

**Victims of Crime Act (VOCA)  
Court Appointed Special Advocate CASA Victim Assistance Program  
INSTRUCTIONS  
NOFO # 1745-1652**

Task	Date
NOFO posted	October 1, 2020
Technical Assistance Recording	October 2, 2020
Notice of Intent due	October 16, 2020
NOFO question submission deadline	October 23, 2020
<b>Applications due</b>	<b>11:59 p.m., October 30, 2020</b>
Budget Committee Meeting	December 10, 2020
Performance Period	January 1, 2021 – December 31, 2021

**CHECKLIST**

Prior to application due date:

- [Obtain a Data Universal Numbering System \(DUNS\) number](#)
- [Register with the System for Award Management \(SAM\)](#)
- [Apply for, update or verify the Employer Identification Number \(EIN\)](#)
- [Create a Grants.gov account with username and password](#)
- [Complete registration in the Grantee GATA Portal](#)

Submission Checklist:

- Uniform Application for State Grant Assistance
  - Submitted in PDF (signed, and scanned)
  - Submitted in a Word file
- Program Narrative –Do not change the format of this document.
  - Submitted in a Word file.
- Budget/Budget Narrative
  - Submitted in Excel format (no signatures required for this document at this time)
- United States Internal Revenue Service 501(c)(3) determination letter - PDF (Non-Profit Agency Required)
- Memorandum of Understanding or Letters of Support (PDF)

**All documents listed above should be zipped in a single folder. Each individual document should be named following naming conventions listed on page 16 and emailed to:**

[CJA.CASA.NOFOFFY19@Illinois.gov](mailto:CJA.CASA.NOFOFFY19@Illinois.gov)

**Notice for Funding Opportunity (NOFO)**  
**Victims of Crime Act (VOCA)**  
**Court Appointed Special Advocate (CASA) Victim Assistance Program**

	<b>Data Field</b>	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority (ICJIA)
2.	Agency Contact:	Rise' Evans Criminal Justice Specialist I Illinois Criminal Justice Information Authority 300 West Adams, Suite 200 Chicago, Illinois 60606 Rise.Evans@illinois.gov 312-793-8910
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:	<a href="#">1745-1652</a>
6.	Funding Opportunity Title:	Court Appointed Special Advocate (CASA) Victim Assistance
7.	CSFA Number:	546-00-1745
8.	CSFA Popular Name:	VOCA FFY19
9.	CFDA Number(s):	16.575
10.	Anticipated Number of Awards:	10
11.	Estimated Total Program Funding:	\$2,535,000
12.	Award Range	\$75,000 - \$500,000
13.	Source of Funding:	<input checked="" type="checkbox"/> Federal or Federal pass-through <input type="checkbox"/> State <input type="checkbox"/> Private / other funding
14.	Cost Sharing or Matching Requirement:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
15.	Indirect Costs Allowed  Restrictions on Indirect Costs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
16.	Posted Date:	October 1, 2020
17.	Application Range:	October 1, 2020 – October 30, 2020
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  It is recommended that applicants view the recorded technical assistance, which will be available beginning on October 2, 2020, at 5:00pm. <a href="#">[Provide link to registration, if applicable]</a>

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**Notice of Funding Opportunity**  
**Victims of Crime Act (VOCA)**  
**Court Appointed Special Advocates (CASA) Victim Assistance Program**

**A. Program Description**

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.

Illinois Criminal Justice Information Authority (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 2017, Illinois received a VOCA award of \$71,746,088 million.

VOCA grants must support the provision of direct services to victims of 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. 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 2017, Illinois received a VOCA award of \$71,746,088 million.

VOCA grants must support the provision of direct services to victims of 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.

The Victims of Crime Act of 1984 established the Crime Victims Fund (34 U.S.C. 20101(c)) for the purpose of creating a special mandatory spending account dedicated to helping victims of all types of crimes. 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

In addition, distribution of federal funds through the Victims of Crime Act of 1984 by ICJIA 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.”

## **Background**

In January 2017, the ICJIA Ad Hoc Victim Services Committee identified 12 funding priorities to guide ICJIA VOCA funding initiatives for the next three years. One priority is to increase funding for advocates and social workers within a variety of organizations to enhance immediate service access for victims. In an ICJIA survey conducted by researchers, participants consistently stated that early points of contact are critical to educating, referring, and engaging victims in services, and the need for criminal justice education and for advocacy services were identified across nearly every crime type examined (victims of child abuse, community violence, human trafficking, sexual assault, survivors of homicide). Research suggests that few victims of serious violent crimes, such as rape, aggravated assault, and robbery, ever receive services from a victim service provider (9%).<sup>i</sup> Placing advocates and social workers at earlier points of contact may increase service awareness and utilization for victims of crime.

Victim advocates are trained professionals who support victims of a crime, including, but not limited to, providing information and referrals, emotional support, or assistance finding resources or filling out paperwork.<sup>ii</sup> Research has shown that the presence of a victim-centered advocate within medical and legal systems, including the courts, reduces insensitive and victim-blaming responses that are retraumatizing for victims and increases the number of services that a victim receives.<sup>iii</sup>

Court-appointed special advocates (CASAs) maintain small caseloads of one to two children, helping them navigate the court system. CASAs provide more and higher quality information to the courts than caseworkers or guardians ad litem.<sup>iv</sup> Their presence is also associated with better health outcomes for victims and stronger linkages to the medical system.<sup>v</sup>

While victim service agency and criminal justice system coordination, where service providers are located within the courts and police departments to provide support and referrals, has led to improved victim satisfaction, less is known about other victim outcomes.<sup>vi</sup> Beyond coordination, a victim-centered approach to services may also increase positive outcomes. A victim-centered approach to advocacy services seeks to reduce re-traumatization, address the needs of survivors, and ensure compassionate, non-judgmental service delivery, particularly in the criminal justice system.<sup>vii</sup> Ultimately, the victim’s voice, safety, and overall well-being are the top priority of all grant-funded activities.

While there are a variety of avenues through which victims may seek help, the criminal justice system is one setting in which individuals can become aware of or access support services. This Notice of Funding Opportunity will support court provision of court-appointed special advocates.

## **1. Program Design**

The purpose of this Notice of Funding Opportunity is to fund direct services for child victims of abuse and neglect through municipal county CASA programs.

A crime victim is a person who has suffered physical, sexual, or emotional harm as a result of the commission of a crime.

The services for child victims provided by a CASA can include responding to their emotional, psychological, or physical needs; assisting victims to stabilize their lives after victimization; helping victims understand and navigate the criminal justice system; and restoring a measure of security and safety for the victim.

## **2. Program Design Requirements**

Applicants must apply for funding to support a Court Appointed Special Advocacy (CASA) Program. Eligible agencies will be allowed to apply for funding for staffing, staff training, supervision of direct services, and office equipment to create or expand existing victim service programs.

All activities supported with this award must fall outside of the normal scope of any active investigation or prosecution of criminal activities. Grant funds cannot be used to facilitate participation of witnesses in criminal justice proceedings. Victim eligibility for services cannot be contingent upon participation in the criminal justice process. Services also must be made available after a victim's involvement with the criminal justice system has ended, by either the applicant agency or referral to a victim service provider.

### **Court Appointed Special Advocacy Program**

The CASA Program will fund CASA volunteer coordinator position(s) to facilitate the provision of direct services to child victims.

### **Required Activities**

Volunteer coordinators are required to provide training and supervision. *Training and supervision* refers to the training and supervision of volunteer advocates who provide direct services to child victims of physical and sexual abuse, criminal neglect, and abandonment.

Coordination must include at a minimum:

- a) Training of volunteer advocates.
- b) Reviewing and assigning cases to volunteers.
- c) Assisting volunteers in case management and review.
- d) Providing consultation on cases as needed.
- e) Evaluating and maintaining volunteer workloads.

### 3. Program Requirements

**Program Staffing and Training Requirements:** The applicant's completed program narrative should reflect the program requirements outlined in the below three areas. 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 required services for all clients to be served. Staffing plan should include ability to serve clients with various levels and length of service needs.

**Direct Service Staff Training:** Grant-funded advocates and volunteer coordinators must be trained in victim service advocacy. Examples of eligible training include, but are not limited to, the Office of the Illinois Attorney General Victim Academy, the Illinois Coalition Against Domestic Violence 40-hour training, and the Illinois Coalition Against Sexual Assault 40-hour training.

**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.

### 4. Goals, Objectives and Performance Metrics

The following table depicts objectives linked to performance indicators that show progress toward the proposed program goal. Applicants are required to complete the table by entering ambitious yet realistic numbers for each objective based on the proposed program. Applicants may list additional support service objectives for the program.

Programs selected for funding 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.

All funded programs may be required to participate in a program evaluation as a condition of this award. This evaluation to understand the process of service delivery by system-based advocates and victim outcomes may be conducted by external evaluators. Programs that subcontract for specialized professionals services must include a provision requiring evaluation participation in each subcontract.

<b>Goal: To provide advocacy services to victims of crime.</b>	
<b>Objective</b>	<b>Performance Measure</b>
<b>SCREENING</b>	
<p># ____ victims screened for eligibility by your agency.</p> <p># ____ clients will be provided services by your agency.</p>	<p># of victims screened for eligibility by your agency.</p> <p># of victims not eligible for services by your agency and referred to a victim service provider. Please list the agencies to which you referred.</p> <p># of clients provided services by your agency.</p>
<b>INFORMATION &amp; REFERRAL</b>	
<p># ____ clients will receive information about the criminal justice process.</p>	<p># of clients provided information about the criminal justice process.</p> <p># of times staff provided information about the criminal justice process.</p>
<p># ____ clients will receive information about victim rights, how to obtain notifications, etc.</p>	<p># of clients provided information about victim rights, how to obtain notifications, etc.</p> <p># of times staff provided information about victim rights, how to obtain notifications, etc.</p>
<p># ____ clients will receive referrals to other victim service providers (includes counseling).</p>	<p># of clients provided with referrals to other victim service providers. Please list the agencies to which you referred.</p> <p># of times staff provided referrals to other victim service providers.</p>
<p># ____ clients will receive referrals to other services, supports, and resources (includes legal, medical, faith-based organizations, etc.)</p>	<p># ____ clients provided with referrals to other services, supports, and resources.</p> <p># of times staff provided referrals to other services, supports, and resources.</p>
<b>PERSONAL ADVOCACY/ACCOMPANIMENT</b>	
<p># ____ clients will receive individual advocacy (e.g., assistance applying for public benefits).</p>	<p># of clients provided individual advocacy (e.g., assistance applying for public benefits).</p> <p># of times staff provided individual advocacy (e.g., assistance applying for public benefits).</p>
<p># ____ clients will receive assistance filing for victim compensation.</p>	<p># of clients provided assistance filing for victim compensation.</p>

	# of times staff provided assistance filing for victim compensation.
# ____ 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.
<b>EMOTIONAL SUPPORT OR SAFETY SERVICES</b>	
# ____ clients will receive crisis intervention.	# of clients provided with crisis intervention.  # of crisis intervention sessions provided by staff.
<b>REQUIRED TRAININGS</b>	
# ____ staff will receive training on trauma-informed advocacy	# of staff trained # of trainings on trauma held
# ____ of individuals interviewed to become a CASA volunteer.	# of individuals interviewed to become a CASA volunteer.  # of individuals offered a volunteer CASA position.
# ____ of volunteer trainings to be held.	# of volunteer trainings held.  # of volunteers trained.
# ____ of current CASA volunteers.	# of current CASA volunteers.
# ____ of cases to be reviewed and assigned to advocates.	# of cases reviewed and assigned to advocates.  # of clients served by advocates.  # of supervision meetings held with advocates.

## 5. Priorities

While this funding opportunity responds to several priorities established by the 2017 ICJIA Ad Hoc Victim Services Committee, it most directly addresses priority areas #2 Fundamental Need, #3 Core Services, #5 Underserved Victims, and #9 Long-term Needs.

## 6. Evidence-Based Programs or Practices

Applicants are strongly urged to increase their knowledge of trauma-informed practices and, where appropriate, incorporate trauma-informed practices into proposed services. See

*Attachment 1* for an overview of trauma-informed services. 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 knowledge of trauma-informed practices and implementation of these practices as part of a grant monitoring function. With periodic assessments, agencies and ICJIA may identify areas of strength and growth for adopting a trauma-informed approach to services that help to prevent the re-traumatization of victims.

## **B. Funding Information**

### ***1. Award period***

Grant awards resulting from this opportunity will have a target period of performance of January 1, 2021, to December 31, 2021. Additional funding of up to 24 months may be awarded after the initial funding period, contingent upon satisfactory performance and availability of funds. Total funding for the grant program will not exceed 36 months.

### ***2. Available Funds***

A total of \$2,535,000 in funding is available through this solicitation. Applicants may request a minimum of \$75,000 and a maximum of \$500,000 in grant funding.

Agreements that result from this funding opportunity are contingent upon and subject to the availability of sufficient funds.

Applications must include an Implementation Schedule that describes how the program activities will be carried out. The Implementation Schedule must include information that will allow ICJIA to assess grant activity relative to planned project performance.

## **C. Eligibility Information**

Before applying for any grant, all entities must be registered and pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal at <https://grants.illinois.gov/portal/>. Registration and pre-qualification are required annually each state fiscal year. During pre-qualification, verifications are performed, including a check of federal SAM.gov Exclusion List and status on the Illinois Stop Payment List. The Grantee Portal will either indicate a “qualified” status or inform on how to remediate a negative verification (e.g., inactive DUNS, not in good standing with the Secretary of State). Inclusion on the SAM.gov Exclusion List cannot be remediated. Go to <https://icjia.illinois.gov/gata> for a list of pre-qualification steps.

Applicants are also required to submit a financial and administrative risk assessment utilizing an Internal Controls Questionnaire (ICQ) for state fiscal year 2021 before October 30, 2020, and obtain approval from their cognizant agencies before execution of the grant agreement. Delay in obtaining SFY21 ICQ approval will result in a delay in grant execution.

## **1. Eligible Applicants**

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% (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.

**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.

## ***2. Cost Sharing or Matching***

A 20% match requirement will be imposed on grant funds under this program. A grant made under this program may not cover more than 80% 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% = Match

### Example:

Total Program Cost:	\$100,000
20% 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 organization must either have an annually negotiated indirect cost rate agreement (NICRA) or elect to use a standard *de minimis* rate. There are three types of allowable indirect cost rates:

- a) Federally Negotiated Rate. 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.
- b) State Negotiated Rate. The organization may negotiate an indirect cost rate with the State of Illinois if they do not have a Federally Negotiated Rate. If an organization has not previously established an indirect cost rate, an indirect cost rate proposal must be submitted through the State of Illinois' centralized indirect cost rate system no later than three months after receipt of a Notice of State Award (NOSA). If an organization previously established an indirect cost rate, the organization must annually submit a new indirect cost proposal through the centralized indirect cost rate system within the earlier of: six (6) months after the close of the grantee's fiscal year; and three (3) months of the notice of award.
- c) De Minimis Rate. An organization that has never negotiated an indirect cost rate with the Federal Government or the State of Illinois is eligible to elect a *de minimis* rate of 10% 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.

A recipient of grant funds must register its indirect cost rate election through the [Grantee Portal, Crowe Activity Review System \(CARS\) system](#), or other appropriate system. It is the organization's responsibility to ensure that any indirect cost rate utilized is properly registered.

Grantees have discretion and can elect to waive payment for indirect costs. Grantees that elect to waive payments for indirect costs cannot be reimbursed for indirect costs. The organization must record an election to "Waive Indirect Costs" into the State of Illinois' centralized indirect cost rate system. Indirect Cost election must be completed annually, for every state fiscal year.

## **D. Application and Submission Information**

### ***1. Accessing Application Package***

Applications must be obtained at <https://icjia.illinois.gov/gata> by clicking on the link titled "Victims of Crime Act-Court Appointed Special Advocate CASA Assistance Program." Paper copies of the application materials may be requested from Rise' Evans by: calling 312-793-8910; mailing ICJIA, Attn: Rise Evans, 300 West Adams Street, Suite 200, Chicago, Illinois 60606; or via Telephone Device for the Deaf (TDD) (312)793-4170. Applications, however, may only be submitted via email, to: [CJA.CASA.NOFOffy19@Illinois.gov](mailto:CJA.CASA.NOFOffy19@Illinois.gov).

### ***2. Content and Form of Application Submission***

a) Notice of Intent.

Agencies interested in applying are strongly encouraged to complete an online Notice of Intent form by 11:59 p.m. on October 16, 2020. Submission of a Notice of Intent is nonbinding and will be used for internal planning purposes only. Upon receipt of a Notice of Intent, ICJIA will offer technical assistance to agencies which have not yet demonstrated GATA compliance.

Failure to submit a Notice of Intent by the deadline above may result in an agency not receiving technical assistance with respect to GATA compliance, therefore risking grant ineligibility.

The online Notice of Intent is available at:

[https://icjia.az1.qualtrics.com/jfe/form/SV\\_OiBJNliJ8I28Yu1](https://icjia.az1.qualtrics.com/jfe/form/SV_OiBJNliJ8I28Yu1)

b) Forms and Formatting.

The complete application must be emailed to [CJA.CASA.NOFOFFY19@Illinois.gov](mailto:CJA.CASA.NOFOFFY19@Illinois.gov). The applicant agency name should appear in the Subject line of the email. Each document attached to the email must be submitted in the manner and method described below. Applications will be rejected if any documents or pages are missing.

Document	Document Name	PDF	Word	Excel
<b>Uniform Application for State Grant Assistance</b> – This form must be completed, signed, and scanned (PDF), and provide a Word file as well	“Agency Name – Application”	X	X	
<b>Program Narrative</b> – This document must meet the requirements outline in Section A. The narrative must be provided in this document. Do not change the format of this document.	“Agency Name – Program Narrative”		X	
<b>Budget/Budget Narrative</b> – This document is a workbook, with several pages (tabs). The last tab has instructions if clarification is needed.	“Agency Name – Budget”			X
<b>Additional Required Documents</b>				
United States Internal Revenue Service 501(c)(3) determination letter	“Agency Name- 501(c)(3)”	X		

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

Applicants are required to:<sup>1</sup>

- a) Be registered in SAM before submitting its application. To establish a SAM registration, go to <http://www.SAM.gov/SAM> and/or utilize this instructional link: How to Register in SAM from the [www.grants.illinois.gov](http://www.grants.illinois.gov) Resource Links tab.
- b) Provide a valid DUNS number in its application. To obtain a DUNS number, visit from Dun and Bradstreet, Inc., online at <https://www.dnb.com/duns-number/get-a-duns.html> or call 1-866-705- 5711.
- c) Continue to maintain an active SAM registration with current information while it has an active award or application under consideration. ICJIA 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.

<sup>1</sup> Exempt from these requirements are individuals or agencies under 2 CFR § 25.110(b) or (c) and those with an exception approved by the federal or state awarding agency under 2 CFR § 25.110(d).

#### ***4. Submission Dates, Times, and Method***

Completed application materials must be received by and in possession of the email address [CJA.CASA.NOFOFFY19@Illinois.gov](mailto:CJA.CASA.NOFOFFY19@Illinois.gov) by 11:59 p.m., October 30, 2020, to be considered for funding. Upon receipt, an automated confirmation receipt will be emailed. Proposals will not be accepted by mail, fax, or in person. Late or incomplete submissions will not be reviewed, including email submissions delayed due to state email security clearance. 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.CASA.NOFOFFY19@Illinois.gov](mailto:CJA.CASA.NOFOFFY19@Illinois.gov).

#### ***5. Application Questions***

Questions may be submitted via email at [CJA.CASA.NOFOFFY19@Illinois.gov](mailto:CJA.CASA.NOFOFFY19@Illinois.gov). The deadline for submitted questions is 11:59 p.m. on October 23, 2020. All substantive questions and responses will be posted on the ICJIA website at <https://icjia.illinois.gov/gata/> every Friday, starting on October 9.

Due to the competitive nature of this solicitation, applicants may not discuss the opportunity directly with any ICJIA employee other than via this email address.

#### ***6. Funding Restrictions***

- a) Federal Financial Guide. Applicants must follow the current edition of the Department of Justice Grants Financial Guide which details allowable and unallowable costs is available at: [https://ojp.gov/financialguide/doj/pdfs/DOJ\\_FinancialGuide.pdf](https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf). Costs may be determined to be unallowable even if not expressly prohibited in the Federal Financial Guide.
- b) Prohibited Uses. The following is a non-exhaustive list of services, activities, goods, and other costs that cannot be supported through this NOFO:
  - Land acquisition
  - New construction
  - A renovation, lease, or any other proposed use of a building or facility that will either result in a change in its basic prior use or significantly change its size
  - Minor renovation or remodeling of a property either listed or eligible for listing on the National Register of Historic Places or located within a 100-year flood plain
  - Implementation of a new program involving the use of chemicals
  - Capital expenditures
  - Fundraising activities
  - Most food and beverage costs
  - Lobbying

- Audits (agencies receiving less than \$750,000 in cumulative federal funds)
  - Capital expenses; property losses and expenses, real estate purchases, mortgage payments, construction, and most capital improvements
  - Compensation for victims of crime
  - Crime prevention
  - Food and beverage costs
  - Fundraising activities
  - Lobbying and advocacy with respect to legislation, regulations or administrative policy
  - Most medical care costs
  - Tort or criminal defense services
  - Active investigation and prosecution of criminal activities, and witness activities
  - Research and studies, except for project evaluations
  - Salaries and expenses for management, unless expressly allowed in the VOCA Final Rule
- c) Allowable expenses. All expenses must reasonable, necessary, and allocable to the program. The following is a non-exhaustive list of services, activities, goods, and other costs that can be supported through this NOFO
- d) Pre-Award Costs. **No costs incurred before the start date of the grant agreement may be charged to awards resulting from this funding opportunity.**
- e) Pre-approvals. Prior approvals may affect project timelines. Submission of materials for ICJIA approval should be incorporated into the application Implementation Schedules. ICJIA may require prior approval of the following:
- Out-of-state travel
  - Certain Requests for Proposals, procurements, and sub-contracts
  - Conference, meeting, and training costs
- f) State Travel Guidelines. travel costs charged to ICJIA must conform to State Travel Guidelines, found here: <https://www2.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx>. Out-of-state hotel rates are based on the General Service Administration (GSA) guidelines found here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Applicant agencies with lower cost travel guidelines than the State of Illinois must use those lower rates.
- g) Supplanting. Supplanting is to deliberately reduce state or local funds because of the existence of federal funds. Supplanting rules do not apply to not-for-profit agencies.

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. (If supplanting applies to your program, use appropriate section from the appendix).

- h) Proposed Subawards and Subcontracts. Applicants may propose to enter into subawards or subcontracts under this award, each of which involve different rules and applicant responsibilities. A subaward carries out a portion of the grant agreement while a contract is often for obtaining goods and services for the grantee's own use. (44 Ill. Admin Code 7000.240). If a third party will provide some of the essential services or develop or modify a product that the applicant has committed to provide or produce, ICJIA may consider the agreement with the third party a subaward for purposes of grant administration.

Applicants must classify each expense in the contractual budget as a subaward or subcontract. The substance of the agreement, not the title or structure of the agreement, will determine whether it is a subaward of a subcontract. Applicants are advised to use the “Checklist for Contractor/Subrecipient Determinations” available at the GATA Resource Library for guidance:

<https://www.illinois.gov/sites/gata/pages/resourcelibrary.aspx>.

Applicants are required to justify their use of subawards and explain their capacity to serve as “pass-through” entities in the program narrative. Applicants will monitor subaward compliance with grant terms, applicable federal and state law including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award, 2 C.F.R. Part 200, GATA, and ICJIA policies. Proposed subawards must be identified, if possible, and their roles described in both the program and budget narratives.

For procurement contracts, applicants are encouraged to promote free and open competition in awarding contracts. All subcontracts must comply with federal and state requirements.

## ***7. Requirement Prior to Submitting the Application***

Applicant Technical Assistance Recording. Applicants are advised to view the following mandatory technical assistance recordings prior to application submission. All recordings are located on the [ICJIA YouTube channel](#).

- NOFO programmatic requirements

- GATA compliance
- Budget Requirements
- Allowable expenses
- Indirect costs
- Required documents
- Supplanting

The recordings will be available for viewing beginning at **1 pm. on October 2, 2020.**

## E. Application Review Information

### 1. Criteria

Application selection will be made using the following criteria. 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 below.

<b>Proposal Quality</b>	<b>Score Range</b>
<b>Excellent:</b> 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,	90-100
<b>Very Good:</b> 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
<b>Good:</b> Application provided complete responses to the majority of the questions while several responses lack clarity and detail. Application lacks some mandatory elements.	70-79
<b>Fair:</b> The application responses consistently lacked completeness. Application lacks some mandatory elements.	60-69
<b>Poor:</b> The application responses consistently lacked completeness and demonstrates a poor understanding of the issues. Application lacks some mandatory elements.	0-59

**Executive Summary (2 points).** This one-page section should provide a concise summary of the proposed grant program; including a description of the applicant organization, amount requested, need for the program, and the victim population for whom the program is intended.

**Statement of Problem (10 points).** This section should demonstrate a clear understanding of the need and justification for the program. Community characteristics should be supported with local and county level data. At least two examples of the community's strengths and challenges should be provided, with each example tied to the problem.

**Project Description (8 points).** Within this section, describe your entire organization, including each department or unit in your organization and all staff positions.

**Agency Capacity and Experience (11 points).** Application should provide a clear history of the applicant's victim service delivery, including quantitative and qualitative descriptions. This section should outline applicant's geographic and jurisdictional limitations and how clients outside of these limitations are supported. The lessons learned response should include at least one example and describe how this lesson informs the proposed program design. The applicant should describe fiscal capacity, including other legal assistance funding sources, and include both quantitative and qualitative descriptions of funding.

**Proposed Program (Direct Services) (29 points).** The proposed program should be clearly described with specific services to be provided and program rationale. If the applicant does not have experience in a selected service type, the response should provide an explanation of how capacity will be built including at least one specific example. This example should demonstrate a strong understanding of the selected services. The response should clearly describe the applicant's understanding of the needs of each victim population the program intends to serve and include an explanation of how the program's design meets these needs. If necessary, the response should explain how the applicant will build capacity to serve previously unserved victim type(s). This explanation should include at least one example of capacity building.

The response should describe service promotion activities including method, language(s), venue(s), and past experience. The response should state and justify the number of clients to be served, referral mechanisms, intake questions, and criteria for acceptance. All program requirements must be adequately addressed.

The response should include a description of how the agency will address known barriers including, at minimum, intake hours, transportation, translation/interpretation, and childcare barriers. The response must state that services are provided free of charge. The response should state the program will not force the client to seek protective orders or other legal action with which they disagree.

The response should clearly identify additional challenges clients may encounter, including life events prior to *and* during program participation, and clearly explain how the program will address those challenges. The response should include at least one example from each challenge area: individual, family, and community; and how the program will address these challenges.

This response should also demonstrate a history of collaborative relationships with other social service agencies, including each collaborative partner and their specific roles. Applications must include a letter of commitment from each partner.

Finally, the response should describe how the program will address each of the four key components and four key principles of trauma-informed services. The response also must explain how the program will incorporate strategies for addressing and mitigating vicarious trauma with staff.

**Staffing (20 points).** This section should include 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 sources. Applicants must complete the FTE chart and include job descriptions and training required for each funded position. Applicants must complete the Implementation Schedule. Applicants must also address all program requirements outlined.

**Goals/Objectives/Performance Indicators (7 points).** Applicants should clearly document all process objectives and indicate a measurable indicator of success for each objective. These goals and objectives should be ambitious, yet realistic for each objective based on the proposed program.

**Budget Detail and Budget Narrative (13 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 (8 points). The Budget Narrative should include a line-by-line list of all budgeted items, with all costs accurately calculated and explained (5 points).

Application materials must address all components of this NOFO and demonstrate both a need for the program and an ability to successfully implement the program. Reviewers will score applications based on completeness, clear and detailed responses to program narrative questions, and inclusion of all mandatory program elements, as well as past performance history and/or financial standing with ICJIA. The applicant must demonstrate that costs are reasonable, necessary, and allowable.

The total number of points available is 100. The minimum score is 70.

Scoring Criteria		Possible Points
<b>Executive Summary:</b>		<b>2</b>
This section should provide a succinct, yet comprehensive, summarization of the proposal including key points as detailed in the proposal.	2	
<b>Statement of the Problem:</b>		<b>10</b>
Lists of count(ies), neighborhoods to be served.	2	
Describes strengths and challenges of community to be served (minimum of two each).	8	
<b>Project Description:</b>		<b>8</b>
Provides a <i>brief</i> description the entire organization, including unit descriptions and staffing.	8	
<b>Agency Capacity and Experience:</b>		<b>11</b>
Includes history of providing CASA services for victims of crime.	4	
Provides adequate fiscal experience and capacity to manage grants.	3	
Explains how agency will build capacity to provide services.	4	
<b>Proposed Program (Direct Services):</b>		<b>29</b>
Provides a detailed explanation of how the program will function, including: victims eligibilities, referrals, services, etc.	8	

Describes how applicant will address barriers to accessing victim services.	3	
Discusses the types of services applicant not be able to provide and to who the clients will be referred.	5	
Describes collaborative partners, including histories, roles. Includes letters of commitment.	5	
Explains how program will incorporate trauma-informed care.	5	
Provides an explanation on how the agency informs victims of the VOCA Victims' Compensation program.	3	
<b>Staffing:</b>		<b>20</b>
Describes all staff positions assigned to the program.	5	
Describes how are cases coordinated and supervised within the agency.	5	
Describes how and what training staff will receive.	5	
The FTE table is completed and correct.	2	
Implementation Schedule is complete with realistic anticipated outcomes and activities/outputs.	3	
<b>Goals, Objectives and Performance Indicators:</b>		<b>7</b>
Complete with realistic and ambitious projections.	7	
<b>Budget Detail:</b>		<b>8</b>
Budget is complete.	5	
Budgeted items are cost-effective in relation to the proposed activities.	3	
<b>Budget Narrative:</b>		<b>5</b>
Narrative is complete for all line items, clearly detailing how the applicant arrived at and calculated the budget amounts.	5	
<b>Total Possible Points</b>		<b>100</b>

## 2. Review and Selection Process

Proposals will be reviewed by a panel of ICJIA staff and key stakeholders with expertise in victim services. 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. For the purposes of this NOFO, funding will be targeted in these six geographic regions: Central, Collar (DuPage, Kane, Lake, Will), Cook County, Northern, Southern, and Multi-Regional (Proposed service area includes more than one region) (*Appendix A*).

After applicants are selected from each region, reviewers will consider each applicant's 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 design category.

All applications will be screened for completeness including GATA pre-qualification and ICQ submission for the current state fiscal year. Applications that are not complete will not be reviewed. Applications received from applicants that are not GATA pre-qualified or have not submitted an ICQ for the current state fiscal year will not be reviewed.

ICJIA reserves the right to reject incomplete proposals, proposals that include unallowable activities, proposals that do not meet eligibility or program requirements, and proposals that are otherwise unsatisfactory. ICJIA may invite applicants to answer clarifying questions and modify budgets that include unallowable or unreasonable costs. NOFO application budgets will be reviewed for allowability, completeness, and cost-effectiveness. ICJIA will perform an in-depth budget review of all grants awarded and may require budget modifications that do not materially change the nature of the program.

Successful applicants whose applications contained unallowable or unreasonable costs may have their awards reduced by the total amount of those costs. Upon applicant acceptance of the grant award, announcement of the grant award shall be published by ICJIA to the GATA portal. Review team recommendations will be forwarded to Budget Committee for approval. Applicants will be notified of the Budget Committee's decision.

**3. Programmatic Risk Assessment**

All applicant agencies recommended for funding will be required to submit a completed ICJIA 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 which carries out the program operations. PRAs completed for other state agencies will not be accepted.

Implementing Agency vs. Program Agency

An implementing agency is the legal entity that receives state funds, such as a county.

A program agency:

- Is a subdivision of the implementing agency, such as a county probation department.
- Carries out program operations.
- Is responsible for data and fiscal reporting.

**4. Anticipated Announcement and State Award Dates**

Task	Date
NOFO posted	October 1, 2020
Technical Assistance Recording	October 2, 2020

Notice of Intent due	October 16, 2020
NOFO question submission deadline	October 23, 2020
<b>Applications due</b>	<b>11:59 p.m., October 30, 2020</b>
Budget Committee Meeting	December 10, 2020
Performance Period	January 1, 2021 – December 31, 2021

### ***5. Appeal Process***

Unsuccessful applicants may request a formal appeal of the evaluation process. Evaluation scores and funding determinations may not be contested and will not be considered by ICJIA’s Appeals Review Officer. The appeal must be via email 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:

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

Please send 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 explain why more time is required. ICJIA will resolve the appeal by a written determination, which will include:

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

### ***6. Debriefing Process***

Unsuccessful applicants may request a debriefing for feedback to improve future applications. Debriefings include written advice on the strengths and weaknesses of applications using the evaluation and review criteria.

Requests for debriefings must be made via email and submitted within seven calendar days after receipt of notice. Debriefing requests will not be granted if there is an active appeal, administrative action, or court proceeding. The written debriefing requests shall include:

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

Please send requests to:

Rise' Evans  
Illinois Criminal Justice Information Authority  
[CJA.CASA.NOFOFFY19@Illinois.gov](mailto:CJA.CASA.NOFOFFY19@Illinois.gov)

## **F. Award Administration Information**

### ***1. State Award Notices***

The ICJIA Budget Committee is scheduled to review and approve designations in December 2020.

ICJIA will transmit a Notice of State Award (NOSA) and the grant agreement to successful applicants after the Budget Committee reviews and approves designations. The NOSA will detail specific conditions resulting from pre-award risk assessments that will be included in the grant agreement. The NOSA will be provided and must be accepted through the Grantee Portal unless another distribution is established. The NOSA is not an authorization to begin performance or incur costs.

The following documents must be submitted prior to the execution of an agreement:

- Fiscal Information Sheet
- Audit Information Sheet
- Programmatic Risk Assessment
- Civil Rights Compliance Questionnaire
- Debarment
- EEOP

### ***2. Administrative and National Policy Requirements***

In addition to implementing the funded project consistent with the approved project proposal and budget, agencies selected for funding must comply with applicable grant terms and conditions and other legal requirements, including, but not limited to the Victims of Crime Act rules and related regulations, the ICJIA Financial Guide and Policy and Procedure Manual, the Grant Accountability and Transparency Act, and the U.S. Department of Justice Grants Financial Guide, which will be included in the award documents, incorporated into the award by reference, or are otherwise applicable to the award.

Additional programmatic and administrative special conditions may be required.

### **3. Reporting**

Recipients must submit periodic financial reports, progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the 2 CFR Part 200 Uniform Requirements. Future awards and fund drawdowns may be withheld if reports are delinquent.

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

For questions and technical assistance regarding application submission, contact:

Rise' Evans  
Illinois Criminal Justice Information Authority  
[CJA.CASA.NOFOFFY19@Illinois.gov](mailto:CJA.CASA.NOFOFFY19@Illinois.gov)

## **H. Other Information**

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.

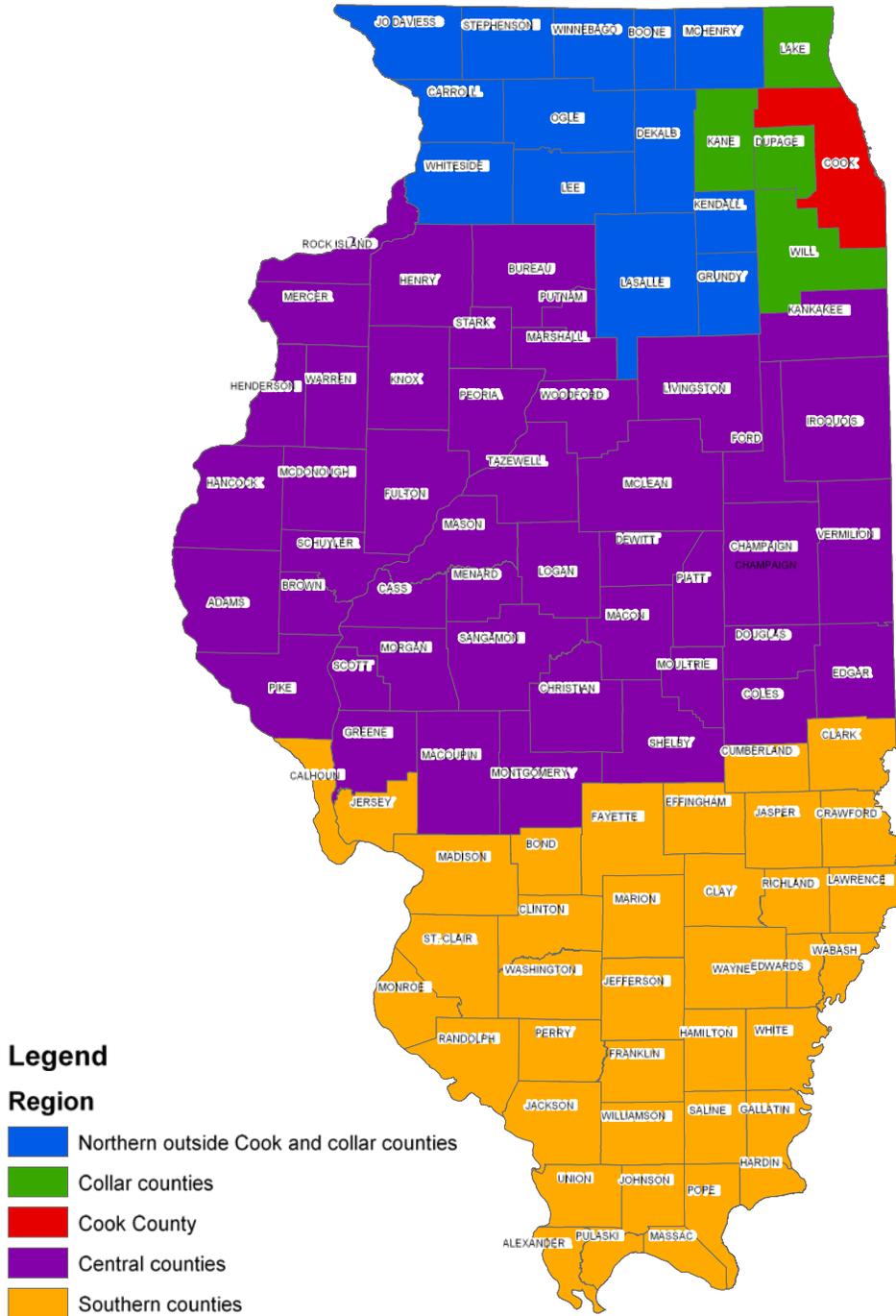
Section 7 of the Illinois Criminal Justice Information Act grants ICJIA authority “to apply for, receive, establish priorities for, allocate, disburse, and spend grants of funds that are made available by and received on or after January 1, 1983 from private sources or from the United States pursuant 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” and “to receive, expend, and account for such funds of the State of Illinois as may be made available to further the purposes of this Act.” (20 ILCS 3930/7(k), (l))

Neither the State of Illinois nor ICJIA are obligated to make any award as a result of this announcement. The ICJIA Executive Director or designee has sole authority to bind ICJIA to the expenditure of funds through the execution of grant agreements.

This application is subject to the Illinois Freedom of Information Act (FOIA). Any information that the applicant believes should be exempt under FOIA should clearly highlight the information that is exempt, and the basis of the exemption.

## APPENDIX A

**Regions represent the divisions of the U.S. District Courts of Illinois. Cook and Collar county regions are subsets of the Northern U.S. Courts of Illinois.**



**Regional Classifications of Counties**

Northern outside Cook and collar counties	Central counties		Southern counties
Boone	Adams	Schuyler	Alexander
Carroll	Brown	Scott	Bond
DeKalb	Bureau	Shelby	Calhoun
Grundy	Cass	Stark	Clark
Jo Daviess	Champaign	Tazewell	Clay
Kendall	Christian	Vermilion	Clinton
LaSalle	Coles	Warren	Crawford
Lee	DeWitt	Woodford	Cumberland
Ogle	Douglas		Edwards
Stephenson	Edgar		Effingham
Whiteside	Ford		Fayette
Winnebago	Fulton		Franklin
McHenry	Greene		Gallatin
	Hancock		Hamilton
	Henderson		Hardin
Cook County	Henry		Jackson
	Iroquois		Jasper
Collar counties	Kankakee		Jefferson
DuPage	Knox		Jersey
Kane	Livingston		Johnson
Lake	Logan		Lawrence
Will	McDonough		Madison
	McLean		Marion
	Macon		Massac
	Macoupin		Monroe
	Marshall		Perry
	Mason		Pope
	Menard		Pulaski
	Mercer		Randolph
	Montgomery		Richland
	Morgan		St. Clair
	Moultrie		Saline
	Peoria		Union
	Piatt		Wabash
	Pike		Washington
	Putnam		Wayne
	Rock Island		White
	Sangamon		Williamson

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<sup>i</sup> Langton, L. (2011). *Use of victim services agencies by victims of serious violent crime, 1993-2009*. Bureau of Justice Statistics. Retrieved at: <https://www.bjs.gov/content/pub/pdf/uvsavsvc9309.pdf>

<sup>ii</sup> <https://victimssupportservices.org/help-for-victims/what-is-a-victim-advocate/#:~:text=Victim%20advocates%20are%20trained%20to,through%20the%20criminal%20justice%20proceedings.>

<sup>iii</sup> Campbell, R. (2006). Rape Survivors' Experiences With the Legal and Medical Systems: Do Rape Victim Advocates Make a Difference? *Violence Against Women*, 12(1), 30-45.

Weisz, V. & Thai, N. (2003). The Court-Appointed Special Advocate (CASA) Program: Bringing Information to Child Abuse & Neglect Cases. *Child Maltreatment*, 8, 204-210

<sup>iv</sup> Weisz & Thai (2003)

<sup>v</sup> Mackarey, A. M. (2019). Examining the Role of Court Appointed Special Advocates in Improving Access to Care for Vulnerable Pediatric Populations. *Pediatrics*, 144(2 MeetingAbstract), 76-76.

<https://doi.org/10.1542/peds.144.2.MeetingAbstract.76>

<sup>vi</sup> Zweig, J.M. & Burt M.R. (2006). Predicting case outcomes and women's perceptions of the legal system's response to domestic violence and sexual assault: Does interaction between community agencies matter? *Criminal Justice Policy Review*, 17, 202-233.

<sup>vii</sup> <https://www.ovcttac.gov/taskforceguide/eguide/1-understanding-human-trafficking/13-victim-centered-approach/>