

## **CHECKLIST**

Prior to application due date:

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

Submission Checklist:

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

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

	<b>Data Field</b>	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority (ICJIA)
2.	Agency Contact:	Jason Wynkoop Illinois HEALS Project Coordinator Illinois Criminal Justice Information Authority 300 West Adams, Suite 200 Chicago, Illinois 60606 Jason.wynkoop@illinois.gov 312.793.1301
3.	Announcement Type:	<input checked="" type="checkbox"/> Initial announcement <input type="checkbox"/> Modification of a previous announcement
4.	Type of Assistance Instrument:	Grant
5.	Funding Opportunity Number:	1564-1184
6.	Funding Opportunity Title:	Victims of Crime Act: Illinois HEALS
7.	CSFA Number:	546-00-1564
8.	CSFA Popular Name:	Illinois HEALS
9.	CFDA Number(s):	16.575
10.	Anticipated Number of Awards:	7-10
11.	Estimated Total Program Funding:	Up to \$2,700,000
12.	Award Range	Minimum of \$150,000 and maximum of \$500,000 per project
13.	Source of Funding:	<input checked="" type="checkbox"/> Federal or Federal pass-through <input type="checkbox"/> State <input type="checkbox"/> Private / other funding
14.	Cost Sharing or Matching Requirement:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
15.	Indirect Costs Allowed	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Restrictions on Indirect Costs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No See unallowable costs
16.	Posted Date:	August 15, 2019
17.	Application Range:	August 15, 2019-September 16, 2019
18.	Technical Assistance Session:	Session Offered: <b>Yes</b>  Session Mandatory: <b>No</b>

## Table of Contents

Program Description	4
Purpose	5
Program Design	7
Program Requirements	10
Evidence Based Program or Practices	10
Goals, Objectives and Performance Measures	10
Funding Information	14
Award Period	14
Available Funds	14
Eligibility Information	15
Eligible Applicants	15
Cost Sharing or Matching	16
Indirect Cost Rate	17
Application and Submission Information	18
Address to Request Application Package	18
Content and Form of Application Submission	18
Submission Dates, Times, and Method	20
Application Questions	21
Funding Restrictions	21
Application Review Information	25
Criteria	25
Review and Selection Process	27
Appeal Process	28
Debriefing Process	28
Programmatic Risk Assessment	29
Anticipated Announcement and State Award Dates	30
Award Administration Information	30
State Award Notices	30
Administrative and National Policy Requirements	30
Reporting	31
State Awarding Agency Contact(s)	31
Other Information	31

## **Notice of Funding Opportunity**

### Victims of Crime Act: Illinois HEALS

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

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

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

The federal Victims of Crime Act (VOCA) was passed in 1984 for the purposes 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 (OVC) of the U.S. Department of Justice. In Federal Fiscal Year 2017, Illinois received a VOCA award of \$71,746,088.

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.

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. Authorized by the Victims of Crime Act are:

- Children’s Justice Act grants
- U.S. Attorney’s victim/witness coordinators
- F.B.I. victim assistance specialists
- Federal victim notification system

- OVC discretionary grants
- State compensation formula grants
- State victim assistance formula grants
- Antiterrorism Emergency Reserve

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.”

ICJIA 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. Purpose**

In 2017, ICJIA was awarded a Linking Systems of Care for Children and Youth Demonstration grant from the U.S. Department of Justice Office of Justice Programs’ Office for Victims of Crime. The demonstration project seeks to address the needs of child and youth victims<sup>1</sup> and their families<sup>2</sup> by identifying young crime victims, coordinating prevention and intervention services post-victimization, and building capacity within communities to provide needed services and support. More information on this OVC project can be found at <http://www.linkingsystemsofcare.org/>.

The overarching vision for Illinois HEALS (Helping Everyone Access Linked Systems) is to alleviate the burden of finding services to address victimization by ensuring appropriate care and services are made available to all victims regardless of the door they first enter, whether it is a doctor’s office, school, or local police station or sheriff’s office.

---

<sup>1</sup> Some victims prefer to be called “survivors” or “persons impacted by violence.” Individuals are encouraged to use the terms that best reflect their experiences. The terms *children*, *youth*, and *young persons* are used to refer to individuals from birth to 25 years of age.

<sup>2</sup> The terms *family* or *family members* are used to refer to adults and other individuals who may live with and/or provide primary care for children and youth. These may include biological relatives (e.g., siblings, adults/uncles, grandparents, parents) and other caregivers (e.g., foster families, other non-relative adults).

## Vision, Mission, and Values

Informed by the objectives and principles outlined by OVC, Illinois HEALS adopted the following vision, mission, and values to guide the demonstration site activities.

**Vision.** Alleviate the burden of finding services to address victimization by ensuring appropriate care and services are made available to all victims no matter whose door they first enter, whether it is their doctor's office, their school, or the local police station or sheriff's office.

**Mission.** Illinois HEALS leverages federal, state, and community resources and partnerships to implement policies, practices, and programs that strengthen the capacity of Illinois' communities to recognize when victimization has occurred and connect and engage young victims and families in needed services.

**Values.** Six core principles guide the strategic planning and implementation efforts.

*Principle 1 - Healing individuals, families, and communities* (OVC Guiding Principle): Individuals and families who experience or have been exposed to violence deserve support for healing. Healing includes safety, justice, the opportunity to make positive social-emotional connections, and self-determination. Opportunities for healing occur at all points of contact; healing interventions are accessible, trauma-informed, strength-based, individualized, and gender- and culturally responsive.<sup>3</sup>

*Principle 2 - Linked systems of care* (OVC Guiding Principle): All systems of care are connected and aspire to maximize collective impact through communication, collaboration, and coordination.<sup>4</sup>

*Principle 3 - Informed decision making* (OVC Guiding Principle): Linked Systems of Care provide as much information as possible to families and practitioners so that the most targeted, holistic, safe, and effective interventions are available.<sup>5</sup>

*Principle 4 - Respect for persons* (Illinois-specific Guiding Principle): All victims deserve access to appropriate and effective support services, and those who have experienced victimization know their needs best. The agency of each person should be acknowledged and valued, and victims should be partners in developing their treatment plans.

---

<sup>3</sup> Office for Victims of Crime (2016). *Linking systems of care for children and youth: Guiding principles*. Available at: [https://www.ncjfcj.org/sites/default/files/LSC\\_Guiding\\_Principles\\_Pages\\_Final.pdf](https://www.ncjfcj.org/sites/default/files/LSC_Guiding_Principles_Pages_Final.pdf).

<sup>4</sup> Office for Victims of Crime (2016). *Linking systems of care for children and youth: Guiding principles*. Available at: [https://www.ncjfcj.org/sites/default/files/LSC\\_Guiding\\_Principles\\_Pages\\_Final.pdf](https://www.ncjfcj.org/sites/default/files/LSC_Guiding_Principles_Pages_Final.pdf).

<sup>5</sup> Office for Victims of Crime (2016). *Linking systems of care for children and youth: Guiding principles*. Available at: [https://www.ncjfcj.org/sites/default/files/LSC\\_Guiding\\_Principles\\_Pages\\_Final.pdf](https://www.ncjfcj.org/sites/default/files/LSC_Guiding_Principles_Pages_Final.pdf).

*Principle 5 - Respect for families* (Illinois-specific Guiding Principle): Families are vital to the health and well-being of children and youth; services and support should consider and be made available to family members, enabling the entire family to heal.

*Principle 6 - Respect for communities* (Illinois-specific Guiding Principle): Communities also play an important role in the health and well-being of individuals and families. Any initiative seeking to enact change within a community should be led by those who work or live in that community and build upon existing community assets and strengths.

Types of victimization. Children and youth can experience various types of victimization in their homes, schools, and communities. These victimizations may include assault and battery; sexual assault; firearm violence; emotional, physical, psychological, or sexual abuse; neglect; bullying; and dating and domestic violence as well as exposure to violence.

Age at time of victimization. Victimization can occur throughout a young person's life, and the type, frequency, and impact can vary depending on a young person's stage of development. The Illinois HEALS initiative has adopted an expanded definition of young persons to include anyone up to 25 years of age who has experienced victimization at any point, from infancy to the present. This more inclusive definition was chosen because research indicates that young persons are at heightened risk for violent victimization, particularly during key developmental "turning points" (e.g., adolescence, young adulthood). Moreover, over the past decade, a consensus has emerged that cognitive and social development is still occurring at a rapid pace for individuals in their early 20s. Trauma resulting from victimization can interrupt or alter ongoing developmental processes; providing further support that emerging adults impacted by violence could benefit from additional supports.<sup>6</sup>

## ***2. Program Design***

During the planning period, Illinois HEALS staff learned that there is great interest in and need for cross-system collaboration to strengthen screening, referral networks, and services. Please review the Illinois HEALS Action plan at <https://ilheals.com/news-publications> for the detailed information on the Recognize, Connect, and Engage components.

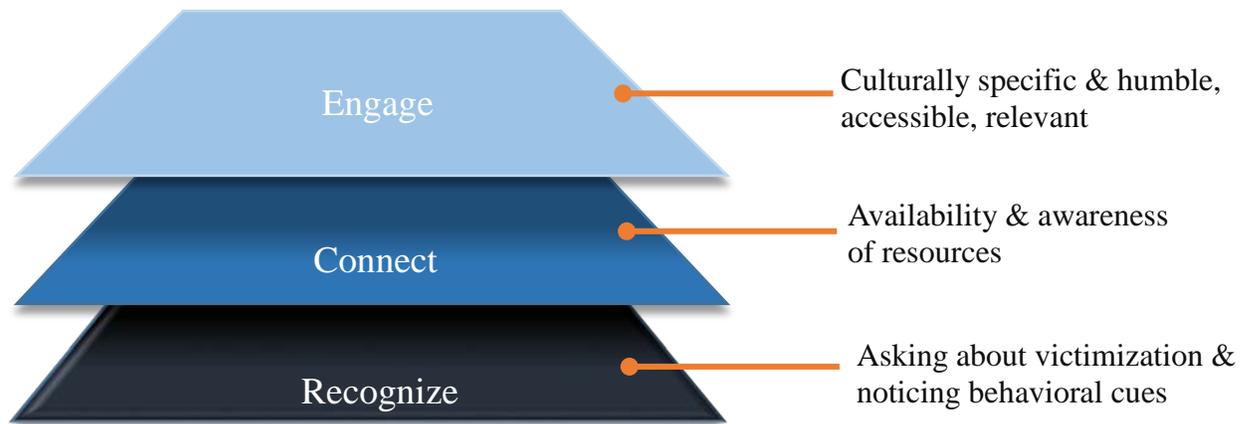
Victims and other stakeholders indicated that relationships are at the core of successfully recognizing victimization and connecting victims and their families to services that engage them in the healing process. Victims emphasized that a meaningful response is centered in relationships founded on trust and respect. Service providers discussed how relationships with systems and agencies built upon accountability and resource sharing were crucial to comprehensively serving clients whose needs often extended beyond their own capacity. Viewing these essential components through the lens of relationship, strong linkages involve recognizing victimization has occurred and assessing its impact, connecting victims to

---

<sup>6</sup> Finkelhor, D. Poly-Victimization: Protecting children and their development [PowerPoint slides]. Presented at the April 2018 Leadership Network meeting of the Illinois Helping Everyone Access Linked Systems.

needed resources, and providing services that meaningfully engage victims and their families.

### A Relational Approach to Strong Linkages



This funding opportunity will support cross-system projects that improve the identification and coordination of care for children, youth, and families impacted by violence. Applicants should review the Illinois HEALS Action Plan (<https://ilheals.com/news-publications>) and propose a cross-system project that incorporates the Recognize, Connect, and Engage framework. In addition, applicants should review the application structure explanation to determine the best structure for the proposed project.

Eligible applicants will be community-based organizations or units of local government working in one or more of the following systems: early childhood education, health care, law enforcement and justice, social services agencies (including child welfare and traditional victim services), and grassroots/faith-based groups. A minimum of two systems should be included in the proposed program. Examples are provided below for guidance. Selected applicants will be required to submit formal agency protocols that outline roles and responsibilities for each agency by the end of the first quarter of the grant period.

The following are examples of cross-systems projects in each of the three components. Applicants should address all three components in their proposals. If existing services are included in the proposal please explain how project funds will be used to enhance and expand those services.

**Recognize: Learning that a child, youth, and/or family member has experienced recent or past victimization.**

**Example:** Domestic violence and early childhood service providers partner to improve the identification of victimization of children and families who are enrolled in the early childhood program. The domestic violence specialist is co-located at the early childhood center where s/he assists staff in recognizing signs of victimization and provides education, advocacy, and support services to interested families. The specialist can also meet with

families outside of the center and provides public awareness on the project throughout the community.

**Connect: Linking a victim to services or system providers to meet their needs, such as healthcare, advocacy, and safety, following victimization. This component also includes coordinating amongst systems to alleviate burden on victims and families.**

**Example:** A social service agency and a community health center partner to educate young people and their families on the impact of victimization and services available to address these impacts. The social service staff member has extensive training on victim services and is co-located at the community health center. This staff member provides training to the health center staff on victimization, trauma informed care and protocols (once developed). Medical staff can ask the social service staff member to meet with patients as needed to provide and facilitate connection to additional services. The social service staff member keeps a network of available services up to date and assists the patient in connecting with such services by providing information, support, and by addressing patient barriers (i.e. transportation, childcare) to access services. The social service staff member also follows up with the patient and the referred service provider for patient satisfaction. In addition, this staff person follows up with the medical staff and administration on both programmatic issues and client progress (when permitted).

**Engage: Providing services, such as medical care, counseling, or advocacy, to victims to meet their needs following victimization.**

**Example:** A traditional victim service agency and a grassroots agency partner to help community members connect with the services they need. The victim services specialist provides information on available services and supports to youth and families convened by the grassroots agency. This example facilitates the adaption of victim services to a culturally relevant and safe setting for this population and may also include adapting language as many individuals do not identify as victims. This approach provides information and advocacy services while allowing relationships to grow, building trust and engagement in additional victim services (if so desired by the individual).

### Application Structure

This funding opportunity requires cross-system collaboration. Applicants should propose program models that demonstrate how partners will work together to achieve outcomes. There are two options for application submission:

*Co-Applicant Option:* Agencies submit as equal partners and co-applicants. To do this, each agency must complete the cover sheet, narrative, and budget forms. The co-applicants should then submit all materials as a single package following all the requirements outlined in this Notice of Funding Opportunity. All agencies must meet Grant Accountability and Transparency Act requirements. If the proposed project is selected, the co-applicants would enter into separate grant agreements with special conditions referring to the others. This means the success of the project will be dependent on both or all parties' participation.

*Primary Applicant Option:* Agencies submit as primary and secondary partners through one application. The primary agency must submit all the required materials, including the secondary partner’s role and activities. The secondary partner’s budget costs should be included as a subaward, as the secondary partner’s services and costs will be core to the project. In this scenario the primary partner will have the capacity to monitor the programmatic and fiscal activities of the other partners. These requirements are explained in more detail in section D6 of this solicitation in the paragraph titled “Subawards.”

### **3. Program Requirements**

- Strive to integrate the Illinois HEALS Mission, Values, and Principles as outlined in the purpose area of this solicitation.
- Implement the approved program plan.
- Hire and supervise the staff positions outlined in the program narrative which at minimum must include a Project Coordinator with an FTE proportionate to the size of the project.
- Travel Costs to attend a minimum of 2 cross-site visits. Since location is not known, applicants should budget for a location that is at least 4 hours away.
- Complete quarterly reporting requirements.

**4. Evidence-Based Programs or Practices** Applicants are strongly urged to incorporate research-based best practices into their program design, when appropriate. Applicants should identify the evidence-based practice being proposed for implementation, identify and discuss the evidence showing 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.

### **5. Goals, Objectives, and Performance Metrics**

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

**Goal: Develop cross-system partnerships that meet the needs of individuals, families, and communities by convening local providers and developing policies and practices that further the work. At minimum, the project partners must demonstrate an**

**ongoing collaborative relationship that supports the effective provision of services to the community.**

<b>Process Objectives</b>	<b>Performance Measures</b>
<p>Members of cross-system partnerships will regularly convene and attend ___# of meetings per (time period)</p>	<ul style="list-style-type: none"> <li>• Number of meetings per (time period)</li> <li>• Total number of members attending each meeting.</li> <li>• Percentage of members attending each meeting based on total number of members.</li> </ul> <p>For each agency partner:</p> <ul style="list-style-type: none"> <li>• Number of members from each partner agency who attended each meeting.</li> <li>• Percentage of members from each partner agency who attended each meeting based on total number of members from each agency.</li> </ul>
<p>Develop and adopt protocols that guide the structure and governance of cross-system partnership.</p>	<ul style="list-style-type: none"> <li>• Number of protocols developed</li> <li>• Number of protocols approved: list agencies that developed and approved protocols</li> </ul>

**Goal: Strengthen the abilities of systems and communities to recognize child and youth victims by fostering community awareness and appropriate screening practices.**

<b>Process Objectives</b>	<b>Performance Measures</b>
<p>Provide trainings on appropriate screening practices to each relevant setting in which victims are encountered.</p> <p>List trainings:</p>	<ul style="list-style-type: none"> <li>• Number and types of relevant settings that received training.</li> </ul> <p>For each setting:</p> <ul style="list-style-type: none"> <li>• Number of trainings provided.</li> <li>• Number of attendees at each training</li> </ul>
<p>Coordinate community awareness events and activities to increase understanding of topics related to violence and victimization.</p>	<ul style="list-style-type: none"> <li>• Number of community awareness events.</li> <li>• Number of attendees at each training.</li> </ul>
<p>Develop and adopt XX setting-specific protocols for responding to screening practices.</p> <p>List protocols:</p>	<p>Number of setting-specific protocols.</p>

<p>Provide trainings about the response protocol to ___% of staff in each relevant setting.</p>	<ul style="list-style-type: none"> <li>• Number of trainings provided.</li> </ul> <p>For each setting:</p> <ul style="list-style-type: none"> <li>• Number of staff in each setting.</li> <li>• Number of trainings provided.</li> <li>• Number of staff trained about the protocol.</li> <li>• Percentage of staff trained about the protocol based on total number of staff.</li> </ul>
<p><b>Goal: Connect young victims and their families to appropriate resources and services and collaborate cross-systems through a multidisciplinary team (MDT) or similar framework that supports care coordination and facilitates effective referral processes.</b></p>	
<p><b>Process Objectives</b></p>	<p><b>Performance Measures</b></p>
<p>Develop XX protocols that guide information sharing practices.</p>	<p>Number of protocols developed.</p>
<p>Provide trainings on protocols related to information sharing practices to ____% of staff.</p>	<ul style="list-style-type: none"> <li>• Number of trainings provided.</li> </ul> <p>For each setting:</p> <ul style="list-style-type: none"> <li>• Number of staff.</li> <li>• Number of trainings provided.</li> <li>• Number of staff trained about the protocols related to information sharing practices.</li> <li>• Percentage of staff trained about protocols related to information sharing practices based on total number of staff.</li> </ul>
<p>Provide referrals to ___% of victims in each setting.</p>	<p>For each setting:</p> <ul style="list-style-type: none"> <li>• Number of victims who needed referrals.</li> <li>• Number of victims referred to direct services.</li> <li>• Percentage of victims referred to direct services based on total number of victims who needed referrals.</li> <li>• Number of follow-ups made as a result of referral.</li> <li>• Percentage of follow-ups made as a result of referral based on total number of referrals.</li> </ul>

**Goal: Promote practices that engage young persons who have experienced victimization and their family members in an array of services that are culturally specific and humble, accessible, and relevant by developing the professional workforce and enhancing service capacity and quality.**

Process Objectives	Performance Measures
<p>Provide direct service-related trainings to ___% of staff.</p> <p>List types of training.</p>	<p>For each setting:</p> <ul style="list-style-type: none"> <li>• Number of staff.</li> <li>• Number and types of training provided.</li> <li>• Number of staff who direct service-related trainings.</li> <li>• Percentage of staff who attended direct service-related trainings based on total number of staff.</li> </ul>
<p>Provide direct services to ____% of victims requesting services in each setting.</p> <p>List types of services.</p>	<p>For each type of service:</p> <ul style="list-style-type: none"> <li>• Projected total number of victims served.</li> <li>• Number of victims who requested direct services.</li> <li>• Number of victims who received direct services.</li> <li>• Percentage of victims who received direct services based on total number of victims who requested services.</li> </ul>
<p>Provide adequate supervision that contributes to creating a supportive work environment for project staff.</p> <p>List type of supervision (e.g., individual, group) and frequency (sessions per month) for each type of project staff</p>	<p>For each type of project staff:</p> <ul style="list-style-type: none"> <li>• Number of project staff who need supervision.</li> <li>• Type of supervision conducted.</li> <li>• Number of supervision sessions conducted with project staff members per month.</li> </ul>
<p>Establish manageable caseload of # for each type of project staff.</p> <p>List type of project staff.</p>	<ul style="list-style-type: none"> <li>• Number of relevant project staff with # caseloads.</li> <li>• Percentage of relevant project staff with # caseloads based on total number of relevant project staff.</li> </ul>
<p>Provide training and education to project staff related to creating a healthy work environment (e.g., stress, vicarious trauma).</p> <p>List types of training.</p>	<p>For each type of training</p> <ul style="list-style-type: none"> <li>• Number of staff</li> <li>• Number and types of training provided.</li> <li>• Number of staff who attended training.</li> </ul>

	<ul style="list-style-type: none"> <li>• Percentage of staff who attended training based on total number of staff.</li> </ul>
--	---

## B. Funding Information

This solicitation is supported by the Victim of Crime Act, awarded to ICJIA by the U.S. Department of Justice. The grant made through this solicitation may be spent for a period of 9 months. An additional 27 months of renewal funding may be provided based on program performance. Renewal grant amounts may fluctuate based on need and program performance.

### *1. Award period*

Grant awards resulting from this opportunity will have a target period of performance of January 1, 2020, to September 30, 2020. Additional funding to support programming for up to 27 months may be awarded after the initial funding period, contingent upon a satisfactory performance and availability of funds. Total funding for the grant program will not exceed 36 months.

### *2. Available Funds*

A total of \$2,700,000 in funding is available through this solicitation with cross-system projects ranging from \$150,000 to \$500,000. Renewal grant amounts may fluctuate based on need and program performance.

Agreements that result from this funding opportunity are contingent upon and subject to the availability of funds of sufficient funds. ICJIA, may terminate or suspend this agreement, in whole or in part, without penalty or further payment being required, if (i) sufficient funds for the agreement have not been appropriated or otherwise made available to the grantor by the state or the federal funding source, (ii) the governor or grantor reserves funds, or (iii) the governor or ICJIA determines that funds will not or may not be available for payment. ICJIA will provide notice, in writing, to the grantee of any such funding failure and its election to terminate or suspend the agreement as soon as practicable. Any suspension or termination pursuant to this Section will be effective upon the date of the written notice unless otherwise indicated.

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

## C. Eligibility Information

An entity may not apply for a grant until the entity has registered and pre-qualified through the Grant Accountability and Transparency Act 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 2020 and obtain approval from their cognizant agencies before execution of the grant agreement. Delay in obtaining SFY20 ICQ approval will result in a delay in grant execution.

### ***1. Eligible Applicants***

Eligible applicants must:

*Be a Public Agency or Nonprofit Organization.* Applicant must represent a public entity or nonprofit organization, or a combination of such organizations, and provides direct services to crime victims. Nonprofit organizations must submit proof of 501(c)(3) status as determined by the Internal Revenue Service.

*Show a Record of Effective Services.* Applicants must demonstrate a record of providing effective direct services to crime victims and financial support from sources other than the Crime Victims Fund. This includes having the support and approval of its services by the community and a history of providing direct services in a cost-effective manner. New programs that have not yet demonstrated a record of providing services may be eligible for VOCA funds if they can demonstrate that a minimum of 25 percent of their financial support comes from sources other than the Crime Victims Fund in the year of, or the year preceding, the award.

*Meet Program Match Requirements.* Matching contributions of 20 percent (cash or in-kind) of the total costs of the VOCA project are required. Match must be committed for each VOCA-funded project and derived from sources other than federal funds.

*Incorporate volunteers.* Applicants must utilize volunteers unless ICJIA determines there is a compelling reason to waive this requirement.

*Promote Community Efforts to Aid Crime Victims.* Applicants must promote, within the community, coordinated public and private efforts to aid crime victims.

*Help Crime Victims Apply for Compensation.* Applicants must assist victims by identifying and notifying crime victims of the availability of compensation, referring victims to organizations that can assist them in applying, assisting victims with

application forms and procedures, obtaining necessary documentation, monitoring claim status and intervening on behalf of victims with the compensation program.

*Comply with Federal Rules Regulating Grants.* Applicants must comply with the applicable provisions of VOCA, the VOCA Victim Assistance Program Final Rule, Office of Victims of Crime guidelines, and the requirements of the U.S. Department of Justice Grants Financial Guide and government-wide grant rules, which include maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received.

*Preserve Civil Rights.* No person shall, on the grounds of race, color, religion, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or denied employment in connection with any VOCA-funded program or activity.

*Comply with State Criteria.* Applicants must abide by any additional eligibility or service criteria as established by ICJIA including submitting statistical and programmatic information on the use and impact of VOCA funds, as requested by ICJIA.

*Provide Services to Victims of Federal Crime.* Applicants must provide services to victims of federal crimes on the same basis as victims of state/local crimes.

*Maintain independence from criminal case.* Applicants may not discriminate against victims because they disagree with the way the state is prosecuting the criminal case.

*Provide Services Free of Charge to Victims for VOCA-Funded Services.* Applicants must provide services to crime victims at no charge through the VOCA-funded program.

*Protect confidentiality of Information.* Applicants must reasonably protect the confidentiality and privacy of persons receiving services under the VOCA-funded program to the extent permitted by law, as set forth in 28 CFR 94.115.

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

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

In-kind match includes volunteered professional or personal services, office materials and equipment, work space and facilities, and non-program funded victim assistance activities. Any reduction or discount provided to a sub-recipient shall be valued as the difference between what the sub-recipient paid and what the provider's nominal or fair market value is for the good or service. The value placed on volunteered services must

be consistent with the rate of compensation paid for similar work in the program or the labor market. The value of donated space may not exceed the fair rental value of comparable space. The value placed on loaned or donated equipment may not exceed its fair rental or market value.

To calculate the amount of match required: Total Project Costs x 20 percent = Match

Example:

Total Program Cost:	\$100,000
20 percent Matching Funds (\$100,000 x .20):	\$ 20,000
Federal Funds (\$100,000 x .80):	\$ 80,000

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

**3. Indirect Cost Rate** In order to charge indirect costs to a grant, the applicant organization 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 letter at 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* Rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the *de minimis* rate.

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.

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

### ***1. Address to Request Application Package***

Applications must be obtained at <https://gata.icjia.cloud/> by clicking on the link titled “Illinois HEALS.” Paper copies of the application materials may be requested from Jason Wynkoop by calling 312.793.1301; writing Jason Wynkoop at 300 West Adams Street, Suite 200, Chicago, Illinois 60606; or via Telephone Device for the Deaf (TDD) (312)793-4170. Applications, however, may only be submitted via email.

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

(a). Notice of Intent. Agencies interested in applying are strongly encouraged to complete an online **Notice of Intent form by 11:59 p.m. on September 9, 2019**. Submission of a Notice of Intent is nonbinding and will be used for internal planning purposes only. Upon receipt of a Notice of Intent, ICJIA will offer technical assistance to agencies which have not yet demonstrated GATA compliance.

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

The online Notice of Intent is available at:  
[https://icjia.az1.qualtrics.com/jfe/form/SV\\_006D1qjycWgYHOJ](https://icjia.az1.qualtrics.com/jfe/form/SV_006D1qjycWgYHOJ).

#### ***(b). Application Structure***

This funding opportunity requires cross-system collaboration. Applicants should propose program models that demonstrate how partners will work together to achieve outcomes. There are two options for application submission:

*Co-Applicant Option:* Agencies submit as equal partners and co-applicants. To do this, each agency must complete the cover sheet, narrative, and budget forms. The co-applicants should then submit all materials as a single package following all the requirements outlined in this Notice of funding Opportunity. All agencies must meet Grant Accountability and Transparency Act requirements. If the proposed project is selected, the co-applicants would enter into separate grant agreements with special

conditions referring to the others. This means the success of the project will be dependent on both or all parties' participation.

*Primary Applicant Option:* Agencies submit as primary and secondary partners through one application. The primary agency must submit all the required materials, including the secondary partner's role and activities. The secondary partner's budget costs should be included as a subaward, as the secondary partner's services and costs will be core to the project. In this scenario the primary partner will have the capacity to monitor the programmatic and fiscal activities of the other partners. These requirements are explained in more detail in section D6 of this solicitation in the paragraph titled "Subawards."

(c). Forms and Formatting.

The applications must be emailed to [CJA.IllinoisHEAL@illinois.gov](mailto:CJA.IllinoisHEAL@illinois.gov). The applicant entity 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.

<b>The following materials MUST be submitted by all applicants. If applying under the "Co-Applicant" Option, please submit the documents below for each applicant included in the project. The applicant must submit the documents based on the instructions provided below.</b>				
<b>Document</b>	<b>Document Name</b>	<b>PDF</b>	<b>Word</b>	<b>Excel</b>
<b>Uniform Application for State Grant Assistance</b> – This form must be completed, signed, and scanned (PDF). Please also provide the unsigned Word file as well.	<i>"Entity Name – Application"</i>	X	X	
<b>Program Narrative</b> – This document must meet the requirements outline in Section A. The narrative must be provided in this document. Do not change the format of this document.	<i>"Entity Name – Program Narrative"</i>		X	
<b>Budget/Budget Narrative</b> – This document is an Excel workbook, with several pages (tabs). The last tab has instructions if clarification is needed.	<i>"Entity Name – Budget"</i>			X
<b>Letter(s) of Commitment-</b> This is a PDF of letter(s) that clearly articulate the commitment of all project agencies outlined in the application.	<i>"Entity-Name-LOC"</i>	X		
<b>Non-Profit Entity Required Documents</b>				

United States Internal Revenue Service 501(c)(3) determination letter.		X		
---	--	---	--	--

(b). Application Formatting

Program Narratives may not exceed 20 pages, single-spaced, with standard 1” margins. Program Narratives must be written in Times New Roman size 12-point font. Do not delete template questions in your response. Please include with your application any agreements with or letters of commitment from third parties as required; agreements and letters of commitment do not count toward the page limit.

**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](http://www.SAM.gov) and/or utilize this instructional link: How to Register in SAM from the [www.grants.illinois.gov](http://www.grants.illinois.gov) Resource Library tab (<https://www2.illinois.gov/sites/GATA/Pages/ResourceLibrary.aspx>).

(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](http://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***

(a). **All required application materials must be emailed to [CJA.IllinoisHEALS@illinois.gov](mailto:CJA.IllinoisHEALS@illinois.gov) by 11:59 p.m. on September 16, 2019, to be considered for funding. Applications will not be accepted by mail, fax, or in-person. Incomplete applications or those sent to another email address will not be reviewed. Late submissions will not be reviewed.**

(b). Applicants are encouraged to submit their applications 72 hours in advance of the deadline. Technical difficulties experienced at any point during the process

should be reported immediately to ICJIA by contacting Jason Wynkoop at 312.793.1301 or [jason.wynkoop@illinois.gov](mailto:jason.wynkoop@illinois.gov)

(c). Applicants will receive an automatic reply to their email submission. Applicants that do not receive an automatic reply to their submission email should immediately contact Jason Wynkoop at 312.793.1301 or [jason.wynkoop@illinois.gov](mailto:jason.wynkoop@illinois.gov).

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

Questions may be submitted via email at [CJA.IllinoisHEALS@Illinois.gov](mailto:CJA.IllinoisHEALS@Illinois.gov). The deadline for submitted questions is 11:59 p.m. on September 9, 2019. All substantive questions and responses will be posted on the ICJIA website at <https://gata.icjia.cloud/>. Due to the competitive nature of this solicitation, applicant may not discuss the opportunity directly with any ICJIA employee other than the respondent of this email address.

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

(a). Federal Financial Guide Applicants must follow the current edition of the Department of Justice Grants Financial Guide which details allowable and unallowable costs is available at: [https://ojp.gov/financialguide/doj/pdfs/DOJ\\_FinancialGuide.pdf](https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf). Costs may be determined to be unallowable even if not expressly prohibited in the Federal Financial Guide.

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

- Land acquisition.
- New construction.
- A 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.
- Audits (agencies receiving less than \$750,000 in cumulative federal funds).
- Capital expenses; 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.
- Fundraising activities.
- Lobbying and advocacy with respect to legislation, regulations or administrative policy.

- Most medical care costs.
- Tort or criminal defense services.
- Active investigation and prosecution of criminal activities, and witness activities.
- Research and studies, except for project evaluations.
- Salaries and expenses for management, unless expressly allowed in the VOCA Final Rule.

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

- Staff salary, fringe and related costs to meet the program design.
- Training of direct service staff.
- Public awareness activities.
- Client transportation.
- Outpatient substance use disorder treatment.
- Client Relocation costs.
- Childcare.
- Alternative therapies in which outcome is linked to treatment plan
- Trauma informed healing activities.
- Therapeutic tools, such as therapeutic toys, homework, manipulatives to be used in session and/or at home to support the effectiveness of treatment.

(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:

- Out-of-state travel.
- Equipment over \$5,000.
- Certain Requests for Proposals and sub-contracts.
- Conference, meeting, and training costs for grant recipients.

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

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

(g). Supplanting: Supplanting is to deliberately reduce state or local funds because of the existence of federal funds. Supplanting rules do not apply to not-for-profit agencies.

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

If funds will be used for the expansion of an already implemented program, applicants must explain how proposed activities will supplement—not supplant—current program activities and staff positions.

(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 or a subcontract. Applicants are advised to use ICJIA's "Checklist for Contractor/Subrecipient Determinations" (attached). Applicants are required to complete this checklist for all proposed agreements over \$10,000 (not including contracts for supplies or utilities or leases). Applicants' subaward/subcontract determinations will be subject to ICJIA review.

<https://www.illinois.gov/sites/gata/pages/resourcelibrary.aspx>

## **Subawards**

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 program 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.

Grantees acting as pass-throughs must ensure subrecipients:<sup>7</sup>

- 1) Maintain an active System Award Management (SAM) registration and are not on the federal debarred list.
- 2) Provide all required certifications.
- 3) Receive all information required under 2 CFR 200.210 and 200.331(a), if applicable.
- 4) Comply with all federal and State grant laws, regulations, and requirements as well as conditions in grantee's ICJIA agreement.
- 5) Undergo a risk assessment to determine appropriate monitoring levels.
- 6) Provide performance data and financial reports for grantee's reports to funders.
- 7) Are subject to equivalent levels of monitoring as would be performed by ICJIA.
- 8) Are accountable to the grantee for how it uses the subgrant funds.
- 9) Are allowed to claim an indirect cost rate.
- 10) Do not earn a profit.

Program Narrative Questions:

If the applicant's budget includes proposed subawards, answer the following questions:

- 1) Explain why your entity must serve as a pass-through for other organizations carrying out part of the grant program. Include information on special qualifications and areas of expertise.
- 2) Describe your entity's ability to comply with FFATA reporting and collection of certifications and financial and performance reports from subrecipients.
- 3) Explain how your entity will monitor subawards for compliance with program terms and Federal and State regulations, detailing monitoring frequency and corrective action procedures, and Entity ability to provide any needed technical assistance.

**Subcontracts**

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.

***7. Requirement Prior to Submitting the Application.***

---

<sup>7</sup> See 2 CFR 200.331 for comprehensive pass-through entity requirements.

Applicant Technical Assistance Recording. Applicants are advised to view the following mandatory technical assistance recordings prior to application submission. Recordings are located on the ICJIA YouTube channel (<https://www.youtube.com/channel/UCtZMzk8D3P4OixYTwsfPeKA>) and can be found through the search function:

- NOFO General Requirements (<https://www.youtube.com/watch?v=PBwekeMT5dk>)
- NOFO programmatic requirements Illinois HEALS Training ([https://www.youtube.com/watch?v=pDDrG8\\_B6jc](https://www.youtube.com/watch?v=pDDrG8_B6jc))
- GATA compliance (<https://www.youtube.com/watch?v=g18hgiS3RYI>)
- Indirect costs (<https://www.youtube.com/watch?v=4stkASoNY5w>)
- VOCA Match (<https://www.youtube.com/watch?v=wqIrwI5U0eY>)

The recordings will be available for viewing beginning at 11:00 a.m. on August 16, 2019.

## E. Application Review 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 as well as consideration of past performance history and/or financial standing with ICJIA. The applicant must demonstrate that costs are reasonable, necessary, and allowable.

A total of 100 points are available.

Scoring Criteria	Possible Points
<b>Statement of the Problem</b>	<b>5</b>
Section thoroughly describes the geographic area to be served; the extent of the problem and lists the agencies currently identifying and serving the target population.	
<b>Agency Capacity</b>	<b>15</b>
Response thoroughly describes agency’s experience interacting with formal systems on behalf of clients including specific examples with timeframe, successes, challenges and lessons learned.	5
Response thoroughly describes agency’s relationship with co-applicant or secondary partners in this application.	5
Response thoroughly describes agency’s ability to manage grants and supervise varied staff positions.	5
<b>Project Design</b>	<b>49</b>

Response thoroughly describes proposed project including but not limited to the partners and systems involved; how the program builds upon or expands existing services; and how the proposed project will incorporate the importance of relationships for recognizing victimization has occurred and assessing its impact, connecting victims to needed resources, and providing services that meaningfully engage victims and their families as discussed in Program Model Section.	10
Response thoroughly describes how the proposed project will address the first of the three components: Recognize. <i>Recognize: Learning that a child, youth, and/or family member has experienced recent or past victimization.</i> Include each partner's role and responsibilities; specific activities and settings that address this component.	5
Response thoroughly describes how the proposed activities will increase awareness of victim services for victims, community members, and other stakeholders; increase knowledge of the signs, symptoms, and impact of victimization; and promote the reduction of stigma. Including the different audiences targeted, and how the presentations will be tailored accordingly.	4
Response thoroughly describes how the proposed project will address the second of the three components: Connect. <i>Connect: Linking a victim to services or system providers to meet their needs, such as healthcare, advocacy, and safety, following victimization.</i> Include each partner's role, responsibilities, setting and specific activities that address this linkage point.	5
Response thoroughly describes how the proposed project supports care coordination and facilitates effective referral processes that alleviate the burden on victims and their families.	4
Response thoroughly describes how the partners will communicate on both program goals and clients' initial and ongoing needs. Include frequency and staff positions responsible for ensuring the communication is successful. Discuss how these processes will be solidified in agency specific protocols and address confidentiality and HIPPA.	4
Response thoroughly describes how the proposed project will address the third of the three components: Engage. <i>Engage: Providing services, such as medical care, counseling, or legal assistance, to victims to meet their needs following victimization.</i> Include each partner's role, responsibilities, setting and specific activities that address this linkage point.	5
Response thoroughly describes how the proposed project is designed to be culturally specific and humble, accessible, and relevant to victims and their families.	4
Response thoroughly describes how victims' voice is incorporated into the project design.	4

Response thoroughly describes any anticipated challenges for the proposed project and potential strategies to address them.	4
<b>Project Implementation and Management</b>	<b>16</b>
Response thoroughly outlines all positions in the proposed project and include qualifications required of each. Also discusses initial and ongoing training required for these positions.	10
Response thoroughly describes how supervision will be conducted and what supports will be implemented to address vicarious trauma and professional growth.	5
Response state willingness to attend and share project information at Illinois HEALS grantee meetings.	1
<b>Goals, Objectives and Performance Indicators</b>	<b>5</b>
The objectives and performance indicators are clearly related to the goal and are realistic. Implementation Schedule is complete and provides sufficient detail to understand	
<b>Budget Detail</b>	<b>5</b>
Budget is complete.	3
Budgeted items are cost-effective in relation to the proposed activities.	2
<b>Budget Narrative</b>	<b>5</b>
Narrative is complete for all line items, clearly detailing how the applicant arrived at and calculated the budget amounts.	
<b>Total Points Possible</b>	<b>100</b>

## ***2. Review and Selection Process***

Proposals will be reviewed by a panel of ICJIA staff and key stakeholders with expertise in victim services. Proposal selection will be made using the previously described scoring criteria. If possible, ICJIA will fund the highest scoring applicant in each geographic region before funding successive applicants. For the purposes of this NOFO, there are six geographic regions: Central, Chicago, Collar Counties, Suburban Cook, Northern and, Southern. See Appendix A for a listing of counties by region.

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

All applications will be screened for completeness and GATA ICQ submission for the current state fiscal year. Applications from agencies that do not have a current ICQ submitted by the date of application will not be reviewed.

ICJIA reserves the right to reject any or all incomplete applications, applications including unallowable activities, applications that fail to meet eligibility or program

requirements, or applications that are otherwise deemed to be unsatisfactory. ICJIA also reserves the right to invite applicants to answer clarifying questions 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. Review team recommendations will be forwarded to Budget Committee for approval. Applicants will be notified of the Budget Committee's decision.

### ***3. Appeal 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 14 calendar days after either the date the grant award notice is published or receipt of a Funding Opportunity Declination Letter from ICJIA, whichever comes first. The written appeal must include, at a minimum, the following:

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

Please send your appeal to:

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

Once an appeal is received, ICJIA will acknowledge receipt of an appeal within 14 calendar days from the date the appeal was received. ICJIA will respond to the appeal, in writing, within 60 days or 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:

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

### ***4. 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:

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

Please send requests to:

Jason Wynkoop  
 Illinois Criminal Justice Information Authority

***5. Programmatic Risk Assessment***

All applicant agencies recommended for funding will be required to submit a completed ICJIA Programmatic Risk Assessment (PRA). This assessment will identify elements of fiscal and administrative risk at the program level and will be used to determine required specific conditions to the interagency agreement. The PRA must be completed for the program entity.

Implementing Entity vs. Program Entity

- An implementing Entity is the legal entity that receives state funds, such as a county.
- A program Entity:
  - Is a subdivision of the implementing Entity, 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.

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

Task	Date
NOFO posted	August 15, 2019

<b>Applications due</b>	<b>11:59 p.m., September 16, 2019</b>
Budget Committee review/approval of recommended designations	December 2019
Program start date	January 1, 2020

## **F. Award Administration Information**

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

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

ICJIA will transmit a Notice of State Award (NOSA), and the grant agreement to successful applicants after the Budget Committee reviews and approves designations. The NOSA will detail specific conditions resulting from pre-award risk assessments that will be included in the grant agreement. The NOSA will be provided and must be accepted through the Grantee Portal unless 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, including:

- Fiscal Information Sheet
- Audit Information Sheet
- Programmatic Risk Assessment
- Civil Rights Compliance Questionnaire
- Equal Employment Opportunity and Civil Rights Certification signed by the Implementing Entity
- Lobbying and Debarment certification signed by the Program Entity

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

In addition to implementing the funded project consistent with the approved project application and budget, agencies selected for funding must comply with applicable grant terms and conditions and other legal requirements, including, but not limited to, the 34 U.S.C. 20101(c) 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.

### ***3. Reporting***

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

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

For questions and technical assistance regarding application submission, contact:

Jason Wynkoop  
Illinois Criminal Justice Information Authority  
[Jason.wynkoop@illinois.gov](mailto:Jason.wynkoop@illinois.gov)

## **H. Other Information**

1. 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.
2. 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.

**APPENDIX A**

**Illinois Regions:** Regions represent the divisions of the U.S. District Courts of Illinois. Chicago, Cook and Collar county regions are subsets of the Northern U.S. Courts of Illinois.

Northern outside Cook and collar counties	Central counties		Southern counties
Boone	Adams	Schuyler	Alexander
Carroll	Brown	Scott	Bond
DeKalb	Bureau	Shelby	Calhoun
Grundy	Cass	Stark	Clark
Jo Daviess	Champaign	Tazewell	Clay
Kendall	Christian	Vermilion	Clinton
LaSalle	Coles	Warren	Crawford
Lee	DeWitt	Woodford	Cumberland
Ogle	Douglas		Edwards
Stephenson	Edgar		Effingham
Whiteside	Ford		Fayette
Winnebago	Fulton		Franklin
McHenry	Greene		Gallatin
	Hancock		Hamilton
	Henderson		Hardin
Chicago	Henry		Jackson
	Iroquois		Jasper
Suburban Cook County	Kankakee		Jefferson
	Knox		Jersey
Collar counties	Livingston		Johnson
DuPage	Logan		Lawrence
Kane	McDonough		Madison
Lake	McLean		Marion
Will	Macon		Massac
	Macoupin		Monroe
	Marshall		Perry

	Mason		Pope
	Menard		Pulaski
	Mercer		Randolph
	Montgomery		Richland
	Morgan		St. Clair
	Moultrie		Saline
	Peoria		Union
	Piatt		Wabash
	Pike		Washington
	Putnam		Wayne
	Rock Island		White
	Sangamon		Williamson