

**Uniform Notice for Funding Opportunity (NOFO)**  
**Victims of Crime Act Transitional Housing Program**  
*July 31, 2016*

	<b>Data Field</b>	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority
2.	Agency Contact:	Ronnie Reichgelt, Program Administrator Illinois Criminal Justice Information Authority 300 West Adams, Suite 200 Chicago, IL 60606 <a href="mailto:Ronnie.Reichgelt@illinois.gov">Ronnie.Reichgelt@illinois.gov</a> 312-793-8550
3.	Announcement Type:	<input checked="" type="checkbox"/> Initial announcement <input type="checkbox"/> Modification of a previous announcement
4.	Type of Assistance Instrument:	Grant
5.	Funding Opportunity Number:	ICJIA-2016-001
6.	Funding Opportunity Title:	Victims of Crime Act Transitional Housing
7.	CSFA Number:	546-00-1395
8.	CSFA Popular Name:	VOCA TH
9.	CFDA Number(s):	FFY15 15-WF-AX-0019
10.	Anticipated Number of Awards:	20
11.	Estimated Total Program Funding:	A minimum of \$2,000,000.
12.	Award Range	Not applicable
13.	Source of Funding:	<input checked="" type="checkbox"/> Federal or Federal pass-through <input type="checkbox"/> State <input type="checkbox"/> Private / other funding Mark all that apply
14.	Cost Sharing or Matching Requirement:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
15.	Indirect Costs Allowed  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:	July 29, 2016
17.	Closing Date for Applications:	<b>11:59 p.m., September 30, 2016</b>

18.	Technical Assistance Session:	Session Offered: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Session Mandatory: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 1:00 p.m., Friday, August 19, 2016 <a href="https://www.surveygizmo.com/s3/2951289/VOCA-Transitional-Housing-Program-Optional-Technical-Assistance-Webinar-Registration">https://www.surveygizmo.com/s3/2951289/VOCA-Transitional-Housing-Program-Optional-Technical-Assistance-Webinar-Registration</a>
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## A. Program Description

The Illinois Criminal Justice Information Authority (Authority) is a state agency dedicated to improving the administration of criminal justice. The Authority 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 the Authority fit into four areas: grants administration; research and analysis; policy and planning; and information systems and technology.

The federal Victims of Crime Act (VOCA) was passed in 1984 for the purpose of compensating and assisting victims of crime and providing funds for training and technical assistance.

The Illinois Criminal Justice Information Authority is the state agency charged with the administration of the Illinois' Victims of Crime Act Victim Assistance Program. This program is supported by fines and penalties levied against criminals convicted of federal crimes and allocated to states by formula by the Office for Victims of Crime of the U.S. Department of Justice. In federal fiscal year 2015, Illinois received a VOCA award of \$77.5 million.

VOCA grants must support the provision of direct services to victims of violent 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>.

### Background

The Authority works to identify statewide needs through research, examination of state data sources, and collection of feedback from experts in the field. This request for proposals is an effort to address an important need and service gap identified in Illinois: transitional housing services for victims of domestic violence, including intimate partner violence, and human trafficking.

A [literature review on housing needs of intimate partner violence victims](#) by Authority staff showed many victims of abuse find themselves at increased risk for homelessness in an effort to escape violence. Leaving an abusive situation is a leading cause of homelessness

nationally,<sup>1</sup> particularly for low income women<sup>2</sup> and children.<sup>3</sup> In fact, it is estimated that 92 percent of women who are homeless have experienced severe physical or sexual abuse in their lifetimes,<sup>4</sup> and many survivors struggle to obtain safe, affordable housing. In some instances, housing insecurity and the lack of available alternatives result in survivors returning to abusive homes.<sup>5,6</sup>

InfoNet is a web-based data collection and reporting system maintained by the Authority that facilitates data collection from 67 domestic violence programs statewide. InfoNet data indicates more than 52,000 adults and children received domestic violence services from participating programs in 2015. Of them, nearly 7,300 received emergency shelter services, with an average stay length of 47 days. The data also showed a notable number of victims needed shelter and housing at the point of intake. Fourteen percent of adult victims who received services between 2013 and 2015 reported needing temporary shelter and 9 percent were in need of permanent housing. Parents comprised a significant majority of victims who needed shelter (66 percent) or housing (72 percent). Victims who reported either of these needs also were more likely to report needing financial and employment assistance. The connection between housing stability and financial and employment stability is common and can play a role in long-term victim well-being and a victim's escape from abuse.

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<sup>1</sup> U.S. Conference of Mayors–Sodexo. (2005). *Hunger and Homelessness Survey: A status report on hunger and homelessness in America's cities, a 25-city survey*. Washington, DC: Author.

<sup>2</sup> Menard, A. (2001). Domestic violence and housing: Key policy and program challenges. *Violence Against Women*, 7, 707-720.

<sup>3</sup> Bassuk, E., Murphy, C., Coupe, N. T., Kenney, R. R., & Beach, C. A. (2014). America's youngest outcasts: A report card on child homelessness. Waltham, MA: The National Center on Family Homelessness. Available at: <http://www.air.org/sites/default/files/downloads/report/Americas-Youngest-Outcasts-Child-Homelessness-Nov2014.pdf>.

<sup>4</sup> Bassuk, E. L., Melnick, S., & Browne, A. (1998). Responding to the needs of low income and homeless women who are survivors of family violence. *Journal of American Medical Women's Association*, 53(2), 57-64.

<sup>5</sup> O'Campo et al. (2015).

<sup>6</sup> Wilson, P. R., & Laughon, K. (2015). House to house, shelter to shelter: Experiences of black women seeking housing after leaving abusive relationships. *Journal of Forensic Nursing*, 11(2), 77-83. DOI: 10.1097/JFN.0000000000000067.

Those who work with survivors have long recognized that the difficulty to support oneself and their children can impede a victim wanting leaving an abusive situation. Accumulation of savings, or possessing the skills and experience to gain and maintain employment that provides a living wage often means the difference between staying and leaving an abusive environment. Few victims who seek shelter services have the means to purchase a home or pay the necessary deposits for rental property, let alone sufficient income to cover basic living expenses.<sup>7</sup> InfoNet indicates nearly 75 percent of adult victims who received shelter services in 2015 were unemployed, with 43 percent of them having no income sources at all. Fewer than half of adult victims served had education beyond high school. This challenge is compounded by many victims experiencing financial abuse, tactics used by an abuser to control, limit, and/or block a victim's access to and information about assets or shared finances.

An Authority survey of transitional housing program directors revealed two critical components for successful transitional housing programs:

- 1) Survivors need a minimum of 24 months to gain the skills and stability toward independence and safe, permanent housing.
- 2) A consistent contact or case manager is key to establishing rapport with the client and meeting the clients' multi-faceted needs over time.

Options for survivors seeking safe housing are limited. To afford a fair market two-bedroom home in the United States, a full-time worker must earn two-and-a-half times the minimum wage, an earnings increase of 52 percent since 2000.<sup>8</sup> While some victims may stay with friends or family, domestic abuse often includes the social isolation that severs these important ties.<sup>9</sup>

Shelters offer protection with confidential locations, but space is limited. InfoNet data indicated shelters turned away nearly 17,000 persons<sup>10</sup> in 2015, half of whom were children.

Just three residential programs with a combined 18 beds are known to be available in Illinois for victims of human trafficking. Homelessness is a risk factor for victims of human

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<sup>7</sup> Based on responses from an Authority survey of transitional housing program directors.

<sup>8</sup> Arnold, A., Crowley, S., Bravve, E., Brundage, S., & Biddlecombe, C. (2014). *Out of reach, 2014*. Washington, DC: National Low Income Housing Coalition.

<sup>9</sup> Eyler, A.E., & Cohen, A. (1999). Case studies in partner violence. *American Family Physician*, 60 (9), 2569-2576.

<sup>10</sup> Individual victims may have been counted more than once depending on how often they were turned away from a shelter. For example, when one victim was turned away by three different domestic violence programs, that victim was counted three times.

trafficking and the availability of stable shelter and services is crucial for victims who are leaving their abusers. Victims of trafficking often suffer from serious physical and psychological problems as they are forced to live in traumatic environments where their abusers use tactics of power, control, coercion, isolation, and threats to create a sense of helplessness in victims.<sup>11</sup> A limited number of shelters and services are available and fewer with the capacity to appropriately treat the severity and multi-faceted needs of this population of victims. (e.g. shelter, health care, counseling, legal advocacy, substance abuse treatment)

The Authority has made available a minimum of \$2 million in VOCA grant funding for the development or expansion of transitional housing and related support costs for victims of domestic violence and human trafficking. Funded programs will facilitate victims' pursuit of safety, independence, and stable housing.

A cornerstone of victim services has been to empower victims' choices and acknowledge that the victim knows their needs best. Certain policies and programming may be designed that take into account the impact of trauma on a person's thinking, feelings and behaviors. To that end, preference may be given to applicants illustrating the use of trauma-informed services. See *Attachment 1* for more information about this model of service provision. A minimum of \$2 million in VOCA funds will be available for the development or expansion of transitional housing for victims of domestic violence and human trafficking. Grant awards must be spent over a period of 12 months. Additional funding to extend the grant period will depend on both the availability of funds and project performance during the first 12 months.

### **Program Requirements**

The purpose of this request for proposals is to fund transitional housing services for victims of domestic violence, including intimate partner violence, and human trafficking.

Completed applications should be reflective of the following program requirements:

- Staffing to support all clients. Every client must be assigned a case manager who coordinates assessments and services.
- Housing units and services offered for a minimum of 24 months. Exceptions may be made when non-VOCA funding sources conflict with this requirement.
- Letters of Commitment from every collaborative partner organization whose services meet your transitional housing client's needs as described in the Program Narrative (*Appendix A*) and the Logic Model (*Appendix D*).
- The following support services offered to clients participating in your proposed program. These services may be offered by your program or a collaborating partner organization.

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<sup>11</sup> Hopper, E., & Hidalgo, J. (2006). Invisible chains: Psychological coercion of human trafficking victims. *Intercultural Hum. Rts. L. Rev.*, 1, 185.

- Employment assistance: Helping a client implement an employment plan. This may include linking client to a job training program, helping client complete a job application or resume, or completing an employment action plan that supports the client's goals.
- Education assistance: Helping a client implement education plans. This may include helping a client complete a GED application, providing assistance with enrolling a client or his/her child(ren) into school, linking to local community college's child care program so parent can attend classes, or developing an education plan that supports the client's goals.
- Housing advocacy: Helping a client implement a plan for obtaining housing. This may include accompanying a client to the housing authority office to apply for Section 8 housing or helping a client identify available rental units, complete a tenant application, or develop a housing plan that supports the client's goals.
- Economic assistance: Helping a client implement plans to improve financial status. This may include helping a client create a budget or learn how to repair credit, advocating to receive public benefits, linking to a tax assistance center, or helping to develop an economic action plan that supports the client's goals.
- In-person counseling: In-person, client-centered counseling that addresses the violence and related issues in client's life and fosters self-determination.
- Children's services (if program serves parents with children): Services must be available for a client's child(ren) that address violence and related issues and foster healthy growth and development. Such services may include individual, group, or family counseling, education assistance (as described above), or therapeutic activities such as art therapy.
- Attendance at Authority-coordinated semi-annual meetings.
- Compliance with all prescribed assessment tools and reporting requirements.

#### Evidence-Based Programs or Practices

Applicants are strongly urged to provide trauma-informed practices and services that are based in evidence and that are appropriate for the target population. See *Appendix I* for an overview of trauma-informed services. Applicants should identify the evidence-based practice being proposed for implementation, identify and discuss the evidence that shows the practice is effective, discuss the population(s) for which the practice has been shown to be effective, and show that it is appropriate for the proposed target population.

#### Authorizing Statutes

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

- Children’s Justice Act grants.
- U.S. Attorney’s victim/witness coordinators.
- F.B.I victim assistance specialists.
- Federal victim notification system.
- OVC discretionary grants.
- State compensation formula grants.
- State victim assistance formal grants.
- Antiterrorism Emergency Reserve.

The Illinois Criminal Justice Information Act (20 ILCS 3930/7 (k)) establishes the Authority 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 “the Authority 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.*).

### Goals, Objectives and Performance Metrics

The following table depicts process and outcome objectives linked to performance indicators to show progress toward the proposed program goal. Complete the table by entering ambitious yet realistic numbers for each objective based on your proposed program. List a minimum of three additional support service objectives for the program. Applicants also are strongly encouraged to list additional outcome objectives for their program. These objectives also should also be reflected in *Appendix D* (Logic Model).



Selected programs will be required to submit quarterly data reports reflecting information about these performance measures. Some objectives may only apply during the first quarter or during quarters when housing units become available. Additionally, selected applicants will be required to work with the Authority to develop additional objectives and performance indicators demonstrating desired program outcomes. Outcomes should measure meaningful, tangible changes in clients' lives resulting from program participation, such as increased levels of safety and stability, increased knowledge, or improved attitudes.

<b>GOAL:</b> To provide victims of domestic violence and/or human trafficking and their children with pathways to permanent, safe housing and self-sufficiency through individualized, empowering approaches.	
<b>Process Objectives</b>	<b>Process Performance Measures</b>
Screen ___ (#) adult clients for program eligibility within ___ (#) days of contract execution.	Number of adult clients screened for eligibility within ___ (#) days of contract execution. Number of adult clients deemed eligible.
___ (#) clients will be placed into transitional housing units.	Number of adult clients placed. Number of children placed.
Conduct a needs assessment for each client/family within ___ (#) days of placement.	Number of adult clients assessed. Number of children assessed. Number of clients assessed within ___ (#) days. Number of clients assessed after ___ (#) days.
Complete a service plan within ___ (#) days of placement for each client/family	Number of service plans completed within ___ (#) days. Number of service plans completed after ___ (#) days.
Case manager will meet a minimum of ___ (#) times per quarter with each client/family	Total number of client/family meetings held. Percentage of clients/families that met the minimum number of times.
<i>Additional Service Objective:</i>	<i>(Example: Number of clients that were offered XX service.</i>

<i>(Example: Clients will be offered employment assistance)</i>	<i>Number of clients who accessed XX service.)</i>
<i>Additional Service Objective:</i>	<i>Number of clients that were offered XX service. Number of clients who accessed XX service</i>
<i>Additional Service Objective:</i>	<i>Number of clients that were offered XX service. Number of clients who accessed XX service.</i>
<b>Outcome Objectives</b>	<b>Outcome Performance Measures</b>
___ (#) number of clients will secure stable housing within ___ (#) months.	Number of clients who secured stable housing within ___ (#) months. Number of clients who secured stable housing after ___ (#) months.
___ (%) of adult clients who will be financially independent* upon completion of the program.	Percentage of adult clients who have achieved financial independence upon completion of the program.
Other (specify)	
Other (specify)	
Other (specify)	

\*Financial independence is gained when a client's income, including forms of state assistance and other income, is sufficient to cover all household living expenses for the client and client's children.

## **B. Funding Information**

Federal fiscal year 2015 Victims of Crime Act funds awarded by the U.S. Office for Victims of Crime to the Illinois Criminal Justice Information Authority will be used to support programs accepted through this request for proposals. A minimum of \$2 million has been made available by the Authority Board. A minimum request of \$80,000 and a maximum request of \$300,000 in federal funding for a 12-month period is required. Funding is available for the period of **January 1, 2017, through December 31, 2017**. Based on program performance and fund availability, the Authority may recommend allocation of funding to support an additional 24 months. See *Section D* of this Notice of Funding Opportunity for a list of allowable and unallowable costs.

Agreements that result from this funding opportunity are contingent upon and subject to the availability of funds. The Authority, 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 the Authority's funding by reserving some or all of the Authority appropriation(s) pursuant to power delegated to the Governor by the Illinois General Assembly, or (3) the Authority 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.

Applicants will be required to submit an Implementation Schedule (*Appendix G*) that describes how the program activities will be carried out. The Implementation Schedule should include necessary detail to enable the Authority to assess grant activity relative to planned project performance.

### C. Eligibility Information

An entity may apply for a grant but will not be eligible for a grant award until the entity has pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal, [www.grants.illinois.gov](http://www.grants.illinois.gov). During pre-qualification, Dun and Bradstreet verifications are performed, including a check of Debarred and Suspended status and good standing with the Illinois Secretary of State. The pre-qualification process also includes a financial and administrative risk assessment with an Internal Controls Questionnaire. All entities found to be ineligible for an award will be notified and informed of corrective action needed for award eligibility.

#### 1. *Eligible Applicants.*

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

**Public or Nonprofit Organization.** Are operated by a public or non-profit organization, or a combination of such organizations, and provide direct services to crime victims; Nonprofit organizations must submit proof of 501© 3 status as determined by the Internal Revenue Service.

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

**For New Programs.** Those programs that have not yet demonstrated a record of providing services may be eligible for VOCA funds if they can demonstrate that a minimum of 25 percent of their financial support comes from non-federal sources;  
**Meet Program Match Requirements.** Matching contributions of 20 percent (cash or in-kind) of the total costs of the VOCA project. Match is to be committed for each VOCA-funded project and derived from resources other than federal funds and/or resources;

**Volunteers.** Subrecipient organizations must use volunteers unless the state grantee determines there is a compelling reason to waive this requirement;

**Promote Community Efforts to Aid Crime Victims.** Promote, within the community, coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on State, Federal, Local or Native American task forces, commissions and/or working groups; and developing written agreements, which contribute to better and more comprehensive services to crime victims. Coordination efforts qualify an organization to receive VOCA victim assistance funds, but are not activities that can be supported with VOCA funds;

**Help Crime Victims Apply for Compensation.** Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with application forms and procedures, obtaining necessary documentation, and/or checking on claim status;

**Comply with Federal Rules Regulating Grants.** Comply with the applicable provisions of VOCA, the VOCA Program Guidelines, and the requirements of the Office of Justice Programs Financial Guide, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received;

**Maintain Civil Rights Information.** Maintain statutorily required civil rights statistics on victims served by race or national origin, sex, age and disability, within the timetable established by the State grantee; and permit reasonable access to books, documents, papers, and records to determine whether the recipient is complying with applicable civil rights laws. This requirement is waived when providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the victim;

**Civil Rights. Prohibition of Discrimination for Recipients of Federal Funds.** No person in any state shall, on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or denied employment in connection with any program or activity receiving federal financial assistance.

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

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

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

**Client-Counselor Confidentiality.** Maintain confidentiality of client-counselor information as required by State and Federal law;

**Confidentiality of Research Information.** Except as otherwise provided by federal law, no recipient of monies under VOCA shall use or reveal any research or statistical information furnished under this program by any person and identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with VOCA; and

A completed Certification of Eligibility (*Appendix B*) must be completed and submitted with the application.

## 2. *Cost Sharing or Matching.*

A 20% match requirement will be imposed on grant funds under this program. A grant made under this program may not cover more than 80 percent of the total cost of the project funded. Match can be made in both cash and/or in-kind contributions (See Definitions in Section H2). Funds, cash, or in-kind resources used as match must be spent in support of the project's goals and objectives.

To calculate the amount of match required:  
Adjusted (Total) Project Costs x 20% = Match

### **Example:**

An 80%/20% match requirement for an Adjusted (Total) Project Cost of \$100,000 would be calculated as follows:

$$\$100,000 \times 20\% = \$20,000 \text{ match}$$

Federal guidelines for matching funds state that matching funds may not be used to supplant existing funds (See Definitions).

Please refer to [Title 28 Code of Federal Regulations \(CFR\) §66.24](#) for more information on match types and match requirements.

## 3. *Indirect Cost Rate.*

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

a) Federally Negotiated Rate: Applicant organizations that receive direct federal funding may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. Illinois will accept the federally negotiated rate. The organization must provide a copy of the federally NICRA.

b) State Negotiated Rate: The organization must negotiate an indirect cost rate with the State of Illinois if they do not have Federally Negotiated Rate or elect to use the De Minimis Rate. The indirect cost rate proposal must be submitted to the State of Illinois within 90 days of the notice of award.

c) De Minimis Rate: An organization that has never received a Federally Negotiated Rate may 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.

4. *Other, if applicable.*

To be eligible for funding, applicant must comply with deadline and submission requirements outlined in the next section, *Section D*. See *Section E* for Responsiveness Criteria.

## **D. Application and Submission Information**

### **1. Obtaining Application Package and Application Deadline**

Applications may be obtained at <http://www.icjia.state.il.us/vocanofo>. To request hard copies of the application materials, please contact:

Ronnie Reichgelt, Program Administrator  
Illinois Criminal Justice Information Authority  
300 West Adams, Suite 200  
Chicago, IL 60606  
[Ronnie.Reichgelt@illinois.gov](mailto:Ronnie.Reichgelt@illinois.gov)  
312-793-8550

Completed application materials must be emailed to [CJA.GrantsUnit@Illinois.gov](mailto:CJA.GrantsUnit@Illinois.gov) by **11:59 p.m., September 30, 2016**, to be considered for funding. Proposals will not be accepted by mail, fax, or in-person. Incomplete applications will not be reviewed. Late submissions will not be reviewed.

Agencies are encouraged to submit their applications 72 hours in advance of the deadline to avoid unforeseen technical difficulties. Technical difficulties should be reported immediately to the Authority at [CJA.GrantsUnit@Illinois.gov](mailto:CJA.GrantsUnit@Illinois.gov).

## **2. Notice of Intent and Required Application Submission.**

Notice of Intent: Agencies interested in submitting an application are requested to complete an online Notice of Intent form by **11:59 p.m., August 29, 2016**. Submission of a Notice of Intent is non-binding and will be used for internal planning purposes only.

To complete the online form, go to: <https://www.surveygizmo.com/s3/2948968/VOCA-Transitional-Housing-Program-Notice-of-Intent>

The following documents must be emailed to [CJA.GrantsUnit@Illinois.gov](mailto:CJA.GrantsUnit@Illinois.gov) by the deadline for application review:

- Completed and signed Uniform State Grant Application for each agency requesting funding in PDF (*Appendix A*).
- Completed and signed Programmatic Risk Assessment in PDF, if available.
- Completed and signed Eligibility Requirements Certification Form (*Appendix B*).
- Completed Program Narrative in Word that meets program requirements outlined in Section A. Program Narrative must be submitted in Word and formatted as provided in *Appendix C*. Other documents should be submitted in PDF. Application should be 20 pages maximum, drafted in Times New Roman 12-point font and double-spaced. Please number pages. (*Appendix C*)
- Completed Logic Model in Word (*Appendix D*).
- Completed and signed VOCA SAR form (*Appendix E*).
- Completed and signed Self-Certification (*Appendix F*).
- Completed Implementation Schedule (*Appendix G*).
- One completed Budget/Budget Narrative in fillable PDF format for each funded agency (*Appendix I*).
- Completed Fiscal Information Sheet in Word (*Appendix J*).
- Completed and signed Audit Information Sheet in PDF—(*Appendix K*).
- Completed and signed Debarment certification (*Appendix L*).
- Completed and signed EEOP certifications (*Appendix M*).
  - Please leave the agreement number and award amount blank
- Completed and signed Civil Rights certifications (*Appendix N*).

- Self-Report Statement of Faith Based Organization (*Appendix O*).
  - Mandatory Forms Checklist (*Appendix Q*).
  - Letter of determination of the Non Profit Status from the United State Internal Revenue 501 (c) 3.
  - Certificate of Good Standing from the Illinois Secretary of State.
3. ***Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM) registration.*** Each applicant is required to:

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

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

(ii) Provide a valid DUNS number.

(iii) Maintain an active SAM registration throughout the application and grant period. It also must state that the State awarding agency may not make a federal pass-through or state award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time the Authority is ready to make a federal pass-through or state award, the Authority 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. ***Pre-application webinar.***

A pre-application webinar will be held by the Authority at 1 p.m. on Friday, August 19, 2016. This will be your opportunity to ask questions about this funding opportunity.

Participants must pre-register here by August 12, 2016: <https://www.surveygizmo.com/s3/2951289/VOCA-Transitional-Housing-Program-Optional-Technical-Assistance-Webinar-Registration>

Information provided during this webinar will be unofficial and not binding on the state.



## 5. *Intergovernmental Review.*

Not applicable.

## 6. *Funding Restrictions.*

Explanation of budget categories

1. **General.** Exhibit B contains seven sections *which are the budget coversheet tab, personnel tab, equipment tab, commodities tab, travel tab, contractual tab, and the fringe benefit tab.* The tabs are further divided into budget and budget narrative.
  - A. **Pro-ration rates.** In some cases, equipment or contractual expenses are shared by an agency. Grant funds can only be used to pay for the share of those expenses attributed to the program. This process is done by pro-rating the cost of shared equipment and contractual expenses.
    - i. *Personal contractual cost.* This is the cost that is attributed to non-full-time individuals paid with the grant.
      - a. Examples of personal contract cost are cell phones, professional license fees, and malpractice insurance.
      - b. The pro-rated cost is determined by taking the cost of contractual expense multiplied by the employee's percentage of time working on the program.
      - c. Example formula for determining personal contract cost:
        - i. A cell phone cost \$50/month and the person using the cell phone is working on the grant 75% of the time.
        - ii.  $\$50 \text{ (cost)} \times .75 \text{ (time working on the program)} \times 12 \text{ months (length of the program)} = \$450 \text{ max. cost.}$
    - B. *Shared office equipment/contractual cost.* These are cost(s) for equipment or contractual expenses that are used by the entire office and not just the grant program.
      - i. Examples of shared office equipment: copiers, mail machines, rent and utilities.
      - ii. The pro-ration rate is determined by taking the number of full time equivalents (FTEs) divided by the total number of people in the office.
        - a.  $2.5 \text{ (FTEs working on the grant)} \div 10 \text{ (total number of people working in the office)} = .25 \text{ proration rate.}$
        - b. Example of the pro-ration formula:
          - i. As determined in the above example, the proration rate is .25.

- ii. The monthly rent is \$10,000.
  - iii. The maximum allowable rent expense for the year is \$3,000 (\$1,000 rent x .25 proration rate x 12 months of the grant program).
- 2. **Budget.** Detailed cost section for the seven budget categories. This is where all of the grant expenses are listed.
  - A. *Round to nearest whole number.* Whole numbers should be used. Round as appropriate.
  - B. *Accuracy.* Applicant is responsible for ensuring the formulas being used are correct.
  - C. *Consistency.* Figures listed in the budget should not contradict those noted in the budget narrative.
- 3. **Budget Narrative.** Used to explain the need for a particular program expense. Information must be provided for each cost detailed in the budget, no matter how large or small.
  - A. *Detail.* The budget narrative should contain enough detail so that the reader can understand the grant program without having to refer to the Program Narrative
  - B. *Consistency.* Figures listed in the budget should not contradict those noted in the budget narrative.
  - C. *Rounding.* Rounding that occurred in the budget should be explained in the budget narrative.
- 4. **Personnel Page.** Listing of all of the agency's personnel dedicated to the grant program.
  - A. *Job title.* The title of each position must be listed in the budget and in the budget narrative.
    - i. The title for the position must be consistent in the budget and budget narrative.
    - ii. The title must match the position names used in *Exhibit A*.
    - iii. Each position should have a short description of what they are doing for the grant program.
    - iv. Do not use proper names for individuals holding the positions.
  - B. *Maximum allowable salary.* This is the maximum that the grant (combining grant and match funds) can pay, based on the percentage of time spent on the program. This is determined with the following formulas:
    - i. 12-month grant:
      - a. Formula: *Annual salary x percentage of time on the program*
      - b. Example: \$50,000 (annual salary) x .5 (50% time on the program) = \$25,000 (maximum salary amount that can be charged to the grant)
    - ii. Less than 12-month grant:

- a. Formula: Annual salary ÷ 12 x number of months on the grant x percentage of time on the program.
- b. Example- \$50,000 (annual salary) ÷ 12 x 11 (months on the program) x .5 (50% time on the program) = \$22,917
- C. *Fringe benefit breakout*: If personnel listed in the budget are receiving fringe benefits then a breakout of all fringe benefits applicable, including percentage calculations, must be included.
- D. *Detailed narrative*: The budget narrative should provide enough detail that an average person can understand what is being purchased and the reason for the purchase.

## 5. **Equipment**

*Equipment* means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.

- A. *Reasonable and justifiable*: All purchases must be reasonable and justifiable.
- B. *Cost to be pro-rated*: Prorate equipment cost if the equipment is not solely being used for the grant program.
- C. *Disposal of equipment*: The grantee has a duty to inform the Authority when disposing of purchased equipment with a value of more than \$5,000. This duty exceeds the life of the grant.
- D. *Competitive selection process*: When selecting a vendor the selection process must be competitive.
  - i. Prior to purchasing equipment costing less than \$100,000, the grantee must get bids from at least three vendors.
  - ii. If the equipment being purchased is more than \$100,000 the grantee must coordinate a request for proposals (RFP) or Invitation for Bid (IFB) process. The Authority must pre-approve the RFP or IFB.
  - iii. Grantee should indicate in the budget narrative the manner in which the vendor is selected.
- E. *Sole source*: In certain instances, a competitive selection process might not be possible. In that case, grantees may choose a vendor without engaging in the competitive bid process.
  - i. A Sole Source Checklist must be completed by the grantee.
  - ii. The Authority must pre-approve all Sole Source purchases of more than \$25,000.
- F. *Detailed narrative*: The budget narrative should provide enough detail that an average person can understand what is being purchased and the reason for the purchase.

- G. *Brand name checklist:* Federal rules require that budget and budget narratives do not contain brand name of products. However, if a grantee must include the brand name of a product, a completed brand name checklist is required.

## 6. **Supplies**

Items that will be consumed during the grant period and cost less than \$500.

- A. *Reasonable and justifiable:* All purchases must be reasonable and justifiable.
- B. *Separate and distinct:* Each item must have its own budget line item and detailed narrative on its need and usage.
- C. *Detailed narrative:* The narrative should provide enough detail that an average person can understand what is being purchased and the reason for the purchase. The grantee also must explain how the cost was determined.
- D. *Pro-ration:* All commodities must be pro-rated if they cannot be directly contributed to the program and are based on the cost of the whole agency. Formula(s) used must be shown.

## 7. **Travel**

On work-related travel and any travel to training or conferences:

- A. *Reasonable and justifiable:* All travel must be reasonable and justifiable.
- B. *Separate and distinct:* Each travel-related item must have its own budget line item and detailed narrative on its need and usage.
- C. *State mileage must be used.* Please check with the State of Illinois Central Management Unit Travel Guide (<http://www2.illinois.gov/cms/Employees/travel/Pages/default.aspx>) for the current state mileage rate. The state mileage rate must be used unless the agency mileage rate is less than the lesser amount has to be used. Mileage reimbursement is only provided with use of personal vehicles.
- D. *Justification for estimate cost:* Grantee should indicate basis for cost estimates.
- E. *Per diem:* Reimbursement for meal expenses when traveling is allowable with a program-related overnight stay less any conference-provided meals. Conference meals provided must be deducted from the per diem. The state per diem rates are:
  - i. In-state travel: \$28 per day
  - ii. Out-of-state travel: \$32 per day
- F. *Lodging rate:* Lodging rate is the maximum rate for a hotel room that can be charged to the grant. If the lodging rate exceeds the maximum allowable rate, non-grant, non-match funds must be used to make up the difference.

- i. In-state travel: The state lodging rate must be used. View the state travel guide for current rates:  
<http://www2.illinois.gov/cms/Employees/travel/Pages/default.aspx>.
  - ii. Out-of-state travel: The federal lodging rate must be used.  
Current lodging rates: :  
<http://www.gsa.gov/portal/category/21287>
- G. *Pre-approval of all out-of-state travel*: All out-of-state travel must be pre-approved by the Authority.
- H. *Conference travel*: Only employees on the grant contract are allowed to use grant funds to travel to conferences. A justification for conference attendance must be included.
- I. *Airfare*: Only the most reasonable airfare should be purchased, and all available discounts must be applied..

## 8. Contractual

Expenses that are incurred per a contractual agreement.

- A. *Reasonable and justifiable*: All expenses must be reasonable and justifiable.
- B. *Separate and distinct*: Each item must have its own budget line item and detailed narrative on its need and usage.
- C. *Pro-ration*: If contractual expenses cannot be directly contributed to the grant program but the whole agency's contractual cost are used then these cost must be pro-rated. Formula(s) used must be shown.
- D. *Detailed narrative*: The narrative should provide enough detail that an average person can understand what is being purchased and the reason for the purchase.
- E. *Publication*: When contracting for printing, a note in the narrative should be made indicating the Authority's disclaimer will be printed on all materials.
- F. *Conference travel*: Only employees on the grant contract are allowed to use grant funds for conference expenses
- G. *Contractual employees*: List the salary of the contractual employee and a brief description of the employee's grant program duties.
  - i. Contractual employees are pursuant to a written agreement.
  - ii. Explain fringe benefits in the budget narrative.
  - iii. If a competitive process was not used to select the contractor, a Sole Source Justification Checklist is required.
  - iv. If the contractor earns more than \$450/day or more than \$56.25/hour, a Contractor Justification is required.
- H. *Review of contracts*: The Authority must review and approve all contracts that exceed \$100,000 in federal and match funds. The Authority may require preapproval from the grantee for any contract.
- I. *Rent*: Grant and match funds may be used to cover reasonable rent costs.

- i. Grant-funded rent payment is not an option when the grantee has a financial interest in the building.
    - ii. Both total rent and pro-rated amounts must be listed in the budget.
  - J. Utilities:** Grant and match funds may be used to cover reasonable costs of utilities used by grant personnel.
    - i. Both total utility and pro-rated utility costs must be listed in the budget.
  - K. Indirect Cost Rate.**
    - i. In order to charge indirect costs to a grant, the applicant must have an annually negotiated indirect cost rate agreement (NICRA). The three types of NICRAs include:
      - ii. a) Federally Negotiated Rate: Applicant organizations that receive direct federal funding may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. Illinois will accept the federally negotiated rate. The organization must provide a copy of the federally NICRA.
      - iii. b) State Negotiated Rate: The organization must negotiate an indirect cost rate with the State of Illinois if they do not have Federally Negotiated Rate or elect to use the De Minimis Rate. The indirect cost rate proposal must be submitted to the State of Illinois within 90 days of the notice of award.
      - iv. c) De Minimis Rate: An organization that has never received a Federally Negotiated Rate may 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.
9. Applicant must provide a complete rate which must include, **but not be limited to**, all operating and personnel expenses, such as overhead, salaries, administrative expenses, profit, and supplies.
10. **Unallowable costs and supplanting**  
 The following is a list of activities that are not supported with VOCA Formula Grant Program funding:
- Audits (receiving less than \$500,000 in federal funds)
  - Building purchase
  - Capital improvements and construction (some exceptions))
  - Cell phones for victims
  - Conference costs for individual crime victims
  - Coordination efforts (i.e., task forces)
  - Food and beverage costs
  - Fundraising activities
  - Liability insurance for buildings, property
  - Lobbying and administrative advocacy

- Mortgage payments
- Most medical costs
- Needs assessment, surveys, studies, research, and evaluations
- Tort/criminal defense legal representation
- Perpetrator rehabilitation and counseling
- Presentations: crime prevention/community education
- Prevention activities
- Prosecution activities
- Reimbursement for crime victims' property losses
- Training for individuals not providing direct services
- Vehicle purchase
- Witness activities (for those who are not crime victims)

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

### Supplanting

Federal funds must be used to supplement existing 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 preaward review, postaward 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 OJP Financial Guide (Part II, Chapter 3). Additional information appears on the “OJP Recovery Act Additional Requirements” webpage at:*

[http://ojp.gov/financialguide/DOJ/pdfs/2015\\_DOJ\\_FinancialGuide.pdf](http://ojp.gov/financialguide/DOJ/pdfs/2015_DOJ_FinancialGuide.pdf)

### *Pre-award costs*

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

### *Pre-approvals*

In compliance with federal guidance, the Authority:

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

## **E. Application Review Information**

### **1. Criteria.**

Application selection will be made using the following criteria.

- **Responsiveness to Application (80 points).** The narrative satisfactorily addresses all parts of the application, addresses mandatory elements outlined in *Section A*, and demonstrates an ability to successfully implement the program. (80 points total)
- **Executive Summary (2 points).** This one-page document should provide a clear and concise summary of the proposal that includes major aspects of the narrative, objectives and outcomes to be gained, and grant amount requested.
- **Statement of Problem (8 points).** This section should demonstrate a clear understanding of the problem, the community characteristics, community strengths and challenges. *Appendix E* must also be completed.
- **Agency Capacity and Experience (10 points).** This section should provide a clear history of the applicant's housing and/or victim services with demonstrated lessons learned. The applicant's fiscal capacity including other funding sources and program sustainability also should be clearly demonstrated.
- **Proposed Program (20 points).** This section should clearly describe the transitional housing model, number of clients to be served, referral mechanisms, eligibility, and policies and procedures. The applicant's rationale for the proposed program must be demonstrated. This section also must include clients' potential challenges and clearly demonstrate how the program will address those challenges. The incorporation of trauma-informed principles is favorable. This section also should demonstrate a history of collaborative relationships with other social service agencies. Applicants must include letters of commitment to document proposed collaborative partnerships. Applicants also must address any program requirements outlined.
- **Staffing (15 points).** This section should include a clear staffing plan that



matches the program design and includes at minimum position titles, reporting structure, roles and responsibilities, reporting and supervision structure, time budgeted, and funding source. Applicants must complete the FTE chart and include job descriptions and training required for each funded position. Applicants must also address any program requirements outlined.

- **Goals/Objectives/Performance Indicators (10 points).** Applicants should clearly document all process and outcome objectives and indicate a measurable indicator of success for each objective. These measurables should include ambitious, yet realistic numbers for each objective based on the proposed program. Each program should list a minimum of three (3) support service objectives. These objectives should also be reflected in the Logic Model (*Appendix D*).
- **Implementation Plan (5 points).** This section should include a thoroughly complete implementation schedule that indicates major tasks as described in the proposed program and is consistent with the Logic Model and budget/ budget narrative.
- **Logic Model (10 points).** A Logic Model details activities, interventions, and program elements designed to accomplish the goal of the program. Applicants should complete this planning tool to reflect a clear and realistic projection of how the program will proceed.
- **Adequacy of Cost Estimates (20 points total).** Proposed project costs for services, activities, and other items will be assessed to determine how realistic they are, and the extent to which they have been allocated in a cost-efficient yet effective manner. (10 points). The Budget Narrative should include all budgeted items listed in the Budget line by line, with all costs accurately calculated and explained. (10 points).

## 2. *Review and Selection Process.*

Proposals will be reviewed by a panel of the Authority legal, research, and program staff, as well as key stakeholders with expertise in this area. Proposal selection will be made using the criteria listed above. The Authority reserves the right to reject any or all applications if it is determined that submission(s) are not satisfactory. The Authority also reserves the right to invite one or more applicants to resubmit amended applications.

Applications will be assigned and reviewed by geographic area: Southern Illinois, Central Illinois, Northern Illinois, Cook County, and Collar Counties (*Appendix P*). For the purposes of VOCA-mandated funding guidelines for geographic distribution of funds, a minimum of two programs will be funded in each of the geographic areas:

- Cook County
- Collar Counties: DuPage, Kane, Lake, Will
- Southern Illinois
- Central Illinois
- Northern Illinois

Once two applicants have been selected for each geographic area, and if funding permits, successive applications will be selected by highest score and geographic distribution.

A panel of Authority senior staff will conduct a final review of applications for cost allowability. Their recommendations will be forwarded to the Authority Budget Committee for approval and applicants will be notified of the Committee's decision. Successful applicants whose applications contained unallowable costs will have their award reduced by the total amount of all unallowable costs.

Unsuccessful applicant appeals are limited to the evaluation process. Evaluation scores may not be protested. Only the evaluation process is subject to appeal. Unsuccessful applicants may request a debriefing, which will provide feedback that can assist applicants to develop improved applications for future funding. Briefings should take the form of 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 in writing and submitted within seven (7) calendar days after receipt of notice. The written appeal/request shall include at a minimum the following:

- The name and address of the appealing party.
- Identification of grant program.
- A statement of reason for the appeal.

Please send to:

Illinois Criminal Justice Information Authority  
VOCA Transitional Housing RFP/Ron Reichgelt  
300 W. Adams Street, Suite 200  
Chicago, IL 60606

3. ***Anticipated Announcement and State Award Dates.***

<u>Milestones</u>	<u>Target Date</u>
Release of RFP and open application	July 29, 2016
Pre-application webinar registration deadline	August 12, 2016
Pre-application webinar	August 19, 2016
Notice of Intent due	August 29, 2016
Last date for submission of questions	September 1, 2016
Application Closes	September 30, 2016
Application Review Opening	October 3, 2016
Award Announcement	October 28, 2016
Agreement packets sent by ICJIA to recipients for signature	November 14, 2016
Award packets due to the Authority	December 1, 2016
Authority Budget Committee Meeting	December 18, 2016
Start Program Performance Period	January 1, 2017

**F. Award Administration Information**

1. ***State Award Notices.*** The Authority will email a Notice of State Award Finalists letter to applicants on or about October 28, 2016, indicating whether their submissions will be recommended for funding. The Authority Budget Committee will review and approve designations on December 18, 2016. The Authority will send a Notice of State Award to grantees along with executed contract on or about December 1, 2016, for agreements beginning January 1, 2017. No costs incurred before January 1, 2017, may be charged to the grant agreements.
2. ***Administrative and National Policy Requirements.*** If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the grantee must comply with grant terms and conditions, and other legal requirements, including, but not limited to, the Office of Management and Budget Grants Accountability and Transparency Act and other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. Additional programmatic and administrative special conditions may be required.
3. ***Reporting.*** Recipients must submit quarterly financial and progress reports and final financial and progress reports. Federal reporting requirements state that funding agencies must report all mandatory information to the federal agency (ICJIA) no later than 30 days after the end of the designated quarter. To do so, the Authority will require all programs funded to report electronically at minimum on a quarterly basis

and no later than 15 days after the end of each reporting period. Mandatory fiscal and progress reports will be distributed to each grantee for submission. Failure to comply with mandatory reporting requirements will cause immediate suspension of funding of this grant, any other grant that applicant has with the Authority, and possible termination of the grant. If applicable, an annual audit report in accordance with the Part 200 Uniform Requirements must be submitted. Future awards and fund drawdowns may be withheld if reports are delinquent.

Grantees will be required to utilize InfoNet, the Authority's online victim services database. Please see <http://www.icjia.state.il.us/systems/infonet> for more information on Infonet. Infonet use requires a Windows-based device with a high speed internet connection. Exceptions will be considered on a case-by-case basis.

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

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

Ronnie Reichgelt, Program Administrator  
Illinois Criminal Justice Information Authority  
300 West Adams, Suite 200  
Chicago, IL 60606  
Ronnie.reichgelt@illinois.gov  
312-793-8550

The deadline to submit questions is 11:59 p.m., September 16, 2016.

### **H. Other Information**

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

*Federal program:* (a) All federal awards which are assigned a single number in the CFDA. (b) When no CFDA number is assigned, all federal awards to non-federal entities from the same agency made for the same purpose must be combined and considered one program. (c) Notwithstanding paragraphs (a) and (b) of this definition, a cluster of programs. The types of clusters of programs are: (1) Research and development (R&D); (2) Student financial aid (SFA); and (3) "Other clusters," as described in the definition of Cluster of Programs.

*Grant agreement:* A legal instrument of financial assistance between a federal awarding agency or pass-through entity and a non-federal entity that, consistent with 31 U.S.C. 6302, 6304: (a) Is used to enter into a relationship the principal purpose of which is to transfer anything of value from the federal awarding agency or pass-through entity to the non-federal entity to carry out a public purpose authorized by a law of the United States (see 31 U.S.C. 6101(3)); and not to acquire property or services for the federal awarding agency or pass-through entity's direct benefit or use; (b) Is distinguished from a cooperative agreement in that it does not provide for substantial involvement between the federal awarding agency or pass-through entity and the non-federal entity in carrying out the activity contemplated by the federal award. (c) Does not include an agreement that provides only: (1) Direct United States Government cash assistance to an individual; (2) A subsidy; (3) A loan; (4) A loan guarantee; or (5) Insurance.

*Indirect (F&A) costs:* Costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. To facilitate equitable distribution of indirect expenses to the cost objectives served, it may be necessary to establish a number of pools of indirect (F&A) costs. Indirect (F&A) cost pools must be distributed to benefitted cost objectives on bases that will produce an equitable result in consideration of relative benefits derived.

*Internal controls:* A process, implemented by a non-federal entity, designed to provide reasonable assurance regarding the achievement of objectives in the following categories: (a) Effectiveness and efficiency of operations; (b) Reliability of reporting for internal and external use; and (c) Compliance with applicable laws and regulations.

*Internal control over compliance requirements for federal awards:* A process implemented by a non-Federal entity designed to provide reasonable assurance regarding the achievement of the following objectives for federal awards: (a) Transactions are properly recorded and accounted for, in order to: (1) Permit the preparation of reliable financial statements and federal reports; (2) Maintain accountability over assets; and (3) Demonstrate compliance with federal statutes, regulations, and the terms and conditions of the Federal award; (b) Transactions are executed in compliance with: (1) Federal statutes, regulations, and the terms and conditions of the federal award that could have a direct and material effect on a Federal program; and (2) Any other federal statutes and regulations that are identified in the Compliance Supplement; and (c) Funds, property, and other assets are safeguarded against loss from unauthorized use or disposition.

*Local government :* Any unit of government within a state, including a: (a) County; (b) Borough; (c) Municipality; (d) City; (e) Town; (f) Township; (g) Parish; (h) Local public authority, including any public housing agency under the United States Housing Act of 1937; (i) Special district; (j) School district; (k) Intrastate district; (l) Council of governments,

whether or not incorporated as a nonprofit corporation under state law; and (m) Any other agency or instrumentality of a multi-, regional, or intra-state or local government.

*Match: Cash vs In-Kind:* Match is typically stated as a percentage of the total project costs for an award. For example, a 20-percent match on a \$100,000 project would be \$20,000, where \$80,000 is provided by the federal government and \$20,000 is provided by the recipient. There are two kinds of match:

- Cash match (hard) includes cash spent for project-related costs. Cash match includes costs that are allowable with federal funds, except acquisition of land, when applicable.
- In-kind match (soft) includes, but is not limited to, the valuation of non-cash contributions. In-kind match may be in the form of services, supplies, real property, and equipment.

For example, if in-kind match is permitted by law (other than cash payments), then you can use the value of donated services to comply with the match requirement. Also, third party in-kind contributions may count toward satisfying match requirements, provided the recipient of the contributions expends them as allowable costs.

*Memorandum of Understanding:* Describes a bilateral or multilateral agreement between two or more parties. It expresses a convergence of will between the parties, indicating an intended common line of action. It is often used in cases where parties either do not imply a legal commitment or in situations where the parties cannot create a legally enforceable agreement.

*Nonprofit organization:* A corporation, trust, association, cooperative, or other organization, not including Institutions of Higher Education (IHEs), that: (a) Is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest;(b) Is not organized primarily for profit; and (c) Uses net proceeds to maintain, improve, or expand the operations of the organization.

*Pass-through entity:* A non-federal entity that provides a subaward to a subrecipient to carry out part of a federal program.

*Performance goal:* A target level of performance expressed as a tangible, measurable objective, against which actual achievement can be compared, including a goal expressed as a quantitative standard, value, or rate. In some instances (e.g., discretionary research awards), this may be limited to the requirement to submit technical performance reports (to be evaluated in accordance with agency policy).

*Recipient:* A non-federal entity that receives a federal /state award directly from a federal/state awarding agency to carry out an activity under a federal program. The term recipient does not include subrecipients.

*Subrecipient:* A non-Federal entity that receives a subaward from a pass-through entity to carry out part of a federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other federal/state awards directly from a federal awarding agency.

*Supplanting:* To deliberately reduce or reallocate state or local funds because of the existence of federal funds. Applicants must maintain a level of non-federal financial support (such as state or local support) for criminal justice system or crime victim assistance activities, exclusive of any federal funds, that is equal to, or greater than, the non-federal level existing prior to receiving federal funds. An example of supplanting would be when state funds are appropriated for a particular criminal justice purpose and federal funds are awarded for that same criminal justice purpose; the applicant replaces its appropriated state funds with federal funds, thereby reducing the total amount available for that criminal justice purpose.