**Violence Against Women Act (VAWA)**

**lead entity Underserved Areas and Victim Groups Instructions**

**NOFO # 1744-2438**

|  |  |
| --- | --- |
| **Task** | **Date** |
| NOFO posted | January 20, 2023 |
| [LIVE Technical Assistance Session](https://illinois.webex.com/illinois/j.php?MTID=mf6d1f93838f087e1ff3c0db386e3ffda) | 1:00 pm CST, January 27, 2023 |
| NOFO question submission deadline | February 16, 2023 |
| **Applications due** | **5:00 p.m. CST, February 20, 2023** |
| Budget Committee review/approval of recommended designations | April 2023 |
| Performance Period | July 1, 2023 - June 30, 2024 |

**CHECKLIST**

Prior to application due date:

* [Register with the System for Award Management (SAM)](http://www.sam.gov/SAM/), Obtain a Unique Entity ID #
* [Apply for, update or verify the Employer Identification Number (EIN)](https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online)
* [Complete registration in the Grantee GATA Portal](https://grants.illinois.gov/portal/)

Submission Checklist:

* **Uniform Application for State Grant Assistance** 
  + Submitted in PDF (signed and scanned)
  + Submitted in a Word file
* **Program Narrative** –Do not change the format of this document.
  + Submitted in a Word file
* **Budget/Budget Narrative** 
  + Submitted in Excel format (no signatures required for this document at this time)
* **United States Internal Revenue Service 501(c)(3)** determination letter - PDF (Non-Profit Agency Required)

**The documents listed above should be zipped in a single folder. Each individual document should be named following naming conventions listed on page 13 and emailed to:** [**CJA.VAWANOFO-22@Illinois.gov**](mailto:CJA.VAWANOFO-22@Illinois.gov)**.**

**Uniform Notice for Funding Opportunity (NOFO)**

Underserved Areas and Victim Groups

|  |  |  |
| --- | --- | --- |
|  | **Data Field** |  |
|  | Awarding Agency Name: | Illinois Criminal Justice Information Authority (ICJIA) |
|  | Agency Contact: | Shataun Hailey  Program Manager  Illinois Criminal Justice Information Authority  60 E Van Buren Street, Suite 650  Chicago, Illinois 60605  [Shataun.Hailey@Illinois.gov](mailto:Shataun.Hailey@Illinois.gov)  312-814-8100 |
|  | Announcement Type: | X Initial announcement  □ Modification of a previous announcement |
|  | Type of Assistance Instrument: | Grant |
|  | Funding Opportunity Number: | 1744-2438 |
|  | Funding Opportunity Title: | Lead Entity Services for Underserved Areas and Victim Groups |
|  | CSFA Number: | 546-00-1744 |
|  | CSFA Popular Name: | Violence Against Women Act (VAWA) |
|  | CFDA Number(s): | 16.588 |
|  | Anticipated Number of Awards: | 2 |
|  | Estimated Total Program Funding: | $700,000 |
|  | Award Range | Not applicable |
|  | Source of Funding: | X Federal or Federal pass-through  □ State  □ Private / Other Funding |
|  | Cost Sharing or Matching Requirement: | □ Yes X No |
|  | Indirect Costs Allowed  Restrictions on Indirect Costs | X Yes □ No  □ Yes X No |
|  | Posted Date: | January 20, 2023 |
|  | Application Range: | January 20, 2023 – February 20, 2023 |
|  | Technical Assistance Session: | Session Offered: X Yes □ No  <https://illinois.webex.com/illinois/j.php?MTID=mf6d1f93838f087e1ff3c0db386e3ffda>  Session Mandatory: □ Yes X No |

**Table of Contents**

[**A.** **Program Description** 5](#_Toc124852309)

[1. *Purpose* 6](#_Toc124852310)

[2. *Program Design* 6](#_Toc124852311)

[3. *Program Requirements* 7](#_Toc124852312)

[4. *Goals and Performance Metrics* 8](#_Toc124852313)

[5. *Priorities* 10](#_Toc124852314)

[6. *Evidence-based Programs or Practices* 10](#_Toc124852315)

[**B.** **Funding Information** 10](#_Toc124852316)

[1. *Award Period* 10](#_Toc124852317)

[2. *Available Funds* 11](#_Toc124852318)

[**C.** **Eligibility Information** 11](#_Toc124852319)

[1. *Eligible Applicants* 11](#_Toc124852320)

[2. *Cost Sharing or Matching* 11](#_Toc124852321)

[3. *Indirect Cost Rate* 11](#_Toc124852322)

[**D.** **Application and Submission Information** 12](#_Toc124852323)

[1. *Accessing Application Package* 12](#_Toc124852324)

[2. *Content and Form of Application Submission* 12](#_Toc124852325)

[3. *Unique Entity Identification Number (UEI) and System for Award Management (SAM)* 13](#_Toc124852326)

[4. *Submission Dates, Times, and Method* 14](#_Toc124852327)

[5. *Application Questions* 14](#_Toc124852328)

[6. *Funding Restrictions* 14](#_Toc124852329)

[7. *Requirement Prior to Submitting the Application* 20](#_Toc124852330)

[**E.** **Application Review Information** 21](#_Toc124852331)

[1. *Criteria* 21](#_Toc124852332)

[2. *Review and Selection Process* 22](#_Toc124852333)

[3. *Anticipated Announcement and State Award Dates* 23](#_Toc124852334)

[4. *Appeal Process* 23](#_Toc124852335)

[5. *Debriefing Process* 24](#_Toc124852336)

[**F.** **Award Administration Information** 24](#_Toc124852337)

[1. *State Award Notices* 24](#_Toc124852338)

[2. *Administrative and National Policy Requirements* 25](#_Toc124852339)

[3. *Reporting* 25](#_Toc124852340)

[**G.** **State Awarding Agency Contact(s)** 25](#_Toc124852341)

[**H.** **Other Information** 25](#_Toc124852342)

**Appendix A**

[**VAWA Subgrantee Reporting Requirements** 27](#_Toc124852343)

**Notice of Funding Opportunity**

lead entity Services for Underserved Areas and Victim Groups

# **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 Violence Against Women Act (VAWA) was passed for the purpose of providing federal resources to encourage community-coordinated responses to combating domestic violence and sexual assault crimes against women.

ICJIA is the state agency charged with the administration of the Illinois’ VAWA Formula Grant Program. In federal fiscal year 2022, Illinois received a VAWA award of $4.6 million.

The federal Services, Training, Officers, and Prosecutors (STOP) VAWA Formula Grant Program requires each state to distribute their grant funds each year as follows:

* Victim services programs: 30%
* Law enforcement: 25%
* Prosecution: 25%
* Discretionary: 15%
* State or local courts: 5%

As part of the recommendations established by the Victim Services Ad Hoc Committee, enhancing victim safety and providing access to services for underserved communities is a priority. To fulfill this priority, ICJIA made available $1.4 million in VAWA grant funding for underserved areas and victim groups. The victim services portion of available VAWA funds allocated to the State will be made available to lead entities that provide services to women who are victims of domestic violence or sexual assault.

**Authorizing Statutes**

VAWA, authorized by Title IV of the Violent Crime Control and Law Enforcement Act of 1994 and subsequently reauthorized as the Violence Against Women and Department of Justice Reauthorization Act of 2005, 2013, and 2022 (34 U.S.C. 10441), provides financial assistance to states for developing and strengthening effective law enforcement and prosecution strategies and victim services in cases involving violent crimes against women. Programs authorized by VAWA are:

• STOP Violence Against Women Formula Grants;

• Sexual Assault Services Formula Grants;

• State and Territorial Sexual Assault and Domestic Violence Coalitions Program;

• Grants to Tribal Domestic Violence and Sexual Assault Coalitions Program; and

• Office of Violence Against Women discretionary grants.

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, the distribution of federal funds through VAWA by ICJIA is authorized by 20 Ill. Admin. Code 1520.47, which states in pertinent part that

[ICJIA] will annually review Section 2001 of Violence Against Women Act of 1994 (P.L. 103-322, effective September 13, 1994) and based on the need to strengthen law enforcement, prosecution and victim services in cases involving violent crimes against women, particularly crimes of sexual assault and domestic violence, the services available to address that need, consultation with nonprofit, nongovernmental victim service programs, and oral and written comment and testimony . . . will select program funding priorities for each federal fiscal year.

The agency must comply with all applicable provisions of state and federal laws and regulations about non-discrimination, sexual harassment, and equal employment opportunity, including, but not limited to the Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), Public Works Employment Discrimination Act (775 ILCS 10/1 et seq), 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), Americans with Disabilities Act of 1990 (42 USC 12101 et seq.), and Age Discrimination Act (42 USC 6101 et seq.).

## 1. *Purpose*

The purpose of this funding opportunity is to provide a grant to a state domestic violence or sexual assault coalition lead entity that will manage sub-grants to organizations that will provide core services to victim groups in underserved areas. A lead entity will distribute funds to subgrantees and be responsible for the fiscal oversight and quality assurance of its sub-grants.

## 2. *Program Design*

Funded lead entities will conduct structured monitoring of all subgrantees and provide subject matter expertise and technical assistance to subgrantees. A state domestic violence or sexual assault coalition lead entity that will manage sub-grants to organizations that will provide core services to victim groups in underserved areas. Selected entities will be responsible for grant making and monitoring of subgrantees. Applicants must possess subject matter expertise, an established record of providing services specific to the VAWA grant, a network of direct service providers, and monitoring capacity to oversee their subgrantees.

Services will be provided to domestic violence or sexual assault victims who reside in underserved areas or are a part of an underserved victim group. Underserved populations in Illinois include victims experiencing language barriers, people of color, the elderly, males and younger persons, people who are homeless, members of the LGBTQ+ community, victims with an undocumented immigration status, people who have a disability, indigenous people, and dually-involved persons (those involved in the juvenile or criminal justice system as both a victim and someone who is justice-system impacted). Underserved victims of crime often may not access services due to a lack of awareness, concerns about discrimination and bias, previously experiencing unhelpful or hurtful responses, cultural and social beliefs, and funding limitations. Funding should be made available to specifically develop, enhance, and expand victim services to the underserved victims identified.

## 3. *Program Requirements*

1. Agency Capacity and Experience

To qualify as a lead entity, the applicant must possess subject matter expertise, an established record of providing services specific to the VAWA grant, and the structural capacity to oversee all aspects of monitoring its subgrantees. The applicant must also comply with all applicable state and federal statutes, regulations, and the terms and conditions of this grant. The applicant must comply with Grant Accountability and Transparency Act (GATA) requirements and submit quarterly data and fiscal reports to ICJIA.

1. Grantmaking

The applicant shall utilize a competitive bidding process. Requests for proposals (RFPs)will be reviewed and approved by ICJIA prior to publication. The applicant must also provide ICJIA with its RFP review panel conflicts of interest protocol and objective scoring system for approval. RFP review panels must include stakeholders from varied backgrounds. The applicant must make fiscal and programmatic technical assistance available to all subgrantees.

1. Monitoring

The applicant shall monitor subgrantees to ensure compliance with state and federal statutes, regulations, and the terms and conditions of the sub-grant. All subgrantees must comply with GATA requirements, complete a risk assessment, submit quarterly data and fiscal reports to the applicant, and participate in site visits conducted by the lead entity. The lead entity’s monitoring protocol must be approved by ICJIA.

Throughout the grant period, the lead entity must submit quarterly or monthly data and fiscal reports to ICJIA and will be subject to site visits by ICJIA to evaluate the program outcomes and fiscal management as well as their monitoring of subgrantees.

1. Subgrantee Programmatic Requirements

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

* Core services for victims of sexual assault or domestic violence should include

services that provide victims with information and referrals, advocacy, and emotional support and safety.

* A low barrier screening and intake process.
* Hours of operation and intake beyond traditional working hours.
* Translation and interpretation services.
* Training for staff to improve trauma-informed responses to clients.
* Services provided free of charge.
* Compliance with all prescribed assessment tools and reporting requirements.
* Subgrantee compliance with all prescribed assessment tools and reporting requirements.
* Subgrantee participation in site visits conducted by both the lead entity and ICJIA.
* Subgrantee provision of all fiscal, personnel, and programmatic data to the applicant and ICJIA.
* Additional requirements, as listed in *Appendix A.*

1. Administrative Costs for Budget and Budget Narrative

**NEW** Lead entity applications must include all associated administrative costs, including indirect costs, in the proposed budget/budget narrative. Administrative costs are capped at a maximum of 10% of the award or budget for VAWA. All costs must be directly related to the administration of the proposed program and may include:

* Personnel and fringe costs for direct supervision of program activities identified in the application
* Associated travel
* Supplies
* Training and certification for program staff
* Indirect costs

All costs must be included on the Excel budget with a detailed explanation of the cost and the relationship to the administration of the program included in the budget narrative.

## 4. *Goals and Performance Metrics*

Funded programs will be required to submit quarterly progress reports that will minimally include the following information based on the objectives the applicant agencies propose.

1. **Lead Entity**

Lead entities will be required to submit quarterly or monthly data reports reflecting information about these performance measures and may be asked to collect additional measures to track program progress and outcomes.

|  |  |
| --- | --- |
| **GOAL:** Through the oversight of subgrantees,provide victims of domestic violence or sexual assault with core services that respond to their emotional, psychological, or physical needs; help victims 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** | **Process Performance Measures** |
| Utilize a competitive bidding process open to all domestic violence or sexual assault service providers via and RFP. | * Number of RFPs reviewed by ICJIA and issued. |
| Designate \_\_\_% of the grant toward RFPs for innovative pilots, demonstration projects, or programs for underserved areas or populations. | * Percentage of RFPs directed toward innovative pilots, demonstration projects, or programs for underserved areas or populations. |
| Develop review panel conflicts of interest protocol and objective scoring system for application review. | * Submit summary of revisions to the review panel protocol previously approved by ICJIA approval or letter indicating no changes were made. * Submit summary of revisions to the objective scoring system previously approved by ICJIA or letter indicating no changes were made. |
| Detail the plan/protocol for monitoring grantee performance, including submission of quarterly data reports and quarterly fiscal reports. | * Submit summary of revisions to the agency plan/protocol for monitoring of sub-grants previously approved by ICJIA or letter indicating no changes were made. * Percentage of subgrantees submitting quarterly fiscal reports on time. * Percentage of subgrantees submitting quarterly data reports on time. |
| Perform site visits at a minimum of 50% of all subgrantee sites (some subgrantees may require more than the established minimum). | * Submit site visit schedule to ICJIA for approval. * Percentage of subgrantees subjected to the minimum number of site visits during their award period. * Percentage of subgrantees exceeding the minimum number of site visits. |
| Provide a Corrective Action Plan (CAP) for all subgrantees that require such, with \_\_\_% of subgrantees verifying the corrective action was taken within \_\_\_days. | * Number of subgrantees identified as requiring corrective action. * Number of subgrantees notified and provided with a Corrective Action Plan. * Percentage rectifying the corrective action within required timeframe. |
| All subgrantees must be GATA compliant. | * Percentage of subgrantees in compliance. |
| Provide fiscal and programmatic technical assistance to all subgrantees as requested. | * Number of subgrantees that requested fiscal and technical assistance. * Number of subgrantees receiving such assistance. |

## 5. *Priorities*

While this funding opportunity responds to several priorities established by the 2022 ICJIA Victim Services Planning Committee, it most directly addresses priority area #5 Underserved Victims.

## 6. *Evidence-based Programs or Practices*

Applicants are strongly urged to incorporate evidence-based practice and evidence-informed models, into their program design, when appropriate. Applicants should identify the evidence-based practice or model being proposed for implementation, discuss the research evidence that shows that the practice is effective, discuss the population(s) for which this practice has been shown to be effective, and show that it is appropriate for the proposed target population.

# **Funding Information**

## 1. *Award Period*

Grant awards resulting from this opportunity will have a target period of performance from July 1, 2023, to June 30, 2024 (12 months). Additional funding support of up to 24 months may be awarded after the initial period of performance, contingent upon satisfactory performance and availability of funds. Total funding for the grant program will not exceed 36 months.

## 2. *Available Funds*

A total of $1.4 million in funding is available through this solicitation. Applicants may request a maximum of $700,000. Administrative costs are capped at a maximum of 10% of the award or budget for VAWA.

Agreements that result from this funding opportunity are contingent upon and subject to the availability of funds.

# **Eligibility Information**

Before applying for any grant, all entities must be registered through the Grant Accountability and Transparency Act (GATA) Grantee Portal at [www.grants.illinois.gov/portal](http://www.grants.illinois.gov/portal). During the open application period, a pre-qualification verification is performed in the GATA Implementation Website, this includes checking SAM.gov registration, Illinois Secretary of State standing, and status on Illinois Stop Payment List. The GATA Portal will indicate a “Good Standing” status or state the issue and steps on how to achieve “Good Standing”.

Applicants are also required to submit a financial and administrative risk assessment utilizing an Internal Controls Questionnaire (ICQ) for state fiscal year 2024 and obtain approval from their cognizant agencies before execution of the grant agreement. Delay in obtaining SFY24 ICQ approval will result in a delay in grant execution.

## 1. *Eligible Applicants*

State domestic violence or sexual assault coalitions are eligible to apply. Applicants must be pre-qualified through the Grant Accountability and Transparency Act Grantee Portal, <https://grants.illinois.gov/portal/> , to become eligible to apply for an award.

## 2. *Cost Sharing or Matching*

A 25% match requirement is imposed on grant funds under this program. A grant made under this program may not cover more than 75% of the project’s total costs. Sub-grants to victim service providers for victim services may be excluded from the total costs. For a sub-grant to qualify under this exclusion, the recipient must be an organization that is recognized by the Internal Revenue Service as a tax-exempt organization described in section 501(c)(3) of Title 26 of the United States Code (unless the recipient is a tribal governmental organization or a governmental rape crisis center in a State other than a Territory).

## 3. *Indirect Cost Rate*

In order to charge indirect costs to a grant, the applicant organization must either have an annually negotiated indirect cost rate agreement (NICRA) or elect to use a standard *de minimis* rate. There are three types of allowable indirect cost rates:

1. Federally Negotiated Rate. 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.
2. State Negotiated Rate. The organization may negotiate an indirect cost rate with the State of Illinois if they do not have a Federally Negotiated Rate. If an organization has not previously established an indirect cost rate, an indirect cost rate proposal must be submitted through the State of Illinois’ centralized indirect cost rate system no later than three months after receipt of a Notice of State Award (NOSA). If an organization previously established an indirect cost rate, the organization must annually submit a new indirect cost proposal through the centralized indirect cost rate system within the earlier of: six (6) months after the close of the grantee’s fiscal year; and three (3) months of the notice of award.
3. *De Minimis* Rate. An organization that has never negotiated an indirect cost rate with the Federal Government or the State of Illinois is eligible to 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.

Grant fund recipients are required to complete the indirect cost rate proposal process every fiscal year. If you plan to include indirect costs in your budget, please select your indirect cost rate through the GATA Grantee portal prior to submitting your grant documents to ICJIA.

Grantees have discretion and can elect to waive payment for indirect costs. Grantees that elect to waive payments for indirect costs cannot be reimbursed for indirect costs. The organization must record an election to “Waive Indirect Costs” into the GATA Grantee Portal. Indirect Cost election must be completed annually, for every entity’s fiscal year. More information regarding the indirect cost election process can be found [here](https://gata.illinois.gov/grantee/centralized-indirect-cost-system.html).

# **Application and Submission Information**

## 1. *Accessing Application Package*

Application documents must be obtained at <https://icjia.illinois.gov/grants/funding/> by clicking on the link titled “Underserved Areas and Victim Groups.” Paper copies of the application materials may be requested from Shataun Hailey by calling 312-814-8100; emailing [Shataun.Hailey@Illinois.gov](mailto:Shataun.Hailey@Illinois.gov); mailing 60 E. Van Buren Street, Suite 650, Chicago, Illinois 60605; or via telephone device for the deaf (TDD) (312)793-4170. Applications, however, may only be submitted via email to: [CJA.VAWANOFO-22@Illinois.gov](mailto:CJA.VAWANOFO-22@Illinois.gov)

## 2. *Content and Form of Application Submission*

The applicant agency name should appear in the Subject line of the email. Each document attached to the email must be submitted in the manner and method described below. Applications will be rejected if any documents are missing. The applicant is responsible for ensuring that documents adhere to the instructions provided.

1. Forms and Formatting. The complete application must be emailed to [CJA.VAWANOFO-22@Illinois.gov](mailto:CJA.VAWANOFO-22@Illinois.gov). The applicant agency name should appear in the Subject line of the email. Each document attached to the email must be submitted in the manner and method described below. Applications will be rejected if any documents or pages are missing.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Document** | **Document Name** | **PDF** | **Word** | **Excel** |
| **Uniform Application for State Grant Assistance** – This form must be completed, signed, and scanned. Provide in PDF and Word formats. | *“Agency Name – Application”* | X | X |  |
| **Program Narrative** – This document must meet the requirements outline in Section A. Do not change the format of this document. | *“Agency Name – Program Narrative”* |  | X |  |
| **Budget/Budget Narrative** – This document is an Excel workbook, with several pages (tabs). The last tab has instructions if clarification is needed. | *“Agency Name – Budget”* |  |  | X |
| **Additional Required Documents** | | | | |
| United States Internal Revenue Service 501(c)(3) determination letter. | *“Agency Name – 501(c)(3)”* | X |  |  |

1. Application Formatting. Program Narratives may not exceed 30 pages (including the questions) and must be written in Times New Roman size 12 font. Do not delete template questions in your response.

## 3. *Unique Entity Identification Number (UEI) and System for Award Management (SAM)*

Applicants are required[[1]](#footnote-2) to:

1. Be registered in SAM before submitting its application. To establish a SAM registration, go to <http://www.SAM.gov/SAM>.
2. Provide a valid Unique Entity Identification Number. Unique Entity Identifier (UEI) is now the primary means of identifying entities registered for federal awards government-wide in the [System for Award Management (SAM)](https://secure-web.cisco.com/1B73M-pz-7x8Jxm6iHq1S-RuhUev9TEB8f2PKMrIO3v2BNHaB1qe-gXEP20f-LqdLFMB006d1m8rbHZflZRuzk2hmHXzmzw_Qnxt8iJeDYTxUyzKNJ5PJnU9axCefunDcTworybV4kXMqjFPrrpyTvcIoh-nJwaE247QOaT14Qvh1TtAMB92LcNNKL-1Ebb8Fi6I5enUkZNu2L49zWDbUlnUCyUrNrxQHunfmT9u1sgodEtaYN4-CA8h75ogniqgbpyVo5BZArI5e5iK6fHX_WLi-kS82xR8XMCIdQhCS68tD4Iy0Cx50qKLSxeyZKcT9HF5sOxtpE55RDxIvEGeAv_jPoynaRtTGpUoomN-PhMYZJhCwzab77ax-qXC91v4-FZ6H2bTeqodB0q_8PiIys_W__niS3nl2wJUiW_WdF90/https%3A%2F%2Flnks.gd%2Fl%2FeyJhbGciOiJIUzI1NiJ9.eyJidWxsZXRpbl9saW5rX2lkIjoxMDEsInVyaSI6ImJwMjpjbGljayIsImJ1bGxldGluX2lkIjoiMjAyMjA0MDYuNTYwMTE0MjEiLCJ1cmwiOiJodHRwOi8vd3d3LnNhbS5nb3YvP3V0bV9jYW1wYWlnbj1mdW5kaW5ndGlwcyZ1dG1fbWVkaXVtPWVtYWlsJnV0bV9zb3VyY2U9Z292ZGVsaXZlcnkifQ.X56J21Xoc9QoumfjzvgZ8mM2sAOAAvRpgCsepr5X978%2Fs%2F1418334113%2Fbr%2F129383209665-l).

If your entity is already registered in SAM, it has been assigned a UEI. Instructions regarding the migration from DUNS to UEI have been posted in the [GATA website](https://www2.illinois.gov/sites/GATA/Documents/DUNS-UEI.pdf).

1. Continue to maintain an active SAM registration with current information while it has an active award or application under consideration. ICJIA may not make a federal pass-through or state award to an applicant until the applicant has complied with all applicable SAM requirements. If an applicant has not fully complied with the requirements by the time ICJIA is ready to make an 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 state award to another applicant.

## 4. *Submission Dates, Times, and Method*

Completed application materials must be received by and in possession of the email address [CJA.VAWANOFO-22@Illinois.gov](mailto:CJA.VAWANOFO-22@Illinois.gov) by 5:00 p.m. CST on February 20, 2023, to be considered for funding. Upon receipt, an automated confirmation receipt will be emailed. Proposals will not be accepted by mail, fax, or in person. Late or incomplete submissions will not be reviewed, including email submissions delayed due to state email security clearance. 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.VAWANOFO-22@Illinois.gov](mailto:CJA.VAWANOFO-22@Illinois.gov).

## 5. *Application Questions*

Questions may be submitted via email at [CJA.VAWANOFO-22@Illinois.gov](mailto:CJA.VAWANOFO-22@Illinois.gov). The deadline for submitted questions is 5:00 p.m. CST on February 16, 2023. All substantive questions and responses will be posted on the ICJIA website at <https://icjia.illinois.gov/gata.> Due to the competitive nature of this solicitation, applicants may not discuss the opportunity directly with any ICJIA employee other than via this email address.

## 6. *Funding Restrictions*

1. Federal Financial Guide. Applicants must follow the current edition of the Department of Justice Grants Financial Guide which details allowable and unallowable costs is available at: <https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf>. Costs may be determined to be unallowable even if not expressly prohibited in the Federal Financial Guide.
2. Prohibited Uses. The following is a non-exhaustive list of services, activities, goods, and other costs that cannot be supported through this NOFO:

* Land acquisition
* New construction
* A renovation, lease, or any other proposed use of a building or facility that will either result in a change in its basic prior use or significantly change its size
* Minor renovation or remodeling of a property either listed or eligible for listing on the National Register of Historic Places or located within a 100-year flood plain
* Implementation of a new program involving the use of chemicals
* Capital expenditures
* Fundraising activities
* Most food and beverage costs
* Lobbying
* Purchase of real property
* Physical modifications to buildings, including minor renovations (such as painting or carpeting).

**Prohibiting Support for Activities that Compromise Victim Safety and Recovery and Undermine Offender Accountability.**

The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow those who have committed a crime to escape responsibility for their actions and may not be supported with VAWA STOP Formula Grant Program Funding:

1. Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children.
2. Procedures or policies that compromise the confidentiality of information and/or privacy of persons receiving U.S. Office on Violence Against Women-funded services.
3. Procedures or policies that require victims to take certain actions (e.g., seek an order of protection, receive counseling, participate in couples’ counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.) in order to receive services.
4. Procedures or policies that fail to include conducting safety planning with victims.
5. Project design and budget that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or who are Deaf or hard of hearing.
6. The use of pre-trial diversion programs without prior OVW review and approval of the program or the automatic placement of offenders in such programs.
7. Couples counseling, family counseling, or any other manner or joint victim-offender counseling as a routine or required response to sexual assault, domestic violence, dating violence, or stalking, or in situations in which child sexual abuse is alleged.
8. Offering or ordering anger management programs for offenders as a substitute for batterer’s intervention programs.
9. Policies or procedures that require victims to report the crime to law enforcement, participate in the criminal justice system, or seek a protection or restraining order against the offender, and penalize them for failing to do so.
10. Procedures or policies that deny victims and non-abusing parents or caretakers and their children access to services based on their involvement with the perpetrator.
11. Requiring survivors to meet restrictive conditions in order to receive services (e.g. background checks of victims; clinical evaluations to determine eligibility for services; etc.,) or other screening processes that elicit information that is not necessary for services, such as questions about immigration status, gender identity, sexual orientation, disability, physical or mental health, and work or criminal history that the service provider does not need to know about to provide services safely.
12. Relying on batterer intervention programs that do not use court monitoring to hold batterers accountable for their behavior.
13. Policies and procedures that fail to account for the physical safety of victims.
14. Enforcing or promoting nuisance abatement ordinances, crime-free housing ordinances, or crime-free lease addenda (often associated with crime-free housing programs) that require or encourage the eviction of tenants or residents who may be victims of domestic violence, sexual assault, dating violence or stalking. See also the U.S. Department of Housing and Urban Development for guidance on how such ordinances and addenda may violate the Fair Housing Act.
15. Policies or procedures that require testing of sexual assault forensic evidence in cases where the victim obtained a medical forensic exam but has not chosen to participate in the criminal justice system.
16. Allowable expenses. All expenses must reasonable, necessary, and allocable to the program. Violence Against Women Act funds shall be used only to provide services to victims of violent domestic violence, sexual assault, stalking and dating violence crimes. “Services to victims of crime” are activities that directly benefit individual crime victims, including the required coordination of such activities, i.e., coordination of volunteers and/or coordination of public and private efforts to aid crime victims. Activities unrelated or only tangentially related to the provision of direct services to victims are not eligible for support.

Services to victims of violent crimes against women include, but are not limited to, the following:

1. Direct service staff. A portion of a team VAWA grant will cover salaries or portions of salaries for staff members who are providing direct services to women, such as therapists, counselors, and victim advocates. Administrative salaries, such as for an executive director, fiscal officer, or clerical staff, cannot be VAWA-funded.
2. Crisis intervention services that meet urgent emotional and physical needs of crime victims. Crisis intervention may include support, guidance, and counseling provided by counselors or mental health professionals in the immediate aftermath of a crime, crisis or trauma. It may also include operating a 24-hour hotline that provides counseling or referral for crime victims.
3. Counseling and therapy that help victims deal with their victimization beyond the services provided in the immediate aftermath of a crime, crisis or trauma. Therapy refers to specialized psychological or psychiatric treatment for individuals, couples, and family members. Counseling refers to mental health services which involve providing support and guidance to victims. Immediate family members also are eligible to receive services if the crime victim will benefit from such services. Immediate family members include the parent and/or legal guardian of a victim under 18, siblings of a crime victim, the spouse of the victim, and the children of crime victims.
4. Support services may include reassurance and empathetic listening and guidance for resolving practical problems created by the victimization experience, providing employment counseling, acting on the crime victim’s behalf via other social services and criminal justice agencies, and referral to other sources of assistance as needed.
5. Emergency services. Provide accompaniment/transportation to hospital and police station; provide temporary shelter for crime victims who cannot safely remain in their current lodgings; or provide crime victims with petty funds for meeting immediate needs related to transportation, food, medicine, shelter, and other necessities. These services are to be offered in emergency situations only and should not last more than one week.
6. Group treatment that offers supportive group activities and psychotherapeutic group treatment. This may include peer support, social support, and drop-in groups.
7. Court-related services offer support to women participating in criminal justice proceedings, including advising victims of their legal rights, providing information regarding police investigation and explaining prosecution and court procedures; assistance to victims on the preparation of victim impact statements; and on-call service and an information system to apprise victims of appearances at court proceedings. They also notify victims of post adjudication notices of parole board and probation hearings and notice of offender release; help file temporary restraining orders, injunctions, and other protective orders, elder abuse petitions and child abuse petitions; accompany crime victims to court; provide child care services for crime victims while they participate in essential court proceedings; provide transportation to and from court; and provide emotional support to victims during a trial. This does not include the employment of private attorneys.
8. Community education activities that describe direct services available to women and how to obtain a program’s assistance (such as pamphlets, brochures, and posters) are eligible for VAWA funding. Brochures or pamphlets outlining general information, such as about rape or domestic violence, may be funded with VAWA grants if the agency’s name, phone number, and a description of services also are printed on the brochure or pamphlet.

Brochures, pamphlets, and posters must contain a statement reflecting that printing costs, etc., were covered by a U.S. Department of Justice Violence Against Women Act (VAWA) grant awarded by the Division of Justice and Community Services.

1. Rent: A subgrantee may charge or prorate a reasonable cost of rent for a VAWA-funded project. The subgrantee shall certify in writing that the requested rental charge is consistent with the prevailing rate in the local area.
2. Training: A subgrantee may include as a small portion of a grant the reasonable cost of staff development for those persons (salaried and volunteer staff) who provide direct services to victims. Please note all trainings must be pre-approved by ICJIA.

VAWA funds may be used for workshop/conference registration fees, mileage, meals, and lodging expenses for in-state and out-of-state training in accordance with state travel regulations and ICJIA policy. VAWA funds may not be used for continuing education credits. This means that a staff member may attend a training (if approved by ICJIA) at which CEU credits are offered. However, VAWA funds will only cover the registration costs and related travel, meals, and lodging expenses.

1. Travel: A subgrantee may include as a small portion of their grant necessary and reasonable travel expenses relating only to providing direct services to victims, such as transporting victims to services or criminal justice proceedings. Direct service staff and volunteers would be reimbursed in accordance with state travel regulations and ICJIA policy.

Travel expenses associated with administrative costs, such as making bank deposits, delivering and picking up mail, and attending meeting or general speaking engagements are not allowable expenses.

1. Audit costs: All grant recipients are subject to required agency-wide audits and VAWA funds may be used to reimburse grantees for a portion of the audit expense (no more than 2% of the grant award). Required audits are to be performed on an organization-wide basis and must be performed annually pursuant to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200).
2. Printing and postage: VAWA funds may be used to cover reasonable costs for printing and distributing brochures, pamphlets, posters, and similar announcements describing a program’s victim services, how to obtain a program’s assistance, and similar public notification efforts intended to recruit volunteers.
3. Advertising: A portion of VAWA funds may be utilized to advertise a program’s victim services, such as in newspaper ads. VAWA funds also may be used to cover costs for advertising VAWA staff position openings. VAWA grants may not be used solely for advertising victim services.
4. Counseling/educational materials: VAWA funds may be utilized to purchase materials necessary for counseling victims, such as books, tests, psychological testing materials, and materials used to train volunteer staff.
5. Crisis hotline, telephone, and pager costs that are necessary and reasonable to provide crisis intervention services, such as emergency counseling or referral for crime victims. For instance, if a VAWA project used one of an agency’s four telephone lines exclusively for sexual abuse services, it would be reasonable to charge a VAWA grant $50 of a $200 monthly telephone bill.
6. Office supplies: Reasonable supply costs in operating the VAWA program, such as files for setting up case records, paper for copying brochures or general information relating to direct services to victims, letterhead, envelopes, and postage for mailing direct service information to victims are allowable. A prorated portion of general office equipment that is necessary and essential to the delivery of direct service may also be allowable.
7. Data collection: The development and improvement of data collection and communications systems linking police, prosecutors, and courts or for purposes of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions.

NOTE: Nothing in the Violence Against Women Act shall be construed to prohibit male victims of domestic violence, dating violence, sexual assault, and stalking from receiving benefits and services under the Act; however, the Act does not require funding male-only programs with VAWA funds.

1. Pre-Award Costs. **No costs incurred before the start date of the grant agreement may be charged to awards resulting from this funding opportunity.**
2. Pre-approvals. 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

1. State Travel Guidelines. Travel costs charged to ICJIA must conform to the guidelines, found here:

<https://www2.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx>.

Out-of-state hotel rates are based on the General Service Administration guidelines found here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

Applicant agencies with lower cost travel guidelines than the State of Illinois must use those lower rates.

1. Supplanting. Supplanting does not apply to not-for-profit agencies.
2. Proposed Subawards and Subcontracts. Applicants may propose to enter into subawards or subcontracts under this award, each of which involve different rules and applicant responsibilities. A subaward carries out a portion of the grant agreement while a contract is often for obtaining goods and services for the grantee's own use. (44 Ill. Admin Code 7000.240). If a third party will provide some of the essential services or develop or modify a product that the applicant has committed to provide or produce, ICJIA may consider the agreement with the third party a subaward for purposes of grant administration.

Applicants must classify each expense in the contractual budget as a subaward or subcontract. The substance of the agreement, not the title or structure of the agreement, will determine whether it is a subaward of a subcontract. Applicants are advised to use the “Checklist for Contractor/Subrecipient Determinations” available at the GATA Resource Library for guidance: <https://www.illinois.gov/sites/gata/pages/resourcelibrary.aspx>.

Applicants are required to justify their use of subawards and explain their capacity to serve as “pass-through” entities in the program narrative. Applicants will monitor subaward compliance with grant terms, applicable federal and state law including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award, 2 C.F.R. Part 200, GATA, and ICJIA policies. Proposed subawards must be identified, if possible, and their roles described in both the program and budget narratives.

For procurement contracts, applicants are encouraged to promote free and open competition in awarding contracts. All subcontracts must comply with federal and state requirements.

## 7. *Requirement Prior to Submitting the Application*

1. All Applicants must register their organization at the Illinois Grant Accountability and Transparency Act (GATA) Grantee Portal: <https://grants.illinois.gov/portal/>
2. To submit an application, approved individuals for an organization must be a registered via the GATA Grantee GATA Portal.

* [Register in the GATA Grantee Portal](https://www.youtube.com/watch?v=qtJ73qh6yvo" \t "_blank)
* [Creating a GATA Grantee User Account](https://www.youtube.com/watch?v=KVkhXUosgh8" \t "_blank)
* [Getting to know GATA and the GATA Grantee Portal](https://www.youtube.com/watch?v=k46JlDcoLCE" \t "_blank)
* Learn about the: Online Self-paced Grant Course: [YOUR RECIPE FOR GRANT SUCCESS](https://icjia.illinois.gov/grants/technical-assistance/)

# **Application Review Information**

## 1. *Criteria*

Application materials must address all components of this Notice of Funding Opportunity and demonstrate both a need for the program and an ability to successfully implement the program. Reviewers will score applications based on completeness, clear and detailed responses to program narrative questions, and inclusion of all mandatory program elements. The applicant must demonstrate that costs are reasonable, necessary, and allowable.

The total number of points available is 100. The minimum approvable score is 75. Application selection will be made using the following criteria:

|  |  |
| --- | --- |
| **Scoring Criteria** | **Possible Points** |
| **Summary of the Program:** | **5** |
| 1. This section should describe the proposed program that includes the scope of services, intent of the program, strategy, and/or activity, and the underserved populations that will be served. | 5 |
| **Agency Capacity and Experience:** | **10** |
| 2. This section should identify your agency’s history and expertise in the provision of services to victims of domestic violence or sexual assault in underserved communities or victim groups, include information on the network of direct services providers you will fund through this program. | 10 |
| **Statement of the Problem:** | **5** |
| 3. This section should identify the problem which demonstrates the need for your proposed program with relevant data to justify the request for the program, services, or activities being proposed. | 5 |
| **Project Implementation:** | **15** |
| 4. This section should describe the your fiscal experience and capacity to manage grants. Information should be included that describes your agency’s history and expertise in the provision of services to victims of domestic violence or sexual assault in the underserved areas or victim groups, including information on the network of direct service providers that will be funded through this program. | 10 |
| 5. This section should also include the agency’s plan for program sustainability. You should outline specific sustainability activities. | 5 |
| **Project Management: Grant Making** | **10** |
| 6. This section should describe the competitive grant process, including required documents, the review process, staff involved in the review process, and how final decisions are determined. | 10 |
| **Project Management: Monitoring of Subgrantees** | **10** |
| 7. This section should describe your programmatic and fiscal monitoring of subgrantees. | 2 |
| 8. This section should describe how funds will be vouchered by your agency and how subgrantees expenditures will be reported. | 2 |
| 9. This section should describe activities that will direct potential clients to the proposed services. At minimum, include methods, language(s), venues, and past experiences in this activity. | 2 |
| 10. This section should describe the subgrantee programs for which you are seeking VAWA funds. Identify all direct services to be provided to domestic violence and sexual assault victims with VAWA funds. | 4 |
| **Implementation Schedule:** | **15** |
| Completion of the included table within the program narrative should define each step in the implementation and operation of the proposed program and detailing the staff position responsible for each task and a target date for completion. | 15 |
| **Goals and Performance Metrics:** | **20** |
| Applicant should provide objectives that link performance toward the goal and complete the mandatory process objectives chart for the oversight of subgrantees. | 20 |
| **Budget Detail:** | **10** |
| Budgeted items are cost-effective in relation to the proposed activities. | 5 |
| Narrative is complete for all line items, clearly detailing how the applicant arrived at and calculated the budget amounts. | 5 |
| **Total Possible Points** | **100** |

## 2. *Review and Selection Process*

All applications will be screened for completeness including GATA pre-qualification. Incomplete applications will not be reviewed.

Selection of proposals that pass the screening process will be based on receiving a complete application package. Applications will be reviewed by a panel of ICJIA staff and stakeholders with expertise in victim services. Proposal selection will be made using the previously described scoring criteria.

ICJIA reserves the right to reject incomplete proposals, proposals that include unallowable activities, proposals that do not meet eligibility or program requirements, and proposals that are otherwise unsatisfactory. ICJIA may invite applicants to answer clarifying questions and modify budgets that include unallowable or unreasonable costs. NOFO application budgets will be reviewed for allowability, completeness, and cost-effectiveness. ICJIA will perform an in-depth budget review of all grants awarded and may require budget modifications that do not materially change the nature of the program.

Successful applicants whose applications contained unallowable or unreasonable costs may have their awards reduced by the total amount of those costs. Upon applicant acceptance of the grant award, announcement of the grant award shall be published by ICJIA to the GATA CSFA Active Programs and Awards. Review team recommendations will be forwarded to Budget Committee for approval. Applicants will be notified of the Budget Committee's decision.

## 3. *Anticipated Announcement and State Award Dates*

|  |  |
| --- | --- |
| **Task** | **Date** |
| NOFO posted | January 20, 2023 |
| [LIVE Technical Assistance Session](https://illinois.webex.com/illinois/j.php?MTID=mf6d1f93838f087e1ff3c0db386e3ffda) | 1:00 pm CST, January 27, 2023 |
| NOFO question submission deadline | February 16, 2023 |
| **Applications due** | **5:00 p.m. CST, February 20, 2023** |
| Budget Committee review/approval of recommended designations | April 2023 |
| Performance Period | July 1, 2023 - June 30, 2024 |

## 4. *Appeal Process*

Unsuccessful applicants may request a formal appeal of the evaluation process. Evaluation scores and funding determinations may not be contested and will not be considered by ICJIA’s Appeals Review Officer. The appeal must be via email and submitted within 14 calendar days after either the date the grant award notice is published or receipt of a Funding Opportunity Declination Letter from ICJIA, whichever comes first. The written appeal must include, at a minimum, the following:

* Statement indicating a request for a formal appeal;
* The name and address of the appealing party;
* Identification of the grant program; and
* A statement of reason for the appeal.

Please send your appeal to:

Appeals Review Officer

Illinois Criminal Justice Information Authority

[CJA.ARO@Illinois.gov](mailto:CJA.ARO@Illinois.gov)

ICJIA will acknowledge receipt of the appeal within 14 calendar days. ICJIA will respond to the appeal, in writing, within 60 days or provide an explanation as to why more time is required. ICJIA will resolve the appeal via written determination, which will include:

* Review of the appeal.
* Appeal determination.
* Rationale for the determination.
* Standard description of the appeal review process and criteria.

## 5. *Debriefing Process*

Unsuccessful applicants may request a debriefing for feedback to improve future applications. Debriefings include written advice on the strengths and weaknesses of applications using the evaluation and review criteria.

Requests for debriefings must be made via email and submitted within seven calendar days after receipt of notice. Debriefing requests will not be granted if there is an active appeal, administrative action, or court proceeding. The written debriefing requests shall include:

* The name and address of the requesting party.
* Identification of grant program.
* Reasons for the debrief request.

Please send requests to:

Shataun Hailey

Illinois Criminal Justice Information Authority

[CJA.VAWANOFO-22@Illinois.gov](mailto:CJA.VAWANOFO-22@Illinois.gov)

# **Award Administration Information**

## 1. *State Award Notices*

The ICJIA Budget Committee is scheduled to review and approve designations in April 2023.

ICJIA will transmit a Notice of State Award (NOSA) and the grant agreement to successful applicants after the Budget Committee reviews and approves designations. The NOSA will detail specific conditions resulting from pre-award risk assessments that will be included in the grant agreement. The NOSA will be provided and must be accepted through the Grantee Portal unless another distribution is established. The NOSA is not an authorization to begin performance or incur costs.

The following documents must be submitted prior to the execution of an agreement:

* Civil Rights Compliance Questionnaire
* Equal Employment Opportunity and Civil Rights Certification signed by the Implementing Agency
* Lobbying and Debarment certification signed by the Program Agency

## 2. *Administrative and National Policy Requirements*

In addition to implementing the funded project consistent with the approved project proposal and budget, agencies selected for funding must comply with applicable grant terms and conditions and other legal requirements, including the Violence Against Women Statute, GATA, and the U.S. Department of Justice Grants Financial Guide.

Additional programmatic and administrative special conditions may be required.

## 3. *Reporting*

Recipients must submit periodic financial reports, progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the 2 CFR Part 200 Uniform Requirements. Future awards and fund drawdowns may be withheld if reports are delinquent.

# **State Awarding Agency Contact(s)**

For questions and technical assistance regarding application submission, contact:

Shataun Hailey

Illinois Criminal Justice Information Authority

[CJA.VAWANOFO-22@Illinois.gov](mailto:CJA.VAWANOFO-22@Illinois.gov)

# **Other Information**

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.

Section 7 of the Illinois Criminal Justice Information Act grants ICJIA authority “to apply for, receive, establish priorities for, allocate, disburse, and spend grants of funds that are made available by and received on or after January 1, 1983 from private sources or 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” and “to receive, expend, and account for such funds of the State of Illinois as may be made available to further the purposes of this Act.” (20 ILCS 3930/7(k), (l))

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

This application is subject to the Illinois Freedom of Information Act (FOIA). Any information that the applicant believes should be exempt under FOIA should clearly highlight the information that is exempt, and the basis of the exemption.

**Appendix A** provides a list of the Performance Measures that subgrantees may select to submit as part of the Quarterly PMT Data Report. The subgrantee will select one performance measure for each direct services activity provided by the subgrantee as part of the program. This selection process must be part of the grant making process as described on page 8 of this NOFO.

**Appendix A**

**VAWA Subgrantee Reporting Requirements**

Must be included in competitive application submission to lead entity

**Subgrantee Reporting Requirements**

Subgrantees must address identified barriers to accessing services. Sub-grants must include a plan to provide the following:

* A low-barrier screening and intake process;
* Hours of operation and intake beyond traditional working hours;
* Translation and interpretation services; and
* Transportation support for clients upon request. Support can include transportation costs and services connecting clients to transportation providers in order to receive victim services and participate in criminal justice proceedings.

Subgrantees 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.

**Underserved Populations. Groups served:**

|  |  |
| --- | --- |
| American Indian or Alaska Native  Asian | People living in poverty  Homeless |
| Black or African American | People with disabilities |
| Hispanic or Latino | Limited English proficiency |
| Older adults (60 years or older) | People with mental health disorders |
| Children  Rural communities  Lesbian, gay, bisexual, transgender, or queer/questioning (LGBTQ+)  Veteran/military | People with substance use disorders  Incarcerated victims  Males  Immigrants, refugees, or asylum seekers |
| Other (specify): |  |

**Performance Metrics**

|  |  |
| --- | --- |
| **Service Objective -** Provide the following services to victims of domestic violence or sexual assault: | **Performance Indicators** |
| \_\_\_\_\_ % of victims with access to culturally relevant domestic violence or sexual assault support services. | \_\_% of clients provided access to relevant domestic violence or sexual assault support services |
| # \_\_\_\_\_ clients will receive crisis intervention services | # of clients provided with crisis intervention services |
| # \_\_\_\_\_ clients will receive Case Management. | # of clients provided with Case Management |
| #\_\_\_\_\_\_clients will receive advocacy services | # of clients provided with advocacy services |
| # \_\_\_\_\_ clients will receive legal advocacy services | # of clients provided with legal advocacy services |
| #\_\_\_\_\_\_ of responders with training to enhance their understanding of psychological victimization or trauma-informed practices. | # of responders provided with training to enhance their understanding of psychological victimization |
| # \_\_\_\_\_ clients will receive Evaluation/ Assessment services. | # of clients provided with Evaluation/ Assessment services. |
| # \_\_\_\_\_ clients will receive Substance Abuse Counseling. | # of clients provided with Substance Abuse Counseling |
| # \_\_\_\_\_ clients will receive Telephone Counseling. | # of clients provided with Telephone Counseling |
| # \_\_\_\_\_ Crisis Hotline calls will be responded to. | # of Crisis Hotline calls responded to |
| # \_\_\_\_\_ clients will receive Language/Interpreter Services. | # of clients provided with Language/Interpreter Services |

Funded programs will be required to submit quarterly or monthly progress reports that will minimally include the following information based on the objectives the applicant agencies propose.

1. Exempt from these requirements are individuals or agencies under 2 CFR § 25.110(b) or (c) and those with an exception approved by the federal or state awarding agency under 2 CFR § 25.110(d). [↑](#footnote-ref-2)