



# ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY

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## VOCA COMMUNITY VIOLENCE

### RESPONSES TO APPLICANT QUESTIONS

*(last updated 7/27/17)*

#### General Questions

1. Q: I received an email that the Notice of Funding posting was updated. Is there a summary of what was updated so I don't have to read the whole thing?  
A: Sure. We added several documents that were inadvertently not posted. They were the programmatic risk assessment and the logic model (in Word).
  
2. Q: The new VOCA Final Rule allows for services to victims who are incarcerated, does ICJIA's NOFO allow for services to incarcerated victims?  
  
A: Yes. VOCA funds are for direct services for victims of crime, regardless of whether the victim is incarcerated at the time services are provided. Victim services may be provided to incarcerated individuals who are victimized by a crime prior to, or during, incarceration. Allowable services are outlined in each NOFO but all proposed services must address victim needs that result from a victimization. Thus, applications proposing rehabilitative and support services to incarcerated victims must clearly explain how the programs will screen for victimization and how the need for each service results from the victimization, and not the incarceration itself. Applicants are encouraged to clearly explain the screening process that identifies specific victimization(s) and the resulting needed services.
  
3. Q: We have found several instances of references to FFY16 in the application forms that were made available on the ICJIA application site. Should we leave these as is or update them to FFY18?  
A: Please do not change the forms.
  
4. Q: For Appendix E, the VOCA SAR Form, #8 asks for allocations by victim type and should match amount provided in Section 4 of the VOCA SAR form. However, Section 4 is to be completed by ICJIA, so how can these be reconciled in the application?  
A: Complete #8 using your total requested amount as a guide. It can be edited later if need be.
  
5. Q: Page 16 of the NOFO says, "Applicants may request a minimum of \$75,000 to a maximum of \$1,000,000 in federal funding to support programming

for a 12-month period;” and item 4G page 3 of the Program Narrative says, “Describe how the applicant agency will sustain the funded program at the end of the three-year funding period.” Can you please clarify the actual funding period and the sustainability requirement?

A: If awarded, the agency will receive a 12 month grant with an awarded amount between the ranges you list below. If the program requirements are met and funding is available, ICJIA can renew the grant for an addition 24 months. The total is a three year funding period. For that question, include any current or future approaches to sustaining this project.

6. Q: I saw that law enforcement agencies are NOT eligible for the grant and wanted to make sure of that. If that is the case, can you please point us to grant applications that allow police departments to acquire funding to work on implementing more effective victim services?

A: Please see this memo posted on our website about future solicitations. <http://www.icjia.state.il.us/assets/pdf/NewsReleases/VOCACCompetitiveFundingTimeline68.pdf>

7. Q: Is it allowable to focus on serving victims of community violence who are 18 and under and adult victims with children?

A: In the CV NOFO we state: For the purposes of this funding opportunity, community violence victims are defined as adult victims who directly experience violent crime, and minor victims who directly experience or witness violent crime in the home, school, work or neighborhood.

8. Q: Does crisis intervention mean immediate intervention or can we provide crisis intervention the morning after the crime occurs?

A: Crisis intervention can be provided whenever the victim presents to the agency for services or even throughout the provision of those services.

#### Program Narrative

9. Q: The website says the Program Narrative should not exceed 20 pages, but the downloadable form says the maximum is 30 pages.

A: The website is incorrect. The page limit is 30 pages.

10. Q: If an Applicant serving adult victims may subcontract for specialized professional services (NOFO, page 10), may an Applicant serving minor victims subcontract for "intensive professional psychological/psychiatric treatment"? May an Applicant propose to provide therapy to minor victims through an interagency collaboration with a community-based social service provider?

A: You may propose providing "intensive professional psychological/psychiatric treatment" to minor victims via a collaborative partnership.

11. Q: The Community Characteristics section of the program narrative for VOCA application asks for U.S. Census Bureau QuickFacts for 2015 and 2010-2014. The QuickFacts website is showing facts for 2016 and 2011-2015. Is it permissible to use these more recent numbers?  
A: Yes, this is permissible.
12. Q: Is there any guidance on what ICJIA considers “younger persons”?  
A: This is meant to cover adolescents and young adults.
13. Q: Referring to the Program Narrative document, it indicates at the top of the page that applicants applying for multiple focus areas must complete a unique program narrative for each focus area. Can you clarify what defines a "focus area." It is unclear if that is intended to mean the specific service region within the State we propose to serve or if "focus area" is intended to mean the population groups, as identified in items #1 and #2 of the program narrative. Also, Referring to the Program Narrative, question #3 part C asks: "Describe strengths and challenges of the community to be served. A minimum of two strengths and two challenges are essential and must be related to the problem described in 1A." Can you clarify what "must be related to the problem described in 1A" is referring to? Where can the "problem described in 1A" be found?  
A: These are typos left from the last solicitation. The focus area statement has been removed. And applicants should relate their community's strengths and weaknesses to the problem of community violence. We have revised and reposted the program narrative word document.
14. Q: Can you provide the context for the table in the Program Narrative, 4.G.? Should we only list awards related to provision of services to victims of child abuse? And how far back in our grants history should we go? Typically we're asked to report the most recent 3 year period, but please let me know if more is needed.  
A: Please provide current state grants for which there is a similar focus.
15. Q: We will be serving the population of our school district. May we use our publically available school district statistics (where available) for the Community Characteristics portion of the Problem Statement?  
A: Please enter county level data first. You may add a row for district level data if you like.
16. Q: Do we type directly onto the Program Narrative form leaving the questions on the form, or should we create a separate document numbered according to the Program Narrative form, omitting the wording of the questions?  
A: Yes, please type directly into the Narrative word document. Leave the questions. Remember to format your answers to double space.
17. Q: Is it permissible to modify the actual headings/questions in order to create space for our response so long as it is still clear to the reviewer what the intent of

the question is? Some of the questions have lengthy explanations and we would like to omit where possible in order to reserve space for our response given that the narrative is restricted to 30 pages double spaced.

A: Please do not change the Program Narrative Word document questions etc.

18. Q: Will the required table for goals, objective and performance metrics (Question #8) be counted towards the 30 page maximum?

A: The goals chart is included in the page limit.

### Fiscal Questions

19. Q: I'm working on a Community Violence proposal and can see that an unallowable cost includes salaries and expenses for management. I've read the VOCA Final Rule and am looking for clarification on funding for program directors. While the program director does not manage direct service employees, facilitation of this grant program would ultimately fall to this position. Is it permissible to include a portion of this salary and benefits?

A: Salaries and expenses of management may only be VOCA-funded (or match) if the staff member is providing direct services, supervising direct service providers or *directly* engaging in allowable activities such as VOCA-required administrative duties or coordination activities. Indirect oversight of a program is not fundable.

Management staff that meet the exceptions above can be budgeted as line items, however, if the applicant elects to budget for indirect costs with a de minimis cost rate, staff that spend a small portion of their time (10% or less) on the program must be budgeted as an indirect cost.

20. Q: If we include an overmatch in our budget, are we still only obligated to report on the required 20% match, or do we become obligated to report on the overmatch as well at the time of award?

A: You will become obligated to report on all matching funds reported.

21. Q: May costs, such as portions of supporting personnel's time, that is funded with state dollars be used for in-kind match requirements?

A: This sounds allowable. Please listen to our TA recorded session on fiscal matter for more direction here.

22. Q: The budget is required in excel but I noticed that there are lines for signatures. Are the signatures required, and if so, how do we meet the requirement for both excel format and signatures?

A: Submit the completed budget in excel. You do not need to submit the budget with signatures at this time.

23. Q: The TA video indicates that food and drink costs are unallowable for grant and match funds. Our program model includes intensive case management and client groups, and as part of both program components, we feed our clients. Our clients are low-income, mostly adolescent, from underserved neighborhoods, and they typically come to us hungry. It's difficult to discuss their trauma and provide support when they're hungry. This has been part of our program model since we began in 2013. Can we include this in our budget?

A: Food and beverage expenses are not allowable for either the requested or matching funds.

24. Q: Can intern hours be counted as match?

A: Yes, soft match is allowable.

25. Q: My agency will be submitting a proposal to the Illinois Criminal Justice Information Authority for funding under the 2017 Victims of Crime Act (VOCA). Our organization does not have a Negotiated Indirect Cost Rate Agreement with either the Federal Government or The State of Illinois. It is our intent, however, to submit our initial ICRP within the time allowed by the State, should we receive funding under the VOCA program. What indirect rate can we use while our proposal is being negotiated?

A: Once you registered on the GATA portal you should have had the option to work with a State of Illinois contractor named Crowe Horwath (CH) to develop your State of Illinois Negotiated Rate. Since this didn't seem to occur I would suggest for the NOFO application you indicate the use of the 10% De Minimis and concurrently reach out to DHS to assist you in securing a State of Illinois negotiated rate with CH. You can reach DHS with the following email address: [dph.staffhelpdesk@illinois.gov](mailto:dph.staffhelpdesk@illinois.gov).

### **3. Indirect Cost Rate**

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

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

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

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

26. Q: My institution does not charge indirect costs to federal grants. On the budget and budget narrative form, sheet Section A – Indirect Cost Info, for the option to request no reimbursement of indirect costs, it says “Please consult your program office regarding possible match requirements.” Could you please explain the implications for the match requirement when no indirect costs are included in the grant budget?

A: This statement is to alert the applicant that there are some limits on certain expenses if included as match. Administrative expenses charged as in-kind match must be pro-rated. In addition, a maximum of 10% of the salary of existing staff who will supervise grant-funded positions may be charged to in-kind match.