

Notice of Funding Opportunity

FFY18 Victims of Crime Act
Civil Legal Services Program

INSTRUCTIONS

NOFO # 1745-1325

Task	Date
NOFO posted	March 18, 2020
Technical Assistance Recording	March 20, 2020
Notice of Intent due	April 10, 2020
NOFO question submission deadline	April 15, 2020
Applications Due	11:59 p.m., April 17, 2020
Budget Committee review/approval of recommended designations	June, 2020
Estimated Program start date	July 1, 2020

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) AND Word file
- Program Narrative –Do not change the format of this document. Submitted in a Word file.
- Budget/Budget Narrative –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) *Dated within the five years
- Memorandum of Understanding or Letters of Support

Notice of Funding Opportunity

FFY18 Victims of Crime Act
Civil Legal Services Program

	Data Field	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority (ICJIA)
2.	Agency Contact:	Malea Conro Illinois Criminal Justice Information Authority 300 West Adams, Suite 200 Chicago, Illinois 60606 Malea.Conro@Illinois.gov 312-814-1708
3.	Announcement Type:	<input checked="" type="checkbox"/> Initial announcement <input type="checkbox"/> Modification of a previous announcement
4.	Type of Assistance Instrument:	Grant
5.	Funding Opportunity Number:	1745-1325
6.	Funding Opportunity Title:	Victims of Crime Act Civil Legal Services
7.	CSFA Number:	546-00-1745
8.	CSFA Popular Name:	Victims of Crime Act Civil Legal Services
9.	CFDA Number(s):	16.575
10.	Anticipated Number of Awards:	Unknown
11.	Estimated Total Program Funding:	\$7,300,000
12.	Award Range	\$150,000 - \$1,000,000
13.	Source of Funding:	<input checked="" type="checkbox"/> Federal or Federal pass-through <input type="checkbox"/> State <input type="checkbox"/> Private / other funding
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:	March 18, 2020
17.	Application Range:	March 18, 2020 – April 17, 2020
18.	Technical Assistance Session:	Session Offered: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Session Mandatory: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No It is recommended that applicants view the recorded technical assistance, which will be available beginning on March 20, 2020, at 11:59p.m. https://www.youtube.com/channel/UCtZMzk8D3P4OixYTwsfPeKA

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Notice of Funding Opportunity

FFY18 Victims of Crime Act

Civil Legal Services 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.

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 2018, Illinois received a VOCA award of \$128,771,417 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 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 the Illinois Criminal Justice Information Authority is authorized by 20 Ill. Admin. Code 1520.40, stating in pertinent part that [ICJIA] will annually review Section 1404 of the Victims of Crime Act of 1984 (P.L. 98-473, effective October 12, 1984) and based on the requirements of Section 1404(a) and (b), the need for services to victims and the services available to address that need, as evidenced by oral and written comment and testimony received at public meetings conducted pursuant to the Open Meetings Act (Ill. Rev. Stat. 1983, ch. 102, par. 41 et seq.), select program priorities for each federal fiscal year.”

ICJIA has made available a minimum of \$7.3 million in VOCA grant funding for the development or expansion of legal assistance and related support costs for victims of crime. Funded programs will facilitate victims' pursuit of safety and victim-centered justice.

Meeting a victim's legal needs is key to ensuring their safety and security and enabling them to continue to recover from their victimization experience. Crime victims can directly benefit from access to comprehensive legal services, including legal advocacy, civil legal services, and victim rights enforcement.

Legal advocacy. Legal advocates assist victims in navigating the legal system and by providing supportive services to victims. These services may include:

- **Information Exchange:** Providing essential legal information to victims, including information on their rights, how the court system works, and how to obtain an order of protection or civil no contact order.
- **Accompaniment:** Accompanying victims as they navigate different phases of the legal process, from filing a police report to talking to a prosecutor about the case and then testifying in court.
- **Additional Support Services:** Assisting victims in obtaining an order of protection or civil no contact order, in applying for victim compensation, and in drafting victim impact statements.¹

Civil legal services. Attorneys engage in a more complex form of legal advocacy. Legal services that civil attorneys may provide to victims include:

- **Family Law:** Representing victims in divorce, custody and visitation, and child and spousal support matters.²
- **Orders of Protection:** Including provisions regarding financial support and child custody or visitation into the order of protection.³
- **Immigration:** Providing relief to immigrant victims of crime through legal remedies, including VAWA, U Visas, T Visas, and the Battered Spouse Waiver.⁴

Victim rights enforcement. This work centers on the protection of victim rights, which are legally protected through the Rights of Crime Victims and Witnesses Act.⁵ This act delineates rights that all victims are entitled to in the State of Illinois, including the right to privacy, to be notified of court proceedings, to be present in court, information about the

¹ Illinois Coalition Against Sexual Assault (2017). *Advocacy services: A guide to how rape crisis center advocates help victims through the medical and criminal justice system after sexual assault.*

<http://www.icasa.org/docs/brochures/guide%20to%20advocacy%20services%202017.pdf>

² Hartley, C. C., & Renner, L. M. (2016). *The longer-term influence of civil legal services on battered women.* U.S. Department of Justice. <https://www.ncjrs.gov/pdffiles1/nij/grants/249879.pdf>

³ Sheeran, M., & Meyer, E. (2010). *Civil protection orders: A guide for improving practice.* National Council of Juvenile and Family Court Judges. https://www.ncjfcj.org/sites/default/files/cpo_guide.pdf

⁴ Battered Women's Justice Project. (n.d.). *Assisting immigrant victims of domestic violence: Advocates' guide.* https://www.bwjp.org/assets/documents/pdfs/assisting_immigrant_victims_advocates_guide.pdf

⁵ For the complete Rights of Crime Victims and Witnesses Act see <http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1970&ChapterID=54>.

offenders' release from custody, make a statement at sentencing, and restitution.⁶ The role of an advocate in protecting victim rights is to inform the victim of those rights, and to advocate for these rights in legal settings. A victim rights attorney can invoke the force of law to promote compliance with victim rights legislation.

1. Purpose

The purpose of this notice of funding opportunity is to fund civil legal assistance for victims of crime. Legal assistance services must be reasonable and the need for such services must arise as a direct result of the client's victimization.

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

The need for comprehensive legal services in Illinois was a key finding in ICJIA's 2016 statewide victim needs assessment. Over a quarter of a violent crime victims (30%) reported civil legal assistance as a need following victimization.⁷ This need was higher among victims of child abuse (43%), domestic violence (43%), homicide (43%), sexual assault (37%), and physical assault (37%).⁸ In addition, more than half of victim service providers surveyed indicated that civil legal assistance services for victims were essential (32%) or a high priority (24%).⁹ They also reported victims having criminal justice advocacy and civil legal needs across different recovery points. One-third of providers cited criminal justice advocacy and nearly one in five (18%) identified civil legal assistance as crisis needs (0-3 months post-victimization).¹⁰ In the intermediate phase (3-6 months), many victims needed criminal justice advocacy (24%) and civil legal assistance (15%) and, in the long-term phase (6-12 months), 21% of victims had criminal justice advocacy needs and 11% needed civil legal assistance.

According to data collected through InfoNet, Illinois's statewide victim data collection system, in 2019, more than half of domestic violence clients (55 percent) identified at least one legal need (e.g., legal advocacy, attorney services) during intake. In addition, nearly half of all reports made to the Illinois Department on Aging's Adult Protective Services, a program charged with investigating reports of abuse among older adults (aged 60 or older)

⁶ National Crime Victim Law Institute. (n.d.). *Illinois victims' rights laws*.

<https://law.lclark.edu/live/files/19248-illinois-victimsupdated-4815.pdf>

⁷ Aeffect, Inc. (2017). *2016 victim needs assessment*. Illinois Criminal Justice Information Authority.

http://www.icjia.state.il.us/assets/articles/2016_ICJIA_Victim_Needs_Assessment_Summary_Report.pdf

⁸ Aeffect, Inc. (2017). *2016 victim needs assessment*. Illinois Criminal Justice Information Authority.

http://www.icjia.state.il.us/assets/articles/2016_ICJIA_Victim_Needs_Assessment_Summary_Report.pdf

⁹ Vasquez, A. L., & Houston-Kolnik, J. (2017). *Victim need report: Service providers' perspectives on the needs of crime victims and service gaps*. Chicago, IL: Illinois Criminal Justice Information Authority.

¹⁰ Vasquez, A. L. (2017). *Comprehensive legal services for victims of crime*. Illinois Criminal Justice Information Authority. <https://icjia.illinois.gov/researchhub/articles/comprehensive-legal-services-for-victims-of-crime>

and persons with disabilities, during State Fiscal Year 2018 included financial abuse.¹¹ An attorney can assist financially exploited victims in pursuing various civil legal remedies to prevent additional harm (e.g., protective orders, termination of guardianship, etc.).¹²

Research suggests that legal services for victims are related to a lower risk of revictimization by an intimate partner and improved financial independence.¹³ Legal aid attorney representation has also been linked to improved child custody and visitation outcomes for intimate partner violence victims with children.¹⁴ In contrast, the absence of legal counsel is related to a decreased likelihood of receiving a protective order and certain protective order provisions, such as child support and custody among DV victims.¹⁵ In addition, victims report feeling depressed, violated, and less likely to seek additional support as a result of negative interactions with the legal system¹⁶ and may experience additional distress when they elect to exercise their rights only to have those rights denied.¹⁷ Victims who are afforded the opportunity to have a more active role in the legal process have better mental health outcomes than victims who are prevented from doing so, likely due to the sense of empowerment and inclusion they feel.¹⁸

A cornerstone of victim services has been to empower victims' choices and acknowledge that the victim knows their needs best. Certain policies and programming may be designed that consider the impact of trauma on a person's thinking, feelings, and behaviors. To that end, preference may be given to applicants illustrating the use of victim-centered, trauma-informed services.

Direct services for crime victims include services described in 42 U.S.C. 10603(d)(2) and efforts that:

- (1) Respond to the emotional, psychological, or physical needs of crime victims;
- (2) Assist victims to stabilize their lives after victimization;
- (3) Assist victims to understand and participate in the criminal justice system; or
- (4) Restore a measure of security and safety for the victim.

¹¹ Illinois Department on Aging (n.d.). *Adult protective services: Annual report FY 2018*. https://www2.illinois.gov/aging/Resources/NewsAndPublications/Publications/Documents/FY18_APS_AnnuaReport.pdf

¹² Sabatino, C. P. (2018). *Legal basics: Elder financial exploitation*. National Center on Law & Elder Rights. https://ncler.acl.gov/pdf/Legal%20Basics-Elder_Financial_Exploitation_Chapter_Summary.pdf

¹³ Hartley, C. C., & Renner, L. M. (2016). *The longer-term influence of civil legal services on battered women*. U.S. Department of Justice. <https://www.ncjrs.gov/pdffiles1/nij/grants/249879.pdf>

¹⁴ Kernic, M. A. (2015). *Final report of the "Impact of legal representation on child custody decisions among families with a history of intimate violence study"*. U.S. Department of Justice. <https://www.ncjrs.gov/pdffiles1/nij/grants/248886.pdf>

¹⁵ U. S. Department of Justice. (1998). *Legal interventions in family violence: Research findings and policy implications*. <https://www.ncjrs.gov/pdffiles/171666.pdf>

¹⁶ Campbell, R. (2008). The psychological impact of rape victims' experiences with the legal, medical, and mental health systems. *American Psychologist*, 63(8), 702-717.

¹⁷ National Crime Victim Law Institute. (2013). Polyvictims: Victims' rights enforcement as a tool to mitigate "secondary victimization" in the criminal justice system. *Victim Law Bulletin*. <https://law.lclark.edu/live/files/13797-ncvlipvvictims-rights-enforcement-as-a-tool-to>

¹⁸ Herman, J. L. (2003). The mental health of crime victims: Impact of legal intervention. *Journal of Traumatic Stress*, 16(2), 159-166.

2. Program Design

Applicants should select and describe in detail which type(s) of legal services will be provided. These services fall into three categories: emergency legal assistance; victims' rights enforcement; and civil legal assistance. See the list below for examples of legal assistance within each category:

Emergency Legal Services

- Filing for emergency restraining or protective orders
- Obtaining emergency custody orders and visitation rights

Victims' Rights Enforcement

- Assisting victims in asserting their rights as victims or otherwise protecting their safety, privacy, or other interests as victims, in a criminal proceeding directly related to the victimization

Civil Legal Services

- Proceedings for protective/restraining orders or campus administrative protection/stay-away orders
- Family, custody, support, or dependency matters
- Contract, housing, or employment matters
- Immigration assistance
- Intervention with creditors, law enforcement (e.g., to obtain police reports), and other entities
- Intervention with administrative agencies, schools/colleges, or tribal entities and other circumstances where legal advice or intervention would assist in addressing the consequences of a person's victimization
Filing a motion to vacate or expunge a victim's conviction, or similar action, based on his/her status of being a victim, where permitted under Illinois law

3. Program Requirements

Many crime victims may need legal assistance services and these victims do not easily fit into one victimization type. Applicants will select *at least* one victim group to service from the following: victims of domestic violence; elder abuse; financial exploitation; human trafficking; and sexual violence. Applicants must select the victim group(s) they expect to work with so ICJIA can assess any service gaps. Applicants must discuss their history and capacity to provide these services.

In addition, applications must reflect or feature the following:

- Applicant makes reasonable efforts to ensure victim service accessibility by providing:

1. A low barrier screening and intake process.
 2. Services free of charge.
 3. Program eligibility independent of victim income.
 4. Hours of operation and intake beyond traditional working hours (i.e., Monday-Friday, 9am-5pm).
 5. Translation and interpretation services.
 6. Transportation support for clients that request this support. This support can include both transportation costs and assistance to enable victims to receive direct services and to participate in criminal justice proceedings.
- Staffing to support all clients: Every client must be assigned a licensed attorney or have access to a victim advocate. The advocate position can be provided by the applicant organization or by a collaborative partner organization. Applicants may consider utilizing a coordinator, when appropriate.
 - Social Worker/Case Manager (optional) – applicant organization may utilize grant funds to fund a social worker/case manager to consult with the attorney(s) during the intake process, conduct assessment intervention and improve outcomes for clients receiving legal services and extending referral services (i.e. child care services).
 - Applicants without a history of providing victim services must enter into a collaborative working relationship with a victim service provider in the community to be served.
 - Letters of Commitment from every collaborative partner organization whose services meet your client’s needs as described in the Program Narrative.
 - Applicant must broadly distribute information regarding its services.
 - Client representation may not be contingent upon agreement to a specific legal strategy or activity that may compromise victim safety and recovery, such as requiring the victim to seek an order of protection, counseling, or take some other course of action with which s/he disagrees.
 - Applicants will be required to demonstrate that grant-funded staff will be trained in the appropriate victim service and legal training prior to working with clients. If applicant proposes to work with victims of domestic or sexual violence, the related 40-hour trainings are required. The domestic violence training must be provided by an Illinois Certified Domestic Violence Professional (ICDVP) approved training site. Training for other victimization types is varied and applicants must identify and budget for all trainings.
 - Applicant must include trauma skills training for staff to improve trauma-informed responses to clients and to increase their knowledge of strategies for mitigating vicarious trauma among staff.
 - Applicant must commit to building capacity on crime victim rights enforcement through training and networking. ICJIA will make grantees aware of training and technical assistance sessions.
 - Applicant must attend ICJIA-coordinated semi-annual meetings, if scheduled.
 - Applicant must comply with all prescribed assessment tools and reporting requirements.

Program funding may not be used for criminal defense or tort actions.

4. Goals, Objectives, and Performance Metrics

Funded programs will be required to submit quarterly progress reports that will minimally include the following information based on the objectives the applicant agencies propose.

GOAL: To provide victims comprehensive legal services.	
Process Objectives	Process Performance Measures
Provide ___ (#) of clients with comprehensive legal services.	Number of clients who contacted provider for legal services
	Number of clients who received legal services
Provide comprehensive legal services to ___ (#) clients at provider's full capacity.	Number of clients' ineligible for legal services
	Number of eligible clients with unaddressed legal needs due to organizational capacity
	Number of clients placed on a waiting list for legal services
	Number of clients referred to other legal providers
Emergency legal services: <i>only complete if applicant is proposing to implement emergency legal services</i>	
Provide ___ (#) of clients with emergency legal services.	Number of clients who contacted provider for emergency legal services
	Number of clients who received emergency legal services
Provide emergency legal services to ___ (#) clients at provider's full capacity.	Number of clients with unaddressed emergency legal service needs due to organizational capacity
	Number of clients referred to other legal providers for emergency legal service needs
___ (#) clients will receive assistance with emergency orders of protection, civil no contact orders, or stalking no contact orders.	Number of clients who received assistance with emergency protective orders
___ (#) clients will receive assistance with emergency custody or visitation rights.	Number of clients who received assistance with emergency custody or visitation rights
Victim rights enforcement training to staff and services to clients:	

<i>only complete if applicant is proposing to implement victim rights enforcement training to staff and services to clients</i>	
___ number of trainings about victim rights enforcement that will be provided to staff providing legal services.	Number of staff trained on victim rights
Provide ___ (#) of clients with victim rights enforcement services.	Number of clients who contacted provider for victim rights enforcement services
	Number of clients who received victim rights enforcement services
Provide victim rights enforcement services to ___ (#) clients at provider's full capacity.	Number of clients with unaddressed victim rights enforcement needs due to organizational capacity
	Number of clients referred to other legal providers for victim rights enforcement needs
___ (#) clients will receive assistance with completing a victim impact statement.	Number of clients assisted with completing a victim impact statement
___ (#) clients will receive assistance with exercising other victim rights.	Number of clients assisted with exercising other victim rights
Civil legal services: <i>only complete if applicant is proposing to implement civil legal services</i>	
Provide ___ (#) of clients with civil legal services.	Number of clients who contacted provider for civil legal services
	Number of clients who received civil legal services
Provide civil legal services to ___ (#) clients at provider's full capacity.	Number of clients with unaddressed civil legal service needs due to organizational capacity
	Number of clients referred to other legal providers for civil legal service needs
___ (#) clients will receive assistance related to plenary orders of protection, civil no contact orders, or stalking no contact orders.	Number of clients who received assistance with court-issued plenary protective orders
___ (#) clients will receive assistance related to campus administrative protection/stay-away orders.	Number of clients who received assistance with campus protective orders

____ (#) clients will receive legal assistance related to non-emergency family matters, including divorce, custody, support and dependency.	Number of clients who received legal assistance related to non-emergency family matters
____ (#) clients will receive legal assistance related to housing matters.	Number of clients who received legal assistance related to housing matters
____ (#) clients will receive legal assistance related to employment matters.	Number of clients who received legal assistance related to employment matters
____ (#) clients will receive legal assistance related to immigration matters.	Number of clients who received assistance related to immigration matters
____ (#) clients will receive legal assistance related to intervention with creditors, law enforcement (e.g., to obtain police records), or other entities on behalf of victims of identity theft and financial fraud.	Number of clients who received legal assistance related to intervention with creditors, law enforcement (e.g. obtaining police records), or other entities on behalf of victims of identity theft and financial fraud
____ (#) clients will receive legal assistance related to intervention with schools/colleges in addressing the consequences of victimization.	Number of clients who received legal assistance related to intervention with schools/colleges in addressing the consequences of victimization
____ (#) clients will receive legal assistance related to intervention with other organizations in addressing the consequences of a person's victimization.	Number of clients who received legal assistance related to intervention with other organizations in addressing the consequences of victimization
____ (#) clients will receive assistance related to filing a motion to vacate and/or expunge certain convictions based on their status of being victims	Number of clients assisted with vacating and/or expunging convictions
Other client support services and staff training	
____ (# or %) clients [with limited English proficiency] will receive assistance with language interpretation.	Number of clients enrolled in program with limited or no English proficiency
	Number of clients who received assistance with language interpretation.
____ (#) clients will receive assistance with transportation.	Number of clients who received assistance with transportation
	Number of trauma skills trainings/consultations held with staff

Provide ____ (#) of trauma skills training/consultations with staff to improve trauma-informed response.	Number of staff who successfully completed training/consultations
Provide ____ (#) of other, more specialized trainings/technical assistance sessions with staff to enhance delivery of program services.	Number of specialized trainings/technical assistance sessions provided to staff
	Number of staff who successfully completed specialized trainings/technical assistance sessions
<p style="text-align: center;">If applicable:</p> <p>Additional Service Objective: <i>(Example: Clients assisted in completing crime victim compensation applications)</i></p>	<i>(Example: Number of clients that were offered XX service. Number of clients who accessed XX service.)</i>
Additional Service Objective:	Number of clients that were offered XX service Number of clients who accessed XX service
Additional Service Objective:	Number of clients that were offered XX service Number of clients who accessed XX service

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. Addressing Vicarious Trauma

Vicarious trauma is the exposure to the traumatic experiences of other people and is an inevitable occupational challenge for people working in the fields of victim services, emergency medical services, fire services, law enforcement, and other allied professions. The constant exposure to this trauma can cause many psychological, emotional, and physical issues. Negative responses to vicarious trauma, left unaddressed, lead to staff burnout or turnover. In addition, staff stress may affect the quality of services provided to crime victims.

In response to addressing vicarious trauma, some of the allowable costs/activities that applicants may provide to staff include:

- Training.
- Training on vicarious trauma.
- Training on skills to alleviate vicarious trauma.
- Books on vicarious trauma.

- Supervision.
- Flexible schedules.
- Allowing work from home.
- Time off.
- Safe and secure work spaces.
- Access to medical/mental health support services.
- Peer support.

B. Funding Information

ICJIA has made available a minimum of \$7.3 million in FFY18 VOCA grant funding for the development or expansion of legal assistance and related support costs for victims of crime. Funded programs will facilitate victims’ pursuit of safety and victim-centered justice. Grant awards must be spent over a period of 12 months. Additional funding to extend the grant period will depend on both the availability of funds and project performance during the first 12 months.

1. Award period

Grant awards resulting from this opportunity will have a target period of performance of July 1, 2020, to June 30, 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 \$7,300,000 in funding is available through this solicitation. Applicants may request a minimum of \$150,000 and a maximum of \$1 million 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 www.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://grants.icjia.cloud/> 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 April 17, 2020, and obtain approval from their cognizant agencies before execution of the grant agreement. Delay in obtaining SFY'21 ICQ approval will result in a delay in grant execution.

1. Eligible Applicants

Eligible applicants include public agencies and nonprofit organizations whose primary mission is the provision of legal assistance services and meet the following requirements:

- a) **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.
- b) **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% of their financial support comes from sources other than the Crime Victims Fund in the year of, or the year preceding, the award.
- c) **Meet Program Match Requirements.** Matching contributions of 20 percent (cash or in-kind) of the total costs of the VOCA project. Match must be committed for each VOCA-funded project and derived from sources other than federal funds.
- d) **Volunteers.** Utilize volunteers unless ICJIA determines there is a compelling reason to waive this requirement.
- e) **Promote Community Efforts to Aid Crime Victims.** Promote, within the community, coordinated public and private efforts to aid crime victims.
- f) **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.

- g) **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.
- h) **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.
- i) **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.
- j) **Services to Victims of Federal Crime.** Provide services to victims of federal crimes on the same basis as victims of state/local crimes.
- k) **Criminal Case.** Do not discriminate against victims because they disagree with the way the state is prosecuting the criminal case.
- l) **No Charge to Victims for VOCA-Funded Services.** Provide services to crime victims at no charge through the VOCA-funded program.
- m) **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 percent = Match

Example:

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

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

3. Indirect Cost Rate

In order to charge indirect costs to a grant, the applicant 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://grants.icjia.cloud/> by clicking on the link titled "Civil Legal Services." Paper copies of the application materials may be requested from Malea Conro by calling 312-814-1708; mailing Malea Conro, ICJIA, 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.CIVILLEGALNOFOFFY18@Illinois.gov.

Completed application materials must be received by and in possession of the email address CJA.CIVILLEGALNOFOFFY18@Illinois.gov by 11:59 p.m., April 17, 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.CIVILLEGALNOFOFFY18@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 April 10, 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_eqGUu5zPBKofolr

b) Forms and Formatting.

The complete application must be emailed to CJA.CIVILLEGALNOFOFFY18@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 are missing.

c) Application Formatting.

Program Narratives may not exceed 30 pages, including proposal questions, and must be double-spaced and written in 12-point, Times New Roman font. Do not delete template questions from your response. Applications that do not follow the mandatory formatting will be eliminated from consideration for review and funding consideration.

The following materials MUST be submitted by all applicants. The applicant must submit the documents based on the instructions provided below.				
Document	Document Name	PDF	Word	Excel
Uniform Application for State Grant Assistance – This form must be completed, signed, and scanned (PDF), and provide a Word file as well	“Agency Name – Application”	X	X	
Program Narrative – This document must meet the requirements outline in Section A. Applicant’s narrative must be submitted in Word and formatted in the posted Program Narrative. Application should be 35 pages maximum, drafted in Times New Roman 12-point font and double spaced with 1-inch margins. Please number pages.	“Agency Name – Program Narrative”		X	
Budget/Budget Narrative – This document is a workbook, with several pages (tabs). The last tab has instructions if clarification is needed.	“Agency Name – Budget”			X
Non-Profit Agency Required Documents				
United States Internal Revenue Service 501(c)(3) determination letter.		X		

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

Applicants are required to:¹⁹

¹⁹ 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).

- 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 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.

4. Submission Dates, Times, and Method

- a) All required application materials must be emailed to CJA.CIVILLEGALNOFOFFY18@Illinois.gov and received by 11:59 p.m. on April 17, 2020, to be considered for funding. Proposals will not be accepted by mail, fax, or in-person. Incomplete applications or those sent to another email address will not be reviewed. Late submissions will not be reviewed.
- b) Applicants are encouraged to submit their applications 72 hours before the deadline. Technical difficulties experienced should be reported immediately to ICJIA by calling Malea Conro at 312-814-1708 or emailing CJA.CIVILLEGALNOFOFFY18@Illinois.gov.

Applicants will receive an automatic reply to their email submissions. Applicants that do not receive an automatic reply to their emailed submission should immediately contact Malea Conro at 312-814-1708 or CJA.CIVILLEGALNOFOFFY18@Illinois.gov.

5. Application Questions

Questions may be submitted via email at CJA.CIVILLEGALNOFOFFY18@Illinois.gov. The deadline for submitted questions is 11:59 p.m. on April 15, 2020. All substantive questions and responses will be posted on the ICJIA website at <https://grants.icjia.cloud/>. 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. Costs may be determined to be unallowable even if not expressly prohibited in the Federal Financial Guide.

b) Unallowable costs. 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
- Fundraising activities
- 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
- 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:

- Staffing costs for direct service providers, supervision of direct service providers, and coordination of activities that facilitate the provision of direct services.
- Transportation to services or court proceedings. Note: Licensing, insurance and a tracking process will be required for transportation services.

- Staff training costs of direct service providers, including training required under this funding opportunity and other training that would assist staff in serving victims.
- Child care: Offsite child care services must be provided by day care centers licensed through the Illinois Department of Children and Family Services.
- Training of direct-service volunteers when such services will be primarily done by volunteers.
- Administrative costs, including reasonable and necessary technology costs for staff.

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

- 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 technical assistance recordings prior to application submission. All recordings are located on the <https://www.youtube.com/channel/UCtZMzk8D3P4OixYTwsfPeKA>.

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

The recordings will be available for viewing beginning at **11:59 p.m. on March 20, 2020.**

E. Application Review Information

1. Criteria

Application selection will be made using the following criteria. Only applications receiving a minimum score of 70 will be considered for funding.

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 legal practices and victim needs. Application includes all mandatory elements.	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 most questions while several responses lack clarity and detail. Application includes all mandatory elements.	70-79
Fair: The application responses consistently lacked completeness. Application lacks some mandatory elements.	60-69
Poor: The application responses consistently lacked completeness and demonstrates a poor understanding of the issues. Application lacks some mandatory elements.	0-59

The following outlines the points breakdown for each major section of the proposal narrative and budget documents.

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 (15 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. Chart and VOCA SAR forms should be complete. At least two examples of the community's strengths and challenges should be provided, with each example tied to the problem.

Agency Capacity and Experience (15 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 (27 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 (18 points, with 2 additional bonus 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 (5 point). 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 (18 points total). Proposed project costs for services, activities, and other items will be assessed to determine how realistic they are, and the extent to which they have been allocated in a cost-efficient yet effective manner. (10 points). The Budget Narrative should include all budgeted items listed in the Budget line by line, with all costs accurately calculated and explained. (10 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 102. The minimum score is 70. Bonus points cannot be used to meet the 70-point eligibility requirement.

Scoring Criteria		Possible Points
Executive Summary:		2
This section should provide a succinct but comprehensive summarization of the proposal including key points as detailed in the proposal.	2	
Statement of the Problem:		15
List of Count(ies), municipalities and/or neighborhoods to be served	2	
Provides a clear, concise, and precise description of the current problem in applicant’s geographic area, using data (including trends) to support this description	5	
Description of the strengths and challenges of community to be served (min of two each)	5	
Community characteristics, that describe demographics and other characteristics of your service year	3	
Agency Capacity and Experience:		15
History of providing legal assistance for victims of crime	4	

Agency's geographical and jurisdictional limitations to provide service	5	
Fiscal experience and capacity to manage grants	2	
How will agency build capacity to provide services	4	
Proposed Program:		27
Clearly indicated the types of legal assistance, services that will be provided and victim groups that will be served	2	
Provides a clear understanding of the victim groups needs and their design to meet these needs (currently has in place or will build capacity to meet the needs)	4	
Describe the activities to promote or direct clients to services	2	
Explain the intake and referral process, including the questions, criteria and acceptance; provide justification	2	
Describe how applicant will address barriers to accessing legal assistance	3	
Discuss the types of services you will not be able to provide and to who the clients will be referred	3	
Describe collaborative partners, including history, their role, and include letter of commitment	3	
Explain how your program will incorporate trauma informed care	3	
Fully completes the Deliverables or Milestones Table with realistic anticipated outcomes and activities/outputs	5	
Staffing:		20
Description of all staff positions assigned to the program	5	
Have explained how the social worker will work attorneys to improve the services to clients (optional). Worth 2 bonus points	2	
How are cases assigned	5	
How and what training will staff receive	5	
The FTE table is completed and correct	3	
Goals, Objectives and Performance Indicators:		5
Complete with realistic and ambitious projections	5	
Budget Detail:		10
Budget is complete.	5	
Budgeted items are cost-effective in relation to the proposed activities.	5	
Budget Narrative:		8
Narrative is complete for all line items, clearly detailing how the applicant arrived at and calculated the budget amounts.	8	
Total Possible Points		100 (+2) extra

2. Review and Selection Process

Proposals will be reviewed by a panel of ICJIA legal, research, and program staff, as well as key stakeholders with expertise in this area. Proposal selection will be made using the previously described scoring criteria.

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.

Applications will be assigned and reviewed by the following geographic regions (*Appendix A*):

- Central Region
- Collar Region (DuPage, Kane, Lake, Will)
- Cook County Region
- Northern Region
- Southern Region
- Multi-Region (Proposed service area includes more than one region listed.)

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

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	March 18, 2020
Technical Assistance Recording	March 20, 2020
Notice of Intent due	April 10, 2020
NOFO question submission deadline	April 15, 2020
Applications Due	11:59 p.m., April 17, 2020
Budget Committee review/approval of recommended designations	June, 2020
Estimated Program start date	July 1, 2020

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

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:

Malea Conro, Criminal Justice Specialist II
Illinois Criminal Justice Information Authority
CJA.CIVILLELEGALNOFOFFY18@Illinois.gov

F. Award Administration Information

1. State Award Notices

The ICJIA Budget Committee is scheduled to review and approve designations in June 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:

Malea Conro, Criminal Justice Specialist II
Illinois Criminal Justice Information Authority
CJA.CIVILLEGALNOFOFFY18@Illinois.gov

H. Other Information

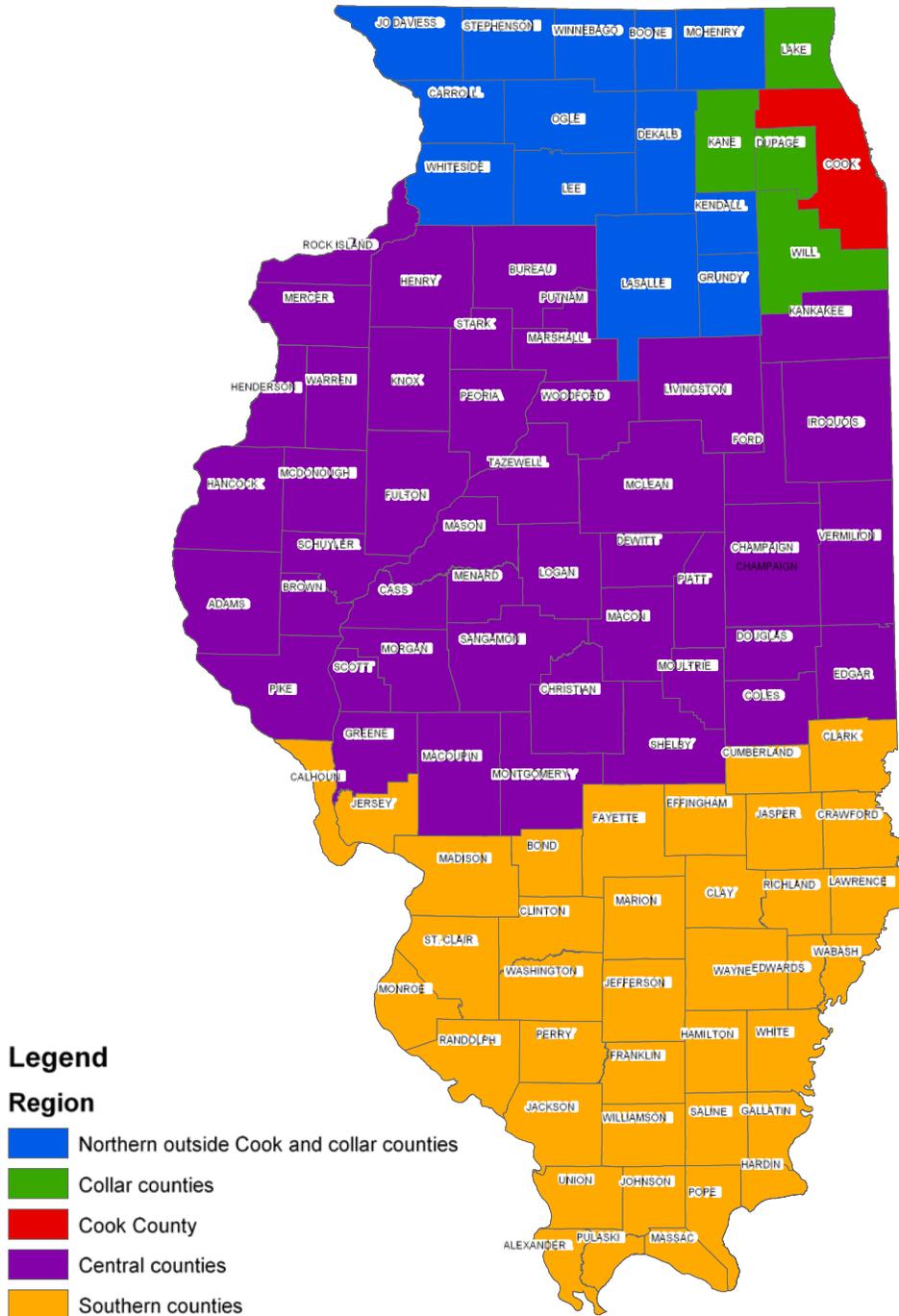
The Illinois Criminal Justice Information Authority (ICJIA) is a state agency dedicated to improving the administration of criminal justice. ICJIA brings together key leaders from the justice system and the public to identify critical issues facing the criminal justice system in Illinois, and to propose 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 Illinois Regions



Legend
Region

- Northern outside Cook and collar counties
- Collar counties
- Cook County
- Central counties
- Southern counties

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