



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

120 South Riverside Plaza • Suite 1016 • Chicago, Illinois 60606 • (312) 793-8550

Memorandum

To: Child Advocacy Center Directors
From: Candice Kane, Executive Director
Date: 2 April 2002
Re: Request For Proposals for Child Advocacy Center Services Programs

The Illinois Criminal Justice Information Authority announces its Request For Proposals (RFP) for Child Advocacy Center Services Programs. The RFP seeks to promote the enhancement of child advocacy center services in the areas of crisis intervention, case management, and advocacy. Victims of Crime Act funds are available for a two-year period for this purpose. Enclosed is a copy of the RFP, the proposal application packet, and a diskette with the application materials.

You are invited to attend one of two Bidder's Conferences:

In Chicago at the Authority's Offices at 10 a.m. on April 9, 2002

120 S. Riverside Plaza, Suite 1016

Chicago, IL 60606

or

In Springfield at the Il. Coalition Against Domestic Violence at 10 a.m. on April 10, 2002

801 South Eleventh Street

Springfield, IL.

Any questions, please contact Karen Richards at 312/793-1303.

REQUEST FOR PROPOSALS
for
CHILD ADVOCACY CENTER SERVICES PROGRAMS
funded by
The Illinois Criminal Justice Information Authority

General Information

What types of programs will be targeted with these grant funds?

Funds available under this request for proposals (RFP) are targeted at the provision of direct services to child victims of abuse and their non-offending family members by established child advocacy centers.

Established child advocacy centers are those centers that were operational prior to December 2001.

Fundable services are limited to the activities related to providing crisis intervention, case management, and advocacy.

Who is Eligible?

Private, non-profit child advocacy centers and units of local government on behalf of public child advocacy centers that provide direct services to child victims of abuse. Centers must have been operational prior to December 2001.

How long will the program run?

The Victims of Crime Act (VOCA) Child Advocacy Center grant funds will be available for a maximum of 24 months beginning no later than July 1, 2002. Funding for the full 24 months will be dependent on project performance. Additional information concerning eligibility requirements can be found in Section II of this RFP.

How much is available?

\$2,500,000 in federal VOCA funding is being made available for this RFP. Funds will be allocated among multiple projects depending on the number of responses received. These funds are a portion of a Victims of Crime Act (VOCA) Victim Assistance Grant from the Office for Victims of Crime to the Illinois Criminal Justice Information Authority for direct services to victims of crime.

How much can I ask for?

Requests of **\$25,000** to **\$150,000** in federal funds per year for the 24-month period will be considered by the Authority. Requests for under \$25,000 or over \$150,000 **may** be considered at the Authority's discretion and if need is shown. **VOCA funds may not be used to supplant or replace state and local funds that would otherwise be available for crime victims' services and must be used to develop new projects or expand an existing project.**

How much match is required?

Grant funds may not be used for more than 80% of the total cost of the project. The remaining portion of the project costs must be met through a cash or in-kind (soft) match contribution to the project from non-federal sources. In-kind match includes, but is not limited to, staff time directed toward the program, volunteer hours contributed, pro-rata portion of agency rent and utilities, and equipment designated specifically for the program.

How do I Apply?

After reading through the RFP in its entirety, **complete all materials** in the separate proposal

application packet as detailed in Section VII of this RFP.

When is the proposal due?

Proposals must be received by **12:00 noon on Friday, April 26, 2002**. Facsimile transmissions are not acceptable. Late proposals will not be accepted. To be accepted for consideration, proposals must meet the requirements set forth in this Request for Proposals.

How do I submit the proposal?

Proposals may be mailed or delivered in a sealed envelope marked:

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

Who do I contact with questions?

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

Section I. Background

What is the Victims of Crime Act (VOCA)?

The Victims of Crime Act (VOCA) was passed in 1984 for the purpose of compensating and assisting victims of crime and providing funds for training and technical assistance. The 1984 VOCA legislation established the Crime Victims Fund (Fund) in the U.S. Treasury and authorized the Fund to receive deposits of fines and penalties levied against criminals convicted of federal crimes. The funds are allocated to states by formula by the Office for Victims of Crime of the U.S. Department of Justice. The

primary purpose of the VOCA funds is to support the provision of direct services to victims of 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.

The Illinois Criminal Justice Information Authority is the state agency charged with the administration of the federal VOCA funds earmarked for direct services for victims of crime. In recent years, Illinois' VOCA awards have ranged from \$5.3 million to \$16.9 million.

Why are funds being targeted at services for child victims of abuse?

In 1999, the Illinois Criminal Justice Information Authority began a comprehensive planning process to develop a statewide plan to serve, among other things, as a framework for a comprehensive approach to coordinating the allocation and expenditure of all Federal and state grant funds appropriated to the Authority. The 18-month project, which was launched under the oversight of the Authority's Planning and Research Committee, resulted in the Criminal Justice Plan for the State of Illinois.

The planning process was guided by research, data collection, professional input and consultation, and highlighted by a two-day Criminal Justice Planning Assembly held in June 2000 in which nearly 150 policymakers, service providers, researchers, private citizens, and government officials participated. Following the Assembly, advisory committees were convened to refine issues and develop strategic plans in six broad topic areas: 1) drug and violent crime; 2) juvenile crime; 3) victims of crime; 4) offender services; 5) community capacity building; and 6) information systems and technology. Each committee was comprised of representatives from the criminal justice system, victim services and

community groups.

The Victims of Crime Advisory Group developed goals and objectives related to the provision of quality victim services including the need to ensure a minimum provision of basic services to all victims of crime. The group developed funding recommendations for specific program areas for the VOCA funds administered by the Authority. After recommending continued funding of current initiatives, the group identified the need for additional funding to address gaps in services to underserved populations including child victims of physical and sexual abuse. Based on the group's recommendation, the Authority's Budget Committee allocated \$2.5 million to child advocacy centers for the provision of case management, advocacy and crisis intervention services.

Section II: Eligibility

Eligible applicants include public and nonprofit child advocacy organizations that provide direct services to victims of child abuse and their non-offending family members and that meet the following sub-recipient organization requirements:

1. **Public or Nonprofit Organization.** Are operated by a public or non-profit organization, or a combination of such organizations, and provide direct services to crime victims;
2. **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;
3. **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;
4. **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;

5. **Volunteers.** Sub-recipient organizations must use volunteers unless the state grantee determines there is a compelling reason to waive this requirement;
6. **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;
7. **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;
8. **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;
9. **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;
10. **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;
11. **Services to Victims of Federal Crime.** Provide services to victims of Federal crimes on the same basis as victims of state/local crimes;
12. **No Charge to Victims for VOCA-Funded Services.** Provide services to crime victims, at no charge, through the VOCA-funded project;
13. **Client-Counselor Confidentiality.** Maintain confidentiality of client-counselor information as required by State and Federal law;
14. **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
15. **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 III: Eligible Activities

The Illinois Criminal Justice Information Authority hopes to promote the enhancement of three types of children's advocacy center services through this funding opportunity. Consideration will **only** be given to proposals from existing children's advocacy centers to provide the following types of services to children who are victims of sexual and/or physical abuse, and their non-offending family members:

Case Management: Case management services should assist in the coordination of services to the victim and their non-offending family members and should also assist in facilitating the multidisciplinary process. Case management services include: initiating contact with victims and families subsequent to them being referred, establishing a social history with victims and families in order to identify all areas of concern and all areas of need for making referrals, providing on going support, making appropriate referrals for needed services, identifying community resources for victims and families, assessing progress in securing appropriate services and meeting recovery related goals, conducting follow up interviews, identifying victims' and families' emerging needs and developing plans to meet them, and participating in all post-interview case reviews and multi-disciplinary team review meetings.

Crisis Intervention: Immediate short-term (days to a few weeks) services and support to reduce the severity of the crisis. Crisis intervention provides victims with a sense of safety and security; allows them the chance for ventilation and validation; and gives them accurate information, prediction, and preparation for the future. Crisis intervention services include: crisis counseling and emotional support in the short-term, information and referral, emergency financial

assistance, assistance with locating safe housing, and making transportation arrangements.

Advocacy: Acting on behalf of the victim and their non-offending family members as they navigate their way through the criminal justice process. Advocacy services include accompanying non-offending family members and child victims to criminal justice and medical appointments, providing support, assisting with the filing of compensation claims, personal advocacy, providing non-offending family member and child victims with information about community resources and services, assisting with case tracking information, corresponding with non-offending family members and child victims to provide updated information about their case, and maintaining contact with members of a multidisciplinary team in order to provide the most effective advocacy services.

Funds may be used for personnel costs and other costs necessary and essential to providing direct services. A list of specific items that can be funded under this RFP and associated dollar limits is detailed in Appendix C of the proposal application packet.

SECTION IV: UNALLOWABLE ACTIVITIES AND COSTS

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

1. Coordination of public and private efforts to aid crime victims, including but not limited to serving on task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams, and developing written agreements that contribute to better and more comprehensive services to crime victims;
2. Lobbying and administrative advocacy;
3. Perpetrator rehabilitation and counseling;
4. Needs assessments, surveys, evaluations, studies and research efforts that study and/or research a particular crime victim issue;
5. Activities directed at prosecuting an offender or improving the criminal justice system's effectiveness and efficiency such as witness notification and management activities and expert testimony at a trial; victim/witness protection costs and victim/witness expenses such as travel to testify in court and subsequent lodging and meal expenses;
6. Fundraising activities;
7. Indirect organizational costs such as liability insurance on buildings; capital improvements; security guards; property losses and expenses; real estate purchases; mortgage payments; and construction;
8. Reimbursing crime victims for expenses incurred as a result of a crime;
9. Nursing home care, home health-care costs, in-patient treatment costs, hospital care, and other types of emergency and non-emergency medical and/or dental treatment;
10. Relocation expenses for crime victims;
11. Salaries, fees and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators, and other individuals unless these expenses are incurred while providing direct services to crime victims;
12. Development of protocols, interagency agreements and other working agreements that benefit crime victims;
13. Costs of sending individual crime victims to conferences;
14. Crime prevention activities;
15. Legal representation such as for divorces or civil restitution recovery efforts; and due to issues of cost-effectiveness identified by the Office for Victims of Crime, non-emergency legal advocacy efforts performed by staff attorneys; and
16. Administrative costs.

SECTION V: 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, closeout reports will be required upon the project's completion.

SECTION VI: 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 an expert in the field of victim services; and
- (3) clearly and fully explain how the applicant intends to fulfill RFP requirements.

SECTION VII: CONTENT of PROPOSAL APPLICATION PACKET and LAYOUT

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

Applicants must submit an **original (unbound) proposal application packet and five (5) complete copies** of the packet. The copies may be bound. The application packet can be downloaded from the Authority's web site at www.icjia.state.il.us. Proposals must be on 82" x 11" paper, single-sided, use 12 point font size, and include the following in the order indicated:

- (1) **Completed Background Information/Cover Sheet** that includes the name and address of the organization, the full name of a contact person, telephone number, facsimile number, and total amount of funding requested and other information related to the proposed program; [form attached in proposal packet- ATTACHMENT 1];
- (2) **Completed Proposal Content (Parts I-VII)**: [form attached in proposal packet- ATTACHMENT 2];

Proposals must answer all questions as set forth in the Proposal Content (Parts I-VII).

Part I: Description of Organization

This section will help us to gain a general understanding of your CAC's overall

goals and activities, not just the activities for which you are seeking VOCA funding.

Part II: Summary of Program.

This section will help us to understand the **specific** project for which you are seeking VOCA funds including all direct services to be provided to child victims of abuse. **Do not** include description of activities that will not be part of the VOCA grant or match funded activities.

Part III: Statement of Problem

This section will help us to understand why this project is so important to child abuse victims at your CAC as well as the community you serve.

Part IV: Goals/Objectives/ Performance Indicators

This section will help us better understand where your project is ultimately going (GOALS), how it will get there (OBJECTIVES), and how you will know when your project has gotten there (PERFORMANCE INDICATORS).

Goals are general statements of what your project hopes to accomplish. **A universal goal has been developed for these projects.**

Objectives are the specific, measurable, and realistic changes you intend to bring about. A table in the proposal application packet will assist you in developing the objectives for your project.

Examples of objectives include:

- (i) We will provide services to 20 victims each month of the program.
- (ii) We will provide each victim with at least one hour of service.
- (iii) We will provide 2 referrals for each victim as need requires.

Performance indicators gauge the performance of your program. The Authority will develop performance indicators based on your responses to the objective section. These indicators will be used as the basis for the quarterly performance reports.

Part V: Program Strategies.

The answers to this section will help us to understand how the Goal and Objectives for your project are going to be accomplished, and how the VOCA grant and match funded activities will address the problem described.

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 VOCA grant and match funded activities which will be undertaken to accomplish each objective, who will be responsible for each activity and the expected completion date of each activity.

Part VII: Proposed Budget and Budget Narrative.

This section will detail the staff and/or other items for the proposed project that are to be paid for with federal or match funds. Instructions for this section can be found in Appendix B of the proposal application packet. Budget categories include: personnel services/fringe benefits, equipment, commodities, travel, and contractual. A fringe benefit worksheet has been included to detail the specific benefits and their associated percentages or dollar amounts. A list of allowable costs and their associated dollar amounts is included in the proposal application packet (Appendix C).

Other Information to be Included:

- (2) **Statement of compliance with each of the requirements listed in Section III: Eligibility**, [form attached in proposal packet- ATTACHMENT 3];
- (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 in proposal packet- ATTACHMENT 4];
- (5) **A signed certification regarding the State of Illinois Drug Free Workplace Act (30 ILCS 580)** [form attached in proposal packet - ATTACHMENT 5]; and
- (6) **Federal Lobbying/Debarment Certification** [form attached in proposal packet – ATTACHMENT 6].

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

Proposal packages will be opened at 1:00 p.m. on Monday, April 29, 2002, at the Authority.

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

SECTION VIII: 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** – The proposal illustrates the need for the program and the applicant's commitment in recent years to providing victim-centered services to victims of violent crime. **(max. 20 points)** The need for the program has been successfully corroborated by meaningful current data. **(max. 10 points)**

(3) **Responsiveness to Proposal** - The proposal addresses all parts of the RFP well and demonstrates an ability to successfully implement the program. **(max. 40 points total)**

Summary of Program (max. 5 points).

Statement of Problem (max. 10 points).

Goals and Objectives (max. 10 points).

Program Strategies (max. 15 points).

(3) **Implementation Plan** - Has been included; is complete, clear and reasonable. **(max. 5 points)**

(4) **Adequacy of Cost Estimates** - Proposed project costs for services, activities and other items will be assessed to determine how realistic they are, and the extent to which they have been allocated in a cost-efficient yet effective manner. **(max. 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. **(max. 10 points)**

(5) **Inclusion of Match** - The budget and budget narrative explain the amount and source of matching funds, and include an itemization of the costs to which matching funds will be applied. The VOCA Program has a 20% cash or in-kind match requirement from non-federal sources. The federal amount must not exceed 80% of the total VOCA project cost. **(max. 5 points)**

Use the following formula to calculate federal and match amounts.

To calculate the federal amount:

total project cost x .8 = federal amount

To calculate the match amount:

federal amount/ 4 = match amount

A panel of external reviewers with expertise in victim services will review the proposals. A panel of Authority senior staff will do a final review of proposals for allowability of costs. Their recommendations will be forwarded to the executive director of the Authority. A preliminary award decision will be made and applicants will be notified of the Authority's decision at the earliest possible date. Successful applicants whose proposals contained unallowable costs will have their award reduced by the total amount of all unallowable costs.

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.

APPENDIX A: ELIGIBLE ACTIVITIES

The Illinois Criminal Justice Information Authority hopes to promote the enhancement of three types of children's advocacy center services through this funding opportunity.

Consideration will **only** be given to proposals from existing children's advocacy centers to provide the following types of services to children who are victims of sexual and/or physical abuse, and their non-offending family members:

Case Management: Case management services should assist in the coordination of services to the victim and their non-offending family members and should also assist in facilitating the multidisciplinary process. Case management services include: initiating contact with victims and families subsequent to them being referred, establishing a social history with victims and families in order to identify all areas of concern and all areas of need for making referrals, providing on going support, making appropriate referrals for needed services, identifying community resources for victims and families, assessing progress in securing appropriate services and meeting recovery related goals, conducting follow up interviews, identifying victims' and families' emerging needs and developing plans to meet them, and participating in all post-interview case reviews and multi-disciplinary team review meetings.

Crisis Intervention: Immediate short-term (days to a few weeks) services and support to reduce the severity of the crisis. Crisis intervention provides victims with a sense of safety and security; allows them the chance for ventilation and validation; and gives them accurate information, prediction, and preparation for

the future. Crisis intervention services include: crisis counseling and emotional support in the short-term, information and referral, emergency financial assistance, assistance with locating safe housing, and making transportation arrangements.

Advocacy: Acting on behalf of the victim and their non-offending family members as they navigate their way through the criminal justice process. Advocacy services include accompanying non-offending family members and child victims to criminal justice and medical appointments, providing support, assisting with the filing of compensation claims, personal advocacy, providing non-offending family member and child victims with information about community resources and services, assisting with case tracking information, corresponding with non-offending family members and child victims to provide updated information about their case, and maintaining contact with members of a multidisciplinary team in order to provide the most effective advocacy services.

APPENDIX B: BUDGET

BUDGET DETAIL INSTRUCTIONS {PRIVATE }

GENERAL INSTRUCTIONS: If space on these forms is insufficient, use additional pages. Fractions of dollars should be omitted. If no costs are anticipated in a section of the budget itemization, write "not applicable" in that section.

Make sure that each budget category is totaled correctly and that the total line for each budget category reflects both a federal and a matching total. Remember that the entire budget for the project includes both federal and matching funds. All budgeted costs must be allowable as per Appendix C of the application packet. Calculate all costs for the full 24 months of the program. All procurements must be competitive (minimum of three quotes/bids).

DETAIL OF ITEMIZED BUDGET:

Personnel Services:

Job Title - Identify the personnel to be used in this project by job title.

Salary Rate and Time - Enter the salary of each individual listed, the percent of their time he or she will spend working on project business, and the number of months he or she will be assigned to the project. If salary increases are build in for second year of program, please show increased salary as a separate budget line under position title.

Fringe benefits -Fringe benefits are allowable as long as they are comparable to those granted to other employees of the organization, and allowable under state and federal guidelines. Please use the Fringe Benefit Worksheet to compute the fringe benefit for all grant funded salary positions. Calculate the Total Fringe Benefit charged to the grant and submit worksheet along with submitted budget.

Equipment: Detail all equipment that is to be purchased and which has a unit cost of \$50 or more. Include the number of units and the estimated cost per unit. Note all equipment should be purchased in the first 3 months of the program. The cost for each item should include taxes, delivery, installation and all related costs. Lease or rental equipment belongs under the contractual category.

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

Travel: This section applies to travel related costs for project personnel and clients. These expenses include mileage, per diem, 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 but must also be consistent with your agency's policies. All out-of-state travel must have prior written Authority approval.

Contractual: List all costs that are to be incurred as a result of the proposed program. This section includes facility costs, utilities, telephone, and equipment rentals.

BUDGET NARRATIVE INSTRUCTIONS

General Instructions: The Budget Narrative will provide the justification and information necessary to 1) determine the manner in which the budget was calculated, and 2) the relationship between budgeted items and the proposed program's goals. All budgeted costs must be allowable as per Appendix C of the application packet.

Personnel: List the personnel to be paid for with agreement funds and explain job duties in relation to program and qualifications of positions. The Fringe Benefit Worksheet must be filled out. Include job descriptions for **all** staff positions included in budget.

Equipment: If equipment is to be purchased, its proposed use and relationship to the project should be described. All equipment purchased must be necessary to the program and used by personnel in the project budget. Please note: Purchase of any equipment to be used by the agency, as a whole, must be pro-rated based on usage by project staff. *For example: if a copier is purchased for \$10,000 and will be used by 5 advocates in the office, but only 1 advocate is funded by the program then only 20% of the cost of the copier can be charged to the grant fund, $\$10,000/5 = \$2,000$.*

Commodities: Enter the types and quantities of all consumable items to be used by the program. Include computation of costs and explain how estimate of cost was determined, such as amounts used for similar projects. *For example: office supplies, such as paper, pens, staples and envelopes, at \$50 per month x 24 months, \$1,200. These cost estimates are based on actual costs of last year's commodities for a like program.*

Travel: Describe, in detail, travel costs related to each staff function and any client travel. Include computation of mileage and explain how the estimate was determined. *For example: 500 miles per month x 24 months x \$.345/mile, \$4,140. Estimate was based on average monthly travel from last year.*

Contractual: Enter the cost of all contractual costs such as facility costs, utilities, telephone, and equipment rentals. Explain in detail all expenses, why they are necessary for the program and how costs were calculated. *Example, cell-phone to be used by grant funded position to contact clients while traveling. Cost, \$45 per month x 24 months, \$1,080. Calculations were estimated using costs for other like positions.*

APPENDIX C

ALLOWABLE FEDERAL & MATCH EXPENDITURES AND, WHERE APPLICABLE, MAXIMUM COSTS (MAXIMUM COSTS IN FEDERAL OR MATCHING DOLLARS)

Personnel Services Category

Salaries

Hourly wages

Fringe benefits

Equipment Category

Personal computers, monitors & printers for project staff members, **maximum cost of \$2,500 per set.**

Software/software licenses for project staff members.

Office furniture for project staff members:

Desks, **maximum cost of \$350 per item.**

Chairs, **maximum cost of \$150 per item.**

Bookcases, **maximum cost \$150 per item.**

Filing cabinets, **maximum cost of \$150 per item.**

Tables, **maximum cost of \$175 per item.**

For CACs:

Children's furniture, **maximum total cost of \$500.**

TV & VCR (or TV/VCR combination), **maximum cost of \$300 per set/combination.**

Telephones for project staff members (desktop office & cell phones), **maximum cost of \$100 per item.** This line item refers to the cost of telephone equipment, and NOT the cost of telephone service.

Pagers, **maximum cost of \$50 per item.**

Commodities Category

Consumable office supplies for project staff members, such as copier/printer paper, pens & pencils, envelopes, paperclips, staples, copier/printer toner, writing pads, etc., **maximum cost of \$30 per month per staff member.**

Supplies used while working with clients. For instance, CACs may use supplies such as crayons, construction paper, glue, finger paints, yarn, etc., during the provision of services to children, **maximum cost of \$50 per month.**

Cost of printing and copying brochures re: the project.

Postage

Travel Category

Mileage (no more than .345/mile, and possibly less if the grantee agency sets its own mileage rate below .345/mile) for project activities' related trips (including trainings) for project staff members and transporting clients.

Parking expenses for project activities' related trips (including trainings) for project staff members and transporting clients.

Tolls for project activities' related trips (including trainings) for project staff members and transporting clients.

Airfare & lodging associated with trainings for project staff members.

Per Diem

Contractual Category

Pro rated cost of electricity and gas

Cost of telephone service for project staff members (desk top office & cell phones).

Cost of pager service for project staff members.

Cost of Internet connection for project staff members.

Rent for pro rated cost of office space occupied by project staff members. **For federal funds to be used for rent, new space must be added. Agency cannot own or have a financial interest in building if federal or match dollars are used for office space.**

Cost of recruiting (newspaper ads, website postings, etc.) to fill project positions.

Pro rated cost of lease of copier.

Registration fees for project staff members when participating in out-of-town trainings.

ATTACHMENT 1: BACKGROUND INFORMATION

**VICTIMS OF CRIME ACT
Child Advocacy Center Services Programs**

Organization Name: _____

Organization Address: _____

Organization FEIN No: _____

Contact Person: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

Amount of Federal Funds Requested: \$ _____

Amount of Match Funds to be Used: \$ _____

Total Program Cost (Federal and Match): \$ _____

Type of Implementing Agency (Check one)

Child Advocacy Center attached and coordinated through a county state's attorney's office

Child Advocacy Center attached, but not coordinated through a county state's attorney's office

Independent Child Advocacy Center

Please Provide the Total Amounts of Funding Allocated to Victim Services Based on Your Agency's Current Fiscal Year Budget:

Federal (Excluding VOCA) \$ _____

VOCA Funds \$ _____

State \$ _____

Local \$ _____

Other \$ _____

For this Victim Services Program Indicate:

___ Number of New Staff (Full-time Equivalents) Proposed, Both Federal and Match Funds

___ Indicate the Number of Volunteer Staff used by Agency (Full-time Equivalents)

Geographic Area Served by Agency _____

Population of Service Area _____

___ Does this proposal make a special effort to target any Un-Served or Underserved Populations?

If So, Please Check All Un-Served or Underserved Populations being Targeted

___ African American

___ Mentally Disabled

___ Hispanic

___ Physically Disabled

___ Rural

___ Underserved Urban

___ Other (specify) _____

___ None

Identify the Victim(s) to be Served Through this VOCA-Funded Project By Checking the Types of Crime(s)

___ Child Physical Abuse

___ Child Sexual Abuse

___ Both

Check the Services to be Provided by this VOCA-Funded Project

___ Case Management

___ Crisis Intervention

___ Advocacy

ATTACHMENT 2: PROPOSAL CONTENT

Please respond to each of the items in the following seven sections. The answers to these questions will be your proposal. You may use additional sheets if necessary.

Section I: Description of Organization. In this section, we are trying to gain a general sense of your CAC's overall goals and activities, NOT solely the project for which you are seeking VOCA funds.

<p>a. What is the mission of your CAC?</p>
<p>b. What types of child abuse cases are referred to your CAC? (Circle one)</p> <p style="text-align: center;">SEXUAL ONLY PHYSICAL ONLY BOTH</p>
<p>c. How are these cases referred to your CAC, AND what agency(ies) refers them to your CAC?</p>
<p>d. What primary activities, including direct services, occur at your CAC?</p>

Section II: Summary of Program. This section will help us understand the project for which you are seeking VOCA funds. This must include all direct services to be provided to child abuse victims and their non-offending family members with VOCA and match funds. **Do not** include a description of activities that will not be funded with VOCA or match funds.

a. Which of the following direct services will this project provide? *(Please refer to service definitions and corresponding activities in Appendix B.)*
Circle **ALL** that apply:

CASE MANAGEMENT ADVOCACY CRISIS INTERVENTION

b. Will additional staff be hired to provide the direct services to be funded with this project, **AND/OR** will hours of existing staff increase to provide these services?

(circle one) ... **ADDITIONAL STAFF EXISTING STAFF BOTH**

If **ADDITIONAL STAFF will be hired**, please indicate each additional staff person's title you will hire for this project below, **AND** the full-time equivalent (FTE) each will work for this project.

<u>Title of additional staff person to be hired</u>	<u>% FTE for this project</u>
_____	_____
_____	_____
_____	_____

If **EXISTING STAFF will be used for this project**, please indicate the title of the existing person who will work for this project below, **AND** the full-time equivalent (FTE) each will work towards this project. **THEN**, please also indicate the full-time equivalent of each existing staff person for work performed at your CAC not including time spent on this project.

<u>Title of existing staff person to be hired</u>	<u>% FTE for this project</u>	<u>% FTE not including this project</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Section III: Statement of Problem. This section will help us understand why this project is so important to child abuse victims at your CAC as well as the community you serve.

First, please complete the table below with the specified child abuse rates for the counties you served for State Fiscal Years (SFY) 1999 through 2001. This county-level data is available from the Illinois Department of Family Services' (DCFS) *Child Abuse and Neglect Statistics Annual Report*. All three (3) reports (one for each SFY) can be downloaded directly from the following web page: http://www.state.il.us/dafs/com_communications.shtml. If you do not have Internet access, you may obtain this information directly from DCFS at 217.785.2509.

Rates per 1,000 children ages 0-17 for reported and indicated child abuse & neglect, and reported and indicated child sex abuse, state fiscal years 1999-2001

County	Rate of Reported Child Abuse and Neglect			Rate of Indicated Child Abuse and Neglect			Rate of Reported Child Sex Abuse			Rate of Indicated Child Sex Abuse		
	SFY 99	SFY 00	SFY 01	SFY 99	SFY 00	SFY 01	SFY 99	SFY 00	SFY 01	SFY 99	SFY 00	SFY 01

Next, please complete the following table with the number of child abuse victims whose cases have been referred to your CAC for each of the last three (3) calendar years (or for each year your CAC has been operating if less than three years).

Number of child abuse victims referred to _____
Child Advocacy Center, 1999-2001

Type of Abuse/Year	1999	2000	2001
Number of child victims of SEXUAL abuse referred to your CAC			
Number of child victims of PHYSICAL abuse referred to your CAC			

Finally, please respond to the questions listed in the table below as in Sections I and II.

<p>a. What is the problem(s) identified among child abuse victims and/or their non-offending family members at your CAC that <u>this project</u> will address? (<i>What do child abuse victims and non-offending family members at your CAC need that they are not getting now?</i>)</p>
<p>b. How are you aware that this problem exists? (<i>You may use the data entered in the above tables if applicable. You may use other data as long as you indicate the source, and you may also use anecdotal information based on staff experience.</i>)</p>
<p>c. Why is your CAC unable to address this problem(s) with existing resources?</p>
<p>d. Have there been prior efforts to address this problem at your CAC?</p> <p>(circle one)..... YES NO</p> <p>If YES, why was this effort not successful (or not completely successful)?</p>
<p>e. Are there any other resources in the area you serve that can help child abuse victims and/or their non-offending family members with the need(s) you identified?</p> <p>(circle one)..... YES NO</p> <p>If YES, what is this resource, AND why is <u>this project</u> needed in addition to this resource?</p>

Section IV: Goal and Objectives. This section will help us better understand where your project is ultimately going (GOAL) and how it will get there (OBJECTIVES). Remember that goals and objectives should **only include VOCA grant and match** funded activities.

A. Goal: A universal goal has been developed for these projects. Please circle the choice(s) that are most appropriate for your intended project.

To provide direct services to child victims of

(Circle one) **SEXUAL** **PHYSICAL** **SEXUAL AND PHYSICAL** abuse

(Circle if applicable): **AND NON-OFFENDING FAMILY MEMBERS**

for the sole purpose of alleviating trauma and suffering incurred from victimization.

B. Objectives: Please complete the following objectives by inserting the number of clients that will be provided with that service. If you will not be providing a specific type of service, place a zero in the blank. Performance indicators will be developed for you from your responses to these objectives.

Ex. Provide court accompaniment to 6 victims each month.

- 1.) Provide crisis intervention services to _____ victims each month.
- 2.) Provide case coordination to _____ victims each month.
- 3.) Provide advocacy services to _____ victims each month.
- 4.) Develop service plans for _____ victims each month.
- 5.) Provide criminal justice advocacy to _____ victims each month.
- 6.) Provide medical advocacy to _____ victims each month.
- 7.) Provide personal advocacy to _____ victims each month.
- 8.) Make referrals to outside agencies _____ times each month.
- 9.) Provide follow up services to _____ victims each month.
- 10.) Assist _____ victims with filing compensation claims each month.
- 11.) Staff _____ multidisciplinary team meetings each month.

C. Impact Objective(s): The objective(s) developed in response to this item will improve your ability to assess the *impact* of direct services from this project on your target population.

What kinds of smaller, observable changes do you want to see in child abuse victims or their non-offending family members? *Will they behave or think differently? Will they develop new skills? Will there be an increase or decrease in something?*

Section V: Program Strategies. The problem statement has described the issue(s) to be addressed. Goals/objectives have defined the ends to be achieved. This section will tell us how these ends are going to be accomplished by describing how the **VOCA grant and match funded activities** will be implemented in clear, logical detail and should provide a clear picture of how the program will operate in order to achieve its goals and objectives.

a. Please list the specific activities each staff hired under this project will be providing to child abuse victims and/or their non-offending family members. (*See allowable activities included within service definitions provided in Appendix A.*)

b. How will the activities you listed in response to item (a) above help your specific target population?

c. Does staff need to be trained to provide the direct services for this project?

(circle one)..... **YES** **NO**

If **YES**, what kind of training will they receive, AND who will provide it?

If **NO**, why not?

Section VII: Proposed Budget and Budget Narrative: This section will detail the staff and/or other items for the proposed project that are to be paid for with federal or match funds. Instructions for this section can be found in Appendix B of this application packet. Budget categories include: personnel services/fringe benefits, equipment, commodities, travel, and contractual. A fringe benefit worksheet has been included to detail the specific benefits and their associated percentages or dollar amounts.

ATTACHMENT 3

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

ATTACHMENT 4

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

ATTACHMENT 5

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

ATTACHMENT 5

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

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

Printed Name of Organization

Signature of Authorized Representative

Requisition/Contract/Grant ID #

Printed Name and Title

Date

ATTACHMENT 6

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

**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 voluntary 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.

Fringe Benefit Worksheet

Indicate each fringe benefit paid using grant funds, both Federal and Match, for the total salary listed under Personnel Services on the Budget. Indicate whether it is calculated as a percentage of salary, indicate percentage used, or as a flat rate per employee, list dollar amount. Use the dollar amount calculated as the TOTAL FRINGE BENEFITS on this worksheet as the dollar amount on the BUDGET under PERSONNEL SERVICES, under FRINGE BENEFITS.

FRINGE BENEFITS	% OF FRINGE BENEFITS
FICA	7.65
UNEMPLOYMENT	
RETIREMENT/PENSION	
WORKER'S COMP	
DENTAL/VISION	
HOSPITALIZATION	
TOTAL % FRINGE	Box A

Line A: Total from Total % Fringe Benefits (Box A)

\$ _____

Line B: Total Salary Paid By Grant (take from Budget, Personnel Service.)

X
\$ _____

Line C: Total Line A multiplied by Total Line B

=
\$ _____

FLAT RATE FRINGE BENEFITS	\$AMOUNT PER POSITON
HEALTH/MEDICAL INS.	
OTHER (SPECIFY)	
TOTAL FLAT RATE FRINGE	Box B

Line D: Total from Total Flat Rate Fringe Benefits (Box B)

\$ _____

Line E: Number of paid positions funded through grant.

If position is not funded 100% include as percent of time on program.

X

Line F: Total Line D multiplied by Total Line E.

=
\$ _____

Line G: Total Line C plus Total Line F. **TOTAL FRINGE BENEFITS**

Place this dollar amount in PERSONNEL SERVICES Section of the BUDGET.

= \$ _____

**Child Advocacy Center Services Programs
Request for Proposals
Application Checklist:**

- _____ One original unbound proposal and *five copies*, including all of the following items:
 - _____ Completed Background Information Sheet (Attachment 1)
 - _____ Complete Proposal Content –Sections I-VII (Attachment 2)
 - _____ Signed Statement of Compliance (Attachment 3)
 - _____ Signed Certification (Attachment 4)
 - _____ Signed Drug Free Workplace Act Certification (Attachment 5)
 - _____ Signed Federal Debarment Certification (Attachment 6)