**Violence Against Women Act (VAWA)**

**Lead Entity Underserved Areas and Victim Groups**

**NOFO # 1744-2438**

**PROGRAM NARRATIVE**

The purpose of this funding opportunity is to provide a grant funding to a state domestic violence or sexual assault coalition lead entity to manage subgrants to organizations that will provide core services to victim groups in underserved areas. Responsibilities will include sub-grantmaking and grant monitoring. The applicant 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 its sub-grantees.

Program narrative may not exceed 30 pages, including the questions and tables in this document. Responses must be written in Times New Roman 12-point font and **single-spaced.** Do not delete the template questions in your response and do not change the formatting of this document.

Questions that require a narrative response should be answered in the box titled “**Response**” underneath each question. Failure to comply with formatting requirements may lead to application disqualification.

**Summary of the Program - 5**

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| 1. 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. |
| **Response**: |

**Agency Capacity and Experience - 10**

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| 2. Describe 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. |
| **Response**: |

**Statement of the Problem – 5**

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| 3. Besides the services funded through this NOFO, what (if any) other victim services does your agency provide? Include examples of how these services are coordinated with the Victims of Crime Act (VOCA) funded activities. |
| **Response**: |

**Project Implementation – 15 Points**

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| 4. Describe your agency’s fiscal experience and capacity to manage grants. Describe 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. |
| **Response**: |

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| 5. Describe your agency’s plan for program sustainability and include specific activities that address sustainability. |
| **Response**: |

**Project Management: Grant-Making - 10 Points**

The Lead Entity (applicant) will execute renewal grants for sub-grantees funded July 1, 2023 through June 30, 2024 (SFY24) grant making process. The Lead Entity will conduct a risk assessment, programmatic, and fiscal performance reviews of each sub-grantee prior to executing the twelve-month renewal grants. The applicant will also obtain ICJIA approval of application materials and evaluation criteria prior to soliciting requests.

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| 6. Describe the competitive grant process, including required documents, the review process, staff involved in the review process, and how final funding decisions are determined. |
| **Response**: |

**Project Management: Monitoring of Sub-grantees - 10**

The applicant will monitor sub-grantees to ensure compliance with State and Federal statutes, regulations, and the terms and conditions of the sub-grant agreement. All sub-grantees 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 applicant will make programmatic and fiscal technical assistance available to all sub-grantees during the grant period.

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| 7. Describe your agency’s monitoring process of sub-grantees, include both programmatic and fiscal monitoring activities. |
| **Response**: |

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| 8. Describe how funds will be vouchered by your agency and how sub-grantees expenditures will be reported. |
| **Response**: |

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| 9. Describe activities that will promote and direct potential clients to the proposed services. At minimum, include the proposed methods, language(s), venues, and experience conducting similar activities. |
| Response: |

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| 10. Describe the sub-grantee programs for which you are seeking VAWA funds. Include all direct services to be provided to domestic violence or sexual assault victims with VAWA funds. |
| Response: |

**Implementation Schedule - 15**

Complete the table below, defining 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. Do not use staff names or specific dates. Please add additional lines as necessary.

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| **Task** | **Staff Position Responsible** | **Date Due** |
| *Example: Provide technical assistance to sub-grantees* | *Program Manager* | *Month 1* |
| Utilize a competitive bidding process open to all domestic violence or sexual assault service providers via Request for Proposals (RFP) for all grantees. |  |  |
| Sub-grantees site visits |  |  |
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| Submit quarterly data report to ICJIA |  | 15th of every quarter |
| Submit monthly fiscal reports to ICJIA |  | 15th of every quarter |

**Performance Metrics - 20**

**Lead Entity**

The following table depicts objectives linked to performance indicators that show progress toward the proposed program goal. Complete the table by entering ambitious yet realistic numbers for each objective based on your proposed program.

The applicant 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. Some objectives may only apply during the first quarter.

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| **GOAL:** Through the oversight of sub-grantees,provide domestic violence or sexual assault victims with core services that 1) respond to their emotional, psychological, or physical needs; 2) help victims stabilize their lives after victimization; 3) help victims understand and participate in the criminal justice system; and 4) provide victims with a measure of safety and security. | |
| **Objectives** | **Process Performance Measures** |
| 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 to select sub-grantees. | * Submit summary of any revisions to the review panel protocol previously approved by ICJIA approval or letter indicating no changes were made. * Submit summary of any 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 any revisions to the agency plan/protocol for monitoring of sub-grants previously approved by ICJIA or letter indicating no changes were made. * Percentage of sub-grantees submitting quarterly fiscal reports on time. * Percentage of sub-grantees submitting quarterly data reports on time. |
| Perform a minimum of 50% site visits per sub-grantee during award period (some sub-grantees may require more than the established minimum). | * Submit site visit schedule to ICJIA for approval. * Percentage of sub-grantees subjected to the minimum number of site visits during their award period. * Percentage of sub-grantees exceeding the minimum number of site visits. |
| Complete a Risk Assessment for all sub-grantees | * Number of sub-grantees provided with a Risk Assessment |
| Provide a Plan of Corrective Action for all sub-grantees that require such, with \_\_\_% of sub-grantees verifying the correction action was taken within \_\_\_days. | * Number of sub-grantees identified as requiring corrective action. * Number notified and provided with a Plan of Corrective Action. * Percentage rectifying the corrective action within required timeframe. |

**Budget Detail and Budget Narrative – 10 Points**

This section should be completed on the separate Excel document.

**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 activity as listed in 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.

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| Completed NOFO Application materials 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). Please review the submission checklist on page 1 in NOFO Instructions. All materials must be received by: 5:00 p.m. CST, Monday, February 20, 2023. |