

Uniform Notice for Funding Opportunity (NOFO)
Victims of Crime Act (VOCA) FFY18 Transitional Housing Program

	Data Field	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority (ICJIA)
2.	Agency Contact:	Ronnie J. Reichgelt Victim Services Administrator Illinois Criminal Justice Information Authority 300 West Adams, Suite 200 Chicago, Illinois 60606 ronnie.reichgelt@illinois.gov 312-793-0835
3.	Announcement Type:	<input checked="" type="checkbox"/> Initial announcement <input type="checkbox"/> Modification of a previous announcement
4.	Type of Assistance Instrument:	Grant
5.	Funding Opportunity Number:	Transitional Housing VOCA FFY18
6.	Funding Opportunity Title:	Transitional Housing VOCA FFY18
7.	CSFA Number:	546-00-1745
8.	CSFA Popular Name:	Transitional Housing VOCA FFY18
9.	CFDA Number(s):	16.575
10.	Anticipated Number of Awards:	Unknown
11.	Estimated Total Program Funding:	\$5,000,000
12.	Award Range	\$100,000 - \$500,000
13.	Source of Funding:	<input checked="" type="checkbox"/> Federal or Federal pass-through <input type="checkbox"/> State <input type="checkbox"/> Private / other funding
14.	Cost Sharing or Matching Requirement:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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
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17.	Application Range:	October 15, 2019 – December 1, 2019
18.	Technical Assistance Session:	Session Offered: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Session Mandatory: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No It is recommended that applicants view the recorded technical assistance, which will be available beginning on October 17, 2019, at 11:59 p.m. https://www.youtube.com/watch?v=PBwekeMT5dk

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Notice of Funding Opportunity

Victims of Crime Act (VOCA) FFY18 Transitional Housing Program

A. Program Description

The Illinois Criminal Justice Information Authority (ICJIA) is a state agency dedicated to improving the administration of criminal justice. ICJIA brings together key leaders from the justice system and the public to identify critical issues facing the criminal justice system in Illinois, and to propose and evaluate policies, programs, and legislation that address those issues. The statutory responsibilities of ICJIA fit into four areas: grants administration; research and analysis; policy and planning; and information systems and technology.

Section 7 of the Illinois Criminal Justice Information Act grants ICJIA authority “to apply for, receive, establish priorities for, allocate, disburse, and spend grants of funds that are made available by and received on or after January 1, 1983 from private sources or from the United States pursuant to the federal Crime Control Act of 1973, as amended, and similar federal legislation, and to enter into agreements with the United States government to further the purposes of this Act, or as may be required as a condition of obtaining federal funds” and “to receive, expend, and account for such funds of the State of Illinois as may be made available to further the purposes of this Act.” (20 ILCS 3930/7(k), (l))

ICJIA must comply with all applicable provisions of state and federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity, including, but not limited to: The Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), The Public Works Employment Discrimination Act (775 ILCS 10/1 et seq.), The United States Civil Rights Act of 1964 (as amended) (42 USC 2000a-and 2000H-6), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), The Americans with Disabilities Act of 1990 (42 USC 12101 et seq.), and The Age Discrimination Act (42 USC 6101 et seq.).

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.

ICJIA is the state agency charged with the administration of Illinois’ Victims of Crime Act Victim Assistance Formula Grant Program. This program is supported by fines and penalties levied against criminals convicted of federal crimes and allocated to states by formula by the Office for Victims of Crime of the U.S. Department of Justice. In federal fiscal year 2018, Illinois received a VOCA award of \$128,771,417 million.

VOCA grants must support the provision of direct services to victims of crime. States are required to allocate a minimum of 10 percent of funds received for services to each of the following: victims of sexual assault, domestic violence, child abuse, and underserved victims of violent crime. *VOCA funds may not be used to supplant or replace state and local funds that would otherwise be available for crime victim services and must be used to develop new projects or expand existing projects.*

The Victims of Crime Act of 1984 established the Crime Victims Fund (34 U.S.C. 20101(c)) for the purpose of creating a special mandatory spending account dedicated to helping victims of all types of crimes. 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 formula grants.
- Antiterrorism Emergency Reserve.

In addition, distribution of federal funds through the Victims of Crime Act of 1984 by ICJIA is authorized by 20 Ill. Admin. Code 1520.40, stating in pertinent part that [ICJIA] will annually review Section 1404 of the Victims of Crime Act of 1984 (P.L. 98-473, effective October 12, 1984) and based on the requirements of Section 1404(a) and (b), the need for services to victims and the services available to address that need, as evidenced by oral and written comment and testimony received at public meetings conducted pursuant to the Open Meetings Act (Ill. Rev. Stat. 1983, ch. 102, par. 41 et seq.), select program priorities for each federal fiscal year.

1. Purpose

ICJIA works to identify statewide needs through research, examination of state data sources, and collection of feedback from experts in the field. This funding opportunity is an effort to address an important need and service gap identified in Illinois: transitional housing services for victims of violent crime, including intimate partner and other forms of domestic violence, sexual violence, human trafficking, and community violence.

The justice system and victim service professionals who comprise ICJIA’s Victim Services Ad Hoc Committee convene every four years to review crime and victimization research and data to identify needs and define funding priorities. In 2017, the Committee identified 12 funding priorities, which were later approved by the ICJIA Board to guide statewide funding decisions.¹ While this funding opportunity responds to several priorities established by the Committee in some respects, it most directly addresses the priority of increasing services that help meet victims’ fundamental physiological and safety needs such as housing, transportation, language services, and legal assistance.

[ICJIA's Ad Hoc Victim Services Committee Research Report](#) found that victims, service providers, and criminal justice practitioners alike reported that victims in Illinois, regardless

¹ Houston-Kolnik, J., Vasquez, A., Alderden, M., & Hiselman, J. (2017). *Ad hoc victim services committee research report*. Chicago, IL: Illinois Criminal Justice Information Authority. Retrieved from: <http://www.icjia.state.il.us/articles/ad-hoc-victim-services-committee-research-report>

of crime type, face significant barriers to accessing services.² Many of these barriers reflect the fundamental human needs, including shelter, food, and clothing, and resources that ensure safety, such as secure housing, utilities, legal protections from harm, and enough income to make ends meet.³ For many victims, basic necessities are threatened, reduced, or eliminated in the aftermath of victimization.⁴ When left unmet, these fundamental needs, particularly safe housing, often inhibit engagement in treatment and undermine long-term safety plans.⁵

Both an ICJIA process evaluation of three transitional housing programs in Illinois and a recent ICJIA-lead roundtable discussion among community-based transitional housing leaders indicated the demand for transitional housing by crime victims far exceeds the capacity of existing programs.⁶ The evaluation reported the three programs maintained substantial waiting lists, which included applicants facing homelessness and other dangerous situations. Evaluators noted extended waiting periods for many applicants. Roundtable participants echoed these issues.

ICJIA service planning efforts, the evaluation, and other research support the need to expand transitional housing services to victims of all crime types. The ICJIA Ad Hoc Victim Services Committee Report cited permanent housing as a top need among victims of domestic and sexual violence, human trafficking, community violence, child and elder abuse, and even victims of impaired driving-related crashes. While the evaluation was limited to programs serving domestic violence victims, it recommends expanding programming for victims of other crime types. Human trafficking victims have many of the same needs as domestic violence victims.⁷ Victims of all types of crime often belong to communities that can benefit from programs that expand access to safe and affordable housing.⁸

² Houston-Kolnik, J., Vasquez, A., Alderden, M., & Hiselman, J. (2017). *Ad hoc victim services committee research report*. Chicago, IL: Illinois Criminal Justice Information Authority. Retrieved from: <http://www.icjia.state.il.us/articles/ad-hoc-victim-services-committee-research-report>

³ Houston-Kolnik, J., Vasquez, A., Alderden, M., & Hiselman, J. (2017). *Ad hoc victim services committee research report*. Chicago, IL: Illinois Criminal Justice Information Authority. Retrieved from: <http://www.icjia.state.il.us/articles/ad-hoc-victim-services-committee-research-report>

⁴ DeLong, C., Alderden, M., Hiselman, J., & Hahn, T. (2016). *Transitional housing for victims of intimate partner violence*. Chicago, IL: Illinois Criminal Justice Information Authority. Retrieved from: <http://www.icjia.state.il.us/articles/transitional-housing-for-victims-of-intimate-partner-violence>

⁵ Houston-Kolnik, J., Vasquez, A., Alderden, M., & Hiselman, J. (2017). *Ad hoc victim services committee research report*. Chicago, IL: Illinois Criminal Justice Information Authority. Retrieved from: <http://www.icjia.state.il.us/articles/ad-hoc-victim-services-committee-research-report>

⁶ Gatens, A. (In press). *An Evaluation of Transitional Housing Programs in Illinois for Victims of Domestic Violence and/or Human Trafficking*. Chicago, IL: Illinois Criminal Justice Information Authority; ICJIA hosted a roundtable discussion among community based transitional housing program leaders at ICJIA's office on May 23, 2019.

⁷ Shigekane, R. (2007). Rehabilitation and community integration of trafficking survivors in the United States. *Human Rights Quarterly*, 112-136.

⁸ Vasquez, A. L., & Houston Kolnik, J. (2017). *Victim need report: Service providers' perspectives on the needs of crime victims and service gaps*. Chicago, IL: Illinois Criminal Justice Information Authority.

ICJIA maintains a database that reveals additional support for transitional housing as a critical need for victims in Illinois. InfoNet is a web-based case management and reporting system used by over 60 domestic violence (DV) programs statewide. InfoNet data show nearly 55,000 adults and children (or “clients”) received DV services during FY19. While 16 percent (8,646) of those clients received emergency or transitional housing from programs in State Fiscal Year (SFY) 2019, data indicate 22 percent of clients requested either emergency or longer-term housing services upon their first points of contact. Further, InfoNet data indicate Illinois DV programs turned away more than 10,000 adults and children from emergency shelter due to lack of bed space that year.⁹

Program research and planning efforts also indicated a need to supplement transitional housing services with key non-housing services to enhance program benefits. These include economic/financial services, immigration advocacy, comprehensive legal services, child care, transportation, mental health counseling and therapy, and services to help victims increase interdependence skills, e.g. working with landlords, understanding tenant rights and responsibilities, maintaining and managing a home.¹⁰ The importance of these key services was echoed in InfoNet data. DV program clients who reported needing either emergency or longer-term housing in SFY19 were ten times more likely to also report needing financial/economic, employment, child care, and transportation services than clients who did not indicate a need for housing services.

Service providers have long recognized the economic barriers many victims face when trying to leave an abusive situation. InfoNet data indicate nearly two-thirds (66.5 percent) of adult victims who received shelter services in SFY19 were unemployed, with nearly 40 percent having no income sources at all. Fewer than half of adult victims served had education beyond high school. Many victims also were 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.

A cornerstone of victim services has been to empower victims’ choices and acknowledge that the victim best knows their own needs. Additionally, policies and programming should be designed to consider the impact of trauma on a person’s thinking, feelings, and behaviors. Adopting a trauma-informed approach is a process that incorporates changes in behavior and culture. To that end, preference will be given to applicants demonstrating the use of trauma-informed services. For more on trauma and different models of trauma-informed care, see the following article: <http://www.icjia.state.il.us/articles/trauma-types-and-promising-approaches-to-assist-survivors>.

⁹ Number is duplicated if a victim was turned away by more than one domestic violence service provider before finding shelter. Even considering the duplication effect, thousands of victims had to be turned away from shelter due to lack of bed space during FY19.

¹⁰ Gatens, A. (In press). *An Evaluation of Transitional Housing Programs in Illinois for Victims of Domestic Violence and/or Human Trafficking*. Chicago, IL: Illinois Criminal Justice Information Authority; ICJIA hosted a roundtable discussion among community based transitional housing program leaders at ICJIA’s office on May 23, 2019.

ICJIA has made available \$5 million in VOCA grant funding for the development or expansion of transitional housing and related support costs for victims of crime. Funded programs will facilitate victims' pursuit of safety, independence, and stable housing. 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.

2. Program Design

This funding opportunity will support transitional housing services for persons whose housing needs arise from or are a cause of their victimization. Persons served must be adults (and, when appropriate, their dependent children) and victims of crimes including, but not limited to, domestic violence (including intimate partner violence), human trafficking, anti-LGBTQ+ violence, and forced labor.

The program narrative must thoroughly explain housing models and rent structures as described on Page 32 should be reflective of the program requirements outlined below. Applicants that are current grantees should demonstrate need for continued funding, either by expansion, additional services, or how programming has evolved based on lessons learned.

Program Staffing

The applicant is responsible for including personnel costs in the budget and budget narrative needed to accomplish program requirements. Funding for this program is limited to salary and benefits for personnel providing direct services and direct supervision of victim service providers. If the chosen housing model involves the agency serving as landlord, landlord and service provision roles must be listed as separate staff. Applicants must explain how these roles will be clearly distinct. A Case Manager position is mandatory for each program.

Staff who provide services or support to persons who have been traumatized may be affected via indirect exposure to trauma. Commonly termed "vicarious trauma" or "compassion fatigue,"¹¹ this form of trauma occurs when providers experience traumatic stress reactions resulting from exposure to another's traumatic experiences, rather than from direct exposure. Therefore, applicants are encouraged to provide their direct service staff with skills training on vicarious trauma. This may include weekly self-care groups to build staff skills through debriefing or training activities that assist staff in processing and learning new skills for how to address vicarious trauma. Groups may incorporate yoga, learning new coping skills such as breathing techniques, or may provide a space for staff to debrief. Supervision of direct service staff also may address vicarious trauma. VOCA

¹¹ Newell, J. M. & MacNeil, G. A. (2010). Professional burnout, vicarious trauma, secondary traumatic stress, and compassion fatigue: A review of theoretical terms, risk factors, and preventive methods for clinicians and researchers. *Best Practices in Mental Health: An International Journal*, 6, 57-68.

funding supports staff time to engage or lead these activities and/or can be used to cover the cost of an external facilitator.

3. Program Requirements

Housing must be for victims with permanent housing as the goal. No funds from this grant may be used to provide emergency shelter. Funding can be for formerly incarcerated victims with proper screening/eligibility requirements demonstrating that victimization was a cause/consequence of unstable/lack of housing. Client participation in supportive services must not be required, but programs must ensure such services are offered, available, and accessible.

Completed applications should be reflective of the following program activities:

- 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.
- Attendance at ICJIA-coordinated annual meetings.
- Compliance with all prescribed assessment tools and reporting requirements.
- 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.
 - 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, helping enroll 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.
 - Life Skills: Teaching clients fundamental skills to improve daily living or enhance independence.
 - 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.
- Child Care: Programs may provide onsite or offsite child care services. Offsite child care services must be provided by day care centers licensed through the Illinois Department of Children and Family Services.

4. Evidence-Based Programs or Practices

Applicants are strongly urged to incorporate research-based best practices into their program design, when appropriate. Applicants should identify the evidence-based practice being proposed for implementation, identify and discuss the evidence that shows that the practice is effective, discuss the population(s) for which this practice has been shown to be effective, and show that it is appropriate for the proposed target population.

Applicants are also encouraged to engage in program evaluation of transitional housing projects to help better understand their effectiveness. This may include victim satisfaction or other surveys, needs assessments, or other studies that help to improve delivery of services. Funds may be used for staff time and/or the cost of an external evaluator.

5. Goals, Objectives, and Performance Metrics

Funded programs will be required to submit quarterly progress reports that will minimally include the following information based on the objectives the applicant agencies propose in their response to this solicitation.

Applicants should create a program specific objective and performance measure for each program activity provided by the proposed program in addition to the objective and performance measures included below, example: Provide # ___ clients with transportation each quarter.

Goal: To provide victims of crime and their children with pathways to safe, permanent housing, respond to their emotional and physical needs, and to increase self-sufficiency through individualized trauma-informed services.	
Objective	Performance Measure
Screen # ___ adult clients for program within 90 days of contract execution.	Number of adult clients screened

Place # ____ adults into transitional housing during the first year.	Number of adult clients placed.
Place # ____ children into transitional housing during the first year.	Number of children placed.
Conduct # ____ client/family needs assessments within ____ days of placement.	Number of clients assessed within ____ (#) days. Number of clients assessed after ____ (#) days.
Case manager will meet # ____ times each quarter with each client/family enrolled in transitional housing.	Number of client/family meetings held.
Additional Objectives (Optional Program Activities) <i>Only include those objectives that align with the program activities your proposal addresses.</i>	
# ____ clients will receive individual counseling.	# of clients provided with individual counseling.
# ____ clients will receive group support.	# of clients provided with group support.
# ____ clients will receive child or dependent care assistance.	# of clients provided with child or dependent care assistance.
# ____ clients will receive transportation assistance.	# of clients provided with transportation assistance.
# ____ clients will receive housing advocacy, or help with implementing a plan for obtaining housing (e.g., accompanying client to apply for Section 8 housing)	# of clients provided with receive housing advocacy, or help with implementing a plan for obtaining housing (e.g., accompanying client to apply for Section 8 housing).
# ____ clients will receive employment assistance (e.g., help creating a resume or completing a job application).	# of clients provided with employment assistance (e.g., help creating a resume or completing a job application).
# ____ clients will receive education assistance (e.g., help completing a GED or college application).	# clients provided with education assistance (e.g., help completing a GED or college application).
# ____ clients will receive economic assistance (e.g., help creating a budget, repairing credit, providing financial education).	# of clients provided with economic assistance (e.g., help creating a budget, repairing credit, providing financial education).

# ____ clients will receive life skills assistance (e.g. teaching fundamental skills to improve daily living or enhance independence).	# of clients provided with life skills assistance (e.g. teaching fundamental skills to improve daily living or enhance independence).
# ____ of clients will receive therapy. # ____ of therapy sessions will be provided by staff.	# of clients provided with therapy. # of therapy sessions provided by staff.
Staff will engage in public awareness activities (e.g., development and distribution of print and online material, presentations, etc. to raise awareness of victim rights and services).	# ____ of hours staff engaged in public awareness activities (e.g., development and distribution of print and online material, presentations, etc. to raise awareness of victim rights and services).

6. Priorities

While this funding opportunity responds to several priorities established in 2017 by the ICJIA Victim Services Ad Hoc Committee in some respects, it most directly addresses the priority areas: #2 Fundamental Need, #3 Core Services, #5 Underserved Victims, and #9 Long-term Needs.

B. Funding Information

1. Award period

Grant awards resulting from this opportunity will have a target period of performance of March 1, 2020, to February 28, 2021. Additional funding of up to 24 months may be awarded after the initial funding period, contingent upon a satisfactory performance and availability of funds. The funding period for this grant program will not exceed 36 months.

2. Available Funds

A total of \$5 million in funding is available through this solicitation. A minimum of \$100,000 and a maximum of \$500,000 will be awarded to successful applicants.

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

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

C. Eligibility Information

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

Applicants are also required to submit a financial and administrative risk assessment utilizing an Internal Controls Questionnaire (ICQ) for state fiscal year 2020 and obtain approval from their cognizant agencies before execution of the grant agreement. Delay in obtaining SFY20 ICQ approval will result in a delay in grant execution.

1. Eligible Applicants

Eligible applicants must meet the following requirements:

Public Agency and Nonprofit Organization. Operated by a public agency or nonprofit organization, or a combination of such organizations, and provides direct services to crime victims. Nonprofit organizations must submit proof of 501(c)(3) status as determined by the Internal Revenue Service.

Record of Effective Services. Demonstrate a record of providing effective direct services to crime victims and financial support from sources other than the Crime Victims Fund. This includes having the support and approval of its services by the community and a history of providing direct services in a cost-effective manner. New 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 sources other than the Crime Victims Fund in the year of or the year preceding the award.

Meet Program Match Requirements. Matching contributions of 20 percent (cash or in-kind) of the total costs of the VOCA project. Match must be committed for each VOCA-funded project and derived from sources other than federal funds.

Volunteers. Utilize volunteers unless ICJIA 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.

Help Crime Victims Apply for Compensation. Assist victims by identifying and notifying crime victims of the availability of compensation, referring victims to organizations that can assist them in applying, assisting victims with application forms and procedures, obtaining necessary documentation, monitoring claim status and intervening on behalf of victims with the compensation program.

Comply with Federal Rules Regulating Grants. Comply with the applicable provisions of VOCA, the VOCA Victim Assistance Program Final Rule, Office of Victims of Crime guidelines, and the requirements of the Department of Justice Grants Financial Guide and government-wide grant rules, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received.

Civil Rights. No person 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 VOCA-funded program or activity.

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

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

Criminal Case. Do not discriminate against victims because they disagree with the way the state is prosecuting the criminal case.

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

Confidentiality of Information. Reasonably protect the confidentiality and privacy of persons receiving services under the VOCA-funded program to the extent permitted by law, as set forth in 28 CFR 94.115.

2. Cost Sharing or Matching

A 20-percent 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. Funds, cash, or in-kind resources used as match must be spent in support of the program's goals and objectives.

In-kind match includes volunteered professional or personal services, office materials and equipment, work space and facilities, and non-program funded victim assistance activities. Any reduction or discount provided to a sub-recipient shall be valued as the difference between what the sub-recipient paid and what the provider's nominal or fair market value is for the good or service. The value placed on volunteered services must be consistent with the rate of compensation paid for similar work in the program or the labor market. The value of donated space may not exceed the fair rental value of comparable space. The value placed on loaned or donated equipment may not exceed its fair rental or market value.

To calculate the amount of match required: Total Project Costs x 20 percent = Match

Example:

Total Program Cost:	\$100,000
20 percent Matching Funds (\$100,000 x .20):	\$ 20,000
Federal Funds (\$100,000 x .80):	\$ 80,000

Federal guidelines prohibit matching funds to be used to supplant existing funds. Refer to 28 CFR 200.306 for more information on match types and match requirements.

3. Indirect Cost Rate

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

(a) Federally Negotiated Rate. Organizations that receive direct federal funding, may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. Illinois will accept the federally negotiated rate. The organization must provide a copy of the federal NICRA letter at time of application.

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

(c) De Minimis Rate. An organization that has never negotiated an indirect cost rate with the Federal Government or the State of Illinois is eligible to elect a *de minimis* rate of 10% of modified total direct cost (MTDC). Once established, the *de minimis* Rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the *de minimis* rate.

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

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

D. Application and Submission Information

1. Access Application Package

Applications must be obtained at <https://gata.icjia.cloud/> by clicking on the link titled "VOCA Transitional Housing." Paper copies of the application materials may be requested from Ronne J Reichgelt by calling 312-793-8550; mailing 300 West Adams Street, Suite 200, Chicago, Illinois 60606; or via Telephone Device for the Deaf (TDD) (312)793-4170. Applications, however, may only be submitted via email.

2. Content and Form of Application Submission

(a). Notice of Intent. Agencies interested in applying are strongly encouraged to complete an online Notice of Intent form by 11:59 p.m. on November 15, 2019. Submission of a Notice of Intent is nonbinding and will be used for internal planning purposes only. Upon receipt of a Notice of Intent, ICJIA will offer technical assistance to agencies which have not yet demonstrated GATA compliance.

Failure to submit a Notice of Intent by the deadline above may result in an agency not receiving technical assistance with respect to GATA compliance, therefore risking grant ineligibility.

The online Notice of Intent is available at:

https://icjia.az1.qualtrics.com/jfe/form/SV_2bCbuhW8We85Cpn

(b). Forms and Formatting.

The application must be emailed to CJA.VOCA.THNOFO@illinois.gov. The applicant agency name should appear in the Subject line of the email. Each document attached to the email must be submitted in the manner and method described below. Applications will be rejected if any documents are missing. The applicant is responsible for ensuring that documents adhere to the instructions provided.

The following materials MUST be submitted by all applicants. The applicant must submit the documents based on the instructions provided below.				
Document	Document Name	PDF	Word	Excel
Uniform Application for State Grant Assistance – This form must be completed, signed, and scanned (PDF), and provide a Word file as well	<i>“Agency Name – Application”</i>	X	X	
Program Narrative – This document must meet the requirements outline in Section A. The narrative must be provided in this document. Do not change the format of this document.	<i>“Agency Name – Program Narrative”</i>		X	
Budget/Budget Narrative – This document is a workbook, with several pages (tabs). The last tab has instructions if clarification is needed.	<i>“Agency Name – Budget”</i>			X
Non-Profit Agency Required Documents				
United States Internal Revenue Service 501(c)(3) determination letter.		X		

(c). Application Formatting

Program Narratives may not exceed 30 pages, including proposal questions, and must be double-spaced and written in 12-point, Times New Roman font. Do not delete template questions from your response. Applications that do not follow the mandatory formatting will be eliminated from consideration for review and funding consideration.

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

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

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

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

(c). Continue to maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by a federal or state awarding agency. ICJIA may not make a federal pass-through or state award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time

ICJIA is ready to make an award, ICJIA may determine that the applicant is not qualified to receive an award, and may use that determination as a basis for making a federal pass-through or state award to another applicant.

4. Submission Dates, Times, and Method

(a). **All required application materials must be emailed to CJA.VOCA.THNOFO@illinois.gov by 11:59 p.m. on December 1, 2019, to be considered for funding. Proposals will not be accepted by mail, fax, or in-person. Incomplete applications or those sent to another email address will not be reviewed. Late submissions will not be reviewed.**

(b). Applicants are encouraged to submit their applications 72 hours in advance of the deadline. Technical difficulties experienced at any point during the process should be reported immediately to ICJIA by calling Ronnie J Reichgelt at 312-793-8550, or emailing CJA.VOCA.THNOFO@illinois.gov .

Applicants will receive an automatic reply to their email submission. Applicants that do not receive an automatic reply to their submission email should immediately contact Ronnie J Reichgelt at 312-793-8550 or CJA.VOCA.THNOFO@illinois.gov .

5. Application Questions

Questions may be submitted via email at CJA.VOCA.THNOFO@illinois.gov . The deadline for submitted questions is 11:59 p.m. on November 20, 2019. All substantive questions and responses will be posted on the ICJIA website at <https://gata.icjia.cloud/>. Due to the competitive nature of this solicitation, applicant may not discuss the opportunity directly with any ICJIA employee other than the respondent of this email address.

6. Funding Restrictions

(a). Federal Financial Guide Applicants must follow the current edition of the Department of Justice Grants Financial Guide which details allowable and unallowable costs is available at: https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf. Costs may be determined to be unallowable even if not expressly prohibited in the Federal Financial Guide.

(b). Prohibited Uses The following is a non-exhaustive list of services, activities, goods, and other costs that cannot be supported through this NOFO:

- Land acquisition
- New construction
- A renovation, lease, or any other proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size
 - Minor renovation or remodeling of a property either (a) listed or eligible for listing on the National Register of Historic Places or (b) located within a 100-year flood plain
 - Implementation of a new program involving the use of chemicals

- Capital expenditures
- Fundraising activities
- Most food and beverage costs
- Lobbying
- Audits (agencies receiving less than \$750,000 in cumulative federal funds)
- Capital expenses; property losses and expenses, real estate purchases, mortgage payments, construction, and most capital improvements
- Compensation for victims of crime
- Crime prevention
- Food and beverage costs
- Fundraising activities
- Lobbying and advocacy with respect to legislation, regulations or administrative policy
- Most medical care costs
- Tort or criminal defense services
- Active investigation and prosecution of criminal activities, and witness activities
- Research and studies, except for project evaluations
- Salaries and expenses for management, unless expressly allowed in the VOCA Final Rule

(c). Allowable expenses All expenses must reasonable, necessary, and allocable to the program. The following is a non-exhaustive list of services, activities, goods, and other costs that can be supported through this NOFO. Items marked with an asterisk (*) were added or expanded since 2016¹² to better address the multifaceted needs of crime victims.

- Immediate emotional, psychological and physical health and safety
- Services to help victims improve interdependence skills such as financial/economic, employment, education, and life skills.
- Emergency medical care, medicine or medical equipment (not covered by other entities)
- Forensic medical exams
- Forensic interviews
- Short-term in-house respite care (child/adult dependent of offender/caregiver)
- Short-term nursing care
- Counseling, group treatment and alternative therapy
- Substance abuse treatment (out-patient)
- Transitional housing
- *Child Care: Offsite child care services must be provided by day care centers licensed through the Illinois Department of Children and Family Services.
- Relocation
- Property repair/placement (safety-related repair of windows, locks and doors)
- Legal assistance (Assert victim rights in criminal proceedings, criminal record expungement, protective orders, related child and martial issues)
- Victim advocacy in any related public proceeding

¹² ICJIA released a similar funding opportunity in 2016 in which these expenses were not allowed or more limited.

- *Transportation to services or court proceedings (please note; licensing, insurance and a tracking process will be required for transportation services)
- Operating cost of direct services (including security systems and guards, online media, servers)
- Multi-system, interagency and multidisciplinary activities and their coordination costs
- Restorative Justice
- Salaries and benefits of direct victim services staff, supervisory staff and coordinators
- Liability insurance for staff and property
- Contractors for professional services
- VOCA administrative time for documentation (including program audit costs and needs assessment)
- Project evaluations, including victim satisfaction or other surveys, needs assessments, or other studies that help to improve delivery of services
- Training activities to address vicarious trauma of direct service staff.
- Public education presentations and materials
- Automated management systems and related technology equipment
- Training and materials allowed for direct service volunteers and staff (both VOCA-funded and not), managers and board members of service agencies
- Rent and utilities (water/sewer, heat/electricity)
- Furniture and equipment
- Leasing (with insurance) or purchasing vehicles
- Maintenance, repair or replacement of essential items
- Indirect Costs

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

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

- i. Out-of-state travel
- ii. Equipment over \$5,000
- iii. Certain Requests for Proposals and sub-contracts
- iv. Conference, meeting, and training costs for grant recipients

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

(f). State Travel Guidelines travel costs charged to ICJIA must conform to State Travel Guidelines, found here:

<https://www2.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx>. Out-of-state hotel rates are based on the General Service Administration (GSA) guidelines found

here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Applicant agencies with lower cost travel guidelines than the State of Illinois must use those lower rates.

(g) Supplanting

Supplanting is to deliberately reduce state or local funds because of the existence of federal funds. Supplanting rules do not apply to not-for-profit agencies.

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. Supplanting will be the subject of application review, as well as pre-award review, post-award monitoring, and audit. If there is a potential presence of supplanting, the applicant or grantee will be required to supply documentation demonstrating that the reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds. For certain programs, a written certification may be requested by the awarding agency or recipient agency stating that federal funds will not be used to supplant state or local funds.

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

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

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

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

For procurement contracts, applicants are encouraged to promote free and open competition in awarding contracts. All subcontracts must comply with federal and state requirements as

well as the ICJIA Subcontract Policy. Some agreements may be entered into through a “sole source” process, however, other agreements must be competitively bid through a “Request for Proposal” process.

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

7. Requirement Prior to Submitting the Application.

Applicant Technical Assistance Recording. Applicants are advised to view the following technical assistance recordings prior to application submission. All recordings are located on the ICJIA website at <https://gata.icjia.cloud/>.

- GATA compliance
- Budget Requirements
- Indirect costs
- Transitional Housing NOFO specific

The recordings will be available for viewing beginning at **11:59 p.m. on October 17, 2019.**

E. Application Review Information

1. Criteria

Application selection will be made using the following criteria. Only applications receiving a minimum score of 70 will be considered for funding.

Proposal Quality	Score Range
Excellent: In addition to providing complete responses for all questions, the responses were clear and detailed. The program plan is thoughtfully designed considering legal practices and victim needs. Application includes all mandatory elements.	90-100
Very Good: Application provides complete responses and includes all mandatory elements, but a limited amount of clarification or modification is necessary to recommend the application for funding.	80-89
Good: Application provided complete responses to the majority of the questions while several responses lack clarity and detail. Application includes all mandatory elements.	70-79
Fair: The application responses consistently lacked	60-69

completeness. Application lacks some mandatory elements.	
Poor: The application responses consistently lacked completeness and demonstrates a poor understanding of the issues. Application lacks some mandatory elements.	0-59

The following outlines the point breakdown for each major section of the proposal narrative and budget documents. The description included reflects a proposal that falls into the excellent category described above.

Executive Summary (5 points). This section should provide a succinct but comprehensive summarization of the proposal including key points as detailed in the proposal.

Statement of Problem (10 points). This section should demonstrate a clear understanding of the need and justification for the program. The community characteristics include local and county level data and the chart is complete. There are at least two examples of the community's strengths and challenge and each example is tied to the problem.

Agency Capacity and Experience (20 points). Application provides a clear history of the applicant's victim service delivery, including quantitative and qualitative descriptions. This section outlines applicant's geographic and jurisdictional limitations and how clients outside of these limitations are supported. The lessons learned response includes at least one example and describes how this lesson informs the proposed program design. The applicant describes their fiscal capacity including other legal assistance funding sources and included both quantitative and qualitative descriptions. The state agency contract chart is completed. The applicant's plan for program sustainability includes specific activities that address sustainability.

Proposed Program (25 points). The response clearly describes the proposed program, specific proposed services and the program rationale. If the applicant does not have experience in a selected service type, the response provides explanation of how capacity will be built including at least one specific example. This example demonstrates a strong understanding of the selected services. The response clearly describes the applicant's understanding of each selected victim group needs and discuss how the program's design meets these needs. If applicant has not served a checked victim group, the response explains how the applicant will build capacity to serve this or these victim type(s). This explanation should include at least one capacity building example.

The response describes service promotion activities including method, language(s), venue(s) and past experience. The response states and justifies the number of clients to be served, referral mechanisms, intake questions and criteria for acceptance. All the Program Requirements must be adequately addressed. The response describes how the agency will address known barriers including at a minimum intake hours, transportation, translation/interpretation and childcare barriers. The response must state that the services are provided free of charge. The response states that the program will not force the client to seek protective orders or other legal action with which they disagree. The response clearly

identifies additional challenges clients may encounter; includes life events prior to *and* during program participation, and clearly explains how your program will address those challenges. The response includes at least one example of each of these challenges at the individual, family and community levels and how the program will address these challenges. The response in this section also demonstrates a history of collaborative relationships with other social service agencies. The response includes each collaborative partner and the specific role they will play. Application includes letter of commitment from each partner. The response describes how the program will address each of the four key components and four key principles of trauma informed services.

Staffing (18 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 complete the Implementation Schedule. Applicants must also address all program requirements outlined.

Goals/Objectives/Performance Indicators (2 point). 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.

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).

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

The total number of points available is 100.

2. Review and Selection Process

All applications will be screened for completeness and GATA ICQ submission for the current state fiscal year. Applications from agencies do not have a current ICQ submitted by the date of application will not be reviewed.

Proposals will be reviewed by a panel of ICJIA staff and key stakeholders with expertise in victim services. Proposal selection will be made using the previously described scoring criteria. If possible, ICJIA will fund the highest scoring applicant in each geographic region

before funding successive applicants (*See map on page 32 and list of counties on page 33*).

After applicants are selected from each region, applicants will be selected based on overall scoring, with secondary consideration given to geographic diversity and proposed program design. Applicants with equivalent scores will be selected based on scores in the proposed program design category.

ICJIA reserves the right to reject any or all incomplete proposals, proposals including unallowable activities, proposals that fail to meet eligibility or program requirements, or proposals that are otherwise deemed to be unsatisfactory. ICJIA also reserves the right to invite applicants to answer clarifying questions and modify budgets that include unallowable or unreasonable costs.

Successful applicants whose applications contained unallowable or unreasonable costs will have their award reduced by the total amount of those costs. Upon applicant acceptance of the grant award, announcement of the grant award shall be published by the awarding agency to the GATA portal. Review team recommendations will be forwarded to Budget Committee for approval. Applicants will be notified of the Budget Committee's decision.

3. Appeal Process

Unsuccessful applicants may request a formal appeal. Only the evaluation process is subject to appeal. Evaluation scores and funding determinations may not be contested and will not be considered by ICJIA's Appeals Review Officer. The appeal must be via email and submitted within 14 calendar days after either the date the grant award notice is published or receipt of a Funding Opportunity Declination Letter from ICJIA, whichever comes first. The written appeal must include, at a minimum, the following:

- a. Statement indicating a request for a formal appeal.
- b. The name and address of the appealing party.
- c. Identification of the grant program.
- d. A statement of reason for the appeal.

Please send your appeal to:

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

Once an appeal is received, ICJIA will acknowledge receipt of an appeal within 14 calendar days from the date the appeal was received. ICJIA will respond to the appeal, in writing, within 60 days or supply a written explanation as to why additional time is required. The appealing party must supply any additional information requested by ICJIA within the time period set in the request. ICJIA will resolve the appeal by means of written determination.

The determination will include:

- Review of the appeal.
- Appeal determination.
- Rationale for the determination.
- Standard description of the appeal review process and criteria.

4. Debriefing Process

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

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

- The name and address of the requesting party
- Identification of grant program
- Reasons for the debrief request

Please send requests to:

Ronnie J Reichgelt
 Illinois Criminal Justice Information Authority
CJA.VOCA.THNOFO@illinois.gov .

5. Programmatic Risk Assessment

All applicant agencies recommended for funding will be required to submit a completed ICJIA Programmatic Risk Assessment (PRA). This assessment will identify elements of fiscal and administrative risk at the program level and will be used to determine required specific conditions to the interagency agreement. The PRA must be completed for the program agency.

Implementing Agency vs. Program Agency

An implementing agency is the legal entity that receives state funds, such as a county.

A program agency:

- Is a subdivision of the implementing agency, such as a county probation department.
- Carries out program operations.
- Is responsible for data and fiscal reporting.

PRAs completed for other state agencies will not be accepted by ICJIA.

6. Anticipated Announcement and State Award Dates

Task	Date
NOFO posted	October 15, 2019
Technical Assistance Recordings posted	October 17, 2019
Notices of Intent due	November 15, 2019
NOFO question submission deadline	November 20, 2019
Applications due	11:59 p.m., December 1, 2019
Budget Committee review/approval of recommended designations	January 2020
Estimated program start date	March 1, 2020

F. Award Administration Information

1. State Award Notices

The ICJIA Budget Committee is scheduled to review and approve designations in January 2020.

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

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

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

- Equal Employment Opportunity and Civil Rights Certification signed by the Implementing Agency
- Lobbying and Debarment certification signed by the Program Agency

2. Administrative and National Policy Requirements

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

Additional programmatic and administrative special conditions may be required.

3. Reporting

Recipients must submit periodic financial reports, progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the 2 CFR Part 200 Uniform Requirements. Future awards and fund drawdowns may be withheld if reports are delinquent.

G. State Awarding Agency Contact(s)

For questions and technical assistance regarding application submission, contact:

Ronnie J Reichgelt
Illinois Criminal Justice Information Authority
CJA.VOCA.THNOFO@illinois.gov

H. Other Information

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

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

TRAUMA-INFORMED SERVICES

A cornerstone of victim services has been to support victims' choices and believing that victims best know their own needs. While providers undoubtedly operate from this

philosophy, providers can do more to prevent unintentionally re-traumatizing victims by considering the impact of trauma on a person’s thinking, feelings, and behaviors. Use of trauma-informed services is encouraged. Core principles of trauma-informed services include the following:

Core Principles	Examples
Understanding Trauma and Its Impact	Understanding traumatic stress and recognizing that many current behaviors and responses are ways of adapting to and coping with past traumatic experiences.
Promoting Safety	Establishing a safe physical and emotional environment where basic needs are met; safety measures are in place; and provider responses are consistent, predictable, and respectful.
Supporting Consumer Control, Choice and Autonomy	Helping people regain a sense of control over their daily lives. Keeping people informed about all aspects of the system and allowing them to drive goal planning and decision-making.
Sharing Power and Governance	Sharing power and decision-making across all levels of an organization, whether related to daily decisions or when reviewing and establishing policies and procedures.
Ensuring Cultural Competence	Respecting diversity within the program, providing opportunities for consumers to engage in cultural rituals, and using interventions specific to cultural backgrounds.
Integrating Care	Maintaining a holistic view of consumers that acknowledges the interrelated nature of emotional, physical, relational, and spiritual health and facilitates communication within and among service providers and systems.
Healing Happens in Relationship	Believing that establishing safe, authentic, and positive relationships can be corrective and restorative to trauma survivors.
Understanding that Recovery is Possible	Understanding that recovery is possible for everyone regardless of how vulnerable he or she may appear, instilling hope by providing opportunities for consumer involvement at all levels of the system, and establishing future-oriented goals.

Source: Guarino, Soares, Konnath, Clervil, & Bassuk, 2009

TRANSITIONAL HOUSING MODELS & RENT STRUCTURES

Transitional housing is often a critical service for survivors of violence, allowing them to safely escape an abusive partner. This section highlights the three most common transitional housing models used by the Office of Violence Against Women's (OVW) Transitional Housing Grant program grantees. Additionally, a variety of rent structures are in use by these programs, also noted here. There is more than one way to structure transitional housing models or rent processes. Structures vary based on program mission, funding streams, and service population.

Transitional Housing Models

Scattered Site

- Survivors live in an apartment in the community in a full market rent unit.
- Survivor holds lease in their own name.
- On rare occasions the program holds the lease and subleases to survivor.
- Program is not in the role of the landlord (unless subleasing to survivor).
- Increasingly the most common model. This model allows for the survivor to possibly remain in the unit once the financial assistance has ended therefore eliminating the need to relocate again.

Clustered Site

- Program owns building with units or rents a group of apartments in a common location.
- Program is landlord and service provider.
- Survivor lives in program building or one of the program rented units for a specific period while they find more permanent housing.

Communal Living

- Similar to shelter design. May have separate/private bedrooms but share common space such as living room, dining room, kitchen, etc.
- Least common of the 3 models used.

It is important that communal living models for anyone that will be served with OVW Transitional Housing funds be sufficiently separate from any other communal housing offered by the grant recipient to allow for separate and distinct policies governing each type of housing. For example, the transitional housing units could be on a specific floor or section within a building or in a separate building on the same property.

**Transitional Housing is not an extended shelter stay.* Federal guidelines for program receiving grants from the Office on Violence Against Women (OVW) state that transitional housing is not intended to be an extended shelter stay and must be offered for a minimum of 6 months. Regardless of the model used, transitional housing programs

should be providing a longer-term housing option for survivors while helping them to obtain and maintain permanent housing.

Transitional Housing Rent Structures

Subsidized

- Survivor enters into lease. Program provides a portion of rent, as rental assistance, paid directly to the landlord.

Rent and Sublet

- Lease is in program's name and program is responsible for payment of the rent. Program creates sub-lease or rental agreement for survivor and survivor pays a portion of the total cost of rent to the program.

Own

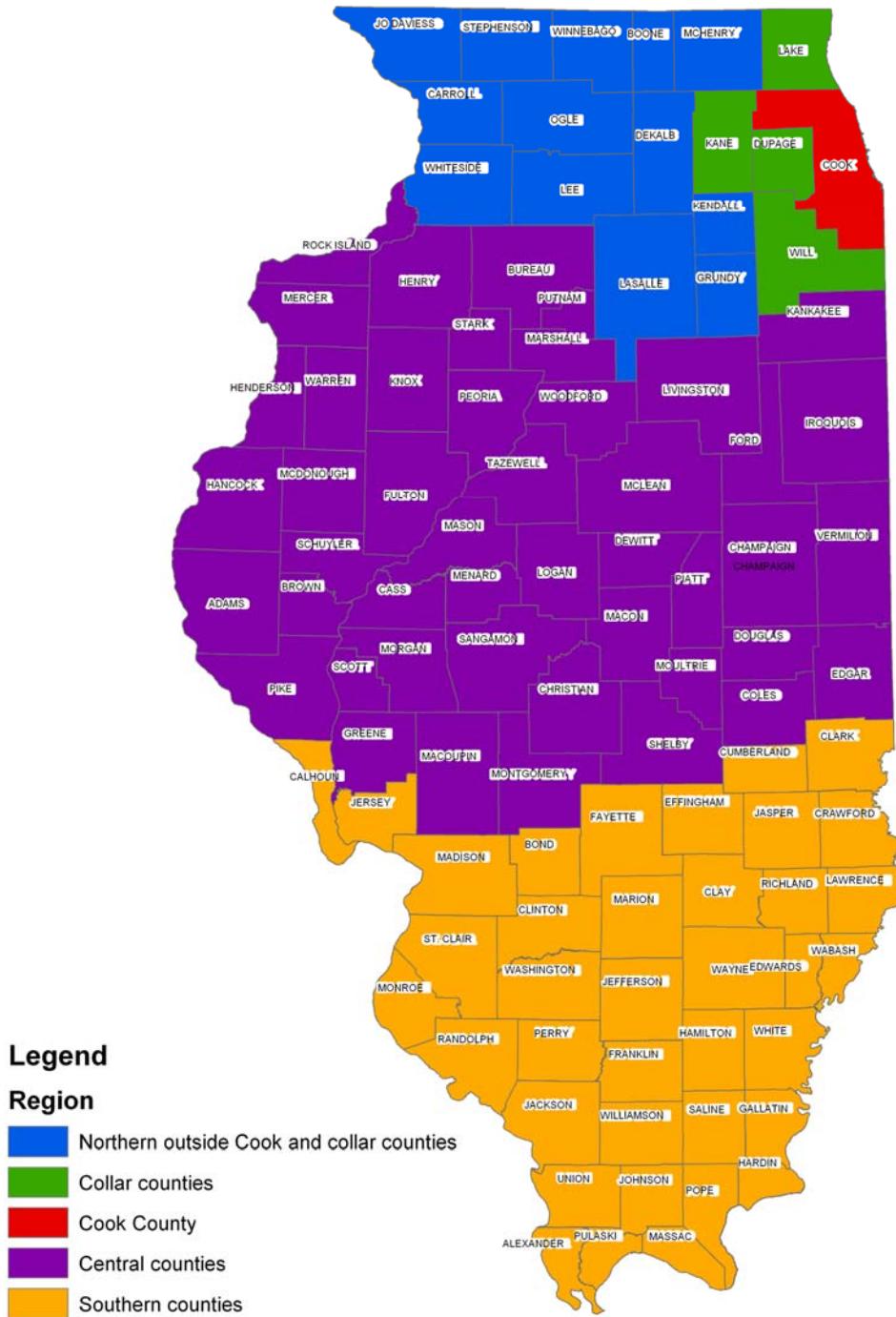
- Program owned and operated. Program creates sub-lease or rental agreement for survivor and survivor pays a portion of the total cost of rent to the program.

Note – If you are implementing your transitional housing program with OVW Transitional Housing grant funds, rent collected from survivors must not be used as program income. Any rent collected from survivors in this structure must be put back into the transitional housing program and be used to provide assistance to survivors.

As a best practice, it is recommended that in all rent structures mentioned that survivors never be required to pay more than 30 percent of their income in rent.

Source: U.S. Department of Justice, Office of Violence Against Women (OVW) Fiscal Year 2016 Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence and Stalking Solicitation

Illinois Regions



Regions represent the divisions of the U.S. District Courts of Illinois. Cook and Collar county regions are subsets of the Northern U.S. Courts of Illinois.

Regional Classifications of Counties

Northern outside Cook and collar counties	Central counties		Southern counties
Boone	Adams	Schuyler	Alexander
Carroll	Brown	Scott	Bond
DeKalb	Bureau	Shelby	Calhoun
Grundy	Cass	Stark	Clark
Jo Daviess	Champaign	Tazewell	Clay
Kendall	Christian	Vermilion	Clinton
LaSalle	Coles	Warren	Crawford
Lee	DeWitt	Woodford	Cumberland
Ogle	Douglas		Edwards
Stephenson	Edgar		Effingham
Whiteside	Ford		Fayette
Winnebago	Fulton		Franklin
McHenry	Greene		Gallatin
	Hancock		Hamilton
	Henderson		Hardin
Cook County	Henry		Jackson
	Iroquois		Jasper
Collar counties	Kankakee		Jefferson
DuPage	Knox		Jersey
Kane	Livingston		Johnson
Lake	Logan		Lawrence
Will	McDonough		Madison
	McLean		Marion
	Macon		Massac
	Macoupin		Monroe
	Marshall		Perry
	Mason		Pope
	Menard		Pulaski
	Mercer		Randolph
	Montgomery		Richland
	Morgan		St. Clair
	Moultrie		Saline
	Peoria		Union
	Piatt		Wabash
	Pike		Washington
	Putnam		Wayne

	Rock Island		White
	Sangamon		Williamson

Victims of Crime Act (VOCA) Transitional Housing

PROPOSAL NARRATIVE

(30 pages maximum)

1. Executive Summary (One page maximum)

2. If applicable, check the underserved group your proposed program will reach (select all that apply):
 - Elderly
 - Homeless
 - LGBTQ+
 - Males
 - People with disabilities
 - People of color
 - Second Language Learners
 - Victims with an undocumented immigration status

Applicant must include unique approaches to addressing this underserved group(s) in all the Program Requirements sections.

3. Problem Statement

- A. Please list the count(ies) to be served by your program:

- B. If applicant is proposing a program to serve a portion of a county, please specify those municipalities and/or neighborhoods.

- C. Describe the problem in your service area that demonstrates the need for your proposed program. This may include a description of available indicators on the extent of victims of crimes including, but not limited to, domestic violence (including intimate partner violence), human trafficking, anti-LGBTQ+ violence, and forced labor in your service area. Some county-level data may be retrieved from the Authority's Research & Analysis Unit website (Click the DATA tab to view downloadable datasets.).

- D. Describe strengths and challenges of the community to be served. A minimum of two strengths and two challenges are essential and must be related to the problem described in question 3C.

- E. Community characteristics. Please complete the table below to describe demographics and other characteristics of your service area. Illinois statistics are also provided for your information. Most percentages can be obtained from U.S. Census Bureau QuickFacts. To obtain the rental vacancy rate, go to the U.S. Census Bureau's Selected Housing Characteristics page (Click Add/Remove Geographies and enter one or more geographic areas.).

Victims of Crime Act (VOCA) Transitional Housing

PROPOSAL NARRATIVE

(30 pages maximum)

Community characteristics of area to be served

Service area. Please list cities and/or counties to be served by your program:			Illinois (statewide)	
	<u>Number</u>	<u>Percent</u>	<u>Number</u>	<u>Percent</u>
Total population of area served, 2015		100%	12,859,995	100%
		<u>Percent</u>		<u>Percent</u>
Ethnicity: Hispanic or Latino, 2015				16.9
Race: American Indian and Alaska Native alone, 2015				0.6
Race: Asian alone, 2015				5.5
Race: Black or African American alone, 2015				14.7
Race: Native Hawaiian and Other Pacific Islander alone, 2015				0.1
Race: White alone, not Hispanic or Latino, 2015				61.9
Race: Two or more races, 2015				1.9
Foreign-born persons, 2010-2014				13.9
Language other than English spoken at home, % of persons ages 5+ years, 2010-2014				22.5
High school graduate or higher, % of persons ages 25+ years, 2010-2014				87.6
Bachelor's degree or higher, % of persons ages 25+ years, 2010-2014				31.9
With a disability, % under age 65, 2010-2014				7.0
In civilian labor force, % of population ages 16+ years, 2010-2014				65.9
In civilian labor force, female, % of population ages 16+ years, 2010-2014				61.0
Persons in poverty, %				14.4
Rental vacancy rate, 2014 (See instructions for more information)				6.7
		<u>Dollars</u>		<u>Dollars</u>
Median household income, 2010-2014				\$57,166
Median gross rent, 2010-2014				\$903

Victims of Crime Act (VOCA) Transitional Housing

PROPOSAL NARRATIVE

(30 pages maximum)

4. Agency Capacity and Experience

- A. Describe history of providing housing and/or victim services. If agency is new, state whether a minimum of 25 percent of its financial support comes from non-federal sources.
- B. Describe lessons learned from providing these services.
- C. Describe fiscal experience and capacity to manage grants. Include all major funding sources and specify transitional housing funding received, if applicable.
- D. Describe how the applicant agency will sustain the transitional housing program at the end of the three-year funding period.
- E. If applicant does not have a history of providing services for this specific focus area please explain how the applicant will build capacity to provide them. This explanation should include at least one capacity building example and demonstrate a strong understanding of such services.
- F. If applicable, describe history of providing services to the selected underserved groups listed on page 1. Include quantitative (e.g. years of service; number of clients served last year) and qualitative (e.g. description of services provided; client case summaries) descriptions.
- G. Describe fiscal experience and capacity to manage grants. Include all funding sources that support victim service programming. Include quantitative (e.g. size of budget and number of grants) and qualitative (e.g. process and procedure; summary of previous management) descriptions.
- H. If applicant currently receives VOCA funding, discuss how the proposed program complements existing funding.

5. Proposed Program

- A. Describe the proposed transitional housing program including program model(s), rent structure(s), and estimated number of available housing units (See page 32 of NOFO for description of common models and rent structures.).
- B. Project the number of clients to be served during the grant period. Explain and justify this projection.
- C. Describe referral mechanisms, eligibility criteria, and program policies, including their rationales.

Victims of Crime Act (VOCA) Transitional Housing

PROPOSAL NARRATIVE

(30 pages maximum)

- D. Describe how the program will provide the required supportive services that will be offered to adult and child residents, including rationale. See page 10 of NOFO for list of services.
- E. If supportive services offered include child care describe how services will be provided. (please note; licensing and insurance will be required for off-site child care services and must be explained)
- F. If supportive services offered include transportation describe how services will be provided and tracked. (please note; licensing, insurance and tracking process will be required for transportation services and must be explained)
- G. Describe the challenges your clients may face. This includes life events prior to and during program participation. Explain how your program will address those challenges.
- H. Describe how your proposed program, policies, and support services will be trauma-informed (See page 31 of NOFO for a list of core principles for trauma-informed services).
- I. Describe collaborative partners, any history of collaboration, and each partner's role in your proposed program. Applicants must include Letters of Commitment from each collaborative partner describing their specific role in your proposed program. Attach all Letters of Commitment to the grant application. Letters submitted separately from the application will not be accepted.
- J. Please describe the benchmarks that demonstrate to clients and staff that progress is being made and the process the program uses to determine when a client has successfully completed the program and is ready to transition to permanent housing.

6. Staffing Plan

List and describe all staff positions assigned to the proposed program. Include at minimum: name of position; roles and responsibilities; reporting and supervision structure; time budgeted, and funding source.

Report the total number of full-time equivalent (FTE) staff to be funded by the program during the grant period. FTE is the ratio of the staff person's total number of funded hours during a period (part-time, full-time, and contracted hours) by the number of hours in the average full-time work week.

Report staff by the job activities performed, not by title or location. Also report employees who are part-time and/or only partially funded with these funds and any consultants/contractors.

Victims of Crime Act (VOCA) Transitional Housing

PROPOSAL NARRATIVE

(30 pages maximum)

Include employees who are funded with any required grant match.

All activities provided by the following staff must be fully explained in the budget narrative.

PROGRAM-FUNDED STAFF	# of positions	Total FTE
Case Manager (mandatory)		
Victim advocate		
Administrator (fiscal manager, executive director)		
Program Coordinator		
Support staff (administrative assistant, bookkeeper, accountant)		
Translator/interpreter		
Other (specify):		
Other (specify):		
TOTAL		

Attach job descriptions and documentation of required training for each position. Place an asterisk by each VOCA grant-allowable activity in the job descriptions.

7. Goals and Objectives

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. Applicants should create a program specific objective and performance measure for each program activity provided by the proposed program in addition to the objective and performance measures included below, example: Provide #___ clients with transportation each quarter. List a minimum of three additional support service objectives for the program.

Goal: To provide victims of crime and their children with pathways to safe, permanent housing and help victims increase self-sufficiency, interdependence through individualized trauma-informed services.	
Objective	Performance Measure
Screen # ___ adult clients for program within 90 days of contract execution.	Number of adult clients screened
Place # ___ adults into transitional housing during the first year.	Number of adult clients placed.

Victims of Crime Act (VOCA) Transitional Housing

PROPOSAL NARRATIVE

(30 pages maximum)

Place # ____ children into transitional housing during the first year.	Number of children placed.
Conduct # ____ client/family needs assessments within ____ days of placement.	Number of clients assessed within ____ (#) days. Number of clients assessed after ____ (#) days.
Case manager will meet # ____ times each quarter with each client/family enrolled in transitional housing.	Total number of client/family meetings held.
Provide # ____ clients with [insert service type here] each quarter.	Insert
Provide # ____ clients with [insert service type here] each quarter.	Insert
Provide # ____ clients with [insert service type here] each quarter.	Insert
Provide # ____ clients with [insert service type here] each quarter.	Insert
Provide # ____ clients with [insert service type here] each quarter.	Insert
Add as many additional rows as necessary to include key program services.	

SECTION - A (continued) Indirect Cost Rate Information

If your organization is requesting reimbursement for indirect costs on line 17 of the Budget Summary, please select one of the following options.

1) Our Organization receives direct Federal funding and currently has a Negotiated Indirect Cost Rate Agreement (NICRA) with our Federal Cognizant Agency. A copy of this agreement will be provided to the State of Illinois' Indirect Cost Unit for review and documentation before reimbursement is allowed. This NICRA will be accepted by all State of Illinois Agencies up to any statutory, rule-based or programmatic restrictions or limitations.

NOTE: (If this option is selected, please provide basic Negotiated Indirect Cost Rate Agreement information in area designated below)

Your Organization may not have a Federally Negotiated Indirect Cost Rate Agreement. Therefore, in order for your Organization to be reimbursed for Indirect Costs from the State of Illinois, your Organization must either:

- A. Negotiate an Indirect Cost Rate with the State of Illinois' Indirect Cost Unit with guidance from your State Cognizant Agency on an annual basis.**
- B. Elect to use the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely on State of Illinois Awards.**
- C. Use a Restricted Rate designated by programmatic or statutory policy. (See Notice of Funding Opportunity for Restricted Rate Programs)**

2a) Our Organization currently has a Negotiated Indirect Cost Rate Agreement with the State of Illinois that will be accepted by all State of Illinois Agencies up to any statutory, rule-based or programmatic restrictions or limitations. Our Organization is required to submit a new Indirect Cost Rate Proposal to the Indirect Cost Unit within six (6) months after the close of each fiscal year (2 CFR 200 Appendix IV (C)(2)(c).

NOTE: (If this option is selected, please provide basic Indirect Cost Rate information in area designated below)

2b) Our Organization currently does not have a Negotiated Indirect Cost Rate Agreement with the State of Illinois. Our Organization will submit our initial Indirect Cost Rate Proposal (ICRP) immediately after our Organization is advised that the State award will be made and, in no event, later than three (3) months after the effective date of the State award (2 CFR 200 Appendix IV (C)(2)(b). The initial ICRP will be sent to the State of Illinois' Indirect Cost Unit.

NOTE: (Check with your State of Illinois Agency for information regarding reimbursement of indirect costs while your proposal is being negotiated)

3) Our Organization has never received a Negotiated Indirect Cost Rate Agreement from either the Federal government or the State of Illinois and elects to charge the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely on State of Illinois awards (2 CFR 200.414 (c)(4)(f) & (200.68).

NOTE: (Your Organization must be eligible, see 2 CFR 200.414 (f), and submit documentation on the calculation of MTDC within your Budget Narrative under Indirect Costs)

4) For Restricted Rate Programs (check one) -- Our Organization is using a restricted indirect cost rate that:

Is included as a "Special Indirect Cost Rate" in our NICRA (2 CFR 200Appendix IV (5) Or;
 Complies with other statutory policies (*please specify*):

The Restricted Indirect Cost Rate is _____%

5) No reimbursement of Indirect Cost is being requested. (*Please consult your program office regarding possible match requirements*)

Basic Negotiated Indirect Cost Rate Agreement information if Option (1) or (2a) is selected

Period Covered by the NICRA:	
Approving Fed/State Agency (please specify):	
The Indirect Cost Rate is:	%
The Distribution Base is:	

STATE OF ILLINOIS		UNIFORM GRANT BUDGET TEMPLATE (updated by ICJIA)		AGENCY: Illinois Criminal Justice Information Authority	
Implementing Agency Name:		DUNS#:		NOFO ID:	
CFSA Number: 546-		CSFA Short Description:		Grant #:	
				State Fiscal Year(s):	
				Project Period:	
<p><i>If you are required to provide or volunteer to provide cost-sharing, matching funds, other funding or contributions to the project, these should be shown for each applicable budget category. All applicants must complete the cells highlighted in blue. The remaining cells will be automatically filled as you complete the Budget Worksheets. Eligible applicants requesting funding for only one year should complete the column under "Year 1." Please read all instructions before completing form.</i></p>					
SECTION B -- MATCH FUNDS					
Program Revenues		Year 1			
Grantee Match Requirement: ___% <i>(ICJIA to populate only if match is required)</i>					
(b). -Cash					
(c). -Non-cash					
(d). Other Funding & Contributions					
NON-STATE Funds Total		\$	-		
BUDGET SUMMARY MATCH FUNDS					
Budget Expenditure Categories <i>OMB Uniform Guidance Federal Awards Reference 2 CFR 200</i>		Year 1			
1. Personnel (Salaries & Wages) 200.430		\$	-		
2. Fringe Benefits 200.431		\$	-		
3. Travel 200.474		\$	-		
4. Equipment 200.439		\$	-		
5. Supplies 200.94		\$	-		
6. Contractual Services (200.318) & Subawards (200.92)		\$	-		
16. Total Direct Costs (lines 1-15) 200.413		\$	-		
17. Indirect Costs* (see below) 200.414					
Rate: _____ % Base: _____		\$	-		
18. Total Costs NON-ICJIA (Match) Funds (lines 16 and 17)		\$	-		

FFATA Data Collection Form (See instructions below to determine if this form needs to be completed)

Under FFATA, any implementing agency that receives \$25,000 or more from federal funds for this award must provide the following information for federal reporting. Please fill out the following form accurately and completely. To confirm whether federal funds are part of this award, please refer to the CFDA number on the Notice of Funding Opportunity. If there is no CFDA number, then this award does not include federal funds.

Grantee (or Subgrantee) DUNS:					
Grantee (or Subgrantee) Name:					
Grantee (or Subgrantee) DBA:					
Grantee (or Subgrantee) Address:					
City:		State:		Zip+4:	
Grantee (or Subgrantee) Principal Place of Performance:					
City:		State:		Zip+4:	
Grant #:		Award Amount:	\$		Project Period:
State of Illinois Awarding Agency: Illinois Criminal Justice Information Authority					
CSFA Short Description:					
Under certain circumstances, grantee (or subgrantee) must provide names and total compensation of its top 5 highly compensated officials. Please answer the following two questions and follow the instructions:					
Q1. In your business or organization's previous fiscal year, did your business or organization (including parent organization, all branches and all affiliates worldwide) receive (1) 80% or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants and/or cooperative agreements and (2) \$25,000,000 or more in annual gross revenue from U.S. federal contracts, subcontracts, loans, grants, subgrants and/or cooperative agreements?					
Yes <input type="checkbox"/> If yes, must answer Q2 below.					
No <input type="checkbox"/> If no, you are not required to provide data.					
Q2. Does the public have access to information about the compensation of the senior executives in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Security Exchange Act of 1934 (5 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue code of 1986 (i.e., on IRS Form 990)?					
Yes <input type="checkbox"/> If yes, you are not required to provide data.					
No <input type="checkbox"/> If no, you must provide the data. Please fill out the rest of this form.					
Please provide names and total compensation of the top five officials:					
Name:		Amount:			
Name:		Amount:			
Name:		Amount:			
Name:		Amount:			
Name:		Amount:			

Implementing Agency Name:

Grant #:

Section C - Budget Worksheet & Narrative

1). **Personnel (Salaries & Wages)** (2 CFR 200.430) --List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project and length of time working on the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives in the narrative space provided below. Also, provide a justification and description of each position (including vacant positions). Relate each position specifically to program objectives. Personnel cannot exceed 100% of their time on all active projects.

Note: Please see ICJIA Specific Instructions tab for additional information for completing this section.

Name	Position	Computation				Federal/State Amount	Match	Total Cost			
		Salary or Wage	Basis (Yr./Mo./Hr.)	% of Time	Quantity (based on Yr/Mo/Hr)						
								\$ -			
								\$ -			
								\$ -			
								\$ -			
								\$ -			
								\$ -			
								\$ -			
								\$ -			
								\$ -			
								\$ -			
<i>Total</i>						\$	-	\$	-	\$	-

Personnel Narrative:

Implementing Agency Name:

Grant #:

Section C - Budget Worksheet & Narrative

3). **Travel** (2 CFR 200.474)-- Travel should include: origin and destination, estimated costs and type of transportation, number of travelers, related lodging and per diem costs, brief description of the travel involved, its purpose, and explanation of how the proposed travel is necessary for successful completion of the project. In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit cost involved. Identify the location of travel, if known; or if unknown, indicate "location to be determined." Indicate source of Travel Policies applied, Applicant or State of Illinois Travel Regulations. **NOTE:** Dollars requested in the travel category should be for staff travel only. Travel for consultants should be shown in the contractual category along with the consultant's fee. Travel for training participants, advisory committees, review panels and etc., should be itemized the same way as indicated above and placed in the "Miscellaneous" category.

Column G ("Basis") defines the quantity being measured. For example, if your expense is two nights in a hotel, the basis is "Nights." If the expense is 300 miles, the basis is "Miles."

Note: Please see ICJIA Specific Instructions tab for additional information for completing this section.

Purpose of Travel (brief description)	Location	Computation						Federal/State Amount	Match	Total Cost
		Items	Cost Rate	Quantity	Basis	# Staff	# of Trips			
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
<i>Total</i>								\$ -	\$ -	\$ -

Travel Narrative:

Implementing Agency Name:

Grant #:

Section C - Budget Worksheet & Narrative

4). Equipment (2 CFR 200.439) -- Provide justification for the use of each item and relate them to specific program objectives. Provide both the annual (for multiyear awards) and total for equipment. Equipment is defined as an article of tangible personal property that has 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. An applicant organization may classify equipment at a lower dollar value but cannot classify it higher than \$5,000. (Note: Organization's own capitalization policy for classification of equipment can be used). Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Note: Please see ICJIA Specific Instructions tab for additional information for completing this section.

Item	Computation			Federal/State Amount	Match	Total Cost
	Quantity	Cost	Pro-Rated Share (Put 100% if cost is not pro-rated)			
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
<i>Total</i>				\$	-	\$
				-	\$	-
				\$	-	\$
				-	\$	-

Equipment Narrative:

Implementing Agency Name:

Grant #:

Section C - Budget Worksheet & Narrative

5. Supplies (2 CFR 200.94)--List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Note: Please see ICJIA Specific Instructions tab for additional information for completing this section.

Supply Items	Computation			Federal/State Amount	Match	Total Cost
	Quantity/ Duration	Cost	Pro-Rated Share (Put 100% if cost is not pro-rated)			
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
<i>Total</i>				\$	-	\$
				-	\$	-

Supplies Narrative:

Implementing Agency Name:

Grant #:

Section C - Budget Worksheet & Narrative

6. Contractual Services (2 CFR 200.318) & Subawards (200.92) -- Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. Federal rules require a separate justification must be provided for sole source contracts in excess of \$150,000 (See 2 CFR 200.88). **However, ICJIA has additional requirements for sole source contracts of other amounts. The applicant must contact the ICJIA grant monitor or program administrator for additional information.** This budget category may include **subawards**. Provide separate budgets for each subaward or contract, regardless of the dollar value and indicate the basis for the cost estimates in the narrative. Describe products or services to be obtained and indicate the applicability or necessity of each to the project.

Please also note the differences between subaward, contract, and contractor (vendor):

- 1) Subaward (200.92) means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal/State award, including a portion of the scope of work or objectives. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal/State program.
- 2) Contract (200.22) means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this part does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward.
- 3) "Vendor" or "Contractor" is generally a dealer, distributor or other seller that provides services in support of the project activities. This can include utilities, leases, computing costs, audit costs, and similar types of costs.

Note: Please see ICJIA Specific Instructions tab for additional information for completing this section.

Description	Computation				Federal/State Amount	Match	Total Cost			
	Cost per Basis	Basis	Length of Time	Pro-Rated Share (Put 100% if cost is not pro-rated)						
							\$ -			
							\$ -			
							\$ -			
							\$ -			
							\$ -			
							\$ -			
							\$ -			
							\$ -			
							\$ -			
							\$ -			
							\$ -			
							\$ -			
							\$ -			
							\$ -			
							\$ -			
<i>Total</i>					\$	-	\$	-	\$	-

Contractual Narrative:

Implementing Agency Name:

Grant #:

Section C - Budget Worksheet & Narrative

16. **Indirect Cost** (2 CFR 200.414) --Provide the most recent indirect cost rate agreement information with the itemized budget. The applicable indirect cost rate(s) negotiated by the organization with the cognizant negotiating agency must be used in computing indirect costs (F&A) for a program budget. The amount for indirect costs should be calculated by applying the current negotiated indirect cost rate(s) to the approved base(s). After the amount of indirect costs is determined for the program, a breakdown of the indirect costs should be provided in the budget worksheet and narrative below.

Note: Please see ICJIA Specific Instructions tab for additional information for completing this section.

Description	Computation		Federal/State Amount	Match	Total Cost
	Base	Rate			
					\$ -

Indirect Cost Narrative:

This is to certify that I have reviewed the indirect cost rate proposal and grant agreement budget, and to the best of my knowledge and belief:

- (1) The costs included in the proposal to establish the final indirect costs rate for this project period are not listed in the budget as a direct cost.
- (2) The indirect costs charged to this grant agreement are not included as direct costs in a different grant agreement with the Criminal Justice Information Authority (Authority) or any other grantor.
- (3) The direct costs listed in this budget are not charged as indirect costs in a different grant agreement with the Authority or any other grantor.

Violation of this certification may result in a range of penalties, including suspension of funds under this program, termination of this agreement, suspension or debarment from receiving future grants, recoupment of monies provided under this grant, and all remedies allowed under the Illinois Grant Recovery Act (30 ILCS 708/1 et seq.)

Institution/Organization

Institution/Organization

Signature

Signature

Name of Official

Name of Official

Title
Chief Financial Officer (or equivalent)

Title
Executive Director (or equivalent)

Date of Signature

Date of Signature

Implementing Agency Name:

Grant #:

Section C - Budget Worksheet & Narrative

Budget Summary--When you have completed the budget worksheet, transfer the totals for each category to the spaces below to the uniform template provided (SECTION A & B). Verify the total costs and the total project costs. Indicate the amount of State requested funds and the amount of non-State funds that will support the project.

<i>Budget Category</i>	<i>Federal/State Amount</i>	<i>Match Amount</i>	<i>Total Amount</i>
<i>1. Personnel</i>	\$ -	\$ -	\$ -
<i>2. Fringe Benefits</i>	\$ -	\$ -	\$ -
<i>3. Travel</i>	\$ -	\$ -	\$ -
<i>4. Equipment</i>	\$ -	\$ -	\$ -
<i>5. Supplies</i>	\$ -	\$ -	\$ -
<i>6. Contractual Services</i>	\$ -	\$ -	\$ -
<i>16. Indirect Costs</i>	\$ -	\$ -	\$ -
<i>TOTAL PROJECT COSTS</i>	\$ -	\$ -	\$ -

ICJIA Agency Approval		STATE OF ILLINOIS UNIFORM GRANT BUDGET TEMPLATE (updated by ICJIA)		AGENCY: Illinois Criminal Justice Information Authority	
Implementing Agency Name:		DUNS#:		NOFO ID:	
CFSA Number: 546-		CSFA Short Description:		Grant #:	
				State Fiscal Year(s):	
				Project Period:	

FOR ICJIA USE ONLY

Final Budget Amount Approval

<u>Final Total Budget Amount</u>	<u>ICJIA Program Staff Name</u>	<u>ICJIA Program Staff Signature</u>	<u>Date</u>
<u>Final Total Award Amount (if different)</u>	<u>ICJIA Fiscal & Administrative Staff Name</u>	<u>ICJIA Fiscal & Administrative Signature</u>	<u>Date</u>

Budget Revision Amount Approval

<u>Final Revised Budget Amount</u>	<u>ICJIA Program Staff Name</u>	<u>ICJIA Program Staff Signature</u>	<u>Date</u>
<u>Final Total Award Amount (if different)</u>	<u>ICJIA Fiscal & Administrative Staff Name</u>	<u>ICJIA Fiscal & Administrative Signature</u>	<u>Date</u>

Budget Revision Amount Approval

<u>Final Revised Budget Amount</u>	<u>ICJIA Program Staff Name</u>	<u>ICJIA Program Staff Signature</u>	<u>Date</u>
<u>Final Total Award Amount (if different)</u>	<u>ICJIA Fiscal & Administrative Staff Name</u>	<u>ICJIA Fiscal & Administrative Signature</u>	<u>Date</u>

§200.308 Revision of budget and program plans

(e) The Federal/State awarding agency may, at its option, restrict the transfer of funds among direct cost categories or programs, functions and activities for Federal/State awards in which the Federal/State share of the project exceeds the Simplified Acquisition Threshold and the cumulative amount of such transfers exceeds or is expected to exceed 10 percent or \$1,000 per detail line item, whichever is greater of the total budget as last approved by the Federal/State awarding agency. The Federal/State awarding agency cannot permit a transfer that would cause any Federal/State appropriation to be used for purposes other than those consistent with the appropriation.

State of Illinois -- Uniform Budget Template (updated by ICJIA) -- GATA General Instructions

Section A – Budget Summary

FEDERAL/STATE FUNDS

All applicants must complete Section A and provide a break-down by all applicable budget categories. **Please read all instructions before completing form.**

FEDERAL/STATE GRANT FUNDS

Provide a total requested ICJIA Grant amount for each year in the Revenue portion of Section A. The amount entered in Line (a) will equal the total amount budgeted on Line 18 of Section A.

BUDGET SUMMARY – FEDERAL/STATE FUNDS

All applicants must complete Section A and provide a break-down by the applicable budget categories.

For each project year for which funding is requested, show the total amount requested for each applicable budget category.

Please see detail worksheet and narrative section for further descriptions and explanations of budgetary line items

Section A - Indirect Cost Information: *(This information should be completed by the applicant's Business Office)* . If the applicant is requesting reimbursement for indirect costs on line 17, the applicant's Business Office must select one of the options listed on the Indirect Cost Information page under Section-A Indirect Cost Information (1-4).

Option (1): The applicant has a Negotiated Indirect Cost Rate Agreement (NICRA) that was approved by the Federal government. A copy of this agreement must be provided to the State of Illinois' Indirect Cost Unit for review and documentation. This NICRA will be accepted by all State of Illinois Agencies up to any statutory, rule-based or programmatic restrictions or limitations. *If this option is selected by the applicant, basic information is required for completion of this section. See bottom of "Section-A Indirect Cost Information"*

NOTE: The applicant may not have a Federally Negotiated Indirect Cost Rate Agreement. Therefore, in order for the applicant to be reimbursed for Indirect Costs from the State of Illinois, the applicant must either:

- A) **Negotiate an Indirect Cost Rate with the State of Illinois' Indirect Cost Unit with guidance from our State Cognizant Agency on an annual basis.**
- B) **Elect to use the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely on State of Illinois Awards.**
- C) **Use a Restricted Rate designated by programmatic statutory policy. (See Notice of Funding Opportunity for Restricted Rate Programs)**

Option (2a): The applicant currently has a Negotiated Indirect Cost Rate Agreement with the State of Illinois that will be accepted by all State of Illinois Agencies up to any statutory, rule-based or programmatic restrictions or limitations. The applicant is required to submit a new Indirect Cost Rate Proposal to the Indirect Cost Unit within six (6) months after the close of each fiscal year (2 CFR 200 Appendix IV (C)(2)(c). **Note:** *If this option is selected by the applicant, basic information is required for completion of this section. See bottom of "Section-A Indirect Cost Information"*

OR

Option (2b): The applicant currently does not have a Negotiated Indirect Cost Rate Agreement with the State of Illinois. The applicant must submit its initial Indirect Cost Rate Proposal (ICRP) immediately after the applicant is advised that the State award will be made and, in no event, later than three (3) months after the effective date of the State award (2 CFR 200 Appendix IV (C)(2)(b). The initial ICRP will be sent to the State of Illinois' Indirect Cost Unit. **Note:** *The applicant should check with the State of Illinois awarding Agency for information regarding reimbursement of indirect costs while its proposal is being negotiated*

Option (3): The applicant elects to charge the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely on State of Illinois awards (2 CFR 200.414 (c)(4)(f) & (200.68). **Note**: *The applicant must be eligible, see 2 CFR 200.414 (f), and submit documentation on the calculation of MTDC within your Budget Narrative under Indirect Costs. Note the applicant may only use the 10 percent de minimis rate if the applicant does not have an Approved Indirect Cost Rate Agreement. The applicant may not use the de minimis rate if it is a Local government, or if your grant is funded under a training rate or restricted rate program .*

Option (4): If you are applying for a grant under a Restricted Rate Program, indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement, or whether you are using a restricted indirect cost rate that complies with statutory or programmatic policies. **Note**: *See Notice of State Award for Restricted Rate Programs*

Section B - Budget Summary

MATCH FUNDS

MATCH FUNDS: If the applicant is required to provide or volunteers to provide cost-sharing or matching funds or other non-ICJIA resources to the project, the applicant must provide a revenue breakdown of all Match funds in lines (b)-(d). the total of “Match Funds” should equal the amount budgeted on Line 18 of Section B. If a match percentage is required, the amount should be entered in this section.

BUDGET SUMMARY – MATCH FUNDS

If the applicant is required to provide or volunteers to provide cost-sharing or matching funds or other match resources to the project, these costs should be shown for each applicable budget category of Section B.

For each applicable budget category for which matching funds are provided, show the total contribution. Only use those categories that are visible.

Please see detail worksheet and narrative section for further descriptions and explanations of budgetary line items

Section C - Budget Worksheet & Narrative

[Attach separate sheet(s)]

Pay attention to applicable ICJIA-specific instructions.

All applicants are required to submit a budget narrative along with Section A and Section B. The budget narrative is sometimes referred to as the budget justification. The narrative serves two purposes: it explains how the costs were estimated and it justifies the need for the cost. The narrative may include tables for clarification purposes. The State of Illinois recommends using the State of Illinois Uniform Budget Template worksheet and narrative guide provided.

1. Provide an itemized budget breakdown, and justification by project year, for each budget category listed in Sections A and B.
2. For match funds or resources listed in Section B that are used to meet a cost-sharing or matching requirement or provided as a voluntary cost-sharing or matching commitment, you must include:
 - a. The specific costs or contributions by budget category;
 - b. The source of the costs or contributions; and
 - c. In the case of third-party in-kind contributions, a description of how the value was determined for the donated or contributed goods or services.

Budget Instructions (General)

[Please review cost sharing and matching regulations found in 2 CFR 200.306.]

3. If applicable to this program, provide the rate and base on which fringe benefits are calculated.
4. If the applicant is requesting reimbursement for indirect costs on line 17, this information should be completed by the applicant's Business Office. Specify the estimated amount of the base to which the indirect cost rate is applied and the total indirect expense. Depending on the grant program to which the applicant is applying and/or the applicant's approved Indirect Cost Rate Agreement, some direct cost budget categories in the applicant's grant application budget may not be included in the base and multiplied by your indirect cost rate. Please indicate which costs are included and which costs are excluded from the base to which the indirect cost rate is applied.
5. Provide other explanations or comments you deem necessary.

Keep in mind the following—

Although the degree of specificity of any budget will vary depending on the nature of the project and State of Illinois agency requirements, a complete, well-thought-out budget serves to reinforce your credibility and increase the likelihood of your proposal being funded.

- A well-prepared budget should be reasonable and demonstrate that the funds being asked for will be used wisely.
- The budget should be as concrete and specific as possible in its estimates. Make every effort to be realistic, to estimate costs accurately.
- The budget format should be as clear as possible. It should begin with a budget narrative, which you should write after the entire budget has been prepared.
- Each section of the budget should be in outline form, listing line items under major headings and subheadings.
- Each of the major components should be subtotaled with a grand total at the end.

Your budget should justify all expenses and be consistent with the program narrative:

- Salaries should be comparable to those within the applicant organization.
- If new staff is being hired, additional space and equipment are considered, as necessary.
- If the budget lists an equipment purchase, it is the type allowed by the agency.
- If additional space is rented, the increase in insurance is supported.
- If an indirect cost rate applies to the proposal, the division between direct and indirect costs is not in conflict, and the aggregate budget totals refer directly to the approved formula. Indirect costs are costs that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project (like the cost of operating and maintaining facilities, depreciation, and administrative salaries).

§200.308 Revision of budget and program plans

(e) The Federal/State awarding agency may, at its option, restrict the transfer of funds among direct cost categories or programs, functions and activities for Federal/State awards in which the Federal/State share of the project exceeds the Simplified Acquisition Threshold and the cumulative amount of such transfers exceeds or is expected to exceed 10 percent or \$1,000 per detail line item, whichever is greater of the total budget as last approved by the Federal/State awarding agency. The Federal/State awarding agency cannot permit a transfer that would cause any Federal/State appropriation to be used for purposes other than those consistent with the appropriation.

State of Illinois -- Uniform Budget Template (updated by ICJIA) -- ICJIA Specific Instructions

Section A – Budget Summary

I. Section A: Federal/State funds are those that come from ICJIA as part of a NOFO or continuation. The Implementing Agency is the entity that will be responsible for managing the agreement. Please complete all cells in blue. If indirect costs are being included in the budget, don't forget to include the Rate and Base in the left column. The following information can be found on the GATA website or on the Uniform Notice of Funding Opportunity (NOFO): NOFO ID; CFSA Number; CFSA Short Description; State Fiscal Year(s) and Project Period. If this is a continuation grant, please enter the grant number.

II. Section A - Indirect Costs: One of the following must be checked: Item 1; 2a or 2b; 3, 4, or 5. If Option 1 or 2a is selected, then the box at the bottom of the page must be filled out.

III. Section B: All required match must be included. If you are including additional match (overmatch), do not separate required match from overmatch. Those amounts should be combined together. If match is being included in your budget, please complete all cells in blue. If indirect costs will be paid by matching funds, include the Rate and Base in the left column.

IV. Applicant Certification: The Implementing Agency (and Program Agency, if different from the Implementing Agency), must complete this form at the time the grant agreement is signed.

V. FFATA Form: This should only be filled out if the source of ICJIA funds is federal (ie JAG, VOCA, VAWA, etc.) AND if the implementing agency receives \$25,000 or more in federal funds. To confirm whether federal funds are part of this award, please refer to the CFDA number on the Uniform Notice for Funding Opportunity (NOFO). If there is a CFDA number, then this award includes federal funds.

VI. Section C1- Personnel:

- A) If a cost of living increase is anticipated, please reflect the adjusted salary in one line item. In the justification, please state that the salary reflects a cost of living increase and provide the amount/length of time of the initial salary and amount/length of time of the final salary.
- B) If you are budgeting for overtime, please put the overtime amount on the bottom row. In the justification, please state how the overtime amount has been calculated.
- C) Quantity of time will depend on the basis selected.

VII. Section C2 - Fringe:

- A) If additional staff were added to the Personnel tab, please make sure they are also added here. Check the totals to make sure that all additional personnel are included. Fringe should include both the ICJIA and match amounts.
- B) If a personnel's salary is prorated, then the flat rate fringe must also be prorated.
- C) Please enter the percentages for retirement, insurance (include health, dental and life) and workman's comp. If there are other fringe benefits, please enter what the benefit is and the percentage.
- D) Column M has been provided for any flat rate fringe benefits. Please enter the dollar amount in Column M. The narrative should provide sufficient detail that ICJIA understands how the flat rate fringe benefits were calculated.

VIII. Section C3 - Travel:

- A) This page is to be used for all travel costs - both daily and out of town. Please put similarly purposed trips together. For example - daily mileage reimbursement costs can all be on one line item and daily parking costs on the next line item. Out of town trips should also be listed together. For example, if you will attend two conferences, please put costs associated with the first conference together, and then put costs associated with the second conference together.
- B) Travel expenses can not exceed the State of Illinois rates (or your agency's rate, whichever is lower). Mileage, per diem, and lodging rates can be found here: <https://www.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx> (copy and paste this address into a web browser).

IX. Section C4 - Equipment:

- A) All equipment must be purchased no later than 90 days after the start of the grant, unless otherwise approved by your ICJIA grant monitor.
- B) Equipment must be pro-rated if the piece of equipment will be used for any purpose other than the grant program.

X. Section C5 - Supplies: Please list all supplies/commodities in this section.

XI. Section C6 - Contractual Services: Pro-rated Share - Certain contractual costs must be pro-rated to determine how much can be applied to the grant program. For example, telephone costs would be proportional to the number of FTEs on the grant funded program divided by the total number of FTE employees in the office. Utility or rent costs would be proportional to the space occupied by the grant funded program divided by the total space.

XII. Section C16 - Indirect Costs:

- A) If a federally-approved or state-approved indirect cost rate is being included, please provide the letter showing the approved indirect cost rate.
- B) If any indirect cost rate is being included (de minimus, federally approved or state approved), the certification must be signed at the time the grant agreement is signed.**

XIII. Summary: Please make sure the amounts on this page are the same as the amounts on each of the Budget Worksheet and Narrative tabs.

XIX. Agency Approval: Do not complete this form - this will be filled out by ICJIA.