

Uniform Notice for Funding Opportunity (NOFO)
Victims of Crime Act Comprehensive Legal Assistance Program
February 8, 2017

	Data Field	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority
2.	Agency Contact:	Reshma Desai, Strategic Policy Specialist Illinois Criminal Justice Information Authority 300 West Adams, Suite 200 Chicago, IL 60606 reshma.desai@illinois.gov 312-814-1708
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:	1395-217
6.	Funding Opportunity Title:	Victims of Crime Act Comprehensive Legal Assistance
7.	CSFA Number:	546-00-1395
8.	CSFA Popular Name:	VOCA LA
9.	CFDA Number(s):	16.575
10.	Anticipated Number of Awards:	Unknown
11.	Estimated Total Program Funding:	\$6,000,000
12.	Award Range	\$80,000-\$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 Mark all that apply
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No

		If yes, provide the citation governing the restriction:
16.	Posted Date:	February 8, 2017
17.	Closing Date for Applications:	11:59 p.m., April 7, 2017
18.	Technical Assistance Session:	<p>Session Offered: X Yes <input type="checkbox"/> No</p> <p>Session Mandatory: X Yes <input type="checkbox"/> No</p> <p>Attending or viewing the session is mandatory. The live session will be held at 1 p.m. on March 6, 2017. Those that cannot attend on March 6th will be able to watch the webinar via web and certify that they have watched it.</p>

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. 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>

Background

Comprehensive legal assistance for victims of crime is a need that is largely unmet in Illinois. In a victim needs assessment conducted in Cook County, victim service providers reported that legal assistance is the service most often requested by domestic violence and sexual assault victims. Many clients indicated they needed legal support (e.g., help from a lawyer, online legal aid, or self-help kiosk; 32%), legal advocacy (e.g., court accompaniment and help navigating the legal process; 19.5%), or an order of protection (16%). Only half of clients who needed these legal services received them (55%, 49%, and 53%, respectively).[1] Similarly, domestic violence victims participating in a long term needs assessment had outstanding legal needs, including immigration (48.6%), divorce (48.1%), and child custody (33.3%), even after seeking services. Other victims had legal needs that emerged after seeking services, such as the need for help with credit history (39.9%), visitation (39.7%), and child custody (28.6%).[2]

ICJIA's own statewide needs assessment also found a need for legal services during the crisis (0-3 months), intermediate (3-6 months), and long-term (6-12 months) post-victimization phases. Of the victim service providers who participated in ICJIA's assessment, nearly one-third (32.5%) cited criminal justice advocacy as a crisis need and nearly one in five (18.4%) identified civil legal assistance as a need during that same phase. As victims transition to the intermediate phase, many victims still need criminal justice advocacy (24.4%) and civil legal assistance. Even in the long-term post-victimization phase, a substantial number of victims need criminal justice advocacy services (20.9%) or civil legal assistance (10.7%).

Legal service needs vary by crime type; different forms of victimization may necessitate different remedies to ensure their legal needs are met. Both domestic violence and sexual assault victims benefit from emergency orders of protection and civil no contact orders, respectively, to provide short term relief. They also need legal remedies that meet their long-term needs and provide them with continued safety. Divorce, child custody arrangements, and financial or child support issues that involve the abuser require more extended legal advocacy and legal representation. For sexual assault victims, long-term legal needs might include assisting victims in navigating their school's Title IX policy, if they are attending a college or university.

In addition, victims of human trafficking, immigrants, and seniors are underserved victim populations that would benefit from specialized legal services. Human trafficking victims and immigrants may need legal assistance in obtaining visas (e.g., T-

visa, U-visas) or other forms of immigration relief. Sex trafficking victims also have other avenues of legal redress, such as filing a motion to vacate prostitution convictions. [3] In addition to orders of protection, victims of elder abuse also need legal services that provide them relief from financial exploitation. According to the Illinois Department of Aging, 54% of reports of abuse involve financial exploitation. [4]

An additional area of legal service expansion for crime victims, identified by the Office of Crime Victims, is the enforcement of victims' rights in criminal court proceedings. [5] In 2014, the Illinois Constitution was amended: The Constitutional Amendment known as Marsy's Law for Illinois, guarantees victims enforceable rights, including respect for victims' privacy, the right to restitution, and the right to make a victim impact statement at sentencing.[6] Victim rights attorneys have a number of legal remedies they can pursue to aid in the enforcement of victims' rights. They can work to ensure that victim privacy is maintained by enforcing the victim's right to notice and hearing before the disclosure of confidential or privileged information [7][8][9] and omitting the victim's name from the victim's assertion of rights form.[10] The victim rights attorney can also advocate for appropriate accommodations for the victim (e.g., the presence of an advocate and support person)[11][12] [13] and uphold their right to give a statement at sentencing.[14][15]

[1] Metropolitan Family Services (n.d.). *Needs Assessment Results: A Comprehensive Report of Surveys from the Metropolitan Family Services Legal Aid Society Needs Assessment Stakeholder Survey, Client Survey, Client Focus Groups, and Client Interviews.*

[2] Riger, S., George, C. C., Byrnes, B., Durst-Lee, L., & Sirgurvinsdottir, R. (2016, September). *Domestic Violence Outcome Measures Project*. Retrieved from <http://batteredwomensnetwork.org/wp-content/uploads/2016/09/Final-DV-Outcome-Report-9-24-16-Final-revisions.pdf>

[3] End Demand Illinois. (2015, August). *Human Trafficking and Prostitution Laws*. Retrieved from <http://media.virbcdn.com/files/2a/4fb4a212b6932e38-EDILegislativePolicyBriefingGeneralLegalAudienceAug2015.ppt>

[4] Adult Protective Services Fiscal Year 2014 Annual Data Report. (n.d.). https://www.illinois.gov/aging/ProtectionAdvocacy/Documents/DoA2014_Adult%20Protective%20Services%20An%20Rpt_web%20charts.pdf.

[5] Office for Victims of Crime. (2013, May). *Vision 21: Transforming Victim Services Final Report*. Retrieved from https://ovc.ncjrs.gov/vision21/pdfs/Vision21_Report.pdf

[6] Ill. Const. 1970, art. I, §8.1(a), (b)

[7] Ill. Const. 1970, art. I, §8.1(a)(2)

[8] 725 ILCS 120/4 (a)(1.5)

[9] For more information on this topic refer to: National Crime Victim Law Institute. (n.d.). *Responding to Third Party Subpoenas Seeking a Crime Victim's Records in a Criminal Case*. Retrieved from <http://law.lclark.edu/live/files/16337-flowchart-of-responding-to-third-party>

[10] For more information on this topic refer to: National Crime Victim Law Institute. (2013). *Use of Pseudonym to Protect the Victim's Identity in a Criminal Case: The Process*. Retrieved from <http://law.lclark.edu/live/files/15636-flowchart-1--the-processpdf>

[11] Ill. Const. 1970, art. I, §8.1(a)(11)

[12] 725 ILCS 120/4(a)(9)

[13] For more information on this topic refer to: National Crime Victim Law Institute. (2014, July). *Sample Cases: Securing Testimonial Accommodations for Crime Victims and Non-Victim Witnesses*. Retrieved from <http://law.lclark.edu/live/files/17709-sample-cases-handoutcourtroom-accommodationspdf>

[14] 725 ILCS 120/6

[15] For more information on this topic refer to: National Crime Victim Law Institute. (n.d.). *The Crime Victim's Right to Be Heard at Sentencing [Webinar]*. Retrieved from <https://law.lclark.edu/live/news/22671-post-trial?preview=1>

ICJIA has made available a minimum of \$6 million in VOCA grant funding for the development or expansion of legal assistance and related support costs for victims of crime. Funded programs will facilitate victims' pursuit of safety and victim-centered justice. Grant awards must be spent over a period of 12 months. Additional funding to extend the grant period will depend on both the availability of funds and project performance during the first 12 months.

A cornerstone of victim services has been to empower victims' choices and acknowledge that the victim knows their needs best. Certain policies and programming may be designed that take into account the impact of trauma on a person's thinking, feelings, and behaviors. To that end, preference may be given to applicants illustrating the use of victim-centered, trauma-informed services. See *Attachment 1* for more information about this model of service provision.

Program Requirements

The purpose of this notice of funding opportunity is to fund comprehensive legal assistance for victims of crime. Legal assistance services must be reasonable and the need for such services must arise as a direct result of the client's victimization. Applicants should select and describe in detail which type(s) of legal services will be provided. These services fall into three categories: emergency legal assistance; victims' rights enforcement; and civil legal assistance. See the list below for examples of legal assistance within each category:

Emergency Legal Assistance

- Filing for emergency restraining or protective orders
- Obtaining emergency custody orders and visitation rights

Victims' Rights Enforcement

- Assisting victims in asserting their rights as victims or otherwise protecting their safety, privacy, or other interests as victims, in a criminal proceeding directly related to the victimization

Civil Legal Assistance

- Proceedings for protective/restraining orders or campus administrative protection/stay-away orders
- Family, custody, support, or dependency matters
- Contract, housing, or employment matters
- Immigration assistance
- Intervention with creditors, law enforcement (*e.g.*, to obtain police reports), and other entities

- Intervention with administrative agencies, schools/colleges, or tribal entities and other circumstances where legal advice or intervention would assist in addressing the consequences of a person's victimization
- Filing a motion to vacate or expunge a victim's conviction, or similar action, based on his/her status of being a victim, where permitted under Illinois law

Program funding may not be used for criminal defense or tort actions.

Applicants will select *at least* one victim group to service from the following: victims of domestic violence; elder abuse; financial exploitation; human trafficking; and sexual violence. As discussed in the Background section, a wide variety of crime victims may need legal assistance services and these victims do not easily fit into one victimization type. That being said, applicants will select the victim group(s) they expect to work with so ICJIA can assess any service gaps. A subsequent NOFO may be released to address a victim group not listed above. Applicants will discuss their history and capacity to provide these services in the Program Narrative.

In addition, completed applications must reflect the following program requirements:

- Applicant must make reasonable efforts to make services accessible to victims by providing:
 - A low barrier screening and intake process
 - Services free of charge
 - Program eligibility independent of victim income
 - 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 both transportation costs and assistance to enable victims to receive services and to participate in criminal justice proceedings.
 - Assistance with child care and respite care to enable a victim to attend activities related to criminal justice and other public proceedings arising from the crime
- Staffing to support all clients: Every client must be assigned a licensed attorney and have access to a victim advocate. The advocate position can be provided by the applicant organization or by a collaborative partner organization. Applicants may consider utilizing a coordinator, when appropriate.
- Applicants without a history of providing victim services must enter into a collaborative working relationship with a victim service provider within the community to be served.
- Letters of Commitment from every collaborative partner organization whose services meet your client's needs as described in the Program Narrative

- Applicant must broadly distribute information regarding its services.
- Client representation may not be contingent upon agreement to a specific legal strategy or activity that may compromise victim safety and recovery, such as requiring the victim to seek an order of protection, counseling, or take some other course of action with which s/he disagrees.
- Applicants will be required to demonstrate that grant-funded staff will be trained in the appropriate victim service and legal training prior to working with clients. If applicant proposes to work with victims of domestic or sexual violence, the related 40 hour trainings are required. The domestic violence training must be provided by an Illinois Certified Domestic Violence Professional (ICDVP) approved training site. Training for other victimization types is varied and applicants must identify and budget for all trainings.
- Applicant must include trauma skills training for staff to improve trauma-informed responses to clients.
- Applicant must commit to building capacity on crime victim rights enforcement through training and networking. ICJIA will make grantees aware of training and technical assistance sessions.
- Applicant must attend ICJIA-coordinated semi-annual meetings, if scheduled.
- Applicant must comply with all prescribed assessment tools and reporting requirements.

Evidence-Based Programs or Practices

Applicants are strongly urged to incorporate evidence-based, trauma-informed practices into proposed services. See *Attachment 1* for an overview of trauma-informed services. Applicants should describe how trauma-informed practice will be integrated into their proposed services.

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.*).

Goals, Objectives and Performance Metrics

The following table depicts process and outcome objectives/standards linked to performance indicators to show progress toward the proposed program goal. Complete the table by entering ambitious yet realistic numbers for each objective based on your proposed program. Applicants will report on process performance measures quarterly.

GOAL: To provide victims comprehensive legal assistance services.	
Process Objectives/Standards	Process Performance Measures
Provide ____ (#) of adult clients with comprehensive legal assistance services.	Number of adult clients who requested services
	Number of adult clients who received legal services
Provide comprehensive legal assistance services to clients at provider's full capacity.	Number of adult clients denied service due to not meeting eligibility requirements
	Number of eligible adult clients denied service due to organizational capacity
	Number of adult clients placed on a waiting list for legal assistance services
Emergency legal assistance services: <i>only complete if applicant is proposing to implement emergency legal assistance services</i>	
____clients will receive assistance with emergency orders of protection, civil no contact orders, or stalking no contact orders.	Number of clients who received assistance with these emergency protective orders
____clients will receive assistance with emergency custody or visitation rights.	Number of clients who received assistance with emergency custody or visitation rights
Victim rights enforcement training to staff and services to clients: <i>only complete if applicant is proposing to implement victim rights enforcement training to staff and services to clients</i>	

___ number of trainings about victim rights will be provided to staff providing legal assistance services.	Number of staff trained on victim rights
___ clients will receive assistance with completing a victim impact statement.	Number of clients assisted with completing a victim impact statement
___ clients will receive assistance with exercising other victim rights.	Number of clients assisted with exercising other victim rights
<p align="center">Civil legal assistance services: <i>only complete if applicant is proposing to implement civil legal assistance services</i></p>	
___ clients will receive assistance related to plenary orders of protection, civil no contact orders, or stalking no contact orders.	Number of clients who received assistance with court-issued plenary protective orders
___ clients will receive assistance related to campus administrative protection/stay-away orders.	Number of clients who received assistance with campus protective orders
___ clients will receive legal assistance related to non-emergency family matters, including divorce, custody, support and dependency.	Number of clients who received legal assistance related to non-emergency family matters
___ clients will receive legal assistance related to housing matters.	Number of clients who received legal assistance related to housing matters
___ clients will receive legal assistance related to employment matters.	Number of clients who received legal assistance related to employment matters
___ clients will receive legal assistance related to immigration matters.	Number of clients who received assistance related to immigration matters
___ clients will receive legal assistance related to intervention with creditors, law enforcement (e.g., to obtain police records), or other entities on behalf of victims of identity theft and financial fraud.	Number of clients who received legal assistance related to intervention with creditors, law enforcement (e.g. obtaining police records), or other entities on behalf of victims of identity theft and financial fraud

____clients will receive legal assistance related to intervention with schools/colleges in addressing the consequences of victimization.	Number of clients who received legal assistance related to intervention with schools/colleges in addressing the consequences of victimization
____clients will receive legal assistance related to intervention with other organizations in addressing the consequences of a person's victimization.	Number of clients who received legal assistance related to intervention with other organizations in addressing the consequences of victimization
____clients will receive assistance related to filing a motion to vacate and/or expunge certain convictions based on their status of being victims	Number of clients assisted with vacating and/or expunging convictions
Other client support services and staff training	
____(# or %) clients [with limited English proficiency] will receive assistance with language translation.	Number of clients enrolled in program with limited or no English proficiency. Number of clients who received assistance with language translation.
____clients will receive assistance with transportation.	Number of clients who received assistance with transportation.
Provide ____(#) of trauma skills training/consultations with staff to improve trauma-informed response.	Number of trauma skills trainings/consultations held with staff. Number of staff who successfully completed training/consultations.
Provide ____(#) of other, more specialized trainings/technical assistance sessions with staff to enhance delivery of program services.	Number of specialized trainings/technical assistance sessions provided to staff. Number of staff who successfully completed specialized trainings/technical assistance sessions.
If applicable: Additional Service Objectives: (Example: Clients assisted in completing crime victim compensation applications)	(Example: Number of clients that were offered XX service. Number of clients who accessed XX service.)

Additional Service Objective:	Number of clients that were offered XX service. Number of clients who accessed XX service
Additional Service Objective:	Number of clients that were offered XX service. Number of clients who accessed XX service.

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. Funding Information

Federal fiscal year 2015 Victims of Crime Act funds awarded by the U.S. Office for Victims of Crime to the Illinois Criminal Justice Information Authority will be used to support programs accepted through this request for proposals. A minimum of \$6 million has been made available by the ICJIA Board for this initiative. Applicants can request a minimum of \$80,000 up to a maximum of \$800,000 in federal funding for a 12-month period. The terms of the grant agreement will commence upon its effective date. Based on program performance and fund availability, ICJIA may recommend allocation of funding to support an additional 24 months. See *Section D* of this Notice of Funding Opportunity for a list of allowable and unallowable costs.

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.

Applicants 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.

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. 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.

1. *Eligible Applicants.*

Eligible applicants include public agencies and nonprofit organizations, whose primary mission is the provision of legal assistance services, which meet the following requirements:

Public Agency and Nonprofit Organization. Are operated by a public agency 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;

For New Programs. Those 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; and

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.

A completed Certification of Eligibility must be completed and submitted with the application.

2. Cost Sharing or Matching.

A 20% 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 (See Definitions in Section H2). 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, non-program funded victim assistance activities, and discounts. 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, and may include fringe benefits. 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:

$$\text{Total Project Costs} \times 20\% = \text{Match}$$

Example:

Total Program Cost:	\$100,000
20% 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 (See Definitions). 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 must have an annually negotiated indirect cost rate agreement (NICRA). The three types of NICRAs include:

- a) Federally Negotiated Rate: Applicant 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 federally NICRA.
- b) State Negotiated Rate: The organization must negotiate an indirect cost rate with the State of Illinois if they do not have Federally Negotiated Rate or elect to use the De Minimis Rate. The indirect cost rate proposal must be submitted to the State of Illinois within 90 days of the notice of award.
- c) De Minimis Rate: An organization that has never received a Negotiated Indirect Cost Rate Agreement from either the Federal government or the State of Illinois may elect a de minimis rate of 10% 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.

D. Application and Submission Information

1. Obtaining Application Package and Application Deadline

Applications may be obtained at <http://www.icjia.state.il.us/sites/nofo-voca-legal-assist>. To request hard copies of the application materials, please contact:

Reshma Desai, Strategic Policy Specialist
Illinois Criminal Justice Information Authority
300 West Adams, Suite 200
Chicago, IL 60606
Reshma.desai@illinois.gov

312-814-1708

Completed application materials must be emailed to CJA.GrantsUnit@Illinois.gov by **11:59 p.m., April 7, 2017**, to be considered for funding. Applicants will receive an automated confirmation that the email was received. Proposals will not be accepted by mail, fax, or in-person. Incomplete applications will not be reviewed. Late submissions will not be reviewed.

Agencies are encouraged to submit their applications 72 hours in advance of the deadline to avoid unforeseen technical difficulties. Technical difficulties should be reported immediately to ICJIA at CJA.GrantsUnit@Illinois.gov.

2. Notice of Intent and Required Application Submission.

Notice of Intent: Agencies interested in submitting an application are requested to complete an online Notice of Intent form by **11:59 p.m., March 8, 2017**. Submission of a Notice of Intent is nonbinding and will be used for internal planning purposes only.

To complete the online form, go to:
<https://www.surveygizmo.com/s3/3343246/VOCA-Comprehensive-Legal-Assistance-Program-Notice-of-Intent>

The following documents must be emailed as separate documents to CJA.GrantsUnit@Illinois.gov by the deadline for application review. All documents should be saved with the appropriate document title, for *example* “*Proposal Narrative*”, and then included as an attachment in the submittal email.

Documents that require a signature as part of submission should be downloaded, completed, printed, signed, scanned and saved as a PDF document. Save the scanned document under the name of the document. The scanned and properly labeled PDF document should be included as an attachment in the submittal email.

Required documents are:

Document	PDF	Word	Excel
Completed and signed Uniform State Grant Application for each agency requesting funding. <i><u>This document will need to be signed and scanned.</u></i>	X		
Completed Program Narrative in Word that meets program requirements outlined in Section A. Applicant’s narrative must be submitted in Word and formatted in the posted Program Narrative. Application should be 30		X	

pages maximum, drafted in Times New Roman 12-point font and double-spaced with 1 inch margins. Please number pages.			
One completed Budget/Budget Narrative in Excel.			X
<i>The following documents are required to facilitate efficient grant processing but will not be used in determining eligibility.</i>			
Completed Eligibility Requirements Certification Form	X		
Completed VOCA SAR form		X	
Completed Self-Certification form	X		
Completed Fiscal Information Sheet-leave award amount and agreement number blank		X	
Completed and signed Audit Information Sheet - leave award amount and agreement number blank	X		
Completed and signed Debarment certification	X		
Completed and signed EEOP certifications	X		
Completed Civil Rights certifications	X		
Programmatic Risk Assessment. This excel document will need to be submitted unsigned electronically with the application. A signed scanned version will be due if application is approved for funding.			X
Non-supplanting Certification	X		
Mandatory Forms Checklist	X		
Non-Profit Agency Required Documents			
United States Internal Revenue Service 501(c)(3) determination letter for nonprofit organizations.	X		
Self-Report Statement of Faith Based Organization	X		
Proof of Good Standing from the Illinois Secretary of State	X		

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

Each applicant is required to:

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

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

- (ii) Provide a valid DUNS number.

- (iii) Maintain an active SAM registration throughout the application and grant period. It also must state that the State awarding agency 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. If an applicant has not fully complied with the requirements by the time ICJIA is ready to make a federal pass-through or state 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. *Mandatory Pre-application Webinar.*

A pre-application webinar will be held by ICJIA at 1 p.m. on March 6, 2017. This will be your opportunity to ask questions about this funding opportunity. Participants must pre-register here by March 1, 2017:

<https://www.surveygizmo.com/s3/3343346/VOCA-Comprehensive-Legal-Assistance-Program-Mandatory-Technical-Assistance-Webinar-Registration>

Applicants not able to attend March 6th webinar will be able to watch the webinar once it is posted on web and certify on-line that they have watched it. Information provided during this webinar will be unofficial and not binding on the State.

Completed application materials must be emailed to CJA.GrantsUnit@Illinois.gov by **11:59 p.m., April 7, 2017**, to be considered for funding. Proposals will not be accepted by mail, fax, or in-person. Incomplete applications will not be reviewed. Late submissions will not be reviewed.

Agencies are encouraged to submit their applications 72 hours in advance of the deadline to avoid unforeseen technical difficulties. Technical difficulties should be reported immediately to ICJIA at CJA.GrantsUnit@Illinois.gov.

4. *Intergovernmental Review.*

Not applicable.

5. *Funding Descriptions.*

See comprehensive budget instructions in Attachment B.

Highlights of allowable costs:

In order to support applicants in requesting all necessary and allowable program costs we have provided a non-exhaustive list of suggested costs below:

- a. Staffing costs for direct service providers, supervision of direct

service providers, coordination of activities, and program promotion through public awareness and education presentations. Presentations must be conducted in public forums and designed to inform victims of specific rights and services and provide them with assistance.

- b. Transportation costs for staff and for victims to receive services.
- c. Staff training costs.
- d. Child care or respite care so victims may attend activities related to criminal justice or other public proceedings arising from the crime.
- e. Training of direct-service volunteers when such services will be primarily done by volunteers.
- f. Administrative costs including reasonable and necessary technology costs for staff.

Unallowable costs and supplanting

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 (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 care 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

Supplanting

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

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

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

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.

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.

E. Application Review Information

1. *Criteria.*

Application selection will be made using the following criteria. Only applications receiving a minimum score of 70 will be considered for funding.

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 legal practices and 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. The community characteristics include local and county level data and the chart is complete. There are at least two examples of the community's strengths and challenge and each example is tied to the problem. VOCA SAR form is complete.

Agency Capacity and Experience (20 points). Application provides a clear history of the applicant's victim service delivery, including quantitative and qualitative descriptions. This section outlines applicant's geographic and jurisdictional limitations and how clients outside of these limitations are supported. The lessons learned response includes at least one example and describes how this lesson informs the proposed program design. The applicant describes their fiscal capacity including other legal assistance 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.

Proposed Program (25 points). The response clearly describes the proposed program, specific proposed services and the program rationale. If the applicant does not have experience in a selected service type, the response provides explanation of how capacity will be built including at least one specific example. This example demonstrates a strong understanding of the selected services. The response clearly describes the applicant's understanding of each selected victim group needs and discuss how the program's design meets these needs. If applicant has not served a checked victim group, the response explains how the applicant will build capacity to serve this or these victim type(s). This explanation should include at least one capacity building example.

The response describes service promotion activities including method, language(s), venue(s) and past experience. The response states and justifies the number of clients to be served, referral mechanisms, intake questions and criteria for acceptance. All of the Program Requirements must be adequately addressed. The response describes how the agency will address known barriers including at a minimum intake hours, transportation, translation/interpretation and childcare barriers. The response must state that the services are provided free of charge. The response states that the program will not force the client to seek protective orders or other legal action with which they disagree. The response clearly identifies additional challenges clients may encounter; includes life events prior to *and* during program participation, and clearly explains how your program will address those challenges. The response includes at least one example of each of these challenges at the individual, family and community levels and how the program will address these challenges. The response in this section also demonstrates a history of collaborative relationships with other social service agencies. The response includes each collaborative partner and the specific role they will play. Application includes letter of commitment from each partner. The response describes how the program will address each of the four key components and four key principles of trauma informed services.

Staffing (18 points). This section should include a clear staffing plan that matches the program design and includes at minimum position titles, reporting structure, roles and responsibilities, reporting and supervision structure, time budgeted, and funding source. Applicants must complete the FTE chart and include job descriptions and training required for each funded position. Applicants must complete the Implementation Schedule. Applicants must also address all program

requirements outlined.

Goals/Objectives/Performance Indicators (2 point). Applicants should clearly document all process and outcome objectives and indicate a measurable indicator of success for each objective. These measurables should include ambitious, yet realistic numbers for each objective based on the proposed program.

Adequacy of Cost Estimates (20 points total). Proposed project costs for services, activities, and other items will be assessed to determine how realistic they are, and the extent to which they have been allocated in a cost-efficient yet effective manner. (10 points). The Budget Narrative should include all budgeted items listed in the Budget line by line, with all costs accurately calculated and explained. (10 points).

2. Review and Selection Process.

Proposals will be reviewed by a panel of ICJIA legal, research, and program staff, as well as key stakeholders with expertise in this area. Proposal selection will be made using the criteria listed above. Only applications that receive a minimum score of at least 70 will be considered for funding.

ICJIA reserves the right to reject any or all applications if it is determined that submission(s) are not satisfactory. ICJIA also reserves the right to invite one or more applicants to provide necessary clarifications prior to scoring. If a proposal fails to meet the eligibility requirements of this RFP, ICJIA will withdraw the proposal from consideration. ICJIA will negotiate the terms of a successful applicant's budget if it is found to contain unallowable or unreasonable costs.

Applications will be assigned and reviewed by the follow geographic regions: Central, Cook County, Collar Counties, Northern, and Southern Regions. See Attachment C-State Map. In addition, there is a Multi-Region category for applicants whose proposed service area includes more than one of the regionals groups listed above. At least one program will be funded in each of the geographic areas:

- Central Region
- Cook County Region
- Collar Counties Region: DuPage, Kane, Lake, Will
- Northern Region
- Southern Region
- Multi-Region: for applicants whose proposed service area includes more than one of the regional groups listed above

If possible, we will fund at least one applicant to serve each geographic area before funding successive applications.

A panel of Authority senior staff will conduct a final review of applications for cost allowability. Their recommendations will be forwarded to ICJIA Budget Committee for approval and applicants will be notified of the Committee's decision. Successful applicants whose applications contained unallowable costs may have their award reduced by the total amount of all unallowable or unreasonable costs. Upon acceptance of the grant award, announcement of the grant award shall be published by the awarding agency to Grants@Illinois.gov.

3. Appeals Process

Unsuccessful applicant appeals are limited to the evaluation process. Evaluation scores may not be protested. Only the evaluation process is subject to appeal. Unsuccessful applicants may request an appeal, in writing and submitted within fourteen (14) calendar days after grant award notice was published receipt of notice. The written appeal/request shall include at a minimum the following:

- a. The name and address of the appealing party.
- b. Identification of grant program.
- c. A statement of reason for the appeal.

Please send to:

Illinois Criminal Justice Information Authority
VOCA Comprehensive Legal Assistance/Reshma Desai
300 W. Adams Street, Suite 200
Chicago, IL 60606

Once an appeal is received, ICJIA must acknowledge receipt of an appeal within fourteen (14) calendar days from the date the appeal was received. ICJIA will respond to the appeal within 60 days or supply a written explanation to the appealing party as to why additional time is required. The appealing party must supply any additional information requested by the agency within the time period set in the request. ICJIA will resolve the appeal by means of written determination. The determination shall include, but not be limited to:

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

4. Anticipated Announcement and State Award Dates.

<u>Milestones</u>	<u>Target Date</u>
Release of RFP and open application	February 8, 2017
Pre-application webinar registration deadline	March 1, 2017
Pre-application webinar	March 6, 2017
Notice of Intent due	March 8, 2017
Last date for submission of questions	March 24, 2017
Application Closes	April 7, 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 to grantees along with the grant agreement once the ICJIA Budget Committee reviews and approves designations on May 25, 2017. 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, the grantees selected for funding must comply with grant terms and conditions, and 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 and final financial and progress reports. Federal reporting requirements state that funding agencies must report all mandatory information to the federal agency (ICJIA) no later than 30 days after the end of the designated quarter. To do so, ICJIA will require all programs funded 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 each grantee for submission. 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.

Grantees 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(s)

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

Reshma Desai, Strategic Policy Specialist
Illinois Criminal Justice Information Authority
300 West Adams, Suite 200
Chicago, IL 60606
reshma.desai@illinois.gov
312-814-1708

The deadline to submit questions is 11:59 p.m., March 24, 2017.

H. Other Information

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

ATTACHMENT A

TRAUMA AND TRAUMA-INFORMED CARE

Approximately 60 percent of men and 51 percent of women living in the United States have experienced a traumatic event in their lifetime.¹ While much debate exists about what qualifies as a traumatic event, at minimum, traumatic events are those that cause significant distress or harm, whether physical, emotional, or psychological, for individuals.² These experiences can have a severe impact on well-being by impairing people's daily functioning and emotional health, contributing to higher rates of hospitalization, suicide attempts, substance abuse,³ and emotional responses, such as anger.⁴

Recent work has focused on a model of trauma-informed care and practices. A trauma-informed approach acknowledges the radiating impact of trauma, recognizes that people's actions and symptoms may be a result of traumatic experiences, and creates policies that are sensitive to such actions and symptoms.

Key components of trauma-informed care are:

1. Recognizing the impact of trauma on multiple areas of life and different paths to recovery.
2. Being aware of the signs and symptoms of trauma.
3. Structuring policies and practices that account for and are sensitive to people's potential trauma histories.
4. Seeking to prevent re-traumatization.⁵

Key principles of trauma-informed care further build on the key components by emphasizing principles that create a trauma-informed setting. They include:

- Safety
- Trustworthiness and Transparency
- Peer support
- Collaboration and mutuality
- Empowerment, voice and choice
- Cultural, Historical, and Gender Issues⁶

Taken together, these practices work to honor a survivor's history of trauma and the different pathways that survivors may find toward healing and recovery.

¹ Davidson, J. R. T. (2000). Trauma: the impact of post-traumatic stress disorder. *Journal of Psychopharmacology*, 14, S5-S12.

² Norris, F. H. (1992). Epidemiology of trauma: frequency and impact of different potentially traumatic events on different demographic groups. *Journal of Consulting and Clinical Psychology*, 60, 409-418.

³ See Davidson, 2000.

⁴ Riggs, D. S., Dancu, C. V., Gershuny, B. S., Greenberg, D., & Foa, E. B. (1992). Anger and post- traumatic stress disorder in female crime victims. *Journal of Traumatic Stress*, 5, 613-625.

⁵ Substance Abuse and Mental Health Services Administration. (2015). *Trauma-informed approach and trauma-specific interventions*. National Center for Trauma-Informed Care and Alternatives to Seclusion and Restraint.

⁶ See SAMSHA, 2015.

ATTACHMENT B

Budget Overview

General:

Blue shaded fields: The applicant must complete all cells shaded blue. White cells are populated from other fields.

The GATA Budget Template contains the following tabs:

- Section A ICJIA Funds – Complete the blue cells at the top of the tab and the total funds requested.
- Section A Indirect Cost Info – Applicant must check one of the boxes numbered 1-5. Applicants selecting boxes 1 or 2 must also complete the shaded cells at the bottom of the tab.
- Section B Match Funds – Complete the blue cells detailing the source of matching contributions.
- Applicant Certification – Complete the blue cells
- FFATA
- Section C1 Personnel
- Section C2 Fringe Benefits
- Section C3 Travel
- Section C4 Equipment
- Section C5 Supplies
- Section C6 Contractual
- Section C7 Indirect Costs
- Section C Budget Summary
- Section C Agency Approval

The Total Cost is automatically calculated based on the detail in each line item. The applicant must complete the share of each line item total cost that will be charged to federal/state or matching funds.

Instructions:

Pro-ration rates: In some cases, equipment, furniture or contractual expenses are shared by an agency. Grant funds can only be used to pay for the share of those expenses attributed to the program. This process is done by pro-rating the cost of shared equipment, furniture and contractual expenses.

- a) ***Personal contractual cost.*** This is the cost that is attributed to non-full-time individuals paid with grant funds. Examples of personal contract cost are cell phones, professional license fees, and malpractice insurance. The pro-rated cost is determined by taking the cost of contractual expense multiplied by the employee's percentage of time working on the program.

Example formula for determining personal contract cost:

A cell phone cost \$50/month and the person using the cell phone is working on the grant 75% of the time.

ATTACHMENT B

$\$50 \text{ (cost)} \times .75 \text{ (time working on the program)} \times 12 \text{ months (length of the program)} = \450
max. cost.

- b) *Shared office equipment/contractual cost.*** These are cost(s) for equipment or contractual expenses that are used by the entire office and not just the grant program. Examples of shared office equipment: copiers, mail machines, rent and utilities. The pro-ration rate is determined by taking the number of full time equivalents (FTEs) divided by the total number of people in the office. $2.5 \text{ (FTEs working on the grant)} \div 10 \text{ (total number of people working in the office)} = .25$ proration rate.

Example of the pro-ration formula:

As determined in the above example, the proration rate is 25%.

The monthly rent is \$10,000.

The maximum allowable rent expense for the year is \$3,000 ($\$1,000 \text{ rent} \times .25 \text{ proration rate} \times 12 \text{ months of the grant program}$).

Budget: Detailed cost section for the seven budget categories. This is where all of the grant expenses are listed.

- **Round to nearest whole number:** Whole numbers should be used. Round as appropriate.
- **Accuracy:** Applicant is responsible for ensuring the formulas being used are correct.
- **Consistency:** Figures listed in the budget should not contradict those noted in the budget narrative.

Budget Narrative: Used to explain the need for a particular program expense. Information must be provided for each cost detailed in the budget, no matter how large or small.

- **Detail:** The budget narrative should contain enough detail so that the reader can understand the grant program without having to refer to the Program Narrative
- **Consistency:** Figures listed in the budget should not contradict those noted in the budget narrative.
- **Rounding:** Rounding that occurred in the budget should be explained in the budget narrative.

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Budget Categories

Section C1: Personnel

Listing of all of the agency's personnel dedicated to the grant program.

- 1) *Name*: Please write "to be determined".
- 2) *Job title*. The title of each position must be listed in the budget and in the budget narrative.
- 3) The title for the position must be consistent in the budget and budget narrative. The title must match the position names used in the Program Narrative. Each position should have a short description of what they are doing for the grant program.
- 4) *Salary or wage*. This is the maximum that the grant (combining grant and match funds) can pay, based on the percentage of time spent on the program. This is determined with the following formulas:
- 5) *Basis*: This is the unit of time (such as hours, days, weeks, months) that was used to calculate the total salary.
- 6) *Percentage of time*: The percentage of a full time equivalent work week that the funded personnel will work on grant activities.
- 7) *Quantity*: This is the number of basis units (hours, days, weeks, months) that the funded personnel will be charged to the grant.
- 8) *Detailed narrative*: The budget narrative should provide enough detail that an average person can understand what is being purchased and the reason for the purchase.

Section C2: Fringe Benefits

If personnel listed in the budget are receiving fringe benefits then a detailed breakout of all fringe benefits applicable, including percentage calculations, must be included in the budget narrative.

Section C3: Travel

Work-related travel, including travel to training or conferences.

- 1) *Reasonable and necessary*: All travel must be reasonable and necessary for administering the program.
- 2) *Separate and distinct*: Each travel-related item must have its own budget line item and detailed narrative on its need and usage.
- 3) *State mileage must be used*. Please check with the State of Illinois Central Management Unit Travel Guide (<http://www2.illinois.gov/cms/Employees/travel/Pages/default.aspx>) for the current state mileage rate. The state mileage rate must be used unless the agency mileage rate is less than the lesser amount has to be used. Mileage reimbursement is only provided with use of personal vehicles.
- 4) *Justification for estimate cost*: Grantee must indicate basis for cost estimates.
- 5) *Per diem*: Reimbursement for meal expenses when traveling is allowable with a program-related overnight stay less any conference-provided meals. Conference meals provided must be deducted from the per diem. The state per diem rates are:
 - In-state travel: \$7 per quarter of the day
 - Out-of-state travel: \$8 per quarter of the day

ATTACHMENT B

- 6) *Lodging rate*: Lodging rate is the maximum rate for a hotel room that can be charged to the grant. If the lodging rate exceeds the maximum allowable rate, non-grant, non-match funds must be used to make up the difference. The lodging rate does not include taxes.
 - In-state travel: The state lodging rate must be used. View the state travel guide for current rates: <http://www2.illinois.gov/cms/Employees/travel/Pages/default.aspx>.
 - Out-of-state travel: The federal lodging rate must be used. Current lodging rates: <http://www.gsa.gov/portal/category/21287>
- 7) *Pre-approval of all out-of-state travel*: All out-of-state travel must be pre-approved by ICJIA.
- 8) *Conference travel*: Only employees on the grant contract are allowed to use grant funds to travel to conferences. A justification as to why conference attendance is reasonable and necessary for the administration of the program must be included.
- 9) *Airfare*: Only the most reasonable airfare should be purchased, and all available discounts must be applied.

Section C4: Equipment

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit cost of at least \$5,000. Items with smaller unit costs are considered Supplies and should be detailed on that budget tab.

- 1) *Reasonable and necessary*: All purchases must be reasonable and necessary for administering the program.
- 2) *Cost to be pro-rated*: Pro-rate equipment cost if the equipment is not solely being used for the grant program.
- 3) *Disposal of equipment*: The grantee has a duty to inform ICJIA when disposing of equipment purchased with either federal or matching funds. This duty exceeds the life of the grant.
- 4) *Competitive selection process*: When selecting a vendor the selection process must be competitive.
 - Prior to purchasing equipment costing less than \$100,000, the grantee must get bids from at least three vendors.
 - If the equipment being purchased is more than \$100,000 the grantee must coordinate a Request for Proposals (RFP) or an Invitation for Bid (IFB) process. ICJIA must pre-approve the RFP or IFB.
 - Grantee must indicate in the budget narrative the manner in which the vendor is selected.
- 5) *Detailed narrative*: The budget narrative should provide enough detail that an average person can understand what is being purchased and the reason for the purchase.
- 6) *Brand name checklist*: Federal rules require that budget and budget narratives do not contain brand name of products. However, if a grantee must include the brand name of a product, a completed brand name checklist is required. If applicable, ICJIA will provide this checklist to successful applicants.

Section C5: Supplies

Items that will be consumed during the grant period and have a unit cost of less than \$5,000.

ATTACHMENT B

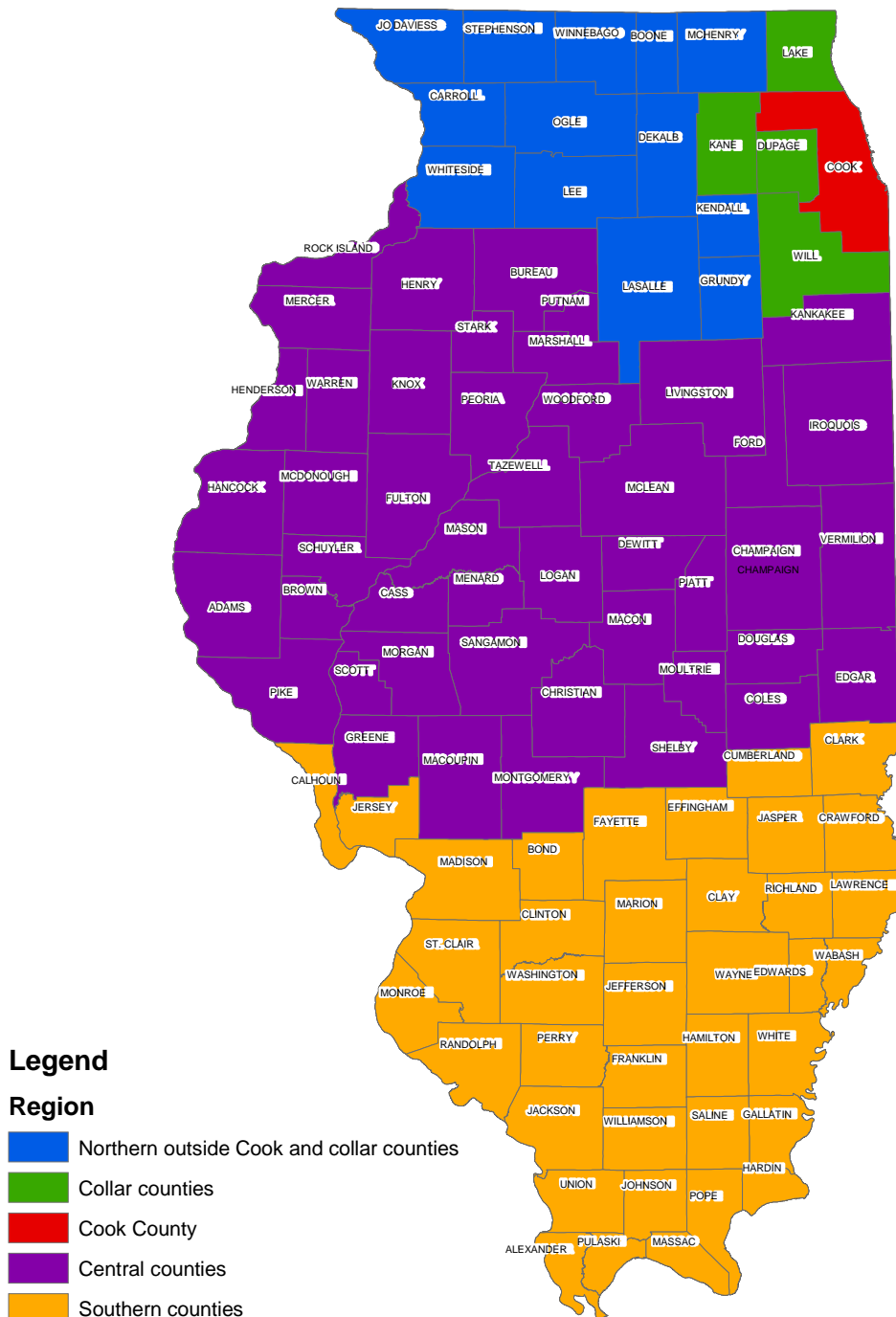
- 1) *Reasonable and necessary*: All purchases must be reasonable and necessary for administering the program.
- 2) *Separate and distinct*: Each item must have its own budget line item and detailed narrative on its need and usage.
- 3) *Detailed narrative*: The narrative should provide enough detail that an average person can understand what is being purchased and the reason for the purchase. The grantee also must explain how the cost was determined.
- 4) *Pro-ration*: All commodities must be pro-rated if they cannot be directly contributed to the program and are based on the cost of the whole agency. Formula(s) used must be shown.

Section C6: Contractual

Expenses that are incurred per a contractual agreement.

- 1) *Reasonable and necessary*: All expenses must be reasonable and necessary for administering the program.
- 2) *Separate and distinct*: Each item must have its own budget line item and detailed narrative on its need and usage.
- 3) *Pro-ration*: If contractual expenses cannot be directly contributed to the grant program but the whole agency's contractual cost are used then these cost must be pro-rated. Formula(s) used must be shown.
- 4) *Detailed narrative*: The narrative should provide enough detail that an average person can understand what is being purchased and the reason for the purchase.
- 5) *Publications*: When contracting for printing, a note in the narrative should be made indicating that ICJIA's disclaimer will be printed on all materials.
- 6) *Conference Registration and Expenses*: Only employees on the grant contract are allowed to use grant funds for conference expenses. Please note that all out-of-state travel needs ICJIA prior pre-approval.
- 7) *Contractual employees*: List the salary of the contractual employee and a description of the employee's grant program duties. Contractual employees must have a written agreement with the funded agency.
 - a. Explain fringe benefits in the budget narrative.
 - b. If a competitive process was not used to select the contractor, a Sole Source Justification Checklist is required. If applicable, ICJIA will provide this checklist to successful applicants. ICJIA must pre-approve all Sole Source funding requests.
- 8) *Review of contracts*: ICJIA must review and approve all contracts utilizing federal and match funds.
- 9) *Rent*: Grant and match funds may be used to cover reasonable rent costs. Grant-funded rent payment is prohibited when the grantee has a financial interest in the building. Both the total rent and pro-rated amounts must be listed in the budget with an explanation how the rent was pro-rated.
- 10) *Utilities*: Grant and match funds may be used to cover reasonable costs of utilities used by grant personnel. Both the total utility and pro-rated utility costs must be included in the budget narrative.

ILLINOIS REGIONS



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

ATTACHMENT C

Regional Classifications of Counties

<u>Northern outside Cook and collar counties</u>	<u>Central counties</u>		<u>Southern counties</u>
<u>Boone</u>	<u>Adams</u>	<u>Schuyler</u>	<u>Alexander</u>
<u>Carroll</u>	<u>Brown</u>	<u>Scott</u>	<u>Bond</u>
<u>DeKalb</u>	<u>Bureau</u>	<u>Shelby</u>	<u>Calhoun</u>
<u>Grundy</u>	<u>Cass</u>	<u>Stark</u>	<u>Clark</u>
<u>Jo Daviess</u>	<u>Champaign</u>	<u>Tazewell</u>	<u>Clay</u>
<u>Kendall</u>	<u>Christian</u>	<u>Vermilion</u>	<u>Clinton</u>
<u>LaSalle</u>	<u>Coles</u>	<u>Warren</u>	<u>Crawford</u>
<u>Lee</u>	<u>DeWitt</u>	<u>Woodford</u>	<u>Cumberland</u>
<u>Ogle</u>	<u>Douglas</u>		<u>Edwards</u>
<u>Stephenson</u>	<u>Edgar</u>		<u>Effingham</u>
<u>Whiteside</u>	<u>Ford</u>		<u>Fayette</u>
<u>Winnebago</u>	<u>Fulton</u>		<u>Franklin</u>
<u>McHenry</u>	<u>Greene</u>		<u>Gallatin</u>
	<u>Hancock</u>		<u>Hamilton</u>
	<u>Henderson</u>		<u>Hardin</u>
<u>Cook County</u>	<u>Henry</u>		<u>Jackson</u>
	<u>Iroquois</u>		<u>Jasper</u>
<u>Collar counties</u>	<u>Kankakee</u>		<u>Jefferson</u>
<u>DuPage</u>	<u>Knox</u>		<u>Jersey</u>
<u>Kane</u>	<u>Livingston</u>		<u>Johnson</u>
<u>Lake</u>	<u>Logan</u>		<u>Lawrence</u>
<u>Will</u>	<u>McDonough</u>		<u>Madison</u>
	<u>McLean</u>		<u>Marion</u>
	<u>Macon</u>		<u>Massac</u>
	<u>Macoupin</u>		<u>Monroe</u>
	<u>Marshall</u>		<u>Perry</u>
	<u>Mason</u>		<u>Pope</u>
	<u>Menard</u>		<u>Pulaski</u>
	<u>Mercer</u>		<u>Randolph</u>
	<u>Montgomery</u>		<u>Richland</u>
	<u>Morgan</u>		<u>St. Clair</u>
	<u>Moultrie</u>		<u>Saline</u>
	<u>Peoria</u>		<u>Union</u>
	<u>Piatt</u>		<u>Wabash</u>
	<u>Pike</u>		<u>Washington</u>
	<u>Putnam</u>		<u>Wayne</u>
	<u>Rock Island</u>		<u>White</u>
	<u>Sangamon</u>		<u>Williamson</u>