

REQUEST FOR PROPOSALS
for
SEXUAL ASSAULT NURSE EXAMINER PROGRAMS
funded by
The Illinois Criminal Justice Information Authority

GENERAL INFORMATION

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

Purpose: The purposes of this request are: (1) to create a pilot program to establish four (4) sexual assault nurse examiner (SANE) pilot projects geographically distributed throughout Illinois; and (2) to expand the capacity of treatment hospitals in Illinois, including pilot projects and other hospitals that will commit to implementing a SANE project, to collect forensic evidence from sexual assault victims in the emergency room through the purchase of colposcopes.

Project Duration: State General Revenue funding for the SANE pilot programs will be provided for 36 months, contingent upon performance and availability of funding. State General Revenue recipients will be required to make at least a 3 year commitment to establishing and operating a SANE project, commencing no later than February 1, 2000. Federal Victims of Crime Act (VOCA) funds will be available for the purchase of colposcopes. These funds and required VOCA matching funds must be expended by September 30, 2000.

Available Funds: \$240,000 is available in State General Revenue funds for the four pilot SANE

programs for three years. Eligible hospitals may apply for a maximum of \$20,000 in State General Revenue funds per year for years 1, 2, and 3 to support the costs of establishing and operating a SANE project.

\$100,000 is available from federal VOCA Victim Assistance Grant funds awarded to the Illinois Criminal Justice Information Authority by the Office for Victims of Crime of the U. S. Department of Justice for the purchase of colposcopes; VOCA funds may not be used to supplant or replace state or local funds that would otherwise be available to purchase a colposcope. Local hospitals may apply for a maximum of \$20,000 in VOCA funds for use in Year 1 for the purchase of a colposcope.

Eligible applicants need not apply for both General Revenue and VOCA funds. However, preference in award of VOCA funds will be given to General Revenue recipients that lack funds from other sources for a colposcope.

Match:

General Revenue funds for operating a SANE project do not require a match. Federal VOCA funds for the purchase of colposcopes require a match. VOCA funds must be matched and may not be used for more than 80% of the total cost of a VOCA project. The remaining portion of costs of a VOCA project must be met from other non-federal sources.

Eligibility:

Treatment hospitals which are approved by the Illinois Department of Public

Health to collect forensic evidence from sexual assault victims in their hospital emergency rooms and are served by a rape crisis center or satellite center meeting service standards set by the Illinois Coalition Against Sexual Assault are eligible to apply for State General Revenue and/or VOCA funds. If you have questions about whether your hospital is eligible to submit a proposal, please contact 1-888-425-4248.

Proposal Deadline: Proposals must be received by **12:00 noon on Tuesday, November 23, 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 the Request for Proposals (RFP).

Questions: Contact the Illinois Criminal Justice Information Authority's toll-free number at 1-888-425-4248. Grants staff will respond to all messages by phone within two business days. The Authority's web site, www.icjia.state.il.us, also provides information on this RFP.

SECTION I: OVERVIEW

Finding that the compassionate treatment of sexual assault victims in hospital emergency rooms is necessary to help alleviate their suffering and that the effective collection and presentation of forensic evidence in sexual assault cases is necessary to increase the success rate of prosecutions for sex crimes in Illinois, the Illinois General Assembly passed, and Governor Ryan signed, Public Act 91-0529, creating the sexual assault nurse examiner pilot program (See Attachment 1). To that end, in State

Fiscal Year 2000, the state has made \$240,000 available to implement pilot projects for three years in the emergency rooms of hospitals in four counties geographically distributed throughout the state.

Additionally, to further the development of SANE programs, the Authority—charged with establishing the four projects—earmarked \$100,000 in VOCA funds to enable the purchase of colposcopes in these four or other treatment hospitals which are committed to implementing SANE projects.

SECTION II: BACKGROUND 1

The Illinois Criminal Justice Information Authority is the state agency charged with the administration of a number of federal grant programs. Among these is 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.**

This past legislative session the Authority was also charged with piloting four sexual assault nurse examiner projects in the State of Illinois. For each project, specially trained sexual assault nurse examiners or specially trained sexual assault physician examiners are expected to provide medical care and collect forensic evidence from sexual assault victims in the emergency room. These examiners are

also expected to testify to victims' injuries during criminal prosecutions.

Nearly 100,000 criminal sexual assaults were reported to the Illinois State Police between 1983 and 1998. Ranging from a low of 3,596 in 1983 to a high of 7,620 in 1993, the total number of reports of these index offenses has been decreasing since 1993. Even so, reported assaults have exceeded 6,000—7,000 three times—in 10 of the last 15 years while the rate of reported assaults more than doubled between 1983 and 1993. Despite these reported statistics, the actual number of rapes remains unknown. Estimates of the number of women who are raped range from an additional four to an additional nine victims for every one woman who reports. In one SANE program, while approximately 20 percent of victims were uncertain about reporting when they first came to the emergency department, working through fears and concerns with a knowledgeable SANE empowered 95 percent of these survivors to report (Ledray: 92a).

The impetus to develop SANE programs began with nurses, other medical professionals, counselors, and advocates working with rape victims in hospitals, clinics, and other settings. These individuals recognized that services to sexual assault victims were inadequate and not at the same high standard of care as for other emergency department clients (Holloway & Swan: 93; O'Brien: 96). When rape victims came to the emergency department for care, they often had to wait as long as 4 to 12 hours in a busy, public area; their wounds were seen as less serious than the other trauma victims; and rape victims competed unsuccessfully for staff time alongside the critically ill (Holloway & Swan: 93; Sandrick: 96; Speck & Aiken: 95). They were often not allowed to eat, drink, or urinate while they waited, for fear of destroying evidence (Thomas & Zachritz: 93). Doctors and nurses often were not sufficiently trained to

¹ The following material was excerpted in large part from the SANE Development and Operation Guide by Linda E.

do medical-legal exams, and many were also lacking in their ability to provide expert witness testimony (Lynch:93). Even when they had been trained, staff often did not complete a sufficient number of exams to maintain their level of proficiency (Lenehan: 91; Yorker: 96; Tobias: 90). Even when the victim's medical needs were met, their emotional needs all too often were overlooked (Speck & Aiken: 95), or even worse, the emergency department staff blamed the victim for the rape (Kiffe: 96).

Typically, the rape victim faced a time-consuming, cumbersome succession of examiners for one exam, some with only a few hours of orientation and little experience. Emergency department services were inconsistent and problematic. Often the only physician available to do the vaginal exam after the rape was male (Lenehan: 91). While approximately half of rape victims in one study were unconcerned with the gender of the examiner, for the other half this was extremely problematic. Even male victims often prefer to be examined by a woman, as they too are most often raped by a man and experience the same generalized fear and anger towards men that female victims experience (Ledray: 96a).

There are also many anecdotal and published reports of physicians being reluctant to do the exam. This was due to many factors including physicians' lack of experience and training in forensic evidence collection (Bell: 95; Lynch: 93; Speck & Aiken: 95), the time-consuming nature of the evidentiary exam in a busy emergency department with many other medically urgent patients (DiNitto et al.: 86; Frank: 96), and the potential that if they completed the exam they were then vulnerable to being subpoenaed and taken away from their work in the emergency department to testify in court and be questioned by a sometimes hostile defense attorney (Thomas & Zachritz: 93; DiNitto et al.: 86; Speck & Aiken: 95; Frank: 96). This often resulted in documentation of evidence that was rushed, inadequate, or incomplete

(Frank: 96). Many physicians even refused to do the exam (DiNitto et al.: 86). In one case, it was reported that a rape victim was sent home from a hospital without having an evidentiary exam completed because no physician could be found to do the exam (Kettelson: 95).

As research became more readily available on the complex needs and appropriate followup of rape victims, nurses and other professionals realized the importance of providing the best emergency department care possible (Lenehan: 91). For 75 percent of these victims, the initial emergency department contact was the only known contact they had with medical or professional support staff (Ledray: 92a). Nurses also were very aware that while they were credited with only “assisting the physician with the exam,” in reality they were already doing everything except the pelvic exam (DiNitto et al.: 86; Ledray: 92a). It was clear to these nurses that it was time to re-evaluate the system and consider a new approach that would better meet the needs of sexual assault victims.

To better meet the needs of this underserved population, the first SANE programs were established in the late 1970's in Memphis, Tennessee; Minneapolis, Minnesota; and Amarillo, Texas. Ten new programs were established in the 1980's and 73 more between 1990 and 1996. This past session the Illinois legislature passed, and Governor Ryan signed, PA 91-0529, creating a pilot program to establish four SANE projects in Illinois. In doing so the General Assembly found “. . . that the compassionate treatment of sexual assault victims in hospital emergency rooms is necessary to help alleviate the suffering of sexual assault victims.” The General Assembly also finds that the effective collection and presentation of forensic evidence in sexual assault cases is necessary to increase the success rate of prosecutions for sex crimes in Illinois.

The primary mission of a SANE program is to meet the needs of the sexual assault victim by providing immediate, compassionate, culturally sensitive care, and comprehensive forensic evaluation and treatment by trained, professional nurse experts. The basis of a SANE program operation is the belief that sexual assault victims have the right to prompt, empathetic, and comprehensive medical-legal evaluation and treatment by a specially trained professional. As a health care provider, the SANE has an ethical responsibility to provide victims with complete information about choices so victims can make informed decisions about the care they want to receive.

A SANE program also is based on a belief that all sexual assault victims have a right to report the crime of rape. While every victim may not choose to report to law enforcement, she has a right to know what her options are and what to expect if she does or does not decide to report.

A SANE program provides 24-hour on call services for all male and female victims of sexual assault or abuse. The purpose of the SANE examination of the sexual assault victim is specifically to assess, document, and collect forensic evidence. In addition, prophylactic treatment of STDs and prevention of pregnancy are provided by the SANE following a pre-established medical protocol or with the approval of a consulting physician. While the SANE may treat minor injuries, such as washing and bandaging minor cuts or abrasions, further evaluation and care of any major physical trauma is referred to the emergency department or a designated medical facility.

The SANE conducts a limited medical examination, not a routine physical examination; clearly explaining this difference to the client is important. Obvious pathology or suspicious findings that may be observed are reported to the client with a suggestion for followup care and referral. Evaluation and

diagnosis of pathology is beyond the scope of the SANE examination.

SECTION III: ELIGIBILITY

Eligible applicants include hospitals which are (1) identified as “treatment” hospitals by the Illinois Department of Public Health to collect forensic evidence from sexual assault victims who seek treatment in their emergency rooms; and (2) served by a rape crisis center or satellite center meeting service standards set by the Illinois Coalition Against Sexual Assault.

To be eligible to receive General Revenue Funds eligible projects must:

- (1) provide compassionate health assessment and effective forensic evidence collection for sexual assault victims by a trained sexual assault nurse examiner or sexual assault physician examiner in a hospital emergency room as part of the provision of hospital emergency services;
- (2) commit to presentation of testimony regarding victims’ injuries during criminal prosecutions for sex offenses; and
- (3) at a minimum, meet the Sexual Assault Nurse Examiner Standards of Practice established by the International Association of Forensic Nurses.

Those hospitals requesting funding for a colposcope must meet the above requirements and also meet the following requirements for receipt of VOCA funds:

1. Public or Nonprofit Organization 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

General Revenue funds may be used to support those costs which are associated with the establishment and operation of a SANE project. These shall include, but not be limited to, salary, payment for “on-call” time, travel and training.

VOCA funds may only be used for the purchase of colposcopes for use by hospitals committed to implementing a SANE project, but not necessarily one of the 4 funded General revenue project sites.

SECTION V: PROPOSAL DEVELOPMENT

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

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 VI: REPORTING REQUIREMENTS

Quarterly 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 VII: LEVEL AND DURATION OF FUNDING

A maximum of \$240,000 in General Revenue is being made available to be distributed among four grantees in different parts of Illinois. Project duration is for 36 months, contingent upon satisfactory performance and availability of funding, commencing no later than February 1, 2000.

An additional \$100,000 in VOCA funds is available for the purchase of colposcopes for use in SANE projects; VOCA funds for colposcopes and required VOCA matching funds must be expended by September 30, 2000.

SECTION VIII: PROPOSAL DEADLINE

Proposals must be received by **12:00 noon on Tuesday, November 23, 1999**. Facsimile transmissions will not be accepted. Late submissions will not be accepted. Proposals may be mailed or delivered in a sealed envelope to:

Federal and State Grants Unit
Illinois Criminal Justice Information Authority
120 South Riverside Plaza, Suite 1016
Chicago, Illinois 60606-3997

Attention: **SANE**

SECTION IX: 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. Proposals **must be on 82" x 11" paper, single-sided, double-spaced, with margins of not less than 12" 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 hospital, 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 II];
- (3) Proposal narrative to include the following sections:

Part I: **Description of Organization (2 page max).** A brief description of your organization and the other programs and services currently provided to victims of sexual assault including a brief discussion of how the project could be sustained without state or federal financial support. This discussion should include programs operated by the hospital and those operated by other agencies in the community. If applying for VOCA funds for the purchase of a colposcope, this section should also address:

- (i) the applicant's history of providing effective direct services to crime victims in a cost effective manner;
- (ii) how volunteers are and will be used by the hospital;
- (iii) how the applicant has promoted public and private efforts to aid crime victims in the community; and
- (iv) specific quantitative measures (performance indicators) by which the status of the project can be recorded.

Part II: **Summary of Program (1 page max).** A brief description of the proposed

program.

- 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 sexual assault in your service area are facing and include as much multi-year data as possible (i.e., sexual assault victims treated in 1996, 1997 and 1998 broken out by age group if 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 activities related to the SANE project. They should also relate to problems described in Part III above.
- Part V: **Strategies (4 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 SANE project will be implemented in clear, logical detail and should provide the reader with a clear picture of how the project will operate. Note that while SANE projects may vary regarding what evidence is collected and how it is collected, all are required to include the following five evidentiary exam components: 1) Forensic evidence collection; 2) STD evaluation and preventive care; 3) Pregnancy risk evaluation and prevention; 4) Crisis intervention (in partnership with a local rape crisis center); and 5) Care of injuries (completed by medical staff). The strategy should also discuss:
- (i) how this program will fit into the overall scope of the organization's current operations;
 - (ii) the estimated number of victims to be served;
 - (iii) the plan for providing 24 hour/7 day per week service in the emergency room;
 - (iv) the availability of a colposcope to conduct exams or the plan for obtaining a colposcope;
 - (v) how the budgeted items, including personnel, are related to the strategies;
 - (vi) a plan for ensuring staff receive training from an approved SANE training program; and
 - (vii) an internal mechanism for demonstrating compliance with SANE

program standards.

At present, there is no nationally recognized certification for SANEs. In most cases it is a local hospital or SANE program which offers this training. At a minimum, SANEs participating in the projects funded through this RFP should receive training in the following areas:

- Definition of the SANE role;
- Collection of evidence (including forensic procedures such as maintaining the chain-of-evidence);
- Testing and/or treatment of STDs;
- Evaluation and prevention of pregnancy;
- Typical victim responses and crisis intervention;
- Assessment of injuries;
- Documentation;
- Courtroom testimony (Mock Trial);
- Collaborating with related community agencies;
- Competently completing an exam; and
- Forensic photography.

Additional clinical hours, which includes experience in the following areas, is encouraged:

- Normal vaginal speculum and bi-manual examination experience;
- Normal well-child examinations (for programs seeing children);
- Courtroom observation; and
- Specified number of adult or child evidentiary exam observations.

Part VI: **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 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].

Part VII: **Letters of Support.** Letters describing the support of the chief(s) from the largest police department(s) in the hospital's service area, the state's attorney in the hospital's service area, the EMS director who co-ordinates services that respond to the applicant hospital, and the local sexual assault center. These should acknowledge the need for the project and affirm an interest in collaborating with the SANE.

Part VIII: **Proposed Budget.** Budget and budget narratives. Those applicants seeking VOCA funds for the purchase of colposcopes must also include match from non-federal sources. You may use the attached budget forms for the line item

budgets or recreate them on the computer [form attached - Attachment B, includes a three year General Revenue budget and a VOCA colposcope budget]. Separate budget narratives should be attached for both the General Revenue and VOCA budgets. These narratives should explain how the budgeted items are related and necessary to the project and how costs were calculated. 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 3];
- (5) a signed certification regarding the State of Illinois Drug Free Workplace Act (30 ILCS 580) [form attached - ATTACHMENT 4]; and
- (6) Federal Debarment Certification (Lower Tier) [form attached - ATTACHMENT 5].

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

Proposal packages will be opened at 1:30 p.m. on Tuesday, November 23, 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 X: 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 sexual assault and extent of collaboration with other non-profit and public agencies to improve responses to sexual assault 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 plan for providing around-the-clock coverage in emergency rooms, the staff training plan, the ability of the applicant to begin the project in the current state fiscal year, and the applicant's ability to sustain the project if state or federal funds are not available. (Maximum of 50 points)
- (3) **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 15 points)
- (4) **Inclusion of Match (Applicants seeking VOCA funds for the purchase of colposcopes)** - 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 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. Recommendations to the Authority will consider the geographic distribution of the highest scoring proposals to assure adherence to PA 91-0529. A preliminary award decision will be made and applicants will be notified of the Authority's decision at the earliest possible date.

SECTION XI: 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.

**CRIMINAL PROCEDURE – SEXUAL ASSAULT
NURSE EXAMINER PILOT PROGRAM**

Public Act 91-0529

SB673

Be it enacted by the People of the State of Illinois, represented in the General Assembly:

Section 5. The Illinois Criminal Justice Information Act is amended by adding Section 7.1 as follows:

(20 ILCS 3930/7.1 new)

Sec. 7.1. Sexual assault nurse examiner pilot program.

(a) Legislative findings and intent. The General Assembly finds that the compassionate treatment of sexual assault victims in hospital emergency rooms is necessary to help alleviate the suffering of sexual assault victims. The General Assembly also finds that the effective collection and presentation of forensic evidence in sexual assault cases is necessary to increase the success rate of prosecutions for sex crimes in Illinois.

The General Assembly intends to create a pilot program to establish 4 sexual assault nurse examiner (SANE) projects in the State of Illinois. For each project, specially trained sexual assault nurse examiners or specially trained sexual assault physician examiners will provide health assessments and collect forensic evidence from sexual assault victims in the emergency room. The sexual assault nurse examiners or sexual assault physician examiners will also testify to victims' injuries during criminal prosecutions.

(b) Definitions. In this Section:

(1) "Sexual assault nurse examiner" means a registered nurse who has completed a sexual assault nurse examiner (SANE) training program that meets the Forensic Sexual Assault Nurse Examiner Education Guidelines established by the International Association of Forensic Nurses.

(2) "Sexual assault physician examiner" means a physician licensed to practice medicine in all its branches who has completed a sexual assault nurse examiner (SANE) training program that meets the Forensic Sexual Assault Nurse Examiner Education Guidelines established by the International Association of Forensic Nurses.

(3) "Hospital" means a facility licensed by the Department of Public Health under the Hospital Licensing Act or that meets both the definition of hospital and the exemption provisions of that Act.

(4) "Hospital emergency services" means the health care delivered to outpatients within or under the care and supervision of personnel working in a designated emergency department or emergency room of a hospital.

(c) SANE pilot program. The Authority shall, subject to appropriation, establish a SANE pilot program to operate 4 pilot projects in Illinois. The projects shall be established in the emergency rooms of hospitals in 4 counties geographically distributed throughout the State. Hospitals located throughout the State may apply to the Authority to participate in the program. Each project must provide the following services:

(1) Compassionate health assessment and effective forensic evidence collection for sexual assault victims by a trained sexual assault nurse examiner or sexual assault physician examiner in a hospital emergency room as part of the provision of hospital emergency services.

(2) Presentation of testimony regarding victims' injuries during criminal prosecutions for sex offenses.

(d) Each of the SANE projects established under this pilot program must, at a minimum, meet the Sexual Assault Nurse Examiner Standards of Practice established by the International Association of Forensic Nurses.

(e) Each of the 4 pilot projects established by the Authority under this Section shall be in existence for a minimum of 3 years.

(f) Report. No later than 2 years after the establishment of pilot projects under this Section, the Authority must report to the General Assembly on the efficacy of SANE programs.

(g) Rules. The Authority shall adopt rules to implement this Section.

Approved: August 13, 1999

Effective: January 1, 2000

Attachment B: BUDGET

PROPOSED BUDGET DETAIL INSTRUCTIONS

GENERAL INSTRUCTIONS: The purpose of the attached proposed budget forms (3 year General Revenue and VOCA) 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** for colposcopes 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 match 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. nurse examiner). 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 of \$25,000 or more 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 less than \$25,000 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.

PROPOSED SANE PROJECT GENERAL REVENUE BUDGET

Utilize this form to indicate how general revenue funds will be used for three years.

<u>Expense</u>	Year 1			Year 2			Year 3		
	<u>Unit Cost</u>	<u>% Time/ # Units</u>	<u>Total</u>	<u>Unit Cost</u>	<u>% Time/ # Units</u>	<u>Total</u>	<u>Unit Cost</u>	<u>% Time/ # Units</u>	<u>Total</u>
Personnel									
Fringe									
Equipment*									
Commodities									
Travel									
Contractual									
Other									
GRAND TOTAL									

* Budgets for colposcopes and the match required for this equipment should be shown on the VOCA budget form.

Attachment B - VOCA Budget

VOCA COLPOSCOPE BUDGET

PROPOSED BUDGET: Fill in the budget form below for the proposed project. Please note that federal dollars for colposcopes can only support up to 80% of the total cost 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					
Subtotal:					
Commodities					
Subtotal:					
Travel					
Subtotal:					
Contractual					
Subtotal:					
Other					
Subtotal:					
GRAND TOTAL					

Attachment B - VOCA Budget

VOCA COLPOSCOPE BUDGET

PROPOSED BUDGET: Fill in the budget form below for the proposed project. Please note that federal dollars for colposcopes can only support up to 80% of the total cost 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					
Subtotal:					
Commodities					
Subtotal:					
Travel					
Subtotal:					
Contractual					
Subtotal:					
Other					
Subtotal:					
GRAND TOTAL					

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

Statement of Compliance with VOCA Eligibility Requirements

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Name and Title of Authorized Official

Signature

Date

Name of Organization

Address of Organization

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- (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



**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions
(Sub-Recipient)**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67, Section 67.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

Name of Organization

Address of Organization

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**Sexual Assault Nurse Examiner Programs
And
Colposcope Funding**

Organization Name: _____

Organization Address: _____

Organization FEIN No: _____

Contact Person: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

Amount of General Revenue Funds Requested: \$

Amount of VOCA Funds Requested for Colposcope:

\$ _____

Amount of VOCA Match Funds to be Used:

\$ _____

Total Program Cost (GR, VOCA, and Match): \$ _____

Application Checklist:

___ One original unbound proposal and five copies, including all of the following items:

___ Completed Cover Page

___ Complete Proposal Narrative (double space, 1 1/2" margin, single sided)

___ Implementation Schedule (**Attachment A**)

___ Proposed Budget (**Attachment B**)

___ Signed Statement of Compliance (**Attachment 2**)

<input type="checkbox"/> Signed Certification (Attachment 3)
<input type="checkbox"/> Signed Drug Free Workplace Act Certification (Attachment 4)
<input type="checkbox"/> Signed Federal Debarment Certification (Attachment 5)