

HUMAN SEX TRAFFICKING SERVICES NOFO INSTRUCTIONS
NOFO # 1743-1539

Task	Date
NOFO posted	June 8, 2020
Notice of Intent due	June 30, 2020
NOFO question submission deadline	July 2, 2020
Applications due	11:59 p.m., July 10, 2020
Budget Committee review/approval of recommended designations	August 20, 2020
Program start date	October 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)

Uniform Notice for Funding Opportunity (NOFO)
Human Sex Trafficking Services

	Data Field	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority (ICJIA)
2.	Agency Contact:	Shataun Hailey Program Manager Illinois Criminal Justice Information Authority 300 West Adams, Suite 200 Chicago, Illinois 60606 Shataun.Hailey@Illinois.gov 312-771-1278
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:	1743-1539
6.	Funding Opportunity Title:	Violence Against Women Act (VAWA) Sexual Assault Services Program (SASP) FY19 – Human Sex Trafficking Services
7.	CSFA Number:	546-00-1743
8.	CSFA Popular Name:	Violence Against Women Act Sexual Assault Services Program (VAWA SASP) FY19
9.	CFDA Number(s):	16.071
10.	Anticipated Number of Awards:	3-4
11.	Estimated Total Program Funding:	\$535,000.
12.	Award Range	\$125,000 - \$175,000 If not applicable, indicate “not applicable”
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 If yes, provide the citation governing the restriction:
16.	Posted Date:	June 8, 2020
17.	Application Range:	June 8, 2020 – July 10, 2020

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Notice of Funding Opportunity

Human Sex Trafficking 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 Program (SASP) 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.

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 Version 12.17.19. This program is authorized by 34 U.S.C. §12511.

SASP was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005, as amended by the technical amendments to that Act. SASP is authorized by 42 U.S.C. §14043g and is the first federal funding stream solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault. SASP directs grant dollars to states and territories to assist them in supporting rape crisis centers and other nonprofit, nongovernmental organizations or tribal programs that provide direct intervention and related assistance to victims of sexual assault, without regard to age. For additional information about

this program see <https://www.justice.gov/ovw/grant-programs> and <http://muskie.usm.maine.edu/vawamei/saspformulamain.htm>.

ICJIA has made available a maximum of \$535,000 in SASP grant funding to improve services for and/or the response to victims of sexual assault in persons who have also experienced human sex trafficking. The intent of the opportunity is to support rape crisis centers and other nonprofit, nongovernmental organizations, including faith-based and other community organizations, that provide core services, direct intervention, and related assistance to these victims.

1. Purpose

ICJIA works to identify statewide needs through the analysis of administrative data, research studies, and discussions with subject matter experts. This funding opportunity is an effort to improve services for and/or the response to victims of sexual assault in persons who have also experienced human sex trafficking (HST), an identified service gap.

The justice system and victim service professionals who comprise ICJIA's Victim Services Ad Hoc Committee convene every four years to review crime and victimization research and data to identify needs and define funding priorities. In 2017, the Committee identified 12 funding priorities, which were later approved by the ICJIA Board to guide statewide funding decisions.¹ While this funding opportunity addresses several of these priorities, it most directly addresses Priority # 3: Fund core direct services to victims of all crime types.

HST Impact

HST is one of the worst violations of human dignity resulting in trauma to victims. It is not uncommon for HST victims to have experienced additional forms of violence during their lifetime (e.g. child abuse, interpersonal violence, community violence), compounding the negative impacts that can result from just one form of victimization and reducing overall health and well-being. HST victims frequently report debilitating physical and psychological health problems resulting from violence, including head injuries² and high rates of sexual assault (over 60%).³ Victims also experience other chronic health issues, such as memory problems, vaginal or pelvic pain, and hearing problems, many of which persist for more than a year post-trafficking.⁴ Studies also show many HST victims report mental health issues, including suicidal

¹ Houston-Kolnik, J., Vasquez, A., Alderden, M., & Hiselman, J. (2017). *Ad hoc victim services committee research report*. Illinois Criminal Justice Information Authority. <http://www.icjia.state.il.us/articles/ad-hoc-victim-services-committee-research-report>

² Farley, M., Cotton, A., Johnson, L., Zumbeck, S., Spiwak, F., Reyes, M. E., Alvarez, D., & Sezgin, U. (2003). Prostitution and trafficking in nine countries: An update on violence and posttraumatic stress disorders. In M. Farley (Ed.). *Prostitution, trafficking, and traumatic stress* (pp. 33-74).

³ Raymond, J. G., D'Cunha, J., Dzuhayatin, S. R., Hynes, H. P., Ramirez Rodriguez, Z., & Santos, A. (2002). *A Comparative Study of Women Trafficked in the Migration Process: Patterns, Profiles, and Health Consequences of Sexual Exploitation in Five Countries (Indonesia, the Philippines, Thailand, Venezuela, and the United States)*. New York: Coalition Against Trafficking Women International.

⁴ Farley, M., Cotton, A., Johnson, L., Zumbeck, S., Spiwak, F., Reyes, M. E., Alvarez, D., & Sezgin, U. (2003). Prostitution and trafficking in nine countries: An update on violence and posttraumatic stress disorders. In M. Farley (Ed.). *Prostitution, trafficking, traumatic stress* (pp. 33-74).

thoughts (approximately 30%),⁵ or have met criteria for post-traumatic stress disorder (PTSD) (68%). One study found sex trafficking victims experience the same PTSD severity level as combat veterans. They also report high rates of alcohol and drug use, at 52% and 48%, respectively.⁶ Research suggests HST victims may use substances to cope with their victimization or they may be forced to use substances by traffickers, potentially leading to dependence.⁷

HST Data

Index HST and human labor trafficking data have been entered by local police into Illinois' Uniform Crime Reporting (IL-UCR) Program since 2014. Sex trafficking occurs when a person is compelled to engage in sex acts by force, fraud, or coercion, or in which the person induced to perform such act(s) has not attained 18 years of age.⁸ IL-UCR data on reported HST offenses slightly decreased from 44 in 2014 to 27 in 2018.⁹ It is important to note, however, that official HST data tracking is in its infancy and that human trafficking is an underreported crime. Officials and citizens may not be equipped to properly identify and report human trafficking due to a lack of awareness and/or training.

In July 2019, Illinois domestic violence and sexual assault agencies started collecting data on clients who also experienced HST. These data indicated providers served 105 HST victims between July 1 2019 and December 31, 2019, suggesting HST is more prevalent than what IL-UCR data show.¹⁰

The National Human Trafficking Resource Center (NHTRC) operates a national hotline for sex and labor trafficking victims and documents the unique trafficking cases reported in each state. In 2018, most cases identified by NHTRC involved HST (82%). Data showed reported Illinois cases more than doubled between 2014 and 2018, from 118 to 243.¹¹ These totals infer not only that HST in Illinois is more widespread than IL-UCR data indicate, but also that it may be increasing.

NHTRC also reported that in 2018, the majority of HST cases where information was known involved adults (69%) and that most victims were female (87%). A common misconception

⁵ Raymond, J. G., D'Cunha, J., Dzuhayatin, S. R., Hynes, H. P., Ramirez Rodriguez, Z., & Santos, A. (2002). *A Comparative Study of Women Trafficked in the Migration Process: Patterns, Profiles, and Health Consequences of Sexual Exploitation in Five Countries (Indonesia, the Philippines, Thailand, Venezuela, and the United States)*. New York: Coalition Against Trafficking Women International.

⁶ Farley, M., Cotton, A., Johnson, L., Zumbach, S., Spiwak, F., Reyes, M. E., Alvarez, D., & Sezgin, U. (2003). Prostitution and trafficking in nine countries: An update on violence and posttraumatic stress disorders. In M. Farley (Ed.), *Prostitution, trafficking, and traumatic stress* (pp. 33-74).

⁷ Raymond, J. G., D'Cunha, J., Dzuhayatin, S. R., Hynes, H. P., Ramirez Rodriguez, Z., & Santos, A. (2002). *A Comparative Study of Women Trafficked in the Migration Process: Patterns, Profiles, and Health Consequences of Sexual Exploitation in Five Countries (Indonesia, the Philippines, Thailand, Venezuela, and the United States)*. New York: Coalition Against Trafficking Women International.

⁸ Illinois State Police. (March 15, 2017). *Index Crimes*. <https://www.isp.state.il.us/docs/2-423c.pdf>.

⁹ Illinois State Police (September 2019). *Crime in Illinois, 2018*. <https://www.isp.state.il.us/crime/cii2018.cfm>.

¹⁰ Illinois Criminal Justice Information Authority & Illinois victim service providers. (March 2020). *InfoNet Data System*. <http://icjia.state.il.us/systems/infonet>.

¹¹ National Human Trafficking Resource Center. (June 2019). *NHTRC 2018 Illinois Statistics*. <https://humantraffickinghotline.org/state/illinois>.

about human trafficking (sex and labor) is that most victims are undocumented foreign persons, but data show that more than half of victims were U.S. citizens or legal residents (52%).¹²

Victim Resources

NHTRC lists 19 providers in Illinois that offer direct services to HST victims; 15 are located in or within an hour's drive of Chicago. The remaining four, in Bloomington, Moline, Peoria, and the St. Louis area leave sizeable geographic service gaps for those in downstate rural areas and other Illinois towns, such as Springfield, Champaign, Quincy, Danville, and Carbondale. Moreover, service provision varies. Many providers do not offer the comprehensive array often required to meet HST victims' complex, multi-faceted needs.¹³

ICJIA research also has shown few providers offer services to meet the vast and unique needs of HST victims, particularly those outside of Cook County. Sexual assault and domestic violence hotlines frequently receive calls from HST victims, but have limited referral options and often cannot address all HST victims' needs.¹⁴ Victim service providers and criminal justice practitioners have emphasized a need for further coordination and collaboration among a variety of stakeholders to best meet these victims' needs.¹⁵

For all the reasons described above, this funding opportunity will support direct services and related assistance to HST victims and their families.

2. Program Design

The purpose of this funding opportunity is to improve services for and/or the response to victims of sexual assault in persons who have also experienced human sex trafficking.

Proposed programs should include the following key components:

- Survivor-informed policies and practices: Programs should be designed and implemented with intentional input from individuals who have experienced both sexual assault and human sex trafficking to ensure the program best represents their needs.
- Victim-centered services: Victim-centered services requires providers to systematically focus on the victim's needs, interests, perspectives, and concerns to ensure compassionate, culturally sensitive, and linguistically appropriate delivery of services in a nonjudgmental, caring manner. A victim's wishes, safety, and well-being are top priority.¹⁶

¹² National Human Trafficking Resource Center. (June 2019). *NHTRC 2018 Illinois Statistics*. <https://humantraffickinghotline.org/state/illinois>.

¹³ National Human Trafficking Resource Center. (June 2019). *NHTRC 2018 Illinois Statistics*. <https://humantraffickinghotline.org/state/illinois>.

¹⁴ Houston-Kolnik, J., Vasquez, A., Alderden, M., & Hiselman, J. (2017). *Ad hoc victim services committee research report*. Illinois Criminal Justice Information Authority. <http://www.icjia.state.il.us/articles/ad-hoc-victim-services-committee-research-report>

¹⁵ Houston-Kolnik, J., Vasquez, A., Alderden, M., & Hiselman, J. (2017). *Ad hoc victim services committee research report*. Illinois Criminal Justice Information Authority. <http://www.icjia.state.il.us/articles/ad-hoc-victim-services-committee-research-report>

¹⁶ U.S. Department of Justice, Office for Victims of Crime Training & Technical Assistance Center. (No Date). <https://www.ovcttac.gov/taskforceguide/eguide/1-understanding-human-trafficking/13-victim-centered-approach/>.

- Trauma-informed approach: Trauma-informed approach acknowledges the physical, social, and emotional impacts trauma can have on victims, as well as on the professionals who help them, and responds by integrating knowledge about trauma into policies, procedures, practices, and settings. Again, the priority is the victim's safety and security and safeguarding against policies and practices that may inadvertently traumatize victims.¹⁷ See *Attachment 1* for core principles and examples of trauma-informed service practices.

Funded programs must offer services as direct intervention in response to sexual assault victimization or that assist direct intervention in response to sexual assault victimization. Services may consist of the following, with some being required:

Required services:

- Crisis intervention to help restore balance and reduce the effects of the crisis.
- Safety planning or developing a personalized, practical plan that helps a victim avoid dangerous situations and know the best way to react when in danger, including how to cope with emotions, tell trusted others about violence/abuse, or take legal action.
- Case management or collaborating with a victim to assess, plan, implement, coordinate, monitor, and evaluate options and services to address needs impacted by victimization.
- Referral services or helping a victim identify external services and supports to address their needs impacted by victimization.

Optional services:

- All forms of advocacy, including medical, legal (civil/criminal justice), housing, education, employment, economic, immigration, and help with navigating public benefits and resources.
- Survivor-led mentoring and support groups (strongly encouraged if appropriate for proposed program). *These may be paid staff positions when survivor mentors/facilitators meet same skill/training requirements and have same supervision structure as other paid service provider staff.*
- Individual and/or group counseling
- Mental health services
- Substance use disorder treatment/services
- Life skills or teaching fundamental skills to improve daily living and/or enhance independence
- Transportation to services or court proceedings (please note; licensing, insurance and a tracking process will be required for transportation services)
- Interpretation/translation

If proposed program is not able to provide one or more of the above optional services, applicants are encouraged to establish referral agreements with other community organizations that can offer the services. This is especially encouraged for programs not offering mental health services and/or substance use disorder services, as research indicates these services are important for many who have experienced HST.

¹⁷ U.S. Department of Justice, Office for Victims of Crime Training & Technical Assistance Center. (No Date). <https://www.ovcttac.gov/taskforceguide/eguide/4-supporting-victims/41-using-a-trauma-informed-approach/>.

Note: This funding opportunity may not be used to provide emergency or transitional housing. Although housing is an important service and needed by many HST victims, this funding opportunity may only be used for other direct services. While housing itself cannot be funded, housing advocacy, or helping an HST victim understand housing options and implement plans for securing housing is an allowable service. Applicants are also encouraged to establish referral agreements with community partners that may be able to offer emergency or longer-term housing options for HST victims.

Additionally, ICJIA encourages proposed programs to empower victims by operating with the premise that victims possess the strength, resilience, and skills needed to identify and reach their goals and become leaders. Providers should offer non-judgmental support and provide services based on a victim's strengths, allowing the victim to seek out resources and take the first steps toward self-identifying.

Applicants should be familiar with local and other resources available for HST victims, such as the National Human Trafficking Resource Center Hotline.

Staff Training: SASP funds may be used to train program staff (volunteers or employees) who will provide specific grant-funded victim services. They may not be used to provide a generalized statewide training. For example, funds may be used to support skill-building training on providing sexual assault advocacy services, training on a therapeutic technique to assist SASP-funded counselors or therapists in providing more effective therapy, or vicarious trauma training. Grant funds may be used to cover training costs for program direct service staff but should represent no more than 15% of the program costs.

Vicarious Trauma Training: Staff who provide services or support to persons who have been traumatized may be affected via indirect exposure to trauma. Commonly termed *vicarious trauma* or *compassion fatigue*,¹⁸ vicarious trauma occurs when providers experience traumatic stress reactions resulting from exposure to another's traumatic experiences rather than from direct exposure. Therefore, applicants may use funds to provide direct service staff training to prevent and manage symptoms of vicarious trauma. Training topics may include mentally preparing for trauma work, coping skills, or practicing self-awareness and self-care, as these techniques have been shown to benefit populations served.

3. Program Requirements

Applicants must offer the four required services (crisis intervention, safety planning, case management, and referrals) for victims of sexual assault and human sex trafficking. Applicants are encouraged to offer as many of the optional services described above as possible.

Applicants must demonstrate that services are delivered using both a victim-centered and trauma-informed approach. Victims must not be pressured to make any kind of commitment to

¹⁸ Newell, J. M. & MacNeil, G. A. (2010). Professional burnout, vicarious trauma, secondary traumatic stress, and compassion fatigue: A review of theoretical terms, risk factors, and preventive methods for clinicians and researchers. *Best Practices in Mental Health: An International Journal*, 6, 57-68.

receiving services. They must be allowed to seek or not seek services as they please for an unlimited length of time.

Applicants must demonstrate program policies and practices are survivor-informed OR propose a plan to incorporate input from individuals who have experienced human sex trafficking to ensure the program best represents their needs.

Applicants should establish referral agreements with other community organizations that can offer those services the applicant will not be providing. This is especially important for mental health and substance use disorder services, as studies indicate these services are be important for many who have experienced HST. Referral agreements for housing services also is a priority, as funding to support housing is not an allowable cost with SASP funds.

If applicant does not have demonstrable experience in serving HST must propose a plan to ensure funded staff will receive training to serve victims of HST. Grant funds may be used to train program staff (volunteer or employee) to provide specific grant-funded victim services. No more than 15% of the grant award may be spent on training.

4. Goals, Objectives, and Performance Metrics

The table below lists objectives linked to performance indicators showing progress toward the goal of enhancing and expanding services to victims of sexual assault and human sex trafficking. Applicants should complete the table in their Program Narrative by developing objectives and performance measures that align with proposed program activities. Applicants should include as many objectives as necessary to comprehensively assess 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.

Process objectives describe the activities/services/strategies that will be delivered with program implementation. Applicants should include at least four (4) process objectives (for each the required services) plus one (1) more process objective for each additional service offered. Funded programs will be required to report **quarterly** process performance indicator data to ICJIA.

Outcome objectives specify the intended effect of the program in the target population or result of a program. Outcome objectives focus on what changes you hope to see in your target population(s) as a result of your program. Applicants should include at least one outcome objective of their choosing. Some examples of outcome objectives are below. Applicants may use one of the examples OR develop their own outcome objective(s). Funded programs will be required to report **annual** outcome performance indicator data to ICJIA.

Goal: Expand and enhance effective, victim-centered, trauma-informed services for victims of sexual assault who have also experienced human sex trafficking.	
Process Objectives	Performance Measures
Process objectives (4 minimum) – Process objectives describe intended activities/services/strategies that will be delivered with program implementation. Applicants should include the four listed below plus additional objectives for each additional service offered.	
Required Services	
Provide (_#_) victims with crisis intervention.	Number of victims who received crisis intervention.
Provide (_#_) victims with safety planning.	Number of victims who received safety planning.
Provide (_#_) victims with case management.	Number of victims who received case management.
Provide (_#_) victims with referrals to external supports and services.	Number of victims who received referrals to external supports and services.
Other (Optional) Services – Use additional rows below to include similar process objectives for each service to be offered.	
Outcome Objectives	Performance Measures
Outcome objectives (1 minimum) – Outcome objectives are changes you hope to see in your target population(s) as a result of services. Applicants may use one of the examples OR develop their own.	
<i>Example 1: (_# or %_) of victims served will report that most of their needs were addressed with services.</i>	<i>(_# or %_) of victims served reporting most of their needs were addressed with services.</i>
<i>Example 2: (_# or %_) of victims served will know more about community resources.</i>	<i>(_# or %_) of victims served will know more about resources.</i>

5. Priorities

While this funding opportunity responds to several priorities established by the 2017 Ad Hoc Victim Services Committee, it most directly addresses priority area # 3: Fund core direct services to victims of all crime types.

6. Evidence-Based Programs or Practices

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

B. Funding Information

1. Award period

Grant awards resulting from this opportunity will have a target period of performance of October 1, 2020, to September 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 \$535,000 in funding is available through this solicitation. Applicants may request a minimum of \$125,000 and a maximum of \$175,000 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. Registration and pre-qualification are required annually each state fiscal year. During pre-qualification, verifications are performed, including a check of federal SAM.gov Exclusion List and status on the Illinois Stop Payment List. The Grantee Portal will either indicate a “qualified” status or inform on how to remediate a negative verification (e.g., inactive DUNS, not in good standing with the Secretary of State). Inclusion on the SAM.gov Exclusion List cannot be remediated. Go to <https://icjia.illinois.gov/gata> for a list of pre-qualification steps.

Applicants are also required to submit a financial and administrative risk assessment utilizing an Internal Controls Questionnaire (ICQ) for state fiscal year 2021 before July 6, 2020, and obtain approval from their cognizant agencies before execution of the grant agreement. Delay in obtaining SFY21 ICQ approval will result in a delay in grant execution.

1. Eligible Applicants

Eligible applicants include rape crisis centers and other nonprofit, non-governmental organizations or tribal programs that provide services and related assistance to victims of sexual

assault and their families. Applicants with demonstrable experience serving HST victims are encouraged to apply.

Because this funding opportunity aims to expand the availability of services to HST victims across Illinois, organizations with demonstrable histories of serving victims of other types of sexual violence are encouraged to apply with a proposed plan to ensure funded staff would receive sufficient training to serve victims of HST.

2. Cost Sharing or Matching

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

D. Application and Submission Information

1. Accessing Application Package

Applications must be obtained at <https://icjia.illinois.gov/gata> by clicking on the link titled “Human Sex Trafficking Services.” Paper copies of the application materials may be requested from Shataun Hailey by: calling 312-814-8100; mailing Shataun Hailey, 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: Shataun.Hailey@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., June 30, 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://icjia.az1.qualtrics.com/jfe/form/SV_eQzzLhlbeTYwIOV

b) Forms

Completed applications must be emailed to SASPNOFO2020@Illinois.gov. The applicant agency name should appear in the Subject line of the email. Each document attached to the email must be submitted in the manner and method described below.

Applications that are missing documents will be rejected.

Document	Document Name	PDF	Word	Excel
Uniform Application for State Grant Assistance – This form must be completed, signed, and scanned (PDF), and provide a Word file as well	<i>“Agency Name – Application”</i>	X	X	
Program Narrative – This document must meet the requirements outline in Section A. The narrative must be provided in this document. Do not change the format of this document.	<i>“Agency Name – Program Narrative”</i>		X	

Budget/Budget Narrative – This document is a workbook, with several pages (tabs). The last tab has instructions if clarification is needed.	<i>“Agency Name – Budget”</i>			X
Non-Profit Agency Required Documents				
United States Internal Revenue Service 501(c)(3) determination letter.		X		

- c) Application Formatting Program Narratives may not exceed 20 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)

Applicants are required to:¹⁹

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

4. Submission Dates, Times, and Method

Completed application materials must be received by and in possession of the email address SASPNOFO2020@Illinois.gov by 11:59 p.m., July 10, 2020, to be considered for funding. Upon receipt, an automated confirmation receipt will be emailed. Proposals will not be accepted by mail, fax, or in person. Late or incomplete submissions will not be reviewed, including email submissions delayed due to state email security clearance. Agencies are encouraged to submit their applications 72 hours in advance of the deadline to avoid unforeseen technical difficulties. Technical difficulties should be reported immediately to ICJIA at SASPNOFO2020@Illinois.gov.

¹⁹ Exempt from these requirements are individuals or agencies under 2 CFR § 25.110(b) or (c) and those with an exception approved by the federal or state awarding agency under 2 CFR § 25.110(d).

5. Application Questions

Questions may be submitted via email at SASPNOFO2020@Illinois.gov. The deadline for submitted questions is 11:59 p.m. on July 2, 2020. All substantive questions and responses will be posted on the ICJIA website at <https://icjia.illinois.gov/gata>. Due to the competitive nature of this solicitation, applicants may not discuss the opportunity directly with any ICJIA employee other than via this email address.

6. Funding Restrictions

- a) Federal Financial Guide. Applicants must follow the current edition of the U.S. Department of Justice Grants Financial Guide which details allowable and unallowable costs is available at: https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf. Costs may be determined to be unallowable even if not expressly prohibited in the Federal Financial Guide.
- b) Unallowable Costs. 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 U.S. Office on Violence Against Women-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 improve services for and/or the response to victims of sexual assault in persons who have experienced human sex 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

f) State Travel Guidelines. Travel costs charged to ICJIA must conform to State Travel Guidelines, found here:

<https://www2.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx>. Out-of-state hotel rates are based on the General Service Administration (GSA) guidelines found here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Applicant agencies with lower cost travel guidelines than the State of Illinois must use those lower rates.

g) 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.

h) Budget. 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 or 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>.

E. Application Review Information

1. Criteria

Application selection will be made using the following criteria. Only applications receiving a minimum score of 70 will be considered for funding.

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	
Summary of the Program:		5
Provides a clear, concise summary of the proposed program design including the services to be provided to victims of sexual assault in persons who have also experienced human sex trafficking.	5	
Statement of the Problem:		10
Describe the need for human sex trafficking services in your service area. Use quantitative and qualitative and/or anecdotal data that demonstrates this need.	5	
Describe strengths and challenges of the community to be served, Challenges are essential and must be related to the problem described above.	5	
Agency Capacity and Experience:		15
Describe your agency's history and expertise with providing services to victims of sexual assault. Include quantitative (e.g. years of service; number of clients served last year) and qualitative (e.g. description of services provided; client case summaries) description.	5	
Describe your agency's history and expertise with providing services to victims of sexual assault and human sex trafficking. If your agency does not have demonstrable experience in serving human sex trafficking victims, applicants must propose a plan to ensure funded staff will receive training in servicing victims of human sex trafficking.	5	
Describe your agency's fiscal experience and capacity to manage grants.	5	

Proposed Program:		30
Describe the applicant's understanding of the needs of those who have experienced human sex trafficking and how the program is designed to address these needs. Also describe how the four required and any additional services will be offered.	6	
List the types of assistance your proposed program will not be able to provide and to whom clients with such needs will be referred. Also describe local and other resources available for clients.	4	
List the types of assistance your proposed program will not be able to provide and to who clients with such needs will be referred. Also describe local and other resources available for clients.	3	
Describe any collaborative partners, any history of collaboration, and/or each partner's role in your proposed program.	3	
Describe how the proposed program will be survivor-informed, including how program design, policies, and practices will incorporate input from individuals who have experienced human sex trafficking.	6	
Explain how the applicant will build capacity to serve victims of human sex trafficking. This explanation should include at least one capacity building example.	5	
Describe activities that will promote and direct potential clients to the proposed services. Project the number of clients to be served during the grant period. Explain and justify this projection	3	
Staffing Plan:		20
Who will oversee the implementation of this proposed program?	5	
What qualifications and training will be required of staff? Describe how the applicant will ensure that all staff working with clients receive the required training.	5	
Describe all staff positions assigned to the proposed program. Include name of position, roles and responsibilities, and reporting and supervision structure.	5	
Report the total number of full-time equivalent (FTE) staff to be funded by the program during the grant period in the table below. FTE is the ratio of the staff person's total number of funded hours during a period (part-time, full-time and contracted hours) by the number of hours in the average full-time work week.	5	
Report staff by the function(s) performed, not by title or location. Also report staff who are part-time and/or only		

partially funded with these funds and any consultants/contractors.		
Program Implementation Schedule		6
Includes a complete and realistic implementation schedule. Applicant should include steps for project development and operation and staff responsible for each step.	6	
Goals, Objectives, and Performance Indicators:		7
Describe how each of the objectives will be accomplished and measured.	7	
Budget Detail and Narrative		7
Includes a complete and realistic budget relative to program objectives	3	
Includes explanation of why each line item is necessary for program implementation.	4	
Total Possible Points		100

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

Task	Date
NOFO posted	June 8, 2020
Notice of Intent due	June 30, 2020
NOFO question submission deadline	July 2, 2020
Applications due	11:59 p.m., July 10, 2020
Budget Committee review/approval of recommended designations	August 20, 2020
Program start date	October 1, 2020

5. Appeal Process

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

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

Please send your appeal to:

Appeals Review Officer
Illinois Criminal Justice Information Authority
CJA.ARO@Illinois.gov

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

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

6. Debriefing Process

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

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

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

Please send requests to:

Shataun Hailey, VAWA Program Administrator
Illinois Criminal Justice Information Authority
SASPNOFO2020@Illinois.gov

F. Award Administration Information

1. State Award Notices

The ICJIA Budget Committee is scheduled to review and approve designations on August 20, 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, VAWA Program Administrator
Illinois Criminal Justice Information Authority
SASPNOFO2020@Illinois.gov

H. Other Information

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.