

A. PROGRAM DESCRIPTION

The federal Victims of Crime Act (VOCA) was passed in 1984 for the purpose of compensating and directly assisting victims of crime and providing funds for training and technical assistance. Funding comes from 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 2016, Illinois received a VOCA award of \$87.1 million. Contracts resulting from this Notice of Funding Opportunity (NOFO) are subject to laws, regulations, and guidelines applicable to the VOCA program.

The Children's Advocacy Centers of Illinois (CACI) is a statewide network of community providers committed to the service of children who have been maltreated and the services of their non-offending caregivers. This network is dedicated and linked through the efforts of their multidisciplinary teams (MDTs) and coalesced community relations. Building this interlinked network is the work of CACI, its 40 accredited Children's Advocacy Centers (CACs) serving 98 of the 102 counties in Illinois with formalized protocols.

The Children's Advocacy Centers of Illinois (CACI) is the Lead Entity charged by the Illinois Criminal Justice Information Authority (ICJIA) with the administration of VOCA funds for Children's Advocacy Centers (CAC) victims' services in Illinois. The partnership with ICJIA is relatively new for CACI, although some of the CACs have had grants issued by ICJIA in prior years. CACI has issued this Notice of Funding Opportunity (NOFO) in order to distribute grant funds for State Fiscal Year 2020. These funds are to be used to provide services to child victims and non-offending caregivers throughout Illinois. Through grants to CACs, CACI seeks to ensure that all victims of child sexual and physical abuse throughout the state have full access of quality CAC services not only deemed necessary for accreditation but also for community-based needs.

Background

ICJIA 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. These final report recommendations were approved by ICJIA's Board of Directors 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> moreover directly rated to the work on the behalf of children, the ICJIA Ad Hoc Victim Report states:

Children need a variety of services following child abuse, neglect, or sexual victimization. Victim services providers serving children and their families who participated in the ICJIA survey and focus groups noted multiple needs and gaps in services. For instance:

“A coordinated, multidisciplinary crisis response that is sensitive to the needs of children is important to reduce the strain and re-traumatization for child abuse cases, and advocacy may assist in the collection of better information and evidence, while also preparing the child and family for the court process.

Participants noted a great need for trauma-informed services, especially for children who experience sexual abuse. Services and counseling for the entire family also was noted as important. Counseling that provides options for families to attend counseling individually and together and that improve parent/child interaction may be particularly important. Access to quality, specialized medical care that is mindful of trauma also was identified as a need. Many agencies in rural counties expressed the difficulties and burdens long travel times place on children in accessing specialized care. Additionally, service providers from all regions emphasized a lack of available childcare for other children in the family as a gap that impacted the ability of families to be present during victims' medical treatments and engaged in longer-term counseling services. Regional gaps in victimization and service provision are evident. Counties outside of Cook that have high rates of victimization are concentrated in the Southern and Central regions where service providers are largely spread out". ICJIA Ad Hoc Victim Report, 1.27.17

It is the intent of CACI to continue to provide a service delivery network of interventions that support child victims and the non-offending family members through the efforts of CACs. This will be achieved through grants to child advocacy centers that are experienced in the special needs of child victims through the interactions of the multidisciplinary (MDT) approach.

CACI will support CACs who have demonstrated effectiveness, who are accredited through the National Children's Alliance, or who are working to achieve accreditation within the fiscal year of this grant. An applicant may also be part of a larger agency with multiple purposes, but there must be a program within the agency that has service to child sexual and physical abuse victims as a primary purpose.

CACI will provide funding to support and enhance existing programs but will not provide full funding to any program. Developing programs will be considered as long as they are progressing towards accreditation standards. Applicants for funding will be providing significant CAC services in order to be considered for funding. Site visits; program location inspections, or face-to-face meetings may also be required before final funding decisions are made.

CACI has made available a minimum of \$7.1 million in VOCA grant funding for child abuse services in Illinois. This amount maintains funding from the past two fiscal years and affords Illinois the opportunity to fortify and expand services to child victims and their non-offending family members. CACI has considered the current services provided in Illinois as well as information that was garnered through two statewide assessments (Feb 2016, July 2018), information gathered during past two years of programmatic monitor, and a 2018 survey of CAC directors and has identified the following as priorities for VOCA services to child abuse victims and non-offending family members:

- Stabilizing long standing providers with proven track records of services;
- Developing the professional skills and qualifications of staff and MDT members;

- Maintaining and when needed increase proper number of staff-to client services, for example, forensic interviewers
- Increased staffing to accommodate for expanded role of the child and family advocate;
- Ensuring maximized statewide coverage with available resources;
- Strengthening the role of the MDT
- Delivering funding for the use of qualified forensic interviewers; and
- Building or increasing mental health cohorts that are using trauma informed services.
- Continuing to build and institutionalize capacity of CACs, including increasing salaries and benefits;

Funded programs will provide direct services to child victims of maltreatment and their non-offending caregivers, such as advocacy, forensic interviewing, and mental health. Grant awards must be spent over a 12-month period. Additional funding to extend the grant period will depend both on the availability of funds and program performance during the first 12 months.

Program Requirements

Services

The purpose of this Notice of Funding Opportunity (NOFO) is to fund direct services to victims of child maltreatment in Illinois. The scope of services VOCA supports ranges from counseling and therapy, to advocacy, both within the justice system and with other entities. These dollars for the first time also now support forensic interviewing. Beyond these core services, VOCA provides for other supportive services such as transportation, childcare and training. Most services are available to children and their non-offending caregiver. The purpose of VOCA funds is to provide the information, advocacy and support necessary for victims of child maltreatment and their caregivers to access medical and legal advocacy, as well as forensic interviews and mental health with a MDT approach within their community.

Child and family advocate services assist the child and their non-offending caregiver through the maze of complex legal services to assist with the resources in their communities and the remedies available. Service examples of advocacy will enable child victims will receive medical advocacy through the network of certified, accredited and well-trained physicians. Child family advocates stay with the case through its longevity advocating for the unique and changing needs of the child. Many times, the adult caregiver may have lost income and their family has been ravaged by the incidence of the abuse, the role of the advocate may focus on this service example. Many times, the advocate is the only link the adult caregiver has to secure transportation food or housing. Family advocates work within a team of professionals such as child protection workers, state's attorney's, and other professionals to ensure up to date information to the caregiver and if appropriate the child victim.

CACs offer counseling services and provide support and education around dynamics of child maltreatment, in a trauma informed focus. The purpose of these services is to help child heal from the effects of child maltreatment. Evidenced-based research strongly suggests that trauma focused mental health services greatly enhance the child's mental health and assist with long-

term health. Ongoing services examples such as group or individual, family counseling, trauma focused cognitive behavior, play therapy, case management help the intact family normalize.

Forensic interviewers, who are employed by the CAC, contracted, or provided through the MDT, give the child an opportunity to be heard in a child friendly and safe setting in a manner that elicits information without leading the child or directive communication. The work of the forensic interviewer allows the child to narrate freely their outcry without stress or judgment. Service examples may include a well skilled interviewer asking a child non-leading questions with open and free narrative to recount their abuse.

Limitations on Services

VOCA funds are to be used to provide direct services to crime victims. However, some time may be spent on presentations to outside agencies, as long as those presentations clearly fall within these guidelines:

- ❖ VOCA or match-funded staff time, not to exceed an average of 4 hours per month, may be used to provide public presentations to community groups and schools, provided the primary purpose of the presentation is to inform people about the VOCA-funded project and available services;
- ❖ VOCA or match-funded staff time, not to exceed an average of 10 hours per month, may be used to provide public presentations to criminal justice personnel and medical service providers, provided the primary purpose of the presentation is to inform people about the VOCA-funded project and available services.

The following activities are not supported at any level by VOCA funds:

- ❖ Coordination of Services (unless on behalf of a specific client);
- ❖ Networking;
- ❖ Development of protocols, interagency agreements, and other working agreements;
- ❖ System (institutional) advocacy (i.e., advocacy that is not on behalf of a specific client);
- ❖ Lobbying; and
- ❖ Criminal defense or tort actions.

Authorizing Statutes

The Victims of Crime Act of 1984 (VOCA) 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. The Illinois State victim assistance formula grant is one of the programs authorized by VOCA.

The Illinois Criminal Justice Information Authority Act (20 ILCS 3930/7(k)) established ICJIA as the agency “to apply for, receive, establish priorities for, allocate, disburse and spend grant 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 the 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.*).

General Goals and Objectives

Goals of this NOFO

- ❖ Respond to the emotional, psychological or physical needs of the victim;
- ❖ Help victims of crime to stabilize their lives after victimization;
- ❖ Help victims understand and participate in the criminal justice system; and
- ❖ Provide victims with a measure of safety and security.

Objectives of NOFO

To increase the number of communities with access to the multidisciplinary team approach to child abuse and the services of a Children’s Advocacy Center.

To increase the number of resource-poor, geographically isolated, rural and/or underserved communities developing a multidisciplinary approach to child abuse.

To increase access to Children’s Advocacy Center services and improve the quality of the CAC and the multidisciplinary response within each service area.

To improve the quality of forensic interviews, advocacy and mental health intervention provided by Children’s Advocacy Centers and multidisciplinary teams to child abuse victims.

To offer high quality services and continuing support to awardees and to provide monitoring and oversight of the awards process.

For the purpose of this NOFO, child abuse is defined as serious physical or mental injury, sexual abuse or negligent treatment of a child under 18.

Sub-grantees **will be required to report on the following objectives and identify the number of clients they aim to serve during the performance period.** Objectives should estimate the

number of clients that will receive each of the listed services in order to produce meaningful, tangible changes in clients' lives. Estimate clients served in all service areas covered by your sub-grantee programs.

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

<u>Service Objectives</u>	<u>Performance Indicators</u>
Provide the following services to victims of crime:	
# ____ clients will receive Criminal Justice Advocacy.	# of clients provided with Criminal Justice Advocacy
# ____ clients will receive Medical Advocacy.	# of clients provided with Medical Advocacy
# ____ clients will receive Other Advocacy.	# of clients provided with Other Advocacy
# ____ clients will receive Case Coordination services.	# of clients provided with Case Coordination services
# ____ clients will receive Case Management services.	# of clients provided with Case Management services
# ____ clients will receive Family Counseling.	# of clients provided with Family Counseling
# ____ clients will receive Group Counseling.	# of clients provided with Group Counseling
# ____ clients will receive In-Person Counseling.	# of clients provided with In-Person Counseling
# ____ clients will receive Crime Victims Compensation assistance.	# of clients provided with Crime Victims Compensation assistance
# ____ clients will receive Crisis Intervention (in-person).	# of clients provided with Crisis Intervention (in-person)

# ____ clients will receive Mental Health services.	# of clients provided with Mental Health services
# ____ clients will receive Phone Counseling/Crisis Intervention.	# of clients provided with Phone Counseling/Crisis Intervention
# ____ clients will receive Referral services.	# of clients provided with Referral services
# ____ clients will receive Transportation.	# of clients provided with Transportation
# ____ clients will receive a Forensic Interview	# of clients provided with a Forensic Interview
# ____ clients will receive Forensic Interview Coordination assistance.	# of clients provided with Forensic Interview Coordination assistance
# ____ clients will receive Relocation Services.	# of clients provided with Relocation Services
# ____ clients will receive Language/Interpreter Services.	# of clients provided with Language/Interpreter Services

B. FUNDING INFORMATION

Federal Fiscal Year 2017 (FFY2017) Victims of Crime Act (VOCA) funds awarded through CACI will be used to support programs accepted through this Notice of Funding Opportunity (NOFO). A minimum of \$7.1 million has been made available for this grant. Applicants can request a minimum of \$20,000 up to a maximum of (TBD from application need and organizational capacity) for a 12-month period. The terms of the grant agreement will commence upon its effective date, July 1, 2020. Based on program performance and fund availability, CACI may recommend allocation of funding to support an additional 24 months.

Agreements that result from this funding opportunity are contingent upon and subject to the availability of funds. CACI, 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 the Illinois Criminal Justice Information Authority's funding by reserving some or all of ICJIA's 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.

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

C. ELIGIBILITY INFORMATION

Record of Effective Services: Eligible applicants will demonstrate a record of providing effective, victim-centered services. This includes having credibility and the support of its services by the community. Developing CACs will use signed protocols, interagency linkage agreements for record of services provided. Victim-centered trauma informed services are those that promote empowerment and self-determination of victims and their caregivers, and which hold abusers accountable for their behavior. CACs have a long and proven history of trauma informed care as well as it is an earmark necessity for accreditation standards.

Eligible Applicants: Public Agency and Nonprofit Organization: Eligible applicants include legally incorporated 501 (c)(3) organizations that have a principal mission of providing services to victims of child maltreatment; as well as county-based CACs. An applicant may be a part of a larger agency with multiple purposes, but there must be a program within the agency that has service to victims of child maltreatment as a primary purpose. Nonprofit organizations must submit proof of 501 (c)(3) status as determined by the Internal Revenue Service.

Requirements of the programs to be implemented by subgrantees:

- A low barrier screening and intake process
- Hours of operation and intake beyond traditional working hours
- Translation and interpretation services
- Trauma-skills training for staff to improve trauma-informed responses to clients

Foundational Services: Applicants will demonstrate community-based MDT victim services that minimally include:

- Appropriate training as per NCA standards including but not limited to forensic interview basic 32-hour trainings, with ongoing peer review; advocacy services and mental health training requirements, supervision;
- Appropriate service provision as per signed MDT protocol for access as indicated by age of child and need on a 24-hour basis;
- Assessments tools to determine the need of the child and the non-offending caregivers in relation to safety; can include but not limited to the evidence-based Trauma Symptom Checklist and Trauma Symptom Checklist for young children
- Case review that is done minimally monthly with all MDT members present;
- Legal and Medical advocacy;
- Child and Family advocacy;
- Referrals to trauma informed mental health providers;
- Community outreach and education; and

- Coordinated public and private efforts within the local community

Developing CACs: Those CACs who are developing and not yet accredited through NCA but have in place signed protocols, are actively working cases through trained forensic interviewers, have active advocacy, have all the paper work completed as per the State of Illinois standards, not limited to but including registration with the Secretary of State, FEIN and 501c3 status, completed registration with the Attorney General may be eligible for this grant application. The developing CAC must have organizational capacity to accept the grant reporting requirements including an active board of directors with policies and procedures in place. The developing CAC must be working towards accreditation with the National Children's Alliance, be active in training with CACI and have ongoing mentoring moving forward with national accreditation standards.

Provision of Services: Applicants will demonstrate that services are provided from a trauma-informed perspective and in a manner that seeks to ensure the safety of child maltreatment victims and their non-offending caregivers, are confidential in accordance with Children's Advocacy Center Act [55 ILCS 80/ Children's Advocacy Center Act.](#)

- Applicants must demonstrate their commitment to a multidisciplinary approach to child abuse throughout the grant narrative.
- Applicants must be committed to helping communities maintain and improve as well as develop Children's Advocacy Centers.
- Applicants must demonstrate their use and of trauma informed care service provision in all areas of the grant narrative.

Match Requirements: Matching contributions of 20 percent (cash or in-kind) of the total costs of the VOCA project are required. Match must be derived from sources other than federal funds.

Volunteers: Applicants will utilize volunteers unless CACI determines there is a compelling reason to waive this requirement. Volunteers will have all the necessary background checks completed before they are allowed to begin service.

Crime Victim Compensation: Applicants will 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.

Federal Rules Regulating Grants: Applicants will comply with the applicable provision of VOCA, the VOCA Victim Assistance Program Final Rule, Office of Victims of Crime guidelines, 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: Applicants will demonstrate that no person shall, on the grounds of race, color, religion, national origin, sex, gender, age, or ability 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.

Cultural and Linguistic Competency: Applicants will demonstrate services are provided in a culturally sensitive manner. Providers need to understand, acknowledge, and respect the differences among victims of domestic violence in ethnicity, race, religion, age, gender identity, abilities, language, and other characteristics, and provide services in a relevant, competent, and appropriate manner in accordance with these differences. Applicants will demonstrate an ability to adapt individual interventions, programs, and policies to fit the cultural context of the individual, family or community.

State and CACI Criteria: Applicants will abide by any additional eligibility or service criteria as established by ICJIA or CACI including submitting statistical and programmatic information on the use and impact of VOCA funds, as requested by ICJIA or CACI.

Victims of Federal Crime: Applicants will provide services to victims of federal crimes on the same basis as victims of state and local crimes.

Staff Training: Training will be minimally determined by the CAC in reference to the NCA training standards per position. Other MDT members, who do forensic interviewing, and those agencies where linkage agreements are in place, must also comply with training requirements. Verification of these requirements being met should be the ongoing responsibility of the CAC.

Client Eligibility: Protocols in each community are annually reviewed and updated guide the eligibility of the children seen. That said, CACs are no decline providers and as a child discloses or outcries, if either law enforcement officers or Child Protection (CPS) workers feel that a child meets those protocols, they are to be seen at the CAC. The Department of Child and Family Services also list these protocols and procedures, in addition to being county wide through protocols, in Rules and Procedures 300. (DCFS)

Confidentiality of Information: Applicants will protect the confidentiality and privacy of persons receiving services under the VOCA-funded program, to the extent permitted by law, as set forth in 55 ILCS 80/Children's Advocacy Center Act except as required by state or federal law, regulation. All MDT members must sign confidentiality agreements annually and the CAC must keep agreements on file. CACs must 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.

Safety: Applicants will be required to assure the health and safety of clients during all stages of service delivery. The safety of child victims and their non-offending caregiver must be paramount when determining operational policies and procedures and are on site at the CAC. Services must be provided in a secure child friendly environment and meet the standards on safety of all federal state and local requirements.

By uploading the intake sheet and checking off all the boxes you are submitting that you are aware of and in good standing with all the mechanisms, paper work and certification that is needed for this grant.

A required certification of EEOP, Civil rights, Lobbying and Debarment will be also needed for upload upon applying. That document will be available on the Directors Corner of the Website.

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 must be derived from non-federal sources. For every \$4 in VOCA funds, the applicant must provide \$1 in match funds from non-federal sources. The total cost is the VOCA allocation plus non-federal match (e.g. \$100,000 VOCA + \$25,000 match = \$125,000). Match funds are restricted to the same uses as the VOCA funds, must be related to the funded project, and must be expended within the grant period.

Match can be made in both cash and/or in-kind contributions. Funds, cash, or in-kind resources used as match must be spent in support of the program's goals and objectives and are subject to the same requirements as the VOCA dollars. In-kind match includes volunteered professional or personal services, office materials and equipment, workspace 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.

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 a Federally Negotiated Rate or elect to use the De Minimis Rate. The indirect cost rate proposal must be submitted to the State of Illinois within 90 days of the notice of the 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.

All successful applicants must complete a Program Risk Assessment; that will be sent at a later date after grant application acceptance.

D. APPLICATION AND SUBMISSION INFORMATION

Obtaining Application Package and Application Deadline

This application may be obtained at the CACI website main page and at the Directors' Corner, <http://www.childrensadvocacycentersofillinois.org>

Completed application materials must be uploaded in one PDF document to the CACI website at the Directors Corner, www.childrensadvocacycenterofillinois.org, using the password provided to you, by May 20, 2019 to be considered for funding. In addition, two paper-sourced applications must be sent postmarked by same date to Children's Advocacy Centers of Illinois, 400 South 9th Street, Suite 203, Springfield, IL 62701. Proposals will not be accepted by fax or in-person. Incomplete applications will not be reviewed. Late submissions will not be reviewed. CACs are encouraged to submit their applications as early as possible; the deadline will be strictly enforced without exception.

Applications must be double spaced using Times New Roman 12 font with a one-inch margin. Evidence-based citations that represent your requests are strongly encouraged. Please do not go over the page minimum that is listed in each area of the grant application.

All documents should be saved with the appropriate document title, for example "DeKalb Proposal Narrative", and then included as an attachment in the submittal.

Documents that require a signature as part of the submission should be downloaded, completed, printed, signed, scanned and saved as one 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 upload.

Required documents include:

- Completed and signed Uniform State Grant Application
- Completed Program Narrative
- Optional Completed Logic Model
- Job Descriptions and Resumes, if applicable.
- Signed letter from the board president
- Financial worksheet (Program budget for VOCA funding)
- Agency Budget
- Budget Narrative or Budget Justification for VOCA funded services
- Management Letter from latest audit
- Completed Intake Cover sheet and check list
- Copy of 5013c documentation
- Certification of Eligibility

Resumes and Job Descriptions: If you are requesting funds for a position, a job description and resume must be submitted as an attachment. If the position that you are requesting funding for has not been filled as of the application due date, then a job description alone will suffice. However, it must be clearly specified in the budget narrative whether the positions are filled

or unfilled at the time of submission of the application. Please make sure that your job descriptions are updated and reflect the NCA standards.

Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM) Registration

Each applicant is required to:

- a) Be registered in SAM prior to application submission. Click here for SAM registration: <https://governmentcontractregistration.com/sam-registration.asp>
- b) Provide a valid DUNS number.
- c) Maintain an active SAM registration throughout the application and grant period. 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 CACI is ready to make a federal pass-through or state award, CACI 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.

Pre-application Meeting

A pre-application meeting may be held. This will be your opportunity to gain further understanding of NOFO requirements prior to submission.

Frequently Asked Questions with will be distributed via email.

Funding Descriptions

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:

- ❖ Personnel costs for direct service providers and necessary supervision of direct service providers. Administrative costs including reasonable and necessary technology costs for staff.
- ❖ Project evaluations of specific projects to gauge project effectiveness. All project evaluations by external parties must be pre-approved by ICJIA.
- ❖ Public awareness and education presentations conducted in public forums that are designed to inform crime victims of specific rights and services and provide them with (or refer them to) services and assistance.
- ❖ Relocation assistance provided as part of a victim's service plan, necessary for the safety and well-being of the victim, and needed as a result of a victimization. Relocation assistance is limited to first month's rent and utility set-up costs, not to exceed \$1,000 per relocation. Rental payment must be based on a reasonable rental market rate. Direct payments of funds to victims for relocation are not allowed.
- ❖ Technology that is reasonable and necessary for direct service providers.

- ❖ Training of direct-service staff, including the required trauma training and additional training that would assist staff in serving victims.
- ❖ Training-related travel expenses for staff are subject to the Illinois State Travel Guide with the exception of out-of-state lodging which is subject to General Services Administration rates. Out-of-state training costs including transportation, training fees and conference registrations are all subject to ICJIA policy: Costs are limited to 2 out-of-state trainings per subgrantee, with a maximum of 3 staff members attending each training. Costs for staff must be prorated according to their time on the VOCA grant.
- ❖ Training of direct-service volunteers when such direct services will be primarily done by volunteers. Training-related travel for volunteers cannot be funded.
- ❖ Transportation (local) costs for direct service providers and for victims to receive victim services. Transportation to facilitate participation in criminal justice proceedings is limited to non-witness victims. Direct payments of funds to victims for transportation costs are not allowed

Highlights of Unallowable Costs

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

- ❖ Active investigation and prosecution of criminal activities, and witness activities.
- ❖ Audits (agencies receiving less than \$750,000 in cumulative federal funds).
- ❖ Capital expenses, including property losses and expenses, real estate purchases, mortgage payments, construction and most capital improvements.
- ❖ Compensation for victims of crime.
- ❖ Crime Prevention.
- ❖ Food and beverage costs, except for emergency food.
- ❖ Forensic medical examinations.
- ❖ Fundraising activities.
- ❖ In-patient mental health care including in-patient substance abuse counseling.
- ❖ Legal services provided by attorneys.
- ❖ Lobbying and advocacy with respect to legislation, regulations or administrative policy.
- ❖ Most medical care costs including emergency medicine and healthcare items
- ❖ Peer Support programming.
- ❖ Research and studies, except for project evaluations.
- ❖ Restorative Justice programming.

- ❖ Salaries and expenses for management, unless expressly allowed in the VOCA Final Rule.
- ❖ Training of allied professionals.
- ❖ Transitional Housing programming.
- ❖ Tort or criminal defense services.
- ❖ Vehicle Purchase or Leasing and related personnel costs.
- ❖ Land acquisition.
- ❖ New construction.
- ❖ 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.

Supplanting

State or Local funds may not be deliberately reduced due to the existence of federal funds. Federal funds must increase or supplement the funding available for victim's services. Grantees must maintain a level of state or local financial support for victim services that is equal to or greater than the level prior to receiving the federal funds.

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.

E. APPLICATION REVIEW INFORMATION

Application selection will be used following a scoring system. There may be no more than 20 points range in scoring among the application reviewers.

Proposal Narrative

Organizational Capacity (no more than two pages) 10 total points available

- State the mission and vision of the CAC.
- Historical development of CAC as it relates to the community and MDT. Describe community presence and credibility.
- Leadership structure including board and staff expertise related to oversight of projects.
- Define the legal entity and fiscal agent that will administer award funds and its capacity.
- Describe organizational structure including staff expertise related to project.
- Detail staff positions and staff responsibilities.
- Demonstrated success in previous program efforts such as new program development, expansion efforts, and community outreach efforts.

CAC Agency Description and Eligibility (no more than two pages) 10 total points available

- Describe your agency's ability to administer and operate the proposed project.

- Describe your protocol's development and the population that is the service population. Include any issues with MDT members following the protocol and how it is being addressed.
- Comparison of clients served with demographics of agency's geographic catchment area. Please refer to DCFS web page or other statistical information for most recent reports on your service area.
- Describe how your CAC addresses after hour interviews.
- Describe how the CAC will assist victims in seeking available crime victim compensation
- Description of the facility where services are provided.
- Describe volunteers your agency utilizes and in what capacities. Are background checks and fingerprinting up to date and written policies in place?
- Please describe your training philosophy and new staff/board orientation. Do you also do MDT orientation for new members?

Proposed Service Delivery (No more than 5 pages, 30 total points available)

- Describe how service needs are identified and how those services are provided and will be provided. If desired use logic plan to explain your steps (sample included in the application packet).
- Describe in detail a plan for improvement/expansion or maintenance and the specific outcomes you are committing to achieving with the grant funds. Reference relevant source documents for evidence-based practices.
 - This detailed plan should include that are reflective of the service objective and performance indicators listed:
 - Detailed goals and objectives
 - Detailed implementation plan and timeline
 - Measurement for success and program evaluation plan
 - Partner agency support for the activities
- Describe how the CAC provides trauma-informed services to victims of child abuse, not just through mental health but also through all service provisions.
- Describe how CAC helps the child and non-offending caregivers address immediate needs and barriers.
- Describe in detail the services your agency will provide through this funding opportunity and relate them to the goals and objectives of the NOFO
- Detail staff position(s) that will be supported by grant
- Where specifically VOCA-funded services will be provided
- Describe any special projects to be supported with this funding

Demographics and data (no more than one page, 10 total points available)

It is important to understand the demographic makeup of your area as it relates to the needs for funding. Please include information on the current demographics especially how it relates to cultural needs and ethnicities. CACI also want to understand how your MDT, staff and board

have assessed the need for the proposed project as it impacts your community. For example, please describe why a bi-lingual advocate is a need for the cultural makeup of your community.

Explain your data and record-keeping procedures.

Program Evaluation and Auditing no more than two pages, 15 points, including next two sections problems and challenges (10 points) and staffing requirements(5 points)

Describe how your agency's service delivery is evaluated, assessed, and audited. Include:

- How is agency's service delivery evaluated and assessed internally?
- Who is responsible for evaluation and assessment?
- How are findings used?
- What outside monitoring agencies evaluate your services?
- Entities that have provided an on-site review at the agency since July 1, 2017
- The findings of those reviews
- Description of fiscal auditing standards utilized by the agency
- How agency's service delivery helps meet Illinois' intended outcomes for child abuse/maltreatment services. Include data and/or anecdotes to demonstrate.

Problems and Challenges

Describe the current challenges for your CAC. Include:

- The major issues/challenges for your CAC program
- How will agency address these in FY2020?
- When your most recent strategic plan was facilitated?

Staffing Requirements

- Describe ongoing training provided to staff, especially taking note of the training that is required under NCA accreditation
- Please attach an organizational chart
- Please attach job descriptions and, if applicable, resumes for positions

Budget (completed budget using Excel sheet provided at Directors corner) 10 total points available

Budget Narrative (no more than 2 pages, 15 total points available)

The Budget Narrative should thoroughly and clearly describe every category of the expense listed in the NOFO budget. CACI expects proposed budgets to be complete, cost-effective, reasonable, allocable and necessary for project activities.

Applicants should demonstrate in their budget narratives how they would maximize the cost effectiveness of grant expenditures. The Budget narrative should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the budget. The narrative should explain how the applicant estimated

and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes.

The applicant must propose budget costs that are in accordance with federal requirements. Proposed costs should be in line with current state per diem rates that can be located at the Illinois State Travel Guide Policy that is on line

The applicant must include **allowable costs** under CACI grant and VOCA guidelines. CACI cannot reimburse any unallowable items. For a listing of allowable and unallowable items, please see grant guidelines as well as the reference in this NOFO.

The budget narrative needs to include the following information for each individual position for which funds are requested:

- Position title
- Annual salary (if hourly include rate x hours = salary)
- Actual dollar amount (of the salary) funded by CAC
- Percentage of the annual salary (or hourly rate) funded by CAC
- Identify other sources used to pay the percentage not funded by CAC

For travel or training include the following information:

- Name of the training and location
- Per diem rate (for lodging) x (number of people) x (number of days)
- Travel cost
- Registration fees
- Number of individuals attending (estimate if needed)

For funds requested for purchases include the following information:

Type of purchase

- Name of equipment
- Description of equipment
- Cost
- Location of equipment

For other category requested please indicate clearly what is being asked, how it pertains to the goals and objectives

Please note that equipment purchases will be very closely scrutinized and must directly pertain to service provision (i.e. recording equipment for forensic interviews, etc.). No soft furnishings may be charged to any CACI award.

F. APPLICATION REVIEW AND SELECTION INFORMATION

The proposals will be reviewed by panels of three, comprised of CACI Board members, who have gone through training on the granting process. A minimum of three outside grant reviewers with content expertise will also be available. Before the grants are sent for review, CACI staff will go through each application to make sure that everything is attached as mandated by the grant.

CACI reserves the right to reject any or all applications if it is determined that submission(s) are not satisfactory. CACI 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 NOFO, CACI will withdraw the proposal from consideration. CACI will negotiate the terms of a successful applicant's budget if it is found to contain unallowable or unreasonable costs.

CACI staff will conduct a final review of applications for cost allowability. Successful applicants whose applications contained unallowable costs may have their award reduced by the total amount of all unallowable or unreasonable costs. Please refer to the CACI policy manual on grant funding, which is available at the Directors Corner on the web page.

Appeals Process

Successful applicant appeals are limited to the evaluation process. Evaluation scores may not be protested. Unsuccessful applicants may request reconsideration of a CACI funding decision by following these procedures:

If a CAC requests reconsideration of a CACI funding decision, the following procedures are to be followed:

- The CAC shall submit a written statement explaining why the CAC challenges the decision of CACI to the executive director with any relevant information no later than 10 working days following the date of notification that the CAC was not funded.
- The CACI Board of Directors shall respond in writing to the request within seven working days following the receipt and may include a request for a meeting to discuss the matter with the applicant CAC. Response from the CACI Board shall include reasons why funding was denied, reduced, terminated or restored.
- If the CAC is not satisfied with the CACI Board Response, the CAC may submit in writing with a copy being sent to the CACI Board of Directors, the CACs request to the ICJIA within seven working days of the receipt of the CACI Board response. The decision of the CACI Board stands firm until the ICJIA funder communicates its decision on the request.
- Funds in dispute shall not be reallocated by CACI or ICJIA until the reconsideration process is concluded.

Illinois Criminal Justice Information Authority Contact Information:

(312) 793-8550 - Fax: (312) 793-8422

Anticipated Announcement and Award Dates

Agencies should plan for July 1, 2020 start date.

AWARD ADMINISTRATION INFORMATION

State Award Notices

CACI will send the grant agreement once CACI's Board of Directors reviews and approves designations in June 2020. No costs incurred before the effective date of the agreement may be charged to the grant.

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, 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.

Reporting

Grantees will be required to document service delivery and maintain accurate and complete service records for each client. As directed by CACI, grantees will be required to submit data and progress quarterly reports to CACI. Program service goals and performance indicators along with fiscal budget reporting form, as well as a quarterly narrative report will be required.

Documentation will include, but not be limited to, the determination of each client's eligibility, the types and amounts of services provided to each client, measurable outcome data, budget and expenditure reports, and year-end performance reports. VOCA funding cannot be used for research and may not be contingent on requirement subgrantees to participate in research efforts.

G. AWARDING AGENCY CONTACT

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

Children's Advocacy Center of Illinois

400 South 9th Street, Suite 203

Springfield, Illinois 62701

Kim Mangiaracino, Executive Director 217.299.3270 kim@cacionline.org

or

Barbara Karr, VOCA Program Monitor 217-622-6933 barbara@cacionline.org

OTHER INFORMATION

CACI is not obligated to make any award as a result of this announcement.