the program level and will be used to determine required specific conditions to the interagency agreement. The PRA must be completed for the program agency.

Implementing Agency vs. Program Agency

- An implementing agency is the legal entity that receives state funds, such as a county.
- A program agency:
 - Is a subdivision of the implementing agency, such as a county probation department.
 - Carries out program operations.
 - Is responsible for data and fiscal reporting.

PRA's completed for other state agencies will not be accepted by ICJIA.

6. Anticipated Announcement and State Award Dates

Task	Date
NOFO posted	April 1, 2019
Applications due	11:59 p.m., April 30, 2019
Budget Committee review/approval of recommended designations	June 2019
Program start date	July 1, 2019

F. Award Administration Information

1. State Award Notices

The ICJIA Budget Committee is scheduled to review and approve designations in June 2019.

ICJIA will transmit a Notice of State Award (NOSA) and the grant agreement to successful applicants after the ICJIA Budget Committee reviews and approves recommended designations. The NOSA will detail specific conditions resulting from pre-award risk assessments that will be included in the grant agreement. The NOSA will be provided and must be accepted through the Grantee Portal unless an alternative distribution has been established by ICJIA. The NOSA is not an authorization to begin performance or incur costs.

ICJIA also requires additional documents to be submitted prior to the execution of an agreement:

- o Fiscal Information Sheet
- o Audit Information Sheet
- o Programmatic Risk Assessment
- o Civil Rights Compliance Questionnaire

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 approved project proposal and budget, agencies selected for funding must comply with applicable grant terms and conditions and other legal requirements, including, but not limited to, the Violence Against Women Act of 1994 and related regulations, the ICJIA Financial Guide and Policy and Procedure Manual, the Grant Accountability and Transparency Act, and the U.S. Department of Justice Grants Financial Guide, which will be included in the award documents, incorporated into the award by reference, or are otherwise applicable to the award.

Additional programmatic and administrative special conditions may be required.

3. Reporting

Recipients must submit periodic financial and 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.

G. State Awarding Agency Contact(s)

With questions and for technical assistance regarding application submission, contact:

Shataun Hailey
Illinois Criminal Justice Information Authority
2019VAWANOFO@Illinois.gov

H. 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 or designee has sole authority to bind ICJIA to the expenditure of funds through the execution of grant agreements.

This application is subject to the Illinois Freedom of Information Act. Any information that the applicant believes should be exempt under FOIA should clearly highlight the information that is exempt, and the basis of the exemption.