

**Violence Against Women Act Sexual Assault Services Program (VAWA SASP)
INSTRUCTIONS
NOFO # 1743-2502**

Task	Date
NOFO posted	April 10, 2023
Technical Assistance Recording	April 10, 2023
NOFO question submission deadline	May 4, 2023
Applications due	5:00 p.m. CST, May 12, 2023
Budget Committee review/approval of recommended designations	June 22, 2023
Performance Period	July 1, 2023, to June 30, 2024

CHECKLIST

Prior to application due date:

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

Submission Checklist:

- Uniform Application for State Grant Assistance
 - Submitted in PDF (signed and scanned)
 - Submitted in a Word file
- Program Narrative –Do not change the format of this document.
 - Submitted in a Word file
- Budget/Budget Narrative
 - Submitted in Excel format (no signatures required for this document at this time)

The documents listed above should be zipped in a single folder. Each individual document should be named following naming conventions listed on pages 13-14 and emailed to: CJA.SASP2023@Illinois.gov.

Uniform Notice for Funding Opportunity (NOFO)
VAWA SASP

	Data Field	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority (ICJIA)
2.	Agency Contact:	Shataun Hailey VAWA Program Administrator Illinois Criminal Justice Information Authority 60 E Van Buren Street, Suite 650 Chicago, Illinois 60605 Shataun.Hailey@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:	1743-2502
6.	Funding Opportunity Title:	Violence Against Women Act Sexual Assault Services Program – VAWA SASP
7.	CSFA Number:	546-00-1743
8.	CSFA Popular Name:	VAWA SASP
9.	CFDA Number(s):	16.017
10.	Anticipated Number of Awards:	1
11.	Estimated Total Program Funding:	\$770,515
12.	Award Range	\$700,000 - \$770,515
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 Restrictions on Indirect Costs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
16.	Posted Date:	April 10, 2023
17.	Application Range:	April 10, 2023 to May 12, 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, which will be available beginning on April 10, 2023, at 10:00 a.m. https://illinois.webex.com/recording-service/sites/illinois/recording/0096d237b78b103baef4d610ff84efc8/playback

Table of Contents

A. Program Description	4
1. <i>Purpose</i>	4
2. <i>Program Design</i>	5
3. <i>Program Requirements</i>	7
Subgrantee Programmatic Requirements	8
5. Goals and Performance Metrics	8
5. <i>Priorities</i>	10
6. <i>Evidence-Based Programs or Practices</i>	10
7. Trauma-Informed Practices	10
B. Funding Information	11
1. <i>Award period</i>	11
2. <i>Available Funds</i>	11
C. Eligibility Information	11
1. <i>Eligible Applicants</i>	11
2. <i>Cost Sharing or Matching</i>	12
3. <i>Indirect Cost Rate</i>	12
D. Application and Submission Information	13
1. <i>Accessing Application Package</i>	13
2. <i>Content and Form of Application Submission</i>	13
3. <i>Unique Entity Identification Number (UEI) and System for Award Management (SAM)</i>	13
4. <i>Submission Dates, Times, and Method</i>	14
5. <i>Application Questions</i>	14
6. <i>Funding Restrictions</i>	14
7. <i>Requirement Prior to Submitting the Application</i>	17
E. Application Review Information	18
1. <i>Criteria</i>	18
2. <i>Review and Selection Process</i>	20
3. <i>Anticipated Announcement and State Award Dates</i>	20
4. <i>Appeal Process</i>	21
5. <i>Debriefing Process</i>	21
F. Award Administration Information	22
1. <i>State Award Notices</i>	22
2. <i>Administrative and National Policy Requirements</i>	22
3. <i>Reporting</i>	22
G. State Awarding Agency Contact(s)	23
H. Other Information	23

Notice of Funding Opportunity

VAWA SASP

A. Program Description

The federal Violence Against Women Act Sexual Assault Services Formula Program (VAWA SASP) is administered by the U.S. Department of Justice Office of Justice Programs' Violence Against Women Office. The program supports coordinated, multidisciplinary community approaches that reduce violence against women by enhancing victim advocacy and improving the criminal justice system's response. The program also encourages effective law enforcement and prosecution strategies to address violence against women and advocacy for women victims. Program funds must be used to support the establishment, maintenance, and expansion of rape crisis centers.

The Illinois Criminal Justice Information Authority (ICJIA) promotes community safety by providing public policy makers, criminal justice professionals, and others with the information, tools, and technology needed to improve the quality of criminal justice in Illinois. As the state VAWA SASP program administrator, ICJIA is responsible for developing an implementation plan for distributing these federal funds.

The Violence Against Women Act (VAWA), authorized by Title IV of the Violent Crime Control and Law Enforcement Act of 1994 and subsequently reauthorized as the Violence Against Women and Department of Justice Reauthorization Act of 2005 and 2013 (34 U.S.C. 10441), provides financial assistance to states for developing and strengthening effective law enforcement and prosecution strategies and victim services in cases involving violent crimes against women. Authorized by VAWA are:

- STOP Violence Against Women Formula Grants.
- SASP Formula Grants.
- State and Territorial Sexual Assault and Domestic Violence Coalitions Program.
- Grants to Tribal Domestic Violence and Sexual Assault Coalitions Program.
- OVW discretionary grants.

1. Purpose

The purpose of this funding opportunity is to provide a grant to a state sexual assault coalition lead entity to manage subgrants to organizations that will provide core services to victims of sexual violence. A lead entity will distribute funds to subgrantees and conduct structured monitoring of all subgrantees and provide subject matter expertise and technical assistance that align with U.S. Department of Justice grant policies and procedures, specifically the Office on Violence Against Women.

Pursuant to 34 U.S.C. § 12511(a)(1), funds under this program must be used to provide intervention, advocacy, accompaniment, support services, and related assistance to:

1. Adult, youth, and child victims of sexual assault.

2. Family and household members of such victims.
3. Those collaterally effected by the victimization, except by the perpetrator of such victimization.

SAS Formula Program funds must be used to support the establishment, maintenance, and expansion of rape crisis centers and other nongovernmental or tribal programs and projects to assist individuals who have been victimized by sexual assault, without regard to the age of the individual. See 34 U.S.C. § 12511(b)(1).

ICJIA's Victim Service Planning Committee (VSPC) of justice system and victim service professionals developed and approved priority funding areas to guide ICJIA's victim service funding decisions. In 2022, the VSPC considered research findings, provided perspectives on current needs, and voted on 12 recommended victim service priority funding areas.

This funding opportunity most directly responds to Priority 6: *Funding direct core services to victims of all crime types*. Core services address a victim's presenting needs or services that help restore victims' sense of safety. Provider-identified core services included crisis intervention, counseling, case management, and legal and medical advocacy. This funding opportunity also responds to Priority 10: *Expanding trauma-informed and trauma-focused services*. Trauma-informed care attends to victims' trauma histories and symptoms, mitigates potential for re-victimization, and recognizes the impact indirect trauma exposure may have on staff.¹

2. Program Design

According to the U.S. Office for Victims of Crime, sexual violence refers to varied unwelcome sexual behaviors, including sexual assault, rape or attempted rape, child sexual abuse, and sex trafficking.² Illinois Uniform Crime Report data indicate 4,833 sexual assault offenses were reported to law enforcement in 2020.³ A nationally representative survey examining the prevalence of victimization in the United States revealed only 21.5% of rape/sexual assault victimizations were reported to law enforcement in 2021.⁴ Data collected by service providers and entered into InfoNet, ICJIA's web-based victim services database containing deidentified sexual assault client and service information, indicated that 10,990 victims had received services from an Illinois sexual assault service provider agency in 2022. These providers also responded to 10,684 anonymous requests for assistance.

Some sexual violence victims are left with persistent gastrointestinal, cardiovascular, and sexual health problems.⁵ Sexual violence victims are also more likely to experience post-traumatic

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

² Office for Victims of Crime. (n.d.). Child abuse (For youth ages 12 and older).

https://ovc.ojp.gov/sites/g/files/xyckuh226/files/pubs/helpseries/HelpBrochure_ChildAbuse.html

³ Illinois State Police. (2021). Crime in Illinois,

2020. <https://isp.illinois.gov/StaticFiles/docs/CrimeReporting/cii/cii20/Index%20Crime.pdf>

⁴ Thompson, A. & Tapp, S. N. Bureau of Justice Statistics, Office of Justice Programs, U.S. Dept. of Justice. (2022). *Criminal Victimization, 2021* (NCJ 305101). <https://bjs.ojp.gov/content/pub/pdf/cv21.pdf>

⁵ Centers for Disease Control and Prevention. (2022). *Preventing sexual violence*. National Center for Injury Prevention and Control. https://www.cdc.gov/violenceprevention/pdf/sv/SV-factsheet_2022.pdf

stress disorder, use alcohol and drugs, and engage in risky sexual behavior.⁶ Furthermore, sexual violence has been linked to negative employment outcomes, such as job loss or poor job performance, an inability to maintain relationships, and increased risk of future victimization.⁷

Core Services

Core services help to restore victims' sense of safety and are crucial to sexual assault victims' healing and well-being. In a 2022 study of Illinois victim service providers, participants identified core services as crisis intervention, counseling, case management, and advocacy.⁸ Furthermore, more than half of study participants indicated counseling and crisis intervention services were essential or high priority victim services.⁹ Information and referrals, advocacy, and emotional support and safety are core services for victims of sexual assault as they play pivotal roles in facilitating safety and healing. Core services for sexual assault victims include:

- **Information and referrals:** Providing information includes educating victims on how the criminal justice system works, their rights, and how to apply for crime victim compensation. Referrals involve connecting victims to providers that can address specialized service needs, such as to mental health care and legal advocacy.
- **Advocacy:** Advocacy refers to assistance provided to help address victims' physical, legal, and financial needs. To address victims' physical needs, advocates assist them in applying for public benefits and relocating to safer living situations and by accompanying them during emergency room visits and forensic exams or interviews. Advocacy also includes securing supportive services, such as child or dependent care, transportation assistance, and translation services. Legal advocacy involves helping victims obtain emergency orders of protection, notifying them of scheduled court proceedings, and accompanying them to court. Victims' financial needs are met through employment, educational, and economic assistance services and life skills training that empowers victims to work toward financial stability.
- **Emotional support and safety:** Services that provide emotional support and safety to victims include crisis intervention, counseling, support groups, therapy, and case management. Crisis intervention and counseling services may be available remotely or in-person. The domestic violence hotline is an example of phone-based crisis intervention services.

Research has demonstrated victims benefit from sexual assault services. A study of services provided to Illinois sexual assault victims found that most victims who received hotline or brief advocacy services reported obtaining information and feeling supported.¹⁰ In addition,

⁶ Centers for Disease Control and Prevention. (2022). *Preventing sexual violence*. National Center for Injury Prevention and Control. https://www.cdc.gov/violenceprevention/pdf/sv/SV-factsheet_2022.pdf

⁷ Centers for Disease Control and Prevention. (2022). *Preventing sexual violence*. National Center for Injury Prevention and Control. https://www.cdc.gov/violenceprevention/pdf/sv/SV-factsheet_2022.pdf

⁸ 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.

⁹ 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.

¹⁰ Wasco, S. M., Campbell, R., Howard, A., Mason, G. E., Staggs, S. L., Schewe, P. A., & Riger, S. (2004). A statewide evaluation of services provided to rape survivors. *Journal of Interpersonal Violence*, 19(2), 252-263.

counseling services were linked to decreased post-traumatic stress disorder symptoms and self-blame, and an increased ability to seek help, problem solve, and make decisions. Findings from research examining sexual assault victims' experiences with law enforcement and hospital staff revealed that victims accompanied by an advocate were less likely to experience secondary victimization (e.g., being discouraged to file a report, undergoing questioning about their prior sexual histories) than victims without an advocate.¹¹ Thus, core services for sexual assault victims are associated with improved short- and long-term outcomes.

3. Program Requirements

Lead Entity Requirements

1. Agency Capacity and Experience

To qualify as a lead entity, the applicant must have a statewide network of direct services providers in place and possess subject matter expertise, an established record of providing services specific to the VAWA SASP grant, and the structural capacity in place to oversee all aspects of monitoring its sub-grantees. The applicant must also comply with all applicable state and federal statutes, regulations, and the terms and conditions of the grant. The applicant must comply with Grant Accountability and Transparency Act requirements and submit quarterly data and monthly fiscal reports to ICJIA.

2. Grantmaking

Lead entities must follow all subgrant policies on identifying subgrantees and subsequent grantmaking. These include conducting a competitive bidding process to identify subgrantees. Notices of funding opportunities (NOFOs) will be reviewed and approved by ICJIA prior to being published. The applicant must also provide ICJIA with its NOFO review panel conflicts of interest protocol and objective scoring system for approval. NOFO application review panels must include stakeholders from varied backgrounds. The applicant must make fiscal and programmatic technical assistance available to all subgrantees.

3. Monitoring

The applicant shall monitor subgrantees to ensure compliance with state and federal statutes, regulations, and the terms and conditions of the subgrant. All subgrantees must comply with Grant Accountability and Transparency Act requirements, submit monthly or quarterly data and fiscal reports to the applicant, and site visits made by the lead entity. The applicant's monitoring protocol must be approved by ICJIA.

Throughout the grant period, the applicant must submit quarterly data and fiscal reports to ICJIA and will be subject to site visits by ICJIA to evaluate the applicant's own program outcomes, fiscal management, and subgrant monitoring.

¹¹ Campbell, R. (2006). Rape survivors' experiences with the legal and medical systems. *Violence Against Women*, 12(1), 30-45.

Subgrantee Programmatic Requirements

Program Elements: The applicant must incorporate the following program elements in sub-grants:

- Core services for victims of sexual assault.
- A low barrier screening and intake process.
- Hours of operation and intake beyond traditional working hours.
- Translation and interpretation services.
- Transportation support for clients that request this support. This support can include transportation costs and assistance to enable victims to receive services and to participate in criminal justice proceedings.
- Staff training to improve trauma-informed responses to clients.
- Services provided free of charge.
- Subgrantees must comply with all prescribed assessment tools and reporting requirements.
- Subgrantees must be subject to site visits by both the applicant and ICJIA.
- Subgrantees must make available all fiscal, personnel, and programmatic data to the applicant and ICJIA.

4. Administrative Costs for Budget and Budget Narrative

Lead entity applications must include all associated administrative costs, including indirect costs, in the proposed budget/budget narrative. VAWA SASP administrative costs are capped at a maximum of **5% of the award**. All costs must be **directly** related to the administration of the proposed program and may include:

- Personnel and fringe costs for direct supervision of program activity as listed in application.
- Associated travel.
- Supplies.
- Training and certification for program staff.
- Indirect costs.

All costs must be included on the Excel budget form with a detailed explanation of the cost and the relationship to program administration in the budget narrative.

5. Goals and Performance Metrics

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

- **Lead Entity**

The lead entity applicant will be required to submit quarterly data reports reflecting information about its performance measures and may be asked to collect additional data to track program progress and outcomes. Some objectives may only apply during the first quarter.

GOAL: Through the oversight of subgrantees, provide sexual assault victims with core services that 1) respond to their emotional, psychological, or physical needs; 2) help to stabilize their lives after victimization; 3) help victims understand and participate in the criminal justice system; and 4) provide victims with a measure of safety and security.	
Objectives	Process Performance Measures
Utilize a competitive bidding process open to all sexual assault service providers via a NOFO.	<ul style="list-style-type: none"> ● Number of RFPs reviewed by ICJIA and issued.
Designate ___% of the grant toward NOFOs for innovative pilots, demonstration projects, or programs for underserved areas or populations.	<ul style="list-style-type: none"> ● Percentage of NOFOs directed toward innovative pilots, demonstration projects, or programs for underserved areas or populations.
Develop review panel conflicts of interest protocol and objective scoring system for application review.	<ul style="list-style-type: none"> ● Submit summary of revisions to the review panel protocol previously approved by ICJIA approval or letter indicating no changes were made. ● Submit summary of revisions to the objective scoring system previously approved by ICJIA or letter indicating no changes were made.
Detail the plan/protocol for monitoring grantee performance, including submission of quarterly data reports and quarterly fiscal reports.	<ul style="list-style-type: none"> ● Submit summary of revisions to the agency plan/protocol for monitoring of sub-grants previously approved by ICJIA or letter indicating no changes were made. ● Percentage of subgrantees submitting quarterly fiscal reports on time. ● Percentage of subgrantees submitting quarterly data reports on time.

<p>Perform site visits at a minimum of 50% of all subgrantee sites (some subgrantees may require more than the established minimum).</p>	<ul style="list-style-type: none"> ● Submit site visit schedule to ICJIA for approval. ● Percentage of subgrantees subjected to the minimum number of site visits during their award period. ● Percentage of subgrantees exceeding the minimum number of site visits.
<p>Provide a Corrective Action Plan (CAP) for all subgrantees that require such, with ___% of subgrantees verifying the corrective action was taken within ___ days.</p>	<ul style="list-style-type: none"> ● Number of subgrantees identified as requiring corrective action. ● Number of subgrantees notified and provided with a Corrective Action Plan. ● Percentage rectifying the corrective action within required timeframe.
<p>All subgrantees must be GATA compliant.</p>	<ul style="list-style-type: none"> ● Percentage of subgrantees in compliance.
<p>Provide fiscal and programmatic technical assistance to all subgrantees as requested.</p>	<ul style="list-style-type: none"> ● Number of subgrantees that requested fiscal and technical assistance. ● Number of subgrantees receiving such assistance.

5. Priorities

This funding opportunity addresses the following victim service priority funding areas approved by ICJIA’s VSPC:

- Priority #6: Fund direct core direct services to victims of all crime types, and
- Priority #10: Expand trauma-informed and trauma-focused services.

6. Evidence-Based Programs or Practices

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

7. Trauma-Informed Practices

The applicant is required to provide services that integrate trauma-informed practices, including strategies for mitigating vicarious trauma among staff. Vicarious trauma occurs when providers experience traumatic stress reactions as a result of exposure to another person’s traumatic experiences, rather than from direct exposure to a traumatic event, and

includes hearing or learning about others' victimization.¹² Applications should describe their current use of trauma-informed practices and identify strategies for monitoring their implementation.

B. Funding Information

1. Award period

Grant awards resulting from this opportunity will have a target period of performance of July 1, 2023, to June 30, 2024 (12 months). Additional funding support of up to 24 months may be awarded after the initial funding period, contingent upon satisfactory performance and availability of funds. Total funding support for the grant program will not exceed 36 months.

2. Available Funds

A total of \$770,515 in funding is available through this solicitation. Applicants may request a minimum of \$700,000 and a maximum of \$770,515 in grant funding.

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

C. Eligibility Information

Before applying for any grant, all entities must be registered through the Grant Accountability and Transparency Act (GATA) Grantee Portal at www.grants.illinois.gov/portal. 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 a financial and administrative risk assessment utilizing an Internal Controls Questionnaire (ICQ) for state fiscal year 2024 before April 14, 2023, and obtain approval from their cognizant agencies 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 have a statewide network of direct services providers in place and possess subject matter expertise, an established record of providing services specific to the VAWA SASP grant, and the structural capacity in place to oversee all aspects of monitoring its subgrantees. The agency must be pre-qualified through the Grant Accountability and Transparency Act Grantee Portal, www.grants.illinois.gov, to become eligible to apply for an

¹² Newell, J. M. & MacNeil, G. A. (2010). Professional burnout, vicarious trauma, secondary traumatic stress, and compassion fatigue: A review of theoretical terms, risk factors, and preventive methods for clinicians and researchers. *Best Practices in Mental Health: An International Journal*, 6, 57-68.

award. During pre-qualification, Unique Entity Identification (UEI) verifications are performed, including a check of Debarred and Suspended status. The pre-qualification process also includes a financial and administrative risk assessment utilizing an Internal Controls Questionnaire. If deemed ineligible, the applicant will be notified that it is ineligible for award as a result of the GATA pre-qualification status verification. Statewide sexual assault coalitions are eligible to apply.

2. Cost Sharing or Matching

Cost sharing or matching is not required for this award.

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 no later than three months after receipt of a Notice of State Award (NOSA). If an organization previously established an indirect cost rate, the organization must annually submit a new indirect cost proposal through the centralized indirect cost rate 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

Application documents must be obtained at <https://icjia.illinois.gov/grants/funding/> by clicking on the link titled “Violence Against Women Act Sexual Assault Services Program (VAWA SASP).” Paper copies of the application materials may be requested from Shataun Hailey by calling (312) 793-8550; mailing Shataun Hailey, 60 E Van Buren Street, Suite 650, Chicago, Illinois 60605; or via Telephone Device for the Deaf (TDD) (312)793-4170. Applications, however, may only be submitted via email, to: CJA.SASP2023@Illinois.gov.

2. Content and Form of Application Submission

a) Forms and Formatting.

The complete application must be emailed to CJA.SASP2023@Illinois.gov. The applicant agency name should appear in the Subject line of the email. Each document attached to the email must be submitted in the manner and method described below. Applications will be rejected if any documents or pages are missing.

Document	Document Name	PDF	Word	Excel
Uniform Application for State Grant Assistance – This form must be completed, signed, and scanned. Provide in PDF and Word formats.	“Agency Name – Application”	X	X	
Program Narrative – This document must meet the requirements outline in Section A. Do not change the format of this document.	“Agency Name – Program Narrative”		X	
Budget/Budget Narrative – This document is an Excel workbook, with several pages (tabs). The last tab has instructions if clarification is needed.	“Agency Name – Budget”			X

b) Application Formatting

Program Narratives may not exceed 30 pages, including proposal questions, and must be double-spaced and written in 12-point, Times New Roman font. Do not delete template questions from your response. Applications that do not follow the mandatory formatting will be eliminated from funding consideration.

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

Applicants are required to:¹³

- a) Be registered in SAM before submitting an 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 email address CJA.SASP2023@Illinois.gov by 5:00 p.m. CST, on May 12, 2023, to be considered for funding. Upon receipt, an automated confirmation receipt will be emailed. Proposals will not be accepted by mail, fax, or in person. Late or incomplete submissions will not be reviewed, including email submissions delayed due to state email security clearance. Agencies are encouraged to submit their applications 72 hours in advance of the deadline to avoid unforeseen technical difficulties. Technical difficulties should be reported immediately to ICJIA at CJA.SASP2023@Illinois.gov.

5. Application Questions

Questions may be submitted via email at CJA.SASP2023@Illinois.gov. The deadline for submitted questions is 5:00 p.m. CST on May 4, 2023. All substantive questions and responses will be posted on the ICJIA website at <https://icjia.illinois.gov/grants/funding/>. 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.

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

¹³ 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).

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:

- Active investigation and prosecution of criminal activities.
- Capital expenses, including property losses and expenses, real estate purchases, mortgage payments, and most capital improvements.
- Compensation for victims of crime.
- Crime prevention.
- Food and beverage costs, except for emergency food.
- Forensic medical examinations.
- Fundraising activities.
- In-patient mental health care including in-patient substance use counseling.
- Legal services provided by attorneys.
- Lobbying and advocacy with respect to legislation, regulations, or administrative policy.
- Research and studies, except for project evaluations.
- Salaries and expenses for management, unless expressly allowed in the VOCA Final Rule.
- Transitional housing programming.
- Tort or criminal defense services.
- Vehicle purchase.
- Land acquisition.
- New construction.
- Renovation, lease, or any other proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size.
- Minor renovation or remodeling of a property either (a) listed or eligible for listing on the National Register of Historic Places or (b) located within a 100-year flood plain.
- Implementation of a new program involving the use of chemicals.

c) Allowable expenses. All expenses must be 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:

- Childcare: Assistance with childcare 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.
- Personnel costs for direct service providers and necessary supervision of direct service providers.
- Project evaluations of specific projects to gauge project effectiveness. All project evaluations by external parties must be pre-approved by ICJIA.
- Public awareness and education presentations conducted in public forums

that are designed to inform crime victims of specific rights and services and provide them with (or refer them to) services and assistance. Limited to 40 hours per month per subgrantee.

- Relocation assistance provided as part of a victim's service plan, necessary for the safety and well-being of the victim, and needed as a result of a victimization. Relocation assistance may include reasonable moving expenses, security deposits on housing, rental expenses, and utility startup costs.
- Technology that is reasonable and necessary for direct service providers.
- Training of direct service staff, including the required trauma training and additional training that would assist staff in serving victims.
- Training-related travel expenses for staff are subject to the Illinois State Travel Guide, with the exception of out-of-state lodging which is subject to General Services Administration rates.
- Out-of-state training costs, including transportation, training fees and conference registrations are all subject to ICJIA policy; out-of-State travel costs are limited to two out-of-state trainings per subgrantee, with a maximum of three staff members attending each training.
- Training of direct service volunteers when such direct services will be primarily done by volunteers. Training-related travel for volunteers cannot be funded.
- Transportation (local) costs for direct service providers and for victims to receive victim services. Transportation to facilitate participation in criminal justice proceedings is limited to non-witness victims. Direct payments of funds to victims for transportation costs are not allowed.

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

e) Pre-approvals. Prior approvals may affect project timelines. Submission of materials for ICJIA approval should be incorporated into the application Implementation Schedules. ICJIA may require prior approval of the following:

- Out-of-state travel
- Certain Requests for Proposals (RFPs), procurements, and subcontracts
- 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) 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, registered organizations must be in good standing with all GATA pre-qualification requirements.

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](#).

- [Link to the technical assistance recording](#)
- [Register in the GATA Grantee Portal](#)
- [Creating a GATA Grantee User Account](#)
- [Getting to know GATA and the GATA Grantee Portal](#)
- 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.

Application materials must address all components of this NOFO and demonstrate both a need for the program and an ability to successfully implement the program. Reviewers will score applications based on completeness, clear and detailed responses to program narrative questions, and inclusion of all mandatory program elements as well as past performance history and/or financial standing with ICJIA. The applicant must demonstrate that costs are reasonable, necessary, and allowable.

The total number of points available is 100.

Scoring Criteria	Possible Points
Summary of the Program:	5
Describe your agency’s history and expertise in the provision of services to victims of sexual assault, include: <ul style="list-style-type: none"> • Information on the statewide network of direct services providers you will fund through this program. • Information concerning training and technical assistance provided. Other victim services your agency provides, if any. Include examples of how these services are coordinated with other VAWA funded activities.	
Statement of the Problem:	10
Describe the problem which demonstrates need for your proposed program. This may include a description of available indicators on the extent and nature of sexual assault victimization and services sought in your service area. <i>(5 Points)</i>	
Describe the challenges and barriers to sexual assault services provided in the community to be served through this program. <i>(5 Points)</i>	
Project Implementation:	14

<p>1. Describe your agency’s fiscal experience and capacity to manage grants. Include:</p> <ul style="list-style-type: none"> • Total staff dedicated to all victim services at your organization and all funding sources that support victim service programming. • Quantitative (e.g. size of budget and number of grants) and qualitative (e.g. process and procedure; summary of previous management) descriptions. <p>Plan for program sustainability and include specific activities that address sustainability efforts. (7 Points)</p>	
Who will oversee the program funded by this opportunity? Include titles, duties, primary qualifications and any mandatory training or certifications. (7 Points)	
Project Management / Grant-Making:	18
Describe the competitive grant process, including required documents, the review process, staff involved in the review process and how final funding decisions are determined. (6 Points)	
Describe the notification and appeal processes for unapproved applications. (6 Points)	
Attach application materials and evaluation criteria and/or scoring documents for the application. (Attachment will not affect the 30-page limit.). (6 Points)	
Requirements for Subgrantee Programs:	22
Describe the subgrant eligibility requirements for VAWA SASP funds. Include any required direct services to be provided through this program. (5 Points)	
Describe how your standards and guidelines ensure that the needs of the underserved populations and linguistically and culturally specific services and activities are provided by the sub-grantees. (5 Points)	
Describe the standard and guidelines concerning client referral and intake process required by subgrantees. Include the intake questions and criteria for acceptance. (5 Points)	
Implementation Schedule: (Required but not scored)	0
Complete the table on page 3 in the Program Narrative, defining each step in the implementation and operation of the proposed program, detailing the staff position responsible for each task, and including a target date for completion.	
Monitoring of Subgrantees:	16
Describe your agency’s monitoring process of subgrantees, include risk assessment for subgrantees that have medium to high risk, programmatic, and fiscal monitoring activities. (4 Points)	
Describe your site visit procedures. (4 Points)	
Explain in detail how funds will be vouchered by your agency and how subgrantees’ expenditures will be reported. (4 Points)	
Describe the intended technical assistance you will provide sub-grantees that are targeted to your area of expertise. (4 Points)	
Performance Metrics: (Required but not scored)	0
The table on page 4 of the Program Narrative depicts objectives linked	

to the performance indicators that show progress toward the proposed program goal. Complete the table by entering ambitious yet realistic objectives based on your proposed program.	
Trauma and Trauma-Informed Care: <i>(See page 10)</i>	10
Describe how the lead entity will assure subgrantees incorporate each key component and key principles of trauma informed services. Describe agency trainings and how the proposed services implement victim centered approaches and address matters of safety. <i>(5 Points)</i>	
If the services are not currently victim centered and trauma informed, describe the plan to build staff capacity in this area. <i>(5 Points)</i>	
Budget Detail and Budget Narrative:	5
This section can be completed on a separate Excel document.	
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.

NOFO application budgets will be reviewed for allowability, completeness, and cost-effectiveness. 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. 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 posted	April 10, 2023
Technical Assistance Recording	April 10, 2023

NOFO question submission deadline	May 4, 2023
Applications due	5:00 p.m. CST, May 12, 2023
Budget Committee review/approval of recommended designations	June 22, 2023
Performance Period	July 1, 2023, to June 30, 2024

4. 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 email and submitted within 14 calendar days after either the date the grant award notice is published or receipt of a Funding Opportunity Declination Letter from ICJIA, whichever comes first. The written appeal must include, at a minimum, the following:

- Statement indicating a request for a formal appeal;
- The name and address of the appealing party;
- Identification of the grant program; and
- A statement of reason for the appeal.

Please send your appeal to:

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

ICJIA will acknowledge receipt of the appeal within 14 calendar days. ICJIA will respond to the appeal, in writing, within 60 days or provide an explanation as to why more time is required. ICJIA will resolve the appeal via written determination, which will include:

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

5. 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:

Shataun Hailey
Illinois Criminal Justice Information Authority
CJA.SASP2023@Illinois.gov

F. Award Administration Information

1. State Award Notices

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

ICJIA will transmit a Notice of State Award (NOSA) and the grant agreement to successful applicants after the Budget Committee reviews and approves designations. The NOSA will detail specific conditions resulting from pre-award risk assessments that will be included in the grant agreement. The NOSA will be provided and must be accepted through the Grantee Portal unless another distribution is established. The NOSA is not an authorization to begin performance or incur costs.

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

- Civil Rights Compliance Questionnaire

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 34 U.S.C § 12511. The Sexual Assault Services Formula Program (SASP Formula) (CFDA#16.017), 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, progress reports, final financial and progress 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:

Shataun Hailey
Illinois Criminal Justice Information Authority
CJA.SASP2023@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.

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.