**Uniform Notice of Funding Opportunity**

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

February 1, 2019

|  |  |  |
| --- | --- | --- |
|  | **Data Field** |  |
|  | Awarding Agency Name: | Illinois Criminal Justice Information Authority |
|  | Awarding Agency Contact: | Ronnie J. Reichgelt  Victim Services Administrator  Illinois Criminal Justice Information Authority  300 West Adams, Suite 200  Chicago, Illinois 60606  ronnie.reichgelt@illinois.gov  (312) 793- 8550 |
|  | Announcement Type: | X Initial announcement  □ Modification of a previous announcement |
|  | Type of Assistance Instrument: | Grant |
|  | Funding Opportunity Number: | Victims of Crime Act Lead Entity Services for Children’s Advocacy Centers Program |
|  | Funding Opportunity Title: | Victims of Crime Act Lead Entity Services for Children’s Advocacy Centers Program |
|  | CSFA Number: | 546-00-1564 |
|  | CSFA Popular Name: | Victims of Crime Act Lead Entity Services for Children’s Advocacy Centers Program |
|  | 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 |
|  | 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 |
|  | Posted Date: | February 1, 2019 |
|  | Closing Date for Applications: | **March 3, 2019** |
|  | Technical Assistance Session: | Session Offered: □ Yes X No  Session Mandatory: N/A |

**Program Description**

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

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

ICJIA is the state agency charged with the administration of the Illinois’ Victims of Crime Act Victim Assistance Formula Grant Program. This program is supported by fines and penalties levied against criminals convicted of federal crimes and allocated to states by formula by the Office for Victims of Crime of the U.S. Department of Justice. In federal fiscal year 2017, Illinois received a VOCA award of $ 71.7 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 the 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. Supported by the Victims of Crime Act are:

● Children’s Justice Act grants.

● U.S. Attorney’s victim/witness coordinators.

● F.B.I victim assistance specialists.

● Federal victim notification system.

● OVC discretionary grants.

● State compensation formula grants.

● State victim assistance formula grants.

● Antiterrorism Emergency Reserve.

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

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

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

1. **Program-Specific Information**

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 2016 statewide victim needs assessment.

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 one of the 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)

Program Design and Requirements

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 NOFO 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 comply with Grant Accountability and Transparency Act requirements and submit quarterly data and fiscal reports to ICJIA.

1. Grant-making

The applicant shall utilize a competitive bidding process open to service providers that assist minor victims of abuse, with limited exceptions. Each Request for Proposal (RFP), restricted RFP (open only to certain applicants), and sole source Notice of Funding Opportunity (NOFO) must be reviewed and approved by ICJIA prior to being published. The applicant must utilize an RFP review panel conflicts of interest protocol and objective scoring system. The applicant shall make fiscal and programmatic technical assistance available to all sub-grantees.

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 quarterly data and fiscal reports to the applicant, and be subject to site visits by the applicant. The applicant’s monitoring protocol must be approved by ICJIA.

Throughout the grant period, the applicant must submit quarterly data and fiscal 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 and non-offending care givers 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 assistance that enables victims to receive services and participate in criminal justice proceedings.

* Trauma-skills training for 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.

The applicant is strongly urged to incorporate the following program element in sub-grants:

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 or non-offending care giver, provided by a VOCA-eligible victim service provider, during the period of time the caretaker-victim is receiving a grant-funded allowable direct service from the victim service provider.  Child care services must be provided on location at the victim service provider and meet any additional federal, state and ICJIA requirements.

Evidence-Informed Programs or Practices

Applicants are strongly urged to incorporate research-based best practices into their program design. Applicants should identify the evidence-informed or 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.

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. 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 the 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. With periodic assessments, agencies and ICJIA can identify areas of strength and growth for adopting a trauma-informed approach to services that help to prevent the re-traumatization of victims.

Goals, Objectives and Performance Metrics

Funded programs will be required to submit quarterly progress reports that will minimally include the following information. Some objectives may only apply during the first quarter.

1. **Lead Entity**

|  |  |
| --- | --- |
| **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** |
| Utilize a competitive bidding process open to all minor victims of abuse service providers via Request for Proposals (RFP) for all grantees, with exceptions. | * Number of RFPs reviewed by ICJIA and issued * Number of restricted RFPs reviewed by ICJIA and issued * Number of sole source NOFOs reviewed by ICJIA and issued |
| Designate \_\_\_% of the grant toward RFPs for innovative pilots, demonstration projects or programs for underserved areas or populations. | * Percentage of RFPs directed toward innovative pilots, demonstration projects or programs for underserved areas or populations |
| Develop review panel conflicts of interest protocol and objective scoring system to select sub-grantees. | * Submit review panel protocol to ICJIA for approval. * Submit objective scoring system to ICJIA for approval. |
| Detail the plan/protocol for monitoring grantee performance, including submission of quarterly data reports and quarterly fiscal reports. | * Submit plan/protocol for monitoring to ICJIA for approval. * Percentage of sub-grantees submitting quarterly 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 |
| All sub-grantees must be in current compliance with Grant Accountability and Transparency Act (GATA) requirements. | * Percentage of sub-grantees in compliance with GATA. |
| 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. Funded programs will be required to submit quarterly progress reports that will minimally include the following information.

|  |  |
| --- | --- |
| **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 |

1. **Funding Information**
2. ***Award period***

Grant awards resulting from this opportunity will have a target period of performance of July 1, 2019, to June 30, 2020.

1. ***Available Funds***

A total of $ 7.1 million is available through this notice.

Agreements that result from this funding opportunity are contingent upon and subject to the availability of funds. ICJIA, at its sole discretion, 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.

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.

1. **Eligibility Information**

An entity may not apply for a grant until the entity has registered and pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal, [www.grants.illinois.gov/portal](http://www.grants.illinois.gov/portal). Registration and pre-qualification are required 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 alerts the entity of “qualified” status or informs 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.

Applicants are also required to submit a financial and administrative risk assessment utilizing an Internal Controls Questionnaire (ICQ) for State Fiscal Year 2019 and obtain approval from their cognizant agencies before execution of the grant agreement. Delay in obtaining SFY19 ICQ approval will result in a delay in grant execution.

1. ***Eligible Applicants***

The Children’s Advocacy Centers of Illinois (CACI) is the organizing entity for CAC in Illinois and defines membership, engages member CACs in the National Children’s Alliance (NCA) accreditation process, collects and shares data, and provides training, leadership, and technical assistance to existing and emerging CACs in the state. Since 1993, informally and organized through a 501c3 since about 1998, Children’s Advocacy Centers of Illinois, the chapter membership organization has provided training, legislation, technology, accreditation and support to CACs. CACI maintains the network of accredited CACs through trainings and program services and reaches out to underserved or non-served counties through the network of CACs.

The State of Illinois, with 102 counties, is extremely diverse in the operation of CACs, their communities and multidisciplinary teams (MDTs). CACI is the only organization that can monitor these programs. CACI has an extensive history of providing technical assistance to, and monitoring of, children advocacy centers across the state. As funding administrator, CACI will ensure services are provided across the state in an effective and efficient manner and that there is no disruption of services to the victims of child abuse in Illinois. CACI will work with each of its centers to develop programs that will provide services to victims of child abuse.

This solicitation is open to CACI, 400 S. 9th Street, Springfield, Illinois, 62701.

CACI must be pre-qualified through the Grant Accountability and Transparency Act 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. The pre-qualification process also includes a financial and administrative risk assessment utilizing an Internal Controls Questionnaire. If applicable, CACI will be notified that it is ineligible for award as a result of the Dun and Bradstreet verification. CACI will be informed of corrective action needed to become eligible for a grant award.

1. ***Cost Sharing or Matching***

A 20-percent match is required for all sub-grants 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

1. ***Indirect Cost Rate.*** In order to charge indirect costs to a grant, the applicant must have an annually negotiated indirect cost rate agreement (NICRA). There are three types of NICRAs:

(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. The organization must provide a copy of the federal NICRA at the time of application.

(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 CARS 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* Rrate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the *de minimis* rate.

All grantees must complete an indirect cost rate negotiation or elect the *de minimis* rate to claim indirect costs. Indirect costs claimed without a negotiated rate or a *de minimis* rate election on record in the State of Illinois’ centralized indirect cost rate system may be subject to disallowance. It is the organization’s responsibility to ensure that any indirect cost rate utilized is properly registered in the GATA Portal. Failure to register the rate properly may restrict an organization from charging indirect costs to a grant.

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.

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

Applications must be obtained at <https://gata.icjia.cloud/> by clicking on the link titled Victims of Crime Act Lead Entity Services for Children’s Advocacy Centers Program. Paper copies of the application materials may be requested by calling Ronnie J. Reichgelt at 312.793. 8550, mailing 300 West Adams Street, Suite 200, Chicago, Illinois 60606; or Telephone Device for the Deaf (TDD) (312)793-4170. Applications may only be submitted via email, however.

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

Application Submission

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 will be rejected if any documents are missing. The applicant is responsible for ensuring that documents adhere to the instructions provided.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **The following materials are required. 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 (PDF), and provide a Word file as well | | *“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. Maximum of 30 pages. | | *“Agency Name – Program Narrative”* |  | X |  |
| **Budget/Budget Narrative** – This document is a workbook, with several pages (tabs). The last tab has instructions if clarification is needed. | | *“Agency Name – Budget”* |  |  | X |
|  | **Non-Profit Agency Required Documents** | | | | |
| United States Internal Revenue Service 501(c)(3) determination letter for nonprofit organizations. | |  | X |  |  |

***3. Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM).*** Each applicant (unless the applicant is an individual or federal or state awarding agency that is exempt from those requirements under 2 CFR § 25.110(b) or (c), or has an exception approved by the federal or state awarding agency under 2 CFR § 25.110(d)) is required to:

(a). Be registered in SAM before submitting its application. To establish a SAM registration, go to www.SAM.gov 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 www.dunandbradstreet.com or call 1-866-705- 5711.; and

(c). Continue to maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by a Federal or State awarding agency. 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 and, if an applicant has not fully complied with the requirements by the time ICJIA is ready to make an award, ICJIA may determine that the applicant is not qualified to receive an award, and may use that determination as a basis for making a federal pass-through or state award to another applicant.

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

Application Deadline

Completed application materials must be emailed to **NOFOemail@Illinois.gov** by **11:59 p.m. on March 3, 2019,** to be considered for funding. Proposals will not be accepted by mail, fax, or in-person. Incomplete applications and those sent to different email address will not be reviewed. Late submissions will not be reviewed. If the due date falls on a Saturday, Sunday, or federal or state holiday, the reporting package is due the next business day.

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 by calling Ronnie J. Reichgelt at (312) 793- 8550 or emailing [**NOFOemail@Illinois.gov**](mailto:NOFOemail@Illinois.gov)

***5. Intergovernmental Review.***

Not applicable.

1. ***Funding Restrictions.***

(a). Federal Financial Guide. Applicants must follow the current edition of the 2017 Department of Justice Grants Financial Guide which details allowable and unallowable costs and 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 Grants Financial Guide.

(b). Prohibited Uses. The following is a non-exhaustive list of services, activities, goods, and other costs that cannot be supported through this NOFO:

* 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.
* Land acquisition.
* New construction.
* Renovation, lease, or any other proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size.
* Minor renovation or remodeling of a property either (a) listed or eligible for listing on the National Register of Historic Places or (b) located within a 100-year flood plain.
* Implementation of a new program involving the use of chemicals.

(c). Allowable Expenses. The following is a list of services, activities, goods, and other costs that can be supported through this NOFO

* + 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 sub-grantee.
  + 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.

(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. In efforts to ensure the reasonableness, necessity and allowability of proposed uses of funds, ICJIA may require prior approval of the following, among other things:

i. Out-of-state travel.

ii. Equipment over $5,000.

iii. Certain Requests for Proposals and sub-contracts.

iv. Conference, meeting, and training costs for grant recipients.

Submission of materials for ICJIA approval should be incorporated into the application Implementation Schedules.

(f). 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) 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.

(h) 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.

Applicants must classify each expense in the contractual budget as a subaward or subcontract. The substance of the agreement, not the title or structure of the agreement, will determine whether it is a subaward of a subcontract. Applicants are advised to use the “Checklist for Contractor/Subrecipient Determinations” available at the GATA Resource Library for guidance: <https://www.illinois.gov/sites/gata/pages/resourcelibrary.aspx>.

Applicants are required to justify their use of subawards and explain their capacity to serve as “pass-through” entities in the program narrative. Applicants will monitor subaward compliance with grant terms, applicable federal and state law including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award, 2 C.F.R. Part 200, the Grant Accountability and Transparency Act, 44 Ill. Admin. Code 7000, and ICJIA policies. Proposed subawards must be identified, if possible, and their roles described in both the program and budget narratives.

For procurement contracts, applicants are encouraged to promote free and open competition in awarding contracts. All subcontracts must comply with federal and state requirements as well as the ICJIA Subcontract Policy. Some agreements may be entered into through a “sole source” process, however, other agreements must be competitively bid through a “Request for Proposal” process.

ICJIA will make the final determination whether a proposed agreement constitutes a subaward or a subcontract. ICJIA’s determination is final and not subject to appeal.

**E. Application Information**

1. ***Criteria.***

Application materials must address all components of this Notice of Funding Opportunity 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. The applicant must demonstrate that costs are reasonable, necessary, and allowable.

Application selection will be made using the following criteria. The total number of points available is 100. The minimum score is 75.

|  |  |  |
| --- | --- | --- |
| **Scoring Criteria** |  | **Possible Points** |
| **Statement of the Problem** | | **5** |
| Application addresses problem |  |  |
| **Agency Capacity** | | **30** |
| Including description of agency and grant-making and monitoring experience |  |  |
| **Proposed Sub-grantee Programming:** | | **25** |
| Proposed sub-grantee programs including all direct services provided, number of estimated clients, and description of how program addresses needs of underserved populations identified. |  |  |
| **Implementation Schedule:** |  | **5** |
| **Goals, Objectives and Performance Indicators:** | | **5** |
| Objectives and performance indicators are reasonable. |  |  |
| **Budget Detail:** | | **20** |
| Budget is complete. Costs are allowable and cost effective in relation to the proposed activities. |  |  |
| **Budget Narrative:** | | **10** |
| Narrative is complete for all line items, clearly detailing how the applicant arrived at and calculated the budget amounts. |  |  |
| **Total Possible Points** | | **100** |

1. ***Review and Selection Process***

Applications will be screened for completeness and GATA ICQ submission for the current state fiscal year. Applications from agencies do not have a current ICQ submitted by the date of application will not be reviewed. If the application passes the GATA prequalification process, the application will be reviewed by a panel of ICJIA staff for appropriate programming, reasonableness, allocablility, and allowability.

ICJIA reserves the right to reject any or all incomplete proposals, proposals including unallowable activities, proposals that fail to meet eligibility or program requirements, or proposals that are otherwise deemed to be unsatisfactory. ICJIA also reserves the right to invite either or both applicants to resubmit amended applications and modify budgets that include unallowable or unreasonable costs.

Successful applicants whose applications contained unallowable or unreasonable costs will have their award reduced by the total amount of those costs. Upon applicant acceptance of the grant award, announcement of the grant award shall be published by the awarding agency to the GATA portal.

Recommendations will be forwarded to ICJIA’s Budget Committee for approval. Applicants will be notified of the Budget Committee's decision.

1. ***Appeals Process***

Unsuccessful applicants may request a formal appeal. Only the evaluation process is subject to appeal. 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 fourteen (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:

1. Statement indicating a request for a formal appeal.
2. The name and address of the appealing party.
3. Identification of the grant program.
4. A statement of reason for the appeal.

Please send your appeal to:

Appeals Review Officer

Illinois Criminal Justice Information Authority

[Cja.aro@Illinois.gov](mailto:Cja.aro@Illinois.gov)

Once an appeal is received, ICJIA will acknowledge receipt of an appeal within 14 calendar days from the date the appeal was received. ICJIA will respond to the appeal, in writing, within 60 days or supply a written explanation as to why additional time is required. The appealing party must supply any additional information requested by ICJIA within the time period set in the request. ICJIA will resolve the appeal by means of written determination.

The determination will include:

1. Review of the appeal.
2. Appeal determination.
3. Rationale for the determination.
4. Standard description of the appeal review process and criteria.
5. ***Debriefing Process***

Unsuccessful applicants may request a debriefing for feedback that could help them improve future funding applications. Debriefings will take the form of written advice to applicants on the strengths and weaknesses of their applications in terms of 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 at a minimum the following:

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

Please send requests to:

Ronnie J. Reichgelt

Illinois Criminal Justice Information Authority

**NOFOemail@Illinois.gov**

1. ***Programmatic Risk***

All applicant agencies recommended for funding will be required to submit a completed ICJIA Programmatic Risk Assessment (PRA). This assessment will identify elements of 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.

Implementing Agency vs. Program Agency

•An implementing agency is the legal entity that receives state funds, such as a county.

•A program agency:

* + Is a subdivision of the implementing agency, such as a county probation department.
  + Carries out program operations.
  + Is responsible for data and fiscal reporting.

PRAs completed for other state agencies will not be accepted by ICJIA.

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

|  |  |
| --- | --- |
| **Task** | **Date** |
| NOFO posted | February 1, 2019 |
| **Applications due** | **11:59 p.m., March 3, 2019** |
| Budget Committee review/approval of recommended designations | June 2019 |
| Program start date | July 1, 2019 |

**F. Award Administration Information**

1. ***State Award Notices***

The ICJIA Budget Committee is scheduled to review and approve designations in June 2019.

ICJIA will transmit a Notice of State Award (NOSA) and the grant agreement to successful applicants after the ICJIA Budget Committee reviews and approves recommended 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 an alternative distribution has been established by ICJIA. The NOSA is not an authorization to begin performance or incur costs.

ICJIA also requires additional documents to be submitted prior to the execution of an agreement:

o Fiscal Information Sheet

o Audit Information Sheet

o Programmatic Risk Assessment

o Civil Rights Compliance Questionnaire

**No costs incurred before the start date of the agreement may be charged to the grant.**

1. ***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, but not limited to, the Victims of Crime Act of 1984 and related regulations, the ICJIA Financial Guide and Policy and Procedure Manual, the Grant Accountability and Transparency Act, and the U.S. Department of Justice Grants Financial Guide, which will be included in the award documents, incorporated into the award by reference, or are otherwise applicable to the award.

Additional programmatic and administrative special conditions may be required.

1. ***Reporting***

Recipients must submit periodic financial and 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.

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

With questions and for technical assistance regarding application submission, contact:

Ronnie J. Reichgelt

Illinois Criminal Justice Information Authority

**NOFOemail@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. 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.

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)