



ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY

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Victims of Crime Act Services for Underserved Victims of Violent Crime NOFO #1745-10231

Please NOTE the revision to the NOFO instructions listed on page 22, under section 6f:
Funding Restrictions, concerning Supplanting:

Supplanting. To deliberately reduce budgeted non-federal funds in order to use federal funds for the same purpose. ~~Supplanting rules do not apply to not-for-profit agencies~~

In 2022 the Department of Justice updated the DOJ financial guide with new supplanting guidance. The language now reads:

Recipients that receive awards under programs that prohibit supplanting by law must ensure that federal funds do not supplant funds that have been budgeted for the same purpose through non-federal sources.

Consequently, all grantees, whether public, private or non-profit, that receive program funding subject to a supplanting prohibition *must only* use the funds to supplement and not supplant existing funding. This supersedes any prior guidance from ICJIA regarding supplanting.

RESPONSE TO APPLICANT QUESTIONS

Day posted: November 9, 2023

Question

Do all staff assigned to the grant need to be working on the grant project 100%? Or can staff be assigned for a portion of the grant and partially funded (for example, 30%) to reflect the portion of time that they are spending on the grant project?

Response

No, grant funded staff can be fully or partially assigned to the grant depending on estimated work. Please use the estimated percentages on the Staffing Chart.

Question:

In the Goals and Metrics table, can you offer additional guidance as to what number you'd like us to project for the following measure:

clients that will be contacted through individual outreach and informed about program and services.

Are you interested in the number of individuals we anticipate we will reach through outreach services or would you like us to project the number of individuals who will access our services as a result outreach efforts?

Answer:

This would be the # of individuals that will be reached through outreach services NOT just those who will access services as a result of outreach.

Question:

In the NOFO on page 6&7 the purpose of this grant seems to be broad spectrum underserved including LGBTQ+, immigrants, people of color, those with lower English proficiency, those with inadequate transportation, rural, dually involved in justice system, and substance use disorders. In the Funding Restrictions its states that allowable expenses are "only to improve services for and /or the response to victims of sexual assault in persons who have experienced human sex trafficking." Are funds allowable for more than those that have experienced sexual assault as apart of human trafficking?

Answer:

Yes, I believe this was the intent of the NOFO to have funds allowable for more than those that have experienced sexual assault as part of human trafficking.

Question:

Our agency operates on a fiscal year (July 1 to June 30) and issues 3% cost-of-living increases for our staff annually beginning July 1st. Because the grant operates on a calendar year, can you offer guidance on how would you like this annual increase built into funded staff salaries? For example, we can build them into our upfront salary costs and explain that increases will occur in July 2024 in the budget narrative. Or do you prefer that we do a budget revision in advance of July 1 to account for the cost-of-living increases?

Answer:

Based on the information provided, each staff member should have two line items: one that indicates the current salary (January 1st – June 30th), and the other shows the 3% increase (July 1st – December 31st).

Question:

Can you help clarify what qualifies as "counseling" under the above NOFO. Does counseling have to be with a licensed social worker or can it be individual meetings with an advocate to provide emotional support and services? If the latter, we hope to meet this requirement with a case manager/advocate staffer, but I wanted to clarify.

Answer:

VOCA itself would require a licensed counselor for traditional therapy, but for advocacy, that would not require licensure.

Question:

Is the Case Manager allowed to also supervise the direct staff? That is really what my director of victim's service is doing now, managing the staff and the caseload.

Response:

That really a decision to be made by the grantee. VOCA itself doesn't have an issue with this.

Question:

May we include rent/occupancy on our budget?

Response:

You may include rent/occupancy in the budget, but it has to be pro-rated accordingly.

Question:

In the narrative under Staffing Plan, question #1 asks us to "list and describe all staff positions assigned to the program." Can you tell me exactly what you're looking for in that question? Do we just fill out the chart?

Include a brief sentence about their roles?

The reason I'm confused is that later on in that section question #3 that says "Describe all other required and optional staff activities and interaction with client(s). Include at minimum: name of position; roles and responsibilities; reporting and supervision structure." To me, that's a more in depth description of the positions.

Response:

For question #1 – Please complete the chart only (no explanation of duties). Just title and percentage of the time on the grant.

For question #2 – Please provide an answer for the case manager position.

For question #3 – Please provide information on each of the remaining positions for staff on the grant. This includes describing all other required and optional staff activities and interaction with client(s). Include at minimum: name of position; roles and responsibilities; reporting and supervision structure.

Day posted: November 3, 2023

Question/Response

1. Under the Program Elements under what must be incorporated into the proposed programs, it states that we are to provide assistance with child or dependent care to enable a victim who is a caregiver to accomplish activities

established in their individual service plan (or comparable document), including court proceedings arising from victimization.

- a. Are we to establish a line item for this service in our budget or are we able to write how we provide these services without paying for them?
 - If the agency already provides these services apart from the grant funded program being applied for then a description of the services can be included in the Program Narrative.
- b. Please define dependent care.
 - The care for any dependent, regardless of age.
- c. Is the comparable document referring to an individual service plan?
 - Correct.
- d. Are the court proceedings for issues arising from victimization that leads to the child or a person into dependent care the reason for court advocacy?
 - No, court advocacy pertains to advocacy services for clients/victims who may be involved in the criminal justice system as a victim, such as for orders of protection.
- e. Is the grant asking for general court advocacy services for victims of crime?
 - Court advocacy is not mandated but was used as an example of client services that could require child care services be provided.

Question

Are we to establish a line item for this service in our budget or are we able to write how we provide these services without paying for them?

Response

You should explain in the Program Narrative how the services are provided and indicate that the activities are not grant funded.

Question

Under Staffing Requirements; Direct Service Staff: Sufficient staffing to provide the proposed services for all clients to be serviced. Staffing plan should include the ability to serve clients with various levels and length of service needs. The intent is to anticipate engagement in long-term services when needed.

- a. Please define various levels.

Response: This would be based on the proposed program.

- b. Please define length of service.

Response: This would be based on the proposed program.

- c. Can we have MOU's with other organizations to provide long-term services or does this have to be provided by our program?

Response: The Direct Services are part of the proposed program and should be addressed by the applicant agency

Question

Where it states to list and describe all staff positions assigned to the program, does this include staff that are not being included in the proposed budget?

Response

No, only grant funded staff should be included in the staffing chart.

Question

Under Emotional Support/Safety Services the following is listed, Can you please help explain the differences between “individual counseling” as defined and the optional “mental health service metric therapy”?

Response

Individual counseling would include emotional support, whereas mental health services are typically associated with evidence-informed and/or -based treatment modalities, such as EMDR and TF-CBT. Individual counseling does not necessarily have to address mental health issues and does not have to be provided by a certified mental health professional, while mental health therapy services would.

Day posted: October 27, 2023

Question

I see that a question was previously answered regarding Staffing Required and the Community Outreach Specialist stating that position is mandated for the activities listed and cannot be combined with any other activities. Does this same response apply to the Case Manager, Direct Service Staff and Supervision of Direct Service Staff or can those positions be part of an existing staff members job responsibilities; e.g.; Victim/Witness Coordinator also be Supervision of Direct Service Staff and Case Manager and Advocate be Direct Service Staff and Case Manager? I noticed next to Case Manager it says "or similar position."

Response

The activities listed for the “Community Outreach Specialist” and the “Case Manager” are required but the name on the budget may differ depending on your agencies staffing names. The Direct Services Staff is a conglomerate term for all those grant funded staff providing direct services as part of the proposed grant program, same with Direct Services Supervision.

Question

Are legal services / legal representation eligible "direct services" under this NOFO?

Response

No, legal services/legal representation is not an allowable activity under this program.

Question

May an awardee subcontract part of the award to ensure the provision of holistic services, and if so, are there limitations or regulations related to subcontracting?

Response

Yes, some of the activities listed as Optional in the NOFO can be subcontracted. Please see Page 22, section 6g for subcontract instructions.

Question

I was looking in Amplifund for this grant opportunity. When I click to apply, it takes me to illinois.gov. We have an Amplifund account for other grants. Do I need to create a different account through the illinois.gov portal?

Response

I do not believe you need a separate account but please ask the Amplifund Helpdesk for more guidance.

Question

We are currently receiving VOCA funding for Legal Services for Victims of Crime (1745-0423). Are we eligible to apply for Services to Underserved Victims of Violent Crime? (1745-10231).

Response

Yes you may apply for any funding opportunity published if your agency is eligible under the Eligibility Requirement listed in the NOFO, even if you are currently receiving funding under another NOFO program.

Question

If, between the time of this application's submission and a possible grant award being made to us, we receive additional government grant funds for these program activities/expenses, what would the options be? Would ICJIA allow us to revise our VOCA Supportive Services budget for a lower award amount, if needed, in order to avoid supplanting?

Response

I believe so yes, but a definite conclusion would depend on the types of alternative funding received and how it would affect the program.

Question

For the Staffing Plan portion of the application, the first question requests that the Program Staff Chart be filled in and submitted to that part in AmpliFund. But there is an additional question in question #1 that states,

“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.”.

This question is not included on the Program Staff Chart and there is no text box in AmpliFund to fill in this information. Can we add this information to the Program Staff Chart attachment?

Response

I am sorry there was no Text Box included with Question 1 under Staffing Plan. Yes please include this information on the Program Staff Chart.

Day posted: October 20, 2023

Question

Cost sharing/matching: There are three different places that mention cost sharing/matching. Two of them state that it is required and one says that it is waived:

Page 2 Question #14: States that cost sharing or matching is required.

Page 16: States that matching contributions are required (20% of total costs).

Page 17: States that there is a match waiver policy and no match is required for the application. It also says that matching funds would be required for any subsequent years (if funded)

Could you please clarify if match is required? If it isn't, please clarify if it WILL BE required for any subsequent funding years.

Response

Page 2 of the cover page is a GATA Boiler that requires a Yes or No answer and in the case of this VOCA program it is not as clear. Page 16 section C1 Eligible Applicants explains the match requirement historically required for all VOCA grants, 20%. Page 17 section C2 explains the Cost Sharing or Match requirements in detail and states Please Note: As per the National Emergency Pandemic Mandatory Match Waiver Policy, NO Match is required for this application. The Presidential National Emergency Pandemic Mandatory Match Waiver Policy ended last May, but because the match waiver does not take effect for one year after the end of the declaration, only the first year of the 3 years of funding are affected, and years 2 and 3 of the program will require the mandatory 20% match. This is explained in this section.

Question

Can you please advise the total amount of funding available through the program? Page 5 of the attached NOFA states \$6,174,170, while page 15 states \$6,794,170.

Response

The total amount of VOCA funding available is \$6,794,170.

Question

Is supportive housing an eligible program activity/ expense?

Response

No, supportive housing is not an allowable activity or expense under this Notice of funding opportunity. Emergency housing is an allowable expense. Emergency housing is defined as short term assistance in a defined short-term emergency situation.

Question

Is there a page limit for this opportunity? We did not see one indicated within the NOFO.

Response

This is no page limit for the application.

Question

May we submit two separate proposals for two different programs operating in different geographical areas?

Response

Yes, but the census and demographic information included for the Problem Statement must match those for the different geographic area indicated by the region. Do not use the same data and information for different regions.

Question

Required Staffing: Page 9 states that a Community Outreach Specialist is required. Does this position need to be a full-time position that is 100% dedicated to this program? If not, can the required services (that an outreach specialist would engage in) be part of another staff member's job responsibilities (such as a case manager, direct service staff, or other existing staff member)?

Response

No. The Community Outreach Specialist position is mandated for those activities listed and cannot be combined with other activities not associated with community outreach.

Question

I am trying unsuccessfully to access the VOCA Underserved grant application, NOFO # 1745-10231 via AmpliFund. Is there a link you could send?

Response

The Notice of Funding Material for the VOCA Services for Underserved Victims of Violent Crime can be found here:

<https://il.amplifund.com/Public/Opportunities/Details/53b7f5d9-b09f-4498-82bb-211914f73201>

Question

Can organizations submit multiple applications? Or, more accurately, can multiple colleges within a district each submit an application?

Response

Yes, if each of the independent colleges have their own Dunn's Number.

Question

Can an intermediary apply as a collaborative application? We would subgrant the funds and provide extensive financial management support of funds, data management support and technical assistance.

Response

No, the applicant must be the provider of a majority of the activities listed in the application.

Question

Can you confirm that each objective should be filled out since they are all required (except for the one marked optional), but not all the sections in each objective are mandatory, only those that align with our proposed programs...correct? If not, please explain

Response

The application should only include those objectives that are to be relative to the proposed program. Objectives associated with mandatory activities and staffing must be included as part of the proposed program.

Question

Do you have a document with the definition of each metric you can share?

Response

The definition for the objectives are those taken from the Office of Victims of Crime PMT metrics. These can be found at the OVC website.

Question

Is the strategy to enhance or the expansion of services for underserved communities?

Response

Both

Question

Is there potential for funding beyond the initial 12 months?

Response

As explained on page 15 of the NOFO instructions, This funding opportunity has possible funding for a total of 24 months.

Question

Is it a 2- or 3-year opportunity?

Response

As explained on page 15 of the NOFO Instructions, under B Funding Information, 1 Award Period, the funding opportunity is available for a total of 24 months.

Day posted: October 13, 2023

Question

In looking at the RFP for underserved victims of violent crime, it is unclear if this RFP is intended to be inclusive of Court Appointed Special Advocates for child victims of underserved populations or if ICJIA will be issuing a separate RFP specific to CASA type services. Can you clarify?

Response

No, this Notice of Funding Opportunity is not specifically for Court Appointed Special Advocate programs.

Question

Can a city government entity apply for this funding opportunity?

Response

A city government could apply, but the application must include all information requested as part of the application and explain how these activities would be provided and describe the underserved population(s) served.

Question

Can you please advise the final date by which program questions must be submitted? Page 1 of the attached NOFO states the questions deadline as November 9, 2023, however, page 19 states the date as 5:00 p.m. CT on November 10, 2023.

Response

The deadline for the submission of questions is November 9, 2023. The last date the RESPONSES will be published is November 10, 2023.