

REQUEST FOR PROPOSALS
for
DOMESTIC VIOLENCE ADVOCACY SERVICES PROGRAMS
WITHIN CHICAGO
funded by
The Illinois Criminal Justice Information Authority

GENERAL INFORMATION

(Please read this RFP in its entirety before beginning to prepare your proposal)

Project Duration: Maximum of 24 months beginning no later than October 1, 1999. Funding for the full 24 months will be dependent on project performance in the first 12 months.

Available Funds: \$1,050,000 will be allocated among multiple grantees within Chicago depending on the number of responses received. These funds are a portion of federal fiscal years 1997 and 1998 (FFY97 and FFY98) Victims of Crime Act (VOCA) Victim Assistance Grant from the Office for Victims of Crime to the Illinois Criminal Justice Information Authority for criminal justice advocacy services to victims of domestic violence. The **minimum** request that will be accepted for consideration is \$60,000 of federal funding for a 24-month period. VOCA funds may not be used to supplant or replace state and local funds that would otherwise be available for these services and must be used to develop new projects or expand existing projects.

Match: Grant funds may not be used for more than 80% of the total cost of the project.

The remaining portion of the project costs must be met through a cash or in-kind match contribution to the project from non-federal sources.

Eligibility: Nonprofit organizations and departments of the City of Chicago that provide direct services to victims of domestic violence who are victimized within Chicago may apply. Recipients of additional VOCA funds from the Illinois Coalition Against Domestic Violence (ICADV) may apply for funding under this RFP. If you have questions about whether your organization is eligible to submit a proposal, please contact the toll free number provided below.

Proposal Deadline: Proposals must be received by **12:00 noon on Thursday, August 26, 1999.** Facsimile transmissions are not acceptable. Late proposals will not be accepted. To be accepted for consideration, proposals must meet the requirements set forth in this Request for Proposals (RFP).

Questions: Contact the Illinois Criminal Justice Information Authority's toll-free number at 1-888-425-4248. The Authority's web site, www.icjia.state.il.us, also provides information on this RFP.

SECTION I: OVERVIEW

The Victims of Crime Act (VOCA) was passed in 1984 for the purpose of compensating and assisting victims of crime and providing funds for training and technical assistance. The 1984 VOCA legislation established the Crime Victims Fund (Fund) in the U.S. Treasury and authorized the Fund to receive deposits of fines and penalties levied against criminals convicted of federal crimes. In recent years,

Illinois' VOCA awards have ranged from \$2 to \$16.9 million. In FFY 97 and FFY98, Illinois' award was \$16.9 and \$11.4 million, respectively.

The Illinois Criminal Justice Information Authority is the state agency charged with the administration of the federal Victims of Crime Act (VOCA) funds earmarked for direct services for victims of violent crime. \$1,050,000 in VOCA funds will be available for the development or expansion of criminal justice advocacy for victims of domestic violence in Chicago. Funding for the full 24-month period is dependent on project performance in the first 12 months.

SECTION II: BACKGROUND

The Illinois Criminal Justice Information Authority is the state agency charged with the administration of the Illinois' Victims of Crime Act Victim Assistance Program. This program is supported by fines and penalties levied against criminals convicted of federal crimes and allocated to states by formula by the Office for Victims of Crime of the U.S. Department of Justice. The primary purpose of these grants is to support the provision of direct services to victims of violent crime. States are required to allocate a minimum of 10 percent of the funds received for services to each of the following: victims of sexual assault, domestic violence, child abuse, and underserved victims of violent crime. **VOCA funds may not be used to supplant or replace state and local funds that would otherwise be available for crime victim services and must be used to develop new projects or expand existing projects.**

Earlier this year the (Chicago) Mayor's Office on Domestic Violence in conjunction with the Domestic Violence Advocacy Coordinating Council (DVACC) completed an extensive survey of those community-based organizations providing services to victims of domestic violence. The survey was

completed to enhance the referral database being used by the City's Domestic Violence Help Line and to inform efforts to develop a comprehensive network of victim support services. Regarding the need for comprehensive services DVACC made a series of recommendations, many of which have already been acted upon by the City. Still not addressed fully is Recommendation 5:

Community based criminal legal advocacy services remain a critical need. It was recommended that the community focus be maintained so as to allow for early pre- and post-court services as well as court accompaniment.

The police department views this service as a priority area as they perceive that more victims would proceed with criminal prosecution were they able to receive support from a community based legal advocate earlier in the process.

Not long after DVACC offered its recommendations, the Cook County State's Attorney announced his intention to prosecute more cases involving domestic violence as felonies. Thus, domestic violence cases would not only be tried as misdemeanors in courtrooms at 13th Street and Michigan Avenue but also in the criminal courts located at 26th Street and California Avenue. Presently no specialized services for domestic violence victims are available at the criminal courts. Additionally, the state's attorney and advocates both report the need for more advocates to assist victims whose cases are handled as misdemeanors.

Therefore, funds are being made available to provide advocacy for domestic violence victims who report their victimization to the Chicago Police Department or whose abusers are prosecuted by the Cook County State's Attorney in courts located at either 13th Street and Michigan Avenue or 26th Street and California Avenue.

SECTION III: ELIGIBILITY

Eligible applicants include nonprofit organizations and departments of the City of Chicago that provide

direct services to victims of domestic violence who are victimized within Chicago and which meet the following subrecipient organization requirements:

1. **Public or Nonprofit Organization.** Are operated by a public or non-profit organization, or a combination of such organizations, and provide direct services to crime victims;
- 2A. **Record of Effective Services.** Demonstrate a record of providing effective direct services to crime victims. This includes having the support and approval of its services by the community, a history of providing direct services in a cost-effective manner, and financial support from other sources; or
- 2B. **New Programs.** Those programs that have not yet demonstrated a record of providing services may be eligible for VOCA funds if they can demonstrate that a minimum of 25 percent of their financial support comes from non-federal sources;
3. **Meet Program Match Requirements.** Matching contributions of 20 percent (cash or in-kind) of the total costs of the VOCA project. Match is to be committed for each VOCA-funded project and derived from resources other than federal funds and/or resources;
4. **Volunteers.** Subrecipient organizations must use volunteers unless the state grantee determines there is a compelling reason to waive this requirement;
5. **Promote Community Efforts to Aid Crime Victims.** Promote, within the community, coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on State, Federal, Local or Native American task forces, commissions and/or working groups; and developing written agreements, which contribute to better and more comprehensive services to crime victims. Coordination efforts qualify an organization to receive VOCA victim assistance funds, but are not activities that can be supported with VOCA funds;
6. **Help Crime Victims Apply for Compensation.** Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with application forms and procedures, obtaining necessary documentation, and/or checking on claim status;
7. **Comply with Federal Rules Regulating Grants.** Comply with the applicable provisions of VOCA, the VOCA Program Guidelines, and the requirements of the Office of Justice Programs Financial Guide, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received;
8. **Maintain Civil Rights Information.** Maintain statutorily required civil rights statistics on victims served by race or national origin, sex, age and disability, within the timetable established by the State grantee; and permit reasonable access to books, documents, papers, and records to determine whether the recipient is complying with applicable civil rights laws. This requirement is waived when providing a service, such as telephone

- counseling, where soliciting the information may be inappropriate or offensive to the victim;
9. **Comply with State Criteria.** Abide by any additional eligibility or service criteria as established by the State grantee including submitting statistical and programmatic information on the use and impact of VOCA funds, as requested by the State grantee;
 10. **Services to Victims of Federal Crime.** Provide services to victims of Federal crimes on the same basis as victims of state/local crimes;
 11. **No Charge to Victims for VOCA-Funded Services.** Provide services to crime victims, at no charge, through the VOCA-funded project;
 12. **Client-Counselor Confidentiality.** Maintain confidentiality of client-counselor information as required by State and Federal law;
 13. **Confidentiality of Research Information.** Except as otherwise provided by federal law, no recipient of monies under VOCA shall use or reveal any research or statistical information furnished under this program by any person and identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with VOCA; and
 14. **Civil Rights. Prohibition of Discrimination for Recipients of Federal Funds.** No person in any state shall, on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or denied employment in connection with any program or activity receiving federal financial assistance.

SECTION IV: ELIGIBLE ACTIVITIES

The following is a listing of allowable services, activities, and costs that are eligible for support with VOCA victim assistance grant and matching funds under this RFP. *This list must be reviewed when developing Proposal Content, described in Section XI.*

1. **Immediate Health and Safety.** Services which respond to the immediate emotional and physical needs (excluding medical care) of violent crime victims such as crisis intervention; accompaniment to hospitals for medical examinations; hotline counseling; emergency food, clothing, transportation, and shelter (including emergency short-term nursing home shelter for elder abuse victims for whom no other safe, short-term residence is available) and other emergency services intended to restore the victim's sense of security and offer an immediate measure of safety;
2. **Assistance with Participation in Criminal Justice Proceedings.** Services that are directed to the needs of the violent crime victims who participate in the criminal justice

system. These services may include advocacy on behalf of crime victims; accompaniment to criminal justice offices and court; transportation to court; child care or respite care to enable a victim to attend court; notification of victims regarding trial dates, case disposition information, and parole consideration procedures; and assistance with victim impact statements;

3. **Costs Necessary and Essential to Providing Direct Services.** This includes pro-rated costs of rent, telephone service, transportation costs for victims to receive services, and local travel expenses for service providers;
4. **Special Services.** Services which assist violent crime victims with managing practical problems created by the victimization such as acting on behalf of the victim with other service providers, creditors, or employers; assisting the victim to recover property that is retained as evidence; assisting in filing for compensation benefits; and helping to apply for public assistance; and
5. **Personnel Costs.** Costs that are directly related to providing direct services through staff including salaries, fringe benefits, malpractice insurance, advertising to recruit VOCA-funded personnel and training of paid and volunteer staff.

SECTION V: UNALLOWABLE ACTIVITIES AND COSTS

The following services, activities, and costs are **unallowable** and cannot be supported with VOCA victim assistance grant or matching funds. *This list MUST be considered when developing Proposal Content, described in Section XI Proposal Content. Proposals that include these unallowable items as VOCA grant or match funded services, activities or costs, will be subject to a reduction in their point allocation (see Section XII Review Criteria and Procedures).*

1. Coordination of public and private efforts to aid crime victims, including but not limited to serving on task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams, and developing written agreements that contribute to better and more comprehensive services to crime victims;
2. Lobbying and administrative advocacy;
3. Perpetrator rehabilitation and counseling;
4. Needs assessments, surveys, evaluations, studies and research efforts which study and/or research a particular crime victim issue;
5. Activities directed at prosecuting an offender or improving the criminal justice system's effectiveness and efficiency such as witness notification and management activities and

- expert testimony at a trial; victim/witness protection costs and victim/witness expenses such as travel to testify in court and subsequent lodging and meal expenses;
6. Fundraising activities;
 7. Indirect organizational costs such as liability insurance on buildings; capital improvements; security guards; property losses and expenses; real estate purchases; mortgage payments; and construction;
 8. Reimbursing crime victims for expenses incurred as a result of a crime;
 9. Nursing home care, home health-care costs, in-patient treatment costs, hospital care, and other types of emergency and non-emergency medical and/or dental treatment;
 10. Relocation expenses for crime victims;
 11. Salaries, fees and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators, and other individuals unless these expenses are incurred while providing direct services to crime victims;
 12. Development of protocols, interagency agreements and other working agreements that benefit crime victims;
 13. Costs of sending individual crime victims to conferences;
 14. Crime prevention activities;
 15. Legal representation such as for divorces or civil restitution recovery efforts; and due to issues of cost-effectiveness identified by the Office for Victims of Crime, non-emergency legal advocacy efforts performed by staff attorneys; and
 16. Administrative costs.

SECTION VI: FFY97 and FFY98 TARGET POPULATIONS FOR FUNDING

While a broad range of violent crime victims may benefit from services supported by VOCA funds, the Illinois Criminal Justice Information Authority is allocating these funds to encourage the development or expansion of advocacy services for victims of domestic violence in Chicago.

SECTION VII: PROPOSAL DEVELOPMENT

Proposal development should carefully follow the requirements set forth in the following sections.

Applicants must consider the lists included in Section IV: Eligible Activities and Section V: Unallowable Activities and Costs, when developing the proposal narrative. Proposals should:

- (1) be as concise as possible yet include important details and address the requirements set forth

herein;

- (2) use language that is clear to persons who are not experts in the field of victim services;
 - use simple sentences and short paragraphs;
 - do not use vague, imprecise terms or make generalizations;
 - explain terms or abbreviations someone outside your organization may not understand; and
- (3) clearly and fully explain how the applicant intends to fulfill RFP requirements.

SECTION VIII: REPORTING REQUIREMENTS

Monthly progress and fiscal reports will be required of the successful applicants. The nature and format of these reports will be determined by the Authority prior to implementation of the project. The purpose of these reports is to allow the Authority to monitor the progress and spending of the project. In addition, close-out reports will be required upon the project's completion.

SECTION IX: LEVEL AND DURATION OF FUNDING

A maximum of \$1,050,000 is being made available to be distributed among multiple grantees within Chicago depending on the number of responses. Project duration is for a maximum of 24 months, commencing no later than October 1, 1999. Funding for the full 24-month period is dependent on project performance in the first 12 months.

SECTION X: PROPOSAL DEADLINE

Proposals must be received by **12:00 noon on Thursday, August 26, 1999**. Facsimile transmissions will not be accepted. Late submissions will not be accepted. Proposals may be mailed or delivered to:

Federal and State Grants Unit
Illinois Criminal Justice Information Authority
120 South Riverside Plaza, Suite 1016

SECTION XI: PROPOSAL CONTENT

To be accepted for consideration, proposals **must** meet the requirements set forth in this RFP.

Applicants must submit an **original (unbound) and five (5) copies** of the proposal. The copies may be bound. Proposal **must be on 8½" x 11" paper, single-sided, double-spaced, with margins of not less than 1½" each, use 12 point font size, contain a maximum of 10 pages of narrative (exclusive of the implementation schedule and budget), and include the following in the order indicated:**

- (1) A completed cover page that includes the name and address of the organization, the full name of a contact person, telephone number, facsimile number, and total amount of funding requested;
- (2) Statement of compliance with each of the requirements listed in Section III: Eligibility, [form attached - ATTACHMENT 1];
- (3) Proposal narrative to include the following sections: (*Applicants must consider the lists included in Section IV: Eligible Activities and Section V: Unallowable Activities and Costs, when developing the proposal narrative*)

Part I: Description of Organization (2 page max). A brief description of your organization and the other programs and services currently provided. This section should also address:

- (i) the applicant's history of providing effective direct services to crime victims in a cost effective manner (see eligibility requirement #2 in Section III);
- (ii) how volunteers are and will be used by the agency; and
- (iii) how the applicant has promoted public and private efforts to aid crime victims in the community.

Part II: Summary of Program (1 page max). A brief description of the proposed program and all direct services to be provided to victims of crime; **do not** include description of activities that will not be part of the VOCA grant or match funded activities.

- Part III: **Statement of Problem (2 page max).** A detailed problem statement which explains why the program is needed by describing the problem(s) victims of violent crime in your service area are facing and includes as much multi-year data as possible and anecdotal information to substantiate the problem. Support claims with facts. Include tables, charts and diagrams when appropriate; however, use them only when they explain the problem or unmet need. Large volumes of data can be appended but should not be left to the reader to interpret. Also include statements regarding current efforts to address the problem(s) and an explanation of why these efforts aren't adequately reducing or eliminating the problem(s).
- Part IV: **Goals and Objectives (1 page max).** The proposed goals and objectives should offer some relief of the problem(s) defined in the previous section. Goals are general statements of what your project hopes to accomplish. Objectives are the specific, measurable, and realistic changes you intend to bring about. Please supply at least one goal and two objectives for each goal; goals and objectives should **only include VOCA grant and match** funded activities. They should also relate to problems described in Part III above.
- Part V: **Program Strategies (3 page max).** The problem statement has described the issue(s) to be addressed. Goals/objectives have defined the ends to be achieved. This section should indicate how these ends are going to be accomplished by describing how the VOCA grant and match funded activities will be implemented in clear, logical detail and should provide the reader with a clear picture of how the program will operate. The strategy should also discuss:
- (i) how this program will fit into the overall scope of the organization's current operations;
 - (ii) the number of victims to be served;
 - (iii) the services to be provided;
 - (iv) the activities to be undertaken to provide the services and achieve the stated objectives; and
 - (v) how the budgeted items, including personnel, are related to the strategies.
- Part VI: **Performance Indicators (1 page max).** Performance indicators to gauge the performance of your program and which will be used as a basis for the monthly performance reports. They must relate to the objectives set in Part IV;
- Part VII: **Implementation Schedule.** The implementation schedule should be used as a planning tool for the project and should reflect a realistic projection of how the program will proceed and should describe in outline form, the VOCA grant and match funded activities which will be undertaken to accomplish each objective,

who will be responsible for each activity and the expected completion date of each activity. You may use the attached implementation schedule form or recreate it on the computer [form attached – Attachment A]; and

- Part VIII: **Proposed Budget.** A budget and budget narrative, including match from non-federal sources. You may use the attached budget form for the line item budget or recreate it on the computer [form attached - Attachment B]. A budget narrative should be attached as a separate page, which explains how the budgeted items are related and necessary to the project and how costs were calculated. Job descriptions must be included for individuals to be paid with VOCA and match funds. Distinguish current positions (whether filled or vacant) from new positions.
- (4) a signed certification that (a) the applicant is not barred from contracting with any unit of state or local government as a result of violation of 720 ILCS 5/33E-3 or 5/33E-4, and (b) that it shall notify the Authority's Ethics Officer if the applicant solicits or intends to solicit for employment any of the Authority's employees during any part of the application process or during the term of any contract awarded. [form attached - ATTACHMENT 2];
 - (5) a signed certification regarding the State of Illinois Drug Free Workplace Act (30 ILCS 580) [form attached - ATTACHMENT 3]; and
 - (6) Federal Lobbying/Debarment Certification [form attached - ATTACHMENT 4].

Proposals that do not address each of these points will not be considered.

Proposal packages will be opened at 1:30 p.m. on Thursday, August 26, 1999, at the Authority.

Proposals not submitted in a sealed envelope will be rejected. Submissions that do not include the complete, and correctly formatted, original proposal (including items 1 through 6, as outlined above) and five copies will not be considered.

SECTION XII: REVIEW CRITERIA AND PROCEDURES

Proposal selection will be made using the following criteria. The Authority reserves the right to reject any or all proposals if it is determined that submission(s) are not satisfactory. The Authority also reserves the right to invite one or more applicants to resubmit amended proposals.

- (1) **Need for Program/Past Commitment of Applicant** - The narrative explains the need for the program, the applicant's ability and commitment in recent years to providing victim-centered services to victims of domestic violence and extent of collaboration with other non-profit and public agencies to improve responses to domestic violence victims. (Maximum of 30 points)
- (2) **Responsiveness to Proposal** - The narrative addresses all parts of the RFP well and demonstrates an ability to successfully implement the program. Particular attention will be paid to the extent to which a problem is described, and relevant goals and objectives and related activities are proposed. (Maximum of 50 points)
- (3) **Implementation Plan** - Has been included; is complete, clear and reasonable. (Maximum of 5 points)
- (4) **Adequacy of Cost Estimates** - Proposed project costs for services, activities and other items will be assessed to determine how realistic they are, and the extent to which they have been allocated in a cost-efficient yet effective manner. (Maximum of 10 points)
- (5) **Inclusion of Match** - The budget and budget narrative explain the amount and source of matching funds, and include an itemization of the costs to which matching funds will be applied. The VOCA Program has a 20% cash or in-kind match requirement from non-federal sources. The federal amount must not exceed 80% of the total VOCA project cost. (Maximum of 5 points)

Use the following formula to calculate federal and match amounts.

To calculate the federal amount:

$$\text{total project cost} \times .8 = \text{federal amount}$$

To calculate the match amount:

$$\text{federal amount} / 4 = \text{match amount}$$

Proposals that are found to contain unallowable items can have their scores reduced by up to

10 points. Proposals will be reviewed by a panel of Authority staff and external reviewers with

expertise in victim services. A panel of Authority senior staff will do a final review of proposals for

allowability of services, activities and costs. Their recommendations will be forwarded to the Executive

Director of the Authority for presentation to the Authority. A preliminary award decision will be made

and applicants will be notified of the Authority's decision at the earliest possible date.

SECTION XIII: GRANT CONTENT

The content of the selected proposal, including possible modifications, will help define the project and will be appended to a grant awarded to the applicant. In addition, other grant obligations include, but are not limited to, an anti-bribery clause, drug-free workplace certification, subcontractor limitation, international boycott certification, debarment certification, equal employment opportunity, assurance of compliance to standards that minimally adhere to the Illinois Procurement Code, and nondiscrimination certifications. Failure of the selected applicant to accept grant obligations may result in cancellation of the selection. The Authority reserves the right to extend the grant at its discretion.

Statement of Compliance with VOCA Eligibility Requirements

The applicant certifies that it meets the following eligibility requirements as stated in the Final Program Guidelines published by the Department of Justice, Office of Justice Programs for the Victims of Crime Act (VOCA) Victim Assistance Program:

- The applicant is a public or nonprofit organization and provides services to crime victims.
- The applicant has a record of providing effective services to crime victims including support and approval of its services by the community, a history of providing direct services in a cost-effective manner, and financial support from other sources.
- The applicant will help crime victims apply for compensation.
- The applicant will comply with the applicable provisions of VOCA, the Program Guidelines, and the requirements of the Office of Justice Programs' Financial Guide, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received.
- The applicant will maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age and disability, within the timetable established by the Illinois Criminal Justice Information Authority (ICJIA); and permit reasonable access to books, documents, papers, and records to determine whether the recipient is complying with applicable civil rights laws.
- The applicant will abide by any additional eligibility or service criteria as established by the ICJIA including submitting statistical and programmatic information on the use and impact of VOCA funds, as requested by the ICJIA.
- The applicant must use volunteers unless the ICJIA determines there is a compelling reason to waive this requirement.
- The applicant will provide services to victims of Federal crimes on the same basis as victims of state/local crimes.
- The applicant will provide services to crime victims, at no charge, through the VOCA-funded project.
- The applicant will maintain confidentiality of client-counselor information as required by State and Federal law.

- Except as otherwise provided by federal law, no recipient of monies under VOCA shall use or reveal any research or statistical information furnished under this program by any person and identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with VOCA.
- No person in any state shall, on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or denied employment in connection with any program or activity receiving federal financial assistance.

Name and Title of Authorized Official

Signature

Date

Name of Organization

Address of Organization

CERTIFICATION

The applicant certifies:

- (1) that it is not barred from contracting with any unit of state or local government as a result of 720 ILCS 5/33E-3 or 5/33E-4; and
- (2) that it shall notify the Authority=s Ethics Officer if the applicant solicits or intends to solicit for employment any of the Authority=s employees during any part of the application process or during the term of any contract awarded.

Name and Title of Authorized Representative

Signature

Date

Name of Organization

Address of Organization

**STATE OF ILLINOIS
DRUG FREE WORKPLACE CERTIFICATION**

This certification is required by the Drug Free Workplace Act (Ill. Rev. Stat., ch. 127, par. 152.311). The Drug Free Workplace Act, effective January 1, 1992, requires that no grantee or contractor shall receive a grant or be considered for the purposes of being awarded a contract for the procurement of any property or services from the State unless that grantee or contractor has certified to the State that the grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of the contract or grant and debarment of contracting or grant opportunities with the state for at least one (1) year but not more than five (5) years.

For the purpose of this certification, “grantee” or “contractor” means a corporation, partnership, or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

(a) Publishing a statement:

- (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee’s or contractor’s workplace.
- (2) Specifying the actions that will be taken against employees for violations of such prohibition.
- (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - (A) abide by the terms of the statement; and
 - (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

(b) Establishing a drug free awareness program to inform employees about:

- (1) the dangers of drug abuse in the workplace;
- (2) the grantee’s or contractor’s policy of maintaining a drug free workplace;
- (3) any available drug counseling, rehabilitation, and employee assistance programs;
and

- (4) the penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- (d) Notifying the contracting or granting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
- (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by section 5 of the Drug Free Workplace Act.
- (f) Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.
- (g) Making good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

THE UNDERSIGNED AFFIRMS, UNDER PENALTIES OF PERJURY, THAT HE OR SHE IS AUTHORIZED TO EXECUTE THIS CERTIFICATION ON BEHALF OF THE DESIGNATED ORGANIZATION.

Printed Name of Organization

Signature of Authorized Representative

Requisition/Contract/Grant ID #

Printed Name and Title

Date

Attachment B: BUDGET

PROPOSED BUDGET DETAIL INSTRUCTIONS

GENERAL INSTRUCTIONS: The purpose of the attached proposed budget form is to summarize, by item of expenditure, the total budget of the proposed project. This is a preliminary budget and is not binding. The final budget will be determined if an award is made. Make sure that each budget category is totaled correctly and that the **total budgeted amount of federal funds** does not exceed 80% of the total costs of the project. Please round off all amounts to the nearest dollar.

Note that VOCA funding is limited to costs associated with the provision of direct services to victims. Administrative costs are not allowed; also, costs related to administrative activities may not be supported with VOCA funds.

An allocation for audit costs may be included in the itemized budget but should not exceed 2% of the total budget.

DETAIL OF ITEMIZED BUDGET:

Personnel Services: Identify the personnel to be used in this project by job title (e.g. advocate, secretary, etc.). Enter the full salary for personnel who will spend time on the project in the *unit cost* column. Identify the percentage of time spent on the project under the *percentage of time* column. Multiply the unit cost by the percentage of time and enter the budgeted amount for this project into the federal and/or match columns as appropriate. Fringe benefits are allowable as long as they meet federal guidelines and are comparable to those granted to other employees of the organization.

Equipment: Enter any equipment which is to be purchased and which has a unit cost of more than \$50. Detail each item of equipment, including the number of units and the estimated cost per unit.

The cost for each item should include taxes, delivery, installation and all related costs. Lease or rental equipment belongs under the Contractual category. Equipment items of \$50 or less should be listed under commodities.

Note: Purchases in excess of \$25,000 must be procured according to the procedures which minimally adhere to state and federal regulations; such purchases may be bid according to local rules and regulations if such standards meet or exceed state and federal regulations. Applicants must solicit quotes from at least three sources for purchases of \$25,000 or less for a single equipment item; if local rules and regulations require quotes or bids from a greater number of sources for such purchases, local rules and regulations must be followed.

Commodities: This section applies to consumable supplies and any equipment items with initial prices of \$50 or less. Itemize all commodities to be used for the project; avoid the designation “miscellaneous”.

Travel: This section applies to *project personnel only*. These expenses include mileage, subsistence, lodging and transportation expenses for employees who are on official business related to the goals and objectives of the project. Reimbursement may not exceed the rates and conditions established for state employees by the Governor’s Travel Control Board.

Contractual: List all costs which are to be incurred as a result of an agreement, letter of intent, contract or lease. This section includes utilities, telephone, equipment rentals and hourly personnel.

Attachment B

PROPOSED BUDGET: Fill in the budget form below for the proposed project. Please note that federal dollars can only support up to 80% of the total costs of the project. See the attached instructions on how to complete this form. You may fill in this form or recreate it on the computer.

| Project Expenses | Unit Cost | # of Units/ %of Time | Federal | Match | Total Costs |
|--------------------------|------------------|---------------------------------|----------------|--------------|--------------------|
| Personnel Service | | | | | |
| | | | | | |
| | | | | | |
| Subtotal: | | | | | |
| Equipment | | | | | |
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| Subtotal: | | | | | |
| Commodities | | | | | |
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| Subtotal: | | | | | |
| Travel | | | | | |
| | | | | | |
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| Subtotal: | | | | | |
| Contractual | | | | | |
| | | | | | |
| | | | | | |
| Subtotal: | | | | | |
| Other | | | | | |
| | | | | | |
| | | | | | |
| Subtotal: | | | | | |
| GRAND TOTAL | | | | | |

STATE OF ILLINOIS
DRUG FREE WORKPLACE CERTIFICATION

This certification is required by the Drug Free Workplace Act (Ill. Rev. Stat., ch. 127, par. 152.311). The Drug Free Workplace Act, effective January 1, 1992, requires that no grantee or contractor shall receive a grant or be considered for the purposes of being awarded a contract for the procurement of any property or services from the State unless that grantee or contractor has certified to the State that the grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of the contract or grant and debarment of contracting or grant opportunities with the state for at least one (1) year but not more than five (5) years.

For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership, or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division, or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- (a) Publishing a statement:
 - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
 - (2) Specifying the actions that will be taken against employees for violations of such prohibition.
 - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - (A) abide by the terms of the statement; and
 - (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- (b) Establishing a drug free awareness program to inform employees about:
 - (1) the dangers of drug abuse in the workplace;
 - (2) the grantee's or contractor's policy of maintaining a drug free workplace;

- (3) any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) the penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
 - (d) Notifying the contracting or granting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
 - (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by section 5 of the Drug Free Workplace Act.
 - (f) Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.
 - (g) Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

THE UNDERSIGNED AFFIRMS, UNDER PENALTIES OF PERJURY, THAT HE OR SHE IS AUTHORIZED TO EXECUTE THIS CERTIFICATION ON BEHALF OF THE DESIGNATED ORGANIZATION.

Printed Name of Organization

Signature of Authorized Representative

Requisition/Contract/Grant ID #

Printed Name and Title

Date



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUGFREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all times (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510. -

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local)

transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default, and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUGFREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 -

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about -

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that as a condition of employment under the grant, the employee will

(1) Abide by the terms of the statement; and

(2) Notifying employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted —

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

Section 67.630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 40617.

Check if the State has elected to complete OJP Form 40617.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 —

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

DISCLOSURE OF LOBBYING ACTIVITIESComplete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

| | | |
|--|---|--|
| 1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance | 2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post award | 3. Report type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ Quarter _____ date of last report _____ |
| 4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known Congressional District, if known: _____ | 5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known: _____ | |
| 6. Federal Department/Agency: | 7. Federal Program Name/Description: CDFA Number, if applicable: _____ | |
| 8. Federal Action Number, if known: | 9. Award Amount, if known: \$ _____ | |
| 10. a. Name and Address of Lobbying Entity <i>(if individual, last name, first name, MI)</i> | b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI)</i> | |
| 11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of the fact upon which reliance was placed by the BIC above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. | Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____ | |
| Federal Use Only. | Authorized for Local Reproduction Standard Form - LLL | |

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identifying the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-00-001".
9. For a covered Federal action where there has been an award or loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI)>
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0048), Washington, D.C. 20503.