



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

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**VOCA
TRAUMA RECOVERY CENTERS
RESPONSES TO APPLICANT QUESTIONS**

Last Updated 01/05/18

1. Q: Can an Illinois public school district be deemed an Eligible Applicant if it is pre-qualified through GATA and approved for ICQ?
A: No, only Level 1 Trauma hospitals are eligible for this application.

2. Q: Can a GATA-approved / ICQ approved organization that is not an Illinois hospital apply as lead agency if it partners with an Illinois hospital having a Level 1 Adult or Pediatric Trauma Center designation by the Illinois Department of Public Health?
A: No, only Level 1 Trauma hospitals are eligible for this application.

3. Q: With this grant, does our grant program have to be based in the Trauma Recover Center or could it be based in the ED?
A: I'm not sure I understand your question. The NOFO places no requirements on the physical location of the TRC. The applicant should consider how the physical location aligns with the Core Elements.

4. Q: In developing our grant proposal for this funding opportunity, we have analyzed our existing programs, services and partnerships in comparison to The UC San Francisco TRC Model and Core Elements, as described in the TRC Manual beginning on page #14. (See list below) We have determined that we currently have several elements already in place that could be leveraged, and with other elements, partnership relationships with other stakeholders would have to be established and/ or expanded. What are the critical elements that have to be included in a complete grant proposal? Are there any elements that ICJIA is seeking to prioritize for funding in grant proposals?
A: All of the TRC Core Elements are important. The applicants should discuss the Core Elements (both currently implemented and those in planning) in their responses.

5. Q: We are asking about the eligibility criteria. Recording 1 stated that there may be other possible eligible organizations in the VOCA, could you direct me to where that is?

A: ***Eligible Applicants***

Eligible applicants must meet the following requirements:

Public or non-profit Illinois hospital with a Level 1 Adult or Pediatric Trauma Center designation by the Illinois Department of Public Health.

And

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 cost-effective direct services.

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-funded project. Match must be committed for each 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, the U.S. Department of Justice Grants Financial Guide, and Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards codified in 2 CFR 200, 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.

6. Q: Can we submit more than one application?
A: No. An entity can submit one application. Any additional applications will be discarded.
7. Q: Will you be releasing this funding opportunity again in the future?
A: At this time, we do not know about future solicitations.
8. Q: Could more than one hospital in a city apply?
A: Yes, if the City has more than one Level One trauma center.
9. Q: Can the applicant partner with a Level Two trauma center?
A: Partnership can span such a range of activities. Partnerships such as referrals etc are encouraged. It may also include a specialized contract for services but the substantive portion of the application must be conducted by the applicant.
10. Q: Will your office accept two applications from our system given the fact that each application will have their own FEIN number and DUNS numbers?
A: We will accept applications from two hospitals of one hospital system because the hospitals have separate FEIN and DUNS numbers and are proposing to serve different regions.
11. Q: The application requests a list of personnel positions responsible for managing and implementing the proposed program and their respective qualifications. If staff have yet to be hired, the applicant must speak to the

qualifications and training expected of individuals to be hired in these positions. Can this information be in an appendix document?

A: No, you will need to include all information in the application as listed and within the application guidelines.

12. Q: The budget forms included with the VOCA: TRC grant application included worksheets for budget categories including Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, and Indirect Costs. Based on the budget categories that were included, we have listed our line items for client assistance (i.e., emergency housing assistance, emergency food assistance, transportation assistance, and child care assistance) on the Supplies worksheet (while excluding them from MTDC). Is this acceptable?

A: They could go under either supplies or contractual depending on how they are provided. If you are contracting with an outside entity to provide those items they would be contractual. If you are purchasing food, or gift cards, those would be supplies. If your application is approved but budgeted items are included in the wrong budget sheet we would work with you to make budget changes of approved costs.

13. Q: Indirect Costs be applied toward our Match requirement? For example, if our Match requirement is \$250,000, and our eligible Indirect Costs are \$100,000, can we apply our Indirect Costs of \$100,000 toward our required Match of \$250,000 and meet the remaining \$150,000 Match requirement through direct costs? (We will be using the de minimus rate of 10%.)

A: Yes

14. Q: Can the program director and program evaluator be one person/position?

A: Yes as long as the person has the qualifications to do both.

15. Q: The NOFO states that the program director “can conduct trainings and provide supervision of direct service provider”. Is this something the director would be required to do or possess the skills to do this? Or it is entirely optional?

A: VOCA funds can only be used for a portion of a program director's usual duties (direct service staff supervision, training and inter-agency coordination).

16. Q: Is the NOFO ID the same as the Grant Number? If not, what is the Grant Number?

A: Use the NOFO ID as the Grant Number for the application. If the program is approved for funding a unique grant id number will be created and used.

17. Q: The Indirect Cost Rate asks for the “Base”. What does “Base” mean – what amount does it refer to?

A: It's the base used to calculate the indirect costs. It is the computation base the grantee needs to calculate and insert into the indirect cost page.

18. Q: On the FFATA Form do Medicare and Medicaid program revenues fall into any of the categories listed in Question Q1?

A: Q1 of the FFATA form refers to any federal funding source including Medicare and the portion of Medicaid that is federally-funded (but not the portion of Medicaid that is funded with state funds).

19. Q: It states at the top within the description of Contractual Services that “...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.” Can you please share this additional information?

A: A Sole Source questionnaire will need to be completed and submitted for approval for any sole source contract.

20. Q: We plan to purchase one or two software solutions for case management and evaluation purposes. These will cost over 5K each. Is this something that would fall under Equipment or Supplies?

A: As per the Federal Financial Guidelines any item with a cost over \$5,000 and/or a use life of over 12 months is equipment.

21. Q: Page 26 of the lists “Most medical care costs” under Unallowable Costs, but the Trauma Recover Center model has a psychiatrist as an essential member of the TRC team, helping with the psychiatric medication management. Can the value of psychiatric services provided at no charge to the TRC client be considered part of the match?

A: Yes, this would be volunteered services and the cost would need to be estimated and explained in the Budget Narrative. Please note that no other “payor” can be billed for these volunteered services.

22. Q: We will not be requesting reimbursement of Indirect Costs, but plan to use the value of office and clinic space provided for TRC clinicians as part of our matching funds. The value of the space provided by the applicant can be claimed as a contractual expense for the match, correct?

A: Only if this is additional space procured by the program. This cost may need to be prorated for program purpose only. For proration calculation be view webinar on Budget.

23. Q: We will not be asking for reimbursement of Indirect Costs. Can we include time from management directly involved in set-up and coordination of the TRC as part of the match? What if the time from a management team member is directly related to program set-up and coordination, but is less than 10%?

A: No only supervision of direct services can be funded as part of the program, either through Federal or Match funds. Please follow NOFO guidelines for what management can be funded.

24. Q: Will VOCA funds be available to support TRC services after the funding provided through this specific NOFO ends?

A: No

25. Q: What is the expectation regarding billing for mental health services when a victim is insured by Medicaid or a private payer? The TRC Model emphasizes the delivery of comprehensive services by one Clinician but many of the services described under the model will not be eligible for Medicaid or private medical insurance reimbursement.

A: The grant funds should be the last source of payment. All other sources need to be utilized/attempted first.

26. Q: The UCSF TRC Manual mentions a productivity form that Clinicians fill out for each service provided that captures all client encounters. Is that productivity form part of the Access database that the UCSF TRC will offer Illinois grantees?

A: UCSF TRC will provide support to selected grantees, including sharing such forms as the productivity form...i.e., it's not available now but may be in the future.

27. Q: What are the expectations regarding minimum qualifications / licensure of the Program Director, Program Coordinator, and Intake /Case Management Specialist roles? It is our understanding that VOCA funds must be used for direct services only, or for the clinical supervision of individuals providing direct services which makes the qualifications and licensure of the Program Director and Coordinator especially important.

A: The qualifications of these staff should match the tasks and responsibilities that they are funded for and should follow the licensing and supervision standards required for clinical staff. The capabilities and competencies of each staff person should match the role they play in the project as well as follow the NOFO details in both the Core Elements and the Program Structure section "Supervisors and Direct Service Staff."