

Uniform Notice for Funding Opportunity (NOFO)
 Victims of Crime Act: Community Violence
 June 26, 2017

	Data Field	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority
2.	Agency Contact:	Reshma Desai, Strategic Policy Advisor Illinois Criminal Justice Information Authority 300 West Adams, Suite 200 Chicago, IL 60606 cja.vocagrantsunit@illinois.gov 312-814-1708
3.	Announcement Type:	<input checked="" type="checkbox"/> Initial announcement <input type="checkbox"/> Modification of a previous announcement
4.	Type of Assistance Instrument:	Grant
5.	Funding Opportunity Number:	1474-337
6.	Funding Opportunity Title:	Victims of Crime Act: Community Violence
7.	CSFA Number:	546-00-1474
8.	CSFA Popular Name:	VOCA FFY16
9.	CFDA Number(s):	16.575
10.	Anticipated Number of Awards:	20
11.	Estimated Total Program Funding:	\$11,000,000
12.	Award Range	\$75,000-\$1,000,000
13.	Source of Funding:	<input checked="" type="checkbox"/> Federal or Federal pass-through <input type="checkbox"/> State <input type="checkbox"/> Private / other funding Mark all that apply
14.	Cost Sharing or Matching Requirement:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
15.	Indirect Costs Allowed	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	Restrictions on Indirect Costs	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, provide the citation governing the restriction:
16.	Posted Date:	June 26, 2017
17.	Closing Date for Applications:	11:59 p.m., August 10, 2017
18.	Technical Assistance Session:	Session Offered: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Session Mandatory: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Applicants must view and certify that that they have watched the recorded webinar which will be available beginning at 1:30 p.m., June 26, 2017. View the webinar at: https://gata.icjia.cloud/

A. Program Description

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

The federal 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.

ICJIA is the state agency charged with the administration of the Illinois' Victims of Crime Act Victim Assistance Formula Grant Program. This program is supported by fines and penalties levied against criminals convicted of federal crimes and allocated to states by formula by the Office for Victims of Crime of the U.S. Department of Justice. In federal fiscal year 2016, Illinois received a VOCA award of \$87.1 million.

VOCA grants must support the provision of direct services to victims of violent crime. States are required to allocate a minimum of 10 percent of funds received for services to each of the following: victims of sexual assault, domestic violence, child abuse, and underserved victims of violent crime. **VOCA funds may not be used to supplant or replace state and local funds that would otherwise be available for crime victim services and must be used to develop new projects or expand existing projects.**

For more information on the VOCA Program please visit:
<http://ojp.gov/ovc/about/victimsfund.html>.

ICJIA recently completed a statewide assessment of victim services in Illinois. The report was presented to the Ad Hoc Victim Services Committee for consultation and coordination with other state agencies. The final report's recommendations were approved by ICJIA Board in January 2017. These recommendations outline a comprehensive plan to address victims' needs in Illinois and are reflected in this funding opportunity where appropriate. Please see the following link to access the report and recommendations:
<http://www.icjia.state.il.us/articles/ad-hoc-victim-services-committee-research-report>

Authorizing Statutes

The Victims of Crime Act of 1984 established the Crime Victims Fund (42 U.S.C. 10601(c)) for the purpose of creating a special mandatory spending account dedicated to helping victims of all types of crimes. Programs authorized by the Victims of Crime Act are:

- Children’s Justice Act grants.
- U.S. Attorney’s victim/witness coordinators.
- F.B.I victim assistance specialists.
- Federal victim notification system.
- OVC discretionary grants.
- State compensation formula grants.
- State victim assistance formula grants.
- Antiterrorism Emergency Reserve.

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

In addition, “distribution of federal funds through the Victims of Crime Act of 1984 by the Illinois Criminal Justice Information Authority is authorized by 20 Ill. Admin. Code 1520.40, stating in pertinent part that “[ICJIA] will annually review Section 1404 of the Victims of Crime Act of 1984 (P.L. 98-473, effective October 12, 1984) and based on the requirements of Section 1404(a) and (b), the need for services to victims and the services available to address that need, as evidenced by oral and written comment and testimony received at public meetings conducted pursuant to the Open Meetings Act (Ill. Rev. Stat. 1983, ch. 102, par. 41 et seq.), select program priorities for each federal fiscal year.”

The agency must comply with all applicable provisions of state and federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity, including, but not limited to the Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), Public Works Employment Discrimination Act (775 ILCS 10/1 et seq), United States Civil Rights Act of 1964 (as amended) (42 USC 2000a-and 2000H-6), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), Americans with Disabilities Act of 1990 (42 USC 12101 et seq.), and Age Discrimination Act (42 USC 6101 et seq.).

Background

The purpose of this Notice of Funding Opportunity is to fund direct services for victims of community violence.

For the purposes of this funding opportunity, community violence victims are defined as adult victims who directly experience violent crime¹, and minor victims who directly experience *or* witness violent crime in the home, school, work or neighborhood.

Domestic and sexual violence victims may be served with these funds with the following parameters:

- Domestic and sexual violence should not be the primary focus of victimization under this funding initiative. Agencies who wish to primarily serve victims of these crimes, should apply for VOCA funding through Requests for Proposals from the Illinois Coalition Against Domestic Violence and/or Illinois Coalition Against Sexual Assault.
- Indications of domestic and sexual violence victimization may emerge when serving community violence victims. Therefore applicants must develop a written agreement and working relationship with experienced domestic and sexual violence agencies so that clients have easy access to staff appropriately trained in domestic and sexual violence victim services. Applications for funding under this NOFO must include a letter of agreement in which the applicant agency and the domestic and/or sexual violence service agencies agree to provide consultation and/or training when needed and describes a referral process where appropriate.
- The applicant will refer to a specialized victim service agency in cases where it is appropriate. For example, if child sexual abuse emerges in the course of service delivery and agency staff do not have the clinical skills to address it, the referral will be made to the appropriate agency

Community violence is described in the subsequent pages of this notice. Applicants may receive 5 bonus points for selecting and clearly addressing an underserved area(s) or group(s) within these areas in the Program Narrative. [See Section 4 in the ICJIA Ad Hoc Victim Service Committee Research Report for more information.](#)²

The deadline for all applications is August 10, 2017.

¹ For the purposes of this NOFO, violent crime is defined as in 725 ILCS 120/3(c)(1)-(5) and includes misdemeanor offenses of assault and battery. Human trafficking will not be addressed with this funding opportunity.

² Houston-Kolnik, J., Vasquez, A., Alderden, M., & Hiselman, J. (2017). *Ad Hoc Victim Services Committee Research Report*. Chicago, IL: Illinois Criminal Justice Information Authority. Retrieved from http://www.icjia.state.il.us/assets/articles/ICJIA_FINAL_AdHocReport_VictimServices_012717.pdf

Grant awards must be spent over a period of 12 months. Additional funding to extend the grant period will depend on both the availability of funds and project performance during the first 12 months.

Community Violence

Trends and Characteristics

Community violence can include homicide, gun violence, interpersonal and domestic violence, sexual violence, robbery, battery, or assault. Exposure to community violence can also include witnessing violence in one's home, school, work, or neighborhood. No single source of data on community violence exists in Illinois, and some types of community violence go unreported or are reported only to non-law enforcement entities, such as school personnel (e.g., bullying) or private security (e.g., workplace violence).

Violent Index crime data on murder, criminal sexual assault, aggravated assault, and robbery³ reported to the Illinois State Police is one measure of community violence prevalence in Illinois. Analysis of this data indicates that the violent Index crime rate in 2015 was 65 percent lower than the rate in 1993, when violent crime peaked in Illinois. Despite this decline, 48,003 reports of violent Index crimes were made to police in 2015. Most reports were for aggravated assault (and battery) or robbery.

Exposure to community violence can be particularly harmful to children and adolescents. According to national surveys, it is estimated that seven of every ten youth between the ages of fourteen and seventeen years have experienced a physical assault, almost two of every ten youth have been physically assaulted with a weapon, and nearly seven of every ten youth have witnessed violence in their home or community in their lifetimes.⁴ Prevalence rates are even higher among youth of color living in poor urban communities. Surveys of these youth indicate that between fifty and ninety percent of youth in these communities have experienced or witnessed violence in their homes, schools, and neighborhoods.⁵

³ Violent Index crimes do not cover all offenses considered community violence. For instance, they do not include simple assault and misdemeanor-level interpersonal violence.

⁴ Finkelhor, D., Turner, H., Shattuck, A., Hamby, S., & Kracke, K. (2015). Children's exposure to violence, crime and abuse: An update (NCJ Pub No. 248547). Washington, DC: Department of Justice, Office of Juvenile Justice and Delinquency Prevention. Available at: <https://www.ojjdp.gov/pubs/248547.pdf>

⁵ Gaylord-Harden, N. K., So, S., Bai, G. J., Henry, D. B., & Tolan, P. H. (2016). Examining the pathologic adaptation model of community violence exposure in male adolescents of color. *Journal of Clinical Child & Adolescent Psychology*, 1-11.

Impact

Exposure to community violence can result in serious long-term negative outcomes for youth and adults. Community violence is unpredictable, and experiencing or witnessing community violence can increase fear; distrust among community members; and feelings that communities, homes, and schools are unsafe. Furthermore, individuals may face multiple forms of victimization, contributing to more complex trauma symptoms. Childhood and adolescent community violence exposure is associated with increased internalizing [anxiety disorder, Major Depressive Disorder, post-traumatic stress disorder (PTSD)] and externalizing (oppositional defiant disorder, conduct disorder) behaviors and trauma symptomology in children and adolescents.⁶ Increased neighborhood violence has been associated with decreases in educational outcomes of children, such that community violence exposure was associated with a four to nine percent decrease in the math and reading achievement of urban school children⁷.

Community violence can exacerbate or be exacerbated by other life circumstances including lack of employment or economic opportunities for families; programs targeting children and youth exposure should address both parental behavior and family functioning.⁸

Community violence exposure also can increase parental and family stress and conflict, further impacting the long-term well-being and adjustment of children and adolescents. Adolescent males may be particularly vulnerable to exposure to community violence when family support declines.⁹ Similarly, adults may experience negative outcomes, including anxiety, depression, PTSD, or other symptoms following exposure to community violence during childhood, adolescence, and adulthood.

Needs and Service Gaps

Surveys and focus groups with service providers indicated the high priority needs of victims and several gaps in existing services in Illinois. Below are the major crisis (0–3 months),

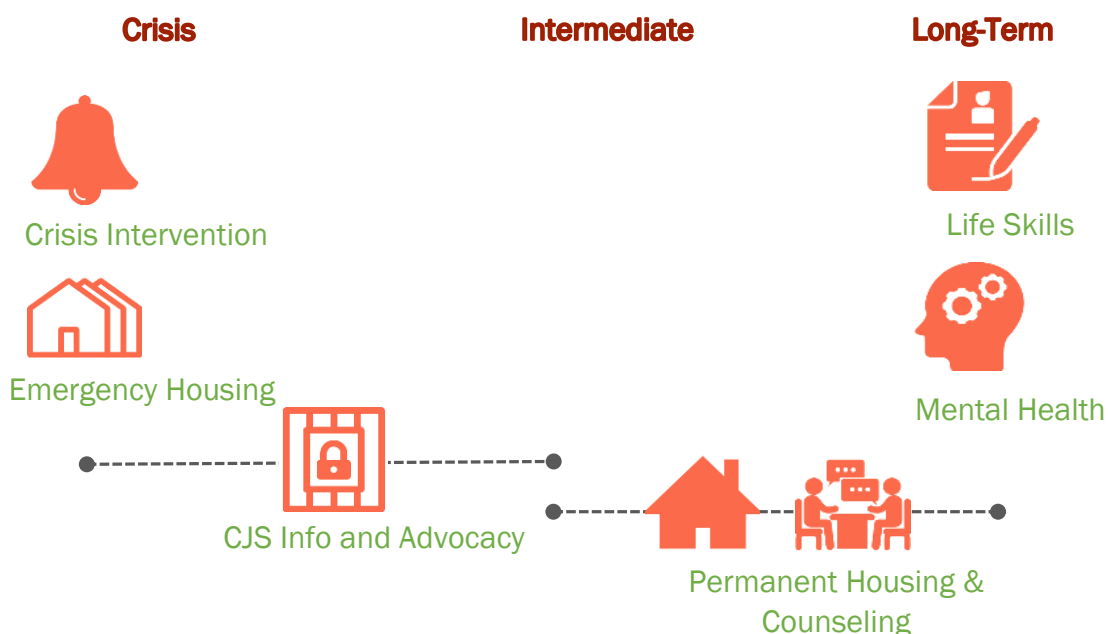
⁶ Cecil, C. A., Viding, E., Barker, E. D., Guiney, J., & McCrory, E. J. (2014). Double disadvantage: The influence of childhood maltreatment and community violence exposure on adolescent mental health. *Journal of Child Psychology and Psychiatry*, 55(7), 839-848. DOI 10.1111/jcpp.12213

⁷ (Milam, A. J., Furr-Holden, C. D. M., & Leaf, P. J. (2010) Perceived school and neighborhood safety, neighborhood violence and academic achievement in urban school children. *The Urban Review*, 42(5), 458-467.)

⁸ (Sieger, K., Rojas-Vilches, A., McKinney, C., & Renk, K. (2004). The effects and treatment of community violence in children and adolescents: What should be done?. *Trauma, violence, & abuse*, 5(3), 243-259.)

⁹ Holtzman, R. J., & Roberts, M. C. (2012). The role of family conflict in the relation between exposure to community violence and depressive symptoms. *Journal of Community Psychology*, 40(2), 264-275. DOI: 10.1002/jcop.20511

intermediate (3–6 months), and long-term (6 months and beyond) services needs of victims identified in ICJIA’s survey of victim service providers:



Discussions with service providers and criminal justice practitioners indicated there is a need for early intervention points that increase access and referral to victim services. Hospitals and police agencies are often the first to come into contact with direct victims of community violence, yet both service providers and criminal justice practitioners acknowledged these entities typically have little to no existing advocacy or initial support services to offer victims. Schools also represent an intervention point for children and youth exposed to community violence and research indicates that school-based programs can be effective in producing positive outcomes for children and youth exposed to violence.¹⁰

Involvement of the entire family in support, counseling, and mental health services should be considered when treating children and youth, particularly when community violence exposure results in an increase in family stress and conflict. This includes providing services to very young children. Research indicates that early intervention services for children under

¹⁰ Stein, B. D., Jaycox, L. H., Kataoka, S. H., Wong, M., Tu, W., Elliot, M. N., & Fink, A. A mental health intervention for schoolchildren exposed to violence: A randomized controlled trial. *Journal of the American Medical Association*, 290(5), 603-611.

5 years old and their parents can decrease social-emotional delays, problem behaviors, and parental distress.¹¹

Please see the Program Design Section for program, staffing, and training requirements.

Program Design

Five bonus points may be given for selecting and clearly addressing underserved area(s) or group(s) in the Program Narrative.

Program Design Requirements

1. Core Direct Services. The applicant agency is expected to provide the following services:
 - a. Crisis Intervention: Refers to victim de-escalation, emotional support, and guidance provided by advocates, counselors, or mental health professionals. May occur at the scene of a crime, immediately after a crime, or be provided on an ongoing basis.
 - b. Case Management: Refers to assisting victim(s) in identifying and achieving their needs and goals; including but not limited to:
 - Assessment and development of service plan to facilitate a client's progress
 - Information and referral to needed services
 - Advocacy: For example, assisting victims in securing rights and services from other agencies; notifying and assisting with victim compensation paperwork; obtaining criminal or civil protection orders; relocation services; intervening with employers, creditors and others on behalf of victim; assisting in filing for losses covered by public and private insurance programs; accompanying victims to the hospital; assisting victims to address the life skill development that was impaired as a direct result of the victimization, etc. Like skills advocacy includes activities to address the client's economic, educational, and employment needs that directly result from a victimization.
 - Ongoing emotional support

¹¹ DeLong, C. & Alderden, M. (2016). Addressing child exposure to violence. Chicago, IL: Illinois Criminal Justice Information Authority. Available at: <http://www.icjia.state.il.us/articles/addressing-child-exposure-to-violence>

- c. Individual Counseling: Refers to in-person emotional support and guidance and counseling provided by advocates, counselors, or mental health professionals.
 - d. Therapy for minor victims of community violence. If applicant plans to serve minors, the applicant must provide intensive professional psychological/psychiatric treatment, including evaluation of mental health needs, through evidence-informed, developmentally-appropriate individual, family or group therapy that addresses the impact of the victimization. Therapy should be trauma-focused where available and provided by licensed professionals. See *Attachment 2* for evidence informed, trauma focused therapies and related resources.
2. Written agreement and working relationship with experienced domestic and sexual violence agencies: Applicants must include a written agreement with domestic and sexual violence agencies to ensure clients have access to qualified staff. The applicant agency must include a letter of agreement in which both parties agree to domestic and sexual violence provide consultation and/or training when needed and describes a referral process where appropriate. In addition, applicants will describe these relationships in the program narrative.
 3. Additional direct services: An applicant agency interested in serving adult victims is expected to provide ***at least one of the following additional services***. Additional service can be provided in one of three ways: 1) An applicant agency can provide the service itself with any requested funds outlined in its proposed budget. 2) The applicant agency can subcontract for specialized professional services at a rate not to exceed a reasonable market rate. 3) The applicant agency can provide a Letter of Partnership indicating a collaborative partner agency will provide the service and request no funds. Letter(s) of Partnership must be included with the application.

Additional direct services include:

- a. Group Support: Refers to the coordination and provision of support group activities including self-help, peer, and social support. The group activities can also include skill building development to address physical, psychological and interpersonal impacts of victimization.
- b. Therapy. Refers to intensive professional psychological/psychiatric treatment, including evaluation of mental health needs, through evidence-informed, developmentally-appropriate individual, family or group therapy that addresses the impact of the victimization. Therapy should be trauma focused where available and provided by licensed professionals. *See Attachment 2 for evidence-informed, trauma-focused therapies and related resources.*

- c. Substance Use Disorder Counseling - Refers to out-patient treatment for alcohol and drug use disorder directly related to the victimization. Treatment must be provided at a licensed treatment facility and/or by a licensed or certified professional.

Staffing and Training Requirements

The applicant's completed program narrative should be reflective of the program requirements outlined below. The applicant is responsible for including related costs in the budget and budget narrative should funds be needed to accomplish these requirements.

Direct Service Staff: Sufficient staffing to provide the proposed services for all clients to be served. Staffing plan should include ability to serve clients with various levels and length of service needs. The intent is to anticipate engagement in long-term services when needed.

If applicable, sufficient staff to facilitate the recommended program design element related to taskforce/coalition/committee work. This may be a portion of a program coordinator's time.

Supervision of direct service staff. Ongoing supervision of direct service staff to ensure program fidelity and staff support.

Trauma awareness: At minimum, agency must demonstrate trauma awareness, including completion of at least one training on trauma for all funded staff during the grant period. Agencies are strongly encouraged to take additional steps toward building internal capacity for engaging in trauma-informed practices, such as the development and use of trauma screening tools, policies and practices that address compassion fatigue and self-care among staff, and the use of program assessment to gauge agency trauma readiness.

Training: If applicant proposes to work with underserved groups, applicant must ensure staff complete at least one training during the grant period to address underserved group(s) needs.

Mental health services: Mental health counseling and care such as out-patient therapy/counseling and substance-use disorder treatment directly related to the victimization, must be provided by a person who meets the professional standards to provide these services in Illinois. This can include, but is not limited to, a licensed clinical social worker (LCSW), a licensed professional counselor (LPC), a certified alcohol and other drug abuse counselor (CADAC), or a licensed clinical psychologist.

Required meetings: Applicant must attend ICJIA-coordinated semi-annual meetings, if convened.

Additional requirements: Applicant must comply with all prescribed assessment tools and reporting requirements.

Recommended Program Design Element

Stakeholder Group. The purpose of this group is to achieve inter-agency collaboration to ensure efficient and effective victim services. The group may take the form of an informant group, board, committee, coalition, or community task force depending on the need and capacity of the applicant agency. The applicant agency may join and/or build upon an existing group to meet this grant initiatives purpose.

Group activities include developing, expanding, or revising victim identification protocol(s); establishing or refining direct service referral systems; service provision and interagency collaboration. At minimum, stakeholders must include community-based social service providers, community members, victims and local government and law enforcement professionals with the majority in attendance at a minimum of two meetings to complete the draft plan. The draft plan must include victim identification protocol, establishment or refinement of direct service referral systems, service provision and interagency collaboration. The draft plan will be expected within the first quarter of the grant, should be reflected in the Implementation Schedule, and submitted within the grantee's first quarterly report. The final plan will be required should the grantee be eligible for renewal.

Evidence-Based Programs or Practices

Trauma-Informed Practices

Applicants are strongly urged to increase their knowledge of trauma-informed practices consider and, where appropriate, incorporate trauma-informed practices into proposed services. See *Attachment 1* for an overview of trauma-informed services and *Attachment 2* for a non-exhaustive list of evidence informed trauma focused therapies. Becoming trauma-informed is a continual process of organizational assessment and change. Applicants should describe their current practices and identify how trauma-informed practices will be integrated into their proposed services. ICJIA reserves the right to survey grantees to assess their knowledge of trauma-informed practices and implementation of these practices as part of a grant monitoring function. With periodic assessments, agencies and ICJIA can identify areas of strength and growth for adopting a trauma-informed approach to services that help to prevent the re-traumatization of victims.

Goals, Objectives and Performance Metrics

The following table depicts objectives linked to performance indicators that show progress toward the proposed program goal. Complete the table by entering ambitious yet realistic numbers for each objective based on your proposed program. Applicants may list additional support service objectives for the program. These objectives also should also be reflected in the logic model (*Attachment 4*).

Selected programs will be required to submit quarterly reports on the following objectives and must identify the number of clients they aim to serve during the performance period. Objectives should include an estimate of the number of clients that will receive each of the listed services in order to produce meaningful, tangible changes in clients' lives.

Goal: To provide core direct services to victims of community violence.	
Objective	Performance Measure
<i>INFORMATION & REFERRAL</i>	
# ___ clients will receive referrals to other victim service providers.	# of clients provided with referrals to other victim service providers.
<i>PERSONAL ADVOCACY/ACCOMPANIMENT</i>	
# ___ clients will receive advocacy/accompaniment to emergency medical care.	# of clients provided with advocacy / accompaniment to emergency medical care.
# ___ clients will receive individual advocacy (e.g., assistance applying for public benefits).	# of clients provided individual advocacy (e.g., assistance applying for public benefits). # of times staff provided individual advocacy (e.g., assistance applying for public benefits).
# ___ clients will receive assistance intervening with an employer, creditor, landlord, or academic institution.	# of clients provided with assistance intervening with an employer, creditor, landlord, or academic institution. # of times staff provided assistance intervening with an employer, creditor, landlord, or academic institution.
# ___ clients will receive child or dependent care assistance.	# of clients provided with child or dependent care assistance. # of times staff provided child or dependent care assistance.

# ____ clients will receive transportation assistance.	# of clients provided with transportation assistance. # of times staff provided transportation assistance.
# ____ clients will receive interpreter services.	# of clients provided with interpreter services. # of times staff provided interpreter services.
# ____ clients will receive employment assistance (e.g., help creating a resume or completing a job application).	# of clients provided with employment assistance (e.g., help creating a resume or completing a job application). # of times staff provided employment assistance (e.g., help creating a resume or completing a job application).
# ____ clients will receive education assistance (e.g., help completing a GED or college application).	# clients provided with education assistance (e.g., help completing a GED or college application). # of times staff provided education assistance (e.g., help completing a GED or college application).
# ____ clients will receive economic assistance (e.g., help creating a budget, repairing credit, providing financial education).	# of clients provided with economic assistance (e.g., help creating a budget, repairing credit, providing financial education). # of times staff provided economic assistance (e.g., help creating a budget, repairing credit, providing financial education).
<i>EMOTIONAL SUPPORT OR SAFETY SERVICES</i>	
# ____ clients will receive crisis intervention.	# of clients provided with crisis intervention. # of crisis intervention sessions provided by staff.
# ____ clients will receive individual counseling.	# of clients provided with individual counseling.

	# of individual counseling sessions provided by staff .
# ____ clients will receive emergency financial assistance.	# of clients provided with emergency financial assistance.
<i>SHELTER/HOUSING SERVICES</i>	
# ____ clients will receive relocation assistance.	# of clients provided with relocation assistance.
# ____ clients will receive housing advocacy, or help with implementing a plan for obtaining housing (e.g., accompanying client to apply for Section 8 housing)	# of clients provided with receive housing advocacy, or help with implementing a plan for obtaining housing (e.g., accompanying client to apply for Section 8 housing) # of times staff provided assistance with receive housing advocacy, or help with implementing a plan for obtaining housing (e.g., accompanying client to apply for Section 8 housing)
<i>CRIMINAL/CIVIL JUSTICE SYSTEM ASSISTANCE</i>	
# ____ clients will receive criminal advocacy/accompaniment.	# of clients provided criminal advocacy/accompaniment. # of times staff provided criminal advocacy/accompaniment.
<i>THERAPY FOR MINOR VICTIMS</i>	
# of clients provided with therapy.	# of clients provided with therapy.
# of therapy sessions provided by staff.	# of therapy sessions provided by staff.
<i>REQUIRED TRAININGS</i>	
# ____ staff will receive training on trauma	# of staff trained # of trainings held
<i>STAKEHOLDER GROUP, if applicable</i>	
# ____ of stakeholder meetings scheduled.	# of stakeholder group meetings held.
Average # ____ of stakeholder group attendees at each scheduled meeting.	Average # ____ attendees at stakeholder group meetings.
<i>PUBLIC AWARENESS</i>	
Staff will engage in public awareness activities (e.g., development and	# ____ of hours staff engaged in public awareness activities (e.g., development and

distribution of print and online material, presentations, etc. to raise awareness of victim rights and services).	distribution of print and online material, presentations, etc. to raise awareness of victim rights and services).
<i>Applicants providing services to adult victims must complete objectives for each additional direct service being provided by the program or collaborative partner. Additional direct services include group support, therapy, and substance use disorder counseling. Applicants providing services to adult victims are required to provide at least one additional direct service.</i>	
<u>If providing group support:</u> # _____ clients will receive group support.	# of clients provided with group support. # of group support sessions provided by staff or through contracted services.
<u>If providing substance use disorder counseling:</u> # _____ clients will receive substance use disorder counseling.	# of clients provided with substance use disorder counseling. # of substance use disorder counseling sessions provided by staff or through contracted services.
<u>If providing therapy:</u> # _____ clients will receive therapy.	# of clients provided with therapy. # of therapy sessions provided by staff or through contracted services.

Additionally, a small number of successful applicants that demonstrate readiness may be invited to work with ICJIA to develop additional objectives and performance indicators demonstrating desired program outcomes. Outcomes should measure meaningful, tangible changes in clients' lives resulting from program participation, such as increased levels of safety and stability, increased knowledge, or improved attitudes.

B. Funding Information

Federal fiscal year 2016 Victims of Crime Act funds awarded by the U.S. Office for Victims of Crime to ICJIA will be used to support programs accepted through this request for proposals.

Applicants may request a minimum of \$75,000 to a maximum of \$1,000,000 in federal funding to support programming for a 12-month period. The term of the grant agreement will commence upon its effective date. Based on program performance and fund availability, ICJIA may recommend allocation of funding to support an additional 24

months. See *Section D* of this Notice of Funding Opportunity for a list of allowable and unallowable costs.

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

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

C. Eligibility Information

Agencies must be pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal, www.grants.illinois.gov, to become eligible to apply for an award. During pre-qualification, Dun and Bradstreet verifications are performed, including a check of Debarred and Suspended status and good standing with the Secretary of State. The pre-qualification process also includes a financial and administrative risk assessment utilizing an Internal Controls Questionnaire (ICQ).

Applicants must have completed the GATA pre-qualification process and received approval of their ICQ from a State cognizant agency by the date of application. Applications from agencies that have not received ICQ approval will not be reviewed.

1. Eligible Applicants

The following types of agencies are **NOT** eligible for this funding opportunity:

- Criminal justice entities, such as law enforcement, prosecution and/or court-referred services such as Court Appointed Special Advocates (CASA). Funding for

criminal justice-based victim services may be offered in a future funding opportunity.

Eligible applicants must meet the following requirements:

Public Agency and Nonprofit Organization. Operated by a public agency or nonprofit organization, or a combination of such organizations, and provides direct services to crime victims. Nonprofit organizations must submit proof of 501(c)(3) status as determined by the Internal Revenue Service.

Record of Effective Services. Demonstrate a record of providing effective direct services to crime victims and financial support from sources other than the Crime Victims Fund. This includes having the support and approval of its services by the community and a history of providing direct services in a cost-effective manner.

New 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 sources other than the Crime Victims Fund in the year of, or the year preceding, the award.

Meet Program Match Requirements. Matching contributions of 20 percent (cash or in-kind) of the total costs of the VOCA project. Match must be committed for each VOCA-funded project and derived from sources other than federal funds.

Volunteers. Utilize volunteers unless ICJIA determines there is a compelling reason to waive this requirement.

Promote Community Efforts to Aid Crime Victims. Promote, within the community, coordinated public and private efforts to aid crime victims.

Help Crime Victims Apply for Compensation. Assist victims by identifying and notifying crime victims of the availability of compensation, referring victims to organizations that can assist them in applying, assisting victims with application forms and procedures, obtaining necessary documentation, monitoring claim status and intervening on behalf of victims with the compensation program.

Comply with Federal Rules Regulating Grants. Comply with the applicable provisions of VOCA, the VOCA Victim Assistance Program Final Rule, Office of Victims of Crime guidelines, and the requirements of the Department of Justice Grants Financial Guide and government-wide grant rules, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received.

Civil Rights. No person 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 VOCA-funded program or activity.

Comply with State Criteria. Abide by any additional eligibility or service criteria as established by ICJIA including submitting statistical and programmatic information on the use and impact of VOCA funds, as requested by ICJIA.

Services to Victims of Federal Crime. Provide services to victims of Federal crimes on the same basis as victims of state/local crimes.

Criminal Case. Do not discriminate against victims because they disagree with the way the state is prosecuting the criminal case.

No Charge to Victims for VOCA-Funded Services. Provide services to crime victims at no charge through the VOCA-funded program.

Confidentiality of Information. Reasonably protect the confidentiality and privacy of persons receiving services under the VOCA-funded program to the extent permitted by law, as set forth in 28 CFR 94.115.

A completed Certification of Eligibility must be submitted with the application.

2. *Cost Sharing or Matching*

A 20-percent match requirement will be imposed on grant funds under this program. A grant made under this program may not cover more than 80 percent of the total cost of the project funded. Match can be made in both cash and/or in-kind contributions. Funds, cash, or in-kind resources used as match must be spent in support of the program's goals and objectives.

In-kind match includes volunteered professional or personal services, office materials and equipment, work space and facilities, and non-program funded victim assistance activities. Any reduction or discount provided to a sub-recipient shall be valued as the difference between what the sub-recipient paid and what the provider's nominal or fair market value is for the good or service. The value placed on volunteered services must be consistent with the rate of compensation paid for similar work in the program or the labor market. The value of donated space may not exceed the fair rental value of comparable space. The value placed on loaned or donated equipment may not exceed its fair rental or market value.

To calculate the amount of match required:

Total Project Costs x 20 percent = Match

Example:

Total Program Cost:	\$100,000
20 percent Matching Funds (\$100,000 x .20):	\$ 20,000
Federal Funds (\$100,000 x .80):	\$ 80,000

Federal guidelines prohibit matching funds to be used to supplant existing funds. Refer to 28 CFR 200.306 for more information on match types and match requirements.

3. *Indirect Cost Rate*

In order to charge indirect costs to a grant, the applicant must have an annually negotiated indirect cost rate agreement (NICRA). The three types of NICRAs include:

- a) Federally Negotiated Rate: Applicant organizations that receive direct federal funding may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. Illinois will accept the federally negotiated rate. The organization must provide a copy of the federally NICRA.

- b) State Negotiated Rate: The organization must negotiate an indirect cost rate with the State of Illinois if they do not have Federally Negotiated Rate or elect to use the De Minimis Rate. The indirect cost rate proposal must be submitted to the State of Illinois within 90 days of the notice of award.

- c) De Minimis Rate: An organization that has never received a Negotiated Indirect Cost Rate Agreement from either the Federal government or the State of Illinois may elect a de minimis rate of 10 percent of modified total direct cost (MTDC). Once established, the de minimis rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the de minimis rate.

D. Application and Submission Information

1. *Obtaining Application Package and Application Deadline*

Applications may be obtained at <https://gata.icjia.cloud/>. To request hard copies of the application materials, please contact:

Reshma Desai, Strategic Policy Advisor
Illinois Criminal Justice Information Authority
300 West Adams, Suite 200
Chicago, IL 60606
cja.vocagrantsunit@illinois.gov
312-793-7057

Completed application materials must be emailed to cja.vocagrantsunit@illinois.gov by **11:59 p.m., August 10, 2017**, to be considered for funding. Applicants will receive an automated confirmation that the email was received. Proposals will not be accepted by mail, fax, or in-person. Incomplete applications will not be reviewed. Late submissions will not be reviewed.

Agencies are encouraged to submit their applications 72 hours in advance of the deadline to avoid unforeseen technical difficulties. Technical difficulties should be reported immediately to ICJIA at cja.vocagrantsunit@illinois.gov

2. Notice of Intent and Required Application Submission

Notice of Intent: Agencies interested in submitting an application are required to complete an online Notice of Intent form by **11:59 p.m., July 28, 2017**. Submission of a Notice of Intent is nonbinding and will be used for internal planning purposes only.

The online Notice of Intent is available at:

<https://www.surveymoz.com/s3/3615391/VOCA-Community-Violence-NOFO-Notice-of-Intent>

The following documents must be emailed as separate documents to cja.vocagrantsunit@illinois.gov by the deadline for application review. All documents should be saved with the appropriate document title, for example “*Proposal Narrative*,” and included as an attachment to the email.

Documents that require a signature as part of submission should be downloaded, completed, printed, signed, scanned, and saved as a PDF document. Save the scanned document as the name of the document. The scanned and properly labeled PDF document should be included as an attachment to the email.

Required documents are:

Document	PDF	Word	Excel
Completed and signed Uniform State Grant Application for each agency requesting funding. <i>This document will need to be signed and scanned.</i>	X		
Completed Program Narrative in Word that meets program requirements outlined in Section A. Applicant's narrative must be submitted in Word and formatted in the posted Program Narrative. Application should be 30 pages maximum, drafted in Times New Roman 12-point font and double-spaced with 1 inch margins. Please number pages.		X	
Completed VOCA SAR form		X	
One completed Budget/Budget Narrative in Excel.			X
Completed Logic Model		X	
Signed letter of agreement	X		
<i>The following documents are required to facilitate efficient grant processing but will not be used in determining eligibility.</i>			
Completed Eligibility Requirements Certification Form	X		
Completed Self-Certification form	X		
Completed Fiscal Information Sheet-leave award amount and agreement number blank		X	
Completed and signed Audit Information Sheet - leave award amount and agreement number blank	X		
Completed and signed Debarment certification	X		
Completed and signed EEOP certifications	X		
Completed Civil Rights certifications	X		
Programmatic Risk Assessment. This excel document will need to be submitted unsigned electronically with the application. A signed scanned version will be due if application is approved for funding.			X
Non-supplanting Certification	X		
Mandatory Forms Checklist	X		
Non-Profit Agency Required Documents			
United States Internal Revenue Service 501(c)(3) determination letter for nonprofit organizations.	X		
Self-Report Statement of Faith Based Organization	X		
Proof of Good Standing from the Illinois Secretary of State	X		

3. Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM) registration

Each applicant is required to:

(i) Be registered in SAM prior to application submission. Click here for SAM registration:

<https://governmentcontractregistration.com/sam-registration.asp>

(ii) Provide a valid DUNS number.

(iii) Maintain an active SAM registration throughout the application and grant period. It also must state that the State awarding agency may not make a federal pass-through or state award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time ICJIA is ready to make a federal pass-through or state award, ICJIA may determine that the applicant is not qualified to receive an award and may use that determination as a basis for making a federal pass-through or state award to another applicant.

4. Mandatory Applicant Technical Assistance Session

Technical Assistance Session

Applicants must view a mandatory pre-recorded technical assistance session on the ICJIA website at <https://gata.icjia.cloud/>. The T.A session will be available for viewing beginning at 1:30 p.m. on June 26, 2017. The applicant must certify viewing this recording. Information provided during this webinar will be unofficial and not binding on the State.

Completed application materials must be emailed to cja.vocagrantsunit@illinois.gov by **11:59 p.m., August 10, 2017**, to be considered for funding. Proposals will not be accepted by mail, fax, or in-person. Incomplete applications will not be reviewed. Late submissions will not be reviewed.

Agencies are encouraged to submit their applications 72 hours in advance of the deadline to avoid unforeseen technical difficulties. Technical difficulties should be reported immediately to ICJIA at cja.vocagrantsunit@illinois.gov.

5. Intergovernmental Review

Not applicable.

6. *Funding Descriptions*

See comprehensive budget instructions in *Attachment 3*.

Highlights of allowable costs:

To support applicants in requesting all necessary and allowable program costs we have provided a non-exhaustive list of suggested costs below:

- a. Staffing costs for direct service providers, supervision of direct service providers, and coordination of activities that facilitate the provision of direct services.
- b. Participation on statewide or other task forces, work groups, or committees to develop protocols, interagency, and other working agreements, as well as coordination with federal agencies to provide services to victims of federal crimes.
- c. Program promotion and public information development; public awareness and education presentations and dissemination of information through brochures, public service announcements, billboards, etc. Presentations must be conducted in public forums and designed to inform victims of specific rights and services and provide them with assistance. Public awareness preparation and presentations may not exceed 10 hours per week.
- d. Culturally-sensitive and alternative therapy or healing, such as art therapy and yoga.
- e. Relocation assistance. Relocation, as part of the victim's service plan, must be necessary for the safety and well-being of the victim. Funds are restricted to first month's rent and utility set-up costs (water, gas and electric), not to exceed a total of \$1,000 per client. Rental payment must be based on a reasonable rental market rate. Direct payments of funds to victims for relocation and relocation of victim-witnesses are not allowed under this grant. Selected agencies with relocation costs in the budget will have additional reporting requirements.
- f. Outpatient Substance Use Disorder Counseling.
- g. Child care to enable a victim to attend grant-funded direct services. Assistance with child care must meet the following requirements:

Except as mentioned in 28 CFR 94.119(a)(6), "child care" means the temporary supervision of minors under the care of the victim, provided by a VOCA-eligible victim service provider, during the period of time the caretaker-victim is receiving a grant-funded allowable direct service from the victim service provider. Child care services must be provided on location at the victim service provider and meet any additional federal, state and ICJIA requirements. Direct payments of funds to victims for child care costs are not allowed.

- h. Local transportation costs for service providers and for victims to receive services. Direct payments of funds to victims for transportation costs are not allowed.

Transportation to facilitate participation in criminal justice proceedings is limited to non-witness victims.

- i. Staff training costs of direct service providers including required training under this funding opportunity as well as additional training that would assist staff in serving victims.
- j. Training of direct-service volunteers when such direct services will be primarily done by volunteers.
- k. Administrative costs including reasonable and necessary technology costs for staff.
- l. Project evaluation.

Note: A 20-percent cap on VOCA funds is in place for start-up costs (equipment, technology and furnishings) of programs that have not yet demonstrated a record of providing effective direct services to crime victims.

Unallowable costs and supplanting

The following is a non-exhaustive list of services, activities and costs that cannot be supported with VOCA Victim Assistance Formula Grant Program funding:

- a. Audits (agencies receiving less than \$750,000 in cumulative federal funds)
- b. Capital expenses; property losses and expenses, real estate purchases, mortgage payments, construction, and most capital improvements
- c. Compensation for victims of crime
- d. Crime prevention
- e. Food and beverage costs
- f. Fundraising activities
- g. Lobbying and advocacy with respect to legislation, regulations or administrative policy
- h. Most medical care costs
- i. Tort or criminal defense services
- j. Active investigation and prosecution of criminal activities, and witness activities
- k. Research and studies, except for project evaluations
- l. Salaries and expenses for management, unless expressly allowed in the VOCA Final Rule

Supplanting

Supplanting is to deliberately reduce state or local funds because of the existence of federal funds.

Federal funds must be used to supplement existing state and local funds for program

activities and must not replace those funds that have been appropriated for the same purpose. Supplanting will be the subject of application review, as well as pre-award review, post-award monitoring, and audit. If there is a potential presence of supplanting, the applicant or grantee will be required to supply documentation demonstrating that the reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds. For certain programs, a written certification may be requested by the awarding agency or recipient agency stating that federal funds will not be used to supplant state or local funds.

If funds will be used for the expansion of an already implemented program, applicants must explain how proposed activities will supplement—not supplant—current program activities and staff positions.

See the DOJ Grants Financial Guide (Part II, Chapter 3) at:

http://ojp.gov/financialguide/DOJ/pdfs/2015_DOJ_FinancialGuide.pdf

Pre-award costs

No costs incurred before the start date of the interagency agreement may be charged to a grant award received as part of this funding opportunity.

Pre-approvals

In compliance with federal guidance, ICJIA:

- (1) Encourages minimization of conference, meeting, and training costs.
- (2) Requires prior written approval of conference, meeting, and training costs for grant recipients. These prior approvals may affect project timelines.
- (3) Sets cost limits, including a general prohibition of all food and beverage costs.

E. Application Review Information

1. *Criteria.*

Application selection will be made using the following criteria.

Proposal Quality	Score Range
Excellent: In addition to providing complete responses for all questions, the responses were clear and detailed. The program plan is thoughtfully designed taking into account best practices and victim needs. Application includes all mandatory elements as outlined in the Program Design section, pages 9-12.	90-100
Very Good: Application provides complete responses and includes all mandatory elements, but a limited amount of clarification or modification is necessary to recommend the application for funding.	80-89
Good: Application provided complete responses to the majority of the questions while several responses lack clarity and detail. Application lacks some mandatory elements.	70-79
Fair: The application responses consistently lacked completeness. Application lacks some mandatory elements.	60-69
Poor: The application responses consistently lacked completeness and demonstrates a poor understanding of the issues. Application lacks some mandatory elements.	0-59

The following outlines the point breakdown for each major section of the proposal narrative and budget documents. The description included reflects a proposal that falls into the excellent category described above.

Statement of Problem (15 points). Section demonstrates a clear understanding of the need and justification for the program. The community characteristics include local and county level data and the chart is complete. There are at least two examples of the community's strengths and challenge and each example is tied to the problem. VOCA

SAR form is complete.

Agency Capacity and Experience (20 points). Application provides a clear history of the applicant's victim service delivery, including quantitative and qualitative descriptions. The applicant describes their fiscal capacity including other funding sources and included both quantitative and qualitative descriptions. The funding source chart is completed. The applicant's plan for program sustainability includes specific activities that address sustainability.

Proposed Program (25 points). The response clearly describes the proposed program, including the processes by which clients (and their families) are identified; crisis intervention services-including but not limited to when and where the services are available; case management services including, but not limited to, the intake and assessment process used, types of advocacy and other needs expected and how these will be addressed; and individual counseling services, including, but not limited to, how this service will meet client's needs.

The response clearly addresses all aspects of the Direct Services Program Design outlined on page 10-13 of this Notice of Funding Opportunity. The response includes at least one example of lessons learned and implication for program design. The response includes at least one additional direct service and describes how the services will be provided, how it will be determined that these services are needed, and when and where services will be provided.

The response includes the name of agency will providing proposed services. If the agency providing services is not the applicant agency, the response describes how services will be coordinated and managed.

The response describes the agency's experience providing each of the proposed additional service(s). If the agency does not have experience, the response explains how capacity to provide each of the services will be built. The explanation should include at least one capacity building example, and demonstrate a strong understanding of the service(s) being proposed.

The response explains and projects the number of clients to be served during the grant period. The response describes known barriers to accessing victim services and how applicant agency will address these, how the program will incorporate trauma-informed care, and any collaborative partners, including history and each partner's role in program.

The response includes public awareness activities addressing method, language(s), venues and past experience in this activity.

For programs proposing to service minor victims of community violence, the response describes the evidence informed therapeutic services provided to clients.

Staffing (18 points). This section includes a clear staffing plan that matches the program design and includes at minimum position titles, reporting structure, roles and responsibilities, reporting and supervision structure, time budgeted, and funding source. The response describes how cases are coordinated and supervised within the agency. Complete FTE chart and job descriptions and training required for each funded position are included, as well as the Implementation Schedule. Applicants address all program requirements outlined.

Goals/Objectives/Performance Indicators (2 point). Applicants clearly document all process and outcome objectives and indicate a measurable indicator of success for each objective. These measurables should include ambitious yet realistic numbers for each objective based on the proposed program. The applicant included a completed logic model.

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. The Budget Narrative includes all budgeted items listed in the Budget line by line, with all costs accurately calculated and explained.

Additional bonus points if applicant addresses an underserved area(s) or group(s) (5 points). Applicant selects at least one of the underserved groups listed on page 1 of the Program Narrative and clearly addresses the population(s) in the Program Narrative.

Additional bonus points if applicant includes Stakeholder group (5 points). Applicant adequately describes the group that will work to achieve inter-agency collaboration to ensure efficient and effective victim services and address all requirements.

2. *Review and Selection Process*

Proposals will be reviewed by a panel of ICJIA staff, as well as key stakeholders with expertise in this victim service area. Proposals will be reviewed by geographic regions. These geographic regions include:

- Central region.
- Cook County region.
- Collar Counties region: DuPage, Kane, Lake, Will
- Northern region.
- Southern region.
- Multi-region: For applicants whose proposed service area includes more than one of the regions listed above.

See the state map in *Attachment 5*.

Agencies may submit one application per region. Agencies that serve multiple regions may apply under the Multi-Region category or under separate region categories.

Proposal selection will be made using the previously described scoring criteria. If possible, ICJIA will fund the highest scoring applicant in each geographic region before funding successive applicants.

After applicants are selected from each region, applicants will be selected based on overall scoring, with secondary consideration given to geographic diversity and proposed program design. Applicants with equivalent scores will be selected based on scores in the proposed program category.

ICJIA reserves the right to reject any or all incomplete proposals, proposals including unallowable activities, proposals that fail to meet eligibility or program requirements, or proposals that are otherwise deemed to be unsatisfactory. ICJIA also reserves the right to invite one or more applicants to provide necessary clarifications prior to scoring, and to invite successful applicants to submit amended proposals and modify budgets that include unallowable or unreasonable costs.

Review team recommendations will be forwarded to ICJIA's Budget Committee for preliminary approval and applicants will be notified of the Committee's decision. A panel of ICJIA staff will conduct a final review of applications for cost allowability. Successful applicants whose applications contained unallowable or unreasonable costs will have their award reduced by the total amount of all unallowable or unreasonable costs. Upon acceptance of the grant award, announcement of the grant award shall be

published by the awarding agency to
<https://www.illinois.gov/sites/GATA/Pages/default.aspx>.

3. Debriefing Process

Unsuccessful applicants may request a debriefing. A debriefing is written feedback that can assist applicants in developing improved applications for future funding. A debriefing may include strengths and weaknesses of an application in terms of the evaluation and review criteria. Debriefings are not a part of the Appeal Process.

Requests for debriefings must be made in writing and submitted within seven (7) calendar days after receipt of a Funding Opportunity Declination Letter from ICJIA. Debriefing requests will not be granted if there is an active appeal, administrative action, or court proceeding. The written debriefing request shall include at a minimum the following:

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

Please send requests to:

Reshma Desai, Strategic Policy Advisor
Illinois Criminal Justice Information Authority
300 W. Adams Street, Suite 200
Chicago, Illinois 60606

4. Appeals Process

Unsuccessful applicants may request a formal appeal. Only the evaluation process is subject to appeal. Evaluation scores and funding determinations may not be contested and will not be considered by the ICJIA's Appeals Review Officer (ARO). The appeal must be in writing and submitted within fourteen (14) calendar days after either the date the grant award notice is published or receipt of a Funding Opportunity Declination Letter from ICJIA, whichever comes first. The written appeal must include at a minimum the following:

- a. Statement indicating a request for a formal appeal.
- b. The name and address of the appealing party.
- c. Identification of the grant program.
- d. A statement of reason for the appeal.

Please send your appeal to:

Illinois Criminal Justice Information Authority
Attn: Appeals Review Officer
300 W. Adams Street, Suite 200
Chicago, IL 60606

Once an appeal is received, ICJIA will acknowledge receipt of an appeal within 14 calendar days from the date the appeal was received. ICJIA will respond to the appeal, in writing, within 60 days or supply a written explanation as to why additional time is required. The appealing party must supply any additional information requested by ICJIA within the time period set in the request. ICJIA will resolve the appeal by means of written determination. The determination will include:

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

A person or organization aggrieved by the agency determination may seek judicial review only through the Circuit Courts of the State of Illinois within 35 days from the date that the agency determination was issued.

5. Anticipated Announcement and State Award Dates.

<u>Milestones</u>	<u>Target Date</u>
Release of NOFO and open application	June 26, 2017
Posting of pre-application webinar	June 26, 2017
Notice of Intent due	July 28, 2017
Last date for submission of questions	August 3, 2017
Application Closes	August 10, 2017
Authority Budget Committee Meeting	September 28, 2017
Start Program Performance Period	November 1, 2017

F. Award Administration Information

1. ***State Award Notices.*** ICJIA will send a Notice of State Award to grantees along with the grant agreement once the ICJIA Budget Committee reviews and approves designations on September 28, 2017. No costs incurred before the effective date of the agreement may be charged to the grant.
2. ***Administrative and National Policy Requirements.*** In addition to implementing the funded project consistent with the agency-approved project proposal and budget, the

grantees selected for funding must comply with grant terms and conditions, and other legal requirements, including, but not limited to, the Office of Management and Budget Grants Accountability and Transparency Act and other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. Additional programmatic and administrative special conditions may be required.

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

G. State Awarding Agency Contact(s)

For questions and technical assistance regarding submission of an application, contact:

Reshma Desai, Strategic Policy Advisor
cja.vocagrantsunit@illinois.gov
312-793-7057

The deadline to submit questions is 11:59 p.m., August 3, 2017.

H. Other Information

Neither the State of Illinois nor ICJIA are obligated to make any award as a result of this announcement. ICJIA's Executive Director has sole authority to bind the state government to the expenditure of funds through the execution of interagency grant agreements.