

**VICTIMS OF CRIME ACT (VOCA)
LAW ENFORCEMENT/PROSECUTION-BASED ASSISTANCE INSTRUCTIONS
NOFO # 1745 - 0701**

Task	Date
NOFO & Technical Assistance Recording posted	July 1, 2025
NOFO question submission deadline	5:00 p.m. (CST), July 31, 2025
Applications due	5:00 p.m. (CST), August 8, 2025
Illinois Criminal Justice Information Authority (ICJIA) Budget Committee review/approval of recommended designations	October 23, 2025
Performance Period	January 1, 2026 to December 31, 2026

CHECKLIST

Prior to applying:

- [Register with the System for Award Management \(SAM\), Obtain a Unique Entity ID \(UEI\) Number](#)
- [Apply for, update or verify the Employer Identification Number \(EIN\)](#)
- [Complete registration in the Grantee GATA Portal](#)
- [Obtain Single Sign-On for application submission in AmpliFund](#)
- Maintain in “Good” standing with all GATA pre-qualification requirements

AmpliFund Download/Upload Checklist:

- United States Internal Revenue Service 501(c)(3) determination letter - PDF (Non-Profit Agency Required)
- Draft Memorandum of Understanding (Required from Victim Service agencies, single PDF upload)
- Letters of Support (single PDF upload)

Application Submission via AmpliFund

The following process is required:

Step 1: Applying Organization must register in the Illinois Grant Accountability and Transparency Act (GATA) Grantee Portal: <https://grants.illinois.gov/portal/>.

Step 2: Applying Organizations must identify an individual(s) who will submit the application via AmpliFund, this person will serve as the Primary Contact for this application. However, more than one individual can have access to and complete components of the application via AmpliFund. The Primary Contact must submit the applications, including attachments, via

Amplifund. To submit an application, go to: [AmpliFund](#).

To be considered for funding, completed applications must be submitted via the above AmpliFund link by the application deadline of 5:00 p.m., August 8, 2025. ICJIA encourages applicants to review this [Technical Assistance Recording \(TAR\)](#) for more information on how to apply.

Uniform Notice for Funding Opportunity (NOFO)
VOCA Law Enforcement/Prosecution-Based Assistance
NOFO #1745 - 0701

	Data Field	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority (ICJIA)
2.	Agency Contact:	Haley Aubrey Criminal Justice Specialist I Illinois Criminal Justice Information Authority 60 E Van Buren Street, Suite 650 Chicago, IL 60605 Haley.Aubrey@illinois.gov 312-793-8550
3.	Announcement Type:	<input checked="" type="checkbox"/> Initial announcement <input type="checkbox"/> Modification of a previous announcement
4.	Type of Assistance Instrument:	Grant
5.	Funding Opportunity Number:	1745 - 0701
6.	Funding Opportunity Title:	Victims of Crime Act (VOCA) – Law Enforcement/Prosecution-Based Assistance
7.	CSFA Number:	546-00-1745
8.	CSFA Popular Name:	VOCA
9.	CFDA Number(s):	16.575
10.	Anticipated Number of Awards:	Unknown
11.	Estimated Total Program Funding:	\$1,587,306
12.	Award Range	\$55,000 - \$500,000
13.	Source of Funding:	<input checked="" type="checkbox"/> Federal or Federal pass-through <input type="checkbox"/> State <input type="checkbox"/> Private / other funding
14.	Cost Sharing or Matching Requirement:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
15.	Indirect Costs Allowed Restrictions on Indirect Costs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
16.	Posted Date:	July 1, 2025
17.	Application Range:	July 1, 2025 – August 8, 2025
18.	Technical Assistance Session:	Session Offered: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Session Mandatory: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No It is recommended that applicants view the recorded technical assistance. <u>Link to Technical Assistance Recording</u>
19.	AmpliFund Application Submission Link:	<u>AmpliFund Opportunity</u>

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Notice of Funding Opportunity

VOCA Law Enforcement/Prosecution-Based Assistance

A. Program Description

This funding opportunity will support the Victims of Crime Act (VOCA) Law Enforcement/Prosecution-Based Assistance program, providing direct services to victims of crime through municipal police departments, county sheriff's agencies, and state's attorney's offices.

A crime victim is a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime.

Direct services for crime victims include those described in 42 U.S.C. 10603(d)(2) and efforts that:

- (1) Respond to the emotional, psychological, or physical needs of crime victims.
- (2) Assist victims to stabilize their lives after victimization.
- (3) Assist victims to understand and participate in the criminal justice system.
- (4) Restore a measure of security and safety for the victim.

A total of \$1,587,306 in FFY24 Victims of Crime Act (VOCA) funds will be available through this solicitation. Applicants may apply for funding to support staffing, staff training, supervision of direct services, and office equipment to create or expand an existing victim service program.

All activities supported with this award must fall outside of the normal scope of any active investigation or prosecution of criminal activities. Grant funds cannot be used to facilitate witness participation in criminal justice proceedings. Victim eligibility for services cannot be contingent upon participation in the criminal justice process. Services also must be made available after a victim's involvement with the criminal justice system has ended by either the applicant agency or referral to a victim service provider.

1. Purpose

Research suggests that law enforcement and prosecution-based advocates improve service coordination for victims of crime. Specifically, the presence of a victim-centered advocate within medical and legal systems, including the courts, has been shown to reduce insensitive and victim-blaming responses that may retraumatize victims and increase the number of services a victim receives.¹ In addition, victim advocates within police departments also have significant access, knowledge, and relationships within the criminal justice system to

¹ Campbell, R. (2006). Rape Survivors' Experiences With the Legal and Medical Systems: Do Rape Victim Advocates Make a Difference? *Violence Against Women*, 12(1), 30-45.

facilitate victims' service access.² Furthermore, ICJIA's 2022 victim service planning process revealed co-located services within law enforcement, healthcare, and courthouses were among the most meaningful points of contact for facilitating victim help-seeking.³ Co-located services foster relationships between law enforcement and prosecutors and providers and increase accessibility to resources for victims who choose to engage within the criminal justice system.^{2,3}

Beyond coordination, co-located services that include victim-centered advocates also may increase positive outcomes. A study of 17 rural law enforcement-based victim service programs found the programs expanded services to victims and improved officers' victim-centered attitudes and practices.⁴ Similarly, an evaluation of four Illinois law enforcement-based victim service programs revealed benefits for victims, law enforcement agencies, and the community. Victims participating in the programs felt a greater sense of safety, had an increased awareness of their options and rights, and received support to navigate complex institutions.² Agency benefits included an increased knowledge of trauma, victims' post-victimization decision-making, and community resources.² Law enforcement-based victim service programs also enhanced the communities' awareness of and access to resources.²

2. Program Design

The Law Enforcement/Prosecution-Based Assistance program will fund advocate position(s) to provide direct services to victims at law enforcement agencies or state's attorney's offices. Services supported with these grants must be located within the offices of a law enforcement agency or state's attorney's office. Victim services must be available to all crime victims and not a specific population. While agencies may provide specialized advocates that have expertise in services for a particular victim group, they must make services available to victims of all other crime types.

Victim service agencies may apply to provide services within a law enforcement agency or state's attorney's office and **must include with their application a draft Memorandum of Understanding (MOU) between their agencies and the law enforcement agency or state's attorney's office with which they will collaborate.** The MOU should detail agency collaboration, proposed services, program location, and designated liaisons in both agencies who will coordinate program implementation and ensure program objectives are met.

An MOU must be submitted to ICJIA for review prior to grant execution. Additionally, while not required, victim service agencies may propose adding a funded coordinator position to assist in service management and administration with the public entity (police agency, state's attorney's office) liaison/s.

² Shaw, J., Allen, N., Bailey, C., Holland, H., & Cross, T. (2020). *A multi-site evaluation of Illinois police department-based victim assistance programs*. Illinois Criminal Justice Information Authority.

³ Vasquez, A. L., Gonzalez, L. F., Nguyen, S., Schaffner, C., Hiselman, J., Smith, E., Hailey, S., & Reichgelt, R. (2023). *2022 victim service planning research report*. Illinois Criminal Justice Information Authority.

⁴ Littell, K. (2009). *Victim services in rural law enforcement*. Office for Victims of Crime.
<https://www.ovc.gov/publications/infores/RuralVictimServices/welcome.html>

3. Program Requirements

Required Activities

Advocates are required to provide crisis intervention and case management.

1. **Crisis Intervention**: Refers to victim de-escalation, emotional support, and guidance provided by advocates. This may occur at the scene of a crime, immediately after a crime, or on an ongoing basis.
2. **Case Management**: Refers to assisting victim(s) in identifying and achieving their needs and goals, and includes, at a minimum:
 - a) Assessment and development of a service plan to facilitate a client's progress.
 - b) Information and referral to needed services.
 - c) Advocacy that includes one or more of the following:
 - Assisting victims in securing rights and services from other agencies.
 - Writing a victim impact statement, completing victim compensation paperwork, or obtaining criminal or civil protection orders.
 - Intervening with employers, creditors, and others on behalf of a victim.
 - Assisting in filing for losses covered by public and private insurance programs.
 - Accompanying victims to the hospital, and other activities.
 - d) Ongoing emotional support.

Program Staffing and Training Requirements

The applicant's completed program narrative should reflect the following program requirements. Include all related program costs in the budget and budget narrative. Program requirements include:

Direct Service Staff: Sufficient staffing is needed to provide the required services for all clients to be served. Staffing plan should include the ability to serve clients with various levels and lengths of service need.

Direct Service Staff Training: Grant-funded advocates and volunteer coordinators must be trained in victim service advocacy. Required training includes, but is not limited to, the Office of the Illinois Attorney General Victim Academy, the Illinois Coalition Against Domestic Violence 40-hour training, and the Illinois Coalition Against Sexual Assault 40-hour training.

Trauma Awareness: At minimum, applicants must demonstrate trauma awareness, including grant-funded staff completion of at least one training on trauma during the grant period. Agencies are strongly encouraged to take additional steps toward building internal capacity for engaging in trauma-informed practices, such as the development of strategies for mitigating vicarious trauma among staff and the use of program assessment to gauge agency trauma readiness.

Officer Awareness Training: For law enforcement agencies, the proposed program should provide training to officers on the program and the services available to victims at least once during the program period.

Optional Staff Positions: Law enforcement agencies may use grant funds to support multiple advocates. States attorney's offices may use grant funds to support a social worker who will consult with the attorney(s) at intake, conduct assessment intervention, improve outcomes for clients receiving legal services, and extend referral services (i.e. counseling).

Record of Effective Services: Agencies must demonstrate a record of providing effective direct services to crime victims and financial support from sources other than the Crime Victims Fund. This includes having community support and approval of its services and a history of providing direct services in a cost-effective manner. New programs that have not yet demonstrated a record of providing services may be eligible for VOCA funds if they can demonstrate that a minimum of 25% of their financial support came from sources other than the Crime Victims Fund in the preceding year.

Meet Program Match Requirements: This grant opportunity requires matching contributions of 20% (cash or in-kind) of the total cost of the proposed project. Match must be committed for each VOCA-funded project and derived from sources other than federal funds.

Volunteers: The proposed program must utilize volunteers unless ICJIA agrees to waive the requirement. Applicant must provide a compelling explanation for a waiver request.

Promote Community Efforts to Aid Crime Victims: Funded programs must promote within the community coordinated public and private efforts to aid crime victims.

Help Crime Victims Apply for Compensation: Assist victims by identifying and notifying crime victims of the availability of compensation, referring them to organizations that can assist them in applying for compensation, assisting victims with application forms and procedures, obtaining necessary documentation, monitoring claim status, and intervening on behalf of victims with the compensation program.

Comply with Federal Rules Regulating Grants: Agencies must comply with the applicable provisions of VOCA, the VOCA Victim Assistance Program Final Rule, Office of Victims of Crime guidelines, and the requirements of the U.S. Department of Justice Grants Financial Guide and government-wide grant rules, which include maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received.

Civil Rights: No person shall, on the grounds of race, color, religion, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or denied employment in connection with any VOCA-funded program or activity.

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

Services to Victims of Federal Crime: Agencies must provide services to victims of all crimes, including federal crimes.

Criminal Case: Agencies must not discriminate against victims because they disagree with the way the state is prosecuting the criminal case.

No Charge to Victims for VOCA-Funded Services: Agencies must provide services to crime victims at no charge through the VOCA-funded program.

Confidentiality of Information: Agencies must reasonably protect the confidentiality and privacy of people receiving services to the extent permitted by law, as set forth in 28 CFR 94.115.

4. Performance Metrics

The following table depicts objectives linked to performance indicators that will show progress toward the proposed program goal. Applicants must enter ambitious yet realistic numbers for each objective based on the proposed program. Applicants may list additional support service objectives for the program.

Programs selected for funding will be required to submit quarterly reports on the proposed objectives and must identify the number of clients they aim to serve during the performance period. In addition to the required ICJIA data submission, the applicant will be required to report on the progress of activity in the U.S. Office for Victims of Crime Performance Measurement Tool.

Goal: To provide advocacy services to victims of crime at law enforcement agencies or state's attorney's offices.	
Objective	Performance Measure
SCREENING	
# _____ victims referred to the advocate by an officer.	# of victims referred
# _____ victims screened for eligibility by your agency.	# of victims screened for eligibility by your agency
	# of victims not eligible for services by your agency
	Please list the agencies to which you referred
CLIENTS SERVED	

# ____ clients will be provided services by your agency.	# of clients provided services by your agency
INFORMATION & REFERRAL	
# ____ clients will receive information about the criminal justice process.	# of clients provided information about the criminal justice process # of times staff provided information about the criminal justice process
# ____ clients will receive information about victim rights, how to obtain notifications, etc.	# of clients provided information about victim rights, how to obtain notifications, etc. # of times staff provided information about victim rights, how to obtain notifications, etc.
# ____ clients will receive referrals to other victim service providers for services.	# of clients provided with referrals to other victim service providers # of times staff provided referrals to other victim service providers Please list the agencies to which you referred
# ____ clients will receive referrals to other services, supports, and resources (includes legal, medical, faith-based organizations, etc.).	# clients provided with referrals to other services, supports, and resources # of times staff provided referrals to other services, supports, and resources
# ____ clients will receive assistance filing for victim compensation.	# of clients provided assistance filing for victim compensation # of times staff provided assistance filing for victim compensation
PERSONAL ADVOCACY/ACCOMPANIMENT	
# ____ clients will receive individual advocacy (e.g., assistance applying for public benefits).	# of clients provided individual advocacy (e.g., assistance applying for public benefits) # of times staff provided individual advocacy (e.g., assistance applying for public benefits)
# ____ clients will receive assistance intervening with an employer, creditor, landlord, or academic institution.	# of clients provided with assistance intervening with an employer, creditor, landlord, or academic institution # of times staff provided assistance intervening with an employer, creditor, landlord, or academic institution
# ____ clients will receive child or dependent care assistance.	# of clients provided with child or dependent care assistance

	# of times staff provided child or dependent care assistance
# ____ clients will receive transportation assistance.	# of clients provided with transportation assistance # of times staff provided transportation assistance
# ____ clients will receive interpreter services.	# of clients provided with interpreter services # of times staff provided interpreter services
# ____ clients will receive housing advocacy or help with implementing a plan for obtaining housing (e.g., accompanying client to apply for Section 8 housing).	# of clients provided with housing advocacy or help with implementing a plan for obtaining housing (e.g., accompanying client to apply for Section 8 housing) # of times staff provided assistance with receive housing advocacy or help with implementing a plan for obtaining housing (e.g., accompanying client to apply for Section 8 housing)
# ____ clients will receive employment assistance (e.g., help creating a resume or completing a job application).	# of clients provided with employment assistance (e.g., help creating a resume or completing a job application) # of times staff provided employment assistance (e.g., help creating a resume or completing a job application)
# ____ clients will receive education assistance (e.g., help completing a GED or college application).	# clients provided with education assistance (e.g., help completing a GED or college application) # of times staff provided education assistance (e.g., help completing a GED or college application)
# ____ clients will receive economic assistance (e.g., help creating a budget, repairing credit, providing financial education).	# of clients provided with economic assistance (e.g., help creating a budget, repairing credit, providing financial education) # of times staff provided economic assistance (e.g., help creating a budget, repairing credit, providing financial education)
EMOTIONAL SUPPORT OR SAFETY SERVICES	
# ____ clients will receive crisis intervention.	# of clients provided with crisis intervention # of crisis intervention sessions provided by staff
CRIMINAL/CIVIL JUSTICE SYSTEM ASSISTANCE	

# ____ clients will receive notification of criminal justice events (e.g., case status, arrest, court proceedings, case disposition, release, etc.).	# of clients provided notification of criminal justice events # of times staff provided notification of criminal justice events
# ____ clients will receive victim impact statement assistance.	# of clients provided victim impact statement assistance # of times staff provided victim impact statement assistance
# ____ clients will receive assistance with restitution.	# of clients provided assistance with restitution # of times staff provided assistance with restitution
# ____ clients will receive civil advocacy/accompaniment.	# of clients provided civil advocacy/accompaniment # of times staff provided civil advocacy/accompaniment
# ____ clients will receive criminal advocacy/accompaniment.	# of clients provided criminal advocacy/accompaniment # of times staff provided criminal advocacy/accompaniment
REQUIRED TRAININGS	
# ____ staff will receive training on trauma skills.	# of staff trained # of trainings held
# ____ staff will receive training on victim service advocacy.	# of staff trained # of trainings held
<i>Required for programs operating within police departments</i>	
# ____ officer awareness trainings held.	# of officers trained # of officer awareness trainings held

Funded agencies may be required to participate in a program evaluation as a condition of this award. This evaluation may be used to understand the process of service delivery and program outcomes and may be conducted by external evaluators. Programs that include subcontracts for specialized professional services must include contract provisions requiring evaluation participation in each subcontract.

Funded agencies will be required to submit quarterly progress reports that will minimally include information based on the applicant's proposed objectives. For more information on how to create a performance plan template in AmpliFund, please see "Performance Metrics Sample and Instructions" in the AmpliFund system for additional information.

5. Priorities

While this funding opportunity responds to several priorities established by the 2022 ICJIA Ad Hoc Victim Services Committee,⁵ it most directly addresses priority areas of victims' improved service access, meeting fundamental needs, and receiving core and trauma services.

6. Trauma-Informed Practices

The applicant is required to provide services that integrate trauma-informed practices, including strategies for mitigating vicarious trauma among staff. Vicarious trauma occurs when providers experience traumatic stress reactions as a result of exposure to another person's traumatic experiences, rather than from direct exposure to a traumatic event. This includes hearing or learning about others' victimization.⁶ Applications should describe their current uses of trauma-informed practices and identify strategies for monitoring their implementation.

B. Funding Information

1. Award period

Grant awards resulting from this opportunity will have a target period of performance of January 1, 2026, to December 31, 2026. Additional funding of up to 12 months of program support may be awarded after the initial funding period, contingent upon satisfactory performance and availability of funds. Grant support for this program will not exceed 24 months.

2. Available Funds

A total of \$1,587,306 in funding is available through this solicitation. Depending on population, applicants may request a minimum of \$55,000 and a maximum of \$500,000 in grant funding. Funding minimum and maximum values are based on the population served by county or municipality, as follows:

Population of Area Served	Minimum Award	Maximum Award
1- 2,999,999	\$55,000	\$200,000
3,000,000 – or higher	\$55,000	\$500,000

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

⁵ Vasquez, A. L., Gonzalez, L. F., Nguyen, S., Schaffner, C., Hiselman, J., Smith, E., Hailey, S., & Reichgelt, R. (2023). *2022 victim service planning research report*. Illinois Criminal Justice Information Authority.

⁶ Newell, J. M. & MacNeil, G. A. (2010). Professional burnout, vicarious trauma, secondary traumatic stress, and compassion fatigue: A review of theoretical terms, risk factors, and preventive methods for clinicians and researchers. *Best Practices in Mental Health: An International Journal*, 6, 57-68.

C. Eligibility Information

Before applying for a grant, all entities must be registered through the Grant Accountability and Transparency Act (GATA) Grantee Portal at www.grants.illinois.gov/portal. Registration and pre-qualification are required annually. During pre-qualification, verifications are performed including a check of federal SAM.gov Exclusion List and status on the Illinois Stop Payment List. The Grantee Portal alerts the entity alerts of “qualified” status or informs how to remediate a negative verification (e.g., missing UEI Unique Entity Identifier assigned in SAM.gov, not in good standing with the Secretary of State). Inclusion on the SAM.gov Exclusion List cannot be remediated.

Failure to meet an eligibility criterion by the application deadline will result in the return of the application without review and will preclude ICJIA from making a state award.

Applicants are also required to submit and obtain approval of a financial and administrative risk assessment utilizing an Internal Controls Questionnaire (ICQ) before execution of the grant agreement. Delay in obtaining ICQ approval will result in a delay in grant execution.

Victim service agencies may apply to provide services within a law enforcement agency or state’s attorney’s office but must submit with their application a draft Memorandum of Understanding between the applicant agency and the law enforcement agency or state’s attorney’s office that details agency collaboration, proposed services, program location, and designated liaisons in both agencies who will coordinate program implementation and ensure program objectives are met. An MOU must be submitted to ICJIA for review prior to execution of the grant agreement.

1. Eligible Applicants

Applicants must represent a public agency or nonprofit organization, or a combination of such organizations, and provide direct services to crime victims. Nonprofit organizations must submit proof of 501(c)(3) status as determined by the Internal Revenue Service.

Applicants must be GATA pre-qualified to do business with the State of Illinois.

2. Match Requirement

Matching funds will equal 20% of the total cost of the project and must be included in the applicant’s budget submission. Federal grant funds requested under this application may not exceed 80% of the total cost of the project. Match can be made in both cash and/or in-kind contributions. Cash or in-kind resources used as match must be spent in support of the program’s goals and objectives.

In-kind match includes volunteered professional or personal services, office materials and equipment, workspace and facilities, and non-program funded victim assistance activities.

Any reduction or discount provided to a sub-recipient shall be valued as the difference between what the sub-recipient paid and what the provider's nominal or fair market value is for the good or service. 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. 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.

To calculate the amount of match required: Total Project Costs x 20% = Match

Example:

Total Project Cost:	\$100,000
20 percent matching funds (\$100,000 x .20):	\$ 20,000
Federal funds requested (\$100,000 x .80):	\$ 80,000

Federal guidelines prohibit use of matching funds to supplant existing funds. Refer to 28 CFR 200.306 for more information on match types and match requirements.

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:

- a) 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.
- b) 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 in the GATA Grantee Portal. If an organization previously established an indirect cost rate, the organization must annually submit a new indirect cost proposal through the GATA Grantee Portal 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.
- c) 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 15% 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 grantees must complete an indirect cost rate negotiation or elect the De Minimis Rate to claim indirect costs. Indirect costs claimed without a negotiated rate or a De Minimis Rate

election on record in the GATA Grantee Portal indirect cost rate system may be subject to disallowance.

Limitations on indirect costs restrict the amount and/or type of indirect costs that are allowed to be charged to grant awards. Indirect cost limitations and restrictions must be clearly stated in this section. For example, the grant award may be subject to state and federal statutory requirements that limit the allowability of costs. The maximum amount allowable under a limitation cannot exceed the total amount under the NICRA.

State and federal statutes may restrict the amount of salary that can be charged to a grant award, if the base salary exceeds the Federal Executive Level II Pay Scale. If additional statutory restrictions or limitations are imposed, such as parameters for direct administrative costs, facility costs, and indirect administrative cost levels, those restrictions or limitations must be stated in this section. The statutory reference or guidance imposing the indirect cost limitation or restriction must also be stated within this section.

Grantees have discretion and can elect to waive payment for indirect costs. Grantees that elect not to claim 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 each fiscal year. More information regarding the indirect cost election process can be found [here](#).

D. Application and Submission Information

1. Accessing Application Package

Paper copies of the application materials may be requested from Haley Aubrey by calling (312) 793-8550; writing Haley Aubrey at 60 E. Van Buren Street, Suite 650, Chicago, Illinois 60605; via Telephone Device for the Deaf (TDD) (312)793-4170 or by email at CJA.VOCA.LEPROS25@Illinois.gov. Application materials, however, must be submitted via the [AmpliFund](#) grant management system.

2. Content and Form of Application Submission

Applications must be submitted in AmpliFund.

To be considered for funding, applications must be completed and submitted via AmpliFund by the application deadline of 5:00 p.m. (CST), August 8, 2025. ICJIA encourages applicants to review the videos listed in Section D7, Requirements Prior to Submitting the Application, for more information on how to apply.

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

Applicants are required to:⁷

- a) Be registered in SAM before submitting its application. To establish a SAM registration, go to <http://www.SAM.gov/SAM>.
- b) 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 \(SAM\)](#).

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](#).

- c) 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 AmpliFund grant management system by 5:00 p.m., August 8, 2025, to be considered for funding. Applications must be submitted via [AmpliFund](#). Upon receipt, an automated confirmation will be emailed. Proposals will not be accepted by email, mail, fax, or in person. AmpliFund will not permit late submissions. Agencies are encouraged to submit their applications 24-72 hours in advance of the deadline to avoid unforeseen technical difficulties. Technical difficulties with the grant management system should be reported immediately to ICJIA at CJA.VOCA.LEPROS25@Illinois.gov.

5. Application Questions

Questions may be submitted via email at CJA.VOCA.LEPROS25@Illinois.gov. The deadline for submitted questions is 5:00 p.m. (CST) on July 31, 2025. All substantive questions and responses will be posted on the ICJIA website at <https://icjia.illinois.gov/gata> and on [AmpliFund](#). 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 CJA.VOCA.LEPROS25@Illinois.gov.

6. Funding Restrictions

- a) Federal Financial Guide. Applicants must follow the current edition of the Department of Justice Grants Financial Guide which details allowable and

⁷ 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).

unallowable costs is available at:

<https://www.ojp.gov/funding/financialguidedojo/overview>. Costs may be determined to be unallowable even if not expressly prohibited in the Federal Financial Guide.

- b) 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
- Audits (agencies receiving less than \$750,000 in cumulative federal funds)
- Capital expenses; property losses and expenses, real estate purchases, mortgage payments, construction, and most capital improvements
- Compensation for victims of crime
- Crime prevention
- Lobbying and advocacy with respect to legislation, regulations or administrative policy
- Most medical care costs
- Tort or criminal defense services
- Active investigation and prosecution of criminal activities, and witness activities
- Research and studies, except for project evaluations
- Salaries and expenses for management, unless expressly allowed in the VOCA Final Rule

- c) Allowable expenses. All expenses must be reasonable, necessary, and allocable to the program.

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

- e) 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

- f) State Travel Guidelines. Travel costs charged to ICJIA must conform to State Travel Guidelines, found here: <https://cms.illinois.gov/employees/travel/travelreimbursement.html>. Out-of-state hotel rates are based on the General Service Administration (GSA) 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.
- g) Supplanting. Supplanting is to deliberately reduce state or local funds because of the existence of federal funds.

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. Supplanting will be the subject of application review, as well as pre-award review, post-award monitoring, and audit. If there is a potential presence of supplanting, the applicant or grantee will be required to supply documentation demonstrating that the reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds. For certain programs, a written certification may be requested by the awarding agency or recipient agency stating that federal funds will not be used to supplant state or local funds.

If funds will be used for the expansion of an already implemented program, applicants must explain how proposed activities will supplement—not supplant—current program activities and staff positions.

- h) 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 or a subcontract. Applicants are advised to use the “Checklist for Contractor/Subrecipient Determinations” available at the GATA Resource Library for guidance: <https://gata.illinois.gov/resources.html>.

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

All Applicants must register their organization at the Illinois Grant Accountability and Transparency Act (GATA) Grantee Portal: <https://grants.illinois.gov/portal/>.

To submit an application, approved individuals for an organization must be registered via the GATA Grantee GATA Portal and identified as an AmpliFund user.

Applicant Technical Assistance Recording. Applicants are advised to view the following technical assistance recordings prior to application submission.

All recordings are located on the [ICJIA YouTube channel](#).

- [Register in the GATA Grantee Portal](#)
- [Creating a GATA Grantee User Account](#)
- [Register in AmpliFund](#)
- [Complete the application in AmpliFund](#)
- [Getting to know GATA and the GATA Grantee Portal](#)
- Learn about the: Online Self-paced Grant Course: [YOUR RECIPE FOR GRANT SUCCESS](#)

E. Application Review Information

1. Criteria

Application materials must address all components of this NOFO 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 as well as past performance history and/or financial standing with ICJIA. The applicant must demonstrate that costs are reasonable, necessary, and allowable.

A total of 100 points are available:

Scoring Criteria		Possible Points
Summary of the Program:		
Describes how the proposed services will be coordinated with law enforcement agencies, state's attorney's offices, and victim service providers.		2
Response gives a concise description of the entire organization, including		4

unit descriptions, number of staff in each unit, and overall agency budget.	
Statement of the Problem:	
Response must list the count(ies) to be served by your program: If applicant is proposing a program to serve a portion of a county, please specify those municipalities and/or neighborhoods.	0
Response should clearly describe the problem in your service area that demonstrates the need for your proposed program. This must include a description of available indicators on the extent of victimization, underserved victim populations, and the availability of accessible and culturally appropriate victim services sought in your service area.	4
Response should clearly describe strengths and challenges of the community to be served. An example of a strength could be strong community network; a challenge could be high poverty rates. A minimum of two strengths and two challenges are essential and must be related to the problem described in question 2.	4
Project Implementation:	
Response should explain what other victim services (if any) your agency provides. Should include examples of how these services will be coordinated with the projected grant application activities. If there are no coordinated services, please state none.	3
Should indicate total number of staff dedicated to all victim services at your organization.	1
Response should clearly describe history of providing services for victims of crime. Include quantitative (e.g., years of service; number of clients served last year) and qualitative (e.g., description of services provided; client case summaries) descriptions. If applicant does not have a history of providing victim services, please explain how the applicant will build capacity to provide them. This explanation should include at least one capacity building example and demonstrate a strong understanding of such services.	8
Describe your agency's fiscal experience and ability to manage grants. Include all funding sources that support victim service programming. Include quantitative (e.g., size of budget and number of grants) and qualitative (e.g., process and procedure; summary of previous management) descriptions.	3
Clearly explains how the agency will financially sustain the program at the end of the funding period.	3
Project Management:	
Provides a detailed explanation of how the program will function, including: <ul style="list-style-type: none"> ○ How victims will be screened for eligibility. ○ How uniform referrals will be made for services to all victims. ○ How services will be available to all victims of crime. ○ Location of victim service staff within law enforcement agency or state's attorney's office. 	10

○ Coordination of services with other victim service staff to support a comprehensive and coordinated response to victim needs.	
Provides a projection of the number of clients to be served during the grant period. The projection is clearly explained and justified.	3
Describes known barriers to victims accessing victims' services and clearly explains how the agency will address these.	4
Explains how the program design will incorporate trauma-informed care.	3
Describes collaborative partners, history of collaboration, and each partner's role in the proposed program.	3
Explains how the agency will inform victims of the VOCA Victims' Compensation program.	2
Staffing Plan:	
Response should list and describe all staff positions assigned to the proposed program. Includes at a minimum the name of the position, roles and responsibilities, location of services, reporting and supervision structure, time budgeted, and funding source.	4
Explains the primary qualifications of program-funded staff.	2
Describes how cases are coordinated and supervised within the agency. Clearly outlines any protocols for information sharing and confidentiality.	3
Describe how the proposed program will include staff trauma skills training and consultation to improve trauma-informed responses to clients. Include a plan to hold at least one training.	2
Identifies other training needs and how these needs will be addressed. For law enforcement agencies, please include officer awareness of this program.	2
Response clearly describes how the agency utilizes volunteers and how the proposed program will utilize volunteers. Describes how many FTE volunteer staff are used by your agency as a whole. If your volunteers will be providing direct services, lists any training you will be providing to them.	1
Staffing chart is complete and shows staff on the program, percentage of time on proposed program, and FTE.	1
Goals and Performance Metrics:	
Complete metrics.	10
Performance Plan:	
Performance plan is complete, showing each step in implementation and operation of the program. Includes staff position responsible and target dates.	3
Budget Detail:	
Budgeted items are cost-effective in relation to the proposed activities.	8
Narrative is complete for all line items, clearly detailing how the applicant arrived at and calculated the budget amounts.	7
Total Possible Points: 100	

2. Review and Selection Process

Proposals will be reviewed by a panel of ICJIA staff and key stakeholders with expertise in victim services. Proposal selection will be made using the previously described scoring criteria. If possible, ICJIA will fund the highest scoring applicant in each geographic region before funding successive applicants.

For the purposes of this NOFO, funding will be targeted in these six geographic regions: Central, Collar (DuPage, Kane, Lake, Will, McHenry), Cook County, Northern, Southern, and multi-regional (if the proposed service area includes more than one region) (*Appendix A*).

Reviewers will consider each applicant's overall scoring with secondary consideration given to geographic diversity and proposed program design. Applicants with equivalent scores will be selected based on scores in the proposed program's design category.

Reviewers will score applications based on completeness, clear and detailed responses to program narrative questions, and inclusion of all mandatory program elements, as well as past performance history and/or financial standing with ICJIA. The applicant must demonstrate that costs are reasonable, necessary, and allowable.

All applications will be screened for completeness including GATA pre-qualification and ICQ submission for the current state fiscal year. Incomplete applications will not be reviewed.

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.

ICJIA may reduce the awards of grantees whose applications contained unallowable or unreasonable costs 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 portal. Review team recommendations will be forwarded to the ICJIA Budget Committee for approval. Applicants will be notified of the ICJIA Budget Committee's decision.

3. Implementing Agency vs. Program Agency

An implementing agency is the legal entity that receives state funds, such as a county.

A program agency:

- Is a subdivision of the implementing agency, such as a county probation department.
- Carries out program operations.
- Is responsible for data and fiscal reporting.

4. Anticipated Announcement and State Award Dates

Task	Date
NOFO & Technical Assistance Recording posted	July 1, 2025
NOFO question submission deadline	5:00 p.m. (CST), July 31, 2025
Applications due	5:00 p.m. (CST), August 8, 2025
ICJIA Budget Committee review/approval of recommended designations	October 23, 2025
Performance Period	January 1, 2026 to December 31, 2026

5. Appeal Process

Applicants that were not successful 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 receipt of a Funding Opportunity Declination Letter from ICJIA. The appeal must include, at a minimum, the following:

- Statement indicating a request for a formal appeal
- A statement of reason for the appeal

The appeal will be sent to:

Appeals Review Officer
Illinois Criminal Justice Information Authority
CJA.ARO@Illinois.gov

Once an appeal is received, ICJIA will acknowledge receipt of an appeal. ICJIA will respond to the appeal, in writing, within 60 days or explain why more time is required. ICJIA will resolve the appeal by a written determination, which will include:

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

6. 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:

Haley Aubrey
Illinois Criminal Justice Information Authority
CJA.VOCA.LEPROS25@Illinois.gov

F. Award Administration Information

1. State Award Notices

The ICJIA Budget Committee is scheduled to review and approve designations in October 2025.

ICJIA will transmit a Notice of State Award (NOSA) and the grant agreement to successful applicants after the October 2025 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:

- Fiscal Information Sheet
- Civil Rights Compliance Questionnaire (CRCQ)
- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
- Equal Employment Opportunity Program and Civil Rights Compliance Certification (EEOP and CRC)
- Other ICJIA certification forms, as required

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 but not limited to the Victims of Crime Act rules and related regulations, the ICJIA Financial Guide and Policy and Procedure Manual, the Grant Accountability and Transparency Act, and the U.S. Department of Justice Grants Financial Guide, which will be included in the award documents, incorporated into the award by reference, or are otherwise applicable to the award.

Additional programmatic and administrative special conditions may be required.

3. Reporting

Recipients must submit periodic financial reports, periodic performance reports, OVC Performance Measurement Tool reports, final financial and performance 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.

G. State Awarding Agency Contact(s)

For questions and technical assistance regarding application submission, contact:

Haley Aubrey
Illinois Criminal Justice Information Authority
CJA.VOCA.LEPROS25@Illinois.gov

H. 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)).

The federal Victims of Crime Act (VOCA) was passed in 1984 for the purpose of compensating and assisting victims of crime and providing funds for training and technical assistance.

ICJIA is the state agency charged with the administration of the Illinois' Victims of Crime Act Victim Assistance Formula Grant Program. This program is supported by 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 2024, Illinois received a VOCA award of \$28,385,202.

VOCA grants must support the provision of direct services to victims of crime. States are required to allocate a minimum of 10 percent of funds received for services to each of the following: victims of sexual assault, domestic violence, child abuse, and underserved victims of violent crime. *VOCA funds may not be used to supplant or replace state and local funds that would otherwise be available for crime victim services and must be used to develop new projects or expand existing projects.*

The Victims of Crime Act of 1984 established the Crime Victims Fund (34 U.S.C. 20101(c)) for the purpose of creating a special mandatory spending account dedicated to helping victims of all types of crimes. Authorized by the Victims of Crime Act are:

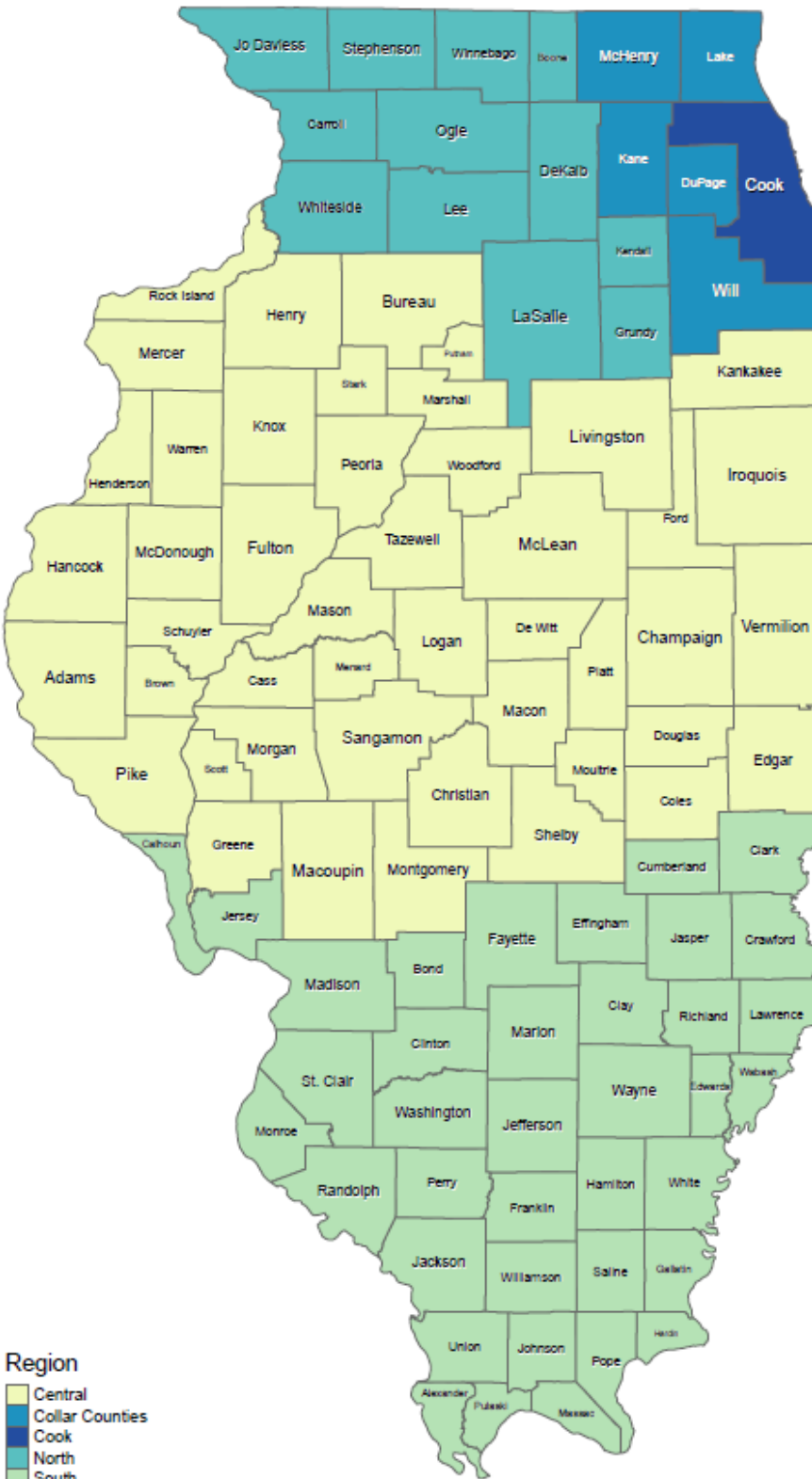
- Children's Justice Act grants
- U.S. Attorney's victim/witness coordinators
- F.B.I. victim assistance specialists
- Federal victim notification system
- OVC discretionary grants
- State compensation formula grants
- State victim assistance formula grants
- Antiterrorism Emergency Reserve

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."

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.

Illinois Counties by Region



Updated 2023

Illinois Counties Region List

Central		North	South	
Adams	Macon	Boone	Alexander	Johnson
Brown	Macoupin	Carrol	Bond	Lawrence
Bureau	Marshall	DeKalb	Calhoun	Madison
Cass	Mason	Grundy	Clark	Marion
Champaign	Menard	Jo Daviess	Clay	Massac
Christian	Mercer	Kendall	Clinton	Monroe
Coles	Montgomery	LaSalle	Crawford	Perry
De Witt	Morgan	Lee	Cumberland	Pope
Douglas	Moultrie	Ogle	Edwards	Pulaski
Edgar	Peoria	Stephenson	Effingham	Randolph
Ford	Piatt	Whiteside	Fayette	Richland
Fulton	Pike	Winnebago	Franklin	Saline
Greene	Putnam		Gallatin	St. Clair
Hancock	Rock Island	Collar	Hamilton	Union
Henderson	Sangamon	Kane	Hardin	Wabash
Henry	Schuyler	DuPage	Jackson	Washington
Iroquois	Scott	Will	Jasper	Wayne
Kankakee	Shelby	Lake	Jefferson	White
Knox	Stark	McHenry	Jersey	Williamson
Livingston	Tazewell			
Logan	Vermillion	COOK		
McDonough	Warren			
McLean	Woodford			