

**Violence Against Women Act Culturally Specific Victim Services  
NOFO # 1744-1269**

<b>Task</b>	<b>Date</b>
NOFO posted	February 10, 2020
Notice of Intent due	March 10, 2020
NOFO question submission deadline	March 26, 2020
<b>Applications due</b>	<b>11:59 p.m., March 31, 2020</b>
Budget Committee review/approval of recommended designations	June 18, 2020
Program start date	July 1, 2020

**CHECKLIST**

Prior to application due date:

- [Obtain a Data Universal Numbering System \(DUNS\) number](#)
- [Register with the System for Award Management \(SAM\)](#)
- [Apply for, update or verify the Employer Identification Number \(EIN\)](#)
- [Create a Grants.gov account with username and password](#)
- [Complete registration in the Grantee GATA Portal](#)

Submission Checklist:

- Uniform Application for State Grant Assistance – Submitted in PDF (signed, and scanned) AND Word file
- Program Narrative –Do not change the format of this document. Submitted in a Word file.
- Budget/Budget Narrative –Excel format (no signatures required for this document at this time)
- United States Internal Revenue Service 501(c)(3) determination letter - PDF (Non-Profit Agency Required)
- Memorandum of Understanding or Letters of Support

**Notice for Funding Opportunity**  
Violence Against Women Act Culturally Specific Services

	<b>Data Field</b>	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority (ICJIA)
2.	Agency Contact:	Shataun Hailey VAWA Administrator Illinois Criminal Justice Information Authority 300 West Adams, Suite 200 Chicago, Illinois 60606 <a href="mailto:Shataun.Hailey@Illinois.gov">Shataun.Hailey@Illinois.gov</a> 312-814-8100
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:	1744-1269
6.	Funding Opportunity Title:	Violence Against Women Act (VAWA) – Culturally Specific Services
7.	CSFA Number:	546-00-1744
8.	CSFA Popular Name:	Violence Against Women Act (VAWA)
9.	CFDA Number(s):	16.588
10.	Anticipated Number of Awards:	2
11.	Estimated Total Program Funding:	\$300,000
12.	Award Range	\$100,000 - \$150,000
13.	Source of Funding:	<input checked="" type="checkbox"/> Federal or Federal pass-through <input type="checkbox"/> State <input type="checkbox"/> Private / other funding
14.	Cost Sharing or Matching Requirement:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15.	Indirect Costs Allowed  Restrictions on Indirect Costs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
16.	Posted Date:	February 10, 2020
17.	Application Range:	February 10, 2020 – March 31, 2020
18.	Technical Assistance Session:	Session Offered: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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## **Notice of Funding Opportunity**

### **Violence Against Women Act Culturally Specific Victim Services**

#### **A. Program Description**

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

Section 7 of the Illinois Criminal Justice Information Act grants ICJIA authority “to apply for, receive, establish priorities for, allocate, disburse, and spend grants of funds that are made available by and received on or after January 1, 1983 from private sources or from the United States pursuant to the federal Crime Control Act of 1973, as amended, and similar federal legislation, and to enter into agreements with the United States government to further the purposes of this Act, or as may be required as a condition of obtaining federal funds” and “to receive, expend, and account for such funds of the State of Illinois as may be made available to further the purposes of this Act.” (20 ILCS 3930/7(k), (l)).

The Violence Against Women Act (VAWA), authorized by Title IV of the Violent Crime Control and Law Enforcement Act of 1994 and subsequently reauthorized as the Violence Against Women and Department of Justice Reauthorization Act of 2005 and 2013 (34 U.S.C. 10441), provides financial assistance to states for developing and strengthening effective law enforcement and prosecution strategies and victim services in cases involving violent crimes against women. Programs authorized by VAWA are:

- STOP Violence Against Women Formula Grants.
- Sexual Assault Services Formula Grants.
- State and Territorial Sexual Assault and Domestic Violence Coalitions Program.
- Grants to Tribal Domestic Violence and Sexual Assault Coalitions Program.
- OVW discretionary grants.

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 Violence Against Women Act of 1994 by the Illinois Criminal Justice Information Authority is authorized by 20 Ill. Admin. Code 1520.47, stating in pertinent part that “[ICJIA] will annually review Section 2001 of Violence Against Women Act of 1994 (P.L. 103-322, effective September 13, 1994) and

based on the need to strengthen law enforcement, prosecution and victim services in cases involving violent crimes against women, particularly crimes of sexual assault and domestic violence, the services available to address that need, consultation with nonprofit, nongovernmental victim service programs, and oral and written comment and testimony received at public meetings conducted pursuant to the Open Meetings Act [5 ILCS 120], will select program funding 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.), Public Works Employment Discrimination Act (775 ILCS 10/1 et seq), 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), Americans with Disabilities Act of 1990 (42 USC 12101 et seq.), and Age Discrimination Act (42 USC 6101 et seq.).

## **1. Purpose**

ICJIA works to identify statewide needs through research, examination of state data sources, and collection of feedback from experts in the field. This funding opportunity is an effort to address an important need and service gap identified in Illinois: culturally specific services for victims of domestic violence, sexual assault, stalking, and human trafficking.

The 2017 ICJIA Ad Hoc Victim Services Committee identified 12 funding priorities, later approved by the ICJIA Board, to guide statewide funding decisions.<sup>1</sup> This funding opportunity addresses the priority of increasing funding for services to underserved victims, many of which identify with culturally specific groups. These groups include victims who identify as American Indian (including Alaska Native, Eskimo, and Aleut), Asian, Native Hawaiian and other Pacific Islander, Black, or Latina. These victims may also be those experiencing language barriers and/or have an undocumented immigration status. Such victims may not access services due to a lack of awareness, concerns about discrimination and bias, previously unhelpful or hurtful responses, cultural and social beliefs, and funding limitations. This Notice of Funding Opportunity will support development, enhancement, and expansion victim services to these culturally specific groups. In addition, this funding opportunity will support the priority of raising public awareness of victim services, particularly for culturally specific groups.

Cultural factors play a role in help-seeking decisions. Individuals from different cultures hold diverse beliefs about help-seeking; some victims who are members of particular racial or ethnic groups are more likely to seek help from their informal support networks, such as family members, friends, and partners, rather than formal support systems of law

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<sup>1</sup> 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/articles/ad-hoc-victim-services-committee-research-report>

enforcement, victim service providers, and healthcare professionals.<sup>2</sup> Some cultures or subgroups may hold stigmatized views of formal support services, particularly mental health services. Furthermore, the absence of diversity among service providers and a lack of culturally sensitive services is yet another barrier to accessing help.

Accessibility is a barrier to seeking support services, particularly for victims whose second language is English. Limited transportation options, long travel times, and a lack of translation services are major barriers to victims seeking and accessing services related to their victimization.<sup>3</sup> Additionally, information about which agencies are equipped to provide specialized services or assistance for these victims to access services are scarce or are often difficult to identify or locate.

## 2. Program Design

Grant funds must be used to support the establishment, maintenance, and expansion of culturally specific intervention and related assistance for victims of domestic violence, sexual assault, stalking, and human trafficking, as well as the development of innovative culturally specific strategies to enhance access to services and resources for victims who face obstacles to using more traditional programs. Pursuant to 34 U.S.C. 12291(a)(7), “culturally specific services” means community-based services that include culturally relevant and linguistically specific services and resources to culturally specific communities.

This funding may be used to address one or more of the following purposes:

- A. Provide culturally specific services to victims of domestic violence, sexual assault, stalking, or human trafficking.
- B. Strengthen responses to victims of culturally specific groups by providing training to mainstream/traditional victim service, legal/justice system, and/or health care professionals about culturally specific responses to victims of domestic violence, sexual assault, stalking, or human trafficking.
- C. Raise public awareness of victim services for culturally specific populations. **This purpose area may only be used in conjunction with Purposes A and/or B.**

Intervention and related assistance may include:

- 24-hour hotline services providing crisis intervention services and referral.
- Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings.

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<sup>2</sup> El-Khoury, M. Y., Dutton, M. A., Goodman, L. A., Engel, L., Belamaric, R. J., & Murphy, M. (2004). Ethnic differences in battered women’s formal help-seeking strategies: A focus on health, mental health, and spirituality. *Cultural Diversity and Ethnic Minority Psychology*, 10, 383–393. See also McCart et al., 2010.

<sup>3</sup> See McCart, Smith, & Sawyer, 2010.

Schneider, D. C., Mosqueda, L., Falk, E., & Huba, G. J. (2010). Elder abuse forensic centers. *Journal of Elder Abuse & Neglect*, 22(3-4), 255-274.

- Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members.
- Information and referral to assist the sexual assault victim and family or household members.
- Community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities.
- Development and distribution of materials on issues related to the services described above.

### **3. Program Requirements**

The VAWA Culturally Specific Program supports nonprofit organizations that focus primarily on culturally specific communities and have experience in the areas of sexual assault or domestic violence. The goal of the Culturally Specific Program is to establish, maintain, and expand sustainable, culturally appropriate services that address the unique needs and challenges of victims of domestic violence or sexual assault from culturally specific communities.

Pursuant to 34 U.S.C. § 20124(b)(2), funds under this program must be used for one or more of the following purposes:

- Working with state and local governments and social service agencies to develop and enhance effective strategies to provide culturally specific services to victims of domestic violence, sexual assault, stalking, and human trafficking.
- Increasing communities' capacity to provide culturally specific resources and support for victims of domestic violence, sexual assault, stalking, and human trafficking crimes and their families.
- Strengthening criminal justice interventions, by providing training for law enforcement, prosecution, courts, probation, and correctional facilities on culturally specific responses to domestic violence, sexual assault, stalking, and human trafficking.
- Enhancing traditional services to victims of domestic violence, sexual assault, stalking, and human trafficking through the leadership of culturally specific programs offering services to victims of domestic violence, sexual assault, stalking, and human trafficking.
- Working in cooperation with the community to develop education and prevention strategies highlighting culturally specific issues and resources regarding victims of domestic violence, sexual assault, stalking, and human trafficking.
- Providing culturally specific programs for children exposed to domestic violence, sexual assault, stalking, and human trafficking.
- Providing culturally specific resources and services that address the safety, economic, housing, and workplace needs of victims of domestic violence, sexual assault, stalking, and human trafficking, including emergency assistance.
- Examining the dynamics of culture and its impact on victimization and healing.

#### 4. Goals, Objectives, and Performance Metrics

The following table depicts objectives linked to performance indicators that show progress toward the proposed program goal. In their program narrative, applicants should complete the table below for Goal 1 (providing direct services) **OR** Goal 2 (training) by describing proposed process objectives, outcome objectives, and performance measures that align with proposed program activities. Applicants proposing to use funds for both purposes should complete **BOTH** tables.

For each goal selected, applicants should include a minimum of five (5) process objectives and a minimum of two (2) outcome objectives. Process objectives describe the activities/services/strategies that will be delivered with program implementation. Outcome objectives specify the intended effect of the program in the target population or result of a program. The outcome objective focuses on what your target population(s) will know or will be able to do as a result of your program. Applicant should include as many objectives as necessary to comprehensively measure program implementation and performance. Objectives should define a benchmark/milestone that can realistically be completed within the grant period, are specific and measurable, and that are plausibly linked to the goal and proposed strategies. All objectives should have a corresponding performance measure to determine the extent which each objective is achieved.

If the applicant proposes to use some funding to raise public awareness of victim services among culturally specific populations, applicant should include at least one process objective for this activity.

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. Funded programs will be required to submit quarterly progress reports that will minimally include information based on the objectives the applicant agencies propose in their response to this solicitation.

<b>Goal 1:</b> Provide culturally specific services to victims of domestic violence, sexual assault, stalking, or human trafficking.	
Example objectives and performance measures are included in italics below. Applicants may use the examples and/or enter their own objectives. Insert more rows if necessary.	
<b>Process Objectives (5 minimum)</b>	<b>Performance Measures</b>
<i>Provide culturally specific services to [# of victims] of limited English proficiency.</i>	<i>Number of victims of limited English proficiency who received culturally specific services.</i>
<i>Provide immigration advocacy to [# of victims].</i>	<i>Number of victims who received immigration advocacy services.</i>
<i>Provide language/translation/interpretation services to [# of victims].</i>	<i>Number of victims who received language/translation/interpretation services.</i>
<i>Provide culturally specific counseling services to [# of victims].</i>	<i>Number of victims who received culturally specific counseling services.</i>



<i>Provide transportation to [# of victims].</i>	<i>Number of victims who received transportation.</i>
<b>Outcome Objectives (2 minimum)</b>	<b>Performance Measures</b>
<i>[X percent] of victims served will know more ways to plan for their safety.</i>	<i>Percent of victims served who report knowing more ways to plan for their safety.</i>
<i>[X percent] of victims served will know more about community resources.</i>	<i>Percent of victims served who report knowing more about community resources.</i>
<b>Goal 2:</b> Strengthen responses to victims of culturally specific groups by providing training to professionals of mainstream/traditional victim service, social service, legal/justice system, health care, or other community partners about culturally specific responses to domestic violence, sexual assault, stalking, or human trafficking.	
<b>Process Objectives (5 minimum)</b>	<b>Performance Measures</b>
<i>Provide [# of trainings] to professionals from [organization type or discipline] about cultural diversity and oppression and culturally specific responses to victims.</i>	<i>Number of training sessions held.</i>
<i>Train [# of people] from [organization type or discipline] about cultural diversity and oppression and culturally specific responses to victims.</i>	<i>Number of people trained.</i>
<b>Outcome Objectives</b>	<b>Performance Measures</b>
<i>[# of training attendees] will have increased knowledge about cultural diversity and oppression.</i>	<i>Number of people trained. Number of training attendees demonstrating increased knowledge about cultural diversity and oppression.</i>
<i>[# of training attendees] will have increased knowledge about culturally specific responses to victims.</i>	<i>Number of people trained. Number of training attendees demonstrating increased knowledge about culturally specific responses to victims.</i>

## 5. Priorities

This funding opportunity addresses the 2017 ICJIA Ad Hoc Victim Services Committee priorities of funding services to underserved victims and raising public awareness of victim services.

## 6. Evidence-Based Programs or Practices

Applicants are strongly urged to incorporate research-based best practices into their program designs, when appropriate. Applicants should identify the evidence-based practice being

proposed for implementation, identify and discuss the evidence that shows that the practice is effective, discuss the population(s) for which this practice has been shown to be effective, and show that it is appropriate for the proposed target population.

## **B. Funding Information**

### **1. Award period**

Grant awards resulting from this opportunity will have a target period of performance of July 1, 2020, to June 30, 2021. Additional funding of up to 24 months may be awarded after the initial funding period contingent upon satisfactory performance and availability of funds. This program funding period will not exceed 36 months.

### **2. Available Funds**

A total of \$300,000 in funding is available through this solicitation. Applicants may request a minimum of \$100,000 and a maximum of \$150,000 in grant funding.

Agreements that result from this funding opportunity are contingent upon and subject to the availability of sufficient funds.

Applications must include an Implementation Schedule that describes how the program activities will be carried out. The Implementation Schedule must include information that will allow ICJIA to assess grant activity relative to planned project performance.

## **C. Eligibility Information**

Before applying for any grant, all entities must be registered and pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal at [www.grants.illinois.gov/portal](http://www.grants.illinois.gov/portal). Registration and pre-qualification are required annually each state fiscal year. During pre-qualification, verifications are performed, including a check of federal SAM.gov Exclusion List and status on the Illinois Stop Payment List. The Grantee Portal will either indicate a “qualified” status or inform on how to remediate a negative verification (e.g., inactive DUNS, not in good standing with the Secretary of State). Inclusion on the SAM.gov Exclusion List cannot be remediated. Go to <https://grants.icjia.cloud/> for a list of pre-qualification steps.

Applicants are also required to submit a financial and administrative risk assessment utilizing an Internal Controls Questionnaire (ICQ) for state fiscal year 2020 and obtain approval from their cognizant agencies before execution of the grant agreement. Delay in obtaining SFY20 ICQ approval will result in a delay in grant execution.

### **1. Eligible Applicants**

Eligible applicants are private nonprofit organizations for which the primary purpose of the organization is to provide culturally specific services to one or more of the following racial

and ethnic communities: American Indians (including Alaska Natives, Eskimos, and Aleuts), Asians, Native Hawaiians and other Pacific Islanders, Blacks, and Latinx.

**Note:** Providing culturally specific services must be the primary purpose of the applicant organization. Organizations that serve all victims while maintaining a culturally specific programming division within that organization would not be eligible.

Eligible applicants have documented organizational experience in the area of sexual assault intervention *or* domestic violence. They will also have expertise in the development of community-based, linguistically and culturally specific outreach and intervention services relevant for the specific communities to whom assistance would be provided.

## **2. Cost Sharing or Matching**

No cost-sharing or match requirement is associated with this opportunity.

## **3. Indirect Cost Rate**

In order to charge indirect costs to a grant, the applicant organization must either have an annually negotiated indirect cost rate agreement (NICRA) or elect to use a standard *de minimis* rate. There are three types of allowable indirect cost rates:

- a. **Federally Negotiated Rate.** Organizations that receive direct federal funding, may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. Illinois will accept the federally negotiated rate.
- b. **State Negotiated Rate.** The organization may negotiate an indirect cost rate with the State of Illinois if they do not have a Federally Negotiated Rate. If an organization has not previously established an indirect cost rate, an indirect cost rate proposal must be submitted through the State of Illinois' centralized indirect cost rate system no later than three months after receipt of a Notice of State Award (NOSA). If an organization previously established an indirect cost rate, the organization must annually submit a new indirect cost proposal through the centralized indirect cost rate system within the earlier of: six (6) months after the close of the grantee's fiscal year; and three (3) months of the notice of award.
- c. ***De Minimis* Rate.** An organization that has never negotiated an indirect cost rate with the Federal Government or the State of Illinois is eligible to elect a *de minimis* rate of 10% of modified total direct cost (MTDC). Once established, the *de minimis* Rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the *de minimis* rate.

A recipient of grant funds must register its indirect cost rate election through the [Grantee Portal](#), [Crowe Activity Review System \(CARS\) system](#), or other appropriate system. It is the organization's responsibility to ensure that any indirect cost rate utilized is properly registered.

Grantees have discretion and can elect to waive payment for indirect costs. Grantees that elect to waive payments for indirect costs cannot be reimbursed for indirect costs. The organization must record an election to “Waive Indirect Costs” into the State of Illinois’ centralized indirect cost rate system. Indirect Cost election must be completed annually, for every state fiscal year.

**Programs charging negotiated indirect cost rates to a grant must provide a copy of the Negotiated Indirect Cost Rate Agreement at time of application.**

## **D. Application and Submission Information**

### **1. Accessing Application Package**

Applications must be obtained at <https://gata.icjia.cloud/> by clicking on the link titled “VAWA Culturally Specific Services.” Paper copies of the application materials may be requested from Shataun Hailey by: calling 312-814-8100; mailing, 300 West Adams Street, Suite 200, Chicago, Illinois 60606; or via Telephone Device for the Deaf (TDD) 312-793-4170. Applications, however, may only be submitted via email to: [CJA.VAWA2020@Illinois.gov](mailto:CJA.VAWA2020@Illinois.gov).

### **2. Content and Form of Application Submission**

#### **a) Notice of Intent**

Agencies interested in applying are required to complete an online Notice of Intent form by **11:59 p.m., March 10, 2020**. Submission of a Notice of Intent is nonbinding and will be used for the provision of technical assistance and internal planning purposes only. Agencies must have completed the GATA pre-qualification process and received ICQ approval from a State cognizant agency by the date of application. Upon receipt of a Notice of Intent, ICJIA will offer technical assistance to agencies which have not yet demonstrated GATA compliance.

Failure to submit a Notice of Intent by the deadline above may result in an agency not receiving technical assistance with respect to GATA compliance, therefore risking grant ineligibility.

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

#### **b) Forms and Formatting**

The complete application must be emailed to [CJA.VAWA2020@Illinois.gov](mailto:CJA.VAWA2020@Illinois.gov). The applicant agency name should appear in the Subject line of the email. Each document attached to the email must be submitted in the manner and method described below. Applications will be rejected if any documents are missing.

<b>The following materials MUST be submitted by all applicants. The applicant must submit the documents based on the instructions provided below.</b>				
<b>Document</b>	<b>Document Name</b>	<b>PDF</b>	<b>Word</b>	<b>Excel</b>
<b>Uniform Application for State Grant Assistance</b> – This form must be completed, signed, and scanned (PDF), and provide a Word file as well	<i>“Agency Name – Application”</i>	X	X	
<b>Program Narrative</b> – This document must meet the requirements outline in Section A. The narrative must be provided in this document. Do not change the format of this document.	<i>“Agency Name – Program Narrative”</i>		X	
<b>Budget/Budget Narrative</b> – This document is a workbook, with several pages (tabs). The last tab has instructions if clarification is needed.	<i>“Agency Name – Budget”</i>			X
<b>Non-Profit Agency Required Documents</b>				
United States Internal Revenue Service 501(c)(3) determination letter.		X		

c) Application Formatting

Program Narratives may not exceed 15 pages, including proposal questions, and must be single-spaced and written in 12-point, Times New Roman font. Do not delete template questions from your response. Applications that do not follow the mandatory formatting will be eliminated from consideration for review and funding consideration.

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

Each applicant (unless the applicant is an individual or federal or state awarding agency that is exempt from those requirements under 2 CFR § 25.110(b) or (c), or has an exception approved by the federal or state awarding agency under 2 CFR § 25.110(d)) is required to:

- Be registered in SAM before submitting its application. To establish a SAM registration, go to <http://www.SAM.gov/SAM> and/or utilize this instructional link: How to Register in SAM from the [www.grants.illinois.gov](http://www.grants.illinois.gov) Resource Links tab.
- Provide a valid DUNS number in its application. To obtain a DUNS number, visit from Dun and Bradstreet, Inc., online at <https://www.dnb.com/duns-number/get-a-duns.html> or call 1-866-705- 5711.
- Continue to maintain an active SAM registration with current information while it has an active award or application under consideration. ICJIA may not make a

federal pass-through or state award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements.

#### **4. Submission Dates, Times, and Method**

- a) **All required application materials must be emailed to [CJA.VAWA2020@Illinois.gov](mailto:CJA.VAWA2020@Illinois.gov) 11:59 p.m. on March 31, 2020, to be considered for funding. Proposals will not be accepted by mail, fax, or in-person. Incomplete applications or those sent to another email address will not be reviewed. Late submissions will not be reviewed.**
- b) Applicants are encouraged to submit their applications 72 hours before the deadline. Technical difficulties experienced should be reported immediately to ICJIA by calling Shataun Hailey at 312-814-8100 or emailing [CJA.VAWA2020@Illinois.gov](mailto:CJA.VAWA2020@Illinois.gov). Applicants will receive an automatic reply to their email submissions. Applicants that do not receive an automatic reply to their emailed submission should immediately contact Shataun Hailey at 312-814-8100 or [CJA.VAWA2020@Illinois.gov](mailto:CJA.VAWA2020@Illinois.gov).

#### **5. Application Questions**

Questions may be submitted via email at [CJA.VAWA2020@Illinois.gov](mailto:CJA.VAWA2020@Illinois.gov). The deadline for submitted questions is 11:59 p.m. on March 26, 2020. All substantive questions and responses will be posted on the ICJIA website at <https://gata.icjia.cloud/>. Due to the competitive nature of this solicitation, applicants may not discuss the opportunity directly with any ICJIA employee other than via this email address.

#### **6. Funding Restrictions**

- a) Federal Financial Guide. Applicants must follow the current edition of the Department of Justice Grants Financial Guide which details allowable and unallowable costs is available at: [https://ojp.gov/financialguide/doj/pdfs/DOJ\\_FinancialGuide.pdf](https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf). Costs may be determined to be unallowable even if not expressly prohibited in the Federal Financial Guide.
- b) Prohibited Uses. The following is a non-exhaustive list of services, activities, goods, and other costs that cannot be supported through this NOFO:
  - Land acquisition
  - New construction
  - A renovation, lease, or any other proposed use of a building or facility that will either result in a change in its basic prior use or significantly change its size

- Minor renovation or remodeling of a property either listed or eligible for listing on the National Register of Historic Places or located within a 100-year flood plain
- Implementation of a new program involving the use of chemicals
- Capital expenditures
- Fundraising activities
- Most food and beverage costs
- Lobbying

### **Prohibiting Support for Activities that Compromise Victim Safety and Recovery and Undermine Offender Accountability**

The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions; and therefore, may not be supported with VAWA Program Funding:

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children.
- Procedures or policies that compromise the confidentiality of information and/or privacy of persons receiving OVW-funded services.
- Procedures or policies that require victims to take certain actions (e.g., seek an order of protection, receive counseling, participate in couples' counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.) in order to receive services.
- Procedures or policies that fail to include conducting safety planning with victims.
- Project design and budget that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or who are deaf or hard of hearing.
- The use of pre-trial diversion programs without prior OVW review and approval of the program or the automatic placement of offenders in such programs.
- Couples counseling, family counseling, or any other manner or joint victim-offender counseling as a routine or required response to domestic violence, sexual assault, stalking, and human trafficking, or in situations in which child sexual abuse is alleged.
- Offering or ordering anger management programs for offenders as a substitute for batterer's intervention programs.
- Policies or procedures that require victims to report the crime to law enforcement, participate in the criminal justice system, or seek a protection or restraining order against the offender, and penalize them for failing to do so.

- Procedures or policies that deny victims and non-abusing parents or caretakers and their children access to services based on their involvement with the perpetrator.
- Requiring survivors to meet restrictive conditions in order to receive services (e.g. background checks of victims; clinical evaluations to determine eligibility for services; etc.) or other screening processes that elicit information that is not necessary for services, such as questions about immigration status, gender identity, sexual orientation, disability, physical or mental health, and work or criminal history that the service provider does not need to know about to provide services safely.
- Relying on batterer intervention programs that do not use court monitoring to hold batterers accountable for their behavior.
- Policies and procedures that fail to account for the physical safety of victims.
- Enforcing or promoting nuisance abatement ordinances, crime-free housing ordinances, or crime-free lease addenda (often associated with crime-free housing programs) that require or encourage the eviction of tenants or residents who may be victims of domestic violence, sexual assault, stalking, and human trafficking. See also the U.S. Department of Housing and Urban Development for guidance on how such ordinances and addenda may violate the Fair Housing Act.
- Policies or procedures that require testing of sexual assault forensic evidence in cases where the victim obtained a medical forensic exam but has chosen not to participate in the criminal justice system.

**This list is not exhaustive. Any activities that may compromise victim safety and recovery or undermine offender accountability must be removed from the application prior to final approval.**

- c) Allowable expenses. All expenses must be reasonable, necessary, and allocable to the program. Funds shall be used only to provide culturally specific services to victims of domestic violence, sexual assault, stalking, and human trafficking. Activities unrelated or only tangentially related to the provision of direct services to victims are not eligible for support.
- d) Pre-Award Costs. No costs incurred before the start date of the grant agreement may be charged to awards resulting from this funding opportunity.
- e) Pre-approvals. Prior approvals may affect project timelines. Submission of materials for ICJIA approval should be incorporated into the application Implementation Schedules. ICJIA may require prior approval of the following:
  - Out-of-state travel
  - Certain Requests for Proposals, procurements, and sub-contracts
  - Conference, meeting, and training costs



- e) State Travel Guidelines. Travel costs charged to ICJIA must conform to State Travel Guidelines, found here:  
<https://www2.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx>. Out-of-state hotel rates are based on the General Service Administration (GSA) guidelines found here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Applicant agencies with lower cost travel guidelines than the State of Illinois must use those lower rates.
- f) Proposed Subawards and Subcontracts. Applicants may propose to enter into subawards or subcontracts under this award, each of which involve different rules and applicant responsibilities. A subaward carries out a portion of the grant agreement while a contract is often for obtaining goods and services for the grantee's own use. (44 Ill. Admin Code 7000.240). If a third party will provide some of the essential services or develop or modify a product that the applicant has committed to provide or produce, ICJIA may consider the agreement with the third party a subaward for purposes of grant administration.
- g) Applicants must classify each expense in the contractual budget as a subaward or subcontract. The substance of the agreement, not the title or structure of the agreement, will determine whether it is a subaward of a subcontract. Applicants are advised to use the “Checklist for Contractor/Subrecipient Determinations” available at the GATA Resource Library for guidance:  
<https://www.illinois.gov/sites/gata/pages/resourcelibrary.aspx>.
- h) Applicants are required to justify their use of subawards and explain their capacity to serve as “pass-through” entities in the program narrative. Applicants will monitor subaward compliance with grant terms, applicable federal and state law including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award, 2 C.F.R. Part 200, GATA, and ICJIA policies. Proposed subawards must be identified, if possible, and their roles described in both the program and budget narratives.
- i) For procurement contracts, applicants are encouraged to promote free and open competition in awarding contracts. All subcontracts must comply with federal and state requirements.

## **E. Application Review Information**

### **1. Criteria**

Application materials must address all components of this NOFO and demonstrate both a need for the program and an ability to successfully implement the program. Reviewers will score applications based on completeness, clear and detailed responses to program narrative questions, and inclusion of all mandatory program elements as well as past performance history and/or financial standing with ICJIA. The applicant must demonstrate that costs are reasonable, necessary, and allowable.

The total number of points available is 100.

Scoring Criteria		Possible Points	
<b>Summary of the Program</b>			<b>10</b>
Thoroughly describes applicant's proposed program		10	
<b>Statement of the Problem</b>			<b>30</b>
Provides a clear and concise description of the current problem in applicant's service community		6	
Provides applicant agency's capacity and experience in addressing problem		7	
Provides applicant agency's fiscal experience and capacity to manage grants		7	
Program staffing plan included		5	
Sustainability plan included		5	
<b>Project Implementation</b>			<b>20</b>
Fully completes the implementation schedule with realistic anticipated outcomes		20	
<b>Goals, Objectives and Performance Indicators:</b>			<b>20</b>
Sets reasonable benchmarks for both process objectives and performance objective measures.		20	
<b>Budget Detail:</b>			<b>10</b>
Budget is complete. Costs are allowable and cost effective in relation to the proposed activities.		10	
<b>Budget Narrative:</b>			<b>10</b>
Narrative is complete for all line items, clearly detailing how the applicant arrived at and calculated the budget amounts.		10	
<b>Total Possible Points</b>			<b>100</b>

## 2. Review and Selection Process

All applications will be screened for completeness including GATA pre-qualification and ICQ submission for the current state fiscal year. Applications that are not complete will not be reviewed. Applications received from applicants that are not GATA pre-qualified or have not submitted an ICQ for the current state fiscal year will not be reviewed.

ICJIA reserves the right to reject incomplete proposals, proposals that include unallowable activities, proposals that do not meet eligibility or program requirements, and proposals that are otherwise unsatisfactory. ICJIA may invite applicants to answer clarifying questions and modify budgets that include unallowable or unreasonable costs. NOFO application budgets will be reviewed for allowability, completeness, and cost-effectiveness. ICJIA will perform an in-depth budget review of all grants awarded and may require budget modifications that do not materially change the nature of the program.

Successful applicants whose applications contained unallowable or unreasonable costs may have their awards reduced by the total amount of those costs. Upon applicant acceptance of the grant award, announcement of the grant award shall be published by ICJIA to the GATA portal. Review team recommendations will be forwarded to Budget Committee for approval. Applicants will be notified of the Budget Committee's decision.

### **3. Programmatic Risk Assessment**

All applicant agencies recommended for funding will be required to submit a completed ICJIA Programmatic Risk Assessment (PRA). This assessment will identify elements of fiscal and administrative risk at the program level and will be used to determine required specific conditions to the interagency agreement. The PRA must be completed for the program agency which carries out the program operations. PRAs completed for other state agencies will not be accepted.

### **4. Anticipated Announcement and State Award Dates**

<b>Task</b>	<b>Date</b>
NOFO posted	February 10, 2020
Notice of Intent due	March 10, 2020
NOFO question submission deadline	March 26, 2020
<b>Applications due</b>	<b>11:59 p.m., March 31, 2020</b>
Budget Committee review/approval of recommended designations	June 18, 2020
Program start date	July 1, 2020

### **5. Appeal Process**

Unsuccessful applicants may request a formal appeal of the evaluation process. Evaluation scores and funding determinations may not be contested and will not be considered by ICJIA's Appeals Review Officer. The appeal must be via email and submitted within 14 calendar days after either the date the grant award notice is published or receipt of a Funding Opportunity Declination Letter from ICJIA, whichever comes first. The written appeal must include, at a minimum, the following:

- Statement indicating a request for a formal appeal
- The name and address of the appealing party
- Identification of the grant program
- A statement of reason for the appeal

Please send your appeal to:

Appeals Review Officer  
Illinois Criminal Justice Information Authority  
[CJA.ARO@Illinois.gov](mailto:CJA.ARO@Illinois.gov)

Once an appeal is received, ICJIA will acknowledge receipt of an appeal within 14 calendar days from the date the appeal was received. ICJIA will respond to the appeal, in writing, within 60 days or explain why more time is required. ICJIA will resolve the appeal by a written determination, which will include:

- Review of the appeal.
- Appeal determination.
- Rationale for the determination.
- Standard description of the appeal review process and criteria.

## **6. Debriefing Process**

Unsuccessful applicants may request a debriefing for feedback to improve future applications. Debriefings include written advice on the strengths and weaknesses of applications using the evaluation and review criteria.

Requests for debriefings must be made via email and submitted within seven calendar days after receipt of notice. Debriefing requests will not be granted if there is an active appeal, administrative action, or court proceeding. The written debriefing requests shall include:

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

Please send requests to:

Shataun Hailey  
RSAT Program Administrator  
Illinois Criminal Justice Information Authority  
[CJA.VAWA2020@Illinois.gov](mailto:CJA.VAWA2020@Illinois.gov)

## **F. Award Administration Information**

### **1. State Award Notices**

The ICJIA Budget Committee is scheduled to review and approve designations on June 18, 2020.

ICJIA will transmit a Notice of State Award (NOSA) and the grant agreement to successful applicants after the Budget Committee reviews and approves designations. The NOSA will detail specific conditions resulting from pre-award risk assessments that will be included in the grant agreement. The NOSA will be provided and must be accepted through the Grantee Portal unless another distribution is established. The NOSA is not an authorization to begin performance or incur costs.

The following documents must be submitted prior to the execution of an agreement:

- Fiscal Information Sheet
- Audit Information Sheet
- Programmatic Risk Assessment
- Civil Rights Compliance Questionnaire

### **2. Administrative and National Policy Requirements**

In addition to implementing the funded project consistent with the approved project proposal and budget, agencies selected for funding must comply with applicable grant terms and conditions and other legal requirements, including the Violence Against Women Act, GATA, and the U.S. Department of Justice Grants Financial Guide.

Additional programmatic and administrative special conditions may be required.

### **3. Reporting**

Recipients must submit periodic financial reports, progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the 2 CFR Part 200 Uniform Requirements. Future awards and fund drawdowns may be withheld if reports are delinquent.

## **G. State Awarding Agency Contact(s)**

For questions and technical assistance regarding application submission, contact:

Shataun Hailey  
RSAT Program Administrator  
Illinois Criminal Justice Information Authority  
[CJA.VAWA2020@Illinois.gov](mailto:CJA.VAWA2020@Illinois.gov)

## **H. Other Information**

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

Neither the State of Illinois nor ICJIA are obligated to make any award as a result of this announcement. The ICJIA Executive Director or designee has sole authority to bind ICJIA to the expenditure of funds through the execution of grant agreements.

This application is subject to the Illinois Freedom of Information Act (FOIA). Any information that the applicant believes should be exempt under FOIA should clearly highlight the information that is exempt, and the basis of the exemption.