**Victims of Crime Act Lead Entity Services**

**to Victims of Child Abuse in a Child Advocacy Center Program**

**PROGRAM NARRATIVE**

**NOFO # 1745-2442**

This funding opportunity will provide Victims of Crime Act (VOCA) funding to a lead entity applicant that will administer the funds to subgrantees offering core services for victims of child abuse in Child Advocacy Centers in Illinois. This applicant must possess subject matter expertise and an established record of providing services specific to the VOCA grant, a statewide network of direct service providers, and monitoring capacity to oversee sub-grantees.

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

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

**Summary of the Program** (Limit to 1 Page) **– 5 Points**

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| 1. Describe your agency’s history and expertise in the provision of services to victims of domestic violence, include information on the statewide network of direct services providers you will fund through this program. Please include information concerning training and technical assistance provided. |
| **Response**: |

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| 2. 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 VOCA funded activities. |
| **Response**: |

**Statement of the Problem– 10 Points**

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| 1. Describe the problem that demonstrates the need for your proposed program. This may include a description of available indicators on the extent of victimization and services sought in your service area. |
| **Response**: |

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| 1. Describe the challenges and barriers to services provided in the community to be served through this program. |
| **Response**: |

**Project Implementation – 14 Points**

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| 1. Describe your agency’s fiscal experience and capacity to manage grants. Include total staff dedicated to all victim services at your organization and 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. |
| **Response**: |

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| 1. Who will oversee the program funded by this opportunity? Include titles, duties, primary qualifications and any mandatory training or certifications. |
| **Response**: |

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| 1. Describe your agency’s plan for program sustainability and include specific activities that address sustainability. |
| **Response**: |

**Project Management: Grant-Making - 12 Points**

The applicant will execute renewal grants for sub-grantees funded through the FFY21 grant making process, and fund applicants seeking initial funding with Illinois’ FFY22 VOCA award. 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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| 1. Describe the competitive grant process, including required documents, the review process, staff involved in the review process and how final funding decisions are determined. |
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| 1. Describe the notification and appeal processes for unapproved applications. |
| **Response**: |

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| 1. Attach application materials and evaluation criteria and/or scoring documents for the application. (Attachment will not affect the 30-page limit.). |
| **Response**: |

**VOCA Mandated Requirements – 6 Points**

The Office of Victims of Crime (OVC) requires ALL VOCA funded programs provide the following services.

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| 1. Describe how the lead entity will ensure that sub-grantees will promote the VOCA Victim’s Compensation program to participants? |
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| 1. Describe how the lead entity will ensure the utilization of volunteers. |
| **Response**: |

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| 1. Describe how the lead entity will promote community efforts to aid crime victims. |
| **Response**: |

## **Requirements for Sub-grantee Programs – 22 Points**

The following information concerns sub-grantee application submissions and should be used in the selection via the competitive process.

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| 1. Describe the sub-grant eligibility requirements for VOCA funds. Include any required direct services to be provided through this program. |
| **Response**: |

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| 1. Describe how your standards and guidelines ensure that the needs of the underserved populations and linguistically and culturally specific services and activities are provided by the sub-grantees. |
| **Response**: |

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| 1. Describe the standard and guidelines concerning client referral and intake process required by sub-grantees. Include the intake questions and criteria for acceptance. |
| **Response**: |

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| 1. Describe how the lead entity will address identified barriers to accessing services. The response must include a plan to provide the following:    1. A low barrier screening and intake process    2. Hours of operation and intake beyond traditional working hours    3. Translation and interpretation services    4. Transportation support for clients that request this support. This support can include transportation costs and linking victims to transportation providers in order to receive victim services and participate in criminal justice proceeding. |
| **Response**: |

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| 1. Sub-grantee programs selected for funding will be required to identify the staff responsible for collection and submission of quarterly data reports. |
| **Response**: |

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| 1. Describe the process lead entity will follow for the collection and submission about these performance measures. Include staff responsible for the collection and approval process. |
| **Response**: |

Implementation Schedule – 0 Points

Complete the table below, defining each step in the implementation and operation of the proposed program, detailing the staff position responsible for each task, and including 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: Hire Staff* | *Program Administrator* | *Month One* |
| *Example: Train Staff* | *Training Coordinator* | *Month One* |
| Submit detailed policy/protocol for monitoring grantee performance, including submission of quarterly data reports and quarterly fiscal reports. |  | Month 1 |
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| Sub-grantees site visits |  |  |
| Submit quarterly progress report |  | 15th of every quarter |
| Submit quarterly financial performance report |  | 15th of every quarter |

**Monitoring of Sub-grantees – 16 Points**

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 ICJIA requirements, submit quarterly programmatic data and fiscal reports to the lead entity, and be subject to site visits. The lead entity will make programmatic and fiscal technical assistance available to all sub-grantees during the period of performance.

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| 1. Describe your agency’s monitoring process of sub-grantees, include risk assessment for subs that have medium to high risk, programmatic, and fiscal monitoring activities. |
| **Response**: |

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| 1. Describe your site visit procedures. |
| **Response**: |

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| 1. Explain in detail how funds will be vouchered by your agency and how sub-grantees expenditures will be reported. |
| **Response**: |

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| 1. Describe the intended technical assistance you will provide sub-grantees that are targeted to your area of expertise. |
| **Response**: |

**Performance Metrics – 0 Points**

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 victims with core services that 1) respond to their emotional, psychological, or physical needs; 2) help victims of crime to 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** | **Performance Measures** |
| Review accuracy of sub-grantee data reports and enter aggregate data into the federal Performance Measurement Tool (PMT) system on a quarterly basis. | * Number of sub-grantee data reports received and reviewed * Percentage of data reports received that were included in the aggregate PMT report * Was PMT submission 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 |
| Provide a Plan of Corrective Action for all sub-grantees with medium to high risk | * 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 |
| Provide fiscal and programmatic technical assistance to all sub-grantees that request such assistance. | * Type of fiscal and programmatic technical assistance offered by applicant * Number of sub-grantees that requested fiscal and technical assistance * Number of sub-grantees receiving such assistance |
| Provide trauma-based skills training for staff | * Number of trauma-based skills trainings provided to staff |
| Attend all required trainings hosted by ICJIA. | * Number of trainings offered * Number of trainings attended (attach summary of training and attendees) |

**Trauma and Trauma Informed Care (NOFO page #10) – 10 Points**

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, and includes hearing or learning about others’ victimization. Programs should describe their current use of trauma-informed practices and identify strategies for monitoring their implementation.

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| 1. Describe how the lead entity will assure sub-grantees incorporate each key component and key principles of trauma informed services. |
| **Response**: |

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| 1. Describe agency trainings and how the proposed services implement victim centered approaches and address matters of safety. |
| **Response**: |

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| 1. If the services are not currently victim centered and trauma informed, describe the plan to build staff capacity in this area. |
| **Response**: |

**Budget Detail and Budget Narrative – 5 Points**

This section can be completed on a 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 **5% of the award or budget for VOCA**. 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.VocaLeadEntity.cac@illinois.gov](mailto:CJA.VocaLeadEntity.cac@illinois.gov) Please review the submission checklist on page 1 in NOFO Instructions. All materials must be received by: 5:00 p.m. CST, Wednesday March 1, 2023. |