

**Uniform Notice of Funding Opportunity**  
Violence Against Women Act: Multidisciplinary Team Response Program

**Table of Contents**

<b>NOFO Summary Information</b>	<b>2</b>
<b>1. Program Description</b>	<b>4</b>
<b>2. Background</b>	<b>5</b>
<b>3. Program Design &amp; Requirements</b>	<b>7</b>
<b>4. Goal, Objective, and Performance Measures</b>	<b>11</b>
<b>5. Funding Information</b>	<b>13</b>
<b>6. Eligibility Information</b>	<b>14</b>
<b>7. Application Submission Information</b>	<b>15</b>
<b>8. Application Review Information</b>	<b>17</b>
<b>9. Criteria</b>	<b>24</b>
<b>10. Review and Selection Process</b>	<b>26</b>
<b>11. Award Administration Information</b>	<b>28</b>
<b>12. Other Information</b>	<b>29</b>
<b>Attachment 1 – Application Checklist</b>	
<b>Attachment 2 - Program Narrative</b>	
<b>Attachment 2B – Goals + Objectives</b>	
<b>Attachment 3 - Budget &amp; Instructions</b>	

## NOFO SUMMARY INFORMATION

### Uniform Notice of Funding Opportunity (NOFO)

Violence Against Women Act (VAWA): Multidisciplinary Team Response Program

*August 21, 2018*

	<b>Data Field</b>	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority
2.	Agency Contact:	Shataun Hailey <a href="mailto:Shataun.Hailey@illinois.gov">Shataun.Hailey@illinois.gov</a> 312-814-8100
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:	1629-559
6.	Funding Opportunity Title:	Violence Against Women Act
7.	CSFA Number:	546-00-1629, 546-00-1486, 546-00-1401, 546-00-1400
8.	CSFA Popular Name:	VAWA FFY17, VAWA FFY16, VAWA FFY15, VAWA FY14
9.	CFDA Number(s):	16.588
10.	Anticipated Number of Awards:	5
11.	Estimated Total Program Funding:	\$3,250,000
12.	Award Range	\$650,000 max
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  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

	Restrictions on Indirect Costs	If yes, provide the citation governing the restriction:
16.	Posted Date:	August 21, 2018
17.	Closing Date for Applications:	September 21, 2018
18.	Technical Assistance Session:	Session Offered: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Session Mandatory: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

## 1. PROGRAM DESCRIPTION

The Violence Against Women Act (VAWA) funding is federally administered by the Office of Justice Programs, Violence Against Women Office within the U.S. Department of Justice. The program emphasizes coordinated, multidisciplinary community approaches to reduce violence against women by enhancing victim advocacy and improving the criminal justice system's response. It encourages the development and improvement of effective law enforcement and prosecution strategies to address violence against women and the development and improvement of advocacy and services in cases involving violence against women.

The Illinois Criminal Justice Information Authority (ICJIA) is the state agency established to promote community safety by providing public policy makers, criminal justice professionals, and others with the information, tools, and technology needed to make effective decisions that improve the quality of criminal justice in Illinois. As the state agency responsible for administering the VAWA Services\*Training\*Officers\*Prosecutors (STOP) award in Illinois, ICJIA is responsible for developing the implementation plan for distributing these federal funds.

In 2017, ICJIA completed a statewide assessment of crime victim needs and service gaps in Illinois, which was presented to its Ad Hoc Victim Services Committee for consultation and coordination with other stakeholders. The final report included twelve recommendations, which were subsequently approved by the ICJIA Board on January 27, 2017. Additionally, this report serves as ICJIA's 2017 VAWA Implementation Plan for federal fiscal years 2017 through 2020. Applicants are required to demonstrate how the proposed projects align with the State's Implementation Plan priorities. 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 Violence Against Women Act (VAWA), authorized by Title IV of the Violent Crime Control and Law Enforcement Act of 1994 and subsequently reauthorized as the Violence Against Women and Department of Justice Reauthorization Act of 2005 and 2013 (34 U.S.C. 10441), provides financial assistance to states for developing and strengthening effective law enforcement and prosecution strategies and victim services in cases involving violent crimes against women. Programs authorized by VAWA are:

- STOP Violence Against Women Formula Grants;
- Sexual Assault Services Formula Grants;
- State and Territorial Sexual Assault and Domestic Violence Coalitions Program;
- Grants to Tribal Domestic Violence and Sexual Assault Coalitions Program;
- OVW discretionary grants.

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 Violence Against Women Act of 1994 by the Illinois Criminal Justice Information Authority is authorized by 20 Ill. Admin. Code 1520.47, stating in pertinent part that “[ICJIA] will annually review Section 2001 of Violence Against Women Act of 1994 (P.L. 103-322, effective September 13, 1994) and based on the need to strengthen law enforcement, prosecution and victim services in cases involving violent crimes against women, particularly crimes of sexual assault and domestic violence, the services available to address that need, consultation with nonprofit, nongovernmental victim service programs, and oral and written comment and testimony received at public meetings conducted pursuant to the Open Meetings Act [5 ILCS 120], will select program funding 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.).

## **2. BACKGROUND**

In 1994 Congress passed the Violence Against Women Act in recognition of the severity of crimes associated with domestic violence, sexual assault, and stalking against women. One of the most important purpose areas of VAWA is its emphasis on a coordinated community response to domestic violence, sexual assault, and stalking; courts/probation, law enforcement, prosecutors, and victim services are encouraged to work together in a coordinated effort that did not exist before at the state and local levels.

STOP VAWA requires each state to distribute their grant funds each year as follows:

- At least 30 percent to victim services programs
- 25 percent must be allocated to law enforcement
- 25 percent to prosecution
- 5 percent to state or local courts
- 15 percent allocated as discretionary.

These are statutory requirements. These allocations may not be redistributed or transferred to another funding allocation area (with the exception of the discretionary funds, which can be used to supplement other allocation areas).

The emphasis of the STOP VAWA Program is on the implementation of comprehensive strategies addressing violence against women that are sensitive to the needs and safety of

victims and hold offenders accountable for their crimes. Programs should seek to carry out these strategies by forging lasting partnerships between the criminal justice system and victim advocacy organizations.

As previously mentioned, ICJIA's Ad Hoc Victim Services Committee identified twelve funding priorities to guide ICJIA's VAWA funding initiatives for the next four years.<sup>1</sup> One of these twelve funding priorities is to promote multidisciplinary responses to victimization, as such programs have been shown to be more responsive to victims and improve criminal justice outcomes than single agency or disciplinary approaches. Multidisciplinary approaches promote coordinated responses to victimization that can result in improved case outcomes while minimizing additional trauma to victims.

In 2013, ICJIA supported a multi-site evaluation of multidisciplinary teams (MDTs) established in four separate counties across Illinois to address violence against women. The study found that MDTs strengthened relationships among team partners and improved education and communication among partner agencies as they collaborated to implement a "wrap-around" model of service delivery, which is key to enhancing victim safety and coordinating victim services. Findings also showed that with strong leadership and ongoing training, MDTs improved responses to victims and improved evidence collection, documentation, and report writing to hold offenders accountable. Researchers identified 10 key elements or best practices as promising approaches to implementing MDT programs. These elements included:

1. Involving key partner agencies at program outset, and working through potential issues and problems in advance of program implementation.
2. A designated project coordinator devoted to coordinating MDT activities.
3. A specialized court with judges trained in the dynamics of domestic/dating violence and sexual assault, the concerns and fears of victims, responding to victims, and services available.
4. Ensuring prosecutors, law enforcement, and probation officers who are key MDT partners are specialized in domestic violence and/or sexual assault.
5. Co-location of victim advocates and law enforcement, either at a central location such as a family justice center or at the police department.
6. Initial protocol development and ongoing review of response protocols for all MDT partners, and willingness to develop new protocols as necessary to address new community needs or legislation.
7. Active involvement of leadership in key MDT partner agencies.
8. Key partners convening regularly for case reviews.
9. Law enforcement evidence collection more likely to be directed by needs of prosecutors.
10. Expedited and enhanced victim services.

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<sup>1</sup> For the full report with the 12 priorities, see <http://www.icjia.state.il.us/publications/ad-hoc-victim-services-committee-research-report>

The full report, *Multisite Evaluation of the Multidisciplinary Team (MDT) Approach to Violence Against Women in Illinois*, can be found here:

[http://icjia.state.il.us/publications/multisite-evaluation-of-the-multidisciplinary-team-\(mdt\)-approach-to-violence-against-women-in-illinois](http://icjia.state.il.us/publications/multisite-evaluation-of-the-multidisciplinary-team-(mdt)-approach-to-violence-against-women-in-illinois)

### **3. PROGRAM DESIGN & REQUIREMENTS**

The purpose of this Notice of Funding Opportunity is to solicit proposals from county criminal justice and victim service agencies interested in maintaining or expanding multidisciplinary programs. Eligible programs **must include** partners from prosecution, county and/or local law enforcement, courts/probation, and victim service agencies. Non-funded partners, such as legal assistance, mental health care, and substance abuse treatment centers may be included in the partnership but are not eligible to receive funding.

For the purpose of this NOFO, applicants must:

- 1) Adhere to proven standards and best practices as established by statewide member organizations associated with all the partner agencies.
- 2) Show an ability and/or willingness to collaborate with the statewide service delivery systems as well as professional peers and allies.
- 3) Consider expanding existing and proven programs.

#### **Program Design & Requirements**

As part of this solicitation, applicant teams will be expected to provide a meaningful response to the needs of sexual assault or domestic violence victim populations through coordinated responses from community law enforcement agencies, prosecutors, courts/probation, and victim services agencies. The applicant must demonstrate that it has the expertise in providing relevant and accessible community-based outreach and intervention services or has the capacity to link to existing services in the community tailored to the needs of the population. Applicants also must show they have implemented or plan to fully implement the best practices listed in the Background section above.

A maximum of \$650,000 from Federal Fiscal Years 2014, 2015, 2016, and 2017 funds shall be made available to local agencies for multi-disciplinary programs that meet the criteria detailed below. Applications must receive an average score of at least 70 points to be considered for funding.

1. Only one not-for-profit organization or unit of government may apply on behalf of a county MDT. The submission should include individual budgets and applications for each partner agency but only one narrative outlining the collective goals and objectives of their MDT efforts.

2. Each submission must have representation from each of the following disciplines: law enforcement; victim services; courts/probation; and prosecution. Applicants must be a sexual assault or domestic violence MDT.

3. MDT Program staff must include specialized prosecuting attorneys, law enforcement, probation officers, victim service providers, and a project coordinator who are part of the regular membership of the MDT.

4. Applicants must describe how the following programmatic elements are incorporated into the MDT.

#### Mandatory Elements:

- Specialized Assistant State’s Attorney dedicated to the facilitation of the MDT operations and oversight of the monthly (minimum) case review meetings and quarterly (minimum) Steering Committee meetings.
- Project Coordinator: A designated full-time project coordinator who can devote 100% of his/her time to the MDT.
- Specialized Protocols: The multi-disciplinary team shall maintain updated protocols, in collaboration with law enforcement, victim services, courts/probation, prosecution, and domestic violence/sexual assault experts serving victims of domestic violence/sexual assault, to identify, document, and standardize best practices for a coordinated, community response. Protocols should address enforcement of victims’ rights. **Complete MDT protocols of selected applicants will be required within the first month of the grant period for ICJIA’s review and approval.** The following resource links to model protocols may be used in the development of your site’s protocol:
  - Domestic violence: <http://www.icjia.state.il.us/ifvcc/projects>
  - Sexual assault: <https://ovc.ncjrs.gov/sartkit/develop/plan-protocols-a.html>
- Specialized Training: The applicant must develop and execute a plan for the cross-training of law enforcement officers, prosecuting attorneys and victim advocates committed to effective and appropriate responses to domestic violence and sexual assault cases.
- Steering Committee meetings: Applicant must convene quarterly Steering Committee meetings involving key partners to review project progress, protocol development, training needs, policy updates, and any systemic issues identified.
- Case Review Meetings: Applicant must convene monthly case review meetings among key partners. Case reviews refer to discussion of currently open cases to identify strengths and issues encountered and improve policy and practice with victim services and offender accountability in future cases. Specific topics may include evidence collection, victim satisfaction with the process, offender compliance, etc. Case review meetings may be conducted during or separately from regular team meetings and must adhere to all confidentiality laws.
- Program Assessment: All VAWA funded programs must demonstrate progress toward meeting project goals and objectives annually and describe and justify any planned program modifications to continuously improve.



- Implementation Plan: Applicant must provide a step-by-step plan of how the program or project will be implemented. Include the personnel title of the person, who will be responsible for the associated work for the program or project, resources to be used and anticipated results.
- Time Table: Insert these steps into a timetable demonstrative of the entire performance period to be funded by this grant. Start and end dates of the major milestone in the program or project must be included.

Preferred Element:

- One Stop Services – Co-location of victim service advocates and law enforcement, either at a central location, such as a family justice center or at the county justice center, is preferred. If co-location does not currently exist but plans are in place, applicant should describe how they are working toward implementation. If confidentiality or other policies or factors prevent co-location, applicant should justify this and describe how interagency coordination will be fostered without co-location.

**Multidisciplinary Partners**

Proposals for multidisciplinary coordinated programs shall list all partner agencies, but funding is limited to prosecution, law enforcement, courts/probation, and victim services agencies. The following is a brief description of each partnership discipline and the minimum requirement of each agency.

I. Prosecution

The role of the prosecution partner is to work closely with victim services personnel, investigators, and the victim to develop a criminal case and prosecute offenders of violent acts. Assistance is provided from initial assessment through final disposition.

*Recommended minimum activities:*

- Specialized prosecution.
- Facilitate Steering Committee and case review meetings.
- Victim/survivor referrals to services.
- Assistance with protection orders.
- Criminal justice advocacy.

II. Law Enforcement

The role of the law enforcement partner is to investigate and work with prosecutors to ensure complete and thorough investigations needed to prosecute cases, work with victim service partners to ensure trauma-informed responses to victims and prevent further trauma, conduct interviews, take statements, assist with crime scene photos, and evidence collection.

*Recommended minimum activities:*

- Respond to calls for assistance.
- Create incident reports.
- Investigate cases/incidents.
- Serve protection/ex parte/temporary restraining orders.
- Execute arrests for violation of bail bond, enforcement of warrants, and violations of protection orders issued.
- Refer cases to prosecutor, and federal firearms charges to federal prosecutor.
- Track numbers of victim interviews and number of victims interviewed.

III. Courts/Probation

The role of the courts/probation partner is to investigate offender personal history, provide supervision, maintain and track contacts, conduct surveillance of domestic violence/sexual assault offenders, and maintain and improve communication with the court regarding offender compliance or violations through enhanced monitoring and/or stronger policies on reporting violations.

*Recommended minimum activities:*

- Victim/survivor referrals.
- Offender supervision.

IV. Victim Services

The role of the Victim Service partner is to proactively advocate for the rights of victims and survivors, work to increase the variety and volume of services available to victims and their families, and provide support and information at every stage of the criminal process.

*Recommended minimum services:*

- Court advocacy.
- Legal advocacy.
- Medical advocacy.
- Case management.
- Counseling.
- Support groups.
- Order of Protection Assistance.
- Civil legal assistance (beside OPs).
- Crisis intervention.

- Language services.
- Transportation.

#### 4. GOAL, OBJECTIVES, AND PERFORMANCE MEASURES

The program goal encompassing all aspects of the MDT will be as follows:

*To maintain or expand a program that provides specialized criminal justice and victim service personnel in the areas of domestic violence or sexual assault through a multidisciplinary team response for more coordinated, expedited delivery of victim services and improved efficiency of the criminal justice process.*

Additionally, applicants must identify process and outcome objectives linked to this goal and collect corresponding performance measures that demonstrate progress toward each objective. Process objectives aim to ensure the program is being implemented as intended and activities are completed as planned, such as holding monthly case review meetings and conducting safety planning with 100 victims. Outcome objectives describe resulting change from program implementation. Outcomes may include a greater percentage of victims will receive services, more cases referred will be accepted for prosecution.


Applicants must identify a minimum of sixteen (16) process objectives, twelve (12) of which are listed in the table of mandatory objectives below. Applicants must also identify at least four (4) outcome objectives, two (2) of which are listed in the table below. While the mandatory objectives in the table may be revised to more specifically reflect applicant’s strategy, including naming specific types of victim services, the objective’s focus must not change.

For the additional objectives, applicants must select at least four (4) more process objectives – one for each key partner (law enforcement, prosecution, victim services, and court/probation); and at least two (2) additional outcome objectives involving any one or combination of the key partners. Suggested objectives are listed in Attachment 2b. Applicants may select objectives directly from this guide, a variation thereof, or develop other objectives. Most importantly, applicants should include as many objectives as necessary to align with the proposed program strategy and ensure all objectives have specific benchmarks and that each is plausibly linked to the program goal.













All objectives must include specific benchmarks about what

#### Mandatory Objectives and Performance Measures



Role key:

Law enforcement		Victim Services	
Prosecution		Courts/Probation	

Role(s)	Mandatory <b>Process</b> Objectives	Performance Measures
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	Key partners will regularly convene and attend ___#___ Steering Committee meeting(s) each quarter.	<ul style="list-style-type: none"> <li>➤ Number of SC meetings held</li> <li>➤ Number of SC meetings attended by each key partner</li> </ul>
	Key partners will regularly convene and attend ___#___ case review meetings each quarter.	<ul style="list-style-type: none"> <li>➤ Number of case review meetings held</li> <li>➤ Number of case review meetings attended by each key partner</li> </ul>
	100% of key partner staff will be specially trained regarding domestic violence (DV) / sexual assault (SA).	<ul style="list-style-type: none"> <li>➤ Number of key partner staff</li> <li>➤ Number of key partner staff specially trained regarding DV or SA.</li> </ul>
	Key partner staff will attend ___#___ professional and/or multidisciplinary trainings regarding DV/SA each <i>(insert time period)</i> .	<ul style="list-style-type: none"> <li>➤ Number of staff who participated in trainings</li> <li>➤ Number of trainings attended by staff</li> </ul>
	Key partner staff will review protocol each <i>(insert time period)</i> for proper implementation and outcomes, and refine to address problems.	<ul style="list-style-type: none"> <li>➤ Number of meetings in which protocol or protocol aspects were reviewed</li> <li>➤ Number of refinements made to protocol</li> </ul>
	___% of key partner frontline staff will be trained about the protocol for responding to domestic violence/sexual assault.	<ul style="list-style-type: none"> <li>➤ Number of key partner frontline staff</li> <li>➤ Number of frontline staff trained about protocol</li> </ul>
	Provide 100% of victims reporting to law enforcement with victim service referrals.	<ul style="list-style-type: none"> <li>➤ Number of victims reporting to law enforcement</li> <li>➤ Number of victims provided with referrals</li> </ul>
	Investigate ___% of DV/SA cases.	<ul style="list-style-type: none"> <li>➤ Number of cases opened</li> <li>➤ Number of cases investigated</li> </ul>
	Provide direct services to ___% of victims requesting services.	<ul style="list-style-type: none"> <li>➤ Number of victims who requested services</li> <li>➤ Number of victims who received direct services</li> </ul>
	Review 100% of cases referred for prosecution.	<ul style="list-style-type: none"> <li>➤ Number of cases referred for prosecution</li> <li>➤ Number of cases reviewed</li> </ul>
	Accept ___% of cases referred for prosecution.	<ul style="list-style-type: none"> <li>➤ Number of cases reviewed for prosecution</li> <li>➤ Number of cases accepted for prosecution</li> </ul>
	Specialized probation officers will provide supervision for 100% of DV/SA offenders.	<ul style="list-style-type: none"> <li>➤ Number of DV/SA offenders</li> <li>➤ Number of DV/SA offenders supervised</li> </ul>

Include minimally **four (4) additional process** objectives and performance measures, at least one for each of the four key partners: 1) law enforcement; 2) prosecution; 3) victim services; and 4) courts/probation. Selected programs will be required to report progress on process objectives **quarterly**.

Role(s)	Mandatory <b>Outcome Objectives</b>	Performance Measures
	Key partner staff will continue to increase specialization regarding domestic violence/sexual assault.	➤ Number of staff reporting increased knowledge following trainings (surveys)
	Key partner frontline staff will increase knowledge about the approved protocol for responding to DV/SA.	➤ Number of staff reporting increased knowledge following trainings (surveys)
<p>Include minimally <b>two (2) additional outcome</b> objectives and performance measures that involve any one or combination of four key partners. Selected programs will be required to report progress on outcome objectives <b>annually</b>.</p>		

Selected programs will be required to report progress on process objectives quarterly and outcome objectives annually. ICJIA will offer technical assistance to programs developing surveys or other tools for assessing progress toward selected objectives.

## 5. FUNDING INFORMATION

Awards resulting from this opportunity will have a projected period of performance of January 1, 2019, through December 31, 2019. Dependent on satisfactory performance and availability of funding, ICJIA staff may recommend to the ICJIA Board a maximum of 24 additional months of funding for each project.

Approximately \$3,250,000 is available through this solicitation with a maximum award amount of \$650,000 per applicant. Applications must receive an average score of at least 70 points to be considered for funding.

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 funding adjustment.

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

## **6. ELIGIBILITY INFORMATION**

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

### **GATA Requirements**

Agencies must be pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal, [www.grants.illinois.gov](http://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. Applicants must have completed the GATA pre-qualification process by the date of application.

Applicants will also be required to submit a financial and administrative risk assessment utilizing an Internal Controls Questionnaire (ICQ) for SFY19 and obtain approval from their cognizant agencies before execution of the grant agreement. Delay in obtaining SFY19 ICQ approval will result in a delay in grant execution.

### **Cost Sharing or Matching**

There is a 25-percent match requirement imposed on grant funds under this program. A grant made under this program may not cover more than 75 percent of the total costs of the project being funded. Subgrants to victim service providers for victim services can be excluded from the total costs. For a subgrant to qualify under this exclusion, the recipient must be an organization that is recognized by the Internal Revenue Service (IRS) as a tax exempt organization described in section 501(c)(3) of Title 26 of the United States Code (unless it is a tribal governmental organization or a governmental rape crisis center in a State other than a Territory). The applicant must identify the source of the 25-percent non-federal portion of the budget and how match funds will be used. Applicants may satisfy the required match with either cash or in-kind services.

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.

## **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. ICJIA will accept the federally negotiated rate. The applicant must provide a copy of the federal NICRA at time of application.
- b) State Negotiated Rate: Applicant organizations may negotiate an indirect cost rate with the State of Illinois if they do not have a 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. The applicant must provide a copy of the state negotiated rate at time of application.
- c) De Minimis Rate: Applicant organizations that have 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. Applicants must submit an explanation of the base used to calculate the MTDC and an explanation of what the indirect cost will be used for in their budget.

**Programs charging negotiated indirect cost rates to a grant must provide a copy of the Negotiated Indirect Cost Rate Agreement (NICRA) at time of application.**

## **7. APPLICATION SUBMISSION INFORMATION**

Applications must be obtained at <http://www.icjia.state.il.us/>. All required application materials must be emailed to [CJA.2018vawaNOFO@Illinois.gov](mailto:CJA.2018vawaNOFO@Illinois.gov) by **11:59 p.m., Friday, September 21, 2018**, 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.

For the purpose of this NOFO, ONE application packet should be submitted for each county MDT. Application packets should contain signed Uniform State Grant Applications for each partner agency, ONE completed program narrative in Word that represents the goals and objectives of the applying county's MDT efforts, and completed budget/budget narratives from each partner agency. Each partner agency is welcome to submit their own application and budget, however the MDT will be reviewed and scored as a whole; only one narrative should be submitted per county. The cumulative award requested for the MDT should NOT exceed the maximum potential award amount of \$650,000.

Paper copies of the application materials may be requested by contacting Shataun Hailey at 312-814-8100 or Shataun.Hailey@illinois.gov, but applications may only be submitted via email.

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.2018vawaNOFO@Illinois.gov](mailto:CJA.2018vawaNOFO@Illinois.gov)

**Required Documents:** The following documents must be emailed as separate documents to [CJA.2018vawaNOFO@Illinois.gov](mailto:CJA.2018vawaNOFO@Illinois.gov) by the deadline for application review. Documents that require a signature as part of submission should be downloaded, completed, printed, signed, scanned, and saved as a PDF document. All documents should be saved with the appropriate document title, for example, “*Proposal Narrative*,” and included as an attachment to the email.

**Required documents:**

<b>The following materials MUST be submitted by all applicants. The applicant must submit the documents based on the instructions provided below.</b>				
<b>Document</b>	<b>Document Name</b>	<b>PDF</b>	<b>Word</b>	<b>Excel</b>
<b>Uniform Application for State Grant Assistance from EACH partner agency</b> - This form must be completed, signed, and scanned.	<i>“Agency Name – Application”</i>	X	X	
<b>Program Narrative</b> – This document must meet the requirements outlined in Section A. The narrative must be provided in this document. Do not change the format of this document. Only One consolidated program narrative should be submitted for each county.	<i>“Agency Name – Program Narrative”</i>		X	
<b>Budget/Budget Narrative from EACH partner agency</b> – This document is an Excel Workbook, with several pages/tabs. The last tab are instructions, if clarifications are need for a particular category.	<i>“Agency Name – Budget”</i>			X
Copy of Negotiated Indirect Cost Rate Agreement (NICRA), if applicable. See page five of this NOFO for more detail.	<i>“Agency Name – NICRA”</i>	X		

<b>Non-Profit Agency Required Documents</b>			
United States Internal Revenue Service 501(c)(3) determination letter for nonprofit organizations.	X		



## **8. APPLICATION REVIEW INFORMATION**

### **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.

### **Programmatic Risk**

All applicant agencies recommended for funding will be required to submit a completed Authority Programmatic Risk Assessment (PRA). This assessment will identify elements of fiscal and administrative risk at the program level and will be used to determine required specific conditions to the interagency agreement.

The PRA must be completed for the program agency.

#### Implementing agency vs. program agency

- An implementing agency is the legal entity that receives federal funds.
- A program agency:
  - Is a subdivision of the implementing agency.
  - Carries out program operations.
  - Is responsible for data and fiscal reporting.

PRAs completed for other state agencies will not be accepted.

### **Intergovernmental Review**

Not applicable.

## **Funding Descriptions**

See comprehensive budget instructions in *Attachment 3*.

Violence Against Women funds shall be used only to provide services to victims of violent domestic violence, sexual assault, stalking and dating violence crimes. “Services to victims of crime” means those activities that directly benefit individual crime victims, including the required coordination of such activities, i.e., coordination of volunteers and/or coordination of public and private efforts to aid crime victims. Activities unrelated or only tangentially related to the provision of direct services to victims are not eligible for support.

Services to victims of violent crimes against women include, but are not limited to, the following:

1. **Direct-Service Staff:** A portion of a team VAWA grant is allocated for covering salaries or portions of salaries for staff members who are providing direct services to women, such as therapists, counselors, and victim advocates. Administrative salaries, such as for an executive director, fiscal officer, or clerical staff, cannot be VAWA-funded.
2. Crisis intervention services that meet urgent emotional and physical needs of crime victims. Crisis intervention may include support, guidance and counseling provided by counselors or mental health professionals in the immediate aftermath of a crime, crisis or trauma. It may also include the operation of a 24-hour hotline that provides counseling or referral for crime victims.
3. Counseling and therapy which assist victims in dealing with their victimization beyond the services provided in the immediate aftermath of a crime, crisis or trauma. Therapy refers to specialized psychological or psychiatric treatment for individuals, couples, and family members. Counseling refers to mental health services which involve providing support and guidance to victims. Immediate family members also are eligible to receive services if the crime victim will benefit from such services. Immediate family members: a) the parent and/or legal guardian of a victim under 18; b) siblings of a crime victim; c) the spouse of the victim; and d) the children of crime victims.
4. Support services may include reassurance and empathetic listening and guidance for resolving practical problems created by the victimization experience; providing employment counseling; acting on the crime victim’s behalf via other social services and criminal justice agencies; and referral to other sources of assistance as needed.
5. **Emergency Services:** Provide accompaniment/transportation to hospital and police station; provide temporary shelter for crime victims who cannot safely remain in their current lodgings; or provide crime victims with petty funds for meeting immediate needs related to transportation, food, medicine, shelter, and other necessities. These services are to be offered in emergency situations only and should not last more than one week.

6. Group treatment refers to supportive group activities, as well as psychotherapeutic group treatment. This may include peer support, social support, and drop-in groups.

7. Court-related services refers to services which assist women in participating in criminal justice proceedings, including advising victims of their legal rights, providing information regarding police investigation and explaining prosecution and court procedures; assisting victims with the preparation of victim impact statements; maintaining an on-call service and information system to apprise victims of appearances at court proceedings; advising victims of post adjudication notices of parole board and probation hearings and notice of offender release, etc.; assisting in filing temporary restraining orders, injunctions, and other protective orders, elder abuse petitions and child abuse petitions; accompanying a crime victim to court; providing child care services for crime victims while they participate in essential court proceedings; providing transportation to and from court; and providing emotional support to victims during a trial. This does not include the employment of private attorneys.

8. Community education activities that describe direct services available to women and how to obtain a program's assistance (such as pamphlets, brochures, and posters) are eligible for VAWA funding. Brochures or pamphlets outlining general information, such as about rape or domestic violence, may be funded out of VAWA funds if the agency's name, phone number, and a description of services also are printed on the brochure or pamphlet.

The brochures, pamphlets, and posters must contain a statement reflecting that the printing costs of these brochures, etc., were covered by a U.S. Department of Justice Violence Against Women Act (VAWA) grant awarded by the Division of Justice and Community Services.

9. Rent: A subgrantee may charge or prorate a reasonable cost of rent for a VAWA-funded project. The subgrantee shall certify in writing that the requested rental charge is consistent with the prevailing rate in the local area.

10. Training: A subgrantee may include as a small portion of a grant the reasonable cost of staff development for those persons (salaried and volunteer staff) who provide direct services to victims. Please note all trainings must be pre-approved by ICJIA.

VAWA funds may be used for workshop/conference registration fees, mileage, meals, and lodging expenses for in-state training and out-of state training in accordance with state travel regulations and ICJIA policy. VAWA funds may not be used for continuing education credits. This means that a staff member can attend a training (if approved by ICJIA) at which CEU credits are offered. However, VAWA funds would not cover the costs of the CEU credits but would cover the registration costs and related travel, meals, and lodging expenses.

11. Travel: A subgrantee may include as a small portion of their grant necessary and reasonable travel expenses relating only to providing direct services to victims, such as transporting victims to services or criminal justice proceedings. Direct service staff and volunteers would be reimbursed in accordance with state travel regulations and ICJIA policy.

Travel expenses associated with administrative costs, such as making bank deposits, delivering and picking up mail, and attending meeting or general speaking engagements are not allowable expenses under the VAWA grant.

12. Audit Costs: All grant recipients are subject to required agency-wide audits and VAWA funds may be used to reimburse grantees for a portion of the audit expense (no more than 2 percent of the grant award). Required audits are to be performed on an organization-wide basis as opposed to a grant-by-grant basis, and must be performed annually pursuant to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200).

13. Printing and Postage: VAWA funds may be used to cover reasonable costs for printing and distributing brochures, pamphlets, posters, and similar announcements describing a program's victim services and how to obtain a program's assistance, and similar public notification efforts intended to recruit volunteers.

14. Advertising: A portion of VAWA funds may be utilized to advertise a program's victim services, such as in newspaper ads. It is also allowable to use VAWA funds to cover costs for advertising staff position openings, such as for VAWA staff. It would not be allowable to allocate an entire VAWA grant for advertising victim services.

15. Counseling/Educational Materials -- VAWA funds may be utilized to purchase materials necessary in counseling victims, such as books, tests, psychological testing materials, materials used to train volunteer staff, etc.

16. Crisis hotline, telephone, and pager costs which are necessary and reasonable in providing crisis intervention services, such as emergency counseling or referral for crime victims, may be allowable. For instance, if a VAWA project used one of an agency's four telephone lines exclusively for sexual abuse services, it would be reasonable to charge a VAWA grant \$50 a month out of a \$200 a month telephone bill.

17. Office Supplies: Reasonable supply costs in operating the VAWA program, such as files for setting up case records, Xerox paper for copying brochures or general information relating to direct services to victims, letterhead, envelopes, and postage for mailing direct service information to victims are allowable. A prorated portion of general office equipment that is necessary and essential to the delivery of direct service may also be allowable.

18. Law Enforcement Officers: The cost of salary, benefits and/or overtime of a police officer who is dedicated to a domestic violence unit or sexual assault investigative unit is grant-eligible.

19. Prosecutors: The cost of salary and benefits for an assistant prosecutor who would be dedicated to the prosecution of domestic violence and/or sexual assault cases. Prosecution support services, such as overseeing or participating in statewide or multijurisdictional domestic violence task forces, conducting training for local prosecutors or enforcing victim compensation and domestic violence related restraining orders shall be considered “direct responsibility” for purposes of this program.

20. Evaluation: Evaluation project that would evaluate the effectiveness of funded teams.

21. Data collection: The development and improvement of data collection and communications systems linking police, prosecutors, and courts or for purposes of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions.

NOTE: Nothing in the Violence Against Women Act shall be construed to prohibit male victims of domestic violence, dating violence, sexual assault, and stalking from receiving benefits and services under the Act; however, the Act does not require the funding of male-only programs with VAWA funds.

To support applicants in requesting all necessary and allowable program costs, costs must adhere to the following:

#### **Unallowable Costs**

The following is a non-exhaustive list of services, activities, and costs that cannot be supported with VAWA STOP Formula Grant Program Funding:

- a. Lobbying; except with explicit statutory authorization.
- b. Fundraising.
- c. Purchase of real property; Physical modifications to buildings, including minor renovations (such as painting or carpeting).
- d. Construction.

#### **Prohibiting Support for Activities that Compromise Victim Safety and Recovery and Undermine Offender Accountability**

The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions; and therefore, may not be supported with VAWA STOP Formula Grant Program Funding:

- a. Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children.
- b. Procedures or policies that compromise the confidentiality of information and/or privacy of persons receiving OVW-funded services.
- c. Procedures or policies that require victims to take certain actions (e.g., seek an order of protection, receive counseling, participate in couples' counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.) in order to receive services.
- d. Procedures or policies that fail to include conducting safety planning with victims.
- e. Project design and budget that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or who are Deaf or hard of hearing.
- f. The use of pre-trial diversion programs without prior OVW review and approval of the program or the automatic placement of offenders in such programs.
- g. Couples counseling, family counseling, or any other manner or joint victim-offender counseling as a routine or required response to sexual assault, domestic violence, dating violence, or stalking, or in situations in which child sexual abuse is alleged.
- h. Offering or ordering anger management programs for offenders as a substitute for batterer's intervention programs.
- i. Policies or procedures that require victims to report the crime to law enforcement, participate in the criminal justice system, or seek a protection or restraining order against the offender, and penalize them for failing to do so.
- j. Procedures or policies that deny victims and non-abusing parents or caretakers and their children access to services based on their involvement with the perpetrator.
- k. Requiring survivors to meet restrictive conditions in order to receive services (e.g. background checks of victims; clinical evaluations to determine eligibility for services; etc.) or other screening processes that elicit information that is not necessary for services, such as questions about immigration status, gender identity, sexual orientation, disability, physical or mental health, and work or criminal history that the service provider does not need to know about to provide services safely.
- l. Relying on batterer intervention programs that do not use court monitoring to hold batterers accountable for their behavior.
- m. Policies and procedures that fail to account for the physical safety of victims.
- n. Enforcing or promoting nuisance abatement ordinances, crime-free housing ordinances, or crime-free lease addenda (often associated with crime-free housing programs) that require or encourage the eviction of tenants or residents who may be victims of domestic violence, sexual assault, dating violence or

stalking. See also the U.S. Department of Housing and Urban Development for guidance on how such ordinances and addenda may violate the Fair Housing Act.

- o. Policies or procedures that require testing of sexual assault forensic evidence in cases where the victim obtained a medical forensic exam but has not chosen to participate in the criminal justice system.

**This list is not exhaustive. Any activities that may compromise victim safety and recovery or undermine offender accountability must be removed from the application prior to final approval.**

### **Supplanting**

Federal funds received by agencies 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 2017 DOJ Grants Financial Guide (Part II, Chapter 3) at:  
[https://ojp.gov/financialguide/doj/pdfs/DOJ\\_FinancialGuide.pdf](https://ojp.gov/financialguide/doj/pdfs/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.

## Food and Beverage Costs

Food and beverages may not be purchased with federal or matching dollars under this funding opportunity.

## Other Submission Requirements

Proposals may only be submitted via email. Proposals will not be accepted by mail, fax or in-person. Incomplete applications will not be reviewed. Late submissions will not be reviewed.

## 9. CRITERIA

The following outlines the point breakdown for each major section of the proposal narrative and budget documents and description of required information for each section.

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 7-10.	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



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

(1) **Responsiveness to Proposal** – The narrative addresses all parts of the NOFO well, addresses mandatory elements outlined in Section III, and demonstrates an ability to successfully implement the program. (80 points total)

- Summary of Program (25 points). Applicants should provide the description of the MDT partnership, including the implementing organization and coordination of the planning committee (if applicable). Applicants should provide all partnership elements, description of the MDT structure and how activities for each staff person or partner (funded and unfunded) will contribute to the MDT response. Policies that the MDT will follow or implement should be noted. Applicants should describe all collaborative elements taking place to improve the response to victims and how these will be enhanced or developed through the MDT, as well as the self-evaluation process mandated for the use of these funds.
- Statement of Problem (15 points). Applicants should describe the problem as it exists in the target jurisdiction and in terms of the needs of the community and clients. Data should support the problem statement and be cited. Applicants should describe underserved populations and the efforts the program will devote toward these populations. There should be clear links between the problem identified and the need for the MDT program.
- Goals/Objectives/ Performance Indicators (20 points). Goals, objectives and performance measures hold a program accountable for performance. The goal of MDT programming is: *To maintain or expand a program that provides specialized criminal justice and victim service personnel in the areas of domestic violence, dating violence, sexual assault, and stalking through a Multidisciplinary Team (MDT) Response so that victim services can be provided in a coordinated fashion and the efficiency of the criminal justice process is ensured.*

Objectives are provided that link performance toward the goal. Applicants should clearly consider each objective and indicate a measurable level that their MDT plans to achieve for each objective. Consideration will be given to how realistic and appropriate the applicants' proposed measures are. Applicants will later be required to submit data using the Performance Measures to gather the quantifiable information on the activities of the MDT.

- Program Strategies (20 points). Applicant should provide a clear description of the tasks and duties that program will undertake to achieve its goal and

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

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

## **10. REVIEW AND SELECTION PROCESS**

Proposals will be reviewed by a panel of ICJIA staff and stakeholders with expertise in victim services. Proposal selection will be made using the previously described scoring criteria. Applications must receive an average score of at least 70 points to be considered for funding.

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 selection 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 the ICJIA 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. Awards of successful applicants whose applications contained unallowable or unreasonable costs will be 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>.

All applications will be screened for completeness and GATA pre-qualification. Incomplete applications will not be reviewed.

### **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 Appeals Process.

Requests for debriefings must be made in writing and submitted within seven 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 email debriefing requests to:

Shataun Hailey  
Illinois Criminal Justice Information Authority  
300 W. Adams Street, Suite 200  
Chicago, IL 60606

### **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. The appeal must be in writing and submitted within 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 email your appeal to:

Appeals Review Officer  
Illinois Criminal Justice Information Authority  
[CJA.ARO@Illinois.gov](mailto:CJA.ARO@Illinois.gov)

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.

**Anticipated Announcement and State Award Dates.**

<b>Task</b>	<b>Date</b>
Release of NOFO	August 21, 2018
NOFO question submission deadline	September 10, 2018
<b>Applications due</b>	September 21, 2018
Authority Board Meeting	October 18, 2018
Projected program start date	<b>January 1, 2019</b>

**11. AWARD ADMINISTRATION INFORMATION**

1. **State Award Notices.** ICJIA will send a Notice of State Award and the grant agreement to grantees once the ICJIA Budget Committee reviews and approves designations in October of 2018. No costs incurred before the start 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 Grant 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 2 CFR Part 200 Uniform Requirements must be submitted. Future awards and fund drawdowns may be withheld if reports are delinquent.

### **State Awarding Agency Contact(s)**

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

Shataun Hailey  
Program Administrator  
Illinois Criminal Justice Information Authority  
300 W. Adams, Suite 200  
Chicago, Illinois 60606  
(312) 814-8100  
[Shataun.hailey@illinois.gov](mailto:Shataun.hailey@illinois.gov)

The deadline to submit questions is 11:59 p.m., September 21, 2018.

### **12. 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.