**Uniform Notice of Funding Opportunity**

Victims of Crime Act Lead Entity Services for Children’s Advocacy Centers Program

February 7, 2018

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**Uniform Notice for Funding Opportunity (NOFO)**

Victims of Crime Act Lead Entity Services for Children’s Advocacy Centers Program

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| --- | --- | --- |
|  | **Data Field** |  |
|  | Awarding Agency Name: | Illinois Criminal Justice Information Authority |
|  | Agency Contact: | Ronnie J Reichgelt, Victim Services Administrator  Illinois Criminal Justice Information Authority  300 West Adams, Suite 200  Chicago, IL 60606  ronnie.reichgelt@illinois.gov  312-793-0835 |
|  | Announcement Type: | X Initial announcement  □ Modification of a previous announcement |
|  | Type of Assistance Instrument: | Grant |
|  | Funding Opportunity Number: | 1474-438 |
|  | Funding Opportunity Title: | Victims of Crime Act Lead Entity Services for Children’s Advocacy Centers Program |
|  | CSFA Number: | 546-00-1474 |
|  | CSFA Popular Name: | VOCA FFY16 |
|  | CFDA Number(s): | 16.575 |
|  | Anticipated Number of Awards: | 1 |
|  | Estimated Total Program Funding: | $7,100,000 |
|  | Award Range | N/A |
|  | Source of Funding: | X Federal or Federal pass-through  □ State  □ Private / other funding  Mark all that apply |
|  | Cost Sharing or Matching Requirement: | X Yes □ No  **Sub-recipient/grantees must meet the program match requirement. Detail how the match requirement will be met in your budget narrative.** |
|  | Indirect Costs Allowed  Restrictions on Indirect Costs | X Yes □ No  **Sub-recipient/grantees may claim indirect costs however the Applicant may not include indirect costs in its budget.**  □ Yes X No  If yes, provide the citation governing the restriction: |
|  | Posted Date: | February 7, 2018 |
|  | Closing Date for Applications: | **March 9, 2018** |
|  | Technical Assistance Session: | Session Offered: □ Yes X No  Session Mandatory: □ Yes □ No |

1. **Federal Grant Program Description**

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

The federal Victims of Crime Act (VOCA) was passed in 1984 for the purpose of compensating and assisting victims of crime and providing funds for training and technical assistance.

ICJIA is the state agency charged with the administration of Illinois’ Victims of Crime Act Victim Assistance Formula Grant Program. This program is supported by fines and penalties levied against criminals convicted of federal crimes and allocated to states by formula by the Office for Victims of Crime of the U.S. Department of Justice. In federal fiscal year 2016, Illinois received a VOCA award of $87 million.

VOCA grants must support the provision of direct services to victims of crime. States are required to allocate a minimum of 10 percent of funds received for services to each of the following: victims of sexual assault, domestic violence, child abuse, and underserved victims of violent crime. **VOCA funds may not be used to supplant or replace state and local funds that would otherwise be available for crime victim services and must be used to develop new projects or expand existing projects.**

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

In 2016 ICJIA completed a statewide assessment of victim services in Illinois. The report was presented to the Ad Hoc Victim Services Committee for consultation and coordination with other state agencies and victim stakeholder groups. The final report’s recommendations were approved by ICJIA Board in January 2017. These recommendations outline a comprehensive plan to address victims’ needs in Illinois and are reflected in this funding opportunity where appropriate. Please see the following link to access the report and recommendations. <http://www.icjia.state.il.us/articles/ad-hoc-victim-services-committee-research-report>

1. **Authorizing Statutes**

The Victims of Crime Act of 1984 established the Crime Victims Fund (34 U.S.C. 20101(c)) for the purpose of creating a special mandatory spending account dedicated to helping victims of all types of crimes. Programs authorized by the Victims of Crime Act are:

* Children’s Justice Act grants
* U.S. Attorney’s victim/witness coordinators
* FBI victim assistance specialists
* Federal victim notification system
* OVC discretionary grants
* State compensation formula grants
* State victim assistance formula grants
* Antiterrorism Emergency Reserve

The Illinois Criminal Justice Information Act (20 ILCS 3930/7(k)) established ICJIA as the agency “to apply for, receive, establish priorities for, allocate, disburse and spend grants of funds that are made available…from the United States pursuant to the federal Crime Control Act of 1973, as amended, and similar federal legislation, and to enter into agreements with the United States government to further the purposes of this Act, or as may be required as a condition of obtaining federal funds.”

In addition, distribution of federal funds through the Victims of Crime Act of 1984 by the Illinois Criminal Justice Information Authority is authorized by 20 Ill. Admin. Code 1520.40, stating in pertinent part that [ICJIA] will annually review Section 1404 of the Victims of Crime Act of 1984 (P.L. 98-473, effective October 12, 1984) and based on the requirements of Section 1404(a) and (b), the need for services to victims and the services available to address that need, as evidenced by oral and written comment and testimony received at public meetings conducted pursuant to the Open Meetings Act (Ill. Rev. Stat. 1983, ch. 102, par. 41 et seq.), select program priorities for each federal fiscal year.”

The agency must comply with all applicable provisions of state and federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity, including, but not limited to: The Illinois Human Rights Act (775 ILCS 5/1-101 *et seq*.), The Public Works Employment Discrimination Act (775 ILCS 10/1 *et seq*), The United States Civil Rights Act of 1964 ( as amended) (42 USC 2000a-and 2000H-6), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), The Americans with Disabilities Act of 1990 (42 USC 12101 *et seq*.), and The Age Discrimination Act (42 USC 6101 *et seq.).*

1. **Program-Specific Information**

**I. Victim Needs Background**

As part of the recommendations established by the Victim Services Ad Hoc Committee, the strengthening and expansion of core services for victims of crime is a priority. To fulfill this priority, ICJIA made available $7.1 million in VOCA grant funding for core services and related support costs for minor victims of abuse. These funds will be made available to the Children’s Advocacy Centers of Illinois (CACI).

According to the Office for Victims of Crime, child abuse refers to an act that puts a child’s physical or emotional well-being at risk.[[1]](#footnote-1) The abuse may be physical, emotional, or sexual in nature, or may include neglect.[[2]](#footnote-2) In fiscal year 2017, the Illinois Department of Children and Family Services reported 29,775 indicated cases of child abuse and neglect.[[3]](#footnote-3)  Of these cases 1,732 (5.8%) were indicated cases of child sexual abuse.[[4]](#footnote-4)  Child advocacy centers in Illinois provided services to 10,611 children during the same time period.[[5]](#footnote-5) The impact of abuse on children is well-documented. Children are often impacted psychologically (e.g., PTSD, depression, anxiety)[[6]](#footnote-6) or may experience physical symptoms (e.g., irritable bowel syndrome, diabetes, heart disease) due to psychological stress experienced as a result of abuse.[[7]](#footnote-7)  Outside of physical and mental consequences, children who have experienced abuse or neglect can fall behind in their academic studies and may exhibit behaviors that are delinquent or combative.[[8]](#footnote-8)  Core services provided by professionals and advocates trained in trauma-informed practices are integral to the recovery and well-being of child abuse victims.

*Core Services*

Core services for minor victims of child abuse include providing information and referral, advocacy, and emotional support and safety. These core services correspond to needs identified by

adult survivors of child abuse and child abuse victim service providers during an ICJIA statewide victim needs assessment conducted in 2016.

Child abuse victim service providers offering information and referral services assist victims by educating victims and non-offending caregivers on how the criminal justice system works and their rights as a victim. In Illinois, crime victim rights include the right to privacy, the right to be notified of court proceedings, and the right to be present at court, among others.[[9]](#footnote-9) Providers also play an important role in linking victims to agencies that may be better equipped to meet their specialized needs. These referrals seek to connect a victim to other service providers and professionals (e.g., therapist, attorney).

Advocacy services refer to personal, medical, and legal advocacy. Personal advocacy includes aiding the victim in obtaining support, resources, or services. This form of advocacy may involve an advocate assisting the victim’s non-offending caregiver in applying for public benefits, helping them to relocate or move due to safety concerns stemming from victimization, and aiding in communication between the victim or care-giver and employers, creditors, landlords, etc. Just over one in five adult survivors of child abuse recently surveyed in Illinois (21 percent) identified information and advocacy on public resources (e.g., Medicare, public aid) as a need.[[10]](#footnote-10)  Personal advocacy also includes support services that enable a victim to obtain direct services, such as child care, transportation assistance, and interpreter services. Adults with child abuse histories also reported child care (28 percent), transportation (16 percent), and language translation services (16 percent) as a service need.[[11]](#footnote-11)  Medical advocacy services refer to an advocate accompanying a victim to the emergency room for care, or during a forensic medical exam or interview, and may include a trained professional’s performance of a forensic interview. A legal advocate engages in advocacy services when she assists the victim’s non-offending caregiver in obtaining an emergency order of protection, notifies victims and/or care-givers of and/or accompanies them to criminal justice system proceedings, and aids with other criminal justice related activities resulting from the victimization. Providers serving child abuse victims in Illinois identified criminal justice system information and advocacy as a top victim need during the crisis (i.e., 0-3 months) and intermediate (i.e., 3-6 months) recovery phases.[[12]](#footnote-12)

Emotional support and safety services include crisis intervention, counseling, support group services, therapy, and related services that seek to benefit the victim and non-offending caregiver’s emotional well-being and safety. Crisis intervention services may be in-person or via phone (e.g., hotline calls). Child abuse service providers identify crisis intervention services as the greatest need during crisis (i.e., 0-3 months post-victimization).[[13]](#footnote-13) Trained advocates and licensed professionals also provide emotional support and safety to victims and non-offending caregivers in the form of counseling, support group services, and/or therapy. Counseling services was seen as a top three victim need among child abuse service providers at all points in the recovery process (i.e., crisis, intermediate, and long-term phases).[[14]](#footnote-14) Furthermore, nearly half of adult survivors of child abuse (45 percent) cited counseling (i.e., individual, family, and support group) as a service need and over a quarter of victims (28 percent) reported needing mental health services.[[15]](#footnote-15)

**II.** **Lead Entity Requirements**

1. **Agency Capacity and Experience**

The purpose of this Notice of Funding Opportunity is to fund core services for minor victims of abuse through the Children’s Advocacy Centers of Illinois. As a Lead Entity, this applicant will distribute funds to sub-grantees and be responsible for the fiscal oversight and quality assurance of its sub-grants. The applicant will conduct structured monitoring of all sub-grantees and provide subject matter expertise and technical assistance to sub-grantees.

To qualify as a Lead Entity, the applicant must possess subject matter expertise, an established record of providing services specific to the VOCA grant, a network of direct service providers, and the monitoring capacity to oversee its sub-grantees. The applicant must also comply with all applicable state and federal statutes, regulations, and the terms and conditions of this grant. The applicant must also submit monthly fiscal and quarterly data reports to ICJIA.

1. **Grant-making**

The applicant will execute renewal grants for subgrantees funded through the SFY18

grant making process and fund applicants seeking initial funding for SFY19. The applicant must conduct programmatic and fiscal performance reviews of each SFY18 subgrantee prior to executing the SFY19 12-month renewal grants. As a condition of its grant agreement with ICJIA, the applicant must obtain approval from ICJIA of its continuation materials and evaluation criteria used to approve renewal funding requests prior to soliciting requests. The applicant must also submit all information requested by ICJIA for subgrantees applying for funding and obtain ICJIA approval before executing grants.

1. **Monitoring**

The applicant shall monitor sub-grantees to ensure compliance with state and federal statutes, regulations, and the terms and conditions of the sub-grant. All sub-grantees must comply with Grant Accountability and Transparency Act requirements, submit monthly fiscal and quarterly data reports to the applicant, and be subject to site visits by the applicant. The applicant will make programmatic and fiscal technical assistance available to all sub-grantees during the grant period. Any changes to the Lead Entity’s monitoring policy must be pre-approved by ICJIA.

Throughout the grant period, the applicant must submit monthly fiscal and quarterly data reports to ICJIA and will be subject to site visits by ICJIA to evaluate the applicant’s own program outcomes and fiscal management as well as their monitoring of sub-grantees.

1. **Sub-grantee Programmatic Requirements**

**Program Elements:**

The applicant must incorporate the following program elements in sub-grants:

## Core services for minor victims of abuse: services that provide victims with information and referrals, advocacy, and emotional support and safety.

## A low barrier screening and intake process.

## Hours of operation and intake beyond traditional working hours.

## Translation and interpretation services.

## Transportation support for clients that request this support. This support can include transportation costs and linking victims to transportation providers, in order to receive victim services and participate in criminal justice proceedings.

* Trauma-skills training for staff to improve trauma-informed responses to clients.
* Services provided free of charge.
* Sub-grantees must comply with all prescribed assessment tools and reporting requirements.
* Sub-grantees must be subject to site visits by both the applicant and ICJIA.
* Sub-grantees must make available all fiscal, personnel, and programmatic data to the applicant and ICJIA.

**Trauma-Informed Practices**

The applicant is strongly urged to increase their knowledge of trauma-informed practices and, where appropriate, incorporate trauma-informed practices into proposed services. See provided materials for an overview of trauma-informed services. ICJIA understands that becoming trauma-informed is a continual process of organizational assessment and change. The applicant should describe their current practices and identify how trauma-informed practices will be integrated into their proposed services. ICJIA reserves the right to survey the grantee and sub-grantees to assess their knowledge of trauma-informed practices and their implementation of these practices, which may serve a grant monitoring function. Through conducting periodic assessments, agencies and ICJIA can identify areas of strength and growth for adopting a trauma-informed approach to services that help to prevent the re-traumatization of victims.

**III. Goals, Objectives, and Performance Metrics**

The following tables depict objectives linked to performance indicators that show progress toward the proposed program goal. Complete the tables by entering ambitious yet realistic numbers for each objective based on your proposed program.

1. **Lead Entity**

The applicant will be required to submit quarterly data reports reflecting information about these performance measures and may be asked to collect additional measures to track program progress and outcomes. Some objectives may only apply during the first quarter.

|  |  |
| --- | --- |
| **GOAL:** Through the oversight of sub-grantees,provide victims with core services that 1) respond to their emotional, psychological, or physical needs; 2) help victims of crime to stabilize their lives after victimization; 3) help victims understand and participate in the criminal justice system; and 4) provide victims with a measure of safety and security. | |
| **Objectives** | **Process Performance Measures** |
| Develop continuation material and evaluation criteria for renewal grants. | * Submit continuation materials and evaluation criteria to ICJIA for pre-approval. |
| Detail the plan/protocol for monitoring grantee performance, including submission of quarterly data reports and monthly fiscal reports. | * Percentage of sub-grantees submitting monthly fiscal reports on time. * Percentage of sub-grantees submitting quarterly data reports. on time. |
| Review accuracy of sub-grantee data reports and enter aggregate data into the federal Performance Measurement Tool (PMT) system on a quarterly basis. | * Number of sub-grantee data reports received and reviewed. * Percentage of data reports received that were included in the aggregate PMT report. * Was PMT submission on time? |
| Perform a minimum of \_\_\_ site visits per sub-grantee during award period (some sub-grantees may require more than the established minimum). | * Submit site visit schedule to ICJIA for approval. * Percentage of sub-grantees subjected to the minimum number of site visits during their award period. * Percentage of sub-grantees exceeding the minimum number of site visits. |
| Provide a Plan of Corrective Action for all sub-grantees that require such, with \_\_\_% of sub-grantees verifying the correction action was taken within \_\_\_days. | * Number of sub-grantees. identified as requiring corrective action. * Number notified and provided with a Plan of Corrective Action. * Percentage rectifying the corrective action within required timeframe. |
| Provide fiscal and programmatic technical assistance to all sub-grantees that request such assistance. | * Type of fiscal and programmatic technical assistance offered by applicant. * Number of sub-grantees that requested fiscal and technical assistance. * Number of sub-grantees receiving such assistance. |
| Provide trauma-based skills training for staff. | * Number of trauma-based skills trainings provided to staff. |
| Attend all required trainings hosted by ICJIA. | * Number of trainings offered. * Number of trainings attended (attach summary of training and attendees). |

1. **Sub-grantees**

Sub-grantees will be required to report on the following objectives and identify the number of clients they aim to serve during the performance period. Objectives should estimate the number of clients that will receive each of the listed services in order to produce meaningful, tangible changes in clients' lives.

Sub-grantee programs selected for funding will be required to submit quarterly data reports reflecting information about these performance measures and may be asked to collect additional measures to track program progress and outcomes.

|  |  |
| --- | --- |
| **service objectives**  provide the following services to victims of crime: | **performance indicators** |
| # \_\_\_\_\_ clients will receive criminal justice advocacy. | # of clients provided with criminal justice advocacy |
| # \_\_\_\_\_ clients will receive medical advocacy. | # of clients provided with medical advocacy |
| # \_\_\_\_\_ clients will receive other advocacy. | # of clients provided with other advocacy |
| # \_\_\_\_\_ clients will receive case coordination services. | # of clients provided with case coordination services |
| # \_\_\_\_\_ clients will receive case management services. | # of clients provided with case management services |
| # \_\_\_\_\_ clients will receive family counseling. | # of clients provided with family counseling |
| # \_\_\_\_\_ clients will receive group counseling. | # of clients provided with group counseling |
| # \_\_\_\_\_ clients will receive in-person counseling. | # of clients provided with in-person counseling |
| # \_\_\_\_\_ clients will receive crime victims compensation assistance. | # of clients provided with crime victims compensation assistance |
| # \_\_\_\_\_ clients will receive crisis intervention (in-person). | # of clients provided with crisis intervention (in-person) |
| # \_\_\_\_\_ clients will receive mental health services. | # of clients provided with mental health services |
| # \_\_\_\_\_ clients will receive phone counseling/crisis intervention. | # of clients provided with phone counseling/crisis intervention |
| # \_\_\_\_\_ clients will receive referral services. | # of clients provided with referral services |
| # \_\_\_\_\_ clients will receive transportation. | # of clients provided with transportation |
| # \_\_\_\_\_ clients will receive a victim sensitive interview (VSI). | # of clients provided with a victim sensitive interview (VSI) |
| # \_\_\_\_\_ clients will receive VSI coordination assistance. | # of clients provided with VSI coordination assistance |
| # \_\_\_\_\_ clients will receive relocation services. | # of clients provided with relocation services |
| # \_\_\_\_\_ clients will receive language/ interpreter services. | # of clients provided with language/ interpreter services |

**D. Funding Information**

***1. Award period***

Federal fiscal year 2016 Victims of Crime Act funds awarded by the U.S. Office for Victims of Crime to ICJIA will be used to support programs accepted through this request for proposals. A minimum of $7.1 million has been made available to the Children’s Advocacy Centers of Illinois by the ICJIA Board. Funding is available for the period of July 1, 2018, through September 30, 2019.

Although the sub-grants made from this grant are expected to be for a 12-month period, the Lead Entity grant period will be for 15 months, with the final three months used for the closeout of the sub-grants by the lead entity.

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

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

***2. Pre-award costs***

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

***3***. ***Cost Sharing or Matching***

A 20-percent match is required for all subgrants resulting from this Notice of Funding Opportunity. Match is calculated as 20 percent of the total cost of the project funded. Federal grant funds requested under this application may not exceed 80 percent of the total cost of the project. Match can be made in both cash and/or in-kind contributions. Cash, or in-kind resources used as match must be spent in support of the program’s goals and objectives.

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

Refer to 28 CFR 200.306 for more information on match types and match requirements.

**Example:**

**Total Project Cost**: $100,000

20 percent matching funds ($100,000 x .20): $ 20,000

Federal funds requested ($100,000 x .80): $ 80,000

***4. Indirect Cost Rate***

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

a) Federally Negotiated Rate: Subgrantees that receive direct federal funding may have an indirect cost rate that was negotiated with their Federal Cognizant Agencies. The applicant will accept the federally negotiated rate. The subgrantee must provide a copy of the federally NICRA at time of application.

b) State Negotiated Rate: Subgrantees may negotiate an indirect cost rate with the State of Illinois if they do not have federally negotiated rate or elect to use the de minimis rate. The indirect cost rate proposal must be submitted to the State of Illinois within 90 days of the notice of award. The subgrantee must provide a copy of the state negotiated rate, if available, at time of application.

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

1. **Highlights of allowable costs**

The following is a non-exhaustive list of services, activities and costs that can be supported with VOCA Victim Assistance Formula Grant Program funding:

* + Child care: Assistance with child care to enable victims to receive allowable direct services and attend criminal justice and other public proceedings related to the victimization. Except as mentioned in 28 CFR 94.119(a)(6), “child care” means the temporary supervision of minors under the care of the victim, provided by a VOCA-eligible victim service provider, during the period of time the caretaker-victim is receiving a grant-funded direct service from the victim service provider. Child care services must be provided on location at the victim service provider and meet any additional federal, state and ICJIA requirements.
  + Personnel costs for direct service providers and necessary supervision of direct service providers.
  + Project evaluations of specific projects to gauge project effectiveness. All project evaluations by external parties must be pre-approved by ICJIA.
  + Public awareness and education presentations conducted in public forums that are designed to inform crime victims of specific rights and services and provide them with (or refer them to) services and assistance. Limited to 40 hours per month per subgrantee.
  + Relocation assistance provided as part of a victim’s service plan, necessary for the safety and well-being of the victim, and needed as a result of a victimization. Relocation assistance is limited to first month’s rent and utility set-up costs, not to exceed $1,000 per relocation. Rental payment must be based on a reasonable rental market rate. Direct payments of funds to victims for relocation are not allowed.
  + Technology that is reasonable and necessary for direct service providers.
  + Training of direct-service staff, including the required trauma training and additional training that would assist staff in serving victims.
  + Training-related travel expenses for staff are subject to the Illinois State Travel Guide with the exception of out-of-state lodging which is subject to General Services Administration rates. Out-of-state training costs including transportation, training fees and conference registrations are all subject to ICJIA policy: Costs are limited to 2 out-of-state trainings per subgrantee, with a maximum of 3 staff members attending each training. Costs for staff must be prorated according to their time on the VOCA grant.
  + Training of direct-service volunteers when such direct services will be primarily done by volunteers. Training-related travel for volunteers cannot be funded.
  + Transportation (local) costs for direct service providers and for victims to receive victim services. Transportation to facilitate participation in criminal justice proceedings is limited to non-witness victims. Direct payments of funds to victims for transportation costs are not allowed.

1. ***Unallowable Costs***

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

* Active investigation and prosecution of criminal activities, and witness activities.
* Audits (agencies receiving less than $750,000 in cumulative federal funds).
* Capital expenses, including property losses and expenses, real estate purchases, mortgage payments, construction and most capital improvements.
* Compensation for victims of crime.
* Crime prevention.
* Food and beverage costs, except for emergency food.
* Forensic medical examinations.
* Fundraising activities.
* In-patient mental health care including in-patient substance abuse counseling.
* Legal services provided by attorneys.
* Lobbying and advocacy with respect to legislation, regulations or administrative policy.
* Most medical care costs including emergency medicine and healthcare items.
* Peer Support programming.
* Research and studies, except for project evaluations.
* Restorative Justice programming.
* Salaries and expenses for management, unless expressly allowed in the VOCA Final Rule.
* Training of allied professionals.
* Transitional Housing programming.
* Tort or criminal defense services.
* Vehicle Purchase or Leasing and related personnel costs.

**Pre-approvals:**

In compliance with federal guidance, ICJIA:

(1) Encourages minimization of conference, meeting, and training costs.

(2) Requires prior written approval of conference, meeting, and training costs for subgrant recipients. These prior approvals may affect project timelines.

(3) Sets cost limits, including a general prohibition of all food and beverage costs.

1. **Eligibility Information**
2. ***Eligible Applicants***

This solicitation is open to the Child Advocacy Centers of Illinois, 400 S. 9th Street, Springfield, Illinois, 62701.

1. ***GATA Compliance***

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

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

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1. **Application and Submission Information**
2. ***Obtaining Application Materials***

Application materials will be provided to the Child Advocacy Centers of Illinois.

1. ***Document Submission***

Completed application materials must be emailed to [ronnie.reichgelt@illinois.gov](mailto:ronnie.reichgelt@illinois.gov) by **11:59 p.m., March 09, 2018,** to be considered for funding. Proposals will not be accepted by mail, fax, or in-person. Incomplete applications will not be reviewed. Late submissions will not be reviewed.

The application must be emailed to **NOFOemail@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 with missing documents will not be considered. Applicants must adhere to the following document instructions.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **The following materials MUST be submitted by all applicants. The applicant must submit the documents based on the instructions provided below.** | | | | |
| **Document** | **Document Name** | **PDF** | **Word** | **Excel** |
| **Uniform Application for State Grant Assistance** - This form must be completed, signed, and scanned. | *[Agency Name] – Application”* | 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. | *[Agency Name] – Program Narrative* |  | X |  |
| **Budget/Budget Narrative** – This document is an Excel Workbook, with several pages/tabs. The last tab are instructions, if clarifications are need for a particular category. | *[Agency Name] – Budget* |  |  | X |
| **United States Internal Revenue Service** 501(c)(3) determination letter dated within the past 5 years | *[Agency Name] – IRS* | X |  |  |

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

Applicant is required to:

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

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

(ii) Provide a valid DUNS number.

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

1. ***Submission Requirements***

Not applicable

1. ***Intergovernmental Review***

Not applicable.

1. ***Funding Descriptions***

Supplanting

Supplanting does not apply to not-for-profit agencies.

Federal funds received by public agencies must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. Supplanting will be the subject of application review, as well as pre-award review, post-award monitoring, and audit. If there is a potential presence of supplanting, the applicant or grantee will be required to supply documentation demonstrating that the reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds. For certain programs, a written certification may be requested by the awarding agency or recipient agency stating that federal funds will not be used to supplant state or local funds.

See the DOJ Grants Financial Guide (Part II, Chapter 3) at: <http://ojp.gov/financialguide/DOJ/pdfs/2015_DOJ_FinancialGuide.pdf>

1. **Application Review Information**
2. ***Review Process.***

The application will be screened for completeness and GATA ICQ approval for the current state fiscal year. If it passes the GATA prequalification process, the application will be reviewed by a panel of ICJIA staff for appropriate programming, reasonableness, allocability, and allowability. The applicant must provide complete, clear and detailed responses to program narrative questions and include all mandatory program elements. An application that fails to include required information or mandatory elements, or contains unallowable or unreasonable costs will be subject to revision before agreement execution.

1. ***Programmatic Risk***

The applicant will be required to submit a completed ICJIA Programmatic Risk Assessment (PRA). This assessment will identify elements of fiscal and administrative risk at the applicant agency level and will be used to determine required specific conditions to the grant agreement.

1. ***Anticipated Announcement and State Award Dates.***

Milestones Target Date

Release of NOFO February 7, 2018

Application Closes March 09, 2018

Authority Budget Committee Meeting May 2018

Start Program Performance Period July 1, 2018

1. ***Award Administration Information***

The ICJIA Budget Committee is scheduled to review and approve designations in May 2018.

ICJIA will provide a Notice of State Award (NOSA) to the successful applicant after the ICJIA Budget Committee Board reviews and approves the designation. No costs incurred before the start date of the agreement may be charged to the grant. The NOSA will detail specific conditions that will be included in the grant agreement. The applicant must return the signed NOSA before the start of the agreement.

***Administrative and National Policy Requirements***

In addition to implementing the funded project consistent with the agency-approved project proposal and budget, agencies selected for funding must comply with applicable grant terms and conditions and other legal requirements, including, but not limited to, ICJIA Financial Guide and Policy and Procedure Manual, the Office of Management and Budget Grants Accountability and Transparency Act, and U.S. Department of Justice regulations which will be included in the award documents, incorporated into the award by reference, or are otherwise applicable to the award.

A successful applicant will be required to enter into a grant agreement. Additional programmatic and administrative special conditions may be required.

***Reporting***

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

1. **State Awarding Agency Contact(s)**

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

Ronnie J Reichgelt

Victim Services Programs Administrator

[ronnie.reichgelt@illinois.gov](mailto:ronnie.reichgelt@illinois.gov)

312-793-8550

1. **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 has sole authority to bind the state government to the expenditure of funds through the execution of interagency grant agreements.

1. Office for Victims of Crime. (n.d.). *Child Abuse Victimization.* <https://www.ncjrs.gov/ovc_archives/reports/help_series/pdftxt/childabusevictimization.pdf> [↑](#footnote-ref-1)
2. Ibid. [↑](#footnote-ref-2)
3. Illinois Department of Children and Family Services. (2017). *Child Abuse/Neglect Statistics, Data as of July 31, 2017.* Retrieved from <https://www.illinois.gov/dcfs/aboutus/newsandreports/Documents/CANStat.pdf> [↑](#footnote-ref-3)
4. Ibid. [↑](#footnote-ref-4)
5. Children’s Advocacy Centers of Illinois. (n.d.). *2017 Annual Report.* Retrieved from <http://docs.wixstatic.com/ugd/da9ae5_9c16dab082bd4f8bafe371be8b96cebc.pdf>. [↑](#footnote-ref-5)
6. Office for Victims of Crime. (2012). *Child Abuse and Neglect*. Retrieved from <https://www.ovcttac.gov/downloads/views/TrainingMaterials/NVAA/Documents_NVAA2011/ResourcePapers/Color_Child%20Abuse%20Resource%20paper%202012_final%20-%20508c_9_13_2012.pdf>. [↑](#footnote-ref-6)
7. Nemeroff, C. B. (2016). Paradise lost: the neurobiological and clinical consequences of child abuse and neglect. *Neuron*, *89*(5), 892-909. [↑](#footnote-ref-7)
8. Finkelhor, D., & Hashima, P. (2001). The victimization of children & youth: A comprehensive overview. In S. O. White (Ed.), *Law and Social Science Perspectives on Youth and Justice* (pp. 49-78). [↑](#footnote-ref-8)
9. National Crime Victim Law Institute. (n.d.). *Illinois Victims’ Rights Laws.* Retrieved from

   <http://law.lclark.edu/live/files/19248-illinois-victimsupdated-4815pdf> [↑](#footnote-ref-9)
10. Aeffect, Inc. (2016). *2016 Victim Needs Assessment: Summary Report.* Chicago, IL: Illinois Criminal Justice Information Authority. [↑](#footnote-ref-10)
11. See Aeffect, Inc. (2016). [↑](#footnote-ref-11)
12. Houston-Kolnik, J., Vasquez, A., Alderden, M., & Hiselman, J. (2017). *Ad Hoc Victim Services Committee Research Report.* Chicago, IL: Illinois Criminal Justice Information Authority. Retrieved from <http://www.icjia.state.il.us/assets/articles/ICJIA_FINAL_AdHocReport_VictimServices_012717.pdf> [↑](#footnote-ref-12)
13. See Houston-Kolnik et al. (2017). [↑](#footnote-ref-13)
14. See Houston-Kolnik et al. (2017). [↑](#footnote-ref-14)
15. See Aeffect, Inc. (2016). [↑](#footnote-ref-15)