



**ILLINOIS  
CRIMINAL JUSTICE  
INFORMATION AUTHORITY**

**300 W. Adams Street • Suite 200 • Chicago, Illinois 60606 • (312) 793-8550**

**2016 Victims of Crime Act (VOCA)  
Transitional Housing Request for Proposal  
Frequently Asked Questions  
As of 9/16/16**

- Can funds be used to support a startup transitional housing program?
  - A. Yes. As long as your agency can show that no more than 75% of your budget is supported by Federal funds.
- Is rent allowable?
  - A. Yes as well as utilities.
- Is funding for one year or three years?
  - A. This program is for a three year period. If your application is selected for funding you will receive a grant for 12 months. After the first 12 months if your program is considered successful and there have not been issues with reporting or spending you will be given a 24 month continuation grant. If issues are identified your program will either be cancelled or if deemed appropriate, continued but only for an additional 12 months and reevaluated.
- What is the deadline for questions?
  - A. The deadline for questions concerning the Notice of Funding Opportunity (NOFO) and the Transitional Housing Program application is September 16, 2016.
- What is the minimum length of time for clients in the program?
  - A. Clients are expected to be offered a minimum of 24 month in eligible programs. If clients are ready to leave the program, or achieve self-sufficiency prior to the end of their 24 month stay, they are considered successful.
- Are security deposit payments allowable?
  - A. Yes, as well as first month's rent.
- Are partnerships required?
  - A. Yes. Eligible programs are to provide all services necessary to aid clients in obtaining self-sufficiency, and stable living conditions. Partnerships to provide mandatory services are required.
- Can application documents be submitted in multiple emails?
  - A. Yes but they should clearly labeled with the name of the agency and indicate number of emails submitted, e.g. 1 of 4, 2 of 4, 3 of 4, 4 of 4.
- Are there exceptions to the unallowability of construction costs?
  - A. No.
- Can funds we expend from other sources for physical alterations to our TH apartments and can this be used as matching funds for the purposes of the VOCA grant?
  - A. No those funds cannot be used as Match. All funds designated as match are restricted to the same uses as VOCA grant funds. If it is not allowable under VOCA, it is not allowable as match.
- Can funds be used to purchase renter's insurance to protect client belongings?
  - A. No.



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- Do collaborative letters have to be specific to this program?
  - A. Yes, collaborative letters should be from agencies partnering with the transitional housing program.
- We have many interns from our local community college and university. The internships are unpaid. Should we count unpaid internships as volunteers in addition to our regular volunteer pool?
  - A. Yes.
- Do programs need to follow the HUD DV Protocol Homeless Management Information System (HMIS)?
  - A. The funding for this solicitation, VOCA, does not require compliance with HMIS therefore programs funded under this solicitation will not be required to use HMIS. There may be some unique cases in which some of the VOCA funded activity is complemented by HUD funds. In those cases, ICJIA staff will discuss protocol after selection is finalized.
- Regarding Appendix D, the Logic Model, does the CJS System mean Criminal Justice System?
  - A. Sorry for the confusion. Yes, the CJS System listed on Appendix D, the Logic Model, is the Criminal Justice System.
- Are the required Appendix part of the 20 pages or are they viewed as attachments?
  - A. All required Appendix are attachments and not counted as the 20 pages allowed.
- In the instructions for page layout, there was no mention of margins, are the specifications for this?
  - A. Application should be 20 pages maximum, drafted in Times New Roman 12-point font and double-spaced. Please number pages. We did not discussed margins.
- Is there a limit on the number of children the family can have in order to be housed?
  - A. No.
- What about child victims of human trafficking? Are they excluded from the program if they are not “legal adults”?
  - A. This would be an agency policy which would need to be clearly explained in the proposal.
- If awarded the grant do you know when the disbursements will be sent to the agency?
  - A. The first disbursement for the first 90 days of the program can be made off of an Initial Cash Request or ICR. All other disbursements are made off of quarterly fiscal reports and can be for expenditures in arrears or if warranted and approved for subsequent 90 day period.
- We are very much interested in applying for the Victims of Crime Act Transitional Housing funds due September 30th. However, in reading over the information I saw that agencies needed to submit a notice of intent by August 29th. Please let me know if we are eligible to move forward with an application even though we are past the August 29th date.
  - A. The letter of intent is optional and does not commit your program from applying or eliminate your agency if the letter is not sent. The application is due September 30, 2016.
- Can you please tell me if the role of a case manager for the transitional housing program is restricted to supporting clients while they are in the program or can continue to provide support and assistance to clients who are discharged and move into community housing? Would there be a time restriction of how long, if they are allowed to provide ongoing support?
  - A. Yes services, all VOCA funded services under this program, may be continued after the clients has left the TH unit.
- What are the rules regarding the use of funds (for example, are there guidelines regarding maximum monthly rent payments based on # of bedrooms, as is the case with HUD-funded units?)



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A. Yes these funds, Victims of Crime Act or VOCA, can be used for rent and utilities for victims and there is no minimum or max. The rents and utilities should be appropriate for your services area.

- There is a confusing instruction “Completed Program Narrative in Word. Program Narrative must be submitted in Word and formatted as provided in Appendix C. Other documents should be submitted in PDF. Application should be 20 pages maximum, drafted in Times New Roman 12-point font and double-spaced. Please number pages. (Appendix C - MS Word).” Does this mean that your intention is for us to type directly on the Document to which this links? Or merely to use the document as a question guide?

A. Yes you should download the documents and complete them and then upload the completed documents, Word and Pdf, to an email submission.

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