

Notice of Funding Opportunity

Victim of Crime Act (VOCA)
Multi Victimization Program
September 04, 2020

Multi Victimization Program

This funding opportunity seeks to address the needs of victims who have experienced multiple types of crime during their lifetime.

Multi Victimization Program

- Research shows that victimization negatively impacts individuals' physical, emotional, and psychological health. While some individuals may have one victimization experience, others can experience victimizations of different types of crime, or multiple victimizations. Experiencing multiple types of crime can result in complex trauma and mental health symptoms that differ from those who experience one type of crime.
- Funded programs will facilitate victims' pursuit of safety and victim-centered justice.

Multi Victimization Program Continued

- 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.

Funding Information

- Grant awards resulting from this opportunity will have a target period of performance of December 1, 2020 to November 30, 2021. Additional funding of up to 24 months may be awarded after the initial funding period, contingent upon a satisfactory performance and availability of funds. The funding period for this grant program will not exceed 36 months.
- A total of \$12 million in funding is available through this solicitation. A minimum of \$100,000 and a maximum of \$1,000,000 will be awarded to successful applicants.

Program Requirements

Applications may be submitted for one of two tracks:

- Track 1: Applicant agency must provide the mandated service itself with any requested funds outlined in its proposed budget.
- Track 2: Applicant agency can submit as primary and secondary partners through one application. Applicants are limited to only one secondary partner per application. Secondary partner must have experience in serving victims in victimization area not within the experience area of the primary agency. The primary agency must submit all the required materials, including the secondary partner's role and activities.

Track 1: For applications with only primary agencies, who will perform all mandatory services within one agency.

Core Direct Services. The applicant agency is expected to provide the following services:

- Crisis Intervention: Refers to victim de-escalation, emotional support, and guidance provided by advocates, counselors, or mental health professionals. May occur at the scene of a crime, immediately after a crime, or be provided on an ongoing basis.

- Case Management: Refers to assisting victim(s) in identifying and achieving their needs and goals; including but not limited to:
 - Assessment and development of service plan to facilitate a client's progress
 - Information and referral to needed services
 - Advocacy: For example, assisting victims in securing rights and services from other agencies; notifying and assisting with victim compensation paperwork; obtaining criminal or civil protection orders; relocation services; intervening with employers, creditors and others on behalf of victim; assisting in filing for losses covered by public and private insurance programs; accompanying victims to the hospital; assisting victims to address the life skill development that was impaired as a direct result of the victimization, etc. Life skills advocacy includes activities to address the client's economic, educational, and employment needs that directly result from victimization.
 - Ongoing emotional support

- Individual Counseling: Refers to in-person emotional support and guidance and counseling provided by advocates, counselors, or mental health professionals.

TRACK 2: For applications with primary and secondary agencies providing all mandatory services:

Agencies submit as primary and secondary partners through one application. Applicants are limited to only one secondary partner per application. Secondary partners must have experience in serving victims in victimization area not within the experience area of the primary agency. The primary agency must submit all the required materials, including the secondary partner's role and activities. The secondary partner's budget costs should be included as a subaward, as the secondary partner's services and costs will be core to the project. If the secondary partner's activities are unfunded, they should not be included in the budget, but a Letter of Partnership must be submitted.

In this scenario, the primary partner will have the capacity to monitor the programmatic and fiscal activities of the other partners. These requirements are explained in more detail in Section D6, page 21 of the NOFO in the paragraph titled "Subawards."

TRACK 2: For applications with primary and secondary agencies providing all mandatory services:

Core Direct Services. The applicant agencies are expected to provide the following services:

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- Case Management: Refers to assisting victim(s) in identifying and achieving their needs and goals; including but not limited to:
 - Assessment and development of service plan to facilitate a client’s progress
 - Information and referral to needed services
 - Advocacy: For example, assisting victims in securing rights and services from other agencies; notifying and assisting with victim compensation paperwork; obtaining criminal or civil protection orders; relocation services; intervening with employers, creditors and others on behalf of victim; assisting in filing for losses covered by public and private insurance programs; accompanying victims to the hospital; assisting victims to address the life skill development that was impaired as a direct result of the victimization, etc. Life skills advocacy includes activities to address the client’s economic, educational, and employment needs that directly result from a victimization.
 - Ongoing emotional support
- Individual Counseling: Refers to in-person emotional support and guidance and counseling provided by advocates, counselors, or mental health professionals.

Additional Services to Consider for Program Design (OPTIONAL):

Additional direct services agencies may consider offering include:

- **Therapy***. Refers to intensive professional psychological/psychiatric treatment, including evaluation of mental health needs, through evidence-informed, developmentally-appropriate individual, family or group therapy that addresses the impact of the victimization. Therapy should be trauma focused where available and provided by licensed professionals.
- **Substance Use Disorder Counseling***: Refers to out-patient treatment for alcohol and drug use disorder directly related to the victimization. Treatment must be provided at a licensed treatment facility and/or by a licensed or certified professional.
- **Group Support:** Refers to the coordination and provision of support group activities including self-help, peer, and social support. The group activities can also include skill building development to address physical, psychological and interpersonal impacts of victimization. These services must be provided by the applicant agency.

Additional Services to Consider for Program Design

*Therapy and Substance Use Disorder Counseling services can be subcontracted to an outside provider. Requirements are explained in more detail in Section D6 of the NOFO in the paragraph titled “Subcontracts.”

Staffing and Training Requirements

The applicant's completed program narrative should be reflective of the program requirements outlined below. The applicant is responsible for including related costs in the budget and budget narrative should funds be needed to accomplish these requirements.

- **Direct Service Staff:** Sufficient staffing to provide the proposed services for all clients to be served. Staffing plan should include ability to serve clients with various levels and length of service needs. The intent is to anticipate engagement in long-term services when needed.
- **Supervision of direct service staff.** Ongoing supervision of direct service staff to ensure program fidelity and staff support.

Staffing and Training Requirements

Trauma: Agencies should hold at least one training on trauma for all program staff during the grant period. This training should build staff's capacity to respond to and support trauma victims, which may include training on vicarious trauma and self-care. Agencies are strongly encouraged to take additional steps toward building internal capacity for engaging in trauma-informed practices, such as the development and use of trauma screening tools, policies, and practices that address vicarious trauma and self-care among staff, and the use of program assessment to gauge agency trauma readiness. Both the activities and the costs associated with the training must be thoroughly explained and justified in both the program narrative and budget narrative. Any training funded through this program but not fully developed at the time of approval of application may be listed in the budget but must be submitted to ICJIA for approval prior to any expenditure of funds.

Staffing and Training Requirements

- **Training:** If applicant proposes to work with underserved groups, applicant must ensure staff completes at least one training during the grant period to address underserved group(s) needs. The indicated underserved group(s) should be clearly indicated and any training must be fully explained.
- **Mental health services:** Mental health counseling and care such as outpatient therapy/counseling and substance-use disorder treatment directly related to the victimization, must be provided by a person who meets the professional standards to provide these services in Illinois. This can include, but is not limited to, a licensed clinical social worker (LCSW), a licensed professional counselor (LPC), a certified alcohol and other drug abuse counselor (CADAC), or a licensed clinical psychologist. Clinical staff hold master's degrees and have a clinical license (Clinical Psychologist, LCPC, LCSW, LMFT) or are engaged in supervised practice to meet the requirements of clinical licensure.
- **Required meetings:** Applicant must include in budget attendance for at least two core program staff at a minimum of one ICJIA-coordinated semi-annual meeting, if convened.

Vicarious trauma

Adopting a trauma-informed approach may necessitate that some agencies incorporate behavioral and cultural changes that align with a trauma-informed service delivery model. Part of adopting a trauma-informed approach is addressing vicarious trauma among staff. Applicants may include activities that address vicarious trauma among staff because improved staff health and well-being can result in improved services for victims of crime. For instance, an agency may hold weekly self-care groups to build staff skills through debriefing or activities that assist staff in processing and learning new skills to address vicarious trauma.

Groups may incorporate yoga, instruction in new coping skills, such as breathing techniques, or may provide a space for staff to debrief how they are impacted by the work. These groups and activities can be facilitated internally or agencies may bring in an external facilitator. Agencies may also engage in policy and/or protocol development that prioritize staff well-being and vicarious trauma, provided their development relates to direct services or staff supervision.

Goals, Objectives, & Performance Metrics

- Funded programs will be required to submit quarterly progress reports based on the objectives applicant agencies propose in their response to this solicitation.
- Mandatory objectives
- Optional objectives: Applicants should create a program specific objective and corresponding performance measure for each program activity.
- **Goal: To provide core direct services to victims who have experienced multiple types of crime**

Example of Performance Metrics Report

Process Objectives	Process Performance Measures
<p># ____ clients will receive individual advocacy (e.g., assistance applying for public benefits).</p>	<p># of clients provided individual advocacy (e.g., assistance applying for public benefits).</p>
	<p># of times staff provided individual advocacy (e.g., assistance applying for public benefits).</p>
<p># ____ clients will receive crisis intervention.</p>	<p># of clients provided with crisis intervention.</p>
	<p># of crisis intervention sessions provided by staff.</p>

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A total of \$12 million in funding is available through this solicitation. Applicants may request a minimum of \$100,000 and a maximum of \$1 million in grant funding.

Eligibility

An entity may not apply for a grant until the entity has registered and pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal, www.grants.Illinois.gov/portal.

Registration and pre-qualification are required each state fiscal year.

See other eligibility requirements listed on pages 18-20 of the NOFO.

Eligible Applicants

Eligible applicants must meet the following requirements:

- **Public Agency and Nonprofit Organization.**
- **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.
- **Meet Program Match Requirements.** Matching contributions of 20 percent (cash or in-kind) of the total costs of the VOCA project.
- **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.**
- **Comply with Federal Rules Regulating Grants.**

Eligible applicants must meet the following requirements:

- **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.

Application and Submission Information

- Applications must be obtained at <https://icjia.illinois.gov/gata> by clicking on the link titled “Victims of Crime Act Multi-Victimization Program.”
- Notice of Intent. Agencies interested in applying are strongly encouraged to complete an online Notice of Intent form by 11:59 p.m. on September 18, 2020.
- Program Narratives may not exceed 35 pages, including proposal questions, and must be double-spaced and written in 12-point, Times New Roman font. Do not delete template questions from your response.

Funding Restrictions

Applicants must follow the current edition of the Department of Justice Grants Financial Guide (pg 22 of NOFO for link)

Prohibited Uses

- Land acquisition
- New construction
- A renovation, lease, or any other proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size
- Minor renovation or remodeling of a property either (a) listed or eligible for listing on the National Register of Historic Places or (b) located within a 100-year flood plain
- Implementation of a new program involving the use of chemicals
- Capital expenditures

Prohibited Uses Continued

- Fundraising activities
- Lobbying and advocacy with respect to legislation, regulations or administrative policy
- Most medical care costs
- Tort or criminal defense services
- Active investigation and prosecution of criminal activities, and witness activities
- Research and studies, except for project evaluations
- Salaries and expenses for management, unless expressly allowed in the VOCA Final Rule

Cost allowability

Program costs must be:

- Necessary to the performance of the project.
- Reasonable.
- Incurred during the grant period of performance.
- Permissible under State and Federal laws and regulations.
- Not resulting in profit.
- Claimed only against one award.

VOCA-allowable expenses are expenses that are closely related to providing services to clients.

The following is a list of federally allowed expenses common to direct service programs:

- Personnel providing direct services to victims and supervisory personnel to the extent that they provide direct services to victims or provide direct supervision to staff who provide direct services to victims.
- Hiring and training costs for the above personnel that provide for their professional growth and development.
- Equipment and supplies integral to providing mental health treatment, including
 - Art supplies for expressive therapies
 - Assistive tools and sensory devices, workbooks, and toys for activities

VOCA-allowable expenses

- All program operating costs related to providing services and prorated to use for this program, including
 - Rent for program space
 - Billing
 - Supplies
 - Staff travel related to other allowable expenses
- Costs to address needs of victims:
 - Housing, food, clothing, prescriptions, and other expenses to meet immediate needs on an emergency basis to promote safety and stability.
 - Childcare when participating in program activities.
 - Transportation to and from program activities and tasks related to stabilization (attending job interviews, medical/therapy appointments) and criminal justice proceedings related to their victimization.
 - Relocation expenses when related to establishing a safe and stable living environment

Pre-approval VOCA-allowable expenses

Prior approvals may affect project timelines. Submission of materials for ICJIA approval should be incorporated into the application Implementation Schedules. ICJIA may require prior approval of the following:

- Out-of-state travel
- Certain Requests for Proposals, procurements, and sub-contracts
- Conference, meeting, and training costs

Budgets/Budget Narratives

All expenses must be reasonable, necessary, and allocable to the program. Applicants will be required to submit a budget identifying all expenses, and explaining need and relationship to program activities. Expenses will also need to be prorated if not charged 100% to the grant.

Budgets/Budget Narratives

Example: Rent, agency rent of \$1,000 per month, charged for 2 grant funded staff out of a total staff level of 10, =

- 2 of 10 is 20%,
- 20% of \$1,000 is \$200
- The total amount that can be charged to the grant for Rent is \$200

Questions and Answers

Questions may be submitted via email at:

CJA.Multi.NOFOFFY19@illinois.gov

- All substantive questions and responses will be posted on the ICJIA website at https://icjia.illinois.gov/gata_.
- The Frequently Asked Questions (FAQ) will be updated every Friday.
- Questions may be summaries to include all similar questions submitted.
- The deadline for submitted questions is 11:59 p.m. on September 23, 2020.

Thank you.

