

**Violence Against Women Act (VAWA)  
Multidisciplinary Team Response Program (MDT) INSTRUCTIONS  
NOFO # 1744-2321**

Task	Date
NOFO posted	July 26, 2022
Notice of Intent	August 12, 2022
NOFO question submission deadline	August 19, 2022
<b>Applications due</b>	<b>11:59 p.m., August 26, 2022</b>
Budget Committee review/approval of recommended designations	October 2022
Performance Period	January 1, 2023 - December 31, 2023

**CHECKLIST**

Before the application due date:

- Register with the [System for Award Management \(SAM\)](#), Obtain a Unique Entity ID #
- Apply for, update or verify the [Employer Identification Number \(EIN\)](#)
- Complete registration in the [GATA Grantee Portal](#)

Submission Checklist:

- Uniform Application for State Grant Assistance
  - Submitted in PDF (signed, and scanned)
  - Submitted in a Word file
- Program Narrative –Do not change the format of this document.
  - Submitted in a Word file.
- Budget/Budget Narrative
  - Submitted in Excel format (no signatures required for this document at this time)
- United States Internal Revenue Service 501(c)(3) determination letter - PDF (Non-Profit Agency Required)

**The documents listed above should be zipped in a single folder. Each document should - be named following naming conventions listed on page 17 and emailed to:**  
[CJA.2022MDT.NOFO@Illinois.gov](mailto:CJA.2022MDT.NOFO@Illinois.gov).

**Uniform Notice for Funding Opportunity (NOFO)**  
**Violence Against Women Act (VAWA): Multidisciplinary Team Response Program**

	<b>Data Field</b>	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority (ICJIA)
2.	Agency Contact:	Shataun Hailey Program Manager Illinois Criminal Justice Information Authority 60 E. Van Buren, Suite 605 Chicago, Illinois 60605 <a href="mailto:Shataun.Hailey@Illinois.gov">Shataun.Hailey@Illinois.gov</a> 312-814-8100
3.	Announcement Type:	<input checked="" type="checkbox"/> Initial announcement <input type="checkbox"/> Modification of a previous announcement
4.	Type of Assistance Instrument:	Grant
5.	Funding Opportunity Number:	1744-2321
6.	Funding Opportunity Title:	Violence Against Women Act (VAWA)
7.	CSFA Number:	546-00-1744
8.	CSFA Popular Name:	VAWA
9.	CFDA Number(s):	16.588
10.	Anticipated Number of Awards:	5
11.	Estimated Total Program Funding:	\$3,500,000
12.	Award Range	\$700,000 max
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
16.	Posted Date:	July 26, 2022
17.	Application Range:	July 26, 2022 – August 26, 2022
18.	Technical Assistance Session:	Session Offered: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Session Mandatory: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No It is recommended that applicants view the recorded technical assistance. <a href="#">NOFO General Requirements 091217 v4 - YouTube</a>

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## Notice of Funding Opportunity

### Violence Against Women Act: Multidisciplinary Team Response Program

#### A. Program Description

The Violence Against Women Act (VAWA), authorized by Title IV of the Violent Crime Control and Law Enforcement Act of 1994 and subsequently reauthorized as the Violence Against Women and Department of Justice Reauthorization Act of 2005, 2013, and 2022 (34 U.S.C. 10441), provides financial assistance to states for developing and strengthening effective law enforcement and prosecution strategies and victim services in cases involving violent crimes against women. Programs authorized by VAWA are:

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

The Illinois Criminal Justice Information Act (20 ILCS 3930/7(k)) established ICJIA as the agency “to apply for, receive, establish priorities for, allocate, disburse and spend grants of funds that are made available...from the United States pursuant to the federal Crime Control Act of 1973, as amended, and similar federal legislation, and to enter into agreements with the United States government to further the purposes of this Act, or as may be required as a condition of obtaining federal funds.”

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

The agency must comply with all applicable provisions of state and federal laws and regulations about non-discrimination, sexual harassment, and equal employment opportunity, including, but not limited to the Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), Public Works Employment Discrimination Act (775 ILCS 10/1 et seq.), 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), Americans with Disabilities Act of 1990 (42 USC 12101 et seq.), and Age Discrimination Act (42 USC 6101 et seq.).

In 1994 Congress passed the Violence Against Women Act in recognition of the severity of crimes associated with domestic violence, sexual assault, and stalking against women. One of the most important purpose areas of VAWA is its emphasis on coordinated community response to domestic violence, sexual assault, and stalking.

VAWA requires each state to distribute its grant funds each year as follows:

- At least 30% to victim services programs
- 25% must be allocated to law enforcement
- 25% to prosecution
- 5% to state or local courts
- 15% allocated as discretionary.

These are statutory requirements. These allocations may not be redistributed or transferred to another funding allocation area.

### **1. Purpose**

ICJIA is requesting proposals for the VAWA Multidisciplinary Team (MDT) Response Program to be supported with \$3,500,000 from FY19, FY20, and FY21 VAWA federal funds. The MDT program is intended for Illinois county's criminal justice and victim service agencies interested in maintaining or expanding multidisciplinary programs.

The goal of the MDT program is to encourage and promote a coordinated, multidisciplinary approach to improve the response to violent crimes of domestic violence, sexual assault, stalking, and dating violence. The goal of the program is to restructure and strengthen the team's protocols in responding to and dealing with the problem of violence against women; to draw on the experience of the funded partners; and to develop a comprehensive strategy to deal with this complex problem.

### **2. Program Design**

During 2021-22, ICJIA completed a statewide strategic planning project assessing needs and service gaps with efforts to address gender-based violence in Illinois. Multiple research methods were used to examine progress toward addressing previously established funding priorities from ICJIA's last major planning effort in 2017 and how recent trends and developments are impacting victim needs and service gaps today. Methods included a review of recent literature, analysis of administrative datasets available, a capacity survey of various victim service providers across Illinois, six focus groups comprised of victim service provider leaders, a review of grantee materials, and breakout sessions held with ICJIA's Victim Services Planning Committee members. These efforts resulted in twelve updated recommended priority funding areas, which were approved by ICJIA's Victim Services Planning Committee on March 10, 2022. 2022 Approval by ICJIA's full board is anticipated in September 2022. The final report serves as ICJIA's 2022 VAWA Implementation Plan for federal fiscal years 2022 through 2026. Applicants are required to demonstrate how the proposed projects align with the State's Implementation Plan priorities. The final report and recommendations can be found on ICJIA's website at [ICJIA | Home \(illinois.gov\)](https://www.icjia.org/).

ICJIA's strategic planning efforts in 2021-22 included:

- Reviewing existing research literature on victimization trends, impacts, and best practices.
- Analyzing administrative datasets available through ICJIA’s partners at state and victim service agencies.
- Consulting grantee program materials.
- Conducting a victim service provider study including a statewide survey and five follow-up focus groups to contextualize survey findings.

Planning efforts included an assessment of MDT responses to victimization and victim services over the past five years. Data analyses and feedback from the field expressed the need to improve multidisciplinary responses by including partners beyond criminal justice agencies, encouraging more community-driven multidisciplinary approaches to victimization, and creating stronger collaborative networks and spaces for service providers and victim advocates.

Recommendations included promoting more community-driven approaches to multidisciplinary responses, as such programs are more responsive to victims and improve criminal justice outcomes than a single agency or disciplinary approach, and increasing the use of technology to facilitate collaboration among partners. The increased use of technology was particularly helpful to agencies as they collaborated and provide victim services during the pandemic.<sup>1</sup>

### ***3. Program Requirements***

Eligible programs **must include** partners from prosecution, county and/or local law enforcement, courts/probation, and community-based victim service agencies. Non-funded partners, such as legal assistance, mental health care, and substance abuse treatment centers may be included in the partnership but they are not eligible to receive funding.

For this NOFO, applicants must:

- 1) Adhere to proven standards and best practices as established by statewide member organizations associated with all the partner agencies.
- 2) Show an ability and/or willingness to collaborate with the statewide service delivery systems, peers, and allies.
- 3) Consider expanding existing and proven programs.

Additionally, each proposed MDT should include one funded partner agency that acts in the role of the lead agency. The lead agency will distribute funds to sub-grantees and be responsible for the fiscal oversight and quality assurance of the other funded partners, (sub-grantees).

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<sup>1</sup> ICJIA’s 2022-26 Victim Services Priority Funding Areas: Strategic Planning Process and Resulting Funding Priorities through 2026. Unpublished Report to be available October 2022.

As part of this solicitation, applicant teams will be expected to provide a meaningful response to the needs of sexual assault or domestic violence victim populations through coordinated responses from community law enforcement agencies, prosecutors, courts/probation, and community-based victim service agencies. The applicant must demonstrate that it has the expertise in providing relevant and accessible community-based outreach and intervention services or, can link to existing services in the community that are tailored to the needs of the population. Applicants also must show they have implemented or plan to fully implement the best practices described on page 6 under Program Requirements.

A maximum of \$650,000 in federal fiscal years 2019, 2020, 2021, and 2022 Violence Against Women Act funds shall be made available to state-wide agencies for multi-disciplinary programs that meet the criteria detailed below and an additional \$50,000 will be available to the agency that acts in the role of the lead agency as described below. Applicants must receive an average score of at least 70 points to be considered for funding.

1. Only one not-for-profit organization or unit of government may apply on behalf of a county MDT. The submission should include one budget that reflects the expenses for each funded partner and one application for the county outlining the collective goals, objectives, and efforts of the funded partners.
2. Each submission must include representation from each of the following disciplines: law enforcement; community-based victim services; courts/probation; and prosecution. Applicants must be a sexual assault or domestic violence MDT.
3. MDT Program staff must include specialized prosecuting attorneys, law enforcement, probation officers, victim service providers, and a project coordinator who are part of the regular membership of the MDT.
4. Applicants must describe how the following programmatic elements are incorporated into the MDT

#### Mandatory Elements:

- Specialized assistant state's attorney dedicated to the facilitation of the MDT operations and oversight of the monthly (minimum) case review meetings and quarterly (minimum) Steering Committee meetings.
- Project coordinator: A designated full-time project coordinator who can devote 100% of his/her time to the MDT.
- Specialized protocols: The multi-disciplinary team shall maintain updated protocols, in collaboration with law enforcement, community-based victim services, courts/probation, prosecution, and domestic violence/sexual assault experts serving victims of domestic violence/sexual assault, to identify, document, and standardize best practices for a coordinated, community response. Protocols should address the enforcement of victims' rights. Complete MDT protocols of selected applicants will be required within the first month of the grant period for ICJIA's review and approval. The following resource links to model protocols may be used in the development of your site's protocol:

Domestic violence: <http://www.icjia.state.il.us/ifvcc/projects>

Sexual assault: <https://ovc.ncjrs.gov/sartkit/develop/plan-protocols-a.html>

- Specialized training: The applicant must develop and execute a plan for the cross-training of law enforcement officers, prosecuting attorneys, and victim advocates committed to effective and appropriate responses to domestic violence and sexual assault cases.
- Steering committee meetings: Applicant must convene quarterly Steering Committee meetings involving key partners to review project progress, protocol development, training needs, policy updates, and any systemic issues identified.
- Case review meetings: Applicant must convene monthly case review meetings among key partners. Case reviews refer to discussion of currently open cases to identify strengths and issues encountered and improve policy and practice with victim services and offender accountability in future cases. Specific topics may include evidence collection, victim satisfaction with the process, offender compliance, etc.
- Case review meetings may be conducted during or separately from regular team meetings and must adhere to all confidentiality laws.
- Program assessment: All VAWA-funded programs must demonstrate progress toward meeting project goals and objectives annually and describe and justify any planned program modifications to continuously improve.
- Implementation plan: Applicant must provide a step-by-step plan of how the program or project will be implemented. Include the personnel title of the person, who will be responsible for the associated work for the program or project, resources to be used, and anticipated results.
- Timetable: Insert these steps into a timetable demonstrative of the entire performance period to be funded by this grant. The start and end dates of the major milestone in the program or project must be included.

#### Preferred Elements:

- One-stop services – Co-location of victim service advocates and law enforcement is preferred, either at a central location, such as a family or county justice center. If co-location does not exist at time of application but plans for co-location are in place, applicant should describe how they are working toward implementation. If confidentiality or other policies or factors preventing co-location, applicant should provide evidence to justify it and describe how interagency coordination will be fostered without co-location.
- Practices that incorporate feedback from those with lived experiences. For example, the MDT's the victim service partner could ask a survivor with a case to provide feedback to partners about their experience via a written account, survey, or invitation to meet.
- Practices that demonstrate proactive efforts toward establishing more community-driven approaches to responding to domestic or sexual violence. Examples could include:
  - Requiring that at least 50% of individuals serving on the MDT are also residents within the community served.
  - Including an additional community-based (non-funded) partner as part of the MDT.
  - Holding a public awareness event to inform community residents about the MDT.
- Strategic use of technology to strengthen collaboration among partners.



## **Multidisciplinary Partners**

Proposals for multidisciplinary coordinated programs shall list all partner agencies, but funding is limited to prosecution, law enforcement, courts/probation, and victim services agencies. The following is a brief description of each partnership discipline and the minimum requirement of each agency.

### I. Prosecution

Prosecution partners work closely with victim services personnel, investigators, and the victim to develop a criminal case and prosecute offenders of violent acts. Assistance is provided from initial assessment through final disposition.

*Recommended minimum activities:*

- Provide specialized prosecution.
- Facilitate Steering Committee and case review meetings.
- Provide victim/survivor referrals to services.
- Help with protection orders.
  - Provide criminal justice advocacy.

### II. Law Enforcement

The law enforcement partner investigates and works with prosecutors to ensure complete and thorough investigations needed to prosecute cases, works with victim service partners to ensure trauma-informed responses to victims and prevent further trauma, conducts interviews, takes statements, and assists with crime scene photos, and evidence collection.

*Recommended minimum activities:*

- Respond to calls for assistance.
- Create incident reports.
- Investigate cases/incidents.
- Serve protection/ex parte/temporary restraining orders.
- Execute arrests for violation of bail bond, enforcement of warrants, and violations of protection orders issued.
- Refer cases to the prosecutor, and federal firearms charges to a federal prosecutor.
- Track numbers of victim interviews and number of victims interviewed.

### III. Courts/Probation

The courts/probation partner investigates offender histories, provides supervision, maintains and tracks contacts, conducts surveillance of domestic violence/sexual assault offenders, and maintains and in communication with the court regarding offender compliance or violations via enhanced monitoring and/or stronger policies on reporting violations.

*Recommended minimum activities:*

- Victim/survivor referrals.
- Offender supervision.

#### IV. Victim Services

The victim service partners proactively advocate for the rights of victims and survivors, work to increase the variety and volume of services available to victims and their families, and provide support and information at every stage of the criminal process.

*Recommended minimum services:*

- Court advocacy.
- Legal advocacy.
- Medical advocacy.
- Case management.
- Counseling.
- Support groups.
- Order of Protection Assistance.
- Civil legal assistance (beside OPs).
- Crisis intervention.
- Language services.
- Transportation.

#### **Lead Entity Requirements**

##### Agency Capacity and Experience

To qualify as a lead entity, the applicant must possess subject matter expertise, an established record of providing services specific to the VAWA grant, a network of direct service providers, and the monitoring capacity to oversee its sub-grantees. These include:

- a. County state's attorney
- b. Probation/court department
- c. Victim service agency, if the agency houses the program coordinator

Applicant will comply with all applicable state and federal statutes, regulations and the terms and conditions of this grant and the Grant Accountability and Transparency Act requirements and submit quarterly data and fiscal reports to ICJIA.

##### Monitoring

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

Throughout the grant period, the applicant must submit quarterly data and fiscal reports to ICJIA and the applicant will be subject to site visits to evaluate program outcomes, fiscal

management, as well as subgrantee monitoring. The applicant also will ensure that the award allocation paid among funded partners will meet the allocation requirements established in the original VAWA STOP solicitation.

**4. Goals and Performance Metrics**

The program goal encompassing all aspects of the MDT will be to maintain or expand a program that provides specialized criminal justice and victim service personnel in the areas of domestic violence or sexual assault through a multidisciplinary team response for a more coordinated, expedited delivery of victim services and improved efficiency of the criminal justice process.

Additionally, applicants must identify process and outcome objectives linked to this goal and collect corresponding performance measures that demonstrate progress toward each objective. Process objectives aim to ensure the program is being implemented as intended and activities are completed as planned. Outcome objectives describe resulting change from program implementation.

Applicants must identify a minimum of 16 process objectives, 12 of which are listed in the table of mandatory objectives below. Applicants must also identify at least four outcome objectives, two of which are listed in the table below. While the mandatory objectives in the table may be revised to more specifically reflect the applicant’s strategy, such as listing specific types of victim services, the objective’s focus must not change.



For the additional objectives, applicants must select at least four more process objectives—one for each key partner (law enforcement, prosecution, victim services, and court/probation)—and at least two additional outcome objectives involving any one or combination of the key partners. Suggested objectives are listed in *Attachment 1*.



Applicants may select objectives directly from this guide, develop other objectives or use a variation thereof. Most importantly, applicants should include as many objectives as necessary to align with the proposed program strategy, ensure all objectives have specific benchmarks, and that each is plausibly linked to the program goals.











**Mandatory Objectives and Performance Measures**



Role key:

Law enforcement   
 Prosecution 

Victim Services   
 Courts/Probation 

Role(s)	Mandatory <b>Process</b> Objectives	Performance Measures
	Key partners will regularly convene and attend <u> # </u> Steering Committee meeting(s) each quarter.	<ul style="list-style-type: none"> <li>➤ Number of SC meetings held</li> <li>➤ Number of SC meetings attended by each key partner</li> </ul>
	Key partners will regularly convene and attend <u> # </u> case review meetings each quarter.	<ul style="list-style-type: none"> <li>➤ Number of case review meetings held</li> <li>➤ Number of case review meetings attended by each key partner</li> </ul>

	100% of key partner staff will be specially trained regarding domestic violence (DV) / sexual assault (SA).	<ul style="list-style-type: none"> <li>➤ Number of key partner staff</li> <li>➤ Number of key partner staff specially trained regarding DV or SA.</li> </ul>
	Key partner staff will attend ___#___ professional and/or multidisciplinary trainings regarding DV/SA each ( <i>insert time period</i> ).	<ul style="list-style-type: none"> <li>➤ Number of staff who participated in trainings</li> <li>➤ Number of trainings attended by staff</li> </ul>
	Key partner staff will review the protocol each ( <i>insert time period</i> ) for proper implementation and outcomes, and to address any problems.	<ul style="list-style-type: none"> <li>➤ Number of meetings in which protocol or protocol aspects were reviewed</li> <li>➤ Number of refinements made to protocol</li> </ul>
	___% of key partner frontline staff will be trained about the protocol for responding to domestic violence/sexual assault.	<ul style="list-style-type: none"> <li>➤ Number of key partner frontline staff</li> <li>➤ Number of frontline staff trained about the protocol</li> </ul>
	Provide 100% of victims reporting to law enforcement with victim service referrals.	<ul style="list-style-type: none"> <li>➤ Number of victims reporting to law enforcement</li> <li>➤ Number of victims provided with referrals</li> </ul>
	Investigate ___% of DV/SA cases.	<ul style="list-style-type: none"> <li>➤ Number of cases opened</li> <li>➤ Number of cases investigated</li> </ul>
	Provide direct services to ___% of victims requesting services.	<ul style="list-style-type: none"> <li>➤ Number of victims who requested services</li> <li>➤ Number of victims who received direct services</li> </ul>
	Review 100% of cases referred for prosecution.	<ul style="list-style-type: none"> <li>➤ Number of cases referred for prosecution</li> <li>➤ Number of cases reviewed</li> </ul>
	Accept ___% of cases referred for prosecution.	<ul style="list-style-type: none"> <li>➤ Number of cases reviewed for prosecution</li> <li>➤ Number of cases accepted for prosecution</li> </ul>
	Specialized probation officers will provide supervision for 100% of DV/SA offenders.	<ul style="list-style-type: none"> <li>➤ Number of DV/SA offenders</li> <li>➤ Number of DV/SA offenders supervised</li> </ul>
<p>Include minimally <b>four (4) additional process</b> objectives and performance measures, at least one for each of the four key partners: 1) law enforcement; 2) prosecution; 3) victim services; and 4) courts/probation. Selected programs will be required to report progress on process objectives <b>quarterly</b>.</p>		

Role(s)	Mandatory <b>Outcome</b> Objectives	Performance Measures
	Key partner staff will continue to increase specialization regarding domestic violence/sexual assault.	<ul style="list-style-type: none"> <li>➤ Number of staff reporting increased knowledge following trainings (surveys)</li> </ul>
	Key partner frontline staff will increase knowledge about the approved protocol for responding to DV/SA.	<ul style="list-style-type: none"> <li>➤ Number of staff reporting increased knowledge following trainings (surveys)</li> </ul>

Include minimally **two (2) additional outcome** objectives and performance measures that involve any one or combination of four key partners. Selected programs will be required to report progress on outcome objectives **annually**.

Selected programs will be required to report progress on process objectives quarterly and outcome objectives annually. ICJIA will offer technical assistance to programs developing surveys or other tools for assessing progress towards selected objectives.

## ***5. Priorities***

ICJIA prioritizes bringing together key leaders from the criminal justice system and the public to identify critical issues facing the criminal justice system in Illinois, and proposing and evaluating policies, programs, and legislation that address those issues. The agency also works to ensure the criminal justice system in Illinois is efficient and effective.

## ***6. 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

In 2013, ICJIA supported a multi-site evaluation of multidisciplinary teams (MDTs) established in four separate counties across Illinois to address violence against women. The study found that MDTs strengthened relationships among team partners and improved education and communication among partner agencies as they collaborated to implement a “wrap-around” model of service delivery, which is key to enhancing victim safety and coordinating victim services. Findings also showed that with strong leadership and ongoing training, MDTs improved responses to victims and improved evidence collection, documentation, and report writing to hold offenders accountable. Researchers identified 10 key elements or best practices as promising approaches to implementing MDT programs.

These elements included:

1. Involving key partner agencies at the program outset and working through potential issues and problems in advance of program implementation.
2. A designated project coordinator devoted to coordinating MDT activities.
3. A specialized court with judges trained in the dynamics of domestic/dating violence and sexual assault, the concerns and fears of victims, responding to victims, and services available.
4. Ensuring prosecutors, law enforcement, and probation officers who are key MDT partners are specialized in domestic violence and/or sexual assault.
5. Co-location of victim advocates and law enforcement, either at a central location such as a family justice center or at the police department.
6. Initial protocol development and ongoing review of response protocols for all MDT partners, and willingness to develop new protocols as necessary to address new community needs or legislation.

7. Active involvement of leadership in key MDT partner agencies.
8. Key partners convening regularly for case reviews.
9. Law enforcement evidence collection is more likely to be directed by the needs of prosecutors.
10. Expedited and enhanced victim services.

The full report, Multisite Evaluation of the Multidisciplinary Team (MDT) Approach to Violence Against Women in Illinois, can be found here:

[http://icjia.state.il.us/publications/multisite-evaluation-of-the-multidisciplinary-team-\(mdt\)-approach-to-violence-against-women-in-illinois](http://icjia.state.il.us/publications/multisite-evaluation-of-the-multidisciplinary-team-(mdt)-approach-to-violence-against-women-in-illinois)

## **B. Funding Information**

### ***1. Award period***

Grant awards resulting from this opportunity will have a target period of performance of January 1, 2023, to December 31, 2023 (12 months). Additional funding of up to 24 months may be awarded after the initial funding period, contingent upon satisfactory performance and availability of funds. Total funding for the grant program will not exceed 36 months.

### ***2. Available Funds***

Approximately \$3,500,000 is available through this solicitation with a maximum award amount of \$700,000 per Lead Entity application, including \$50,000 for the Lead Entity. Applications must receive an average score of at least 70 points to be considered for funding.

Agreements that result from this funding opportunity are contingent upon and subject to the availability of funds. ICJIA, at its sole discretion, may terminate or suspend this agreement, in whole or in part, without penalty or further payment being required, if (1) the Illinois General Assembly or the federal funding source fails to make an appropriation sufficient to pay such obligation, or if funds needed are insufficient for any reason (30 ILCS 500/20-60), (2) the Governor decreases ICJIA's funding by reserving some or all of ICJIA appropriation(s) pursuant to power delegated to the Governor by the Illinois General Assembly, or (3) ICJIA determines, in its sole discretion or as directed by the Office of the Governor, that a reduction is necessary or advisable based upon actual or projected budgetary considerations. The implementing entity will be notified in writing of the failure of appropriation or of a funding adjustment.

Applicants will be required to submit an Implementation Schedule that describes how the program activities will be carried out. The Implementation Schedule is included in the Program Narrative document and should include necessary detail to enable ICJIA to assess grant activity relative to planned project performance.

## **C. Eligibility Information**

Before applying for any grant, all entities must be registered through the Grant Accountability and Transparency Act (GATA) Grantee Portal at [www.grants.illinois.gov/portal](http://www.grants.illinois.gov/portal). During the

open application period, a pre-qualification verification is performed on the GATA Implementation Website, this includes checking SAM.gov registration, Illinois Secretary of State standing, and status on the Illinois Stop Payment List. The GATA Portal will indicate a “Good Standing” status or state the issue and steps on how to achieve “Good Standing”.

Applicants are also required to submit a financial and administrative risk assessment utilizing an Internal Controls Questionnaire (ICQ) for state fiscal year 2023 before August 19, 2022 and obtain approval from their cognizant agencies before execution of the grant agreement. Delay in obtaining SFY23 ICQ approval will result in a delay in grant execution.

### ***1. Eligible Applicants***

Only not-for-profit organizations and units of government may apply. Proposals for multidisciplinary coordinated programs shall list all partner agencies, but funding is limited to prosecution, law enforcement, courts/probation, and victim services agencies and will be determined by ICJIA.

### ***2. Cost Sharing or Matching***

This grant includes a 25% match requirement for all government entities. A grant made under this program may not cover more than 75% of the total costs of the project being funded. Subgrants to victim service providers for victim services can be excluded from the total costs. For a subgrant to qualify under this exclusion, the recipient organization must be recognized by the Internal Revenue Service (IRS) as a tax-exempt organization described in section 501(c)(3) of Title 26 of the United States Code (unless it is a tribal governmental organization or a governmental rape crisis center in a State other than a Territory). The applicant must identify the source of the 25% non-federal portion of the budget and how the match funds will be used. Applicants may satisfy the required match with either cash or in-kind services.

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***

To charge indirect costs to a grant, the applicant organization must either have an annually negotiated indirect cost rate agreement (NICRA) or elect to use a standard *de minimis* rate. There are three types of allowable indirect cost rates:

- 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.
- 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 the centralized indirect cost rate system within the earlier of six months after the close of the grantee's fiscal year; and three 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 to accept the *de minimis* rate.

Grant fund recipients are required to complete the indirect cost rate proposal process every fiscal year. If the applicant includes indirect costs in their budget, they should select the indirect cost rate through the GATA Grantee portal prior to applying to ICJIA.

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

### **1. Accessing Application Package**

Application documents must be obtained at <https://icjia.illinois.gov/grants/funding/> by clicking on the link titled "Violence Against Women Act: Multidisciplinary Team Response Program." Paper copies of the application materials may be requested from Shataun Hailey by calling 312-814-8100; mailing, 60 West Van Buren, 6<sup>th</sup> Floor, Chicago, Illinois 60605; or via Telephone Device for the Deaf (TDD) (312)793-4170. Applications, however, may only be submitted via email, to: [CJA.2022MDT.NOFO@Illinois.gov](mailto:CJA.2022MDT.NOFO@Illinois.gov).

### **2. Content and Form of Application Submission**

For the purpose of this NOFO, one application packet should be submitted for each county MDT. Application packets should contain a signed Uniform State Grant Application, one completed program narrative in Word that outlines the goals and objectives of the applying county's MDT efforts, and a completed budget/budget narrative from the Lead Agency that includes the budgeted expenses from each funded partner agency. The cumulative award requested for the MDT should not exceed the maximum potential award amount of \$700,000.

- 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 August 12, 2022. 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\\_9YmgzIxyGXCQXum](https://icjia.az1.qualtrics.com/jfe/form/SV_9YmgzIxyGXCQXum).

b) Forms and Formatting

The complete application must be emailed to [CJA.2022MDT.NOFO@Illinois.gov](mailto:CJA.2022MDT.NOFO@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 or pages are missing.

**Required documents:**

<b>The following materials MUST be submitted by all applicants. The applicant must submit the documents based on the instructions provided below.</b>				
<b>Document</b>	<b>Document Name</b>	<b>PDF</b>	<b>Word</b>	<b>Excel</b>
<b>Uniform Application for State Grant Assistance</b> – This form must be completed, signed, and scanned (PDF), and provide a Word file as well	<i>“Agency Name – Application”</i>	X	X	
<b>Program Narrative</b> – This document must meet the requirements outline in Section A. Do not change the format of this document.	<i>“Agency Name – Program Narrative”</i>		X	
<b>Budget/Budget Narrative</b> – This document is an Excel workbook, with several pages (tabs). The last tab has instructions if clarification is needed.	<i>“Agency Name – Budget”</i>			X
Copy of Negotiated Indirect Cost Rate Agreement (NICRA), if applicable. See page 18 of this NOFO for more detail.	<i>“Agency Name – NICRA”</i>	X		
<b>Additional Required Documents</b>				
United States Internal Revenue Service 501(c)(3) determination letter.	<i>“Agency Name – 501(c)(3)”</i>	X		

c) Application Formatting Uniform Application must be filled out and submitted in MS Word version only. Do not remove or update any field that has already been filled in.

Program Narrative must be typed in Times New Roman, size 12 font. Do not delete template questions in your response. Include any agreements with or support letters from third parties required under this Notice.

**3. Unique Entity Identification Number (UEI) and System for Award Management (SAM)**

Applicants are required to:<sup>2</sup>

<sup>2</sup> Exempt from these requirements are individuals or agencies under 2 CFR § 25.110(b) or (c) and those with an exception approved by the federal or state awarding agency under 2 CFR § 25.110(d).

- a) Be registered in SAM before submitting your application. To establish a SAM registration, go to <http://www.SAM.gov/SAM>.
- b) Provide a valid Unique Entity Identification Number. Unique Entity Identifier (UEI) is now the primary means of identifying entities registered for federal awards government-wide in the [System for Award Management \(SAM\)](#).

If your entity is already registered in SAM, it has been assigned an UEI. Instructions regarding the migration from DUNS to UEI have been posted on the [GATA website](#).

- c) Continue to maintain an active SAM registration with current information while it has an active award or application under consideration. ICJIA may not make a federal pass-through or state award to an applicant until the applicant has complied with all applicable SAM requirements. 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 state award to another applicant.

#### ***4. Submission Dates, Times, and Method***

Completed application materials must be received by and in possession of the email address [CJA.2022MDT.NOFO@Illinois.gov](mailto:CJA.2022MDT.NOFO@Illinois.gov) by 11:59 p.m., August 26, 2022, to be considered for funding. Upon receipt, an automated confirmation receipt will be emailed. Proposals will not be accepted by mail, fax, or in person. Late or incomplete submissions will not be reviewed, including email submissions delayed due to state email security clearance. Agencies are encouraged to submit their applications 72 hours in advance of the deadline to avoid unforeseen technical difficulties. Technical difficulties should be reported immediately to ICJIA at [CJA.2022MDT.NOFO@Illinois.gov](mailto:CJA.2022MDT.NOFO@Illinois.gov).

#### ***5. Application Questions***

Questions may be submitted via email at [CJA.2022MDT.NOFO@Illinois.gov](mailto:CJA.2022MDT.NOFO@Illinois.gov). The deadline for submitted questions is 5:00 p.m. on August 19, 2022. All substantive questions and responses will be posted on the ICJIA website at <https://icjia.illinois.gov/gata>. Due to the competitive nature of this solicitation, applicants may not discuss the opportunity directly with any ICJIA employee other than via this email address [CJA.2022MDT.NOFO@Illinois.gov](mailto:CJA.2022MDT.NOFO@Illinois.gov).

#### ***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](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 result in a change in its basic prior use or significantly change its size
- Minor renovation or remodeling of a property either listed or eligible for listing on the National Register of Historic Places or 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
- Purchase of real property; Physical modifications to buildings, including minor renovations (such as painting or carpeting).
- Construction.

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

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

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

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

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

- c) Allowable expenses. Violence Against Women funds shall be used only to provide services to victims of violent domestic violence, sexual assault, stalking, and dating violence crimes. “Services to victims of crime” means those activities that directly benefit individual crime victims, including the required coordination of such activities, i.e., coordination of volunteers and/or coordination of public and private efforts to aid crime victims. Activities unrelated or only tangentially related to the provision of direct services to victims are not eligible for support. All expenses must be reasonable, necessary and allocable to the program. The following is a non-exhaustive list of services, activities, goods, and other costs for services to victims of violent crimes against women that can be supported through this NOFO:

- 1. Direct-Service Staff: A portion of a team VAWA grant is allocated for covering salaries or portions of salaries for staff members who are providing direct services to women, such as therapists, counselors, and victim advocates. Administrative salaries,

such as for an executive director, fiscal officer, or clerical staff, cannot be VAWA-funded.

2. Crisis intervention services that meet the urgent emotional and physical needs of crime victims. Crisis intervention may include support, guidance, and counseling provided by counselors or mental health professionals in the immediate aftermath of a crime, crisis, or trauma. It may also include the operation of a 24-hour hotline that provides counseling or referral for crime victims.

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

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

5. Emergency services, such as providing accompaniment/transportation to hospital and police station, temporary shelter for crime victims who cannot safely remain in their current lodgings, or funding to meet the victim's immediate needs related to transportation, food, medicine, shelter, and other necessities. These services are to be offered in emergencies only and should not last more than one week.

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

7. Court-related services to assist women in participating in criminal justice proceedings, including:

- Advising victims of their legal rights
- Providing information regarding police investigation and explaining prosecution and court procedures
- Assisting victims with the preparation of victim impact statements
- Maintaining an on-call service and information system to apprise victims of appearances at court proceedings
- Advising victims post-adjudication notices of the parole board and probation hearings and notice of offender release, etc.
- Assisting in filing temporary restraining orders, injunctions, and other protective orders, petitions and child abuse petitions
- Accompanying a crime victim to court; providing child-care services for crime victims while they participate in essential court proceedings

- Providing transportation to and from court
- Providing emotional support to victims during a trial
- This does not include the employment of private attorneys

8. Community education activities on direct services available to women and how to obtain a program's assistance, including the provision of pamphlets, brochures, and posters. Brochures or pamphlets outlining general information about sexual assault or domestic violence may be supported with VAWA funds if the agency's name, phone number, and a description of services also are printed on the document.

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

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

10. Training. A subgrantee may use a small portion of a grant to provide training to staff who provide direct services to victims. All trainings must be pre-approved by ICJIA.

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

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

Travel expenses associated with administrative costs, such as making bank deposits, delivering and picking up mail, and attending meetings or general speaking engagements will not be covered by the VAWA grant.

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

13. Printing and Postage. VAWA funds may be used to cover reasonable costs for printing and distributing brochures, pamphlets, posters, and similar announcements describing a program's victim services and how to obtain a program's assistance, and similar public notification efforts intended to recruit volunteers.

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

15. Counseling/Educational Materials. VAWA funds may support the purchase of materials necessary for counseling victims, such as books, tests, psychological testing materials, and materials used to train volunteer staff.

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

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

18. Law enforcement officers: The cost of salary, benefits, and/or overtime of a police officer dedicated to a domestic violence unit or sexual assault investigative unit is grant-eligible.

19. Prosecutors. The cost of salary and benefits for an assistant prosecutor dedicated to the prosecution of domestic violence and/or sexual assault cases. Prosecution support services, such as overseeing or participating in statewide or multijurisdictional domestic violence task forces, conducting training for local prosecutors, or enforcing victim compensation and domestic violence-related restraining orders, shall be considered "direct responsibility" for purposes of this program.

20. Evaluation: VAWA funds may support costs to evaluate the effectiveness of funded teams.

21. Data collection: VAWA funds may support development and improvement of data collection and communications systems linking police, prosecutors, and courts or for purposes of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions.

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

- d) Pre-Award Costs. **No costs incurred before the start date of the grant agreement may be charged to awards resulting from this funding opportunity.**
- e) Pre-approvals. Prior approvals may affect project timelines. Submission of materials for ICJIA approval should be incorporated into the application Implementation Schedules. ICJIA may require prior approval of the following:
- Out-of-state travel
  - Certain Requests for Proposals, procurements, and sub-contracts
  - Conference, meeting, and training costs
- 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. Federal funds received by agencies must be used to supplement existing state and local funds for program activities and must not replace those funds that have been budgeted 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.

See the 2017 DOJ Grants Financial Guide (Part II, Chapter 3) at: [https://ojp.gov/financialguide/doj/pdfs/DOJ\\_FinancialGuide.pdf](https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf)

- h) Proposed Subawards and Subcontracts. Applicants may propose to enter into subawards or subcontracts under this award, each of which involves 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, and applicable federal and state law including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award, 2 C.F.R. Part 200, GATA, 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.

## **E. Application Review Information**

### **1. Criteria**

Application materials must address all components of this NOFO and demonstrate both a need for the program and an ability to successfully implement the program. Evaluation criteria must include at a minimum the following criteria categories:

- **Need:** Identification of community partners, facts, and evidence that demonstrate the proposal supports the grant program purpose.
- **Capacity:** The ability of an entity to execute the grant project according to project requirements.
- **Quality:** The totality of features and characteristics of a service, project, or product that indicated its ability to satisfy the requirements of the grant program.
- **Other:** Societal impact, economic impact, cost-effectiveness, sustainability, and grant-specific criteria.

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 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. The following outlines the point breakdown for each major section of the proposal narrative and budget documents and description of required

information for each section.

Scoring Criteria		Possible Points
<b>Program Description</b>		<b>20</b>
Provide a summary of each partner agency’s history providing services to victims of domestic violence, sexual assault, dating violence, or stalking, and its capacity and qualifications to implement the proposed project, and its role within the community(ies) being served.	10	
Provide a summary of the proposed program that includes the scope of services, intent of the program, strategy, and/or activity, and how it will address the identified problem. Provide all partnership elements and description of the MDT structure, and how partner roles will contribute to the MDT response.	10	
Statement of the Problem: This section should identify the problem and support the stated issues with the relevant data to justify the request for the programs, services, or activities being proposed.		<b>15</b>
Applicants should describe the problem as it exists in the target jurisdiction and in terms of the needs of the community and clients. Data should support the problem statement and be cited. There should be clear links between the problem identified and the need for the MDT program.	15	
<b>Project Implementation:</b>		<b>30</b>
Applicant should provide a clear description of the tasks and duties the program will undertake to achieve its goal and objectives and address the issues identified in the Statement of the Problem.	8	
Applicant should explain how the roles and responsibilities of staff and collaborative partners will attribute to program success. Applicants should clearly establish the link between victim service, law enforcement, and the court system in the MDT response.	7	
Applicant should describe how project success will be measured, detailing how and when data will be collected and reported.	5	
Applicant must demonstrate program sustainability when Federal funds are no longer available.	5	
Applicant provided a detailed implementation schedule.	5	
<b>Goals and Performance Metrics:</b>		<b>25</b>

Applicant should provide objectives that link performance toward the goal and complete the mandatory process objectives chart.	15	
Include minimally <b>process</b> objectives and performance measures, at least one for each of the four key partners: 1) law enforcement; 2) prosecution; 3) victim services; and 4) courts/probation. Include minimally two (2) additional outcome objectives and performance measures that involve any one or combination of four key partners.	10	
<b>Budget Detail:</b>		<b>10</b>
Budgeted items are cost-effective in relation to the proposed activities.	5	
The narrative is complete for all line items, clearly detailing how the applicant arrived at and calculated the budget amounts.	5	
<b>Total Possible Points</b>		<b>100</b>

## ***2. Review and Selection Process***

Proposals will be reviewed by a panel of ICJIA staff and stakeholders with expertise in victim services. Proposal selection will be made using the previously described scoring criteria. Applications must receive an average score of at least 70 points to be considered for funding.

All applications will be screened for completeness including GATA pre-qualification and ICQ submission for the current state fiscal year. Applications that are not complete will not be reviewed.

ICJIA reserves the right to reject incomplete proposals, proposals that include unallowable activities, proposals that do not meet eligibility or program requirements, and are otherwise unsatisfactory. ICJIA may invite applicants to answer clarifying questions and modify budgets that include unallowable or unreasonable costs. NOFO application budgets will be reviewed for allowability, completeness, and cost-effectiveness. ICJIA will perform an in-depth budget review of all grants awarded and may require budget modifications that do not materially change the nature of the program.

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

## ***3. 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.

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

This section is intended to provide applicants with the information they can use for planning purposes. If there is a single application deadline followed by the simultaneous review of all applications, the state awarding agency can include in this section information about the anticipated dates for announcing or notifying successful and unsuccessful applicants and for having state awards in place. If applications are received and evaluated on a “rolling” basis at different times during an extended period, it may be appropriate to give applicants an estimate of the time needed to process an application and notify the applicant of the state awarding agency's decision.

<b>Task</b>	<b>Date</b>
NOFO posted	July 26, 2022
Notice of Intent	August 12, 2022
NOFO question submission deadline	August 19, 2022
<b>Applications due</b>	<b>11:59 p.m., August 26, 2022</b>
Budget Committee review/approval of recommended designations	October 10, 2022
Performance Period	January 1, 2023 - December 31, 2023

**5. Appeal Process**

Unsuccessful applicants may request a formal appeal of the evaluation process. 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
- The name and address of the appealing party
- Identification of the grant program
- A statement of the reason for the appeal

Please send your appeal to:

Appeals Review Officer  
Illinois Criminal Justice Information Authority  
[CJA.ARO@Illinois.gov](mailto: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 explain why more time is required. ICJIA will resolve the appeal by a written determination, which will include:

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

## ***6. Debriefing Process***

Unsuccessful applicants may request a debriefing for feedback to improve future applications. Debriefings include written advice on the strengths and weaknesses of applications using the evaluation and review criteria.

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

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

Please send requests to:

Shataun Hailey  
Illinois Criminal Justice Information Authority  
[CJA.2022MDT.NOFO@Illinois.gov](mailto:CJA.2022MDT.NOFO@Illinois.gov)

## **F. Award Administration Information**

### ***1. State Award Notices***

The ICJIA Budget Committee is scheduled to review and approve designations in October 2022.

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 be accepted through the Grantee Portal unless another distribution is established. The NOSA is not an authorization to begin performance or incur costs.

The following documents must be submitted before the execution of an agreement:

- 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 the VAWA, GATA, and the U.S. Department of Justice Grants Financial Guide.

Additional programmatic and administrative special conditions may be required.

## ***3. Reporting***

Grantees must submit quarterly financial and progress reports and final financial and progress reports. Federal reporting requirements state that funding agencies must report all mandatory information to the federal agency (U.S. Department of Justice) no later than 30 days after the end of the designated quarter. To do so, ICJIA will require all programs funded to report electronically at a minimum on a quarterly basis and no later than 15 days after the end of each reporting period. Mandatory fiscal and progress reports will be distributed to each grantee for submission. Failure to comply with mandatory reporting requirements will cause immediate suspension of funding of this grant, any other grant that the applicant has with ICJIA, and possible termination of the grant. If applicable, an annual audit report in accordance with the 2 CFR Part 200 Uniform Requirements must be submitted. 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:

Shataun Hailey  
Illinois Criminal Justice Information Authority  
[CJA.2022MDT.NOFO@Illinois.gov](mailto:CJA.2022MDT.NOFO@Illinois.gov)

## **H. Other Information**

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 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))

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 (FOIA). Any information that the applicant believes should be exempt under FOIA should be clearly highlighted and the basis of the exemption should be provided.

## ATTACHMENT 1

### Objectives and Performance Measures Guide for use in Program Narrative

The program goal encompassing all aspects of the MDT will be as follows:

*To maintain or expand, a program that provides specialized criminal justice and victim service personnel in the areas of domestic violence or sexual assault through a multidisciplinary team (MDT) response for more coordinated, expedited delivery of victim services and improved efficiency of the criminal justice process.*

In addition to the twelve (12) mandated process objectives and two (2) mandated outcome objectives listed in the Attachment 2 – Program Narrative, applicants must identify FOUR (4) additional process and TWO (2) additional outcome objectives. Applicants may use objectives directly from this guide, a variation thereof, or develop their own objectives not included in this guide. Most importantly, applicants should include as many objectives as necessary to align with the proposed program strategy, ensure all objectives have specific benchmarks, and that each is plausibly linked to the program goal.

Note that ICJIA staff will offer technical assistance to successful applicants developing surveys or other tools for assessing progress toward selected objectives, particularly outcome objectives.

Role key:

Law enforcement






Victim Services











Prosecution










Courts/Probation




**Process objectives:** At least one additional process objective must be selected for each of the four key partners (law enforcement, prosecution, victim services, and court/probation). More objectives may be selected to align with proposed program strategy. Selected programs will be required to report progress on selected process objectives quarterly.

Role(s)	Suggested Process Objectives	Performance Measures
	Train ___% of patrol officers about initial response to DV/SA protocols.	<ul style="list-style-type: none"> <li>➤ Number of trainings held</li> <li>➤ Number of patrol officers</li> <li>➤ Number of patrol officers who attended trainings</li> </ul>
	Communicate with ___% of frontline staff of partner agencies regarding program updates each ( <i>insert frequency and format of communications</i> ).	<ul style="list-style-type: none"> <li>➤ Frequency and format of communication</li> <li>➤ Number of frontline staff</li> <li>➤ Number of frontline staff receiving communications</li> </ul>
	Interview ___% of victims in new active cases.	<ul style="list-style-type: none"> <li>➤ Number of victims in new active cases</li> <li>➤ Number of victims in new active cases interviewed</li> </ul>












Role(s)	Suggested Process Objectives	Performance Measures
	Conduct all evidence quality control activities listed in protocol for 100% of cases investigated.	<ul style="list-style-type: none"> <li>➤ Number and types of evidence quality control activities listed in protocol</li> <li>➤ Number and type of activities conducted to enhance quality control</li> <li>➤ Number of active cases</li> </ul>
	Collect medical evidence in 100% of SA/DV cases where medical evidence is available.	<ul style="list-style-type: none"> <li>➤ Number of cases with available medical evidence</li> <li>➤ Number of cases where medical evidence was collected</li> </ul>
	Serve ____ % of orders of protection within 48 hours.	<ul style="list-style-type: none"> <li>➤ Number of orders of protection issued</li> <li>➤ Number of orders served within 48 hours</li> </ul>
	Conduct lethality/risk assessments for ____ % of victims.	<ul style="list-style-type: none"> <li>➤ Number of victims reporting to police</li> <li>➤ Number of victims completing lethality/risk assessments</li> </ul>
	____ % of victims will connect (phone conversation, on-line contact, or visit) with victim service provider staff within 48 hours of reporting to police.	<ul style="list-style-type: none"> <li>➤ Number of victims reporting to police</li> <li>➤ Number of victims connecting with service provider staff within 48 hours</li> </ul>
	Law enforcement will accompany advocates on ____ % of home visits with victims.	<ul style="list-style-type: none"> <li>➤ Number of home visits with victims</li> <li>➤ Number of visits where advocates were accompanied by law enforcement</li> </ul>
	Provide transportation for ____ % of victims needing transportation assistance to attend court hearings.	<ul style="list-style-type: none"> <li>➤ Number of victims needing transportation assistance.</li> <li>➤ Number of victims provided transportation to court hearings</li> </ul>
	Provide services to ____ % of victims in co-location of victim services and law enforcement.	<ul style="list-style-type: none"> <li>➤ Number of victims reporting to law enforcement</li> <li>➤ Number of victims served at co-location.</li> </ul>

Role(s)	Suggested Process Objectives	Performance Measures
	Coordinate logistical support for ___% of victims who need such support to testify in court (e.g. transportation, childcare).	<ul style="list-style-type: none"> <li>➤ Number of victims who needed support in order to testify</li> <li>➤ Number of victims provided transportation to court hearings</li> <li>➤ Number of victims provided childcare while they attend court hearings</li> <li>➤ Number of victims who testified because they had logistical support</li> </ul>
	Review police incident reports daily.	<ul style="list-style-type: none"> <li>➤ Average number of incident reports reviewed daily</li> </ul>
	Notify each victim of upcoming court proceedings at least <u>#</u> business days before scheduled court dates.	<ul style="list-style-type: none"> <li>➤ Number of victims with court dates</li> <li>➤ Number of victims notified at least <u>#</u> business days before court date</li> <li>➤ Number of victims notified less than <u>#</u> business days before court date</li> </ul>
	___% of cases will maintain vertical prosecution.	<ul style="list-style-type: none"> <li>➤ Number of active cases</li> <li>➤ Number of active cases where vertical prosecution has been maintained</li> </ul>
	100% of DV/SA cases will be assigned to judges specialized in DV/SA.	<ul style="list-style-type: none"> <li>➤ Number of cases opened</li> <li>➤ Number of cases assigned to specialized DV/SA judges</li> </ul>
	Provide <u>#</u> roll call trainings to <u>#</u> law enforcement staff (each training) to improve expertise when responding to DV/SA victims, evidence collection, and collaboration.	<ul style="list-style-type: none"> <li>➤ Number of roll call trainings held</li> <li>➤ Number of people trained during all roll call trainings (cumulative)</li> </ul>
	Implement positive feedback loop in ___% of cases where law enforcement investigations result in quality evidence.	<ul style="list-style-type: none"> <li>➤ Number of cases where law enforcement investigations resulted in quality evidence</li> <li>➤ Number of cases in which positive feedback was provided</li> </ul>
	Review police reports and assign cases to advocates daily.	<ul style="list-style-type: none"> <li>➤ Number of police reports reviewed</li> <li>➤ Number of cases assigned to advocates</li> </ul>
	Provide safety planning to 100% of victims through risk/lethality assessments.	<ul style="list-style-type: none"> <li>➤ Number of victims completing risk/lethality assessments</li> <li>➤ Number of victims who received safety planning based on assessment</li> </ul>


Role(s)	Suggested Process Objectives	Performance Measures
	Conduct risk assessments (e.g. ODARA) for ___ % of offenders.	<ul style="list-style-type: none"> <li>➤ Number of new offenders assigned to caseload</li> <li>➤ Number of risk assessments administered to offenders</li> </ul>
	Review judicial docket weekly.	<ul style="list-style-type: none"> <li>➤ Number of reviews</li> </ul>
	Obtain Partner Abuse Intervention Program (PAIP) progress reports on ___% of offenders each ( <i>insert frequency</i> ).	<ul style="list-style-type: none"> <li>➤ Number of offenders enrolled in PAIPs</li> <li>➤ Number PAIP progress reports obtained</li> </ul>

**Outcome objectives:** At least two additional outcome objectives must be selected that involve any one or combination of four key partners. More objectives may be selected to align with proposed program strategy. Selected programs will be required to report progress on selected outcome objectives annually.

Roles(s)	Suggested Outcome Objectives	Performance Measures
	Key partner staff will be educated about the responsibilities of other team members in DV/SA cases.	<ul style="list-style-type: none"> <li>➤ Number of key partner staff educated about other team members</li> <li>➤ Number of key partner staff who completed survey post-education.</li> <li>➤ Number of key partner staff reporting increased knowledge (surveys)</li> </ul>
	Protocol will improve all key partners' response to DV/SA.	<ul style="list-style-type: none"> <li>➤ Number of staff trained on protocol.</li> <li>➤ Number of staff who completed survey post-training.</li> <li>➤ Number of staff reporting improved responses to DV/SA cases (surveys)</li> </ul>
	Key partner and frontline staff will become more informed about services in the community available for victims.	<ul style="list-style-type: none"> <li>➤ Number of staff informed</li> <li>➤ Number of staff who completed survey after being informed.</li> <li>➤ Number of staff reporting increased knowledge about victim services</li> </ul>

Roles(s)	Suggested Outcome Objectives	Performance Measures
	Increase victims' access to OPs and other services.	<ul style="list-style-type: none"> <li>➤ Number of victims informed about OPs and other victim services</li> <li>➤ Number of victims requesting assistance with obtaining an OP or other services</li> <li>➤ Number of orders or protection filed</li> <li>➤ Number of orders of protection granted</li> <li>➤ Number of victims who received assistance with obtaining an OP</li> <li>➤ Number of victims who received other services</li> </ul>
	Increase victim safety.	<ul style="list-style-type: none"> <li>➤ Number of victims who completed survey about safety</li> <li>➤ Number of victims reporting increased feelings of safety</li> </ul>
	Enhance service coordination.	<ul style="list-style-type: none"> <li>➤ Number of victims who completed survey about satisfaction</li> <li>➤ Number of victims reporting satisfaction with response by all partners (surveys)</li> </ul>
	Improve expertise when responding to victims in DV/SA situations.	<ul style="list-style-type: none"> <li>➤ Number of victims who completed survey seeking opinions about MDT response.</li> <li>➤ Number of victims reporting satisfaction with information provided by all partners (surveys)</li> </ul>
	___ % of patrol officers will have increased knowledge about initial response to protocols.	<ul style="list-style-type: none"> <li>➤ Number of patrol officers trained about protocol</li> <li>➤ Number of patrol officers who completed a survey post-training</li> <li>➤ Number of patrol officers reporting increased knowledge about protocol</li> </ul>
	Improve relationships between law enforcement and victims.	<ul style="list-style-type: none"> <li>➤ Number of victims who interacted with law enforcement</li> <li>➤ Number of victims completing survey about law enforcement response</li> <li>➤ Number of victims satisfied with law enforcement (surveys)</li> </ul>

Roles(s)	Suggested Outcome Objectives	Performance Measures
	Improve quality of evidence collection to support prosecution by increasing prosecution acceptance rate to ____%.	<ul style="list-style-type: none"> <li>➤ Number of cases investigated</li> <li>➤ Number of arrests referred for prosecution</li> <li>➤ Number of cases accepted for prosecution</li> <li>➤ Number of cases declined for prosecution</li> </ul>
	Enhance evidence collection so that ____% of cases will support evidence-based or victimless prosecution.	<ul style="list-style-type: none"> <li>➤ Number of cases accepted for prosecution</li> <li>➤ Number of cases accepted for victimless prosecution</li> </ul>
	Improve victim cooperation with the criminal justice process by ____%.	<ul style="list-style-type: none"> <li>➤ Number of victims cooperating with process.</li> <li>➤ Number of victims declining involvement with criminal justice process.</li> </ul>
	Each victim will be interviewed a maximum number of #_ times as part of the investigation.	<ul style="list-style-type: none"> <li>➤ Number of victims interviewed</li> <li>➤ Number of interviews held with victims</li> <li>➤ Average # of interviews per victim to date in active cases</li> </ul>
	Increase victim understanding and reduce fear of the criminal justice system.	<ul style="list-style-type: none"> <li>➤ Number of victims who completed survey measuring knowledge and fear</li> <li>➤ Number of victims reporting increased knowledge, reduced fear</li> </ul>
	Increase proportion of cases accepted for prosecution by ____%.	<ul style="list-style-type: none"> <li>➤ Number of cases referred for prosecution</li> <li>➤ Number of cases accepted for prosecution</li> <li>➤ Number of cases declined for prosecution</li> </ul>
	Reduce average length of prosecutions to ____ months.	<ul style="list-style-type: none"> <li>➤ Average length of cases ended</li> </ul>
	Obtain convictions in ____% of cases prosecuted.	<ul style="list-style-type: none"> <li>➤ Number of cases charged for prosecution</li> <li>➤ Number of convictions</li> </ul>
	____% of offenders in active cases will comply with court orders.	<ul style="list-style-type: none"> <li>➤ Number of offenders in active cases</li> <li>➤ Number of offenders who committed violations</li> </ul>
	Improve offender accountability for non-compliance by arresting/convicting ____% of offenders who committed violations.	<ul style="list-style-type: none"> <li>➤ Number of offenders who committed violations</li> <li>➤ Number of arrests/convictions for violations</li> </ul>

Roles(s)	Suggested Outcome Objectives	Performance Measures
	Reduce recidivism (re-arrest) rate of offenders to ___% through improved monitoring and treatment services.	<ul style="list-style-type: none"> <li data-bbox="971 201 1365 268">➤ Number of offenders under supervision</li> <li data-bbox="971 275 1365 342">➤ Number of offenders who received treatment services</li> <li data-bbox="971 348 1419 371">➤ Number of offenders rearrested</li> </ul>