

Uniform Notice for Funding Opportunity (NOFO)
Victims of Crime Act: Child Abuse, Financial Crime and Impaired Driving
June 5, 2017

	Data Field	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority
2.	Agency Contact:	Reshma Desai, Strategic Policy Advisor Illinois Criminal Justice Information Authority 300 West Adams, Suite 200 Chicago, IL 60606 cja.vocagrantsunit@illinois.gov 312-814-1708
3.	Announcement Type:	<input checked="" type="checkbox"/> Initial announcement <input type="checkbox"/> Modification of a previous announcement
4.	Type of Assistance Instrument:	Grant
5.	Funding Opportunity Number:	1474-332
6.	Funding Opportunity Title:	Victims of Crime Act: Child Abuse, Financial Crime and Impaired Driving
7.	CSFA Number:	546-00-1474
8.	CSFA Popular Name:	VOCA Unmet Needs
9.	CFDA Number(s):	16.575
10.	Anticipated Number of Awards:	Unknown
11.	Estimated Total Program Funding:	Unknown
12.	Award Range	\$75,000-\$500,000
13.	Source of Funding:	<input checked="" type="checkbox"/> Federal or Federal pass-through <input type="checkbox"/> State <input type="checkbox"/> Private / other funding Mark all that apply
14.	Cost Sharing or Matching Requirement:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
15.	Indirect Costs Allowed	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Restrictions on Indirect Costs	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

		If yes, provide the citation governing the restriction:
16.	Posted Date:	June 5, 2017
17.	Closing Date for Applications:	11:59 p.m., July 19, 2017
18.	Technical Assistance Session:	<p>Session Offered: X Yes <input type="checkbox"/> No</p> <p>Session Mandatory: X Yes <input type="checkbox"/> No</p> <p>Applicants must view and certify that that they have watched the recorded webinar which will be available beginning at 1:30 p.m., June 5, 2017.</p> <p>View the webinar at: https://gata.icjia.cloud/ </p>

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.

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 2016, Illinois received a VOCA award of \$87.1 million.

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

For more information on the VOCA Program please visit:
<http://ojp.gov/ovc/about/victimsfund.html>.

ICJIA recently completed a statewide assessment of victim services in Illinois. The report was presented to the Ad Hoc Victim Services Committee for consultation and coordination with other state agencies. The final report's recommendations were approved by ICJIA Board in January 2017. These recommendations outline a comprehensive plan to address victims' needs in Illinois and are reflected in this funding opportunity where appropriate. Please see the following link to access the report and recommendations:
<http://www.icjia.state.il.us/articles/ad-hoc-victim-services-committee-research-report>

Authorizing Statutes

The Victims of Crime Act of 1984 established the Crime Victims Fund (42 U.S.C. 10601(c)) for the purpose of creating a special mandatory spending account dedicated to helping victims of all types of crimes. Programs 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.

The Illinois Criminal Justice Information Act (20 ILCS 3930/7(k)) established ICJIA as the agency "to apply for, receive, establish priorities for, allocate, disburse and spend grants of funds that are made available...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."

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."

The agency 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.).

Background

The purpose of this Notice of Funding Opportunity is to fund direct services for victims of crime under at least one of three focus areas: child abuse (minors and adults survivors of child abuse), financial crime, and impaired driving.

For the purposes of this funding opportunity, the victimization categories are defined as follows:

Child Abuse: Crimes committed by a parent, immediate family member, person responsible for the child's welfare, individual residing in the same home as the child, or a paramour of the child's parent in violation of Illinois criminal statutes that result in physical or emotional harm to a minor.¹ Covered in this funding opportunity will be minor victims and adult survivors of child abuse as defined here.

Child trafficking and involuntary servitude and bullying will not be addressed with this opportunity.

Childhood exposure to violence is not the primary intent of this opportunity, however, services for such secondary victimization are allowable if the need is identified during the provision of child abuse services.

Financial Crime: Identity theft² or the financial exploitation of elders and persons with disabilities.³

Impaired Driving: Impaired driving occurs when a driver operates a motor vehicle while under the influence of alcohol, drugs, or other intoxicating compounds.⁴ This funding opportunity serves victims of motor vehicle accidents caused by impaired drivers and victims of motor vehicle accidents caused by drivers using electronic communication or video devices while driving which result in death or great bodily harm.⁵

Each of these areas is described separately in the subsequent pages of this notice. Applicants may receive 5 bonus points for selecting and clearly addressing an underserved area(s) or

¹ Crimes include, but are not limited to, assault, battery, endangerment or neglect, sex, and mutilation offenses committed against a child, as defined in the Criminal Code of 2012, and violations of the Wrongs to Children Act, the Illinois Controlled Substances Act, and the Methamphetamine Control and Community Protection Act.

² 720 ILCS 5/16-30

³ 720 ILCS 5/17-56

⁴ 625 ILCS 5/11-501

⁵ 625 ILCS 5/12-610.2; 625 ILCS 5/12-604.1

group(s) within these areas in the Program Narrative. [See Section 4 in the ICJIA Ad Hoc Victim Service Committee Research Report for more information.](#)⁶

Applicants can apply for one or more focus areas. Individual applications must be submitted for each focus area.

The deadline for all applications is July 19, 2017.

Grant awards must be spent over a period of 12 months. Additional funding to extend the grant period will depend on both the availability of funds, and project performance during the first 12 months.

Focus Area One: Child Abuse: Minor victims and adults with child abuse histories

This focus area is intended to address minor victims and adult survivors of crimes committed by a parent, immediate family member, person responsible for the child's welfare, individual residing in the same home as the child, or a paramour of the child's parent, in violation of Illinois criminal statutes that result in physical or emotional harm to a minor.

Trends and Characteristics

The rate of reported abuse/neglect has remained consistent after a slight rise in 2012. Reported incidents of sexual abuse remained about the same and accounted for just 6 percent of reported cases. Research suggests that child abuse is an underreported crime and estimates are difficult to ascertain given barriers to identifying such incidents.⁷ Counties outside of Cook County accounted for 70 percent of reported and indicated child abuse and neglect cases and about 68 percent of reported and indicated child sexual abuse cases.

Data on the characteristics of children and youth whose cases were indicated as abuse or neglect were obtained from the Illinois Department of Child and Family Services (DCFS) State Fiscal Year 2015 Annual Report.⁸ Indicated cases were the focus, as those represent incidents in which child welfare investigators had enough evidence to confirm abuse or

⁶ Houston-Kolnik, J., Vasquez, A., Alderden, M., & Hiselman, J. (2017). *Ad Hoc Victim Services Committee Research Report*. Chicago, IL: Illinois Criminal Justice Information Authority. Retrieved from http://www.icjia.state.il.us/assets/articles/ICJIA_FINAL_AdHocReport_VictimServices_012717.pdf

⁷ Diderich, H. M., Verkerk, P. H., Oudesluys-Murphy, A. M., Dechesne, M., Buitendijk, S. E., & Fekkes, M. (2015). Missed cases in the detection of child abuse based on parental characteristics in the emergency department. *Journal of Emergency Nursing*, 41, 65-68.

Lynne, E. G., Gifford, E. J., Evans, K. E., & Rosch, J. B. (2015). Barriers to reporting child maltreatment: Do emergency medical services professionals fully understand their role as mandatory reporters?. *North Carolina Medical Journal*, 76, 13-18.

⁸ Reports and statistics from DCFS are available on their website: <https://www.illinois.gov/dcf/aboutus/newsandreports/reports/Pages/default.aspx>.

neglect occurred. The data indicated notable age and gender differences by abuse type. Almost half of indicated cases of child abuse and neglect involved children under 5 years of age (48 percent), while 64 percent of indicated child sexual abuse cases involved youth 10 to 17 years of age. In addition, 50 percent indicated child abuse and neglect involved female victims and 49 percent involved male victims, generally reflecting the female-male distribution in the general population. Females, however, accounted for a much higher percentage of victims of indicated child sexual abuse than males, at 83 percent and 16 percent, respectively.

Slight differences also were noted by race and ethnicity. Whites accounted for the largest percentage of child abuse and neglect and sexual abuse victims (52 percent and 57 percent, respectively), followed by Blacks (35 percent and 24 percent, respectively), and Hispanics (10 percent and 15 percent, respectively). When compared to their representation in the general population, Blacks were overrepresented among both indicated child abuse and neglect and child sexual abuse cases. The percentage of White and Hispanic children who have been victimized was less than their representation in the population.

Impact

The impact of abuse on children has been well-documented. Children are often impacted psychologically and may experience PTSD, depression, and anxiety as a result.⁹ Additionally, the abuse and the associated psychological stress can cause severe physical symptoms, such as irritable bowel syndrome, diabetes, and heart disease.¹⁰ For younger children, especially those under the age of 3, physical injuries are likely to be more severe and fatal.¹¹ Children and youth who are victims of violence also are more likely to experience other forms of abuse. For example, experiencing a physical assault is associated with a 4.9 times greater likelihood of sexual victimization.¹² Childhood victimization can also negatively impact healthy development, including personality development.¹³ Outside

⁹ Office for Victims of Crime. (2012). *Child abuse and neglect*. Office for Victims of Crime Training and Technical Assistance Center's website: https://www.ovcttac.gov/downloads/views/TrainingMaterials/NVAA/Documents_NVAA2011/ResourcePapers/Color_Child20Abuse%20Resource%20paper%202012_final%20-%20508c_9_13_2012.pdf.

Nemeroff, C. B. (2016). Paradise lost: the neurobiological and clinical consequences of child abuse and neglect. *Neuron*, 89(5), 892-909.

¹⁰ See Nemeroff, 2016. Paradise lost: the neurobiological and clinical consequences of child abuse and neglect. *Neuron*, 89(5), 892-909.

¹¹ Finkelhor, D. (2007) Developmental victimology: The comprehensive study of childhood victimization. In R. C. Davis, A.J. Lurigion, and S. Herman (Eds.), *Victims of Crime* (3rd Ed., pp. 9-34) Los Angeles: Sage Publications
See OVC, 2012.

¹² Finkelhor, D., Turner, H., Shattuck, A., & Hamby, S. (2015). Prevalence of childhood exposure to violence, crime, and abuse. *JAMA Pediatrics*, 169(8), 746-754.

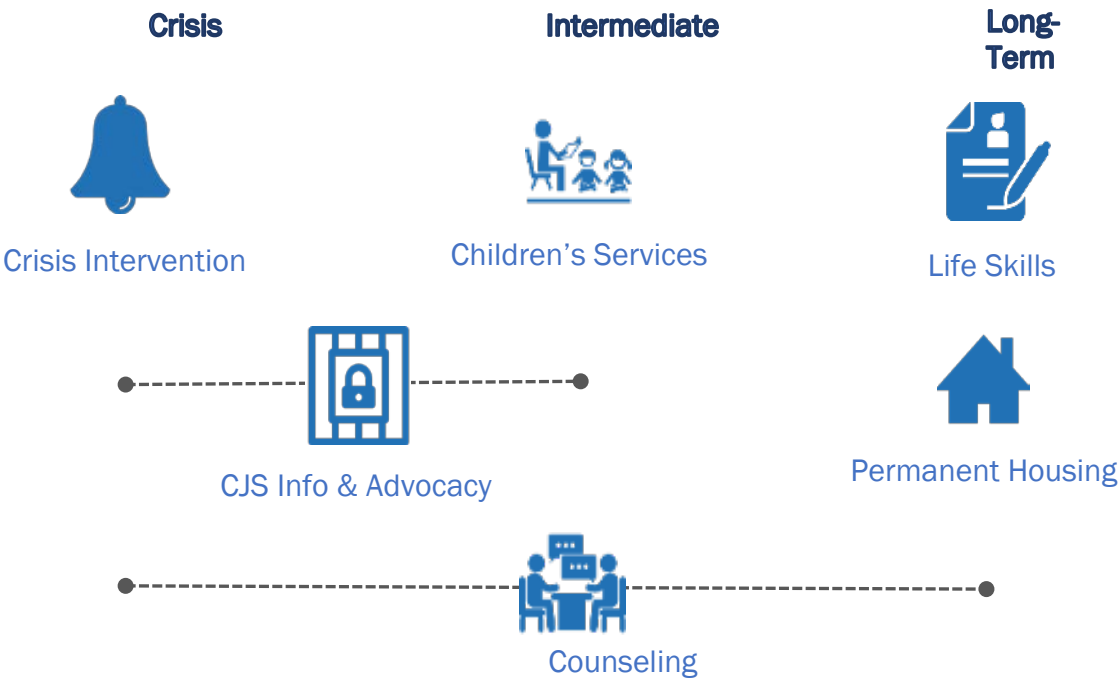
¹³ Finkelhor, D., and Hashima, P. (2001). The victimization of children & youth: A comprehensive overview. In S.O. White (Ed.), *Law and Social Science Perspectives on Youth and Justice*, 49-78.

of physical and mental consequences, children who have experienced abuse or neglect can fall behind in their academic studies and may exhibit behaviors that are delinquent or combative.¹⁴ The stress of being placed in foster care and the potential uncertainty of housing placements may further exacerbate the impact of trauma.

There also may be long-term impacts of child abuse and neglect that have implications for adult victims of child abuse. One study matched children from substantiated court cases of abuse and neglect to children without a history of child abuse and neglect and found that childhood victims had significantly lower education, employment, earnings, and assets compared to the matched control children.¹⁵

Service Needs and Gaps

Children need a variety of services following child abuse, neglect, or sexual victimization. Service providers who serve child abuse victims ranked the following services as most crucial during the following times:



¹⁴ See Finkelhor & Hashima, 2001.

¹⁵ Currie, J., & Spatz Widom, C. (2010). Long-term consequences of child abuse and neglect on adult economic well-being. *Child Maltreatment*, 15, 111-120.

Victim services providers serving children and their families who participated in an ICJIA needs assessment survey and in focus groups noted multiple needs and gaps in services. For instance, a coordinated, multidisciplinary crisis response that is sensitive to the needs of children is important to reduce the strain and re-traumatization for child abuse cases. Additionally, early criminal justice intervention and advocacy may assist in the collection of better information and evidence, while also preparing the child and family for the court process.

Participants noted a great need for trauma-informed services, especially for children who experience sexual abuse. Services and counseling for the entire family also was noted as important. Counseling that provides options for families to attend counseling individually and together, and that improve parent/child interaction may be particularly important.

Access to quality, specialized medical care that is mindful of trauma also was identified as a need. Many agencies in rural counties expressed the difficulties and burdens long travel times place on children in accessing specialized care.

Regional gaps in victimization and service provision are evident. Counties outside of Cook that have high rates of victimization are concentrated in the Southern and Central regions where service providers are largely spread out. This contributes to longer travel times. Further, resources are needed to address the southernmost region of the state and counties that have higher rates and number of reports. Some of these counties include Alexander, Edgar, Jackson, Marion, Mason, Marion, Vermilion, and Wabash.

Please see the Program Design Section for program, staffing, and training requirements.

Focus Area Two: Financial Crime

This focus area is intended to address victims of financial crimes of identity theft and financial exploitation of elders and people with disabilities.

In their Vision 21 Final Report, the Office for Victims of Crime called for an expansion of programming to all crime victims.¹⁶ Historically, ICJIA has not funded programs designed to specifically meet the unique needs of financial crime victims. This funding opportunity seeks to fill this service gap by making funding available to victim service providers for the expressed purpose of providing support to Illinois victims of financial crime.

¹⁶ Office for Victims of Crime. (2013). *Vision 21: Transforming Victim Services Final Report*. Washington, D. C.: U.S. Department of Justice. Retrieved from https://ovc.ncjrs.gov/vision21/pdfs/vision21_report.pdf

Financial crime includes identity theft and the financial exploitation of the elderly or persons with disabilities that meet the statutory requirements. Identity theft occurs when an individual's personal information (e.g., name, address, birthdate, social security number, account or credit number, etc.) is used to commit fraud.¹⁷ Identity theft can take many forms, including account and benefit fraud, and criminal, employment, and medical identity theft.¹⁸ According to the Federal Trade Commission, in 2016, Illinois was the state with the fifth highest identity theft complaint rate.¹⁹ Most identity theft complaints were for credit card fraud (34 percent) or employment or tax-related fraud (31 percent).²⁰ Financial exploitation of the elderly or persons with disabilities may occur when a caregiver mismanages financial assets or the person becomes the target of financial fraud because of reduced cognitive ability.²¹ According to the Illinois Department on Aging, financial exploitation is consistently the most often reported type of abuse within populations of elderly and persons with disabilities, occurring in 54 percent of cases in 2015.²²

Many victims of financial crime suffer financial and psychological harm as a result of their victimization. Most victims of identity theft report experiencing frustration (81 percent), fear regarding personal financial security (69 percent), and a sense of powerlessness or helplessness (54 percent).²³ Stress, anxiety, and sleep disturbances are also common.²⁴ Furthermore, the impact of victimization on a person's financial security can be severe. Due to financial crimes victims may be unable to obtain credit (e.g., credit cards, loans) or open a bank account, may be required to pay higher interest rates, or may have their employment negatively impacted (e.g., loss of job, inability to obtain employment).²⁵ The Identity Theft Resource Center also notes that victims of identity theft report that their ability to get a job has been affected or that they have been unable to get a job (16 percent) and 10 percent said they lost their job in 2015. In 2014, only 3.5 percent reported losing their job as an impact, an increase of over 250 percent.²⁶ In addition, financially exploited victims often spend substantial time trying to mitigate financial harms. The overwhelming majority of victims

¹⁷ Office for Victims of Crime. (2009). *Identity Theft*. Washington, D. C.: U.S. Department of Justice. Retrieved from http://www.ncdsv.org/images/OVCTTAC_IdentityTheftResourcePaper_2012.pdf

¹⁸ Ibid.

¹⁹ Federal Trade Commission. (2017). *Consumer Sentinel Data Book for January 2016-December 2016*. Retrieved from https://www.ftc.gov/system/files/documents/reports/consumer-sentinel-network-data-book-january-december-2016/csn_cy-2016_data_book.pdf

²⁰ Ibid.

²¹ Office for Victims of Crime. (2009). *Elder Abuse*. Washington, D. C.: U.S. Department of Justice. Retrieved from https://www.ovcttac.gov/downloads/views/TrainingMaterials/NVAA/Documents_NVAA2011/ResourcePapers/Color_Elder%20Abuse%20Resource%20Paper_2012_final%20-%20508c_9_13_2012.pdf

²² Illinois Department on Aging (n.d.). *Adult Protective Services, Fiscal Year 2015, Annual Report Data*.

²³ Identity Theft Resource Center. (n.d.). *Identity Theft: The Aftermath 2016*. Retrieved from http://www.idtheftcenter.org/images/page-docs/AftermathFinal_2016.pdf

²⁴ Ibid.

²⁵ Ibid.

²⁶ See *Identity Theft: The Aftermath 2016*.

(83.7 percent) spend a week (40 hours) or more working to resolve their identity theft case.²⁷ Similarly, financially exploited elders may also experience depression, feelings of shame, anger, and remorse, and financial hardship as a result of their victimization.²⁸ Elders and persons with disabilities are especially vulnerable to financial exploitation because they are frequently targeted by offenders, and their access to resources is more limited.²⁹

A statewide victim needs assessment conducted in 2016 by Aeffect, Inc.,³⁰ for ICJIA underscores the need for victim services that specifically meet the needs of victims of financial crime. Results show that nearly one-fifth (19 percent) of Illinois residents surveyed had experienced identity theft or a scam. Victims who experienced these forms of financial crime most often cited the need for the following victim services as a result of their victimization: counseling (25.4 percent); civil legal assistance (20.6 percent), including legal advocacy services such as court accompaniment, bill collection/credit counseling, and identification/document replacement; and mental health services (19.9 percent). While most victims were able to get their counseling and mental health service needs met (82 percent and 69 percent, respectively), only 39 percent of victims who sought help with bill collection or credit counseling received it. This finding suggests that financial crime victims would benefit from victim service providers trained to meet needs unique to their victimization experience, such as credit counseling.

Victim service providers can play an integral role in assisting victims of financial crime by providing information and referrals, and advocacy services. Information, including materials on how to address identity theft and repair credit, may enable some victims to navigate the financial recovery process on their own.³¹ Therefore, providers serving financially exploited victims must make this information readily available to victims. Victim advocates can also assist financial crime victims as they navigate a complex reporting process. Victims may need to file a police report; close credit/bank accounts contact the FTC to report identity theft; and place a fraud alert or credit freeze on their credit report.³² Providers also need to be able to link victims to attorneys experienced with identity theft and/or other financial crimes, when circumstances necessitate. An attorney may be needed in the following situations: creditors or credit reporting agencies are unhelpful, creditors harass or sue a victim to collect debts incurred as a result of financial crime, or the offender enters the

²⁷ Ibid.

²⁸ National Adult Protective Services Association. (n.d.). *Elder Financial Exploitation*. Retrieved from <http://www.napsa-now.org/policy-advocacy/exploitation>

²⁹ See 2

³⁰ Report forthcoming.

³¹ Office for Victims of Crime. (2010). *Expanding Services to Reach Victims of Identity Theft*. Retrieved from https://www.ovc.gov/pubs/ID_theft/pfv.html

³² Ibid.

criminal justice system.³³ In addition, victims would also benefit from counseling services offered by trained advocates or therapy provided by licensed professionals.

Please see the Program Design Section for program, staffing, and training requirements.

Focus Area Three: Impaired Driving

Trends and Characteristics

Impaired driving occurs when a driver operates a motor vehicle while under the influence of alcohol, drugs, or other intoxicating compounds. This funding opportunity serves victims of motor vehicle accidents caused by impaired drivers and victims of motor vehicle accidents caused by drivers using electronic communication or video devices while driving which result in death or great bodily harm.

Data is limited on impaired driving-related crashes and fatalities in Illinois. The most widely available data is on alcohol-related crashes and fatalities. The Illinois Department of Transportation tracks alcohol-related crashes and fatalities each year. These data indicate alcohol-related crashes and fatalities decreased 43 percent between 2006 and 2015, from 446 to 261. Cook County had the highest number of alcohol-involved crash fatalities in 2015 (94), followed by Madison (14); Will (14); St. Clair (12); and Lake (10) counties. According to the National Highway Traffic Safety Administration (NHTSA) data on distracted driving in the United States in 2015, 10 percent of all crashes and fatalities and 15 percent of all injuries resulting from crashes involved distracted driving.³⁴ Driver cell phone use accounted for 14 percent of all distracted driving fatalities.³⁵ Younger drivers (age 20-29) account for a third of distracted driving fatalities involving cell phone use, but represent just under a quarter (24 percent) of drivers involved in fatal crashes,³⁶ suggesting age may be risk a factor for distracted driving resulting from cell phone use. State level data is not available on the number of distracted driving crashes.

In 2015, 237 people sustained fatal injuries, accounting for 90 percent of the alcohol-related crash injuries in Illinois that year, according to NHTSA. Further data on injuries reveals that drivers were the most likely to sustain fatal injuries in an alcohol-related crash (72 percent), followed by pedestrians (13 percent), and passengers (12 percent).³⁷ It is unknown,

³³ Price, P. (n.d.). *Rising tide: The explosion of identity theft during hard economic times* [PowerPoint slides]. https://www.ovc.gov/pubs/ID_theft/pdf/VICARS_RisingTide.pdf

³⁴ National Highway Traffic Safety Administration. (2017). *Distracted Driving 2015*. Retrieved from <https://crashstats.nhtsa.dot.gov/Api/Public/ViewPublication/812381>

³⁵ Ibid.

³⁶ Ibid.

³⁷ Data can be accessed through the National Highway Traffic Safety Administration: <http://www-fars.nhtsa.dot.gov/Main/index.aspx>

however, whether drivers in the crash who sustained fatal injuries were those who were intoxicated. Males accounted for 81 percent of alcohol-related vehicular deaths. Forty-seven percent of victims were between the ages of 18 and 35 years. Of those who survived an alcohol-related crash (26), 11 people sustained serious injury (42 percent). Of those who sustained a serious injury, all but one were drivers (91 percent), 82 percent were male, and 64 percent were between the ages of 18 and 35 years.

Impact

Impaired driving-related crashes impact both primary and secondary victims. Primary surviving victims of a crash often experience severe bodily harm or disfigurement impacting all areas of life and potentially resulting in financial strain. Primary victims may experience psychological impacts of the crime, including depression, PTSD, and heightened feelings of vulnerability, all of which may impact their sleep and daily functioning.³⁸ For these victims, the physical, psychological, and financial impact of the crime can change their lives drastically, lasting years after the crash.³⁹

Surviving family members or loved ones (secondary victims) face similar challenges as those who have lost a loved one to homicide. For instance, PTSD, a common experience of surviving family members of homicide victims also is common among surviving loved ones of victims of vehicular homicides.⁴⁰ A nationally representative sample of surviving family members showed that 28 percent developed PTSD in their lifetimes.⁴¹ Depression and other feelings, such as guilt or belief that the crime was preventable, also are common.⁴² Research on secondary victims of homicide also suggests that the sudden loss of a loved one can impact rates of employment among surviving family members (27-percent decrease in rate of employment).⁴³

Service Needs and Gaps

When asked about the particular needs of victims of impaired driving-related crashes, service providers ranked the following as most crucial crisis, intermediate, and long-term services needed.

³⁸ Office for Victims of Crime. (2012). *Impaired driving*. Office for Victims of Crime Training and Technical Assistance Center's website:

https://www.ovcttac.gov/downloads/views/TrainingMaterials/NVAA/Documents_NVAA2011/ResourcePapers/Color_Impaired%20Driving%20Resource%20Paper%202012_%20final_508c%20%209_13_2012.pdf.

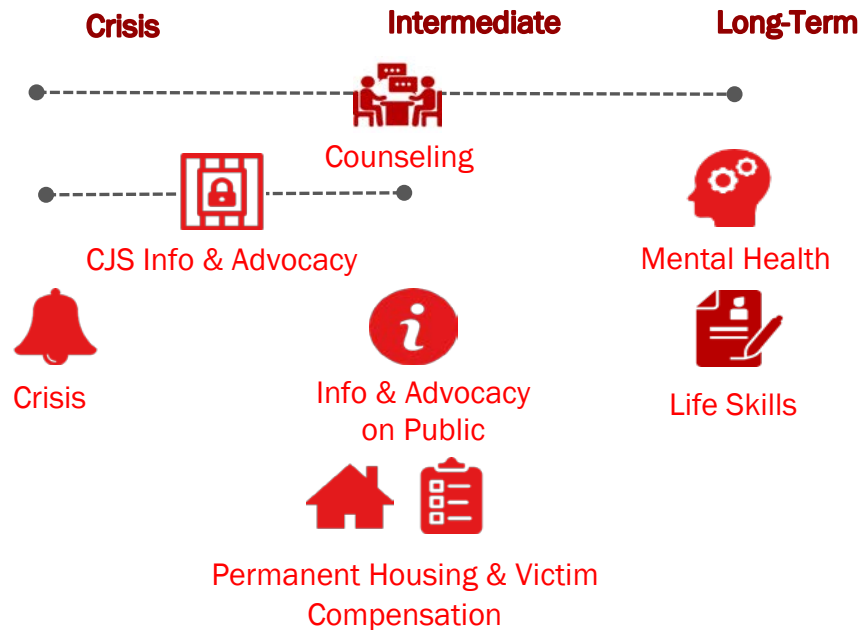
³⁹ https://www.ncjrs.gov/ovc_archives/reports/firststep2001/alcohol.html.

⁴⁰ Amick-McMullan, A., Kilpatrick, D. G., & Resnick, H. S. (1991). Homicide as a risk factor for PTSD among surviving family members. *Behavior Modification*, 15, 545-559.

⁴¹ Ibid.

⁴² See OVC, 2012.

⁴³ Hanson, R. F., Sawyer, G. K., Begle, A. M., & Hubel, G. S. (2010). The impact of crime victimization on quality of life. *Journal of Traumatic Stress*, 23, 189-197.



Information on public resources and assistance with crime victims compensation may be particularly important for primary victims who need expensive, continued care and support. Primary victims face a host of needs, including specialized medical attention both immediately after the accident and long-term.⁴⁴ Some primary victims may need years of medical treatment and surgery for their crash-related injuries.⁴⁵ Such treatments are often expensive and sometimes difficult to access due to long travel times, which may pose an added difficulty for those who have sustained debilitating injuries. Advocates who are able to assist victims in accessing information and trained in completing victim compensation applications may be key to obtaining needed treatment and services for victims.

Primary and secondary victims may need assistance navigating a “new normal” and accessing counseling services and support to heal physically and emotionally from their experiences. Continued work is needed in the area of criminal justice information and advocacy.⁴⁶ For primary and secondary victims, the criminal justice process may be long and a lack of knowledge about how the system works may cause further distress. Advocates may be key in providing information and assistance with the criminal justice system.

Please see the Program Design Section for program, staffing, and training requirements.

⁴⁴ See OVC, 2012.

⁴⁵ See OVC, 2012.

⁴⁶ See OVC, 2012.

Program Design

Applicants may apply for one or more focus areas. Applicants applying for multiple focus areas must submit separate applications for each one. Each focus area should reflect the program, staffing, and training requirements outlined below. Within these focus areas there may be particularly underserved areas and groups. Five bonus points may be given for selecting and clearly addressing this underserved area(s) or group(s) in the Program Narrative.

The deadline for all applications is July 19, 2017.

Program Design Requirements

1. Core Direct Services. The applicant agency is expected to provide the following services:
 - a. Crisis Intervention: Refers to emotional support, and guidance provided by advocates, counselors, or mental health professionals. May occur at the scene of a crime, immediately after a crime, or be provided on an ongoing basis.
 - b. Case Management: Refers to assisting victim(s) in identifying and achieving their needs and goals; including but not limited to:
 - Assessment and development of service plan to facilitate a client's progress
 - Information and referral to needed services
 - Advocacy: For example, assisting victims in securing rights and services from other agencies; notifying and assisting with victim compensation paperwork; obtaining criminal or civil protection orders; relocation services; intervening with employers, creditors and others on behalf of victim; assisting in filing for losses covered by public and private insurance programs; accompanying victims to the hospital; assisting victims to address the life skill development that was impaired as a direct result of the victimization, etc. Like skills advocacy includes activities to address the client's economic, educational, and employment needs that directly result from a victimization.
 - Ongoing emotional support
 - c. Individual Counseling: Refers to in-person emotional support, and guidance and counseling provided by advocates, counselors, or mental health professionals.

- d. Therapy for minor victims of child abuse. Refers to intensive professional psychological/psychiatric treatment, including evaluation of mental health needs, through evidence-informed, developmentally-appropriate individual, family or group therapy that addresses the impact of the victimization. Therapy should be trauma-focused where available and provided by licensed professionals. See Attachment 2 for evidence informed, trauma focused therapies and related resources.

An applicant agency interested in serving adult victims is expected to provide at least one of the following additional services.* Additional service can be provided in one of three ways: 1) An applicant agency can provide the service itself with funds outlined in its proposed budget; 2) The applicant agency can subcontract for specialized professional services at a rate not to exceed a reasonable market rate; or 3) The applicant agency can provide a Letter of Partnership indicating a collaborative partner agency will provide the service and request no funds. Letter(s) of Partnership must be included with the application.

- a. Group Support: Refers to the coordination and provision of support group activities including self-help, peer, and social support. The group activities can also include skill building development to address physical, psychological and interpersonal impacts of victimization.
- b. Therapy. Refers to intensive professional psychological/psychiatric treatment, including evaluation of mental health needs, through evidence-informed, developmentally-appropriate individual, family or group therapy that addresses the impact of the victimization. Therapy should be trauma focused where available and provided by licensed professionals. *See Attachment 2 for evidence-informed, trauma-focused therapies and related resources.*
- c. Substance Abuse Counseling- Refers to out-patient treatment for alcohol and drug abuse directly related to the victimization. Treatment must be provided at a licensed treatment facility and/or by a licensed or certified professional.

*Not required for Financial Crime focus area.

Staffing and Training Requirements

The applicant's completed program narrative should be reflective of the program requirements outlined below. The applicant is responsible for including these costs in the budget and budget narrative should funds be needed to accomplish these requirements.

- **Direct Service Staff:** Sufficient staffing to provide the proposed services for all clients to be served. Staffing plan should include ability to serve clients with various

levels and length of service needs. The intent is to anticipate engagement in long-term services when needed.

- If applicable, sufficient staff to facilitate the recommended program design element related to taskforce/coalition/committee work. This may be a portion of a program coordinator's time.
- Supervision of direct service staff. Ongoing supervision of direct service staff to ensure program fidelity and staff support.
- Trauma Awareness: At minimum, agency must demonstrate trauma awareness, including completion of at least one training on trauma for all funded staff. Agencies are strongly encouraged to take additional steps towards building their internal capacity for engaging in trauma informed practices, such as the development and use of trauma screening tools, policies and practices that address compassion fatigue and self-care among staff, and the use of program assessment to gauge agency trauma readiness.
- Training: If applicant proposes to work with underserved groups, applicant must ensure staff complete at least one training to address underserved group(s) needs.
- Mental health services: Mental health counseling and care such as out-patient therapy/counseling and substance-abuse treatment directly related to the victimization, must be provided by a person who meets the professional standards to provide these services in Illinois. This can include, but is not limited to, a licensed clinical social worker (LCSW), a licensed professional counselor (LPC), a certified alcohol and other drug abuse counselor (CADAC), or a licensed clinical psychologist.
- Applicant must attend ICJIA-coordinated semi-annual meetings, if convened.
- Applicant must comply with all prescribed assessment tools and reporting requirements.

Recommended Program Design Element

1. Stakeholder Group. The purpose of this group is to achieve inter-agency collaboration to ensure efficient and effective victim services. The group may take the form of an informant group, board, committee, coalition, or community task force depending on the need and capacity of the applicant agency. The applicant agency may join and/or build upon an existing group to meet this grant's purpose. Group activities include developing, expanding or revising victim identification protocol(s); establishing or refining direct service referral systems; service provision and interagency collaboration. At minimum, stakeholders must include community based social service providers, community members, victims and local government and law enforcement professionals with the majority in attendance at a minimum of 2 meetings to complete the draft plan. The draft plan must include victim identification protocol, establishment or refinement of direct service referral systems, service provision and interagency collaboration. The draft plan is expected within

the first quarter of the grant, should be reflected in the implementation schedule, and submitted with the grantee's first quarterly report.

Evidence-Based Programs or Practices

Trauma-Informed Practices

Applicants are strongly urged to increase their knowledge of trauma-informed practices consider and, where appropriate, incorporate trauma-informed practices into proposed services. See *Attachment 1* for an overview of trauma-informed services and *Attachment 2* for a non-exhaustive list of evidence informed trauma focused therapies. Becoming trauma-informed is a continual process of organizational assessment and change. Applicants should describe their current practices and identify how trauma-informed practices will be integrated into their proposed services. ICJIA reserves the right to survey grantees to assess their knowledge of trauma-informed practices and implementation of these practices, which may serve as a grant monitoring function. Through conducting periodic assessments, agencies and ICJIA can identify areas of strength and growth for adopting a trauma-informed approach to services that help to prevent the re-traumatization of victims.

Goals, Objectives and Performance Metrics

The following table depicts objectives linked to performance indicators that show progress toward the proposed program goal. Complete the table by entering ambitious yet realistic numbers for each objective based on your proposed program. Applicants may list additional support service objectives for the program. These objectives also should also be reflected in the logic model (Appendix D).

Selected programs will be required to submit quarterly reports on the following objectives and must identify the number of clients they aim to serve during the performance period. Objectives should estimate the number of clients that will receive each of the listed services in order to produce meaningful, tangible changes in clients' lives.

Goal: To provide core direct services to underserved victim populations, specifically victims of child abuse, financial crime, and impaired driving.

Objective	Performance Measure
<i>INFORMATION & REFERRAL</i>	
# ____ clients will receive referrals to other victim service providers.	# of clients provided with referrals to other victim service providers.
<i>PERSONAL ADVOCACY/ACCOMPANIMENT</i>	
# ____ clients will receive advocacy/accompaniment to emergency medical care.	# of clients provided with advocacy / accompaniment to emergency medical care.
# ____ clients will receive individual advocacy (e.g., assistance applying for public benefits).	<p># of clients provided individual advocacy (e.g., assistance applying for public benefits).</p> <p># of times staff provided individual advocacy (e.g., assistance applying for public benefits).</p>
# ____ clients will receive assistance intervening with an employer, creditor, landlord, or academic institution.	<p># of clients provided with assistance intervening with an employer, creditor, landlord, or academic institution.</p> <p># of times staff provided assistance intervening with an employer, creditor, landlord, or academic institution.</p>
# ____ clients will receive child or dependent care assistance.	<p># of clients provided with child or dependent care assistance.</p> <p># of times staff provided child or dependent care assistance.</p>
# ____ clients will receive transportation assistance.	<p># of clients provided with transportation assistance.</p> <p># of times staff provided transportation assistance.</p>
# ____ clients will receive interpreter services.	<p># of clients provided with interpreter services.</p> <p># of times staff provided interpreter services.</p>
# ____ 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 will receive crisis intervention.	# of clients provided with crisis intervention. # of crisis intervention sessions provided by staff.
# ____ clients will receive individual counseling.	# of clients provided with individual counseling. # of individual counseling sessions provided by staff .
# ____ clients will receive emergency financial assistance.	# of clients provided with emergency financial assistance.
<i>SHELTER/HOUSING SERVICES</i>	
# ____ clients will receive relocation assistance.	# of clients provided with 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)
CRIMINAL/CIVIL JUSTICE SYSTEM ASSISTANCE	
# ____ clients will receive criminal advocacy/accompaniment.	# of clients provided criminal advocacy/accompaniment. # of times staff provided criminal advocacy/accompaniment.
THERAPY FOR MINOR VICTIMS	
# of clients provided with therapy.	# of clients provided with therapy.
# of therapy sessions provided by staff.	# of therapy sessions provided by staff.
REQUIRED TRAININGS	
# ____ staff will receive training on trauma	# of staff trained # of trainings held
STAKEHOLDER GROUP, if applicable	
# ____ of stakeholder meetings scheduled.	# of stakeholder group meetings held.
Average # ____ of stakeholder group attendees at each scheduled meeting.	Average # ____ attendees at stakeholder group meetings.
PUBLIC AWARENESS	
Staff will engage in public awareness activities (e.g., development and distribution of print and online material, presentations, etc. to raise awareness of victim rights and services).	# ____ of hours staff engaged in public awareness activities (e.g., development and distribution of print and online material, presentations, etc. to raise awareness of victim rights and services).
<i>Child abuse and impaired driving applicants providing services to adult victims <u>must</u> complete objectives for each additional direct service being provided by the program or collaborative partner. Additional direct services include group support, therapy, and substance abuse counseling. Each child abuse and impaired driving applicant providing services to adult victims is <u>required</u> to provide <u>at least one</u> additional direct service.</i>	
If providing group support:	# of clients provided with group support.
# ____ clients will receive group support.	# of group support sessions provided by staff or through contracted services.

<u>If providing substance abuse counseling:</u> # _____ clients will receive substance abuse counseling.	# of clients provided with substance abuse counseling. # of substance abuse counseling sessions provided by staff or through contracted services.
<u>If providing therapy:</u> # _____ clients will receive therapy.	# of clients provided with therapy. # of therapy sessions provided by staff or through contracted services.

Additionally, a small number of successful applicants that demonstrate readiness may be invited to work with ICJIA to develop additional objectives and performance indicators demonstrating desired program outcomes. Outcomes should measure meaningful, tangible changes in clients' lives resulting from program participation, such as increased levels of safety and stability, increased knowledge, or improved attitudes.

B. Funding Information

Federal fiscal year 2016 Victims of Crime Act funds awarded by the U.S. Office for Victims of Crime to ICJIA will be used to support programs accepted through this request for proposals.

Applicants may request a minimum of \$75,000 to a maximum of \$500,000 in federal funding to support programming for a 12-month period. The term of the grant agreement will commence upon its effective date. Based on program performance and fund availability, ICJIA may recommend allocation of funding to support an additional 24 months. See *Section D* of this Notice of Funding Opportunity for a list of allowable and unallowable costs.

Agreements that result from this funding opportunity are contingent upon and subject to the availability of funds. ICJIA, at its sole option, may terminate or suspend this agreement, in whole or in part, without penalty or further payment being required, if (1) the Illinois General Assembly or the federal funding source fails to make an appropriation sufficient to pay such obligation, or if funds needed are insufficient for any reason (30 ILCS 500/20-60), (2) the Governor decreases ICJIA's funding by reserving some or all of ICJIA appropriation(s) pursuant to power delegated to the Governor by the Illinois General Assembly, or (3) ICJIA determines, in its sole discretion or as directed by the Office of the Governor, that a reduction is necessary or advisable based upon actual or projected

budgetary considerations. The implementing entity will be notified in writing of the failure of appropriation or of a reduction or decrease.

Applicants will be required to submit an Implementation Schedule that describes how the program activities will be carried out. The Implementation Schedule should include necessary detail to enable ICJIA to assess grant activity relative to planned project performance.

C. Eligibility Information

Agencies must be pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal, www.grants.illinois.gov, to become eligible to apply for an award. During pre-qualification, Dun and Bradstreet verifications are performed, including a check of Debarred and Suspended status and good standing with the Secretary of State. The pre-qualification process also includes a financial and administrative risk assessment utilizing an Internal Controls Questionnaire (ICQ).

Applicants must have completed the GATA pre-qualification process and received approval of their ICQ from a State cognizant agency by the date of application. Applications from agencies that have not received ICQ approval will not be reviewed.

1. *Eligible Applicants*

The following types of agencies are **NOT** eligible for this funding opportunity:

- Criminal justice entities, such as law enforcement, prosecution and/or court-referred services such as Court Appointed Special Advocates (CASA). Funding for criminal justice-based victim services may be offered in a future funding opportunity.
- In addition, under the Child Abuse Focus Area, sub-recipients of funding from Child Advocacy Centers of Illinois, the Illinois Coalition Against Domestic Violence, and of the Illinois Coalition Against Sexual Assault are not eligible for funding.

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 percent (cash or in-kind) of the total costs of the VOCA project. Match must be committed for each VOCA-funded project and derived from sources other than federal funds.

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.

A completed Certification of Eligibility must be submitted with the application.

2. *Cost Sharing or Matching*

A 20-percent match requirement will be imposed on grant funds under this program. A grant made under this program may not cover more than 80 percent of the total cost of the project funded. Match can be made in both cash and/or in-kind contributions. Funds, cash, or in-kind resources used as match must be spent in support of the program's goals and objectives.

In-kind match includes volunteered professional or personal services, office materials and equipment, work space and facilities, and non-program funded victim assistance activities. Any reduction or discount provided to a sub-recipient shall be valued as the difference between what the sub-recipient paid and what the provider's nominal or fair market value is for the good or service. The value placed on volunteered services must be consistent with the rate of compensation paid for similar work in the program or the labor market. The value of donated space may not exceed the fair rental value of comparable space. The value placed on loaned or donated equipment may not exceed its fair rental or market value.

To calculate the amount of match required:

Total Project Costs x 20 percent = Match

Example:

Total Program Cost:	\$100,000
20 percent Matching Funds (\$100,000 x .20):	\$ 20,000

Federal Funds (\$100,000 x .80): \$ 80,000

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

3. *Indirect Cost Rate*

In order to charge indirect costs to a grant, the applicant 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.

D. Application and Submission Information

1. *Obtaining Application Package and Application Deadline*

Applications may be obtained at <https://gata.icjia.cloud/>. To request hard copies of the application materials, please contact:

Reshma Desai, Strategic Policy Advisor
Illinois Criminal Justice Information Authority
300 West Adams, Suite 200
Chicago, IL 60606
cja.vocagrantsunit@illinois.gov
312-814-1708

Completed application materials must be emailed to cja.vocagrantsunit@illinois.gov by **11:59 p.m., July 19, 2017**, to be considered for funding. Applicants will receive an automated confirmation that the email was received. Proposals will not be accepted by mail, fax, or in-person. Incomplete applications will not be reviewed. Late submissions will not be reviewed.

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.vocagrantsunit@illinois.gov

2. Notice of Intent and Required Application Submission

Notice of Intent: Agencies interested in submitting an application are required to complete an online Notice of Intent form by **11:59 p.m., July 7, 2017**. Submission of a Notice of Intent is nonbinding and will be used for internal planning purposes only.

The online Notice of Intent is available at: <https://gata.icjia.cloud/>

The following documents must be emailed as separate documents to cja.vocagrantsunit@illinois.gov by the deadline for application review. All documents should be saved with the appropriate document title, for example “*Proposal Narrative*,” and included as an attachment to the email.

Documents that require a signature as part of submission should be downloaded, completed, printed, signed, scanned, and saved as a PDF document. Save the scanned document as the name of the document. The scanned and properly labeled PDF document should be included as an attachment to the email.

Required documents are:

Document	PDF	Word	Excel
Completed and signed Uniform State Grant Application for each agency requesting funding. <i>This document will need to be signed and scanned.</i>	X		
Completed Program Narrative in Word that meets program requirements outlined in Section A. Applicant’s narrative must be submitted in Word and formatted in the posted Program Narrative. Application should be 30 pages maximum, drafted in Times New Roman 12-point font and double-spaced with 1 inch margins. Please number pages.		X	
Completed VOCA SAR form		X	
One completed Budget/Budget Narrative in Excel.			X

Completed Logic Model		X	
<i>The following documents are required to facilitate efficient grant processing but will not be used in determining eligibility.</i>			
Completed Eligibility Requirements Certification Form	X		
Completed Self-Certification form	X		
Completed Fiscal Information Sheet-leave award amount and agreement number blank		X	
Completed and signed Audit Information Sheet - leave award amount and agreement number blank	X		
Completed and signed Debarment certification	X		
Completed and signed EEOP certifications	X		
Completed Civil Rights certifications	X		
Programmatic Risk Assessment. This excel document will need to be submitted unsigned electronically with the application. A signed scanned version will be due if application is approved for funding.			X
Non-supplanting Certification	X		
Mandatory Forms Checklist	X		
Non-Profit Agency Required Documents			
United States Internal Revenue Service 501(c)(3) determination letter for nonprofit organizations.	X		
Self-Report Statement of Faith Based Organization	X		
Proof of Good Standing from the Illinois Secretary of State	X		

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

Each applicant is required to:

(i) Be registered in SAM prior to application submission. Click here for SAM registration:

<https://governmentcontractregistration.com/sam-registration.asp>

(ii) Provide a valid DUNS number.

(iii) Maintain an active SAM registration throughout the application and grant period. It also must state that the State awarding agency may not make a federal pass-through or state award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time ICJIA is ready to make a federal pass-through or state award, ICJIA may determine that the applicant is not qualified to receive an award and may use that determination as a basis for making a federal pass-through or state award to another applicant.

4. *Mandatory Applicant Webinar*

Technical Assistance Webinar

Applicants must view a mandatory pre-recorded webinar on the ICJIA website at <https://gata.icjia.cloud/>. The webinar will be available for viewing beginning at 1:30 p.m. on June 5, 2017. The applicant must certify viewing this recording. Information provided during this webinar will be unofficial and not binding on the State.

Completed application materials must be emailed to cja.vocagrantsunit@illinois.gov by **11:59 p.m., July 19, 2017**, to be considered for funding. Proposals will not be accepted by mail, fax, or in-person. Incomplete applications will not be reviewed. Late submissions will not be reviewed.

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.vocagrantsunit@illinois.gov.

4. *Intergovernmental Review*

Not applicable.

5. *Funding Descriptions*

See comprehensive budget instructions in *Attachment 3*.

Highlights of allowable costs:

To support applicants in requesting all necessary and allowable program costs we have provided a non-exhaustive list of suggested costs below:

- a. Staffing costs for direct service providers, supervision of direct service providers, and coordination of activities that facilitate the provision of direct services.
- b. Participation on statewide or other task forces, work groups, or committees to develop protocols, interagency, and other working agreements, as well as coordination with federal agencies to provide services to victims of federal crimes.
- c. Program promotion and public information development; public awareness and education presentations and dissemination of information through brochures, public service announcements, billboards, etc. Presentations must be conducted in public forums and designed to inform victims of specific rights and services and provide

them with assistance. Public awareness preparation and presentations cannot exceed 10 hours per week.

- d. Culturally-sensitive and alternative therapy or healing, such as art therapy and yoga.
- e. Relocation Assistance. The agency is responsible for determining if relocation, as part of the victim's service plan, must be necessary for the safety and well-being of the victim. Funds are restricted to first month's rent and utility set-up costs (water, gas and electric), not to exceed a total of \$1,000 per client. Rental payment must be based on a reasonable rental market rate. Direct payments of funds to victims for relocation are not allowed. Selected agencies with relocation costs in the budget will have additional reporting requirements.
- f. Outpatient Substance Abuse Counseling
- g. Child care to enable a victim to attend grant-funded direct services. Assistance with child care must meet the following requirements:

Except as mentioned in 28 CFR 94.119(a)(6), "child care" means the temporary supervision of minors under the care of the victim, provided by a VOCA-eligible victim service provider, during the period of time the caretaker-victim is receiving a grant-funded allowable direct service from the victim service provider. Child care services must be provided on location at the victim service provider and meet any additional federal, state and ICJIA requirements. Direct payments of funds to victims for child care costs are not allowed.

- h. Local transportation costs for service providers and for victims to receive services. Direct payments of funds to victims for transportation costs are not allowed. Transportation to facilitate participation in criminal justice proceedings is limited to non-witness victims.
- i. Staff training costs of direct service providers which includes required training under this funding opportunity as well as additional training that would assist staff in serving victims.
- j. Training of direct-service volunteers when such direct services will be primarily done by volunteers.
- k. Administrative costs including reasonable and necessary technology costs for staff.
- l. Project evaluation.

Unallowable costs and supplanting

The following is a non-exhaustive list of services, activities and costs that cannot be supported with VOCA Victim Assistance Formula Grant Program funding:

- a. Audits (agencies receiving less than \$750,000 in cumulative federal funds)
- b. Capital expenses; property losses and expenses, real estate purchases, mortgage payments, construction, and most capital improvements

- c. Compensation for victims of crime
- d. Crime prevention
- e. Food and beverage costs
- f. Fundraising activities
- g. Lobbying and advocacy with respect to legislation, regulations or administrative policy
- h. Most medical care costs
- i. Tort or criminal defense services
- j. Active investigation and prosecution of criminal activities, and witness activities
- k. Research and studies, except for project evaluations
- l. Salaries and expenses for management, unless expressly allowed in the VOCA Final Rule

Supplanting

Supplanting is to deliberately reduce state or local funds because of the existence of federal funds.

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.

See the DOJ Grants Financial Guide (Part II, Chapter 3) at:

http://ojp.gov/financialguide/DOJ/pdfs/2015_DOJ_FinancialGuide.pdf

Pre-award costs

No costs incurred before the start date of the interagency agreement may be charged to a grant award received as part of this funding opportunity.

Pre-approvals

In compliance with federal guidance, ICJIA:

- (1) Encourages minimization of conference, meeting, and training costs.
- (2) Requires prior written approval of conference, meeting, and training costs for grant recipients. These prior approvals may affect project timelines.
- (3) Sets cost limits, including a general prohibition of all food and beverage costs.

E. Application Review Information

1. *Criteria.*

Application selection will be made using the following criteria.

Proposal Quality	Score Range
Excellent: In addition to providing complete responses for all questions, the responses were clear and detailed. The program plan is thoughtfully designed taking into account best practices and victim needs. Application includes all mandatory elements as outlined in the Program Design section, pages 14-16.	90-100
Very Good: Application provides complete responses and includes all mandatory elements, but a limited amount of clarification or modification is necessary to recommend the application for funding.	80-89
Good: Application provided complete responses to the majority of the questions while several responses lack clarity and detail. Application lacks some mandatory elements.	70-79
Fair: The application responses consistently lacked completeness. Application lacks some mandatory	60-69

elements.	
Poor: The application responses consistently lacked completeness and demonstrates a poor understanding of the issues. Application lacks some mandatory elements.	0-59

The following outlines the point breakdown for each major section of the proposal narrative and budget documents. The description included reflects a proposal that falls into the excellent category described above.

Statement of Problem (15 points). Section demonstrates a clear understanding of the need and justification for the program. The community characteristics include local and county level data and the chart is complete. There are at least two examples of the community's strengths and challenge and each example is tied to the problem. VOCA SAR form is complete.

Agency Capacity and Experience (20 points). Application provides a clear history of the applicant's victim service delivery, including quantitative and qualitative descriptions. The applicant describes their fiscal capacity including other funding sources and included both quantitative and qualitative descriptions. The funding source chart is completed. The applicant's plan for program sustainability includes specific activities that address sustainability.

Proposed Program (25 points). The response clearly describes the proposed program, including the processes by which clients (and their families) are identified; crisis intervention services-including but not limited to when and where these services are available; case management services, including, but not limited to, the intake and assessment process used, types of advocacy and other needs expected and how these will be addressed; and individual counseling services, including, but not limited to, how this service will meet client's needs. The response clearly addresses all aspects of the Direct Services Program Design outlined on page 16 of the Notice of Funding Opportunity. The response includes at least one example of lessons learned and implication for program design. The response includes at least one additional direct service and describes how the services will be provided, how it will be determined that these services are needed, and when and where services will be provided. The response includes the name of agency will providing proposed services. If the agency providing services is not the applicant agency, the response describes how services will be coordinated and managed. The response describes the agency's experience providing each of the proposed additional service(s). If the agency does not have experience, the response explains how capacity to provide each of the services will be built. The explanation should include at least one capacity building example, and demonstrate a strong understanding of the service(s) being proposed. The response explains and projects the number of clients to be served during the grant period. The response describes known barriers to accessing victim services and how applicant agency will address these, how the program will incorporate trauma-informed care, and any collaborative partners, including history and each partner's role in program. The response includes public awareness activities addressing method, language(s), venues and past experience in this activity.

For programs proposing to service minor victims of child abuse, the response describes the evidence informed therapeutic services provided to clients.

Staffing (18 points). This section includes a clear staffing plan that matches the program design and includes at minimum position titles, reporting structure, roles and responsibilities, reporting and supervision structure, time budgeted, and funding source. The response describes how cases are coordinated and supervised within the agency. Complete FTE chart and job descriptions and training required for each funded position are included, as well as the Implementation Schedule. Applicants address all program requirements outlined.

Goals/Objectives/Performance Indicators (2 point). Applicants clearly document all process and outcome objectives and indicate a measurable indicator of success for each objective. These measurables should include ambitious yet realistic numbers for each objective based on the proposed program.

Adequacy of Cost Estimates (20 points total). Proposed project costs for services, activities, and other items will be assessed to determine how realistic they are, and the extent to which they have been allocated in a cost-efficient yet effective manner. The Budget Narrative includes all budgeted items listed in the Budget line by line, with all costs accurately calculated and explained.

Additional bonus points if applicant addresses an underserved area(s) or group(s) (5 points). Applicant selects at least one of the underserved groups listed on page 1 of the Program Narrative and clearly addresses the population(s) in the Program Narrative.

Additional bonus points if applicant includes Stakeholder group (5 points). Applicant adequately describes the group that will work to achieve inter-agency collaboration to ensure efficient and effective victim services and address all requirements.

2. Review and Selection Process

Proposals will be reviewed by a panel of ICJIA staff, as well as key stakeholders with expertise in these victim service areas. Proposals will be reviewed by focus area within assigned geographic regions. These geographic regions include:

- Central region.
- Cook County region.
- Collar Counties region: DuPage, Kane, Lake, Will
- Northern region.
- Southern region.
- Multi-region: For applicants whose proposed service area includes more than one of the regions listed above.

See the state map in *Attachment 5*.

Agencies may submit one application per region. Agencies that serve multiple regions may apply under the Multi-Region category or under separate region categories.

Proposal selection will be made using the previously described scoring criteria. If possible, ICJIA will fund the highest scoring applicant in each geographic region before funding successive applicants.

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

program category.

ICJIA reserves the right to reject any or all incomplete proposals, proposals including unallowable activities, proposals that fail to meet eligibility or program requirements, or proposals that are otherwise deemed to be unsatisfactory. ICJIA also reserves the right to invite one or more applicants to provide necessary clarifications prior to scoring, and to invite successful applicants to submit amended proposals and modify budgets that include unallowable or unreasonable costs.

Review team recommendations will be forwarded to ICJIA's Budget Committee for preliminary approval and applicants will be notified of the Committee's decision. A panel of ICJIA staff will conduct a final review of applications for cost allowability. Successful applicants whose applications contained unallowable costs will have their award reduced by the total amount of all unallowable or unreasonable costs. Upon acceptance of the grant award, announcement of the grant award shall be published by the awarding agency to <https://www.illinois.gov/sites/GATA/Pages/default.aspx>.

3. Appeals Process

Unsuccessful applicants may request an appeal. Appeals are limited to the evaluation process. Evaluation scores may not be protested. The appeal must be in writing and submitted within fourteen (14) calendar days after the date the grant award notice is published. The written appeal must include at a minimum the following:

- a. The name and address of the appealing party.
- b. Identification of grant program.
- c. A statement of reason for the appeal.

Please send your appeal to:

Ron Reichgelt
Illinois Criminal Justice Information Authority
300 W. Adams Street, Suite 200
Chicago, IL 60606

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 supply a written explanation as to why additional time is required. The appealing party must supply any additional information requested by ICJIA within the time period set in the request. ICJIA will resolve the appeal by means of written determination. The determination will include:

- a. Review of the appeal.
- b. Appeal determination.
- c. Rationale for the determination.

A person or organization aggrieved by the agency determination may seek judicial review only through the Circuit Courts of the State of Illinois within 35 days from the date that the agency determination was issued.

Debriefings

Unsuccessful applicants may also request a debriefing, which will provide feedback that can assist applicants in developing improved applications for future funding. Debriefings will take the form of advice to applicants on the strengths and weaknesses of their applications in terms of the evaluation and review criteria. Debriefings are not a part of the Appeal Process.

Requests for debriefings must be made in writing and submitted within seven (7) 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 request shall include at a minimum the following:

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

Please send requests to:

Ron Reichgelt, Program Administrator
Illinois Criminal Justice Information Authority
300 W. Adams Street, Suite 200
Chicago, Illinois 60606

4. Anticipated Announcement and State Award Dates.

<u>Milestones</u>	<u>Target Date</u>
Release of RFP and open application	June 5, 2017
Posting of pre-application webinar	June 5, 2017
Notice of Intent due	July 7, 2017
Last date for submission of questions	July 10, 2017

Application Closes
Authority Budget Committee Meeting
Start Program Performance Period

July 19, 2017
September 28, 2017
October 1, 2017

F. Award Administration Information

1. ***State Award Notices.*** ICJIA will send a Notice of State Award to grantees along with the grant agreement once the ICJIA Budget Committee reviews and approves designations on September 28, 2017. No costs incurred before the effective date of the agreement may be charged to the grant.
2. ***Administrative and National Policy Requirements.*** In addition to implementing the funded project consistent with the agency-approved project proposal and budget, the grantees selected for funding must comply with grant terms and conditions, and other legal requirements, including, but not limited to, the Office of Management and Budget Grants Accountability and Transparency Act and other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. Additional programmatic and administrative special conditions may be required.
3. ***Reporting.*** Grantees must submit quarterly financial and progress reports and final financial and progress reports. Federal reporting requirements state that funding agencies must report all mandatory information to the federal agency (U.S. Department of Justice) no later than 30 days after the end of the designated quarter. To do so, ICJIA will require all programs funded to report electronically at minimum on a quarterly basis and no later than 15 days after the end of each reporting period. Mandatory fiscal and progress reports will be distributed to each grantee for submission. Failure to comply with mandatory reporting requirements will cause immediate suspension of funding of this grant, any other grant that applicant has with ICJIA, and possible termination of the grant. If applicable, an annual audit report in accordance with the Part 200 Uniform Requirements must be submitted. Future awards and fund drawdowns may be withheld if reports are delinquent.

G. State Awarding Agency Contact(s)

For questions and technical assistance regarding submission of an application, contact:

Reshma Desai, Strategic Policy Advisor
cja.vocagrantsunit@illinois.gov
312-814-1708

The deadline to submit questions is 11:59 p.m., July 19, 2017.

H. Other Information

1. Neither the State of Illinois nor ICJIA are obligated to make any award as a result of this announcement. ICJIA's Executive Director has sole authority to bind the state government to the expenditure of funds through the execution of interagency grant agreements.

ATTACHMENT 1

TRAUMA AND TRAUMA-INFORMED CARE

Approximately 60 percent of men and 51 percent of women living in the United States have experienced a traumatic event in their lifetime.¹ While much debate exists about what qualifies as a traumatic event, at minimum, traumatic events are those that cause significant distress or harm, whether physical, emotional, or psychological, for individuals.² These experiences can have a severe impact on well-being by impairing people's daily functioning and emotional health, contributing to higher rates of hospitalization, suicide attempts, substance abuse,³ and emotional responses, such as anger.⁴

Recent work has focused on a model of trauma-informed care and practices. A trauma-informed approach acknowledges the radiating impact of trauma, recognizes that people's actions and symptoms may be a result of traumatic experiences, and creates policies that are sensitive to such actions and symptoms.

Key components of trauma-informed care are:

1. Recognizing the impact of trauma on multiple areas of life and different paths to recovery.
2. Being aware of the signs and symptoms of trauma.
3. Structuring policies and practices that account for and are sensitive to people's potential trauma histories.
4. Seeking to prevent re-traumatization.⁵

Key principles of trauma-informed care further build on the key components by emphasizing principles that create a trauma-informed setting. They include:

- Safety
- Trustworthiness and Transparency
- Peer support
- Collaboration and mutuality
- Empowerment, voice and choice
- Cultural, Historical, and Gender Issues⁶

Taken together, these practices work to honor a survivor's history of trauma and the different pathways that survivors may find toward healing and recovery.

¹ Davidson, J. R. T. (2000). Trauma: the impact of post-traumatic stress disorder. *Journal of Psychopharmacology*, 14, S5-S12.

² Norris, F. H. (1992). Epidemiology of trauma: frequency and impact of different potentially traumatic events on different demographic groups. *Journal of Consulting and Clinical Psychology*, 60, 409-418.

³ See Davidson, 2000.

⁴ Riggs, D. S., Dancu, C. V., Gershuny, B. S., Greenberg, D., & Foa, E. B. (1992). Anger and post- traumatic stress disorder in female crime victims. *Journal of Traumatic Stress*, 5, 613-625.

⁵ Substance Abuse and Mental Health Services Administration. (2015). *Trauma-informed approach and trauma-specific interventions*. National Center for Trauma-Informed Care and Alternatives to Seclusion and Restraint.

⁶ See SAMSHA, 2015.

Evidence Informed Trauma Focused Therapies

The breadth of evidence informed, trauma focused and developmentally appropriate modalities can be overwhelming. While ICJIA is encouraging evidence based practices, it is essential that an agency consider their readiness to implement such practices. Agencies should consider the following:

- Do we have the trained and licensed professionals to provide these services?
- Do these professionals have access to clinical support and consultation?
- Do we have the ability to implement the evidence informed model with fidelity?

Below please find a selection of evidence informed, trauma focused modalities that would be appropriate to implement with one or more of the victim groups identified in this NOFO. This list is ***NOT*** exhaustive. Agencies that wish to propose providing therapy under this NOFO should conduct their own research before selection.

- Attachment, Self-Regulation, and Competency: A Comprehensive Framework for Intervention with Complexly Traumatized Youth (ARC)
- Bounce Back
- Child Parent Psychotherapy (CPP) for use with non-offending caregiver and children who have witnessed domestic violence
- Cognitive Behavior Therapy (CPT) for Posttraumatic Stress Disorder
- Cognitive Behavioral Intervention for Trauma in Schools (CBITS)
- Eye Movement Desensitization and Reprocessing (EMDR)
- Prolonged Exposure (PE) Therapy for Post-Traumatic Stress Disorders
- Structured Psychotherapy for Adolescents Responding to Chronic Stress (SPARCS)
- Trauma Affect Regulation: Guide for Education and Therapy (TARGET)
- Trauma Center Trauma-Sensitive Yoga (TC-TSY)
- Trauma-Focused Cognitive Behavioral Therapy (TF-CBT)
- Trauma-Focused Coping (Multimodality Trauma Treatment)
- Traumatic Incident Reduction (TIR)

Some important resources include:

Child Trauma Stress Network: <http://www.nctsn.org/resources/topics/treatments-that-work/promising-practices>

Substance Abuse and Mental Health Services Administration:
<https://www.samhsa.gov/nrepp>

ATTACHMENT 3

Budget Overview

General:

Blue shaded fields: The applicant must complete all cells shaded blue. White cells are populated from other fields.

The GATA Budget Template contains the following tabs:

- Section A ICJIA Funds – Complete the blue cells at the top of the tab and the total funds requested.
- Section A Indirect Cost Info – Applicant must check one of the boxes numbered 1-5. Applicants selecting boxes 1 or 2 must also complete the shaded cells at the bottom of the tab.
- Section B Match Funds – Complete the blue cells detailing the source of matching contributions.
- Applicant Certification – Complete the blue cells
- FFATA
- Section C1 Personnel
- Section C2 Fringe Benefits
- Section C3 Travel
- Section C4 Equipment
- Section C5 Supplies
- Section C6 Contractual
- Section C7 Indirect Costs
- Section C Budget Summary
- Section C Agency Approval

The Total Cost is automatically calculated based on the detail in each line item. The applicant must complete the share of each line item total cost that will be charged to federal/state or matching funds.

Instructions:

Pro-ration rates: In some cases, equipment, furniture or contractual expenses are shared by an agency. Grant funds can only be used to pay for the share of those expenses attributed to the program. This process is done by pro-rating the cost of shared equipment, furniture and contractual expenses.

- a) ***Personal contractual cost.*** This is the cost that is attributed to non-full-time individuals paid with grant funds. Examples of personal contract cost are cell phones, professional license fees, and malpractice insurance. The pro-rated cost is determined by taking the cost of contractual expense multiplied by the employee's percentage of time working on the program.

Example formula for determining personal contract cost:

A cell phone cost \$50/month and the person using the cell phone is working on the grant 75% of the time.

ATTACHMENT 3

$\$50 \text{ (cost)} \times .75 \text{ (time working on the program)} \times 12 \text{ months (length of the program)} = \450
max. cost.

- b) *Shared office equipment/contractual cost.*** These are cost(s) for equipment or contractual expenses that are used by the entire office and not just the grant program. Examples of shared office equipment: copiers, mail machines, rent and utilities. The pro-ration rate is determined by taking the number of full time equivalents (FTEs) divided by the total number of people in the office. $2.5 \text{ (FTEs working on the grant)} \div 10 \text{ (total number of people working in the office)} = .25$ proration rate.

Example of the pro-ration formula:

As determined in the above example, the proration rate is 25%.

The monthly rent is \$10,000.

The maximum allowable rent expense for the year is \$3,000 ($\$1,000 \text{ rent} \times .25 \text{ proration rate} \times 12 \text{ months of the grant program}$).

Budget: Detailed cost section for the seven budget categories. This is where all of the grant expenses are listed.

- **Round to nearest whole number:** Whole numbers should be used. Round as appropriate.
- **Accuracy:** Applicant is responsible for ensuring the formulas being used are correct.
- **Consistency:** Figures listed in the budget should not contradict those noted in the budget narrative.

Budget Narrative: Used to explain the need for a particular program expense. Information must be provided for each cost detailed in the budget, no matter how large or small.

- **Detail:** The budget narrative should contain enough detail so that the reader can understand the grant program without having to refer to the Program Narrative
- **Consistency:** Figures listed in the budget should not contradict those noted in the budget narrative.
- **Rounding:** Rounding that occurred in the budget should be explained in the budget narrative.

ATTACHMENT 3

Budget Categories

Section C1: Personnel

Listing of all of the agency's personnel dedicated to the grant program.

- 1) *Name*: Please write "to be determined".
- 2) *Job title*. The title of each position must be listed in the budget and in the budget narrative.
- 3) The title for the position must be consistent in the budget and budget narrative. The title must match the position names used in the Program Narrative. Each position should have a short description of what they are doing for the grant program.
- 4) *Salary or wage*. This is the maximum that the grant (combining grant and match funds) can pay, based on the percentage of time spent on the program. This is determined with the following formulas:
- 5) *Basis*: This is the unit of time (such as hours, days, weeks, months) that was used to calculate the total salary.
- 6) *Percentage of time*: The percentage of a full time equivalent work week that the funded personnel will work on grant activities.
- 7) *Quantity*: This is the number of basis units (hours, days, weeks, months) that the funded personnel will be charged to the grant.
- 8) *Detailed narrative*: The budget narrative should provide enough detail that an average person can understand what is being purchased and the reason for the purchase.

Section C2: Fringe Benefits

If personnel listed in the budget are receiving fringe benefits then a detailed breakout of all fringe benefits applicable, including percentage calculations, must be included in the budget narrative.

Section C3: Travel

Work-related travel, including travel to training or conferences.

- 1) *Reasonable and necessary*: All travel must be reasonable and necessary for administering the program.
- 2) *Separate and distinct*: Each travel-related item must have its own budget line item and detailed narrative on its need and usage.
- 3) *State mileage must be used*. Please check with the State of Illinois Central Management Unit Travel Guide (<http://www2.illinois.gov/cms/Employees/travel/Pages/default.aspx>) for the current state mileage rate. The state mileage rate must be used unless the agency mileage rate is less than the lesser amount has to be used. Mileage reimbursement is only provided with use of personal vehicles.
- 4) *Justification for estimate cost*: Grantee must indicate basis for cost estimates.
- 5) *Per diem*: Reimbursement for meal expenses when traveling is allowable with a program-related overnight stay less any conference-provided meals. Conference meals provided must be deducted from the per diem. The state per diem rates are:
 - In-state travel: \$7 per quarter of the day
 - Out-of-state travel: \$8 per quarter of the day

ATTACHMENT 3

- 6) *Lodging rate*: Lodging rate is the maximum rate for a hotel room that can be charged to the grant. If the lodging rate exceeds the maximum allowable rate, non-grant, non-match funds must be used to make up the difference. The lodging rate does not include taxes.
 - In-state travel: The state lodging rate must be used. View the state travel guide for current rates: <http://www2.illinois.gov/cms/Employees/travel/Pages/default.aspx>.
 - Out-of-state travel: The federal lodging rate must be used. Current lodging rates: <http://www.gsa.gov/portal/category/21287>
- 7) *Pre-approval of all out-of-state travel*: All out-of-state travel must be pre-approved by ICJIA.
- 8) *Conference travel*: Only employees on the grant contract are allowed to use grant funds to travel to conferences. A justification as to why conference attendance is reasonable and necessary for the administration of the program must be included.
- 9) *Airfare*: Only the most reasonable airfare should be purchased, and all available discounts must be applied.

Section C4: Equipment

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit cost of at least \$5,000. Items with smaller unit costs are considered Supplies and should be detailed on that budget tab.

- 1) *Reasonable and necessary*: All purchases must be reasonable and necessary for administering the program.
- 2) *Cost to be pro-rated*: Pro-rate equipment cost if the equipment is not solely being used for the grant program.
- 3) *Disposal of equipment*: The grantee has a duty to inform ICJIA when disposing of equipment purchased with either federal or matching funds. This duty exceeds the life of the grant.
- 4) *Competitive selection process*: When selecting a vendor the selection process must be competitive.
 - Prior to purchasing equipment costing less than \$100,000, the grantee must get bids from at least three vendors.
 - If the equipment being purchased is more than \$100,000 the grantee must coordinate a Request for Proposals (RFP) or an Invitation for Bid (IFB) process. ICJIA must pre-approve the RFP or IFB.
 - Grantee must indicate in the budget narrative the manner in which the vendor is selected.
- 5) *Detailed narrative*: The budget narrative should provide enough detail that an average person can understand what is being purchased and the reason for the purchase.
- 6) *Brand name checklist*: Federal rules require that budget and budget narratives do not contain brand name of products. However, if a grantee must include the brand name of a product, a completed brand name checklist is required. If applicable, ICJIA will provide this checklist to successful applicants.

Section C5: Supplies

Items that will be consumed during the grant period and have a unit cost of less than \$5,000.

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- 1) *Reasonable and necessary*: All purchases must be reasonable and necessary for administering the program.
- 2) *Separate and distinct*: Each item must have its own budget line item and detailed narrative on its need and usage.
- 3) *Detailed narrative*: The narrative should provide enough detail that an average person can understand what is being purchased and the reason for the purchase. The grantee also must explain how the cost was determined.
- 4) *Pro-ration*: All commodities must be pro-rated if they cannot be directly contributed to the program and are based on the cost of the whole agency. Formula(s) used must be shown.

Section C6: Contractual

Expenses that are incurred per a contractual agreement.

- 1) *Reasonable and necessary*: All expenses must be reasonable and necessary for administering the program.
- 2) *Separate and distinct*: Each item must have its own budget line item and detailed narrative on its need and usage.
- 3) *Pro-ration*: If contractual expenses cannot be directly contributed to the grant program but the whole agency's contractual cost are used then these cost must be pro-rated. Formula(s) used must be shown.
- 4) *Detailed narrative*: The narrative should provide enough detail that an average person can understand what is being purchased and the reason for the purchase.
- 5) *Publications*: When contracting for printing, a note in the narrative should be made indicating that ICJIA's disclaimer will be printed on all materials.
- 6) *Conference Registration and Expenses*: Only employees on the grant contract are allowed to use grant funds for conference expenses. Please note that all out-of-state travel needs ICJIA prior pre-approval.
- 7) *Contractual employees*: List the salary of the contractual employee and a description of the employee's grant program duties. Contractual employees must have a written agreement with the funded agency.
 - a. Explain fringe benefits in the budget narrative.
 - b. If a competitive process was not used to select the contractor, a Sole Source Justification Checklist is required. If applicable, ICJIA will provide this checklist to successful applicants. ICJIA must pre-approve all Sole Source funding requests.
- 8) *Review of contracts*: ICJIA must review and approve all contracts utilizing federal and match funds.
- 9) *Rent*: Grant and match funds may be used to cover reasonable rent costs. Grant-funded rent payment is prohibited when the grantee has a financial interest in the building. Both the total rent and pro-rated amounts must be listed in the budget with an explanation how the rent was pro-rated.
- 10) *Utilities*: Grant and match funds may be used to cover reasonable costs of utilities used by grant personnel. Both the total utility and pro-rated utility costs must be included in the budget narrative.

ATTACHMENT 4

LOGIC MODEL

Detail all resources, planned activities/services, major interventions or program elements, and partnerships designed to accomplish the goals of this program below. This chart should be used as a planning tool for the program and should reflect a realistic projection of how the program will proceed and build toward reaching the program outcomes. All positions included in Section 7 of the program narrative under Program Funded Staff must be included in the Logic Model.

Goal: To provide services to victims of crime that improve victim outcomes.				
Inputs:		Outcomes:		
Resources	Activities	Outputs	Short-Term	Medium-Term
<p><i>What resources do we have/need (e.g., staff, funding, equipment, supplies, partnerships, etc.) to accomplish program goal?</i></p>	<p><i>What activities (e.g., provide counseling services, refer clients for substance abuse treatment, partnership building, etc.) we will engage in to accomplish program goal?</i></p> <p><u>These should directly link to the resources listed to the left.</u></p>	<p><i>Through our activities the number of victims receiving referrals or a service (e.g., advocacy, therapy, crisis counseling), number of staff hours worked (e.g., direct service, community outreach), number of partnerships formed, etc.</i></p> <p><u>Outputs should be connected to the activities listed.</u></p>	<p><i>Immediate changes we <u>expect</u> to see in victims (e.g. increased knowledge, increased sense of safety).</i></p>	<p><i>Changes we <u>want</u> to see in 1-2 years in victims (e.g., increased self-efficacy, improved emotional well-being).</i></p>

ATTACHMENT 4

Assumptions	External Factors
<i>“What we believe about why/how our program works”</i>	<i>“Things beyond our control that affect our activities, outputs, and clients”</i>

Example: *If a program outcome is for survivors to obtain long-term employment at a livable, sustainable wage, some assumptions might be:*

- A. Survivors can attain coping skills for dealing with trauma resulting from abuse.*
- B. Survivors can obtain marketable skills in jobs that provide livable wages and longer term prospects.*
- C. Survivors can learn appropriate workplace behavior.*