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Notice of Funding Opportunity Webinar

Victims of Crime Act (VOCA)
Comprehensive Legal Assistance for Crime
Victims Program
March 6, 2017


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ICJIA Ad Hoc Victim Services Committee Research Report

<http://www.icjia.state.il.us/articles/ad-hoc-victim-services-committee-research-report>


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Legal Assistance for Crime Victims

- The purpose of this notice of funding opportunity is to fund comprehensive legal assistance for victims of crime which includes the development or expansion of legal assistance and related support costs for victims of crime.
- Funded programs will facilitate victims' pursuit of safety and victim-centered justice.
- Legal assistance services must be reasonable and the need for such services must arise as a direct result of the client's victimization.


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Legal Assistance for Crime Victims

- 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.


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Available Funds

A minimum of \$6,000,000 in FFY 15 VOCA funding is available through this solicitation. Awards will range from a minimum of \$80,000-\$800,000


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Eligibility

The Comprehensive Legal Assistance Notice of Funding Opportunity (NOFO) is open to public and non-profit agencies whose primary mission is to provide legal assistance services through the use of attorneys.

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Eligibility

Eligible agencies must include victim advocates to complement the attorney’s work either as a direct staff member or via a subcontract with a victim service agency.

See other eligibility requirements listed on pages 14-16. Applicants attest to compliance with these through the Eligibility Requirements Certification Form.

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Ineligibility

Agencies that offer legal advocacy but whose primary missions are something other than providing legal assistance services are not eligible. Organizations providing law enforcement-based victim/witness services are not eligible.

Agencies interested in addressing the above mentioned needs should continue to monitor the ICJIA website for future funding opportunities.

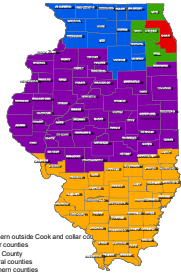
Note that VOCA funding cannot be used for any criminal defense, tort actions or active investigation or prosecution of criminal activities.

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Geographic Regions

Northern counties outside of Cook and collar counties
 Collar Counties
 Cook County
 Central Counties
 Southern Counties
 Multi-Region




Applicants serving multiple regions may use the Multi-Region OR may submit separate applications for each requested region.

ONLY ONE APPLICATION PER REGION

State which region(s) in the Program Narrative: Problem Statement Section.


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Eligibility

Compliance with Illinois Grant Accountability and Transparency Act (GATA)

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GATA compliance includes:

- Registration,
- Approval of the Internal Control Questionnaire (ICQ), and
- Pre-qualification, including:
 - Dun and Bradstreet verifications.
 - Check of Debarred and Suspended status.

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GATA Compliance

ICJIA may only review grant applications from agencies which have registered with GATA and have an approved GATA ICQ.

ICQs approvals are valid for one year.

Register now at:
<https://www.illinois.gov/sites/GATA/Grantee/Pages/default.aspx>


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Projected Funding Period

- July 1, 2017 through June 30, 2018.
- Contingent on satisfactory performance, the Authority may recommend to its Board a maximum of 24 additional months of funding for each project.


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Match Requirement

- Federal VOCA funds may be used to pay a maximum of 80 percent of total program costs.
- Funded agencies must provide non-federal funding for at least 20 percent of total program costs.


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Match Requirement

- Both cash (hard) and In-kind (soft) match are acceptable.
- Soft match, is the dedication of existing resources
-


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In-kind Match

- In-kind match can include volunteered professional or personal services, office materials and equipment, work space and facilities, and non-VOCA funded victim assistance activities.
- The value placed on volunteer services must be consistent with the rate of compensation paid for similar work in the program or the labor market.
- Volunteer services shall be substantiated by the same methods used for paid employees.


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Match Requirement

- Federal funds can support a maximum of 80% of total program costs.
- Federal to Match ratio = 80:20.
- Federal to Match ratio = 4:1.


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Match Question

An applicant agency has submitted a budget supporting salary and benefits, travel and commodities for two legal services staff members. The budget totals \$120,000. What are the federal and matching fund amounts for this grant?


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Answer

$\$120,000 \times .80 = \$96,000$
 $\$120,000 \times .20 = \$24,000$
Federal to Match ratio = \$96,000:\$24,000
Federal to Match ratio = 4:1


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Indirect Costs

- Costs that are not easily assigned to a small number of people or a specific program, but are necessary to the operation of the program.
- Indirect costs often refer to administrative expenses such as utilities and office space and can include salaries of executive staff.


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Indirect Costs – Four Options

- Federally approved indirect cost rate.
- State negotiated indirect cost rate.
- *De minimis* rate of 10%.
- No indirect costs charged.


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Federal indirect cost rate

- Applicants that budget indirect costs based on a Federally approved rate are required to provide a letter from their federal cognizant agency documenting that rate.
- The letter will be requested after the applicant has been selected for funding.


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State negotiated indirect cost rate

Grantees who have completed the grantee registration, pre-qualification and fiscal and administrative risk assessment (ICQ) will receive an electronic invitation from Crowe Horwath to submit an indirect cost rate proposal for purposes of negotiating a State rate.

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10% *De minimis* indirect cost rate

De minimis may not be charged by agencies that:

- Have a current negotiated indirect cost rate, or
- Have *ever* had a negotiated indirect cost rate.


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De minimis indirect cost rate

- Grantees electing to charge the 10% de minimis indirect cost rate should detail the calculation of the MTDC in the budget narrative.

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De Minimis rate - MTDC

Modified total direct costs (MTDC) may include all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, subaward and subcontracts up to the first \$25,000 of each subaward and subcontract.

MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs as well as the portion of each subaward and subcontract in excess of \$25,000.


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Application Materials

<http://www.icjia.state.il.us/sites/nofv-vocal-legal-assist>

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Substantive Questions and Answers

Substantive questions and answers are posted weekly at:

http://www.icjia.state.il.us/assets/VOCA/NOFO_legal_assist/Legal_Assistance_NOFO_Major_Questions_and_Answers.pdf


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Due Date

Friday, April 7, 2017
11:59 p.m.


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Only emailed submissions will be accepted

CJA.GrantsUnit@Illinois.gov


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Report technical issues

CJA.GrantsUnit@Illinois.gov


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Important Dates

<u>Milestones</u>	<u>Target Date</u>
Release of RFP and open application	February 8, 2017
Pre-application webinar registration deadline	March 1, 2017
Pre-application webinar	March 6, 2017
Notice of Intent due	March 8, 2017
Last date for submission of questions	March 24, 2017
Application Closes	April 7, 2017
Authority Budget Committee Meeting	May 25, 2017
Start Program Performance Period	July 1, 2017


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Three categories of Legal Assistance

- Emergency Legal Assistance
 - Filing for emergency restraining or protective orders
 - Obtaining emergency custody orders and visitation rights
- Victims' Rights Enforcement
 - Assisting victims in asserting their rights as victims or otherwise protecting their safety, privacy, or other interests as victims, in a criminal proceeding directly related to the victimization


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Three categories of Legal Assistance

- Civil Legal Assistance
 - Proceedings for protective/restraining orders or campus administrative protection/stay-away orders
 - Family, custody, support, or dependency matters
 - Contract, housing, or employment matters
 - Immigration assistance
 - Intervention with creditors, law enforcement (e.g., to obtain police reports), and other entities


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Three categories of Legal Assistance


- Civil Legal Assistance cont.
 - o Intervention with administrative agencies, schools/colleges, or tribal entities and other circumstances where legal advice or intervention would assist in addressing the consequences of a person's victimization
 - o Filing a motion to vacate or expunge a victim's conviction, or similar action, based on his/her status of being a victim, where permitted under Illinois law

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Program funding may not be used for criminal defense or tort actions.


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Applicants will select *at least* one victim group to service from the following:

- **domestic violence;**
- **elder abuse;**
- **financial exploitation;**
- **human trafficking; and**
- **sexual violence.**


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Program Requirements

- Applicant must make reasonable efforts to make services accessible to victims by providing:
 - A low barrier screening and intake process
 - Services free of charge
 - Program eligibility independent of victim income
 - Hours of operation and intake beyond traditional working hours
 - Translation and interpretation services
 - Transportation support for clients that request this support. This support can include both transportation costs and assistance to enable victims to receive services and to participate in criminal justice proceedings.
 - Assistance with child care and respite care to enable a victim to attend activities related to criminal justice and other public proceedings arising from the crime

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Program Requirements


Staffing to support all clients: Every client must be assigned a licensed attorney and have access to a victim advocate. The advocate position can be provided by the applicant organization or by a collaborative partner organization. Applicants may consider utilizing a coordinator, when appropriate.

Applicants without a history of providing victim services must enter into a collaborative working relationship with a victim service provider within the community to be served.

Letters of Commitment from every collaborative partner organization whose services meet your client's needs as described in the Program Narrative

Applicant must broadly distribute information regarding its services.


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Program Requirements

Client representation may not be contingent upon agreement to a specific legal strategy or activity that may compromise victim safety and recovery, such as requiring the victim to seek an order of protection, counseling, or take some other course of action with which s/he disagrees.


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Program Requirements

- Applicants will be required to demonstrate that grant-funded staff will be trained in the appropriate victim service and legal training prior to working with clients. If applicant proposes to work with victims of domestic or sexual violence, the related 40 hour trainings are required.
- The domestic violence training must be provided by an Illinois Certified Domestic Violence Professional (ICDVP) approved training site.
- Training for other victimization types is varied and applicants must identify and budget for all trainings.

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Program Requirements


Applicant must include trauma skills training for staff to improve trauma-informed responses to clients.

Applicant must commit to building capacity on crime victim rights enforcement through training and networking. ICJIA will make grantees aware of training and technical assistance sessions.

Applicant must attend ICJIA-coordinated semi-annual meetings, if scheduled.

Applicant must comply with all prescribed assessment tools and reporting requirements.


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Program narrative

- Documents the need for the program.
- Describes current efforts.
- Demonstrates an understanding of the required components.
- Describes how program components will be implemented.
- Describes program coordination.


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Implementation Schedule

- Details each of the steps necessary to build and implement the program.
- Details who will be responsible for submitting required fiscal and data reporting.


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Budget Suggestions

Allowable costs include but are not limited to:
Staffing costs for direct service providers, supervision of direct service providers, coordination of activities, and program promotion through public awareness and education presentations. Presentations must be conducted in public forums and designed to inform victims of specific rights and services and provide them with assistance.
Program promotion materials
Transportation costs for staff and for victims to receive services.

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Budget Suggestions Cont.


Child care or respite care so victims may attend activities related to criminal justice or other public proceedings arising from the crime.

Staff training costs.

Training of direct-service volunteers when such services will be primarily done by volunteers.

Administrative costs including reasonable and necessary technology costs for staff.


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Application documents

Document	PDF	Word	Excel
Completed and signed Uniform State Grant Application. <i>This document will need to be signed and scanned.</i>	X		
Completed Program Narrative in Word that meets program requirements outlined in Section A. <i>Applicant narrative must be submitted in Word and formatted in the posted Program Narrative. Application should be 30 pages maximum, drafted in Times New Roman 12-point font and double-spaced with 1 inch margins. Please number pages.</i>		X	
One completed Budget/Budget Narrative in Excel.			X

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Application documents

The following documents are required to facilitate efficient grant processing but will not be used in determining eligibility.

Document	PDF	Word	Excel
Completed Eligibility Requirements Certification Form	X		
Completed VOCA SAR form		X	
Completed Self-Certification form	X		


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Application documents

Document	PDF	Word	Excel
Completed Fiscal Information Sheet. <i>Leave award amount and agreement number blank.</i>		X	
Completed and signed Audit Information Sheet. <i>Leave award amount and agreement number blank.</i>	X		


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Application documents

Document	PDF	Word	Excel
Completed and signed Debarment certification	X		
Completed and signed EEOP certifications	X		
Completed Civil Rights certifications	X		


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Application documents

Document	PDF	Word	Excel
Programmatic Risk Assessment. <i>This Excel document will need to be submitted unsigned electronically with the application. A signed scanned version will be due if application is approved for funding.</i>			X


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Application documents

Document	PDF	Word	Excel
Non-supplanting Certification	X		
Mandatory Forms Checklist	X		

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Application documents

Nonprofit agencies only

Document	PDF	Word	Excel
United States Internal Revenue Service 501(c)(3) determination letter for nonprofit organizations.	X		
Self-Report Statement of Faith Based Organization	X		
Proof of Good Standing from the Illinois Secretary of State	X		

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Uniform Application for State Grant Assistance

Completed for the Implementing Agency

- An implementing agency is the legal entity that receives federal funds, such as a town or city.
- A program agency is an entity that is subdivision of the implementing agency that carries out program operations and is responsible for data and fiscal reporting, such as a city police department.


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GATA Budget and Certification

- Complete all tabs.
- Fill in blue-shaded cells
- Grayed-out cells are not applicable.
- Submit the completed Excel file as part of the application.
- No signatures necessary at the time of application


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Programmatic Risk Assessment

- Use the numeral 1 rather than an X to answer each question.
- Save the completed assessment file in Excel, labeled with the name of the submitting agency.


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Programmatic Risk Assessment Scoring


Determines additional special conditions that will be incorporated into the Notice of State Award (NOSA) and the interagency agreement.

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Critical Budget Concepts

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Allowable Costs

Grant allowability follows federal guidelines available here:
<https://ojp.gov/financialguide/DOJ/index.htm>

Please review the VOCA Allowability Webinar at:
<http://www.icjia.state.il.us/sites/voca-rules-allowability-webinar>

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Cost allowability

Program costs must be:

- Necessary to the performance of the project.
- Reasonable.
- Incurred during the grant period of performance.
- Adequately documented.

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Cost allowability

Program costs must be:

- Permissible under state and federal laws and regulations.
- Not resulting in profit.
- Claimed only against one award.
- Adequately documented.


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Question

Agency A has budgeted VOCA grant funds to procure a new laptop computer for the funded Attorney. The grant period of performance begins July 1, 2017. Can Agency A place the order for the computer in June 2017?


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Answer

No. All costs must be incurred and all activities must take place after the start date and before the end of the agreement period of performance.


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Unallowable Costs

- Costs to lease implementing agency-owned equipment.
- Rent of agency-owned space.
- Interest.
- Costs incurred before or after the period of performance.
- Fundraising.
- Lobbying.

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BMS ICJIA 

Supplanting

- **Definition:** To deliberately reduce state or local funds due to the existence of federal funds.
- **Federal funds** must increase or supplement the funding available for victim services.
- Grantees must maintain a level of **state or local** financial support for victim services that is equal to or greater than the level prior to receiving the federal funds.

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Supplanting

This supplanting guidance does not apply to non-profit agencies.

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Procurement requirements

All procurements must be competitive.
 Minimum requirements for competitive bids:

- Publically post employment opportunities.
- At least three quotes from vendors must be obtained for purchases and subcontracts under \$100,000.
- Procurements and subcontracts over \$100,000 must be bid through an Invitation to Bid (IFB) or Request for Proposal (RFP).


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Procurement requirements

- Records must be maintained detailing the procurement.
- If the grantee's internal requirements are more competitive than the above mentioned requirements, the more competitive requirements must be followed.

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Sole Source Procurements

- Additional justification is required when there is only one vendor from which the grantee can procure the necessary goods or services.
- Sole source justification is also necessary when the RFP process results in only one bid.
- Sole source justification does not document that the vendor is the *best* choice; it documents that the vendor is the *only* choice.

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Grantee Procurements

The rule to remember:

All procurement transactions must be conducted by the grantee in a manner to provide, to the maximum extent practical, **open and free competition.**

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Travel Costs

State Travel Guidelines:

https://www.illinois.gov/cms/Employees/travel/Documents/travelguide_FY2017.pdf

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Current Travel Rates

- Mileage reimbursement is 53.5 cents per mile.
- Per diem is only paid for overnight travel.
- In-state per diem is charged at \$7 per quarter of the day.
- Out-of-state travel is charged at \$8 per quarter of the day.


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Maximum Lodging Rates

- State travel guidelines establish maximum lodging rates in Illinois
- Maximum lodging rates outside of Illinois are governed by the federal General Services Administration (GSA).
- <https://www.gsa.gov/portal/content/104877>
- Federal per diem rates do not apply.


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Food and Beverage Costs

Food and beverages may not be purchased with either federal or match grant funding.

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Prior Approvals and Additional Justification

The following items require additional justification and/or explicit prior Authority approval even if though they are detailed in the agreement narrative and budget


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Prior Approvals

- All of out state travel.
- *Submit a letter requesting travel and detailing the travelers and all estimated costs.*
- *Attach conference/meeting/training agenda and description*
- *Do not incur these travel costs until you have received a letter from the Authority detailing the costs that may be charged to the agreement.*

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Prior Approvals and Additional Justification

Subcontracts:

- *Submit the subdraft contract before execution.*
- *Do not execute the subcontract until receiving a letter from the Authority explicitly approving the subcontract.*
- *Submit a copy of the executed subcontract to the Authority as soon as it is signed.*


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Prior Approvals and Additional Justification

- All sole source subcontracts:
 - *Submit the draft subcontract.*
 - *Submit the Sole Source Checklist.*
 - *Do not execute the subcontract until receiving a letter from the Authority explicitly approving the subcontract.*
 - *Submit a copy of the executed subcontract to the Authority as soon as it is signed.*


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Prior Approvals and Additional Justification

- Contractors:
 - Submit the completed "Required Documentation for Contractor Payment" form.
 - Submit the "Contractor Rate of Pay" and/or "Contractor Compensation Certifications"
 - Do not execute the subcontract until receiving a letter from the Authority explicitly approving the subcontract.


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Prior Approvals and Additional Justification

- Funded trainings and conferences:
 - Submit the completed "Training Proposal".
 - Submit any subcontract documentation, detailed above.
 - Submit any sole source documentation, detailed above.
 - Submit any Contractor documentation, detailed above.
 - Submit any Food and beverage cost documentation, detailed above.


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Application Scoring

- Reviewed and scored by a team of legal, research and grant professionals.
- Minimum score to be recommended for funding is 70.


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Funding recommendations


- Based on the scoring guidelines outlined in the NOFO.
 - Proposal Quality Guidelines
 - Point Breakdown for each major section
- Recommendations will be submitted to the Authority Budget Committee for approval before the start date of the agreement.

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Do not incur any costs before you receive a copy of the fully executed grant agreement.


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Reporting Requirements

- Recipients must submit:
 - Quarterly financial reports and time keeping certifications.
 - Quarterly progress reports. Quarterly Progress reports will be based on these performance measures and grantees may be asked to collect additional measures to track program progress and outcomes. Grantees will be required to utilize InfoNet, ICJIA'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.


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Close Out Reporting

- Final financial and progress reports.
- 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.

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Questions regarding content

For questions regarding the content of this solicitation and application submissions, contact:
CJA.GrantsUnit@Illinois.gov

Questions must be submitted no later than **11:59 p.m. on March 24, 2017.**

Responses will posted on the Authority website at:
www.icjia.state.il.us

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Please note

Neither the State of Illinois nor the Authority are obligated to make any state 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.

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