

## **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 Demonstration Site  
 System of Care Coordinating Agency

	<b>Data Field</b>	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority (ICJIA)
2.	Agency Contact:	Reshma Desai Illinois HEALS Project Director Illinois Criminal Justice Information Authority 300 West Adams, Suite 200 Chicago, Illinois 60606 Reshma.desai@illinois.gov 312.793.7057
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:	1564-1132
6.	Funding Opportunity Title:	Victims of Crime Act: Illinois HEALS Demonstration Site
7.	CSFA Number:	546-00-1564
8.	CSFA Popular Name:	Illinois HEALS Demonstration Site
9.	CFDA Number(s):	16.575
10.	Anticipated Number of Awards:	1
11.	Estimated Total Program Funding:	Up to \$800,00 first year and up to X two renewal years if renewed
12.	Award Range	Maximum of \$800,000
13.	Source of Funding:	<input checked="" type="checkbox"/> Federal or Federal pass-through <input type="checkbox"/> State <input type="checkbox"/> Private / other funding
14.	Cost Sharing or Matching Requirement:	<input 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:	June 6, 2019
17.	Application Range:	June 7-July 8, 2019.
18.	Technical Assistance Session:	Session Offered: No  Session Mandatory: No

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## **Notice of Funding Opportunity**

### Illinois HEALS Demonstration Site

#### **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 of the U.S. Department of Justice. In federal fiscal year 2017, Illinois received a VOCA award of \$71,746,088 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.

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, the Illinois Criminal Justice Information Authority was awarded a Linking Systems of Care for Children and Youth Demonstration grant from the Office for Victims of Crime (OVC), Office of Justice Programs, U.S. Department of Justice.<sup>1</sup> The demonstration project seeks to address the needs of child and youth victims<sup>2</sup> and their families<sup>3</sup> by identifying young crime victims, coordinating prevention and intervention services post-victimization, and building capacity within communities to provide needed services and support.

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.

## Vision, Mission, and Values

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<sup>1</sup> Illinois is one of four states designated as a demonstration site.

<sup>2</sup> We acknowledge that the term victim does not resonate with everyone who has experienced violence. Some prefer the term survivor or person impacted by violence. We encourage people and communities to use terms that best reflect their experiences.

Throughout this document we use the terms children and youth and young persons to refer to individuals from birth to 25 years of age.

<sup>3</sup> For reading ease, throughout this document we use the term family or family members to refer to the adults and other individuals who may live with and/or provide primary care for children and youth. These individuals or adults may include biological relatives (e.g., siblings, adults/uncles, grandparents, parents) and other caregivers (e.g., foster families, other non-relative adults).

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>4</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>5</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>6</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.

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<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).

<sup>6</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.

Through the planning period, Illinois HEALS staff learned that there is great interest in cross-system collaboration and in strengthening screening, referral networks, and services. Providers and victims emphasized that a meaningful response is centered in relationships founded on trust and respect. Based on this and additional findings staff will work with one demonstration site to build a coordinated system of caring providers and identify and address service gaps and training needs. Illinois HEALS will partner with the site to implement and adapt the Illinois HEALS program design as described below as well as document lessons learned. These lessons will be incorporated into the program design for future demonstration sites. Egyptian Public and Mental Health Department has been identified to coordinate and lead the demonstration site.

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

The applicant entity will submit a program narrative/project plan that describes the implementation of the program design. Illinois HEALS staff will support implementation through research and evaluation and by serving as a conduit between community-based implementation and state-level policy development. Renewal grants may include additional activities that will be identified during this first year.

### **GOAL 1: Link and enhance the local Systems of Care (SOC) that meet the needs of individuals, families, and communities by convening local coordinating bodies and developing policies and practices that further the work.**

Enhance the 15 (approximate) collaborative projects in the involved communities by utilizing their expertise and experience to address any service and coordination gaps for child, youth and family victims of violence. This may include a review of previous assessments and mapping products, coordination of current collaboratives and services, additional assessments, and developing a governance structure that clearly outlines the project's role and focus on victimization within the local environment.

Develop a long-term funding strategy to sustain the project. At minimum, the critical activities and associated costs should be identified and prioritized for resource development.

Ensure that the enhanced SOC strive for trauma-informed practices by, among other activities, implementing a community-wide training initiative that promotes culturally humble, trauma-informed approaches to meeting the needs of individuals, families, and the community.

**GOAL 2: Strengthen the abilities of systems and communities to recognize child and youth victims by fostering community awareness and appropriate screening practices.**

Develop strategies to increase awareness of community members and other stakeholders of the signs, symptoms, and impact of victimization and promote the reduction of stigma. This may include conducting outreach through public awareness activities.

Promote appropriate screening practices that facilitate recognition of child and youth victims. This may include mapping formal and informal screening practices to identify needs and gaps, developing a tiered system of trauma trainings that are appropriate for the need and level of competency of the participants, and creating protocols that guide responses to screens.

**GOAL 3: Ensure systems and communities connect young victims and their families to appropriate resources and services through a multidisciplinary team (MDT) that supports care coordination and facilitates effective referral processes.**

Develop capacities, processes, and systems so that stakeholders and professionals are equipped to efficiently link victims and families to care. This may include increasing peer professionals, case managers, and other direct service staff in child, youth, and family-friendly settings. It also may include developing a multidisciplinary wraparound model for young victims and families engaged in multiple systems. Developing or enhancing a community service directory and two-way referral mechanism so community members, providers and survivors can access support efficiently also may be included.

**GOAL 4: 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.**

Recruit, train, and retain a representative and trauma-sensitive workforce to meet the needs of victims, their families, and the community. This may include tiered training approaches to address varied needs. In addition, it may include train-the-trainer and ongoing training models such as learning collaboratives.

Increase victim services based on service gaps identified through a resource mapping and needs assessment process. These services should meet needs across the continuum of care and allow for victim choice. Examples include co-locating victim service providers in child, youth and family friendly settings, addressing transportation barriers, and other activities that lead to increased engagement and participation.

***3. Program Requirements***

- Strive to integrate the Illinois HEALS Mission, Values and Principles as outlined in the purpose area of this solicitation.

- Implement the project goals as described above and in the program narrative.
- Hire and supervise the staff positions outlined in the program narrative.
- Meet regularly with ICJIA Illinois HEALS staff to discuss implementation. These meetings will be both in person and via conference calls with a frequency collaboratively agreed upon between the coordinating Entity and Illinois HEALS staff.
- Collaborate to share demonstration site progress for state and national audiences.
- Develop evaluation plan in collaboration with ICJIA Research and Analysis Unit and participate in evaluation activities.
- 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 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.

**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.

Because this is a demonstration project, the objectives and measures will be developed with the grantee during the application review process. Examples have been included for guidance.

<b>Goal: Link and enhance the local Systems of Care (SOC) that meets the needs of individuals, families, and communities by convening local coordinating bodies, and developing policies and practices that further the work.</b>	
<b>Process Objectives</b>	<b>Performance Measures</b>
Meet with key leadership from existing projects to assess previously completed needs assessment work.	• Name and number of leadership meetings

<b>Outcome Objectives</b>	<b>Performance Measures</b>
<b>Goal: Strengthen the abilities of systems and communities to recognize child and youth victims by fostering community awareness and appropriate screening practices.</b>	
<b>Process Objectives</b>	<b>Performance Measures</b>
Provide trainings on appropriate screening practices to community-based settings.  List trainings:	<ul style="list-style-type: none"> <li>Number and types of community-based settings that received training.</li> </ul> For each community-based setting <ul style="list-style-type: none"> <li>Number of trainings provided.</li> </ul> Number of attendees at each training
<b>Outcome Objectives</b>	<b>Performance Measures</b>
<b>Goal: Shore up how systems and communities connect young victims and their families to appropriate resources and services through a multidisciplinary team (MDT) or similar framework that supports care coordination and facilitates effective referral processes.</b>	
<b>Process Objectives</b>	<b>Performance Measures</b>
Provide trainings on protocols related to information sharing practices to ____% of staff. <ul style="list-style-type: none"> <li>Number of trainings provided.</li> </ul>	For each setting: <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>

Outcome Objectives	Performance Measures
<b>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.</b>	
Process Objectives	Performance Measures
Provide direct services to _____% of victims requesting services in each setting.  List types of services.	For each type of service: <ul style="list-style-type: none"> <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>
Outcome Objectives	Performance Measures

**6. Priorities**

**B. Funding Information**

This solicitation is supported by Victim of Crime Act Fund, awarded to ICJIA by the Department of Justice. The grant made through this solicitation may be spent for a period of 12 months. An additional 24 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 September 1, 2019, to August 31, 2020. Additional funding to support programming for up to 24 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 \$800,000 in funding is available through this solicitation. 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 (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 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***

The purpose of this pilot project is to test and document implementation of the Illinois HEALS Action Plan. The eligible applicant’s capacity is of the utmost importance. The Illinois HEALS team completed a methodical process to identify the eligible applicant from a pool of potential organizations. The eligible applicant was assessed on several criteria, including, but not limited to, ability to convene and maintain engagement of a broad array of community stakeholders, practitioners, and survivors, experience implementing a large community-wide planning processes, and experience managing grant funds. Based on this, the following eligible applicant was selected:

## **Egyptian Public and Mental Health Department**

Additionally, the eligible applicant must meet the following requirements:

**Public Agency and Nonprofit Organization.** Operated by 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.

**Record of Effective Services.** 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. Match must be committed for each VOCA-funded project and derived from sources other than federal funds.

**Volunteers.** Utilize volunteers unless ICJIA determines there is a compelling reason to waive this requirement.

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

**Help Crime Victims Apply for Compensation.** 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.** 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 Department of Justice Grants Financial Guide and government-wide grant rules, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received.

**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. 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.

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

Criminal Case. Do not discriminate against victims because they disagree with the way the state is prosecuting the criminal case.

No Charge to Victims for VOCA-Funded Services. Provide services to crime victims at no charge through the VOCA-funded program.

Confidentiality of Information. 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 System of Care Demonstration Site." Paper copies of the application materials may be requested from Reshma Desai by: calling 312.793.7057; mailing 300 West Adams Street, Suite 200, Chicago, Illinois 60606; or via Telephone Device for the Deaf (TDD) (312)793-4170. Applications, however, may only be submitted via email.

## 2. Content and Form of Application Submission

### (a). Forms and Formatting.

The application must be emailed to [CJA.IllinoisHEALSDemo@illinois.gov](mailto:CJA.IllinoisHEALSDemo@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. The applicant must submit the documents based on the instructions provided below.</b>				
<b>Document</b>	<b>Document Name</b>	<b>PDF</b>	<b>Word</b>	<b>Excel</b>
<b>Uniform Application for State Grant Assistance</b> – This form must be completed, signed, and scanned (PDF), and provide a Word file as well	<i>“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 a workbook, with several pages (tabs). The last tab has instructions if clarification is needed.	<i>“Entity Name – Budget”</i>			X
<b>Letters of Support from other collaborative projects-</b> This is a PDF of several letters from the leadership of the key collaborative partnerships that will be consulted.	<i>“Entity-Name-LOS”</i>	X		
<b>Logic Model-</b> this document provides an overview of inputs, activities, outputs; and short- and long-term objectives.			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 and must be written in Times New Roman size 12-point font. Do not delete template questions in your response.

Include any agreements with or support letters from third parties required under this Notice.

**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 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](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.IllinoisHEALSDemo@illinois.gov](mailto:CJA.IllinoisHEALSDemo@illinois.gov) by 11:59 p.m. on July 8, 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 Reshma Desai at 312.793.7057 or [reshma.desai@illinois.gov](mailto:reshma.desai@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 Reshma Desai at 312.793.7057 or [Reshma.desai@illinois.gov](mailto:Reshma.desai@illinois.gov).

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

Questions may be submitted via email at [CJA.IllinoisHEALSDemo@illinois.gov](mailto:CJA.IllinoisHEALSDemo@illinois.gov).

## **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.
- Technology costs such as an on-line platform and service to assist victims and professionals in identifying and connecting with services currently available.
- 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:

- 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). 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;

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

- 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; and
- 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 the applicant 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.

**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.

The total number of points available is 100.

Scoring Criteria		Possible Points
<b>Statement of the Problem –</b>		<b>5</b>
<ul style="list-style-type: none"> <li>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.</li> </ul>		5
<b>Entity Capacity</b>		<b>15</b>
<ul style="list-style-type: none"> <li>Response clearly demonstrates the Entity’s experience convening diverse stakeholders on various projects. Response includes the membership, length of projects, successes, challenges and lessons learned.</li> </ul>		5
<ul style="list-style-type: none"> <li>Response clearly demonstrates Entity’s experience implementing large, community-wide planning processes and ability to manage grants and varied staff positions.</li> </ul>		5
<ul style="list-style-type: none"> <li>Response clearly demonstrates experience collaborating with external researchers and technical assistance providers. Response includes successes, challenges and lessons learned and agreement to collaborative with ICJIA.</li> </ul>		5
<b>Project Implementation and Management:</b>		<b>65</b>
<ul style="list-style-type: none"> <li>Response thoroughly describes the proposed plan to enhance the current 15 (approximate) collaborative projects in the involved communities by utilizing their expertise and previous work to address any service and coordination gaps for the child, youth and family victims of violence.</li> </ul>		5
<ul style="list-style-type: none"> <li>Response clearly describes and lists the existing collaborations that will be consulted and includes counties served and focus population.</li> </ul>		2
<ul style="list-style-type: none"> <li>Response thoroughly describes the process for developing the governance structure such that this project’s role is clear within a complementary constellation of collaborative projects. Response includes how this improves the coordination of care for child, youth and</li> </ul>		5

family victims and the related protocol development.		
<ul style="list-style-type: none"> <li>• Response thoroughly describes the proposed plan and activities to increase awareness of victim services for victims, community members and other stakeholders. The response clearly describes how this will increase awareness of services and promote the reduction of stigma. The response clearly explains how the presentations will be tailored to different audiences.</li> </ul>		6
<ul style="list-style-type: none"> <li>• Response thoroughly describes the proposed program and activities to resource map current formal and informal screening practices. Response includes proposed activities to address gaps identified.</li> </ul>		4
<ul style="list-style-type: none"> <li>• Response clearly describes existing MDTs (or similar type of group) including focus area and membership.</li> </ul>		3
<ul style="list-style-type: none"> <li>• Response thoroughly describes the proposed program and clearly explains how it will improve the capacities, processes and systems so that stakeholders and professionals are equipped to efficiently link victims and families to care. <ul style="list-style-type: none"> <li>○ If the plan includes proposing a MDT or wraparound model, the response should include potential members and focus area; possible structures and practices that include expectations and accountability for the multidisciplinary care team.</li> <li>○ If the plan includes proposing a community service directory and two-way referral mechanism, the response includes how this system will assist community members, providers and survivors access support efficiently.</li> </ul> </li> <li>•</li> </ul>		8
Describe the additional victim services proposed that will address gaps in services.		12

<p>a. Describe the services and related staff positions and how these services will not be duplicative to existing services.</p> <p>b. Describe the age groups and geographic area to be served; location, hours of operation and for these services.</p> <p>d. Describe how the target population will be recognized as possibly in need of services and how the subsequent identification practice will be completed. The response includes clear plan to develop protocols and information sharing practices.</p> <p>e. Describe how the target population will be aware of these services and how staff will promote engagement in these services.</p> <p>f. Describe how these services will ensure children, youth and families are effectively connected to additional services</p>		
Describe the proposed plan and activities for developing the professional workforce and enhancing service capacity and quality.		5
Discuss the workforce training needs known at this time and the possible approaches to developing a training plan including plans for ongoing assessment of training needs.		5
Outline all positions in the proposed project and include qualifications of each. Response clearly describes initial and ongoing training required for these positions; how supervision will be conducted and what supports will be implemented to address vicarious trauma and professional growth.		10
<b>Logic Model, Goals, Objectives and Performance Indicators:</b>		<b>5</b>
<ul style="list-style-type: none"> <li>Logic Model is complete and reflect program design outlined in narrative. The objectives and performance indicators are clearly related to the goal and are realistic. Implementation Schedule is complete and provides sufficient detail to understand</li> </ul>		
<b>Budget Detail:</b>		<b>5</b>
<ul style="list-style-type: none"> <li>Budget is complete.</li> </ul>		
<ul style="list-style-type: none"> <li>Budgeted items are cost-effective in relation to the proposed activities.</li> </ul>		
<b>Budget Narrative:</b>		<b>5</b>
<ul style="list-style-type: none"> <li>Narrative is complete for all line items, clearly detailing how the applicant arrived at and calculated the budget amounts.</li> </ul>		

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

The Application will be reviewed by a panel of ICJIA staff. Application selection will be made using the previously described scoring criteria.

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:

- a.* Statement indicating a request for a formal appeal.
- b.* The name and address of the appealing party.
- c.* Identification of the grant program.
- d.* 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:

- a. Review of the appeal.
- b. Appeal determination.
- c. Rationale for the determination.
- d. 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:

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

Please send requests to:

Reshma Desai  
Illinois Criminal Justice Information Authority  
[CJA.IllinoisHEALSDemo@illinois.gov](mailto:CJA.IllinoisHEALSDemo@illinois.gov)

#### ***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	June 6, 2019
<b>Applications due</b>	<b>11:59 p.m., July 8, 2019</b>
Budget Committee review/approval of recommended designations	August 2019
Program start date	September 1, 2019

**F. Award Administration Information**

**1. State Award Notices**

The ICJIA Budget Committee is scheduled to review and approve designations in August 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:

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

Reshma Desai  
Illinois Criminal Justice Information Authority  
[CJA.IllinoisHEALSDemo@illinois.gov](mailto:CJA.IllinoisHEALSDemo@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.