

VOCA TRAUMA RECOVERY CENTERS INSTRUCTIONS
NOFO # 1745-0623TRC

Task	Date
NOFO & Technical Assistance Recording posted	June 30, 2023
NOFO question submission deadline	July 27, 2023
Applications due via AmpliFund https://il.amplifund.com/Public/Opportunities/Details/69d93667-a270-4439-9980-05757e225b28	5:00 p.m., July 31, 2023
ICJIA Budget Committee review/approval of recommended designations	August 17, 2023
Period of Performance	October 1, 2023 to September 30, 2024

CHECKLIST

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:

- Uniform Application for State Grant Assistance
- AmpliFund Upload
 - United States Internal Revenue Service 501(c)(3) determination letter - PDF (Non-Profit Agency Required)
 - Memorandum of Understanding or Letters of Support

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/69d93667-a270-4439-9980-05757e225b28>

To be considered for funding, completed applications must be submitted via the above AmpliFund link by

the application deadline of 5:00 p.m., July 25, 2023. ICJIA encourages applicants to review this Technical Assistance Recording for more information on how to apply.

Uniform Notice for Funding Opportunity (NOFO)
VOCA TRAUMA RECOVERY CENTERS
NOFO # 1745-0623TRC

	Data Field	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority (ICJIA)
2.	Agency Contact:	Malea Conro Illinois Criminal Justice Information Authority 60 E. Van Buren, Suite 650 Chicago, Illinois 60605 Malea.Conro@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:	1745-0623TRC
6.	Funding Opportunity Title:	VOCA Trauma Recovery Centers
7.	CSFA Number:	546-00-1745
8.	CSFA Popular Name:	TRC
9.	CFDA Number(s):	16.575
10.	Anticipated Number of Awards:	4-6
11.	Estimated Total Program Funding:	\$2,547,814
12.	Award Range	\$250,000 (minimum)-\$750,000 (maximum)
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15.	Indirect Costs Allowed	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Restrictions on Indirect Costs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
16.	Posted Date:	June 30, 2023
17.	Application Range:	June 30, 2023 – July 31, 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 presentation, which will be available beginning on June 30, 2023 Link to Technical Assistance Recording
19.	AmpliFund Application Submission Link:	https://il.amplifund.com/Public/Opportunities/Details/69d93667-a270-4439-9980-05757e225b28

Table of Contents

A. Program Description	5
1. <i>Purpose</i>	6
2. <i>Program Design</i>	7
3. <i>Program Requirements</i>	10
4. <i>Performance Plan</i>	14
B. Funding Information	18
1. <i>Award period</i>	18
2. <i>Available Funds</i>	19
C. Eligibility Information	19
1. <i>Eligible Applicants</i>	19
2. <i>Cost Sharing or Matching</i>	21
3. <i>Indirect Cost Rate</i>	22
D. Application and Submission Information	22
1. <i>Accessing Application Package</i>	22
2. <i>Content and Form of Application Submission</i>	23
3. <i>Unique Entity Identification Number (UEI) and System for Award Management (SAM)</i>	23
4. <i>Submission Dates, Times, and Method</i>	23
5. <i>Application Questions</i>	24
6. <i>Funding Restrictions</i>	24
7. <i>Requirement Prior to Submitting the Application</i>	27
E. Application Review Information	27
1. <i>Criteria</i>	28
2. <i>Review and Selection Process</i>	30
3. <i>Anticipated Announcement and State Award Dates</i>	31
5. <i>Appeal Process</i>	31
6. <i>Debriefing Process</i>	32
F. Award Administration Information	32
1. <i>State Award Notices</i>	32
2. <i>Administrative and National Policy Requirements</i>	32
3. <i>Reporting</i>	33
G. State Awarding Agency Contact(s)	33
H. Other Information	33
Appendix A	36

Notice of Funding Opportunity

Trauma Recovery Centers NOFO # 1745-0623TRC

A. Program Description

This Notice of Funding Opportunity (NOFO) will support comprehensive mental health and case management services through implementation of the trauma recovery center (TRC) model. TRCs offer outreach and advocacy services and comprehensive care to victims of violent crime and their families. In particular, TRCs help residents in communities that experience higher risks for violence and those that are underserved or reside in communities with inadequate services or care for victims of violent crime. This opportunity will be supported with \$2,547,814 in federal Victims of Crime Act (VOCA) funding.

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 \$50,977,910.

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. Insert authorizing statutes.

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.” Additionally, the Act charges ICJIA with the responsibility “to conduct strategic planning and provide technical assistance to implement comprehensive trauma recovery services for violent crime victims in underserved communities with high levels of violent crime, with the goal of providing a safe, community-based, culturally competent environment in which to access services necessary to facilitate recovery from the effects of chronic and repeat exposure to trauma. Services may include, but are not limited to, behavioral health treatment, financial recovery, family support and relocation assistance, and support in navigating the legal system.” (20 ILCS 3930/7(k), (l), (w))

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.

Victims who are underserved or marginalized face unique individual, societal, and cultural hurdles that impact help-seeking. TRC models of service delivery that provide a single point of contact and comprehensive, evidence-based services hold promise to serve victims whose needs extend beyond traditional services. Comprehensive trauma recovery center models have been shown to lead to positive survivor outcomes.

1. *Purpose*

The purpose of this Notice of Funding Opportunity (NOFO) is to support comprehensive mental health and case management services through implementation of the TRC model. The TRC model serves victims of violent crime and their families in underserved communities with high levels of violence. Underserved communities are those in which significant numbers of people face substantial barriers to accessing needed services. Vulnerable and underserved populations include young people of color, those who are homeless, LGBTQ+ people, people with chronic mental health issues and/or substance use disorders, and non-English speaking people. Those living in poverty also face substantial barriers to treatment access.¹ These barriers include, but are not limited to, a lack of transportation or childcare, language accessibility, and social stigma attached to seeking help.² An ICJIA victims needs assessment confirmed these barriers to treatment and identified a lack of services that are sensitive to the needs of vulnerable victims in Illinois.³

The TRC model addresses both the psychological and tangible needs of violent crime victims and their families, particularly those in underserved groups. The model uses coordinated and comprehensive clinical case management to provide trauma-informed, evidence-based mental health services. Research indicates violent crime victims have a significant need for specialized mental health treatment and psychological services. For some victims, debilitating symptoms emerge and persist for years, impacting their overall functioning and quality of life.⁴ Trauma symptoms, such as a fear of leaving one's home, may cause financial burden, emotional distress, or social isolation that impact long-term safety and stability.⁵ These symptoms, as well as stereotypes about mental health, shame, and embarrassment, or

¹ Wiggall, S., & Boccellari, A. (2017). *The UC San Francisco trauma recovery center manual: A model for removing barriers to care and transforming services for survivors of violent crime*. Promise of the Sun Press. <http://traumarecoverycenter.org/wp-content/uploads/2017/05/TRC-Manual-v1-5-10-17.pdf>

² McCart, M. R., Smith, D. W., & Sawyer, G. K. (2010). Help seeking among victims of crime: A review of the empirical literature. *Journal of Traumatic Stress*, 23(2), 198-206.

³ Garthe, R. C., Hsieh, W., Guenther, M. E., Watkins, D., Kwon, C., & Welsh, M. (2022). *2022 victim needs assessment*. Illinois Criminal Justice Information Authority.; 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 Yuan Yuan, N. P., Koss, M. P., & Stone, M. (2016). *The psychological consequences of sexual trauma*. National Online Resource Center on Violence Against Women. http://vawnet.org/sites/default/files/materials/files/2016-09/AR_PsychConsequences.pdf

⁵ Substance Abuse and Mental Health Services Administration (2014). *Trauma-informed care in behavioral health services*. Treatment Improvement (TIP) Series 57.; Masters, R., Friedman, L. N., & Getzel, G. (1988). Helping families of homicide victims: A multidimensional approach. *Journal of Traumatic Stress*, 1, 109-125.; Office for Victims of Crime. (2012). *Homicide*. [https://www.ovcttac.gov/downloads/views/TrainingMaterials/NVAA/Documents_NVAA2011/ResourcePapers/Col or Homicide%20Resource%20Paper 2012%20 final 508c%209%2017%202012.pdf](https://www.ovcttac.gov/downloads/views/TrainingMaterials/NVAA/Documents_NVAA2011/ResourcePapers/Col%20or%20Homicide%20Resource%20Paper%202012%20final%20508c%209%2017%202012.pdf).

fears of not being believed can create a reluctance to engage in services, specifically mental health treatment.⁶

TRCs are designed to address the needs of crime victims who typically do not access services due to individual and cultural barriers to help seeking. The model uses early and assertive outreach and coordinated clinical case management to provide services to victims whose trauma needs require a greater level of engagement than traditional service models generally provide.⁷ In this model, a single clinician actively engages with victims to provide both clinical intervention and case management and works toward client-defined priorities. The model offers mental health interventions and advocacy services in tandem, simultaneously addressing the multifaceted social and tangible needs of victims. The model eases access to a variety of resources, allowing for services tailored to individual needs.

The first TRC was established in 2001 at Zuckerberg San Francisco General Hospital/University of California San Francisco. The four-year demonstration project addressed violent crime victim barriers to accessing support services and explored how funding and subsequent services could better reach underserved, urban populations. The model of care was developed to provide comprehensive, high quality, effective mental health services to victims of violent crime in underserved populations, many of whom faced insurmountable barriers to connecting with support services after victimization. Research shows the model is both clinically and cost effective.⁸

2. Program Design

The proposed program design must incorporate the nine core elements described below. Applicants are encouraged to review the University of California-San Francisco Trauma Recovery Center Manual for an example of how the elements are integrated to create a comprehensive program. The manual may be downloaded at <http://traumarecoverycenter.org/trc-technical-assistance/>.

Applicants must describe how each element will be implemented and how that implementation would be appropriate for the setting. Applications that fail to address one or more element may not be scored.

TRC Model Core Elements:

1. Assertive outreach and engagement with underserved populations

Programs must conduct outreach and provide services to victims of violent crime who are historically underserved or marginalized. This must include, but is not limited to, survivors who are homeless, chronically mentally ill, members of immigrant and refugee groups, live

⁶ McCart, M. R., Smith, D. W., & Sawyer, G. K. (2010). Help seeking among victims of crime: A review of the empirical literature. *Journal of Traumatic Stress*, 23(2), 198-206.

⁷ Kelly, V. G., Merrill, G. S., Shumway, M., Alvidrez, J., & Boccillari, A. (2010). Outreach, engagement, and practical assistance: Essential aspects of PTSD care for urban victims of violent crime. *Trauma, Violence, & Abuse*, 11, 144-156.

⁸ Wiggall, S. & Boccillari, A. (2017). The UC San Francisco trauma recovery center manual: A model for removing barriers to care and transforming services for survivors of violent crime. <http://traumarecoverycenter.org/wp-content/uploads/2017/05/TRC-Manual-v1-5-10-17.pdf>

with a disability, have severe trauma-related symptoms or complex psychological issues, or are members of a racial or ethnic minority group. TRCs designed to meet their needs in a developmentally appropriate way also serve child or youth victims, including minors who have had contact with the child welfare or justice system.

2. Inclusive treatment of victims of all types of violent crimes

Programs must serve victims of a wide range of violent crimes, including, but not limited to, sexual assault, domestic violence, vehicular assault, human trafficking, and aggravated battery. Family members also may be served, such as survivors of victims of homicide or when the victim's experience and/or healing directly and profoundly impacts the emotional or psychological health of family member(s).

3. Comprehensive mental health and support services

Mental health and support services must be comprehensive, structured, and evidence-based. Comprehensive services may include crisis intervention, individual and group treatment, medication management, outpatient substance use disorder counseling, case management, and assertive outreach. Methods of delivery shall be flexible, increase service access, and remove barriers by providing services in locations that meet the victims' needs, such as on site, in the home, in the community, or in other locations.

4. Multidisciplinary staff team

Staff shall consist of a multidisciplinary team that includes, at minimum, a program director, clinical supervisor, psychiatrist, TRC clinicians (licensed mental health providers, i.e., licensed psychologists, social workers, and marriage and family therapists), and a project evaluator. The TRC clinical staff must be licensed clinicians or closely supervised clinicians engaged in the applicable licensure process. Clinical supervision must be provided to staff on an ongoing basis to ensure the highest quality of care and to help staff constructively manage any vicarious trauma they experience as service providers to victims of violent crime. The treatment team shall collaboratively develop treatment plans to achieve positive outcomes for clients.

5. Coordinated care tailored to individual needs

Each licensed mental health clinician serving clients directly provides both psychotherapy and clinical case management services to individual clients, guided by a treatment plan created collaboratively with the client. A clinician must serve as the primary point of contact for the victim with support from an integrated multi-disciplinary trauma treatment team. Having a single point of contact simplifies communication for clients and increases TRC staff team accountability.

6. Clinical case management

General case management is a client-centered strategy to improve coordination and continuity of care, particularly for those with multiple needs.⁹ The clinical case management intervention embedded in the TRC model provides both typical and active case management. Using therapeutic techniques, a TRC clinician coordinates all the resources a client might

⁹ Moxley, D. P. (1989). *Practice of Case Management* (Vol. 58). Sage.

need while also providing therapy.¹⁰ Clinical case management considers that many clients have competing priorities and will benefit most when practical assistance and mental health interventions are simultaneously provided. Services shall encompass assertive case management, including, but not limited to, accompanying a client to court proceedings, medical appointments resulting from the victimization, or other related appointments, as needed; assistance with victim compensation application or police report filing; assistance with obtaining safe housing, financial entitlements, and linkages to medical care; employment advocacy; and providing a liaison to community agencies, law enforcement, or other supportive service providers as needed.

7. Inclusive treatment of clients with complex problems

Care must be taken to meet the needs of clients whose trauma-related emotional or behavioral issues—including but not limited to, substance misuse, poor initial engagement, high levels of anxiety, or defensive behaviors—might result in exclusion from traditional outpatient settings due to safety concerns for staff or other participants. Staff of the multidisciplinary team will provide consultation and support to the TRC clinician in meeting the needs of the client while preserving the safety and integrity of the program and environment for all clients. The program must have a protocol for assessing and responding to clients whose behaviors may pose risks for those clients or others.

8. Use of trauma-informed, evidence-based practices

The TRC model utilizes evidence-based practices (EBPs) developed through research and with implementation shown to improve client outcomes.¹¹ Applicants must clearly outline the integration of EBPs and trauma-informed policies and practices into the proposed program. TRC mental health clinicians shall adhere to established, evidence-based practices, including but not limited to, motivational interviewing, Seeking Safety, cognitive-behavioral therapy, and dialectical behavioral and cognitive processing therapy.

9. Accountable services

Programs must provide holistic and accountable services. Programs shall provide up to 16 sessions of treatment and ensure that treatment efforts are aligned with the treatment plan. For clients with ongoing problems and a primary focus on trauma, treatment may be extended after special consideration from the clinical supervisor. Extension beyond 32 sessions requires approval by the multi-disciplinary team that considers the client's progress in treatment and remaining need for services.

¹⁰ Wiggall, S. & Boccellari, A. (2017). The UC San Francisco trauma recovery center manual: A model for removing barriers to care and transforming services for survivors of violent crime.

<http://traumarecoverycenter.org/wp-content/uploads/2017/05/TRC-Manual-v1-5-10-17.pdf>

¹¹ Watkins L.E., Sprang K.R. & Rothbaum B.O. (2018) Treating PTSD: A Review of Evidence-Based Psychotherapy Interventions. *Frontiers in Behavioral Neuroscience* 12:258, 1-25.

3. Program Requirements

In addition to incorporating the core elements identified above, applicants must include the following in the structure of their programs.

a) Trauma Recovery Center Coordination and Implementation Group

Applicants must identify a TRC Coordination and Implementation group to preside over an initial coordination process lasting up to four months. This group will convene at least quarterly thereafter during the grant period to oversee TRC model implementation and foster intra- and inter-agency collaboration that ensures efficient and effective victim services.

The group may take the form of a board, committee, coalition, or community task force depending on the need and capacity of the applicant agency and proposed model. The group may include the program director, community-based agency representatives, and senior representatives of the hospital's emergency room and trauma and mental health units.

The group will be responsible for drafting protocols to ensure that victims are identified and served in a trauma-informed, multi-disciplinary, collaborative approach both within and beyond the hospital setting. Protocols must include the process by which identified referral sources shall make referrals to the TRC and how these and other agencies will work collaboratively with the TRC to address victims' needs.

b) Supervisors and Direct Service Staff

A staffing plan is required to ensure essential program functions while allowing flexibility to fit the applicant's organizational structure. Position titles can be changed to match agency structure. Staff shall consist of a multidisciplinary team that includes at minimum:

- **Program director:** This position oversees the entire program, manages relationships with other service providers, and can conduct trainings and provide supervision of direct service providers. This position must have a clinical orientation. In the absence of a TRC liaison (see below), the program director promotes the program and advocates for resources within the hospital system to ensure trauma-informed programming and is responsible for developing protocols for communication between the TRC and the hospital system.
- **Clinical supervisor:** This position supervises direct service staff and services, fosters inter-agency coordination, and conducts trainings. The role includes providing direct services.
- **TRC clinicians:** These positions may include psychologists, social workers, counselors, and marriage and family therapists. Clinical staff hold master's degrees and have a clinical license (Clinical Psychologist, LCPC, LCSW, LMFT) or are engaged in supervised practice to meet the requirements of clinical licensure. Team

- members must have expertise or will acquire the necessary training to serve the target population of the TRC program.
- **Psychiatrist** for medication management and case consultation.
 - **Project evaluator:** This position requires a person with experience analyzing data, producing reports, and performing quality assurance activities. In coordination with the program director, the project evaluator manages programmatic documentation, reports and statistics, assessment completion, and monitors services to ensure the TRC Core Elements are followed.

Additional positions that enhance service delivery or strengthen the implementation of the model may be included in the program design. Examples include, but are not limited to:

- **Peer support provider:** A peer support provider (e.g., certified peer specialist, peer support specialist) uses their personal experience of recovering from victimization and/or exposure to violence and skills learned in formal training to deliver services to promote recovery and resiliency.¹² This non-clinical position is supervised by either the program director or clinical supervisor and can assist in the identification, engagement, and facilitation of community resources. This position must not replace clinical staff and must be integrated into the team structure (e.g., a participating member of the multidisciplinary team).
- **TRC Liaison:** that the TLC liaison promotes the program and advocates for resources within the hospital system to ensure it is equipped for trauma-informed programming. This may include convening hospital leadership to educate them on trauma-informed hospital settings while weaving trauma-informed practices into hospital policies. This person may assist in developing protocols for communication between the TRC and the hospital system. This role may include community outreach that results in appropriate referrals to the TRC and additional resources for clients. This position may also collaborate with other departments in the hospital to coordinate cross-disciplinary training on topics related to trauma and traumatic injury (e.g., traumatic brain injury, physical therapy, etc.). In a well-established TRC, the responsibilities of the liaison often are performed by the program director; however, a TRC liaison may play a critical role in establishment and early implementation of a trauma recovery center.

See [San Francisco's TRC Program Model](http://traumarecoverycenter.org/trc-technical-assistance/) at <http://traumarecoverycenter.org/trc-technical-assistance/> for an example of staffing structure and proposed trainings. Staff at the TRC should be equipped and trained in culturally humble services to the underserved and marginalized clients their program will serve.

c) Training

Initial and ongoing training is a critical component of any TRC model. Within the program narrative, applicants should outline the training needed for program staff (e.g.,

¹² Peer Providers/SAMHSA-HRSA. (n.d.). Retrieved May 07, 2020, from <https://www.integration.samhsa.gov/workforce/team-members/peer-providers#who%20are%20peer%20providers>

training in evidence-based treatment modalities), outlining which program staff are already trained and/or which trainings will be sought for staff who do not possess core skills or competencies or who have yet to be hired. In addition, applicants must explain how clinical supervision will be provided to staff to ensure the highest quality of care, including how self-care will be incorporated and opportunities for professional development.

d) Direct Services

TRC staff will directly provide an array of clinical and other services as needed, including client assessment, individualized psychotherapy, outpatient substance use disorder counseling, group psychotherapy, medication management, and clinical case management. Additional services that must be provided directly by TRC staff or by community providers at the expense of the TRC program, as needed, include advocacy, accompaniment, transportation to services, and referrals to partner agencies. Legal advocacy, housing assistance, and support groups also must be made accessible to TRC clients and may be provided by TRC staff or through direct, individual referral to qualified external partners.

e) Peer Support

A TRC is well positioned to create opportunities for clients to receive support from peers with lived experience and provide opportunities for those who have experienced victimization to support others. This can take many forms, including participation in public awareness and outreach work and paid direct service work as a peer support provider.

Current TRC clients should not be considered for paid direct service work and should be supported to choose how, if at all, to participate in public awareness and outreach activities. Examples of public awareness and outreach work include, but are not limited to, participation in panel discussions or presentations with clinical program staff. Opportunities to participate should be presented to clients only when the clinical case manager, supervisor, and client agree that participation would benefit the client in their recovery. TRC staff are responsible for creating a supportive environment and responding to the needs that arise for volunteers as the result of their engagement in peer support work.

f) Assessment Protocol

Assessment is a core component of the TRC model. Client assessments aid in service delivery and help measure a client's progress in meeting goals.

With this grant, agencies will be required to engage in client assessments, which may include scales to measure trauma history, mental health, sleep, physical pain, quality of life, and client need. While required assessments will be finalized during the planning phase, examples of potential scales include:

- PTSD Checklist-5 (PCL-5) or Child PTSD Scale Self Report (CPSS-SR).
- Child Behavior Checklist (CBCL).
- Carlson's Trauma History Screen (THS).
- Patient Health Questionnaire-9 (PHQ-9; Depression).
- PROMIS Sleep Disturbance.
- PEG Pain Intensity and Interference.
- World Health Organization Quality of Life (WHOQOL-BREF).

g) Evidence-based programs or practices and trauma-informed approach

The TRC model incorporates EBPs developed through research and with implementation shown to improve client outcomes.¹³ Applicants are strongly urged to incorporate research-based best practices into their program design, when appropriate. Applicants must clearly outline the integration of EBPs and trauma-informed practices into the proposed program. Applicants should identify the evidence-based practice being proposed for implementation, identify and discuss the evidence that shows that the practice is effective, discuss the population(s) for which this practice has been shown to be effective, and show that it is appropriate for the proposed target population.

Applicants must describe how they will implement a model that is trauma-informed in policy and practice. In addition to direct service practices previously discussed, applicants must address staff well-being, facility accessibility, cultural relevance, and design issues (e.g., lighting, noise, messaging/signage), and ways that hospital policies and practices will be adapted at the TRC so that it is experienced by clients as trauma-informed. Some examples of trauma-informed models include the Sanctuary Model¹⁴ and the Substance Abuse and Mental Health Services Administration's Trauma-Informed Approach.¹⁵

Examples of evidence-based approaches and specific interventions appropriate for a TRC program include:¹⁶

- **Addressing risk due to problems with regulation of emotions and impulses.** Clinicians focus on therapeutic interventions that address the way clients manage their emotional experience, seeking to mitigate reactions that put them at risk for re-victimization, self-harm, and other adverse experiences.¹⁷ Example interventions include dialectical behavior therapy, Skills Training in affective and Interpersonal Regulation (STAIR), Seeking Safety and motivational interviewing.¹⁸

¹³ Watkins L.E., Sprang K.R. & Rothbaum B.O. (2018) Treating PTSD: A Review of Evidence-Based Psychotherapy Interventions. *Frontiers in Behavioral Neuroscience* 12:258, 1-25.

¹⁴ <http://sanctuaryweb.com/>

¹⁵ <https://www.samhsa.gov/nctic/trauma-interventions>

¹⁶ Wiggall, S. & Boccellari, A. (2017). The UC San Francisco trauma recovery center manual: A Model for removing barriers to care and transforming services for survivors of violent crime, Retrieved from: <http://traumarecoverycenter.org/wp-content/uploads/2017/05/TRC-Manual-v1-5-10-17.pdf>

¹⁷ Wiggall, S. & Boccellari, A. (2017). 114.

¹⁸ Wiggall, S. & Boccellari, A. (2017). 115-116.

Examples of using a trauma-informed approach include:

- **Using a culturally humble approach.**
In this approach, clinicians exercise self-awareness and invest in honoring the client's cultural and individual identity, history, and how beliefs about psychotherapy may impact treatment engagement. Stigma about having a mental health issue, being victimized, receiving mental health services, or taking psychotropic medication are culturally mediated beliefs that should be recognized and addressed early in treatment.¹⁹
- **Addressing threats to safety in the client's environment and behavior.**
Clinicians address a client's safety concerns due to a risk of re-victimization and severe psychiatric symptoms by addressing continuous traumatic stress. The clinician focuses on helping the client reduce current threats to safety and well-being by providing case management assistance (e.g., moving to a safe location, obtaining a restraining order, making a police report) and safety planning.²⁰

ICJIA may survey grantees to assess their knowledge of trauma-informed practices and implementation of these practices as part of a grant monitoring function. With periodic assessments, ICJIA can identify areas of strength and growth for adopting a trauma-informed approach to services that help to prevent re-traumatization.

4. Performance Plan

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 comprehensive advocacy and mental health services to victims of violent crime.	
Objective	Performance Measure
OUTREACH ACTIVITIES	
# ____ outreach meetings held with community organizations to provide information about TRC program and services.	# of meetings held with community organizations to provide information about TRC program and services. # of community organizations provided with information about TRC program and services.
# ____ public awareness events to provide information about TRC program and services to the community.	# of public awareness events to provide information about TRC program and services to the community. # of community residents provided with information about TRC program and services.

¹⁹ Wiggall, S. & Boccellari, A. (2017). 111.

²⁰ Ibid., 112.

# ____ clients that will be contacted through individual outreach and informed about TRC program and services.	# of clients provided information about the TRC program and services. # of times staff provided information about the TRC programs and services.
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.	# of clients provided with referrals to other victim service providers. <ul style="list-style-type: none"> Please list the agencies to which you referred. # of times staff provided referrals to other victim service providers.
# ____ clients will receive referrals to other services, supports, and resources (includes legal, medical, faith-based organizations, etc.)	# of clients provided with referrals to other services, supports, and resources. # of times staff provided referrals to other services, supports, and resources.
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, return of personal property or effects). # of times staff provided individual advocacy (e.g., assistance applying for public benefits, return of personal property or effects).
# ____ clients will receive victim advocacy/accompaniment to emergency medical care.	# of clients provided victim advocacy/accompaniment to emergency medical care. # of times staff provided victim advocacy/accompaniment to emergency medical care.
# ____ clients will receive victim advocacy/accompaniment to medical forensic exam.	# of clients provided victim advocacy/accompaniment to medical forensic exam.

	# of times staff provided victim advocacy/accompaniment to medical forensic exam.
# ____ clients will receive law enforcement interview advocacy/accompaniment.	# of clients provided law enforcement interview advocacy/accompaniment. # of times staff provided law enforcement interview advocacy/accompaniment.
# ____ 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.
# ____ clients will receive immigration assistance (e.g., special visas, continued presence application, and other immigration relief).	# of clients provided immigration assistance. # of times staff provided immigration assistance.
# ____ 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 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 provided with counseling, case management, or therapy services in a non-program location (e.g. homes, libraries, parks).	# of clients provided with counseling, case management, or therapy services in a non-program location. # of sessions provided by staff in a non-program location.
# ____ clients will receive crisis intervention.	# of clients provided with crisis intervention. # of crisis intervention sessions provided by staff.
# ____ clients will receive individual counseling (Non-crisis counseling or follow-up either in-person or over the phone (or via email, Facebook, etc.).	# of clients provided with individual counseling. # of individual counseling sessions provided by staff.
# ____ clients will receive therapy.	# of clients provided with therapy. # of therapy sessions provided by staff.
# ____ clients will receive group support.	# of clients provided group support. # of group support sessions provided by staff.
# ____ clients will receive emergency financial assistance.	# of clients provided with emergency financial assistance. # of times staff provided emergency financial assistance.
SHELTER/HOUSING SERVICES	
# ____ clients will receive relocation assistance.	# of clients provided with relocation assistance. # of times staff provided relocation assistance.
# ____ 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 receive 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)
CRIMINAL/CIVIL JUSTICE SYSTEM ASSISTANCE	
# ____ clients will receive criminal advocacy/accompaniment.	# of clients provided criminal advocacy/accompaniment. # of times staff provided criminal advocacy/accompaniment.
# ____ clients will receive civil advocacy/accompaniment (includes victim advocate assisting with orders of protection).	# of clients provided civil advocacy/accompaniment. # of times staff provided civil advocacy/accompaniment.

Funded programs will be required to submit quarterly progress reports that will minimally include information based on the applicant's proposed objectives.

5. Priorities

In 2022, ICJIA completed a statewide assessment of crime victim needs and service gaps in Illinois, which was presented to its Victim Service Planning Committee for consultation and coordination with other stakeholders. The forthcoming final report included 12 recommendations, which were subsequently approved by the ICJIA Board. Priorities addressed by this NOFO include:

- Fund core direct services to victims of all crime types, including community violence.
- Fund initiatives that advance victims' equitable service access and engagement in services, with a focus on underserved victim populations.
- Fund services that address victims' long-term mental health, legal, and housing needs.
- Promote community-driven multidisciplinary responses to victimization, including coalition building efforts and expanded use of technology to facilitate collaboration.
- Expand trauma-informed and trauma-focused service availability and support efforts to mitigate staff vicarious trauma.
- Promote the use of evidence-informed (or promising) and evidence-based practices and programming that have been successfully implemented with diverse victim populations.

B. Funding Information

1. Award period

Grant awards resulting from this opportunity will have a target period of performance of October 1, 2023, to September 30, 2024 (12 months). Funding to support service provision for up to 24 additional months may be awarded after the initial funding period, contingent

upon satisfactory performance and availability of funds. This grant program funding period will not exceed 36 months.

2. Available Funds

A total of \$2,547,814 in funding is available through this solicitation. Applicants may request a minimum of \$250,000 and a maximum of \$750,000 in grant funding will be awarded to successful applicants.

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 must be one of the following:

- Public or non-profit hospital that provides trauma care to more than 500 Illinois residents annually and has a Level I or Level II Adult or Pediatric Trauma Center designation by the Illinois Department of Public Health.*
- A community-based non-profit agency registered and in good standing with the State of Illinois that provides mental health services and is engaged in a formal partnership with a public or non-profit hospital that provides trauma care to more than 500 Illinois residents annually* and has a Level I or Level II Adult or Pediatric Trauma Center designation by the Illinois Department of Public Health. A memorandum of understanding (MOU) and draft protocols for information sharing and access to patients for non-hospital staff are required as evidence of formal partnerships.

*Any resident receiving trauma care (care for a major, life-threatening, traumatic injury, including causes that are accidents – falls, industrial accidents, blunt trauma – as well as crimes like gun violence or battery) will count toward the 500. Illness-related emergency department cases should not be included in that total. The intention is to ensure that the applicant has sufficient volume to justify a trauma recovery center.

Additionally, eligible applicants must:

- **Represent a public agency and/or nonprofit organization.** Programs must be operated by 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.
- **Demonstrate a record of providing effective services.** Applicants 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 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.
- **Involve volunteers.** Proposed programs must utilize volunteers unless ICJIA determines there is a compelling reason to waive this requirement.
- **Promote Community Efforts to Aid Crime Victims.** Proposed programs must promote, within the community, coordinated public and private efforts to aid crime victims.
- **Help crime victims apply for compensation.** Proposed programs must 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.
- **Comply with federal rules regulating grants.** Proposed programs 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 Department of Justice Grants Financial Guide and government-wide grant rules, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received.
- **Uphold 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.** Proposed programs must 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.
- **Offer services to victims of federal crime.** Proposed programs must provide services to victims of federal crimes on the same basis as victims of state/local crimes.

- **Support victims as they respond to their criminal cases.** Program personnel may not discriminate against victims who disagree with the way the state is prosecuting the criminal case.
- **Provide VOCA-funded services to victims at no charge.** Services to crime victims must be provided at no charge through the VOCA-funded program.
- **Uphold confidentiality of information.** Proposed programs must 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.
 - **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

Per the National Emergency Pandemic Mandatory Match Waiver Policy, no match is required for this application.

Applicants will have the option of accepting the match waiver opportunity. Applicants that do not wish to waive required matching funds will be asked to submit a formal declination letter.

Applicants who decline the match waiver must include matching funds in their submitted budget. Matching funds will equal 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:

Total Project Cost	\$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, for every entity's 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 Malea Conro by calling (312) 793-8550; writing Malea Conro at 60 E Van Buren, Suite 650, Chicago, Illinois 60605; via Telephone Device for the Deaf (TDD) (312)793-4170 or by email at CJA.VocaTRC@Illinois.gov. Application materials, however, must be submitted via the AmpliFund <https://il.amplifund.com/Public/Opportunities/Details/69d93667-a270-4439-9980-05757e225b28> grant management system.

2. Content and Form of Application Submission

Applications must be submitted in AmpliFund.

<https://il.amplifund.com/Public/Opportunities/Details/69d93667-a270-4439-9980-05757e225b28>

To be considered for funding, applications must be completed and submitted via AmpliFund by the application deadline of 5:00 p.m. (CST), July 31, 2023. ICJIA encourages applicants to review the videos listed on Section D, Requirements prior to Submitting the Application for more information on how to apply.

AmpliFund Upload Checklist:

- United States Internal Revenue Service 501(c)(3) determination letter - PDF (Non-Profit Agency Required)
- Memorandum of Understanding or Letters of Support

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

Applicants are required to:²¹

- 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., July 31, 2023, to be considered for funding. Applications must be submitted via AmpliFund

²¹ 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).

<https://il.amplifund.com/Public/Opportunities/Details/69d93667-a270-4439-9980-05757e225b28>. 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.VocaTRC@Illinois.gov.

5. Application Questions

Questions may be submitted via email at CJA.VocaTRC@Illinois.gov. The deadline for submitted questions is 5:00 p.m. (CST) on July 27, 2023. All substantive questions and responses will be posted on the ICJIA website at <https://icjia.illinois.gov/gata> and on the AmpliFund <https://il.amplifund.com/Public/Opportunities/Details/69d93667-a270-4439-9980-05757e225b28>. 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.VocaTRC@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 cannot be supported through this NOFO:
 - Land acquisition
 - New construction
 - A renovation, lease, or any other proposed use of a building or facility that will either result in a change in its basic prior use or significantly change its size
 - Minor renovation or remodeling of a property either listed or eligible for listing on the National Register of Historic Places or located within a 100-year flood plain
 - Implementation of a new program involving the use of chemicals
 - Capital expenditures
 - Fundraising activities
 - Most food and beverage costs
 - Lobbying
 - 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
- Any expenses including housing expenses, e.g., rent, mortgage, utilities, for periods that fall outside of the program performance period*

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:

- Immediate emotional, psychological and physical health and safety
- Services to help victims improve interdependence skills such as financial/economic, employment, education, and life skills.
- Emergency medical care, medicine or medical equipment (not covered by other entities)
- Forensic medical exams
- Forensic interviews
- Short-term in-house respite care (child/adult dependent of offender/caregiver)
- Short-term nursing care
- Counseling, group treatment and alternative therapy
- Substance abuse treatment (out-patient)
- Transitional housing
- *Child Care: Offsite childcare services must be provided by day care centers licensed through the Illinois Department of Children and Family Services.
- Relocation
- Property repair/placement (safety-related repair of windows, locks and doors)
- Legal assistance (Assert victim rights in criminal proceedings, criminal record expungement, protective orders, related child and martial issues)
- Victim advocacy in any related public proceeding
- Transportation to services or court proceedings (please note; licensing, insurance and a tracking process will be required for transportation services)
- Operating cost of direct services (including security systems and guards, online media, servers)
- Multi-system, interagency and multidisciplinary activities and their coordination costs
- Restorative justice
- Salaries and benefits of direct victim services staff, supervisory staff and coordinators
- Liability insurance for staff and property
- Contractors for professional services
- VOCA administrative time for documentation (including program audit costs and needs assessment)
- Project evaluations, including victim satisfaction or other surveys, needs assessments, or other studies that help to improve delivery of services

- Training activities to address vicarious trauma of direct service staff.
- Public education presentations and materials
- Automated management systems and related technology equipment
- Training and materials allowed for direct service volunteers and staff (both VOCA-funded and not), managers and board members of service agencies
- Rent and utilities (water/sewer, heat/electricity)
- Furniture and equipment
- Leasing (with insurance) or purchasing vehicles
- Maintenance, repair or replacement of essential items
- Indirect Costs

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
- Equipment over \$5,000
- 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 of a subcontract. Applicants are advised to use the “Checklist for Contractor/Subrecipient Determinations” available at the GATA Resource Library for guidance:

<https://www.illinois.gov/sites/gata/pages/resourcelibrary.aspx>.

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

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

7. Requirement Prior to Submitting the Application

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

Scoring Criteria	Possible Points
Summary of the Program:	3
The applicant should provide a succinct but comprehensive summarization of the proposal including key points as detailed in the proposal.	3
Statement of the Problem:	15
The response should demonstrate a clear understanding of the need and justification for the program. The community characteristics include local and county level data.	3
The response should provide a summary of the existing TRC program (if applicable); including a description of the services offered, number of clients, and the changes made to improve the way the program operates.	8
If there is not an existing TRC program, the response should explain the applicants plan in creating/implementing a TRC program.	
The applicant should identify and provide evidence for the need for a TRC in the primary communities being served.	4
Agency Capacity and Experience	10

<p>a) The applicant should describe the history of providing trauma recovery services in this specific focus area. 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.</p> <p>b) If the applicant <u>does not have a history</u> of providing trauma recovery services for this specific focus area, the applicant should explain should include capacity-building example and demonstrate a strong understanding of such services. If agency is new, state whether a minimum of 25 percent of its financial support comes from sources other than the Crime Victims Fund.</p>	5
The response should describe fiscal experience and capacity 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
The response should describe how the proposed program complements existing VOCA funding (if any), and/or services funded by other sources.	2
Project Management:	40
The response should clearly describe how the applicant will incorporate each of the nine core elements for the TRC Model.	30
The applicant should explain how the program will provide care beyond what is typically experienced in an outpatient setting, including how the program's space will be safe, welcoming, warm and culturally appropriate.	8
The applicant should describe the steps that will be taken to ensure that the program's space will be experienced as safe, welcoming, warm, and culturally appropriate.	2
Staffing Plan:	15
The applicant should list and describe all staff positions assigned to the proposed program. Include at minimum: name of position, roles and responsibilities, and reporting and supervision structure, time budgeted; and funding source.	5
The response should describe the support that will be available to staff so that they can provide consistently excellent care to clients experiencing complex and overwhelming challenges.	5
The applicant should report total numbers of full-time equivalent (FTE) staff positions that would be funded by the program during the grant period. FTE is the ratio of the staff person's total number	5

of funded hours during a period (part-time, full-time, and contracted hours) by the number of hours in the average full-time work week. List positions that would be part-time and/or only partially funded with a grant and any consultants/contractors.	
Goals and Performance Metrics:	7
Applicants should clearly document all process and outcome objectives and indicate a measurable indicator of success for each objective. These measurables should include ambitious, yet realistic numbers for each objective based on the proposed program.	7
Performance Plan Template:	5
The applicant should provide a completed Implementation Schedule that details the milestones and deliverables for the program based on the needs, goals, and client populations.	5
Budget Detail:	5
The response should include budgeted items are cost-effective in relation to the proposed activities and narrative is complete for all line items.	5
Total Possible Points	100

2. Review and Selection Process

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

Selection of proposals that pass the screening process will be based on fidelity to the TRC model and evidence that the applicant is either currently operating or successfully developing a TRC that demonstrates substantial alignment with TRC model core elements (See Section A, 2). 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.

After applicants are selected from each region, see Appendix A, 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 reserves the right to reject incomplete proposals, proposals that include unallowable activities, proposals that do not meet eligibility or program requirements, and proposals that are otherwise unsatisfactory. ICJIA may invite applicants to answer clarifying questions and modify budgets that include unallowable or unreasonable costs. NOFO application budgets will be reviewed for allowability, completeness, and cost-effectiveness. ICJIA will perform

an in-depth budget review of all grants awarded and may require budget modifications that do not materially change the nature of the program.

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

3. Anticipated Announcement and State Award Dates

Task	Date
NOFO & Technical Assistance Recording posted	June 30, 2023
NOFO question submission deadline	July 27, 2023
Applications due via AmpliFund https://il.amplifund.com/Public/Opportunities/Details/69d93667-a270-4439-9980-05757e225b28	5:00 p.m., July 31, 2023
ICJIA Budget Committee review/approval of recommended designations	August 17, 2023
Period of Performance	October 1, 2023 to September 30, 2024

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 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:

Malea Conro
Illinois Criminal Justice Information Authority
CJA.VocaTRC@illinois.gov

F. Award Administration Information

1. State Award Notices

The ICJIA Budget Committee is scheduled to review and approve designations in August 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 section)

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, periodic 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:

Malea Conro
Illinois Criminal Justice Information Authority
CJA.VocaTRC@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))

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.

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."

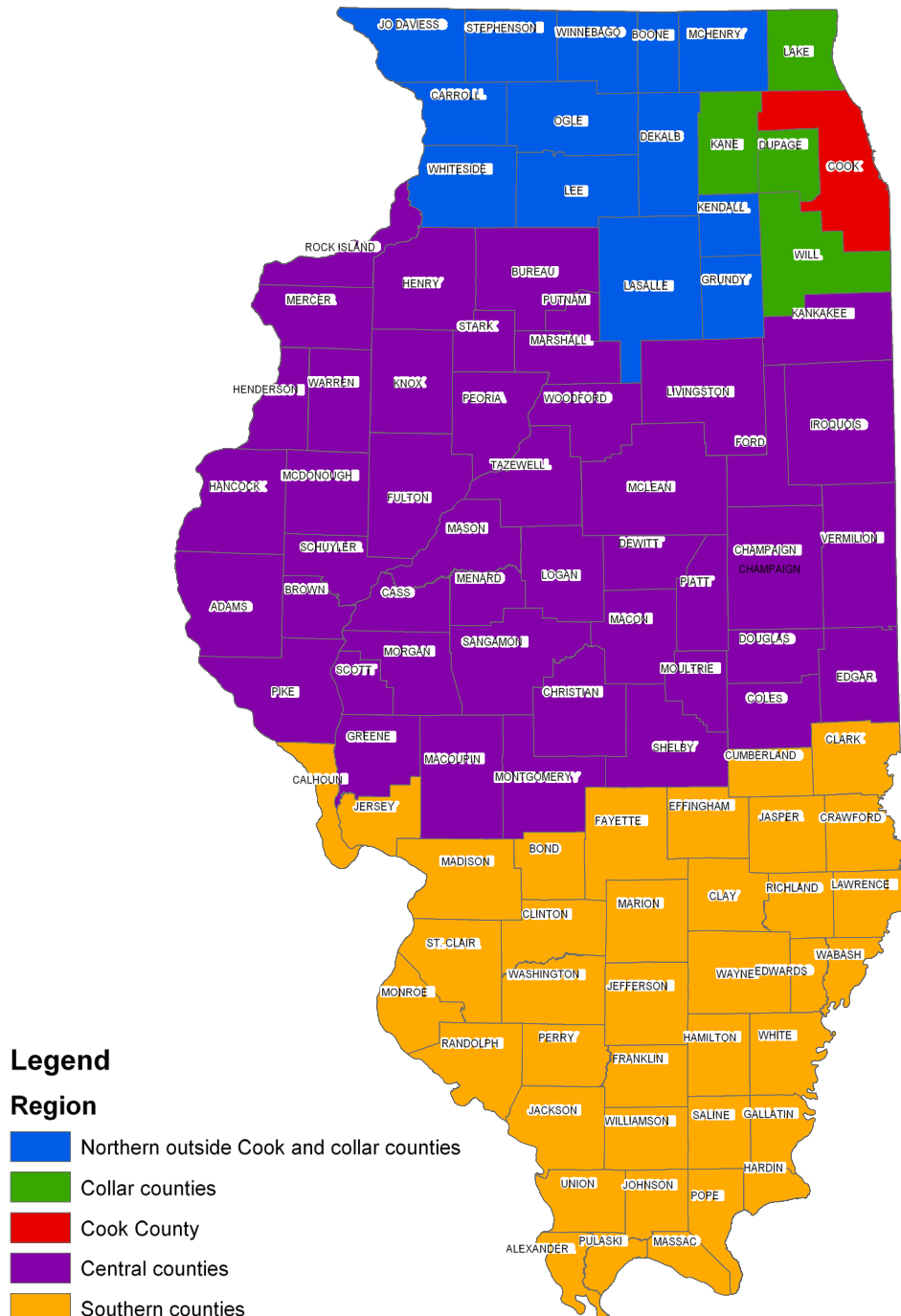
ICJIA must comply with all applicable provisions of state and federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity, including, but not limited to: The Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), The Public Works Employment Discrimination Act (775 ILCS 10/1 et seq.), The United States Civil Rights Act of 1964 (as amended) (42 USC 2000a-and 2000H-6), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), The Americans with Disabilities Act of 1990 (42 USC 12101 et seq.), and The Age Discrimination Act (42 USC 6101 et seq.).

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

For reference only. Responses must be submitted via AmpliFund. Emailed, mailed, and hand-delivered applications will not be accepted.

**Victims of Crime Act (VOCA) Trauma Recovery Centers
PROGRAM NARRATIVE
NOFO # 1745-0623TRC**

Program narrative must be completed and submitted via AmpliFund
<https://il.amplifund.com/Public/Opportunities/Details/69d93667-a270-4439-9980-05757e225b28>.

This document is for reference only. Applicants are highly encouraged to review the questions and complete a response on a separate document, then log into AmpliFund and “copy & paste” the response in the appropriate section.

The AmpliFund system times out after 20 minutes of inactivity. Clicking “**Save and Continue**” is highly encouraged as you complete your responses.

Summary of the Program – 3 Points

1. Please summarize the work your organization would do if it were awarded funding.

Statement of the Problem– 15 Points

Underserved group(s) your proposed program will reach. Check the underserved groups your proposed program will reach (select all that apply).

Older Adults (60+)	Black and Hispanic Males
Homeless	People of color
LGBTQ+	Children and/or youth
Second Language Learners	Victims with an undocumented immigration status
People with disabilities	

1. Describe how potential clients will be referred to services provided through the proposed program. Please note VOCA Guidelines establish that all program services be made available to any victim seeking these services.
2. Provide demographic information on the population and area(s) to be served; specifying outreach to underserved groups identified below that will be served by your program. Applicant must include unique approaches to addressing this underserved group(s) in all the Program Requirements sections. (3 points)
3. Provide a summary of the existing TRC program. (8 points)
 - a. Applicants with a TRC open for more than year should include a description of services offered, number of clients served over the past six months, and changes made to improve the way the program operates.
 - b. If there is not an existing TRC program, please explain the plan in creating/implementing a TRC program, and the number of clients anticipated to

For reference only. Responses must be submitted via AmpliFund. Emailed, mailed, and hand-delivered applications will not be accepted.

serve.

4. Identify and provide evidence for the need for a TRC in the primary communities being served. (4 points)

Agency Capacity and Experience – 10 Points

1. a) Describe history of providing trauma recovery services in this specific focus area. 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.
b) If applicant does not have a history of providing trauma recovery services for this specific focus area, the explanation should include capacity-building example and demonstrate a strong understanding of such services. If agency is new, state whether a minimum of 25 percent of its financial support comes from sources other than the Crime Victims Fund. (5 points)
2. Describe fiscal experience and capacity 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 points)
3. Describe how the proposed program complements existing VOCA funding (if any), and/or services funded by other sources. (2 points)

Project Management – 40 Points

Review the TRC Model Core Elements listed and defined in the NOFO's *Program Design* above.

1. Please describe how your TRC design incorporates each of the following nine core elements: (30 points)
 - Assertive outreach and engagement with underserved populations
 - Inclusive treatment of victims of all types of violent crimes
 - Comprehensive mental health and support services
 - Multidisciplinary staff team
 - Coordinated care tailored to individuals' needs
 - Clinical case management
 - Inclusive treatment of clients with complex problems
 - Use of trauma-informed, evidence-based practices
 - Accountable services
2. Trauma Recovery Center practices are different than “usual care” practices in many ways. In addition to implementing the Core Elements, please discuss how your program will provide care beyond what is typically experienced in an outpatient setting. (8 points)

For reference only. Responses must be submitted via AmpliFund. Emailed, mailed, and hand-delivered applications will not be accepted.

3. Describe the steps that will be taken to ensure that the program's space will be experienced as safe, welcoming, warm, and culturally appropriate. (2 points)

Staffing Plan – 15 Points

1. List and describe all staff positions assigned to the proposed program. Include at minimum name of position, roles and responsibilities, and reporting and supervision structure, time budgeted; and funding source. (5 points)

2. Describe the support that will be available to staff so that they can provide consistently excellent care to clients experiencing complex and overwhelming challenges. (5 points)

3. Report total numbers of full-time equivalent (FTE) staff positions that would be funded by the program during the grant period. FTE is the ratio of the staff person's total number of funded hours during a period (part-time, full-time, and contracted hours) by the number of hours in the average full-time work week. List positions that would be part-time and/or only partially funded with a grant and any consultants/contractors. (5 points)

PROGRAM-FUNDED STAFF	# of positions	Total FTE
Program Director *		
Clinical Supervisor *	A fillable table is can be downloaded from AmpliFund, completed, then uploaded in AmpliFund	
TRC Clinician*		
Psychiatrist *		
Project Evaluator *		
Support Staff (Administrative Assistant, Accountant)		
Other (specify):		
Other (specify):		
TOTAL		

*Required staff positions.

For additional staff, insert in the space indicated as "Other". You may insert additional lines if needed.

Goals, and Performance Metrics - 7 Points

A fillable form can be found in AmpliFund for you to complete, then upload.

The Goals and Performance Metrics should reflect activities for your proposed program.

Goals should be outlined for a 12-month program. The metrics should measure meaningful, tangible changes resulting from program implementation or expansion for the designated period of performance.

Goal: To provide comprehensive advocacy and mental health services to victims of violent crime.	
Objective	Performance Measure

For reference only. Responses must be submitted via AmpliFund. Emailed, mailed, and hand-delivered applications will not be accepted.

OUTREACH ACTIVITIES	
# ____ outreach meetings held with community organizations to provide information about TRC program and services.	# of meetings held with community organizations to provide information about TRC program and services. # of community organizations provided with information about TRC program and services.
# ____ public awareness events to provide information about TRC program and services to the community.	# of public awareness events to provide information about TRC program and services to the community. # of community residents provided with information about TRC program and services.
# ____ clients that will be contacted through individual outreach and informed about TRC program and services.	# of clients provided information about the TRC program and services. # of times staff provided information about the TRC programs and services.
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.	# of clients provided with referrals to other victim service providers. <ul style="list-style-type: none"> Please list the agencies to which you referred. # of times staff provided referrals to other victim service providers.
# ____ clients will receive referrals to other services, supports, and resources (includes legal, medical, faith-based organizations, etc.)	# of clients provided with referrals to other services, supports, and resources. # of times staff provided referrals to other services, supports, and resources.

For reference only. Responses must be submitted via AmpliFund. Emailed, mailed, and hand-delivered applications will not be accepted.

PERSONAL ADVOCACY/ACCOMPANIMENT	
# ____ clients will receive individual advocacy (e.g., assistance applying for public benefits).	<p># of clients provided individual advocacy (e.g., assistance applying for public benefits, return of personal property or effects).</p> <p># of times staff provided individual advocacy (e.g., assistance applying for public benefits, return of personal property or effects).</p>
# ____ clients will receive victim advocacy/accompaniment to emergency medical care.	<p># of clients provided victim advocacy/accompaniment to emergency medical care.</p> <p># of times staff provided victim advocacy/accompaniment to emergency medical care.</p>
# ____ clients will receive victim advocacy/accompaniment to medical forensic exam.	<p># of clients provided victim advocacy/accompaniment to medical forensic exam.</p> <p># of times staff provided victim advocacy/accompaniment to medical forensic exam.</p>
# ____ clients will receive law enforcement interview advocacy/accompaniment.	<p># of clients provided law enforcement interview advocacy/accompaniment.</p> <p># of times staff provided law enforcement interview advocacy/accompaniment.</p>
# ____ clients will receive assistance filing for victim compensation.	<p># of clients provided assistance filing for victim compensation.</p> <p># of times staff provided assistance filing for victim compensation.</p>
# ____ clients will receive immigration assistance (e.g., special visas, continued presence application, and other immigration relief).	<p># of clients provided immigration assistance.</p> <p># of times staff provided immigration assistance.</p>
# ____ clients will receive assistance intervening with an employer, creditor, landlord, or academic institution.	<p># of clients provided with assistance intervening with an employer, creditor, landlord, or academic institution.</p>

For reference only. Responses must be submitted via AmpliFund. Emailed, mailed, and hand-delivered applications will not be accepted.

	# 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 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 provided with counseling, case management, or therapy services in a non-program location (e.g. homes, libraries, parks).	# of clients provided with counseling, case management, or therapy services in a non-program location.

For reference only. Responses must be submitted via AmpliFund. Emailed, mailed, and hand-delivered applications will not be accepted.

	# of sessions provided by staff in a non-program location.
# _____ clients will receive crisis intervention.	# of clients provided with crisis intervention. # of crisis intervention sessions provided by staff.
# _____ clients will receive individual counseling (Non-crisis counseling or follow-up either in-person or over the phone (or via email, Facebook, etc.).	# of clients provided with individual counseling. # of individual counseling sessions provided by staff.
# _____ clients will receive therapy.	# of clients provided with therapy. # of therapy sessions provided by staff.
# _____ clients will receive group support.	# of clients provided group support. # of group support sessions provided by staff.
# _____ clients will receive emergency financial assistance.	# of clients provided with emergency financial assistance. # of times staff provided emergency financial assistance.
SHELTER/HOUSING SERVICES	
# _____ clients will receive relocation assistance.	# of clients provided with relocation assistance. # of times staff provided relocation assistance.
# _____ 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 receive 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)
CRIMINAL/CIVIL JUSTICE SYSTEM ASSISTANCE	
# _____ clients will receive criminal advocacy/accompaniment.	# of clients provided criminal advocacy/accompaniment.

For reference only. Responses must be submitted via AmpliFund. Emailed, mailed, and hand-delivered applications will not be accepted.

	# of times staff provided criminal advocacy/accompaniment.
# ____ clients will receive civil advocacy/accompaniment (includes victim advocate assisting with orders of protection).	# of clients provided civil advocacy/accompaniment. # of times staff provided civil advocacy/accompaniment.

Performance Plan Template – 5 Points

Information on the following implementation goals must be downloaded, completed, then uploaded in the **Performance Plan Template** via AmpliFund

ICJIA recognizes that each program may have different needs, goals, and client populations. See below for a Performance Implementation Plan example. For your plan, generate goals that best fit your program.

Task	Staff Position Responsible	Date Due
<i>Example: Hire Staff</i>	<i>Program Administrator</i>	<i>Month One</i>
<i>Example: Train Staff</i>	<i>Training Coordinator</i>	<i>Month One</i>
Submit subcontract to ICJIA for review and approval (if applicable)		
Attend Quarterly Technical Assistance webinars (if applicable)		
Submit quarterly progress report		Due the 15 th after the end of every quarter
Submit quarterly financial performance report		Due the 15 th after the end of every quarter
Submit close out financial performance report and progress report		October 30, 2024, the end of the program period

Budget Detail and Budget Narrative – 10 Points

Please complete the budget and the budget narrative for your proposed program in the AmpliFund grant management system. This program is for 12 months, both the budget and budget narrative should reflect 12 months of programming.

<p style="text-align: center;">Application Submission via AmpliFund</p> <p>The following process is required:</p> <p>Step 1: Applicants must register at the Illinois Grant Accountability and Transparency Act (GATA) Grantee Portal: https://grants.illinois.gov/portal/.</p> <p>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,</p>

For reference only. Responses must be submitted via AmpliFund. Emailed, mailed, and hand-delivered applications will not be accepted.

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 apply, go to: <https://il.amplifund.com/Public/Opportunities/Details/69d93667-a270-4439-9980-05757e225b28>

To be considered for funding, completed applications must be submitted via the above AmpliFund link by the application deadline of 5:00 p.m., July 31, 2023. ICJIA encourages applicants to review this Technical Assistance Recording for more information on how to apply.