

**Uniform Notice for Funding Opportunity (NOFO)**  
Victims of Crime Act Lead Entity Services for Children’s Advocacy Centers Program

<b>Data Field</b>		
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority
2.	Agency Contact:	Ronnie J Reichgelt, Victim Services Administrator Illinois Criminal Justice Information Authority 300 West Adams, Suite 200 Chicago, IL 60606 ronnie.reichgelt@illinois.gov 312-793-0835
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:	1395-219
6.	Funding Opportunity Title:	Victims of Crime Act Lead Entity Services for Children’s Advocacy Centers Program
7.	CSFA Number:	546-00-1395
8.	CSFA Popular Name:	VOCA FFY15
9.	CFDA Number(s):	16.575
10.	Anticipated Number of Awards:	1
11.	Estimated Total Program Funding:	\$7,100,000
12.	Award Range	N/A
13.	Source of Funding:	<input checked="" type="checkbox"/> Federal or Federal pass-through <input type="checkbox"/> State <input type="checkbox"/> Private / other funding Mark all that apply
14.	Cost Sharing or Matching Requirement:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u><b>Sub-recipient/grantees must meet the program match requirement and detail in their budget narratives how the match requirement will be met.</b></u>
15.	Indirect Costs Allowed  Restrictions on Indirect Costs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u><b>Sub-recipient/grantees may claim indirect costs however the Applicant may not include indirect costs in its budget.</b></u> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, provide the citation governing the restriction:
16.	Posted Date:	May 1, 2017
17.	Closing Date for Applications:	<b>May 22, 2017</b>
18.	Technical Assistance Session:	Session Offered: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Session Mandatory: <input type="checkbox"/> Yes <input type="checkbox"/> No

## **A. PROGRAM DESCRIPTION**

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

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

ICJIA is the state agency charged with the administration of the Illinois' Victims of Crime Act Victim Assistance Formula Grant Program. This program is supported by fines and penalties levied against criminals convicted of federal crimes and allocated to states by formula by the Office for Victims of Crime of the U.S. Department of Justice. In federal fiscal year 2015, Illinois received a VOCA award of \$77.5 million.

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

For more information on the VOCA Program please visit:

<http://ojp.gov/ovc/about/victimsfund.html>.

ICJIA recently completed a statewide assessment of victim services in Illinois. The report was presented to the Ad Hoc Victim Services Committee for consultation and coordination with other state agencies and victim stakeholder groups. The final report's recommendations were approved by ICJIA Board in January 2017. These recommendations outline a comprehensive plan to address victims' needs in Illinois and are reflected in this funding opportunity where appropriate. Please see the following link

to access the report and recommendations. <http://www.icjia.state.il.us/articles/ad-hoc-victim-services-committee-research-report>

### **Authorizing Statutes**

The Victims of Crime Act of 1984 established the Crime Victims Fund (42 U.S.C. 10601(c)) for the purpose of creating a special mandatory spending account dedicated to helping victims of all types of crimes. Programs authorized by the Victims of Crime Act are:

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

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

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

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

## **I. Victim Needs Background**

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

Child abuse is defined as an act that puts a child's physical or emotional well-being at risk.<sup>1</sup> The abuse may be physical, emotional, or sexual in nature, or may include neglect.<sup>2</sup> In fiscal year 2016, the Illinois Department of Children and Family Services reported 32,123 indicated cases of child abuse and neglect.<sup>3</sup> Of these cases 2,076 (6.5 percent) were indicated cases of child sexual abuse.<sup>4</sup> In addition, child advocacy centers in Illinois provided services to 10,551 children during the same time period.<sup>5</sup> The impact of abuse on children has been well-documented. Children are often impacted psychologically (e.g., PTSD, depression, anxiety),<sup>6</sup> or may experience physical symptoms (e.g., irritable bowel syndrome, diabetes, heart disease) due to psychological

---

<sup>1</sup> Office for Victims of Crime. (n.d.). *Child Abuse Victimization*.

[https://www.ncjrs.gov/ovc\\_archives/reports/help\\_series/pdfxtxt/childabusevictimization.pdf](https://www.ncjrs.gov/ovc_archives/reports/help_series/pdfxtxt/childabusevictimization.pdf)

<sup>2</sup> Ibid.

<sup>3</sup> Illinois Department of Children and Family Services. (2017). *Child Abuse/Neglect Statistics, Data as of February 28, 2017*. Retrieved from <https://www.illinois.gov/dcf/aboutus/newsandreports/Documents/CANStat.pdf>

<sup>4</sup> Ibid.

<sup>5</sup> Children's Advocacy Centers of Illinois. (n.d.). *2016 Annual Report*. Retrieved from [http://media.wix.com/ugd/da9ae5\\_46dbf30776cf4cf0a3295b4f1359b5f2.pdf](http://media.wix.com/ugd/da9ae5_46dbf30776cf4cf0a3295b4f1359b5f2.pdf)

<sup>6</sup> Office for Victims of Crime. (2012). *Child Abuse and Neglect*. Retrieved from [https://www.ovcttac.gov/downloads/views/TrainingMaterials/NVAA/Documents\\_NVAA2011/ResourcePapers/Color\\_Child%20Abuse%20Resource%20paper%202012\\_final%20-%20508c\\_9\\_13\\_2012.pdf](https://www.ovcttac.gov/downloads/views/TrainingMaterials/NVAA/Documents_NVAA2011/ResourcePapers/Color_Child%20Abuse%20Resource%20paper%202012_final%20-%20508c_9_13_2012.pdf).

stress experienced as a result of abuse.<sup>7</sup> Outside of physical and mental consequences, children who have experienced abuse or neglect can fall behind in their academic studies and may exhibit behaviors that are delinquent or combative.<sup>8</sup> Core services provided by professionals and advocates trained in trauma-informed practices are integral to the recovery and well-being of child abuse victims.

### *Core Services*

Core services for minor victims of child abuse include information and referral, advocacy, and emotional support and safety. These core services correspond to needs identified by adult survivors of child abuse and child abuse victim service providers during the Authority's statewide victim needs assessment conducted in 2016.

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

Advocacy services refer to personal, medical, and legal advocacy. Personal advocacy includes aiding the victim in obtaining support, resources, or services. This form of advocacy may involve an advocate assisting the victim's non-offending caregiver in applying for public benefits, helping them to relocate or move due to safety concerns stemming from victimization, and aiding in communication between the victim or caregiver and employers, creditors, landlords, etc. Just over one in five adult survivors of child abuse recently surveyed in Illinois (21%) identified information and advocacy on public resources (e.g., Medicare, public aid) as a need.<sup>10</sup> Personal advocacy also

---

<sup>7</sup> Nemeroff, C. B. (2016). Paradise lost: the neurobiological and clinical consequences of child abuse and neglect. *Neuron*, 89(5), 892-909.

<sup>8</sup> Finkelhor, D., & Hashima, P. (2001). The victimization of children & youth: A comprehensive overview. In S. O. White (Ed.), *Law and Social Science Perspectives on Youth and Justice* (pp. 49-78).

<sup>9</sup> National Crime Victim Law Institute. (n.d.). *Illinois Victims' Rights Laws*. Retrieved from <http://law.lclark.edu/live/files/19248-illinois-victimsupdated-4815pdf>

<sup>10</sup> Affect, Inc. (2016). *2016 Victim Needs Assessment: Summary Report*. Chicago, IL: Illinois Criminal Justice Information Authority.

includes support services that enable a victim to obtain direct services, such as child care, transportation assistance, and interpreter services. Adults with child abuse histories also reported child care (28 percent), transportation (16 percent), and language translation services (16 percent) as a service need.<sup>11</sup> Medical advocacy services refer to an advocate accompanying a victim to the emergency room for care, or during a forensic medical exam or interview, and may include a trained professional's performance of a forensic interview. A legal advocate engages in advocacy services when she assists the victim's non-offending caregiver in obtaining an emergency order of protection, notifies victims and/or care-givers of and/or accompanies them to criminal justice system proceedings, and aids with other criminal justice related activities resulting from the victimization. Providers serving child abuse victims in Illinois identified criminal justice system information and advocacy as a top victim need during the crisis (i.e., 0-3 months) and intermediate (i.e., 3-6 months) recovery phases.<sup>12</sup>

Emotional support and safety services include crisis intervention, counseling, support group services, therapy, and related services that seek to benefit the victim and non-offending caregiver's emotional well-being and safety. Crisis intervention services may be in-person or via phone (e.g., hotline calls). Child abuse service providers identify crisis intervention services as the greatest need during crisis (i.e., 0-3 months post-victimization).<sup>13</sup> Trained advocates and licensed professionals also provide emotional support and safety to victims and non-offending caregivers in the form of counseling, support group services, and/or therapy. Counseling services was seen as a top three victim need among child abuse service providers at all points in the recovery process (i.e., crisis, intermediate, and long-term phases).<sup>14</sup> Furthermore, nearly half of adult survivors of child abuse (45%) cited counseling (i.e., individual, family, and support group) as a service need and 18% of victims (28%) reported needing mental health services.<sup>15</sup>

---

<sup>11</sup> See Aeffect, Inc. (2016).

<sup>12</sup> Houston-Kolnik, J., Vasquez, A., Alderden, M., & Hiselman, J. (2017). *Ad Hoc Victim Services Committee Research Report*. Chicago, IL: Illinois Criminal Justice Information Authority. Retrieved from [http://www.icjia.state.il.us/assets/articles/ICJIA\\_FINAL\\_AdHocReport\\_VictimServices\\_012717.pdf](http://www.icjia.state.il.us/assets/articles/ICJIA_FINAL_AdHocReport_VictimServices_012717.pdf)

<sup>13</sup> See Houston-Kolnik et al. (2017).

<sup>14</sup> See Houston-Kolnik et al. (2017).

<sup>15</sup> See Aeffect, Inc. (2016).

## **II. Lead Entity Requirements**

### **A) Agency Capacity and Experience**

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

To qualify as a lead entity, the Children's Advocacy Centers of Illinois must possess subject matter expertise; an established record of providing services specific to the VOCA grant; a network of direct service providers; and the monitoring capacity to oversee its sub-grantees. The Children's Advocacy Centers of Illinois must also comply with all applicable State and Federal statutes, regulations, and the terms and conditions of this grant. The applicant must comply with Grant Accountability and Transparency Act requirements and submit quarterly data and fiscal reports to ICJIA.

### **B) Grant-making**

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

### **C) Monitoring**

The applicant shall monitor sub-grantees to ensure compliance with state and federal statutes, regulations, and the terms and conditions of the sub-grant. All sub-grantees must comply with Grant Accountability and Transparency Act requirements, submit quarterly data and fiscal reports to the applicant, and be subject to site visits by the applicant. The applicant's monitoring protocol must be approved by staff of the Illinois Criminal Justice Information Authority (ICJIA).

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

#### **D) Sub-grantee Programmatic Requirements**

##### **Program Elements:**

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

- Core services for minor victims of abuse: services that provide victims with information and referrals, advocacy, and emotional support and safety.
- A low barrier screening and intake process.
- Hours of operation and intake beyond traditional working hours.
- Translation and interpretation services.
- Transportation support for clients that request this support. This support can include transportation costs, and assistance to enable victims to receive services and to participate in criminal justice proceedings.
- Trauma-skills training for improve trauma-informed responses to clients.
- Services provided free of charge.
- Sub-grantees must comply with all prescribed assessment tools and reporting requirements.
- Sub-grantees must be subject to site visits by both the applicant and ICJIA.
- Sub-grantees must make available all fiscal, personnel, and programmatic data to the applicant and ICJIA.

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

- Assistance with child care to enable victims to receive allowable direct services and attend criminal justice and other public proceedings related to the victimization. Except as mentioned in 28 CFR 94.119(a)(6), "child care" means the temporary supervision of minors under the care of the victim, provided by a VOCA-eligible victim service provider, during the period of time the caretaker-victim is receiving a grant-funded allowable direct service from the victim service provider. Child care services must be provided on location at the victim service provider and meet any additional federal, state and ICJIA requirements.

### **Trauma Informed Practices:**

The applicant is strongly urged to increase their knowledge of trauma-informed practices and, where appropriate, incorporate trauma-informed practices into proposed services. See *Attachment 1* for an overview of trauma-informed services. ICJIA understands that becoming trauma-informed is a continual process of organizational assessment and change. The applicant should describe their current practices and identify how trauma-informed practices will be integrated into their proposed services. ICJIA reserves the right to survey the grantee and sub-grantees to assess their knowledge of trauma informed practices and their implementation of these practices, which may serve a grant monitoring function. Through conducting periodic assessments, agencies and ICJIA can identify areas of strength and growth for adopting a trauma-informed approach to services that help to prevent the re-traumatization of victims.

### **Pre-award costs:**

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

### **Unallowable Costs:**

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

- Audits (applicable to agencies receiving less than \$750,000 in cumulative federal funds).
- Capital expenses, including capital improvements, property losses and expenses, real estate purchases, mortgage payments, and most construction.
- 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 costs.
- Tort or criminal defense legal representation.

- Active investigation and prosecution of criminal activities.
- Research and studies, except for project evaluations.
- Salaries and expenses for management, unless expressly allowed in the VOCA Final Rule.

**Pre-approvals:**

In compliance with federal guidance, ICJIA:

- (1) Encourages minimization of conference, meeting, and training costs.
- (2) Requires prior written approval of conference, meeting, and training costs for grant recipients. These prior approvals may affect project timelines.
- (3) Sets cost limits, including a general prohibition of all food and beverage costs.

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

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

**A. Lead Entity:**

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

<b>GOAL:</b> Through the oversight of sub-grantees, provide victims with core services that 1) respond to their emotional, psychological, or physical needs; 2) help victims of crime to stabilize their lives after victimization; 3) help victims understand and participate in the criminal justice system; and 4) provide victims with a measure of safety and security.	
<b>Objectives</b>	<b>Process Performance Measures</b>
Utilize a competitive bidding process open to all minor victims of abuse service	<ul style="list-style-type: none"> <li>● Number of RFPs reviewed by ICJIA and issued.</li> </ul>

<p>providers via Request for Proposals (RFP) for all grantees, with exceptions.</p>	<ul style="list-style-type: none"> <li>● Number of restricted RFPs reviewed by ICJIA and issued</li> <li>● Number of sole source NOFOs reviewed by ICJIA and issued.</li> </ul>
<p>Fund _____% of applications which meet programmatic and minimum score requirements.</p>	<ul style="list-style-type: none"> <li>● Number of applications received which meet programmatic and minimum score requirements.</li> <li>● Number of applications funded which meet programmatic and minimum score requirements.</li> </ul>
<p>Designate ____% of the grant toward RFPs for innovative pilots, demonstration projects, or programs for underserved areas or populations.</p>	<ul style="list-style-type: none"> <li>● Percentage of RFPs directed toward innovative pilots, demonstration projects, or programs for underserved areas or populations.</li> </ul>
<p>Develop review panel conflict of interest protocol, and objective scoring system to select sub-grantees.</p>	<ul style="list-style-type: none"> <li>● Submit review panel protocol to ICJIA for approval.</li> <li>● Submit objective scoring system to ICJIA for approval.</li> </ul>
<p>Detail the plan/protocol for monitoring grantee performance, including timely submission of quarterly data reports and quarterly fiscal reports.</p>	<ul style="list-style-type: none"> <li>● Submit plan/protocol for monitoring to ICJIA for approval.</li> <li>● Percentage of sub-grantees submitting quarterly fiscal reports on time.</li> <li>● Percentage of sub-grantees submitting quarterly data reports on time.</li> </ul>
<p>Review accuracy of sub-grantee data reports and enter aggregate data into the federal Performance Measurement Tool (PMT) system on a quarterly basis.</p>	<ul style="list-style-type: none"> <li>● Number of sub-grantee data reports received and reviewed.</li> <li>● Percentage of data reports received that were included in the aggregate PMT report.</li> </ul>

	<ul style="list-style-type: none"> <li>● Percentage of quarterly aggregate PMT entry completed on time.</li> </ul>
Perform a minimum of ___ site visits per sub-grantee during award period (some sub-grantees may require more than the established minimum).	<ul style="list-style-type: none"> <li>● Submit site visit schedule to ICJIA for approval.</li> <li>● Percentage of sub-grantees subjected to the minimum number of site visits during their award period.</li> <li>● Percentage of sub-grantees exceeding the minimum number of site visits.</li> </ul>
Provide a Plan of Corrective Action for all sub-grantees that require such, with ___% of sub-grantees verifying the correction action was taken within ___days.	<ul style="list-style-type: none"> <li>● Number of sub-grantees identified as requiring corrective action.</li> <li>● Number notified and provided with a Plan of Corrective Action.</li> <li>● Percentage rectifying the corrective action within required timeframe.</li> </ul>
All sub-grantees must be in current compliance with Grant Accountability and Transparency Act (GATA) requirements.	<ul style="list-style-type: none"> <li>● Percentage of sub-grantees in compliance with GATA.</li> </ul>
Provide fiscal and programmatic technical assistance to all sub-grantees that request such assistance.	<ul style="list-style-type: none"> <li>● Type of fiscal and programmatic technical assistance offered by applicant.</li> <li>● Number of sub-grantees that requested fiscal and technical assistance.</li> <li>● Number of sub-grantees receiving such assistance.</li> </ul>
Provide trauma-based skills training for staff.	<ul style="list-style-type: none"> <li>● Number of trauma-based skills trainings provided to staff.</li> </ul>

Attend all required trainings hosted by ICJIA.

- Number of trainings offered.
- Number of trainings attended (attach summary of training and attendees).

## **B. Sub-grantees**

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

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

<b><u>Service Objectives</u></b> Provide the following services to victims of crime:	<b><u>Performance Indicators</u></b>
# _____ clients will receive Criminal Justice Advocacy.	# of clients provided with Criminal Justice Advocacy.
# _____ clients will receive Medical Advocacy.	# of clients provided with Medical Advocacy.
# _____ clients will receive Other Advocacy.	# of clients provided with Other Advocacy.
# _____ clients will receive Case Coordination services.	# of clients provided with Case Coordination services.
# _____ clients will receive Case Management services.	# of clients provided with Case Management services.
# _____ clients will receive Family Counseling.	# of clients provided with Family Counseling.
# _____ clients will receive Group Counseling.	# of clients provided with Group Counseling.
# _____ clients will receive In-Person Counseling.	# of clients provided with In-Person Counseling.
# _____ clients will receive Crime	# of clients provided with Crime Victims

Victims Compensation assistance.	Compensation assistance.
# _____ clients will receive Crisis Intervention (in-person).	# of clients provided with Crisis Intervention (in-person).
# _____ clients will receive Mental Health services.	# of clients provided with Mental Health services.
# _____ clients will receive Phone Counseling/Crisis Intervention.	# of clients provided with Phone Counseling/Crisis Intervention.
# _____ clients will receive Referral services.	# of clients provided with Referral services.
# _____ clients will receive Transportation.	# of clients provided with Transportation.
# _____ clients will receive a Victim Sensitive Interview (VSI).	# of clients provided with a Victim Sensitive Interview (VSI).
# _____ clients will receive VSI Coordination assistance.	# of clients provided with VSI Coordination assistance.
# _____ clients will receive Relocation Services.	# of clients provided with Relocation Services.
# _____ clients will receive Language/Interpreter Services.	# of clients provided with Language/Interpreter Services.

**B. FUNDING INFORMATION**

Federal Fiscal Year 2015 (FFY15) Victims of Crime Act funds awarded by the U.S. Office for Victims of Crime to ICJIA will be used to support programs accepted through this request for proposals. A minimum of \$7.1 million has been made available to the Children’s Advocacy Centers of Illinois by the Authority Board. Funding is available for the period of July 1, 2017, through September 30, 2018.

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

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

The applicant will be required to submit an Implementation Schedule that describes how the program activities will be carried out. The Implementation Schedule should include necessary detail to enable ICJIA to assess grant activity relative to planned project performance. See Part II, Section D, "Sub-grantee Programmatic Requirements" of this Notice of Funding Opportunity for a list of unallowable costs.

### **C. ELIGIBILITY INFORMATION**

#### **GATA Compliance:**

**Pre-registration:** All applicants must be pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal, [www.grants.illinois.gov](http://www.grants.illinois.gov). During pre-qualification, Dun and Bradstreet verifications are performed, including a check of Debarred and Suspended status and good standing with the Illinois Secretary of State.

**Approved Internal Control Questionnaire:** The pre-qualification process also includes a financial and administrative risk assessment using an Internal Controls Questionnaire (ICQ). The ICQ must be submitted through the GATA portal and approved by a State cognizant agency by the date of application submission in order for an application to be reviewed. All applications will be pre-screened for completeness and ICQ approval. Applications from agencies that do not have an approved ICQ will not be reviewed.

**State Award Notices:** The Illinois Criminal Justice Information Authority will email a

Notice of State Award (NOSA) to the Children's Advocacy Centers of Illinois. The document will detail specific conditions to the award based on Financial and Administrative and Programmatic risk and the Merit Based Review. No costs incurred before July 1, 2017 may be charged to the grant agreement. The NOSA signed by the grants officer (or equivalent) is the authorizing document.

**1. *Eligible Applicants.***

This solicitation is open to the Children's Advocacy Centers of Illinois, 400 S. 9<sup>th</sup> Street, Springfield, Illinois, 62701.

The Children's Advocacy Centers of Illinois must be pre-qualified through the Grant Accountability and Transparency Act Grantee Portal, [www.grants.illinois.gov](http://www.grants.illinois.gov), to become eligible to apply for an award. During pre-qualification, Dun and Bradstreet verifications are performed, including a check of Debarred and Suspended status. The pre-qualification process also includes a financial and administrative risk assessment utilizing an Internal Controls Questionnaire. If applicable, Children's Advocacy Centers of Illinois will be notified that it is ineligible for award as a result of the Dun and Bradstreet verification. Children's Advocacy Centers of Illinois will be informed of corrective action needed to become eligible for a grant award.

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

A 20% match requirement will be imposed on sub-grant funds under this program. A sub-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. 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.

**3. *Indirect Cost Rate.***

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

- a. Federally Negotiated Rate: Sub-grantees that receive direct federal funding may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. The lead entity will accept the federally negotiated rate. The sub-grantee must provide a copy of the federal NICRA.
- b. State Negotiated Rate: Sub-grantees must negotiate an indirect cost rate with the State of Illinois if they do not have a Federally Negotiated Rate or elect to use the de minimis Rate. The indirect cost rate proposal must be submitted to the State of Illinois within 90 days of the notice of award.
- c. De Minimis Rate: Sub-grantees that have never received a Federally Negotiated Rate may elect a de minimis rate of 10% of modified total direct cost (MTDC). Once established, the de minimis rate may be used indefinitely. The lead entity must verify the calculation of the MTDC annually in order to accept the de minimis rate.

#### **D. APPLICATION AND SUBMISSION INFORMATION**

##### **Address to Obtain Application Materials**

Application materials will be provided to the Children's Advocacy Centers of Illinois.

##### **GATA Compliance**

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

## E. APPLICATION REVIEW INFORMATION

### 1. *Criteria.*

Application selection will be made using the following criteria.

Proposal Quality	Score Range
Excellent: In addition to providing complete responses for all questions, the responses were clear and detailed. The program plan is thoughtfully designed taking into account victim needs. Application includes all mandatory elements.	90-100
Very Good: Application provides complete responses and includes all mandatory elements, but a limited amount of clarification or modification is necessary to recommend the application for funding.	80-89
Good: Application provided complete responses to the majority of the questions while several responses lack clarity and detail. Application includes all mandatory elements.	70-79
Fair: The application responses consistently lacked completeness. Application lacks some mandatory elements.	60-69
Poor: The application responses consistently lacked completeness and demonstrates a poor understanding of the issues. Application lacks some mandatory elements.	0-59

The following outlines the point breakdown for each major section of the proposal narrative and budget documents. The description included reflects a proposal that falls into the excellent category described above.

#### **Statement of Problem (15 points).**

This section should demonstrate a clear understanding of the need and justification for the program, and include appropriate indicators on the extent of victimization and services sought in the applicant's service area.

**Agency Capacity and Experience (10 points).**

Application provides a clear history of the applicant's provision of services and description of provider network. This section should include a description of activities and services provided through the agency outside of those funded through this NOFO application, and explains how all activities are coordinated. The applicant describes their fiscal capacity including other funding sources and included both quantitative and qualitative descriptions. The state agency contract chart is completed. The applicant's plan for program sustainability includes specific activities that address sustainability.

**Agency Grant Making Process (10 points).**

The response clearly describes the funding process to be used for the distribution of funds, including a description of the review of all proposals, review committees, and scoring system used.

**Monitoring of Sub-grantees (10 points).**

The response clearly describes the agency's monitoring process of sub-grantees, including both programmatic and fiscal monitoring activities, as well as site visit procedures. The applicant has also fully detailed technical assistance that will be provided to sub-grantees and explained how assistance is correlated to agency's area of expertise.

**Proposed Sub-grantee Programs (25 points).**

The response clearly describes the proposed program including specific proposed services and the program rationale. The response includes at least one underserved population. The response explains all direct services to be provided and the estimated number of victims to be served. Response also includes a description of the agency standards and guidelines to encourage sub-grantees in serving the needs of the underserved populations identified. The response describes service promotion activities including method, language(s), venue(s) and past experience, including linguistically and culturally specific outreach.

The response describes how the agency will address known barriers including at a minimum, intake hours, transportation, translation/interpretation and child care barriers. The response must state that the services are provided free of charge. The response clearly identifies additional challenges clients may encounter; includes life events prior to and during program participation, and clearly explains how the program will address those challenges. The response includes at least one example of each of these challenges at the community level and how the program will address these challenges. The response

describes how the program will address each of the four key components and four key principles of trauma informed services.

**Implementation Schedule (3 points).**

**Goals/Objectives/Performance Indicators (7 points).**

The applicant clearly documents all process and outcome objectives, and indicates a measurable indicator of success for each objective. These indicators should include ambitious, yet realistic projections for each objective, based on the proposed program.

**Adequacy of Cost Estimates (20 points total).**

Proposed project costs for services, activities, and other items are realistic and have been allocated in a cost-efficient yet effective manner (10 points). The Budget Narrative includes all budgeted items listed in the Budget line by line, with all costs accurately calculated and explained (10 points).

2. ***Review Process.***

The proposal will be reviewed by ICJIA staff. Upon acceptance of the grant award, announcement of the grant award shall be published by the awarding agency to [Grants@Illinois.gov](mailto:Grants@Illinois.gov).

3. ***Appeals Process***

If the applicant is unsuccessful, the applicant may request an appeal. Appeals are limited to the evaluation process. Evaluation scores may not be protested. The appeal must be in writing and submitted within 14 calendar days after the date the grant award notice is published. The written appeal must include at a minimum the following:

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

Please send to:

Illinois Criminal Justice Information Authority  
VOCA Lead Entity Program/Ron Reichgelt  
300 W. Adams Street, Suite 200  
Chicago, IL 60606

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.

A person or organization aggrieved by the agency determination may seek judicial review only through the Circuit Courts of the State of Illinois within 35 days from the date that the agency determination was issued.

### ***Debriefings***

If the applicant is unsuccessful, the applicant may also request a debriefing, which will provide feedback that can assist the applicant in developing improved applications for future funding. Debriefings will take the form of advice to the applicant on the strengths and weaknesses of the application in terms of the evaluation and review criteria. Debriefings are not a part of the Appeal Process.

Requests for debriefings must be made in writing and submitted within seven (7) 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 request shall include at a minimum the following:

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

Please send requests to:

Illinois Criminal Justice Information Authority  
VOCA Lead Entity Program/Ron Reichgelt  
300 W. Adams Street, Suite 200  
Chicago, IL 60606

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

<u>Milestones</u>	<u>Target Date</u>
Release of NOFO	May 1, 2017
Application Closes	May 22, 2017
Authority Budget Committee Meeting	May 25, 2017
Start Program Performance Period	July 1, 2017

**F. AWARD ADMINISTRATION INFORMATION**

- 1. State Award Notices.** ICJIA will send a Notice of State Award and grant agreement to the Children’s Advocacy Centers of Illinois upon approval of the proposed designation by the ICJIA Budget Committee at its May 25, 2017 meeting. No costs incurred before the effective date of the agreement may be charged to the grant.
- 2. Administrative and National Policy Requirements.** In addition to implementing the funded project consistent with the agency-approved project proposal and budget, Children’s Advocacy Centers of Illinois must comply with grant terms and conditions, as well as other legal requirements, including, but not limited to, the Office of Management and Budget Grants Accountability and Transparency Act, and other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. Additional programmatic and administrative special conditions may be required.
- 3. Reporting.** Grantees must submit quarterly financial and progress reports, as well as final financial and progress reports. Federal reporting requirements state that funding agencies must report all mandatory information to the federal agency no later than 30 days after the end of the designated quarter. To do so, ICJIA will require the Children’s Advocacy Centers of Illinois to report electronically at minimum on a quarterly basis and no later than 15 days after the end of each reporting period. Mandatory fiscal and progress reports will be distributed to the Children’s Advocacy Centers of Illinois for submission to ICJIA. Failure to comply with mandatory reporting requirements will cause immediate suspension of funding of this grant, any other grant that applicant has with ICJIA, and possible termination of the grant. If applicable, an annual audit report in accordance with the Part 200 Uniform Requirements must be submitted. Future awards and fund drawdowns may be withheld if reports are delinquent.

The Children's Advocacy Centers of Illinois will be required to utilize InfoNet, ICJIA's online victim services database. Please see <http://www.icjia.state.il.us/systems/infonet> for more information on InfoNet. InfoNet use requires a Windows-based device with a high speed internet connection. Exceptions will be considered on a case-by-case basis.

#### **G. STATE AWARDING AGENCY CONTACT**

For more information or technical assistance on application submission, contact:

Ronnie Reichgelt, Program Administrator  
Illinois Criminal Justice Information Authority  
300 West Adams, Suite 200  
Chicago, IL 60606  
Ronnie.reichgelt@illinois.gov  
312-793-8550

#### **H. OTHER INFORMATION**

Neither the State of Illinois nor ICJIA are obligated to make any award as a result of this announcement. The ICJIA Executive Director has sole authority to bind the state government to the expenditure of funds through the execution of interagency grant agreements.