



The Criminal Justice Information Authority (ICJIA) is pleased to announce that it is seeking new applications for funding under the S*T*O*P Violence Against Women Act Grant Program

**S*T*O*P Violence Against Women Act Multi-Disciplinary Team Response Programs
2015 Request for Applications
RFA # 001 ICJIA-Fund-year-15**

Eligibility

Only 501(c)(3) not-for-profit organizations and units of government may apply. Proposals for multidisciplinary coordinated programs shall list all partner agencies, but funding is limited to prosecution, law enforcement, probation, and victim services agencies.

Deadline

Applications are due at 4:59 P.M. on August 31, 2015

Award Period

January 1, 2016 – December 31, 2016

With the option to renew for up to two additional years

Contact Information

For assistance with the requirements of this solicitation, contact:

Ronnie Reichgelt at 312-793-8550 or Ronnie.reichgelt@illinois.gov

Release Date

July 31, 2015

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1 RFA Administrative Information

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| RFA Title: | S*T*O*P Violence Against Women Act Multi-Disciplinary Team Response Programs |
| RFA Project Description: | The Illinois Criminal Justice Information Authority (“ICJIA” or “The Authority”) is the state agency charged with the administration of S*T*O*P* Violence Against Women Act funds, from which this RFA will be issued. Grants made through this program must create a Multidisciplinary Team Response (MDT) to more effectively identify and respond to violent crimes against women, including the crimes of domestic violence (DV), dating violence, sexual assault (SA) and stalking. |
| RFA Lead: | Ronnie Reichgelt, Program Administrator Illinois Criminal Justice Information Authority 300 West Adams, Suite 200 Chicago, IL 60606 Ronnie.reichgelt@illinois.gov 312-793-8550 |
| Pre-Application Webinar/Conference Call: | August 6, 2015 at 1:30 pm Central Standard Time |
| Deadline To Receive Questions: | August 21, 2015 4:59:59 p.m. Central Standard Time |
| RFA Closing Date: | August 31, 2015 4:59:59 p.m. Central Standard Time |
| Grant Period: | January 1, 2016 through December 31, 2016. Upon mutual agreement, the grant may be extended or amended. The total contract term, including all extensions, may not exceed three (3) years. |

2 OVERVIEW

2.1 Purpose

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

The STOP (Services • Training • Officers • Prosecutors) Violence Against Women Act Formula Grant Program (VAWA) promotes a coordinated, multidisciplinary approach to improving the criminal justice system's response to violent crimes against women. The STOP Program encourages the development and strengthening of effective law enforcement and prosecution strategies to address violent crimes against women and the development and strengthening of victim services in cases involving violent crimes against women. For more information on the STOP VAWA Program please visit their website at www.ovw.usdoj.gov.

The purpose of this Request for Application is to solicit proposals from county criminal justice and victim service agencies interested in creating or expanding multidisciplinary programs that **must include** partners from prosecution, county and/or local law enforcement, probation, and victim service agencies. Non-funded partners, such as legal assistance, mental health care, and substance abuse treatment can be included in the partnership, but are not allowable to receive funding.

Multidisciplinary Team Response Programs: Funds from this grant are meant to be used to either develop and implement programs, or expand existing programs that provide specialized criminal justice and victim service personnel in the areas of domestic violence, dating violence, sexual assault, and stalking through a Multidisciplinary Team Response. **Please note** that any advocate positions funded under this RFA must either have participated in, or will participate in, appropriate training in the particular area of advocacy specified by the RFA. Approved trainings would include the Illinois Coalition Against Domestic Violence or the Illinois Coalition Against Sexual Assault forty-hour training for advocates, the Chicago Metropolitan Battered Women’s Network advocate training, or the Illinois Attorney General’s Victim Academy, or a comparable certified training pre-approved by ICJIA.

2.2 Eligibility Requirements

Only 501(c)(3) not-for-profit organizations and units of government may apply. Proposals for multidisciplinary coordinated programs shall list all partner agencies, but funding is limited to prosecution, law enforcement, probation, and victim services agencies.

2.3 Available Funds

These funds are a portion of a STOP VAWA FFY 15 funds from the Office on Violence Against Women (OVW) to the Illinois Criminal Justice Information Authority. An estimated \$4 million dollars will be made available through this RFA. A minimum request of \$100,000, and a maximum request of \$600,000 for federal funding for a 12-month period, is required by the ICJIA.

2.4 Significant Dates

| <u>Milestones</u> | <u>Target Date</u> |
|---|--------------------|
| Release of RFA and open application | July 31, 2015 |
| Pre-application conference call | August 6, 2015 |
| Last date for submission of questions | August 21, 2015 |
| Application Closes | August 31, 2015 |
| Application Review Opening | September 1, 2015 |
| Award Announcement | October 1, 2015 |
| ICJIA send agreement packets to subrecipients for signature | November 1, 2015 |
| Award packets due to ICJIA | December 1, 2015 |
| ICJIA Budget Committee | December 18, 2015 |
| Start Program Performance Period | January 1, 2016 |

2.5 Grant Period

Awards ranging between \$100,000 and \$600,000 are available for the initial year one project period. It is anticipated that a total of \$4M will be made available through this RFA. Receipt of year one funding does not guarantee that an applicant will receive subsequent funding in years two and three. To secure year two and/or three, applicants must demonstrate project impact and/or implementation progress, and will be directed to a specially designed application format by ICJIA.

The anticipated start date for this RFA related project is January 1, 2016.

2.6 Requirements

Program Match Requirements

There is a 25% match requirement imposed on grant funds under this program. A grant made under this program may not cover more than 75 percent of the total costs of the project being funded. Victim service providers are excluded from any mandatory matching contribution for victim services, but can volunteer to provide matching funds. The match must be made up by the other funded partners. Funds or in-kind resources used as match must be directly related to the project goals and objectives.

To calculate the amount of match required

Federal Award Amount divided by 3 = Match Amount

Federal Award Amount plus Match Amount = Total Program Cost

Example: 75%/25% match requirement: for a federal award amount of \$75,000, match would be calculated as follows:

\$75,000 divided by 3 = \$25,000

\$75,000 plus \$25,000 = \$100,000

\$25,000 is 25 % of the Total Program Cost of \$100,000

Reporting

The Authority will require all programs funded under this RFA to report electronically at the minimum **on a quarterly basis** and no later than 15 day after the end of reporting period. Mandatory Fiscal and Data reports will be created and distributed to each grantee for submission. Failure to comply with mandatory reporting requirements will cause immediate suspension of funding of this grant, any other grant that applicant has with ICJIA, and possible termination of the grant.

2.7 Questions

This solicitation is issued by the Illinois Criminal Justice Information Authority (<http://www.icjia.state.il.us/public/>). Due to the competitive nature of this award, ICJIA Program Staff are not permitted to answer questions concerning the content of an application. ICJIA Staff will not tell you if your idea is eligible, what Objective or Strategies to utilize or how to develop your application. Staff will field clarifying questions pertaining to the funding announcement. All correspondence shall be in writing. In the event that it becomes necessary to revise any part of this RFA, addenda will be posted at ICJIA website. It is the responsibility of the Applicant to monitor ICJIA website for any updates or amendments. Any oral interpretations or clarifications of this RFA shall not be relied upon. All changes to this RFA must be in writing and posted at ICJIA website <http://www.icjia.state.il.us/public/> to be valid.

Questions or other correspondence must be submitted in writing (fax, mail, e-mail) to:

Ronnie Reichgelt, Program Administrator
Illinois Criminal Justice Information Authority
300 West Adams, Suite 200
Chicago, IL 60606
Ronnie.reichgelt@illinois.gov
312-793-8550

Questions relating to this RFA must be submitted in writing to the RFA Lead, by August 21, 2015 at 4:59.59 in order to be considered.

Any questions regarding the ICJIA contract conditions, found at <http://www.icjia.state.il.us/public/>, must also be submitted in writing, by the deadline identified in this subsection. ICJIA will not consider proposed modifications to these requirements after the date and time set for receiving questions. Questions regarding these requirements must contain the following:

1. The rationale for the specific requirement being unacceptable to the party submitting the question (define the deficiency);
2. Recommended verbiage for ICJIA's consideration that is consistent in content, context,

and form with the ICJIA's requirement that is being questioned;

3. Explanation of how ICJIA's acceptance of the recommended verbiage is fair and equitable to both the ICJIA and to the party submitting the question.

2.8 Pre-Application Webinar

A pre-application webinar will be held on Thursday, August 6, 2015 1:30 PM to 3:30 PM. This will be your opportunity to ask questions, with the Illinois Criminal Justice Information (ICJIA) staff. All interested parties are invited to participate in the pre-application webinar. Participants must pre-register via a Webinar registration form. Applicants are asked to register by 12 PM Wednesday, August 5, 2015. Any oral answers given by the State during the pre-application webinar are unofficial, and will not be binding on the State. Webinar login information will be emailed to you.

[Click here to register for the preapplication webinar >>](#)

3 INSTRUCTIONS FOR SUBMISSION OF APPLICATION

3.1 Submission of Applications

Applications must be submitted electronically. Applications can be obtained at <http://www.icjia.state.il.us/VAWAMDTRFA/>. Applications will not be accepted by mail or in-person. The applicant is responsible for notifying ICJIA of any submittal difficulties.

All documents and information submitted in the application are subject to the Illinois Freedom of Information Act. If confidential documents or information is being submitted, the applicant must indicate that it is confidential and the reason why the information is confidential.

4 APPLICATION FORMAT

These instructions describe the format to be used when submitting an application. The format is designed to ensure a complete submission of information necessary for an equitable analysis and evaluation of submitted applications. There is no intent to limit the content of applications.

4.1 Evaluation Codes

(M) Mandatory Specification or Requirement - failure to comply with any mandatory specification or requirement will render Applicant's application non-responsive and no further evaluation will occur.

(ME) Mandatory and Evaluated Specification - failure to comply will render Applicant's application non-responsive and no further evaluation will occur. Applicant is required to respond to this specification with a statement outlining its understanding and how it will comply. Points will be awarded based on predetermined criteria.

(E) Evaluated Specification - a response is desired and will be evaluated and scored. If not available, respond with "Not Available" or other response that identifies Applicant's ability or inability to supply the item or service. Failure to respond will result in zero (0) points awarded for the specification.

Note: ICJIA also reserves the right to seek clarification on any requirement.

4.2 Format

Applications shall follow the structured format of the electronic submission template found at <http://www.icjia.state.il.us/VAWAMDTRFA/>.

5 Mandatory Submission Requirements

5.1 (M) Proposal Checklist

Form included in this packet that identifies the applicant has completed or attached the listed requirements of this RFA.

5.2 (M) Cover Page

A completed cover page that includes the name and address of the organization to receive funds (Implementing Agency) and the organization which will perform funded activities (Program Agency); the full names of Implementing and Program Agency contact persons, and their telephone numbers, facsimile numbers, e-mail addresses; and total amount of funding requested; DUNS (Data Universal Numbering System) number and registration in the System Award Management (SAM) database for both the Implementing Agency and Program Agency.

5.3 (M) Certifications

5.3.1 A signed certification that the Applicant is not currently 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.

5.3.2 A signed certification regarding the State of Illinois Drug Free Workplace Act (30 ILCS 580) and Federal Lobbying/Debarment Certification.

5.3.3 General certification regarding the ability or willingness to comply with the following conditions:

- Applicant's acceptance of and willingness to comply with the requirements of the RFA and attachments.
- A statement that Applicant has not employed any company or person other than a bona fide employee working solely for the Applicant or a company regularly employed as its agent, to solicit or secure this grant, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the applicant or a company regularly employed by the applicant as its agent, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award of this grant. The Applicant must affirm its understanding and agreement that for breach or violation of this term, ICJIA has the right to annul the contract without

liability or, in its discretion, to deduct from the grant agreement the price or amount of any such fee, commission, percentage, brokerage fee, gifts or contingencies.

- A statement affirming the application will be firm and binding for ninety (90) days from the application opening date.
- 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.
- Disclosure of any activity related to the Illinois Grant Funds Recovery Act (30 ILCS 705) with any State of Illinois Agency.
- Certify that the governmental agency participating in the project is up to date on reporting Uniform Crime Statistics (UCR)
- Certify that the law enforcement agency participating in the project is either compliant or has a plan to become compliant with the Prison Rape Elimination Act (PREA).

PREA Website:

<http://www.bjs.gov/index.cfm?ty=tp&tid=20>

5.4 (M) Acknowledgement of Amendments

If the RFA is amended, the Applicant must acknowledge each amendment with a signature on the acknowledgement form provided with each amendment. Failure to return a signed copy of each amendment acknowledgement form with the application may result in the application being found non-responsive.

5.5 (M) Program Abstract

Include a summary of the program in the Application providing a condensed overview of the contents of the Technical Application demonstrating an understanding of the services to be performed. The program abstract should be no more than 500 words in length.

6 Business Information

6.1 (M) Prequalification Certification

6.1.1 Certificate of Incorporation or equivalent. Provide a copy of the applicant's Certificate of Good Standing from the Illinois Secretary. The Certificate of Good Standing must be dated no older than one year from the application submission deadline and currently be in good standing.

6.1.2 DUNS (Data Universal Numbering System) number. Applicants that do not already have a DUNS number may obtain one from Dun and Bradstreet, Inc online at <http://fedgov.dnb.com/webform>.

6.1.3 Current registration in federal SAM database. Applicants shall maintain a current registration in the System for Award Management (SAM) database. Each applicant must provide SAM registration expiration date and CAGE code. Information regarding SAM registration procedures can be accessed at www.sam.gov.

6.1.4 Organizational Chart. Applicants shall submit a current organizational chart of the applicant agency with a detailed portion of the area of the organization that the

program or project will be overseen by within the agency.

Non-profits:

- 6.1.6 United States Department of Revenue tax exempt letter: Applicants that are not-for-profit corporations must provide a letter from the United States Internal Revenue Service dated no older than five (5) years from the application submission deadline that demonstrates the applicant agency's tax exempt 501(c)(3) status.
- 6.1.7 Most recent filing with the Attorney General as a Charitable Organization. For information related to how to register with the Attorney General please visit: <http://www.illinoisattorneygeneral.gov/charities/index.html>

6.2 (M) Financials

All applicants (as applicable):

- 6.2.1 Proof of registration with the Attorney General as a Charitable Organization or last annual IRS 990 (if applicable and not required to file with the Attorney General as a Charitable Organization)
- 6.2.2 Last audit/reviews and findings
- 6.2.3 Applicant agency financial/annual report for the last complete year

7 Organization and Staffing

Describe your qualifications to successfully complete the requirements of the RFA by providing a detailed response to the following:

7.1 (E) Experience and Capacity

- 7.1.1 Proposal Narrative: In a proposal narrative describe in detail your knowledge and experience in providing services similar to those required in this RFA. Proposal narrative to include the following sections:
 - i. Description of the organization(s) and coordination planning committee if applicable.
 - ii. Description of the Statement of the Problem.
 - iii. Description of position being funded and all activities provided.
 - iv. Demonstrate the capacity of the organization to coordinate and deliver services as listed in protocol.

7.2 (E) Key Personnel

Provide a list of key management, customer service and other personnel to be used in the fulfillment of this contract include all pertinent contact information.

7.3 (E) Qualifications of Personnel

Provide resumes for employees who will be managing and/or directly providing services under the contract. For positions that are not filled, a position description (including requisite qualifications/experience) should be provided. Positions funded by the grant must be listed in the narrative and the budget document.

7.4 (E) Subcontractors and Partners

Describe the extent to which subcontractors or partners will be used to comply with contract requirements. Include each position providing service, and provide a detailed description of how the subcontractors or partners are anticipated to be involved under the contract. Include a

description of how the Applicant will ensure that all subcontractors and partners and their employees will meet all Scope of Work requirements.

Subcontractors will be required to provide the same qualification, resume, and reference information as Applicants. Applicants must disclose the location of the subcontractor's business office and the location(s) of where the actual work will be performed.

Identify all funded and unfunded agencies participating in the implementation of the project or whose cooperation or support is necessary to its success. Letters of participation/support representing unfunded partners are encouraged, but not required, with each application. Letters submitted should be specific to your application, describing deliberate interagency coordination, and the nature of the project commitment. In particular, letters of support should be included from agencies that will collaborate with the MDT by providing training to develop the course content and materials, especially where particular culturally specific or linguistically isolated populations are targeted.

Attach all letters of support to the grant application. Letters submitted separately from the application will not be accepted.

8 SCOPE OF WORK

8.1 Background Information:

The Illinois Criminal Justice Information Authority (ICJIA) is the state agency charged with the administration of S*T*O*P* Violence Against Women Act funds, from which this RFA will be issued. Grants made through this program must create a Multidisciplinary Team Response (MDT) to more effectively identify and respond to violent crimes against women, including the crimes of domestic violence (DV), dating violence, sexual assault (SA) and stalking. These teams **must include** law enforcement (county and/or local), prosecution, probation, and victim services agencies. For the purpose of the RFA, applicants must:

- 1) Adhere to proven standards and best practices as established by statewide member organizations associated with the applicant agency.
- 2) Show an ability and/or willingness to collaborate with the statewide service delivery systems as well as professional peers and allies.
- 3) Consider expanding existing and proven programs.
- 4) Funds must not be used for duplicative services or supplanting.

8.2 (ME) Requirements

Use this application outline as part of your response to the RFA. Keep in mind, the evaluators will be scoring your application based on the methodologies proposed and the completeness of the response to each item listed below.

STOP VAWA regulations require that funding be allocated, as follows:

- Law Enforcement not less than 25 percent
- Prosecutors not less than 25 percent
- Victim Services not less than 30 percent
- State and local courts not less than 5 percent
- Discretionary at 15 percent (for the purposes of this RFA the victim services activities will be funded from this allocation)

ICJIA reserves the right to adjust budgets from winning applications of this RFA to follow the required funding guidelines.

Describe how you will meet each requirement listed below (e.g. personnel, proposed time lines, methodologies to be used, etc.):

- MDT Program staff must include specialized prosecuting attorneys, law enforcement, probation officers, victim service providers, and a project coordinator who are part of the regular membership of the MDT, as follows:
 - Project Coordinator – A designated full-time project coordinator who can devote 100% time to the MDT
 - Specialized Prosecution, examples include:
 - Case Review
 - Vertical Prosecution
 - Criminal Justice Advocacy
 - Specialized Law Enforcement, examples include:
 - Follow-up Investigation
 - Criminal Justice Advocacy
 - Specialized Probation, examples include:
 - Probation Officers
 - Court Liaison
 - Court Services
 - Victim Services, examples include:
 - Advocacy
 - Case Management
 - Counseling
 - Crisis Response

Mandatory Elements:

- Specialized Assistant State’s Attorney dedicated to the facilitation of the MDT operations and oversight of the monthly (minimum) case review meetings and quarterly (minimum) Steering Committee meetings.
- Specialized Protocols – The Multi-disciplinary team shall develop protocols in collaboration with law enforcement, prosecution, domestic violence experts and community-based law enforcement organizations serving victims of domestic violence as to how law enforcement, social service agencies and prosecutors cooperate in their response to incidents of domestic violence. Below are links to model protocols that may be used in the development of your site’s protocol : <http://www.ilfvcc.org/mdvp/>

- One Stop Services – Co-location of victim service advocates and law enforcement, either at a central location such as a family justice center or at the county justice center.
- Specialized Training – The Applicant must develop and execute a plan for the cross-training of law enforcement, first responders, and community-based advocacy, which includes the identification of each discipline’s roles and procedures related to domestic violence and/or sexual assault.
- Program Evaluations – All VAWA funded programs must provide yearly self-evaluations. These evaluations cannot be funded with grant funds but are mandatory.
- Attendance at Semi-Annual Meetings – All grantees must attend ICJIA coordinated semi-annual meetings.
- Illinois Family Violence Coordinating Council (IFVCC) – All grantees must attend the IFVCC meetings.

9 IMPLEMENTATION PLAN/SCHEDULE

9.1 (E) Step by Step Plan

Provide a step by step plan of how the program or project will be implemented. Include the personnel title of the person, who will be responsible for the associated work for the program or project, resources to be used and anticipated results.

9.2 (E) Timetable

Insert these steps into a timetable demonstrative of the entire performance period to be funded by this grant. Start and end dated of the major milestone in the program or project must be included.

10 LOGIC MODEL

10.1 (E) Logic Model

A Logic Model details activities, interventions and program elements that are designed to accomplish the goal of the program. Applicants should complete this planning tool to reflect a clear and realistic projection of how the program will proceed. (Appendix B, part IV)

11 BUDGET/COST PROPOSAL

11.1 (ME) Use the format established as the Budget of this RFA, and identify it as “Exhibit B - Budget .

Appendix B helpful documents:

1. <http://ojp.gov/financialguide/index.htm>
2. http://www.icjia.state.il.us/public/pdf/Financial_Guide/FINANCIAL_GUIDE_2012.pdf

STOP VAWA regulations require that funding be allocated, as follows:

- Law Enforcement not less than 25 percent

- Prosecutors not less than 25 percent
- Victim Services not less than 30 percent
- State and local courts not less than 5 percent
- Discretionary at 15 percent (for the purposes of this RFA the victim services activities will be funded from this allocation)

ICJIA reserves the right to adjust budgets from winning applications of this RFA to follow the required guidelines.

11.1.1 **General-** The Exhibit B has 3 tabs: the B1, which is the cover, the Budget/Budget Narrative and the Fringe Benefit Worksheet. The Budget/Budget Narrative is divided into seven sections; personnel, equipment, commodities, travel, and contractual.

A. Pro-ration rates- In some cases equipment or contractual expenses are shared by the agency as a whole. Grant funds can only be used to pay for the share of those expenses attributed to the program. This process is done by pro-rating the cost of shared equipment and contractual expenses.

1) *Personal contractual cost-* This is the cost that is attributed to an individual that is on the grant, but not on the grant full time.

a) Examples of personal contract cost are cell phones, pagers, professional license fees, and malpractice insurance.

b) The pro-rated cost is determined by taking the cost of contractual expense multiplied by the employee's percentage of time on the program.

c) Example formula for determining personal contract cost:

i. A cell phone cost \$50/month and the person is on the grant 75% of the time.

ii. $\$50 \times .75$ (time on the program \times 12 months (length of the program)) = \$450 max cost.

2) *Shared office equipment/ contractual cost-* These are cost(s) for equipment or contractual expenses that are used by the entire office and not just the grant program

a) Examples of shared office equipment- copiers, mail machines, rent and utilities.

b) The proration rate is determined by taking the number of FTEs (full time

equivalents) divided by the total number of people in the office.

i. 2.5 (FTEs working on the grant) \div 10 (people working in the office) =

.25 proration rate.

c) Example of the proration formula:

i. As determined in (b)(i) the proration rate is .25.

ii. The monthly rent is \$1000

iii. The maximum allowable rent expense for the year is \$3,000
 $(\$1,000 \text{ rent} \times .25 \text{ proration rate} \times 12 \text{ months of the grant})$

B. Budget- is the detailed cost section for the five budget categories. This is where all of the grant expenses are listed.

1) *Rounding to nearest whole number-* Whole numbers should be used and the grantee should round as appropriate.

2) *Numbers correct*- The grantee is responsible for ensuring that the formulas being used are correct.

3) *Contradiction*- Numbers listed in the budget should not contradict anything in the budget narrative.

C. Budget Narrative- It is used to explain the need for the particular expense for the grant program. Information must be provided for each cost detailed in the budget no matter how large or small.

1) *Detail*-the budget narrative should contain enough narrative detail so that the reader can understand the grant program without the reader having to refer to Proposal (Exhibit A).

2) *Contradiction*- Numbers listed in the budget narrative should not contradict anything in the budget.

3) *Rounding*- Any rounding that occurred in the budget should be explained in the budget narrative.

11.1.2 Personnel Page

The listing of all of the agency's personnel dedicated to the grant program.

1) *Job title*- The title of each position must be listed in the budget and in the budget narrative.

a) The title for the position must be consistent in the budget and budget narrative.

The title must match the position names used in Exhibit A.

b) Each position should have a short description of what they are doing for the grant program

c) Do not use proper names for individuals holding the position.

2) *Maximum allowable salary*- This is the maximum that the grant (combining grant and match funds) can pay, based on the percentage of time on the program. This is determined by one of the following formulas:

a) 12 month grant:

i. Formula- $Annual\ salary \times percentage\ of\ time\ on\ the\ program$

ii Example- $\$50,000$ (annual salary) \times 50% (time on the program) = $\$25,000$ (maximum salary)

b) Less than 12 month grant:

i. Formula- $Annual\ salary \div 12 \times number\ of\ months\ on\ the\ grant \times percentage\ of\ time\ on\ the\ program$

ii. Example- $\$50,000$ (annual salary) $\div 12 \times 11$ (months on the program) $\times .5$ (50% time on the program) = $\$22,917$

c) Greater than 12 month grant:

i. Formula- $Annual\ salary \div 12 \times number\ of\ months\ on\ the\ grant \times percentage\ of\ time\ on\ the\ program$

ii. Example $\$50,000$ (annual salary) $\div 12 \times 30$ (months on the program) $\times .5$ (50% time on the program) = $\$62,500$.

3) *Detailed narrative*- The budget narrative needs to provide enough detail so that an average person can understand what is being purchased and the reason that it is needed.

4) *Fringe benefit worksheet*- If personnel listed in the budget are receiving fringe benefits then a notation should be made in the budget narrative stating "Please see

Fringe Benefit Worksheet”.

11.1.3 Equipment

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000.

- 1) *Reasonable and justifiable*- Any purchases have to be reasonable and justifiable to the grant program.
- 2) *Cost to be pro-rated*- If the equipment is not solely being used by the grant program then the cost of the equipment should be pro-rated.
- 3) *Disposal of equipment*- Any equipment purchased that has a value over \$5000; the grantee has a duty to inform the Authority when they are disposing of the equipment. This duty exceeds the life of the grant.
- 4) *Selection process to be competitive as possible*- When selecting a vendor the selection process has to be as competitive as possible.
 - a) Prior to selecting a vendor for equipment costing under \$100,000, a grantee must get bids from at least three bidders.
 - b) If the equipment being purchase is over \$100,000 then the grantee must engage in a Request for Proposal (RFP) or Invitation For Bid (IFB) process. The Authority must pre-approve the RFP or IFB.
 - c) Grantee should indicate in the budget narrative the manner in which they are selecting a vendor.
- 6) *Detailed narrative*- The budget narrative needs to be detailed enough so that people unfamiliar with the grant can understand what is being purchased and the reason that it is needed.

11.1.4 Commodities

Items that will be consumed during the grant period and cost less than \$500.

- 1) *Reasonable and justifiable*- Any purchases have to be reasonable and justifiable to the grant program.
- 2) *Separate and distinct*- Each item must have its own line item and detailed (state the need) narrative as to its usage.
- 3) *Detailed narrative*- The budget narrative needs to be detailed enough so that people unfamiliar with the grant can understand what is being purchased and the reason that it is needed. The grantee must also explain how the cost was determined.
- 4) *Pro-ration*- If commodities cannot be directly contributed to the program and are based on the cost of the whole agency then it must be pro-rated. Formula(s) used must be shown.

11.1.5 Travel

This for work related travel and any travel to training or conferences.

- 1) *Reasonable and justifiable*- Any purchases have to be reasonable and justifiable to the grant program.
- 2) *Separate and distinct*- Each item must have its own line item and detailed (state the need) narrative as to its usage.
- 3) *State mileage must be used*- Please check with the State of Illinois Central Management Unit Travel Guide

(<http://www2.illinois.gov/cms/Employees/travel/Pages/default.aspx>) for the current state mileage rate. The state mileage rate must be used unless the agency mileage rate is less than the lesser amount has to be used. Mileage reimbursement can only be used for personal vehicles.

4) *Justification for estimate cost*- Grantee should indicate what costs are based on (i.e. previous usage).

5) *Per diem*- reimbursement for meal expenses when travel includes an overnight stay less any conference provided meals. The state per diem rates are used.

a) In-state travel= \$28 per day

b) Out-of-state travel= \$32 per day

c) If the conference provides meals then this must be deducted from the per diem rate.

6) *Lodging rate*- the maximum rate for hotel rooms that can be charged to the grant. If the lodging rate exceeds the maximum allowable rate then only non-grant, non-match funds can be used to make up the difference.

a) In-state travel- The state lodging rate must be used. The most recent travel guide can be obtained

at <http://www2.illinois.gov/cms/Employees/travel/Pages/default.aspx>.

b) Out-of-state travel- The federal lodging rate must be used. The current lodging rates can be found at the GSA website: <http://www.gsa.gov/portal/category/21287>

7) *Pre-approval of all out-of-state travel*- All out of state travel must be pre-approved by the Authority. Note: Grantees must still satisfy this requirement although their interagency agreement might not be executed.

8) *Conference Travel*- Only those employees on the grant contract are allowed to use grant funds to travel to conferences. A justification for conference attendance must be included.

9) *Airfare*- A grantee should try to get the most reasonable airfare possible and all possible discounts.

11.1.6 Contractual

Expenses that are incurred per some type of contractual agreement.

1) *Reasonable and justifiable*- Any purchases have to be reasonable and justifiable to the grant program.

2) *Separate and distinct*- Each item must have its own line item and detailed (state the need) narrative as to its usage.

3) *Pro-ration*- If contractual expenses cannot be directly contributed to the grant program but the whole agency's contractual cost are used then these cost must be pro-rated. Formula(s) used must be shown.

4) *Detailed narrative*- The budget narrative needs to be detailed enough that people unfamiliar with the grant can understand what is being purchased and the reason that it is needed.

5) *Publication*- If a grantee is contracting out for the printing of materials a note should be made in the narrative that the Authority's disclaimer will be printed on all materials.

6) *Conference Travel*- Only those employees on the grant contract are allowed to use grant funds for conference registration.

7) *Contractual Employees*- Need to list the salary of the contractual employee and brief

description of what the employee is doing for the grant.

- a) All contractual employees need to be pursuant to a written agreement.
- b) Fringe benefit should be explained in the budget narrative.
- c) If a competitive process was not used to select the contractor then a Sole Source Justification Checklist will have to be completed.
- d) If the contractor makes over \$400/day or over \$50.00/hour then a Contractor Justification will needed be completed.

8) *Review of contracts*- The Authority must approve and review all contracts that exceed \$150,000 in federal and match funds. The Authority may require that the grantee get preapproval for any contract.

9) *Rent*- Grant and match funds can be used to cover the reasonable cost of rent.

- a) Grantee cannot have a financial interest in the building.
- b) Grantee should list the entire rent amount in the budget not just the prorated portion.

10) *Utilities*- Grant and match funds can be used to cover the reasonable cost of utilities used by grant personnel.

- a) Grantee should list the entire cost of the utility in the budget not just the prorated portion.

11) *Indirect Cost*- The Authority has implemented a 26.6% indirect cost cap on all grants and sub-grants. Proof of an approved indirect cost rate of over 10% must be provided from an acceptable Federal granting agency approved to provide indirect cost rates. If the applicant is utilizing a 10% indirect cost rate the formula for the costs associated with this rate must be supplied as a part of the application. The 10% indirect cost rate, however, cannot include costs paid that are otherwise unallowable per the grant funding type or as detailed in this RFA.

11.2 The Applicant must provide a fully-burdened rate which must include, **but not be limited to**, all operating and personnel expenses, such as: overhead, salaries, administrative expenses, profit, and supplies.

11.3 The following is a list of activities that are unallowable and cannot be supported by OVW STOP Formula Grant Program funding:

- Lobbying (except with explicit statutory authorization)
- Fundraising
- Purchase of real property
- Purchase or leasing of vehicles
- Construction
- Physical modifications to buildings, including minor renovations (such as painting or carpeting)
- Food and Beverage/Costs for Refreshments and Meals.

12 APPLICATION REVIEW AND EVALUATION

The objective of the State in soliciting and evaluating applications is to ensure the selection of a firm or individual that will produce the best possible results for the funds expended.

12.1 Completeness- All applications will be reviewed first to ensure that they meet the Mandatory Submission Requirements of the RFA as addressed in **Sections noted with an (M)**. Applications

that do not meet ALL of the listed requirements in this Funding Announcement may be administratively rejected. Required attachments must be included with the electronic submission. Any application(s) not meeting the Mandatory Submission Requirements may be found non-responsive.

Administrative Rejection of an application will occur for *any* of the following:

- A. Submitting more than one application.
- B. Requesting more funds than the maximum amount allowable per application.
- C. Missing information or failure to follow instructions outlined in this RFA.

12.2 The Application will be evaluated first as either “pass” or “fail,” based on compliance with those requirements listed in the RFA with an **(M) or (ME)**. All applications which are determined to be responsive will continue in the evaluation process outlined in this section.

12.3 The Application will be evaluated and scored by an Application Evaluation Committee.

EVALUATION CRITERIA

Application Includes:

Mandatory Submission Requirements (Section 5)

Pass/Fail

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

- (1) **Responsiveness to Proposal** – The narrative addresses all parts of the RFA well, addresses mandatory elements outlined in Section III, and demonstrates an ability to successfully implement the program. (80 points total)
- Summary of Program (20 points). Applicants should provide the description of the MDT partnership, including the implementing organization and coordination of the planning committee (if applicable). Applicants should provide all partnership elements, description of the MDT structure and how activities for each staff person or partner (funded and unfunded) will contribute to the MDT response. Policies that the MDT will follow or implement should be noted. Applicants should describe all collaborative elements taking place to improve response to victims and how these will be enhanced or developed through the MDT, as well as the self-evaluation process mandated for the use of these funds.
 - Statement of Problem (15 points). Applicants should describe the problem as it exists in the target jurisdiction and in terms of the needs of the community and clients. Data should support the problem statement and be cited. Applicants should describe underserved populations and the efforts the program will devote toward these populations. There should be clear link between the problem identified and the need for the MDT program.
 - Goals/Objectives/ Performance Indicators (15 points). Goals, objectives and performance measures hold a program accountable for performance. The goal of MDT programming is: *To develop and implement, or expand, a program that provides specialized criminal justice and victim service personnel in the areas of domestic violence, dating violence, sexual assault, and stalking through a Multidisciplinary Team (MDT) Response so that victim services can be provided in a coordinated fashion and the efficiency of the criminal justice process is ensured.* Objectives are provided that link performance toward the goal. Applicants should clearly consider each objective and indicate a measurable level that their MDT plans to achieve for each objective. Consideration will be given to how realistic and appropriate the applicants' proposed measures are. Applicants will later be required to submit data using the Performance Measures to gather the quantifiable information on the activities of the MDT.
 - Program Strategies (20 points). Applicant should provide a clear description of the tasks and duties that program will undertake to achieve its goal and objectives and address the issues identified in the Statement of the Problem. Applicants should explain how the

roles and responsibilities of staff and collaborative partners will attribute to program success. Applicants should demonstrate the capacity of the organizations to coordinate and deliver services as listed in the protocol. Applicants should clearly establish the link between victim service, law enforcement and the court system in the MDT response. Applicants must demonstrate program sustainability when Federal funds are no longer available.

- Logic Model (10 points). A Logic Model details activities, interventions and program elements that are designed to accomplish the goal of the program. Applicants should complete this planning tool to reflect a clear and realistic projection of how the program will proceed.

(2) **Adequacy of Cost Estimates** (20 points total) – Proposed project costs for services, activities and other items will be assessed to determine how realistic they are, and the extent to which they have been allocated in a cost-efficient yet effective manner. (10 points) The Budget Narrative includes all budgeted items listed in the Budget line by line, all costs are accurately calculated and relevance to the program is clearly explained. (10 points)

Proposals will be assigned and reviewed by geographic area, Southern Illinois, Central Illinois, Northern Illinois, and Cook/Collar Counties. (For a breakout of geographic areas by county please see Attachment 4). For the purposes of VAWA mandated funding guidelines there will be a minimum of five programs funded:

- Cook/Collar - will be awarded one SA program and one additional DV or SA program
- Southern Illinois – will be awarded one DV or SA programs
- Central Illinois – will be awarded one DV or SA programs
- Northern Illinois - will be awarded one DV or SA programs

If funding permits for a sixth program, and only one SA program has been selected, a SA program will then be allocated to the non-Cook/Collar areas. If funding permits for additional programs it will be open to all geographic areas for either DV or SA programming.

Proposals will be reviewed by a panel of ICJIA staff with expertise in this area. A panel of ICJIA senior staff will do a final review of proposals for allowability of costs. Their recommendations will be forwarded to the ICJIA Budget Committee for approval. A preliminary award decision will be made and applicants will be notified of the Budget Committee's decision. Successful applicants whose proposals contained unallowable costs will have their award reduced by the total amount of all unallowable costs.

Applicants who believe their application was improperly rejected may submit a written protest regarding the action. The Authority will consider all such written protests that are submitted according to the time periods specified below. The Authority will investigate all allegations and issue a written response.

Protests must be in writing and will be considered filed when physically received by the Authority at the following address:

Illinois Criminal Justice Information Authority

VAWA MDT RFA/Ron Reichgelt
300 W. Adams Street, Suite 200
Chicago, IL 60606

Protests must be filed within seven (7) calendar days after the protestor knows or should have known of the facts giving rise to the protest.