

Task	Date
NOFO posted	May 8, 2020
Technical Assistance Recording	May 11, 2020
Notice of Intent due	May 22, 2020
NOFO question submission deadline	May 28, 2020
Applications due	11:59 p.m., June 7, 2020
Budget Committee review/approval of recommended designations	July 2020
Program start date	August 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)
- Memorandum of Understanding or Letters of Support

Uniform Notice for Funding Opportunity (NOFO)
Trauma Recovery Centers

	Data Field	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority (ICJIA)
2.	Agency Contact:	Jason Wynkoop Illinois Criminal Justice Information Authority 300 West Adams, Suite 200 Chicago, Illinois 60606 Jason.wynkoop@Illinois.gov (312) 793-1301
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:	2232-1388
6.	Funding Opportunity Title:	Trauma Recovery Centers
7.	CSFA Number:	546-00-2232
8.	CSFA Popular Name:	TRC
9.	CFDA Number(s):	16.575
10.	Anticipated Number of Awards:	4-6
11.	Estimated Total Program Funding:	\$6,000,000
12.	Award Range	\$500,000 (minimum)-\$1,200,000 (maximum)
13.	Source of Funding:	<input checked="" type="checkbox"/> Federal or Federal pass-through <input checked="" type="checkbox"/> State <input type="checkbox"/> Private / other funding
14.	Cost Sharing or Matching Requirement:	<input checked="" type="checkbox"/> Yes <input checked="" 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:	May 8, 2020
17.	Application Range:	May 8-June 7, 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 presentation, which will be available beginning on Link to Technical Assistance Recording

Table of Contents

A. Program Description	5
1. Purpose.....	6
2. Program Design	8
TRC Model Core Elements:.....	8
3. Program Requirements.....	10
4. Goals, Objectives, and Performance Metrics.....	15
5. Priorities	19
6. Evidence-Based Programs or Practices	19
B. Funding Information	19
1. Award period	19
2. Available Funds	20
C. Eligibility Information.....	20
1. Eligible Applicants.....	20
2. Cost Sharing or Matching	22
3. Indirect Cost Rate	23
D. Application and Submission Information	24
1. Accessing Application Package	24
2. Content and Form of Application Submission.....	24
3. Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM)	25
4. Submission Dates, Times, and Method.....	26
5. Application Questions.....	26
6. Funding Restrictions	26
8. Requirement Prior to Submitting the Application.	30
E. Application Review Information	30
1. Criteria	30
1. Review and Selection Process.....	31
3. Programmatic Risk Assessment.....	32
4. Anticipated Announcement and State Award Dates.....	32
5. Appeal Process	32
6. Debriefing Process	33
F. Award Administration Information	33
1. State Award Notices	34
2. Administrative and National Policy Requirements.....	34

3. Reporting..... 34
G. State Awarding Agency Contact(s)..... 34
H. Other Information 34

Notice of Funding Opportunity

Trauma Recovery Centers

A. Program Description

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

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.” Additionally, the Act charges ICJIA with the responsibility “to conduct strategic planning and provide technical assistance to implement comprehensive trauma recovery services for violent crime victims in underserved communities with high levels of violent crime, with the goal of providing a safe, community-based, culturally competent environment in which to access services necessary to facilitate recovery from the effects of chronic and repeat exposure to trauma. Services may include, but are not limited to, behavioral health treatment, financial recovery, family support and relocation assistance, and support in navigating the legal system.” (20 ILCS 3930/7(k), (l), (w))

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 \$122,332,846.

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

Trauma Recovery Centers (TRC) offer outreach and advocacy services, and comprehensive care to victims of violent crime and their families. In particular, TRCs help residents in communities that experience high level of violence and those that are “underserved” or have inadequate services or care for victims of violent crime. With an emphasis on comprehensive mental health and case management services, the TRC model can be adapted to meet the needs of a specific community, provided that the design and implementation demonstrate fidelity to the Core Elements of the UC San Francisco Trauma Recovery Center model.¹

1. Purpose

The purpose of this Notice of Funding Opportunity (NOFO) is to support comprehensive mental health and case management services through implementation of the TRC model. The

¹ Wiggall, S., & Boccillari, A. (2017). *The UC San Francisco trauma recovery center manual: A model for removing barriers to care and transforming services for survivors of violent crime*. Promise of the Sun Press. <http://traumarecoverycenter.org/wp-content/uploads/2020/04/TRC-Manual.pdf>

TRC model serves victims of violent crime and their families in underserved communities with high levels of violence. Underserved communities are those in which significant numbers of people face substantial barriers to accessing needed services. Vulnerable and underserved populations include young people of color, those who are homeless, LGBTQ+ people, people with chronic mental health issues and/or substance use disorders, and non-English speaking people. Those living in poverty also face substantial barriers to treatment access.² These barriers include, but are not limited to, a lack of transportation or childcare, language accessibility, and social stigma attached to seeking help.³ An ICJIA victims needs assessment confirmed these barriers to treatment and identified a lack of services that are sensitive to the needs of vulnerable victims in Illinois.⁴

The TRC model addresses both the psychological and tangible needs of violent crime victims and their families, particularly those in underserved groups. The model uses coordinated and comprehensive clinical case management to provide trauma-informed, evidence-based mental health services. Research indicates violent crime victims have a significant need for specialized mental health treatment and psychological services. For some victims, debilitating symptoms emerge and persist for years, impacting their overall functioning and quality of life.⁵ Trauma symptoms, such as a fear of leaving one's home, may cause financial burden, emotional distress, or social isolation that impact long-term safety and stability.⁶ These symptoms, as well as stereotypes about mental health, shame, and embarrassment, or fears of not being believed, can create a reluctance to engage in services, specifically mental health treatment.⁷

TRCs are designed to address the needs of crime victims who typically do not access services due to individual and cultural barriers to help seeking. The model uses early and assertive outreach and coordinated clinical case management to provide services to victims whose trauma needs require a greater level of engagement than traditional service models generally provide.⁸ In this model, a single clinician actively engages with victims to provide both

² Wiggall, S., & Boccellari, A. (2017). *The UC San Francisco trauma recovery center manual: A model for removing barriers to care and transforming services for survivors of violent crime*. Promise of the Sun Press. <http://traumarecoverycenter.org/wp-content/uploads/2017/05/TRC-Manual-v1-5-10-17.pdf>

³ McCart, M. R., Smith, D. W., & Sawyer, G. K. (2010). Help seeking among victims of crime: A review of the empirical literature. *Journal of Traumatic Stress, 23*(2), 198-206.

⁴ 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; Houston-Kolnik, J., Vasquez, A., Alderden, M., & Hiselman, J. (2017). *Ad Hoc victim services committee research Report*. Chicago, IL: Illinois Criminal Justice Information Authority. <http://www.icjia.state.il.us/articles/ad-hoc-victim-services-committee-research-report>

⁵ Yuan Yuan, N. P., Koss, M. P., & Stone, M. (2016). *The psychological consequences of sexual trauma*. National Online Resource Center on Violence Against Women. http://vawnet.org/sites/default/files/materials/files/2016-09/AR_PsychConsequences.pdf

⁶ Masters, R., Friedman, L. N., & Getzel, G. (1988). Helping families of homicide victims: A multidimensional approach. *Journal of Traumatic Stress, 1*, 109-125.; Office for Victims of Crime. (2012). *Homicide*. [https://www.ovcttac.gov/downloads/views/TrainingMaterials/NVAA/Documents_NVAA2011/ResourcePapers/Col or Homicide%20Resource%20Paper 2012%20 final 508c%209%2017%202012.pdf](https://www.ovcttac.gov/downloads/views/TrainingMaterials/NVAA/Documents_NVAA2011/ResourcePapers/Col%20or%20Homicide%20Resource%20Paper%202012%20final%20508c%209%2017%202012.pdf).

⁷ McCart, M. R., Smith, D. W., & Sawyer, G. K. (2010). Help seeking among victims of crime: A review of the empirical literature. *Journal of Traumatic Stress, 23*(2), 198-206.

⁸ Kelly, V. G., Merrill, G. S., Shumway, M., Alvidrez, J., & Boccellari, A. (2010). Outreach, engagement, and practical assistance: Essential aspects of PTSD care for urban victims of violent crime. *Trauma, Violence, & Abuse, 11*, 144-156.

clinical intervention and case management and works toward client-defined priorities. The model offers mental health interventions and advocacy services in tandem, simultaneously addressing the multifaceted social and tangible needs of victims. The model eases access to a variety of resources, allowing for services tailored to individual needs.

The first TRC was established in 2001 at Zuckerberg San Francisco General Hospital/University of California San Francisco. The four-year demonstration project addressed violent crime victim barriers to accessing support services and explored how funding and subsequent services could better reach underserved, urban populations. The model of care was developed to provide comprehensive, high quality, effective mental health services to victims of violent crime in underserved populations, many of whom faced insurmountable barriers to connecting with support services after victimization. Research shows the model is both clinically and cost effective.⁹

2. Program Design

The proposed program design must incorporate the nine core elements described below. Applicants are encouraged to review the University of California-San Francisco Trauma Recovery Center Manual for an example of how the elements are integrated to create a comprehensive program. The manual may be downloaded for free in pdf format at <http://traumarecoverycenter.org/trc-manual/>. Applicants must describe how each element will be implemented and how that implementation is appropriate for the setting. Applications that fail to address one or more element may not be scored.

TRC Model Core Elements:

1. Assertive outreach and engagement with underserved populations

Programs must conduct outreach and provide services to victims of violent crime who are historically underserved or marginalized. This must include, but is not limited to, survivors who are homeless, chronically mentally ill, members of immigrant and refugee groups, live with a disability, have severe trauma-related symptoms or complex psychological issues, or are members of a racial or ethnic minority group. TRCs designed to meet their needs in a developmentally appropriate way also serve child or youth victims, including minors who have had contact with the child welfare or justice system.

2. Inclusive treatment of victims of all types of violent crimes

Programs must serve victims of a wide range of violent crimes, including, but not limited to, sexual assault, domestic violence, vehicular assault, human trafficking, and aggravated battery. Family members also may be served, such as survivors of victims of homicide or when the victim's experience and/or healing directly and profoundly impacts the emotional or psychological health of family member(s).

3. Comprehensive mental health and support services

⁹ Wiggall, S. & Boccillari, A. (2017). The UC San Francisco trauma recovery center manual: A model for removing barriers to care and transforming services for survivors of violent crime. <http://traumarecoverycenter.org/wp-content/uploads/2017/05/TRC-Manual-v1-5-10-17.pdf>

Mental health and support services must be comprehensive, structured, and evidence-based. Comprehensive services may include crisis intervention, individual and group treatment, medication management, outpatient substance use disorder counseling, case management, and assertive outreach. Methods of delivery shall be flexible, increase service access, and remove barriers by providing services in locations that meet the victims' needs: on site, in the home, in the community, or in other locations.

4. Multidisciplinary staff team

Staff shall consist of a multidisciplinary team that includes, at minimum, a program director, clinical supervisor, psychiatrist, TRC clinicians (licensed mental health providers, i.e., licensed psychologists, social workers, and marriage and family therapists), and a project evaluator. The TRC clinical staff must be licensed clinicians or closely supervised clinicians engaged in the applicable licensure process. Clinical supervision must be provided to staff on an ongoing basis to ensure the highest quality of care and to help staff constructively manage any vicarious trauma they experience as service providers to victims of violent crime. The treatment team shall collaboratively develop treatment plans to achieve positive outcomes for clients.

5. Coordinated care tailored to individuals' needs

Each licensed mental health clinician (TRC clinician) serving clients directly provides both psychotherapy and clinical case management services to individual clients, guided by a treatment plan created collaboratively with the client. A TRC clinician must serve as the primary point of contact for the victim, with support from an integrated multi-disciplinary trauma treatment team. Having a single point of contact simplifies communication for clients and focuses accountability for client engagement so that the responsibility for outreach and follow-up is clear within the TRC staff team.

6. Clinical case management

General case management is a client-centered strategy to improve coordination and continuity of care, particularly for those with multiple needs.¹⁰ The clinical case management intervention embedded in the TRC model provides both typical and active case management. Using therapeutic techniques, a TRC clinician coordinates all the resources a client might need while also providing therapy.¹¹ Clinical case management considers that many clients have competing priorities and will benefit most when practical assistance and mental health interventions are simultaneously provided. Services shall encompass assertive case management, including, but not limited to, accompanying a client to court proceedings, medical appointments resulting from the victimization, or other related appointments, as needed; assistance with victim compensation application or police report filing; assistance with obtaining safe housing, financial entitlements, and linkages to medical care; employment advocacy; and providing a liaison to community agencies, law enforcement, or other supportive service providers as needed.

7. Inclusive treatment of clients with complex problems

¹⁰ Moxley, D. P. (1989). *Practice of Case Management* (Vol. 58). Sage.

¹¹ Wiggall, S. & Boccellari, A. (2017). The UC San Francisco trauma recovery center manual: A model for removing barriers to care and transforming services for survivors of violent crime. <http://traumarecoverycenter.org/wp-content/uploads/2017/05/TRC-Manual-v1-5-10-17.pdf>

Care must be taken to meet the needs of clients whose trauma-related emotional or behavioral issues—including but not limited to, substance misuse, poor initial engagement, high levels of anxiety, or defensive behaviors—might result in exclusion from traditional outpatient settings due to safety concerns for staff or other participants. Staff of the multidisciplinary team will provide consultation and support to the TRC clinician in meeting the needs of the client while preserving the safety and integrity of the program and environment for all clients. The program must have a protocol for assessing and responding to clients whose behaviors may pose risks for those clients or others.

8. Use of trauma-informed, evidence-based practices

The TRC model utilizes evidence-based practices (EBPs) developed through research and with implementation shown to improve client outcomes.¹² Applicants must clearly outline the integration of EBPs and trauma-informed policies and practices into the proposed program and should reference the UCSF Trauma Recovery Center Manual for examples of such practices.¹³ TRC mental health clinicians shall adhere to established, evidence-based practices, including but not limited to, motivational interviewing, Seeking Safety, cognitive-behavioral therapy, and dialectical behavioral and cognitive processing therapy.

9. Accountable services

Programs must provide holistic and accountable services. Programs shall provide up to 16 sessions of treatment and ensure that treatment efforts are aligned with the treatment plan. For clients with ongoing problems and a primary focus on trauma, treatment may be extended after special consideration from the clinical supervisor. Extension beyond 32 sessions requires approval by the multi-disciplinary team that considers the client's progress in treatment and remaining need for services.

3. Program Requirements

In addition to incorporating the core elements identified above, applicants must include the following in the structure of their programs.

a) Trauma Recovery Center Coordination and Implementation Group

Applicants must identify a TRC Coordination and Implementation group (TRC Coordination Group) to preside over an initial coordination process lasting up to four months. The TRC Coordination Group will convene at least quarterly thereafter during the grant period to oversee TRC model implementation and foster intra- and inter-agency collaboration that ensures efficient and effective victim services.

The TRC Coordination Group may take the form of a board, committee, coalition, or community task force depending on the need and capacity of the applicant agency and proposed model. The group may include the program director, community-based agency

¹² Watkins L.E., Sprang K.R. & Rothbaum B.O. (2018) Treating PTSD: A Review of Evidence-Based Psychotherapy Interventions. *Frontiers in Behavioral Neuroscience* 12:258, 1-25.

¹³ Examples in the manual are not exhaustive; evidence-based practices should be chosen based on the needs of the population being served.

representatives, and senior representatives of the hospital's emergency room and trauma and mental health units.

The TRC Coordination Group will be responsible for drafting protocols to ensure that victims are identified and served in a trauma-informed, multi-disciplinary, collaborative approach both within and beyond the hospital setting. Protocols must include the process by which identified referral sources shall make referrals to the TRC and how these and other agencies will work collaboratively with the TRC to address victims' needs.

b) Supervisors and Direct Service Staff

A staffing plan is required to ensure essential program functions while allowing flexibility to fit the applicant's organizational structure. Position titles can be changed to match agency structure. Staff shall consist of a multidisciplinary team that includes at minimum:

- **Program Director:** This position oversees the entire program, manages relationships with other service providers, and can conduct trainings and provide supervision of direct service providers. This position must have a clinical orientation. In the absence of a TRC liaison (see below), the program director promotes the program and advocates for resources within the hospital system to ensure trauma-informed programming and is responsible for developing protocols for communication between the TRC and the hospital system.
- **Clinical Supervisor:** This position supervises direct service staff and services, fosters inter-agency coordination, and conducts trainings. The role includes providing direct services.
- **TRC Clinicians:** These positions may include psychologists, social workers, counselors, and marriage and family therapists. Clinical staff hold master's degrees and have a clinical license (Clinical Psychologist, LCPC, LCSW, LMFT) or are engaged in supervised practice to meet the requirements of clinical licensure. Team members must have expertise or will acquire the necessary training to serve the target population of the TRC program.
- **Psychiatrist** for medication management and case consultation.
- **Project Evaluator:** This position requires a person with experience analyzing data, producing reports, and performing quality assurance activities. In coordination with the program director, the project evaluator manages programmatic documentation, reports and statistics, assessment completion, and monitors services to ensure the TRC Core Elements are followed.

Additional positions that enhance service delivery or strengthen the implementation of the model may be included in the program design. Examples include, but are not limited to:

- **Peer Support Provider:** A peer support provider (e.g., certified peer specialist, peer support specialist) is a person who uses their personal experience of recovering from victimization and/or exposure to violence and skills learned in formal training to

deliver services to promote recovery and resiliency.¹⁴ This non-clinical position is supervised by either the Program Director or Clinical Supervisor and can assist in the identification, engagement, and facilitation of community resources. This position must not replace clinical staff and must be integrated into the team structure (e.g., a participating member of the multidisciplinary team).

- **TRC Liaison:** A staff person that promotes the program and advocates for resources within the hospital system to ensure trauma-informed programming. This may include convening hospital leadership to educate them on trauma-informed hospital settings while translating hospital policies into trauma-informed practices. This person may assist in developing protocols for communication between the TRC and the hospital system. This role may include community outreach that results in appropriate referrals to the TRC and additional resources for clients. This position may also collaborate with other departments in the hospital to coordinate cross-disciplinary training on topics related to trauma and traumatic injury (e.g., traumatic brain injury, physical therapy, etc.). In a well-established TRC, the responsibilities of the liaison often are performed by the program director; however, a TRC liaison may play a critical role in establishment and early implementation of a trauma recovery center.

See [San Francisco's TRC Program Model](#) for an example of staffing structure and proposed trainings. Staff at the TRC should be equipped and trained in culturally humble services to the underserved and marginalized clients their program will serve.

c) Training

Initial and ongoing training is a critical component of any TRC model. Within the program narrative, applicants should outline the training needed for program staff (e.g., training in evidence-based treatment modalities), outlining which program staff are already trained and/or which trainings will be sought for staff who do not possess core skills or competencies or who have yet to be hired. In addition, applicants must explain how clinical supervision will be provided to staff to ensure the highest quality of care, including how self-care will be incorporated and opportunities for professional development.

d) Direct Services

TRC staff will directly provide an array of clinical and other services as needed, including client assessment and service planning (up to 16 session treatment episodes with an extension to 32 weeks, as needed), individualized psychotherapy, outpatient substance use disorder counseling, group psychotherapy, medication management, and clinical case management. Additional services that must be provided directly by TRC staff or by community providers at the expense of the TRC program, as needed, include advocacy, accompaniment, transportation to services, and referrals to partner agencies. Legal advocacy, housing assistance, and support groups also must be made accessible to

¹⁴ Peer Providers/SAMHSA-HRSA. (n.d.). Retrieved May 07, 2020, from <https://www.integration.samhsa.gov/workforce/team-members/peer-providers#who%20are%20peer%20providers>

TRC clients and may be provided by TRC staff or through direct, individual referral to qualified external partners.

e) Peer Support

A TRC is well positioned to create opportunities for clients to receive support from peers with lived experience and provide opportunities for those who have experienced victimization to support others. This can take many forms, including participation in public awareness and outreach work and paid direct service work as a peer support provider.

Current TRC clients should not be considered for paid direct service work and should be supported to choose how, if at all, to participate in public awareness and outreach activities. Examples of public awareness and outreach work include, but are not limited to, participation in panel discussions or presentations with clinical program staff. Opportunities to participate should be presented to clients only when the clinical case manager, supervisor, and client agree that participation would benefit the client in their recovery. TRC staff are responsible for creating a supportive environment and responding to the needs that arise for volunteers as the result of their engagement in peer support work.

f) Assessment Protocol

Assessment is a core component of the TRC model. Client assessments aid in service delivery and help measure a client's progress in meeting goals.

As a part of this grant, agencies will be required to engage in client assessments, which may include scales to measure trauma history, mental health, sleep, physical pain, quality of life, and client need. While required assessments will be finalized during the planning phase, examples of potential scales include:

- PTSD Checklist-5 (PCL-5) or Child PTSD Scale Self Report (CPSS-SR).
- Child Behavior Checklist (CBCL).
- Carlson's Trauma History Screen (THS).
- Patient Health Questionnaire-9 (PHQ-9; Depression).
- PROMIS Sleep Disturbance.
- PEG Pain Intensity and Interference.
- World Health Organization Quality of Life (WHOQOL-BREF).

Applicants should budget for program director and program coordinator travel to ICJIA offices for monthly meetings during the initial period of performance to finalize the assessment tools, protocols, and database system. Additional metrics will be defined at the meetings as part of the grant agreement.

g) Evidence-Based Programs or Practices and Trauma-Informed Approach

The TRC model utilizes evidence-based practices (EBPs) developed through research and with implementation shown to improve client outcomes.¹⁵ Applicants are strongly urged to incorporate research-based best practices into their program design, when appropriate. Applicants must clearly outline the integration of EBPs and trauma-informed practices into the proposed program. Applicants should identify the evidence-based practice being proposed for implementation, identify and discuss the evidence that shows that the practice is effective, discuss the population(s) for which this practice has been shown to be effective, and show that it is appropriate for the proposed target population.

Applicants must describe how they will implement a model that is trauma-informed in policy and practice. In addition to direct service practices previously discussed, applicants must address staff well-being, facility accessibility, cultural relevance, and design issues (e.g., lighting, noise, messaging/signage), and ways that hospital policies and practices will be adapted at the TRC so that it is experienced by clients as trauma-informed. Some examples of trauma-informed models include the Sanctuary Model¹⁶ and the Substance Abuse and Mental Health Services Administration's Trauma-Informed Approach.¹⁷

Examples of evidence-based approaches and specific interventions appropriate for a TRC program include:¹⁸

- **Addressing risk due to problems with regulation of emotions and impulses.** Clinicians focus on therapeutic interventions that address the way clients manage their emotional experience, seeking to mitigate reactions that put them at risk for re-victimization, self-harm, and other adverse experiences.¹⁹ Example interventions include dialectical behavior therapy (DBT), Skills Training in affective and Interpersonal Regulation (STAIR), Seeking Safety and motivational interviewing.²⁰

Examples of using a trauma-informed approach include:

- **Using a culturally humble approach.** In this approach, clinicians exercise self-awareness and invest in honoring the client's cultural and individual identity, history, and how beliefs about psychotherapy may impact treatment engagement. Stigma about having a mental health issue, being victimized, receiving mental health services, or taking psychotropic medication are culturally mediated beliefs that should be recognized and addressed early in treatment.²¹
- **Addressing threats to safety in the client's environment and behavior.**

¹⁵ Watkins L.E., Sprang K.R. & Rothbaum B.O. (2018) Treating PTSD: A Review of Evidence-Based Psychotherapy Interventions. *Frontiers in Behavioral Neuroscience* 12:258, 1-25.

¹⁶ <http://sanctuaryweb.com/>

¹⁷ <https://www.samhsa.gov/nctic/trauma-interventions>

¹⁸ Wiggall, S. & Boccellari, A. (2017). The UC San Francisco trauma recovery center manual: A Model for removing barriers to care and transforming services for survivors of violent crime, Retrieved from: <http://traumarecoverycenter.org/wp-content/uploads/2017/05/TRC-Manual-v1-5-10-17.pdf>

¹⁹ Wiggall, S. & Boccellari, A. (2017). 114.

²⁰ Wiggall, S. & Boccellari, A. (2017). 115-116.

²¹ Wiggall, S. & Boccellari, A. (2017). 111.

Clinicians address a client’s safety concerns due to a risk of re-victimization and severe psychiatric symptoms by addressing continuous traumatic stress. The clinician focuses on helping the client reduce current threats to safety and well-being by providing case management assistance (e.g., moving to a safe location, obtaining a restraining order, making a police report) and safety planning.²²

ICJIA may survey grantees to assess their knowledge of trauma-informed practices and implementation of these practices as part of a grant monitoring function. With periodic assessments, agencies like ICJIA can identify areas of strength and growth for adopting a trauma-informed approach to services that help to prevent re-traumatization.

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 comprehensive advocacy and mental health services to victims of violent crime.	
Objective	Performance Measure
<i>OUTREACH ACTIVITIES</i>	
# ___ outreach meetings held with community organizations to provide information about TRC program and services.	# of meetings held with community organizations to provide information about TRC program and services. # of community organizations provided with information about TRC program and services.
# ___ public awareness events to provide information about TRC program and services to the community.	# of public awareness events to provide information about TRC program and services to the community. # of community residents provided with information about TRC program and services.
# ___ clients that will be contacted through individual outreach and informed about TRC program and services.	# of clients provided information about the TRC program and services. # of times staff provided information about the TRC programs and services.
<i>INFORMATION & REFERRAL</i>	
# ___ clients will receive information about the criminal justice process.	# of clients provided information about the criminal justice process.

²² Ibid., 112.

	# of times staff provided information about the criminal justice process.
# ____ clients will receive information about victim rights, how to obtain notifications, etc.	# of clients provided information about victim rights, how to obtain notifications, etc. # of times staff provided information about victim rights, how to obtain notifications, etc.
# ____ clients will receive referrals to other victim service providers.	# of clients provided with referrals to other victim service providers. Please list the agencies to which you referred. # of times staff provided referrals to other victim service providers.
# ____ clients will receive referrals to other services, supports, and resources (includes legal, medical, faith-based organizations, etc.)	# of clients provided with referrals to other services, supports, and resources. # of times staff provided referrals to other services, supports, and resources.
<i>PERSONAL ADVOCACY/ACCOMPANIMENT</i>	
# ____ clients will receive individual advocacy (e.g., assistance applying for public benefits).	# of clients provided individual advocacy (e.g., assistance applying for public benefits). # of times staff provided individual advocacy (e.g., assistance applying for public benefits).
# ____ clients will receive victim advocacy/accompaniment to emergency medical care.	# of clients provided victim advocacy/accompaniment to emergency medical care. # of times staff provided victim advocacy/accompaniment to emergency medical care.
# ____ clients will receive victim advocacy/accompaniment to medical forensic exam.	# of clients provided victim advocacy/accompaniment to medical forensic exam. # of times staff provided victim advocacy/accompaniment to medical forensic exam.
# ____ clients will receive law enforcement interview advocacy/accompaniment.	# of clients provided law enforcement interview advocacy/accompaniment. # of times staff provided law enforcement interview advocacy/accompaniment.
# ____ clients will receive assistance filing for victim compensation.	# of clients provided assistance filing for victim compensation.

	# of times staff provided assistance filing for victim compensation.
# ___ clients will receive immigration assistance (e.g., special visas, continued presence application, and other immigration relief).	# of clients provided immigration assistance. # of times staff provided immigration assistance.
# ___ clients will receive assistance intervening with an employer, creditor, landlord, or academic institution.	# of clients provided with assistance intervening with an employer, creditor, landlord, or academic institution. # of times staff provided assistance intervening with an employer, creditor, landlord, or academic institution.
# ___ clients will receive child or dependent care assistance.	# of clients provided with child or dependent care assistance. # of times staff provided child or dependent care assistance.
# ___ clients will receive transportation assistance.	# of clients provided with transportation assistance. # of times staff provided transportation assistance.
# ___ clients will receive interpreter services.	# of clients provided with interpreter services. # of times staff provided interpreter services.
# ___ clients will receive employment assistance (e.g., help creating a resume or completing a job application).	# of clients provided with employment assistance (e.g., help creating a resume or completing a job application). # of times staff provided employment assistance (e.g., help creating a resume or completing a job application).
# ___ clients will receive education assistance (e.g., help completing a GED or college application).	# clients provided with education assistance (e.g., help completing a GED or college application). # of times staff provided education assistance (e.g., help completing a GED or college application).
# ___ clients will receive economic assistance (e.g., help creating a budget, repairing credit, providing financial education).	# of clients provided with economic assistance (e.g., help creating a budget, repairing credit, providing financial education). # of times staff provided economic assistance (e.g., help creating a budget, repairing credit, providing financial education).

<i>EMOTIONAL SUPPORT OR SAFETY SERVICES</i>	
# ____ clients provided with counseling, case management, or therapy services in a non-program location (e.g. homes, libraries, parks).	# of clients provided with counseling, case management, or therapy services in a non-program location. # of sessions provided by staff in a non-program location.
# ____ clients will receive crisis intervention.	# of clients provided with crisis intervention. # of crisis intervention sessions provided by staff.
# ____ clients will receive individual counseling (Non-crisis counseling or follow-up either in-person or over the phone (or via email, Facebook, etc.)).	# of clients provided with individual counseling. # of individual counseling sessions provided by staff.
# ____ clients will receive therapy.	# of clients provided with therapy. # of therapy sessions provided by staff.
# ____ clients will receive group support.	# of clients provided group support. # of group support sessions provided by staff.
# ____ clients will receive emergency financial assistance.	# of clients provided with emergency financial assistance. # of times staff provided emergency financial assistance.
<i>SHELTER/HOUSING SERVICES</i>	
# ____ clients will receive relocation assistance.	# of clients provided with relocation assistance. # of times staff provided relocation assistance.
# ____ clients will receive housing advocacy, or help with implementing a plan for obtaining housing (e.g., accompanying client to apply for Section 8 housing)	# of clients provided with receive housing advocacy, or help with implementing a plan for obtaining housing (e.g., accompanying client to apply for Section 8 housing) # of times staff provided assistance with receive housing advocacy, or help with implementing a plan for obtaining housing (e.g., accompanying client to apply for Section 8 housing)
<i>CRIMINAL/CIVIL JUSTICE SYSTEM ASSISTANCE</i>	
# ____ clients will receive criminal advocacy/accompaniment.	# of clients provided criminal advocacy/accompaniment. # of times staff provided criminal advocacy/accompaniment.

<p># ____ clients will receive civil advocacy/accompaniment (includes victim advocate assisting with orders of protection).</p>	<p># of clients provided civil advocacy/accompaniment.</p> <p># of times staff provided civil advocacy/accompaniment.</p>
---	---

5. Priorities

In 2017, ICJIA completed a statewide assessment of crime victim needs and service gaps in Illinois, which was presented to its Ad Hoc Victim Services Committee for consultation and coordination with other stakeholders. The [final report](#) included 12 recommendations, which were subsequently approved by the ICJIA Board.²³ Priorities addressed by this NOFO include

- Core direct services to victims of all crime types.
- Fund services for underserved victims of crime.
- Promote multidisciplinary responses to victimization.
- Encourage trauma-informed and trauma-focused services.
- Encourage the use of evidence-informed (or promising) and evidence-based practices and programming.

6. Evidence-Based Programs or Practices

Applicants are strongly urged to incorporate research-based best practices into their program design, when appropriate. Applicants should identify the evidence-based practice being proposed for implementation, identify and discuss the evidence that shows that the practice is effective, discuss the population(s) for which this practice has been shown to be effective, and show that it is appropriate for the proposed target population.

B. Funding Information

This program will be supported with state General Revenue funds appropriated to the Illinois Criminal Justice Information Authority in SFY21 for grants related to trauma centers and with FFY18 Victims of Crime Act (VOCA) grant funds.

1. Award period

Grant awards resulting from this opportunity will have a target period of performance of August 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.

²³ Houston-Kolnik, J., Vasquez, A., Alderden, M., & Hiselman, J. (2017). *Ad hoc victim services committee research report*. Chicago, IL: Illinois Criminal Justice Information Authority.

2. Available Funds

A total of up to \$6 million in funding is available through this solicitation. Applicants may request a minimum of \$500,000 and a maximum of \$1.2 million in grant funding. Funding is available from two sources:

- \$4 million in FFY18 VOCA monies granted to Illinois through the U.S. Department of Justice Office for Victims of Crime.
- \$2 million from the Illinois General Revenue Fund, as appropriated in the SFY21 state budget.

Agreements that result from this funding opportunity are contingent upon and subject to appropriation and 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://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 June 5, 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.

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

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

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

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

Civil Rights. No person shall, on the grounds of race, color, religion, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or denied employment in connection with any VOCA-funded program or activity.

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

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

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

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

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

Additionally, eligible applicants must be one of the following:

- Public or non-profit hospital that provides trauma care to more than 500 Illinois residents annually and has a Level I or Level II Adult or Pediatric Trauma Center designation by the Illinois Department of Public Health.
- A community-based non-profit agency registered and in good standing with the State of Illinois that provides mental health services and is engaged in a formal partnership with a public or non-profit hospital that provides trauma care to more than 500 Illinois residents annually and has a Level I or Level II Adult or Pediatric Trauma Center designation by the Illinois Department of Public Health. A memorandum of understanding (MOU) and draft protocols for information sharing and access to patients for non-hospital staff are required as evidence of formal partnerships.

2. Cost Sharing or Matching

A 20% match requirement will be imposed on federal grant funds under this program. Any funds included as match must go for expenses included as allowable in the federal funds category. State funds may be used as match if they meet those standards; state funds used for expenses in the state funds category of allowable expenses (see section 6(c) below) cannot be counted toward the match requirement. Federal funds may not exceed 80% of the total cost of the project and may account for less if state funds are used for expenses unallowable with federal funds. 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.

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.

To calculate the amount of match required: $\text{Federal Funds} \times 25 \text{ percent} = \text{Match}$

Example A:

Total Program Cost:	\$100,000
Federal Funds ($\$100,000 \times .80$):	\$ 80,000
20% Matching Funds from State Funds: ($\$80,000 \times .25$):	\$ 20,000

In Example A, the applicant chose to use state funds as the match. This means that all program expenses paid with state and federal grant funds are required to meet the allowability guidelines for the federal funds.

Example B:

Total Program Cost:	\$100,000
Federal Funds:	\$ 64,000
20% Matching Funds (\$64,000 x .25):	\$ 16,000
State Funds:	\$ 20,000

In Example B, the applicant chose to allocate state funds to expenses not allowed by guidelines for the federal funds. This applicant is required to provide another source of match for the federal funds. In this case, federal funds will only account for 64% of total program cost.

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 “Trauma Recovery Centers.” Paper copies of the application materials may be requested from Ronnie Reichgelt by: calling 312-793-8550; mailing to Ronnie Reichgelt, VOCA Administrator, 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.SFY21TRCnofo@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 May 22, 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_bkigApoM04e6o9D

- b) Forms and Formatting.

The complete application must be emailed to cja.SFY21TRCnofo@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 that are missing documents will be rejected.

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. The narrative must be provided in this document. Do not change the format of this document.	“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. Applicants wishing to use state funds for expenses not included as VOCA-allowable must not include that state funding as match and must complete the blue “STATE funds” tab.	“Agency Name – Budget”			X
Non-Profit Agency Required Documents				
United States Internal Revenue Service 501(c)(3) determination letter.		X		
Community-Based Agency Required Documents				
Partnership Documents —This is a single PDF of all documents providing evidence of a formal partnership with a hospital.	“Agency Name – Partnership Documents”	X		

Application Formatting Program Narratives may not exceed 20 pages and must be written in Times New Roman size 12 font. Do not delete template questions in your response. Other required documents, including MOUs or support letters from third parties if required under this Notice should be included as a separate PDF document.

- c) Additional Material Please include partnership documents with your application. Partnership documents are any agreements with or letters of commitment from third parties as required; agreements and letters of commitment should be included as a single PDF and do not count toward the page limit.

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

Applicants are required to:²⁴

- 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

²⁴ 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).

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

Completed application materials must be received by and in possession of the email address cja.SFY21TRCnofo@Illinois.gov by 11:59 p.m., June 5, 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.SFY21TRCnofo@Illinois.gov.

5. Application Questions

Questions may be submitted via email at cja.SFY21TRCnofo@Illinois.gov. The deadline for submitted questions is 11:59 p.m. on May 28, 2020. All substantive questions and responses will be posted on the ICJIA website at <https://icjia.illinois.gov/gata>. 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) Prohibited Uses. The following is a non-exhaustive list of services, activities, goods, and other costs that cannot be supported through this NOFO categorized by funding source:

VOCA (and match) funds:

- 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

State funds:

- 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

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. Applicants will be required to submit a budget identifying which expenses will be paid with VOCA funds and which with State funds:

- VOCA-allowable expenses are expenses that are closely related to providing services to TRC clients. More information on the VOCA guidelines for allowable costs can be found in [28 CFR 94.119-122](#). The following is a list of federally allowed expenses common to TRC programs:
 - Personnel providing direct services to victims and supervisory personnel to the extent that they provide direct services to victims or provide direct supervision to staff who provide direct services to victims.
 - Hiring and training costs for the above personnel that provide for their professional growth and development.
 - Equipment and supplies integral to providing mental health treatment, including
 - Art supplies for expressive therapies
 - Assistive tools and sensory devices, workbooks, and toys for activities
 - All program operating costs related to providing services and prorated to use for this program, including
 - Rent for program space

- Billing
 - Supplies
 - Staff travel related to other allowable expenses
- Costs to address needs of victims:
 - Housing, food, clothing, prescriptions, and other expenses to meet immediate needs on an emergency basis to promote safety and stability.
 - Childcare when participating in program activities.
 - Transportation to and from program activities and tasks related to stabilization (attending job interviews, medical/therapy appointments) and criminal justice proceedings related to their victimization.
 - Relocation expenses when related to establishing a safe and stable living environment
- State funded allowable expenses:
 - Costs associated with ongoing program planning efforts. Planning activities must be completed by November 30, 2020 to be eligible for reimbursement.
 - Equipment and supplies that enhance the trauma-informed nature of the program by adding to the safety, comfort, and supportive environment of program areas. Examples include snacks and culturally appropriate artwork and décor.
 - Outreach work to create partnerships with community-based organizations and to increase awareness of the program.
 - Activities and supports (not including supervision supported with VOCA funds) to address vicarious trauma and other impacts from providing services to clients experiencing trauma.
- 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.

Grant funds must be used to supplement existing funds for program activities and must not replace those funds that have been appropriated for the same purpose. If grant funds will be used for the expansion of an existing program, applicants must explain how proposed activities will supplement, not supplant, current program activities and staff positions. Agencies may not deliberately reduce governmental funds because of the existence of these grant funds. A written certification may be requested by ICJIA stating that these funds will not be used to supplant other state, local, federal, or other funds.

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.

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.

8. 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 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 **1:30 p.m. on May 11, 2020.**

E. Application Review Information

1. Criteria

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. Applicants must earn at least 65 points to be considered for funding.

Scoring Criteria		Possible Points
------------------	--	-----------------

Summary of the Program:		5
Statement of the Problem:		15
Demographic Information		5
Summary of existing TRC program		5
Evidence for continued need for a TRC		5
Project Implementation:		55
Describe alignment with TRC Model Core Elements		45
Care beyond “usual care”		5
Describe support for staff		5
Goals, Objectives and Performance Indicators:		10
Table is complete		5
Goals and objectives are reasonable.		5
Budget Detail:		10
Budget is complete.		5
Budgeted items are cost-effective in relation to the proposed activities.		5
Budget Narrative:		5
Narrative is complete for all line items, clearly detailing how the applicant arrived at and calculated the budget amounts.		
Total Possible Points		100

1. Review and Selection Process

All applications will be screened for completeness, 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.

Selection of proposals that pass the screening process will be based on fidelity to the TRC model and evidence that the applicant is either currently operating or successfully developing a TRC that demonstrates substantial alignment with TRC model core elements (See Section A, 2). 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.

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	May 8, 2020
Technical Assistance Recording	May 11, 2020
Notice of Intent due	May 22, 2020
NOFO question submission deadline	May 28, 2020
Applications due	11:59 p.m., June 7, 2020
Budget Committee review/approval of recommended designations	July 2020
Program start date	August 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:

Ronnie Reichgelt
Illinois Criminal Justice Information Authority
cja.SFY21TRCnofo@Illinois.gov

F. Award Administration Information

1. State Award Notices

The ICJIA Budget Committee is scheduled to review and approve designations in July 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
- Equal Employment Opportunity and Civil Rights Certification signed by the Implementing Agency
- Lobbying and Debarment certification signed by the Program Agency

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 the Victims of Crime Act, GATA, and the U.S. Department of Justice Grants Financial Guide.

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:

Ronnie Reichgelt

Illinois Criminal Justice Information Authority

cja.SFY21TRCnofo@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.

The UC San Francisco Trauma Recovery Center is referenced several times throughout this NOFO. More information about UCSF TRC and their technical assistance manual for other trauma recovery centers can be found at <http://traumarecoverycenter.org/trc-technical-assistance/>.