

**Victims of Crime Act (VOCA)
Legal Assistance for Victims of Violent Crime
NOFO # 1745-0423**

Task	Date
NOFO posted	April 14, 2023
Technical Assistance Recording	April 14, 2023
NOFO question submission deadline	May 10, 2023
Applications due via AmpliFund	5:00 p.m. CST, May 15, 2023
Budget Committee review/approval of recommended designations	June 23, 2023
Performance Period	July 1, 2023, to June 30, 2024

Prior to applying:

- [Register with the System for Award Management \(SAM\), Obtain a Unique Entity ID #](#)
- [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 Submission Checklist:

- Program Staff Chart required via Amplifund
- Performance Metrics required via AmpliFund

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:
<https://il.amplifund.com/Public/Opportunities/Details/ae77a891-d44b-4e07-b7a1-3daad34f43e5>

For funding consideration, completed applications must be submitted via the above AmpliFund link by the application deadline of 5:00 p.m., May 15, 2023. ICJIA encourages applicants to review this Technical Assistance Recording for more information on how to apply.

Victims of Crime Act (VOCA)
Legal Assistance for Victims of Violent Crime
NOFO # 1745 – 0423

	Data Field	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority (ICJIA)
2.	Agency Contact:	Ronnie J Reichgelt Victims Services Programs Administrator Illinois Criminal Justice Information Authority 60 E Van Buren Street, Suite 650 Chicago, Illinois 60605 Ronnie.Reichgelt@illinois.gov 312/793-7058
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:	1745-0423
6.	Funding Opportunity Title:	Legal Assistance for Victims of Violent Crime
7.	CSFA Number:	546-00-1745
8.	CSFA Popular Name:	Victims of Crime Act
9.	CFDA Number(s):	16.575
10.	Anticipated Number of Awards:	Unknown
11.	Estimated Total Program Funding:	\$4,133,120
12.	Award Range	\$150,000 to \$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 If yes, provide the citation governing the restriction: [Insert parameters if needed for funding source]
16.	Posted Date:	April 14, 2023
17.	Application Range:	April 14, 2023 to May 15, 2023
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. https://www.youtube.com/watch?v=uIEzl3bBggc
19.	AmpliFund Application Submission Link:	https://il.amplifund.com/Public/Opportunities/Details/ae77a891-d44b-4e07-b7a1-3daad34f43e5

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Victims of Crime Act (VOCA)
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A. Program Description

ICJIA has made available a minimum of \$4,133,120 in VOCA grant funding to support new or expanded legal assistance services and related support costs for crime victims. Funded programs will facilitate victims' pursuit of safety and victim-centered justice. The need for comprehensive legal services in Illinois was a key finding by the ICJIA Ad Hoc Victim Services Committee in 2022.¹ A victim needs assessment revealed that 43% of Illinois victims surveyed received civil or criminal legal assistance, 11.1% received criminal or juvenile justice system advocacy, and 6% obtained an order of protection.² More than half of victim service providers surveyed indicated that criminal justice system information and advocacy (63%) and civil legal assistance services (58%) for victims were essential or a high priority.³ Furthermore, victim service providers and other stakeholders described legal services as a largely unmet, long-term need.⁴ According to data collected through InfoNet, ICJIA's statewide victim data collection system, in 2022, 50% of domestic violence clients identified legal advocacy as a need during intake and 11% of clients reported needing the services of an attorney at intake.⁵

Meeting a victim's legal needs is key to ensuring their safety and security and enabling them to continue to recover from their victimization experience. Crime victims can directly benefit from access to comprehensive legal services and victim rights enforcement.

1. Purpose

Research suggests victim legal services lead to improved outcomes. An analysis of InfoNet data revealed legal advocacy services helped victims understand their rights and increased their knowledge on how to report order of protection violations.⁶ Victims who received legal services reported improved independence and were at a lower risk of being revictimized by an intimate partner.⁷ Legal aid attorney representation also has been linked to improved child custody and visitation outcomes for intimate partner violence victims with children.⁸ Research indicates the

¹ For more information on the planning initiative see Vasquez, A. L., Gonzalez, L. F., Nguyen, S., Schaffner, C., Hiselman, J., Smith, E., Hailey, S., & Reichgelt, R. (in press). *2022 victim service planning research report*. Illinois Criminal Justice Information Authority.

² Garthe, R. C., Hsieh, W., Guenther, M. E., Watkins, D., Kwon, C., & Welsh, M. (in press). *2022 Victim Needs Assessment*. Illinois Criminal Justice Information Authority.

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

⁴ Vasquez, A. L., Gonzalez, L. F., Nguyen, S., Schaffner, C., Hiselman, J., Smith, E., Hailey, S., & Reichgelt, R. (in press). *2022 victim service planning research report*. Illinois Criminal Justice Information Authority.

⁵ ICJIA InfoNet system

⁶ ICJIA InfoNet system

⁷ Hartley, C. C., & Renner, L. M. (2016). *The longer-term influence of civil legal services on battered women*. U.S. Department of Justice. <https://www.ncjrs.gov/pdffiles1/nij/grants/249879.pdf>

⁸ Kernic, M. A. (2015). *Final report of the "Impact of legal representation on child custody decisions among families with a history of intimate violence study."* U.S. Department of Justice. <https://www.ncjrs.gov/pdffiles1/nij/grants/248886.pdf>

absence of legal counsel is related to a decreased likelihood of securing a protective order and certain protective order provisions, such as child support and custody.⁹ In addition, victims report feeling depressed, violated, and less likely to seek additional support as a result of negative interactions with the legal system.¹⁰ Many experience additional distress when they exercise their rights only to have those rights denied.¹¹ Victims who actively participate in the legal process have better mental health outcomes than victims who are prevented from doing so, likely due to the sense of empowerment and inclusion they feel.¹²

2. Program Design

Applicants should select and describe in detail which type(s) of legal services will be provided. These services fall into three categories: emergency legal assistance; victims' rights enforcement; and civil legal assistance. See the list below for examples of legal assistance within each category:

Emergency Legal Services

- Filing for emergency restraining or protective orders
- Obtaining emergency custody orders and visitation rights

Victims' Rights Enforcement

- Assisting victims in asserting their rights as victims or otherwise protecting their safety, privacy, or other interests as victims, in a criminal proceeding directly related to the victimization

Civil Legal Services

- Proceedings for protective/restraining orders or campus administrative protection/stay-away orders
- Family, custody, support, or dependency matters
- Contract, housing, or employment matters
- Immigration assistance
- Intervention with creditors, law enforcement (e.g., to obtain police reports), and other entities
- Intervention with administrative agencies, schools/colleges, or tribal entities and other circumstances where legal advice or intervention would assist in addressing the consequences of a person's victimization

⁹ U. S. Department of Justice. (1998). *Legal interventions in family violence: Research findings and policy implications*. <https://www.ncjrs.gov/pdffiles/171666.pdf>

¹⁰ Campbell, R. (2008). The psychological impact of rape victims' experiences with the legal, medical, and mental health systems. *American Psychologist*, 63(8), 702-717.

¹¹ National Crime Victim Law Institute. (2013). Polyvictims: Victims' rights enforcement as a tool to mitigate "secondary victimization" in the criminal justice system. *Victim Law Bulletin*. <https://law.lclark.edu/live/files/13797-nevlipvvictims-rights-enforcement-as-a-tool-to>

¹² Herman, J. L. (2003). The mental health of crime victims: Impact of legal intervention. *Journal of Traumatic Stress*, 16(2), 159-166.

- Filing a motion to vacate or expunge a victim's conviction, or similar action, based on his/her status of being a victim, where permitted under Illinois law

3. Program Requirements

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 described scoring criteria explained on page 21 of the NOFO instructions. If possible, ICJIA will fund the highest scoring applicant in each geographic region before funding successive applicants.

Agencies may submit an application for each region served by their program.

Applicants must select *at least* one victim group to serve from the following types: domestic violence, elder abuse, financial exploitation, human trafficking, and sexual violence. Applicants must discuss their histories of providing selected services and capacity to provide those services.

In addition, applications must reflect or feature the following:

- Applicant makes reasonable efforts to ensure victim service accessibility by providing:
 1. A low barrier screening and intake process.
 2. Services free of charge.
 3. Program eligibility independent of victim income.
 4. Hours of operation and intake beyond traditional working hours (i.e., Monday-Friday, 9am-5pm).
 5. Interpreter services.
 6. Transportation support for clients in need. This support can include both transportation costs and assistance to enable victims to receive direct services and to participate in criminal justice proceedings.
- Staffing to support all clients: Every client must be assigned a licensed attorney or have access to a victim advocate. The advocate position may be provided by the applicant organization or by a collaborative partner organization. Victim advocates have authority to assist victims of crime with obtaining emergency orders of protection under the Illinois Domestic Violence Act (IDVA).
- Case manager (mandatory): Applicant organizations must use grant funds to support a case manager or similar to serve as the primary point of contact for clients beginning with intake and continuing with internal coordination between attorneys. Responsibilities will include, but are not limited to:
 1. Assist with intake and coordinate services within applicant agency and externally with victim advocates, referral partners, and other victim services.
 2. Provide referrals and information for clients that are eligible for legal services but unable to obtain assistance due to the applicant agencies bandwidth for providing services.
 3. Network within the community and maintain a regularly updated referral list of private attorneys and legal aid organizations.
 4. Provide legal information on the court process and IDVA to clients.
 5. Maintain case files and complete client reports.

6. Coordinate non-legal services for clients, and advocate for clients with other social service agencies.
 7. Provide crisis intervention.
 8. Provide information and help clients apply for crime victim compensation.
- Applicants without a history of providing victim services must enter into a collaborative working relationship with a victim service provider in the community to be served.
 - Letters of Commitment are required from every collaborative partner organization whose services meet your client's needs as described in the Program Narrative.
 - Applicant must broadly distribute information regarding its services.
 - Client representation may not be contingent upon agreement to a specific legal strategy or activity that may compromise victim safety and recovery, such as requiring the victim to seek an order of protection, counseling, or take some other course of action with which they disagree.
 - Applicants will be required to demonstrate that grant-funded staff will be trained in the appropriate victim service and legal training prior to working with clients. Training must be described in the applicant's budget and is subject to approval by ICJIA. If applicant proposes to work with victims of domestic or sexual violence, the related 40-hour trainings provided by an Illinois Certified Domestic Violence Professional (ICDVP) approved training site are recommended, but not required.
 - Applicant must include trauma skills training for staff to improve trauma-informed responses to clients and to increase their knowledge of strategies for mitigating vicarious trauma among staff.
 - Applicant must attend ICJIA-coordinated semi-annual meetings, if scheduled.
 - Applicant must comply with all prescribed assessment tools and reporting requirements, including the OVC Performance Measurement Tool – Federal requirement.

****Program funding may not be used for criminal defense or tort actions.****

4. Goals, and Performance Metrics

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

GOAL: To provide comprehensiveness legal services to victims of crime.	
Process Objectives	Process Performance Measures
Provide ____ (#) of clients with comprehensive legal services.	Number of clients who contacted provider for legal services
	Number of clients who received legal services
	Number of clients ineligible for legal services

Provide comprehensive legal services to ____ (#) of clients at provider's full capacity.	Number of eligible clients with unaddressed legal needs due to organizational capacity
	Number of clients placed on a waiting list for legal services
	Number of clients referred to other legal providers
Emergency legal services: <i>only complete if applicant is proposing to implement emergency legal services</i>	
Provide ____ (#) of clients with emergency legal services.	Number of clients who contacted provider for emergency legal services
	Number of clients who received emergency legal services
Provide emergency legal services to ____ (#) of clients at provider's full capacity.	Number of clients with unaddressed emergency legal service needs due to organizational capacity
	Number of clients referred to other legal providers for emergency legal service needs
____ (#) of clients will receive assistance with emergency orders of protection, civil no contact orders, or stalking no contact orders.	Number of clients who received assistance with emergency protective orders
____ (#) of clients will receive assistance with emergency custody or visitation rights.	Number of clients who received assistance with emergency custody or visitation rights
Victim rights enforcement training to staff and services to clients: <i>only complete if applicant is proposing to implement victim rights enforcement training to staff and services to clients</i>	
Provide ____ (#) of clients with victim rights enforcement services.	Number of clients who contacted provider for victim rights enforcement services
	Number of clients who received victim rights enforcement services
Provide victim rights enforcement services to ____ (#) of clients at provider's full capacity.	Number of clients with unaddressed victim rights enforcement needs due to organizational capacity
	Number of clients referred to other legal providers for victim rights enforcement needs
____ (#) of clients will receive assistance with completing a victim impact statement.	Number of clients assisted with completing a victim impact statement

____ (#) of clients will receive assistance with exercising other victim rights.	Number of clients assisted with exercising other victim rights
Civil legal services: <i>only complete if applicant is proposing to implement civil legal services</i>	
Provide ____ (#) of clients with civil legal services.	Number of clients who contacted provider for civil legal services
	Number of clients who received civil legal services
Provide civil legal services to ____ (#) of clients at provider's full capacity.	Number of clients with unaddressed civil legal service needs due to organizational capacity
	Number of clients referred to other legal providers for civil legal service needs
____ (#) of clients will receive assistance related to plenary orders of protection, civil no contact orders, or stalking no contact orders.	Number of clients who received assistance with court-issued plenary protective orders
____ (#) of clients will receive assistance related to campus administrative protection/stay-away orders.	Number of clients who received assistance with campus protective orders
____ (#) of clients will receive legal assistance related to non-emergency family matters, including divorce, custody, support and dependency.	Number of clients who received legal assistance related to non-emergency family matters
____ (#) of clients will receive legal assistance related to housing matters.	Number of clients who received legal assistance related to housing matters
____ (#) of clients will receive legal assistance related to employment matters.	Number of clients who received legal assistance related to employment matters
____ (#) of clients will receive legal assistance related to immigration matters.	Number of clients who received assistance related to immigration matters
____ (#) of clients will receive legal assistance related to intervention with creditors, law enforcement (e.g., to obtain police records), or other entities on behalf of victims of identity theft and financial fraud.	Number of clients who received legal assistance related to intervention with creditors, law enforcement (e.g., obtaining police records), or other entities on behalf of victims of identity theft and financial fraud
____ (#) of clients will receive legal assistance related to intervention with	Number of clients who received legal assistance related to intervention with schools/colleges in addressing the consequences of victimization

schools/colleges in addressing the consequences of victimization.	
____ (#) of clients will receive legal assistance related to intervention with other organizations in addressing the consequences of a person's victimization.	Number of clients who received legal assistance related to intervention with other organizations in addressing the consequences of victimization
____ (#) of clients will receive assistance related to filing a motion to vacate and/or expunge certain convictions based on their status of being victims	Number of clients assisted with vacating and/or expunging convictions
Other client support services and staff training	
____ (# or %) of clients with limited English proficiency will receive assistance with language interpretation.	Number of clients enrolled in program with limited or no English proficiency
	Number of clients who received assistance with language interpretation.
____ (#) of clients will receive assistance with transportation.	Number of clients who received assistance with transportation
____ (#) of clients will receive crisis intervention services	Number of clients who received crisis intervention services
____ (#) of clients will receive assistance completing a crime victim compensation application	Number of clients offered assistance with completing a crime victim compensation application
	Number of clients who received assistance completing a crime victim compensation application
Coordinate additional support services for ____ (#) of clients	Number of clients referred to a victim or social services agency for additional support services
	Number of clients receiving additional support services from a victim or social service agency
Provide ____ (#) of trauma skills trainings with staff to improve trauma-informed response	Number of trauma skills trainings held with staff
	Number of staff who successfully completed trauma skills training
Provide ____ (#) of specialized trainings with staff to enhance delivery of program services	Number of specialized trainings provided to staff
	Number of staff who successfully completed specialized trainings

5. Priorities

While this funding opportunity responds to several priorities established by the 2022 ICJIA Ad Hoc Victim Services Committee, it most directly addresses priority areas #2 Fundamental Need, #3 Core Services, #5 Underserved Victims, and #9 Long-term Needs.

6. Evidence-Based Programs or Practices

Applicants are strongly encouraged to utilize evidence-informed practices for delivering services, when appropriate. If programs propose the use of evidence-informed practices they should thoroughly describe the practice, identify the population(s) the practice will be used with, and cite evidence demonstrating the practice's efficacy with the intended population(s).

B. Funding Information

ICJIA has made available a minimum of \$4,133,120 million in VOCA grant funding for the development or expansion of legal assistance and related support costs for crime victims. Funded programs will facilitate victims' pursuit of safety and victim-centered justice. Grant awards must be spent over a period of 12 months. Additional funding to extend the grant period will depend on both the availability of funds and project performance during the first 12 months.

1. Award period

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

2. Available Funds

A total of \$4,133,120 in funding is available through this solicitation. Applicants may request a minimum of \$150,000 and a maximum of \$500,000 in grant funding.

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

C. 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 and in Good Standing for all pre-qualification requirements. 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 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.

1. Eligible Applicants

Eligible applicants include public agencies and nonprofit organizations whose primary mission is the provision of legal assistance services and meet the following requirements:

- a) **Public Agency and Nonprofit Organization.** Operated by a public agency or nonprofit organization, or a combination of such organizations, and provides direct services to crime victims. Nonprofit organizations must submit proof of 501(c)(3) status as determined by the Internal Revenue Service.
- b) **Record of Effective Services.** 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 the support and approval of its services by the community 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 comes from sources other than the Crime Victims Fund in the year of, or the year preceding, the award.
- c) **Meet Program Match Requirements.** Matching contributions of 20% (cash or in-kind) of the total costs of the VOCA project. Match must be committed for each VOCA-funded project and derived from sources other than federal funds (See **National Emergency Pandemic Mandatory Match Waiver Policy** on page 16).
- d) **Volunteers.** Utilize volunteers unless ICJIA determines there is a compelling reason to waive this requirement.
- e) **Promote Community Efforts to Aid Crime Victims.** Promote, within the community, coordinated public and private efforts to aid crime victims.
- f) **Help Crime Victims Apply for Compensation.** Assist victims by identifying and notifying crime victims of the availability of compensation, referring victims to organizations that can assist them in applying, assisting victims with application forms and procedures, obtaining necessary documentation, monitoring claim status and intervening on behalf of victims with the compensation program.
- g) **Comply with Federal Rules Regulating Grants.** 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.

- h) 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.
- i) Comply with State Criteria. Abide by any additional eligibility or service criteria as established by ICJIA including submitting statistical and programmatic information on the use and impact of VOCA funds, as requested by ICJIA.
- j) Services to Victims of Federal Crime. Provide services to victims of federal crimes on the same basis as victims of state/local crimes.
- k) Criminal Case. Do not discriminate against victims because they disagree with the way the state is prosecuting the criminal case.
- l) No Charge to Victims for VOCA-Funded Services. Provide services to crime victims at no charge through the VOCA-funded program.
- m) Confidentiality of Information. Reasonably protect the confidentiality and privacy of persons receiving services under the VOCA-funded program to the extent permitted by law, as set forth in 28 CFR 94.115.

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

2. Cost Sharing or Matching

Please Note: As per the National Emergency Pandemic Mandatory Match Waiver Policy, NO Match is required for this application.

If the applicant wishes to decline the match waiver, and include match in the submitted budget, match is calculated as 20% of the total cost of the project funded. 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.

Refer to 28 CFR 200.306 for more information on match types and match requirements.

Example:

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

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 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. More information regarding the indirect cost election process may be found [here](#).

D. Application and Submission Information

1. Accessing Application Package

Paper copies of the application materials may be requested from Ronnie J. Reichgelt by calling 312/793-7058; writing Ronnie J. Reichgelt at 60 E Van Buren, Suite 650, Chicago, Illinois 60605; via Telephone Device for the Deaf (TDD) (312)793-4170, or by email at Ronnie.reichgelt@illinois.gov. Application materials, however, must be submitted via the AmpliFund <https://il.amplifund.com/Public/Opportunities/Details/ae77a891-d44b-4e07-b7a1-3daad34f43e5> 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), May 15, 2023**. ICJIA encourages applicants to review the videos listed on Section D, 7. *Requirements Prior to Submitting the Application* for more information on how to apply.

AmpliFund Upload Checklist:

- Program Staff Chart required via Amplifund
- Performance Metrics required via AmpliFund

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

Applicants are required to:

- 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., May 15, 2023, to be considered for funding.

Applications must be submitted via AmpliFund

<https://il.amplifund.com/Public/Opportunities/Details/ae77a891-d44b-4e07-b7a1-3daad34f43e5>. 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.vocalegalAssistance@illinois.gov.

5. Application Questions

Questions may be submitted via email at cja.vocalegalAssistance@illinois.gov. The deadline for submitted questions is 5:00 p.m. (CST) on May 10, 2023. All substantive questions and responses will be posted on the ICJIA website at <https://icjia.illinois.gov/gata> and on AmpliFund <https://il.amplifund.com/Public/Opportunities/Details/ae77a891-d44b-4e07-b7a1-3daad34f43e5>. 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.vocalegalAssistance@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 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.
- b) Prohibited Uses. The following is a non-exhaustive list of services, activities, goods, and other costs that are prohibited within 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
- Compensation for victims of crime
- Crime prevention
- Tort or criminal defense services
- Active investigation and prosecution of criminal 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 reasonable, necessary, and allocable to the program. The following is a non-exhaustive list of services, activities, goods, and other costs that can be supported through this NOFO:

- Personnel costs for direct service providers and necessary supervision of direct service providers.
- Transportation costs for direct service providers and victims to receive legal services and/or to participant in criminal justice related proceedings. Direct payments of funds to victims for transportation costs are not allowed.
- Training-related travel expenses for staff are subject to the Illinois State Travel Guide with the exception of out-of-state lodging which is subject to General Services Administration rates. Out-of-state training costs including transportation, training fees and conference registrations are all subject to ICJIA policy: Out-of-State travel costs are limited to 2 out-of-state trainings per sub-grantee, with a maximum of 3 staff members attending each training.
- Care for dependents: Assistance with childcare and/or other dependent care, such as care for an elderly or disabled person, to enable a victim who is a caregiver to receive legal services and/or participate in criminal justice proceedings arising from victimization.
- Training of direct-service volunteers when such direct services will be primarily done by volunteers. Training-related travel for volunteers cannot be funded.
- Technology that is reasonable and necessary for direct service providers.

d) Pre-Award Costs. Pre-award costs are authorized in accordance with 2 CFR 200.209. Pre-award costs are those incurred from the beginning of the period of performance of the grant until the execution of the grant agreement and must be in accordance with the final approved program budget. ICJIA has the right to review supporting documentation for all pre-award costs that are submitted for reimbursement on a financial report from grantees. Costs that are not in accordance with the final approved budget (necessary, reasonable, allowable, and allocable) shall be disallowed.

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://www2.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx>. 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. 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.
- 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://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 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. Evaluation criteria must include at a minimum the following criteria categories:

- Need: Identification of community partners, facts and evidence that demonstrate the proposal supports the grant program purpose.
- Capacity: The ability of an entity to execute the grant project according to project requirements.
- Quality: The totality of features and characteristics of a service, project or product that indicated its ability to satisfy the requirements of the grant program.
- Other: Societal impact, economic impact, cost effectiveness, sustainability, and grant specific criteria.

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.

The total number of points available is 100.

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 described scoring criteria explained on page 21 of the NOFO instructions. If possible, ICJIA will fund the highest scoring applicant in each geographic region before funding successive applicants.

Agencies may submit an application for each region served by their program.

2. Review and Selection Process

All applications will be screened for completeness, including submission of GATA pre-qualification and ICQ submission for the current state fiscal year.

Scoring Criteria	Possible Points
Summary of the Program	5
1. Response provides a clear summary of the agency's proposed legal services to victims of crime program, include information on types of legal assistance you will fund through this program.	3
2. Response provides a clear summary of other legal services does your agency provide. Include examples of how these services are coordinated with the VOCA funded activities.	2
Statement of the Problem	10
1. Response lists the count(ies) to be served by the program: If applicant is proposing a program to serve a portion of a county, please specify those municipalities and/or neighborhoods.	0
2. Response provides a clear statement that describe the problem in the service area that demonstrates the need for your proposed program.	5
3. Response clearly describes strengths and challenges of the community to be served.	5
Agency Capacity and Experience	15
1. Response will clearly describe agency's history of providing legal assistance for victims of crime. If applicant does not have a history of providing legal services, it should explain how the applicant will build capacity to provide them.	6
2. Describe how the applicant agency's present capacity and expertise may limit the provision of services. Include how the limitations affect clients who are seeking services.	2
3. Response will clearly describe agency's fiscal experience and capacity to manage grants.	4
4. Response will discuss how the proposed program complements existing services funded by other sources	3
Project Management	25

1. Response describes in detail the type of proposed service to be offered and provides rationale.	4
2. Response explains the type of legal service to be provided specific to the type of population(s) to be served.	4
3. Response will describe the client intake process, including, but not limited to, intake questions and criteria for acceptance, as well as the referral process used with a case in not accepted.	4
4. Response will describe activities that will promote and direct potential clients to the proposed services.	3
5. Response will describe how applicant agency will address the following barriers to accessing legal assistance. <ul style="list-style-type: none"> • Program eligibility independent of victim income • Hours of operation and intake beyond traditional working hours, i.e., 9 to 5. • Interpretation services • Transportation support for clients that request this support. 	4
6. Response will state if services will be provided free of charge and affirm that the program will not use a client's income and assets to determine eligibility.	0
7. Response will list the types of legal assistance that the applicant agency will not be able to provide and the agencies who clients with such needs will be referred.	3
8. Response will list collaborative partners, such as victim service agencies or community organizations, and explain any history of collaboration, and each partner's role in your proposed program.	3
Staffing Plan	30
1. Response will list and describe all staff positions assigned to the proposed program.	6
2. Response will describe attorney(s) activities and interaction with client(s) and explain how attorney(s) will interact with the case manager position to best support client(s).	8
3. Response will describe how the case manager position will collaborate with victim advocate(s) and/or other staff (in or outside applicant agency) to best support client(s).	8
4. Response will describe how cases are assigned and supervised.	3
5. Response will describe how the proposed program will include staff trauma-informed skills training and consultation to improve informed response to clients and increase their knowledge and utilization of strategies for mitigating vicarious trauma among staff.	2
6. Response will describe how the agency will ensure that all staff working with client(s), receives the required training for each victimization group proposed.	2
7. Response will explain how the proposed program will utilize volunteers and describe volunteer training	1
Goals and Performance Metrics	5
1. Objectives should measure meaningful, tangible changes	

resulting from program implementation or expansion.	5
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

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.

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 (*Appendix A*).

After applicants are selected from each region, applicants will be selected based on 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 design category.

ICJIA may reduce the awards of successful applicants who included unallowable or unreasonable costs in their budgets 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 Budget Committee's decision.

4. Anticipated Announcement and State Award Dates

Task	Date
NOFO posted	May 14, 2023
Technical Assistance Recording	May 14, 2023
NOFO question submission deadline	May 10, 2023
Applications due via AmpliFund	5:00 p.m. CST, May 15, 2023
Budget Committee review/approval of recommended designations	June 23, 2023

Performance Period	July 1, 2023, to June 30, 2024
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5. 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 submitted via AmpliFund 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

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.

Appeal response will be made by:

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

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:

Ronnie J Reichgelt
 Illinois Criminal Justice Information Authority

F. Award Administration Information

1. State Award Notices

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

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

- Civil Rights Compliance Questionnaire
- Letters of Commitment from collaborative agencies
- Certifications regarding lobbying, debarment, suspension, and other responsibility matters, and drug-free workplace requirements
- Equal Employment Opportunity Program and Civil Rights Compliance certification
- ICQ (See Eligibility Information on p.13)

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, 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, performance 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:

Ronnie J Reichgelt
Illinois Criminal Justice Information Authority
cja.vocalegalAssistance@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))

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 2022, Illinois received a VOCA award of \$53,660,957 million. 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.

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, which states that ICJIA will annually review Section 1404 of the Victims of Crime Act of 1984, will

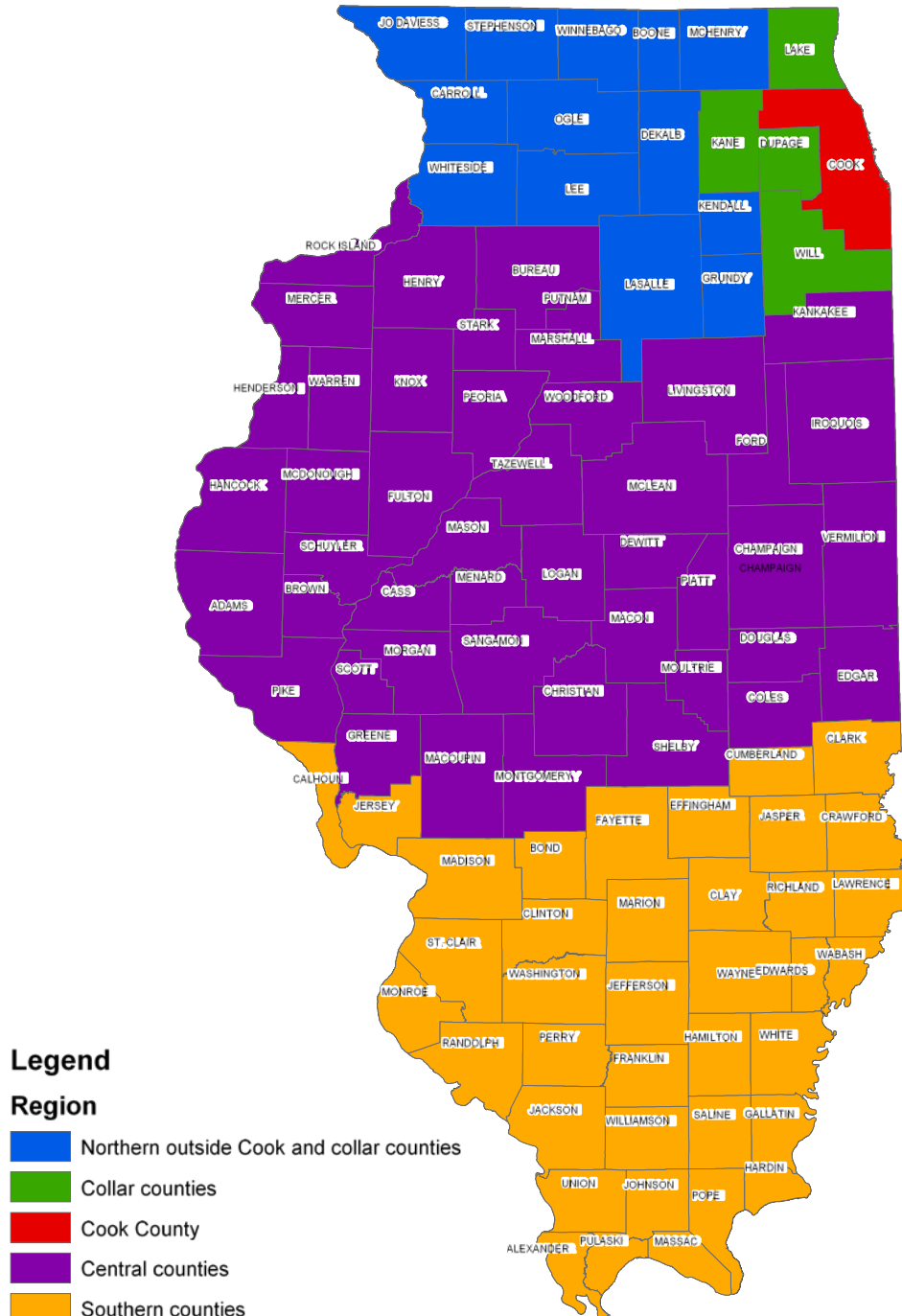
evaluate the need for services to victims and the services available to address that need, and select program priorities for each federal fiscal year.”

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.

Appendix A

Illinois Regions



Regions represent the divisions of the U.S. District Courts of Illinois. Cook and Collar county regions are subsets of the Northern U.S. Courts of Illinois.

Regional Classifications of Counties

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