



ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY

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VOCA COMMUNITY VIOLENCE

RESPONSES TO APPLICANT QUESTIONS

(last updated 7/21/17)

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/VOCACompetitiveFundingTimeline68.pdf>

Program Narrative

7. 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.

8. 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.

9. 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.

10. Q: Is there any guidance on what ICJIA considers “younger persons”?

A: This is meant to cover adolescents and young adults.

11. 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 the 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.

12. 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.

13. 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.

14. 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.

Fiscal Questions

15. 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.
16. 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.
17. 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.
18. 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.