

**Violent Crime Witness Protection Program
Notice of Funding Opportunity Instructions
NOFO # 3118 - 2507**

Task	Date
NOFO posted	February 15, 2024
Technical Assistance Recording	February 15, 2024
NOFO question submission deadline	March 7, 2024
Applications due	5:00 p.m. CST, March 15, 2024
Budget Committee review/approval of recommended designations	April 18, 2024
Performance Period	Upon Execution – 12 months after grant execution

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)
- For County Sherriff Applicants Only: Proof of Notification to the County State’s Attorney Office of the Intent to Seek Financial Assistance.

The documents listed above should be zipped in a single folder. Each individual document should be named following naming conventions listed on page 17 and emailed to: CJA.VCWPP@ILLINOIS.GOV

Uniform Notice of Funding Opportunity (NOFO)
Violent Crime Witness Protection Program

	Data Field	
	Awarding Agency Name:	Illinois Criminal Justice Information Authority (ICJIA)
	Agency Contact:	Mary Ratliff Strategic Project Administrator Director Illinois Criminal Justice Information Authority 524 S. 2 nd Street, Suite 220 Springfield, IL 62701 Mary.ratliff@illinois.gov 217-720-5855
	Announcement Type:	<input checked="" type="checkbox"/> Initial announcement <input type="checkbox"/> Modification of a previous announcement
	Type of Assistance Instrument:	Grant
	Funding Opportunity Number:	3118-2507
	Funding Opportunity Title:	Violent Crime Witness Protection Program
	CSFA Number:	546-3118
	CSFA Popular Name:	VCWPP (Witness Protection Program)
	CFDA Number(s):	N/A
	Anticipated Number of Awards:	25
	Estimated Total Program Funding:	\$18,500,000
	Award Range	\$100,000 - \$1,500,000
	Source of Funding:	<input type="checkbox"/> Federal or Federal pass-through <input checked="" type="checkbox"/> State <input type="checkbox"/> Private / Other Funding
	Cost Sharing or Matching Requirement:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No County Applicants applying for financial assistance must provide county funding at a level of at least 25% of any expenditure for which assistance is requested.
	Indirect Costs Allowed	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Posted Date:	February 15, 2024
	Application Range:	\$100,000 - \$1,500,000
	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

		<p>It is recommended that applicants view the recorded technical assistance, which will be available beginning on February 15, 2024, at 12:00 p.m.</p> <p><u>Violent Crime Witness Protection Program NOFO Technical Assistance Recording</u></p>
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Notice of Funding Opportunity

Violent Crime Witness Protection Program

The Violent Crime Witness Protection Program (VCWPP), established by the [Violent Crime Witness Protection Act \(725 ILCS 173/\)](#), was designed to protect victims and witnesses who fear retaliation from those accused of violent crimes. Witnesses are critical in the prosecution of alleged wrongdoers and may be otherwise discouraged from participation due to intimidation or retaliation.¹ Additionally, witnesses may be reluctant to participate due to mental health impacts and lost wages resulting from the need to take time off to attend court. VCWPP grant funds will support victims' expenses including the relocation of witnesses, victims, and those related to persons supporting the prosecution of violent crime perpetrators throughout the criminal court process.

A. Program Description

Definitions

Unless specified otherwise, all terms shall have the meanings set forth in Section 5 of the Violent Crime Witness Protection Act [725 ILCS 173]. For purposes of this program and Notice of Funding Opportunity, the following additional definitions apply:

"Act" means the Violent Crime Witness Protection Act. [725 ILCS 173]

"Actively aid prosecution" means to assist the Office of the Attorney General or a state's attorney's office in the prosecution of violent crime, including, but not limited to, providing a witness statement to law enforcement, providing testimony necessary for the issuance of a warrant, or testifying during a criminal trial.

"Appropriate related persons" means persons, children, parents, or guardians of a victim or witness actively aiding in the prosecution of a violent crime.

"Attorney general" means the Attorney General of the State of Illinois.

"Awardee" means a recipient of financial assistance pursuant to the Act.

"County Applicants" are state's attorney's offices and county sheriff departments.

"Eligible Persons" are victims and witnesses who are actively aiding in the prosecution of perpetrators of violent crime and appropriately related persons, or victims and witnesses determined by the Illinois Criminal Justice Information Authority to be at risk of a discernible threat of violent crime. [725 ILCS 173/10]

¹ United Nations Office on Drugs and Crime. (n.d.). *Victim assistance and witness protection*. <http://www.unodc.org/unodc/en/organized-crime/witness-protection.html>

"Financial assistance" is financial support to a program participant in the form of a grant or expense reimbursement.

"GATA" means the Grant Accountability and Transparency Act. [30 ILCS 708]

"GATA rules" means 44 Ill. Adm. Code 7000.

"ICJIA" means the Illinois Criminal Justice Information Authority.

"Illinois police agency" means any law enforcement unit of government or municipal corporation in the State of Illinois. It does not include law enforcement divisions of the Illinois State Police, the Secretary of State, or any other office, department, division, bureau, board, commission or agency of the State of Illinois or any university, college, or community college police departments.

"Local law enforcement agencies" are any law enforcement unit of government or municipal corporation in the State of Illinois. It does not include law enforcement divisions of the Illinois State Police, the Secretary of State, or any other office, department, division, bureau, board, commission or agency of the State of Illinois or any university, college, or community college police departments.

"Moving expenses" are expenses necessary to move household goods and personal effects from a former residence to a new residence or expenses necessary to travel from a former residence to a new place of residence. Moving expenses shall include reasonable and necessary lodging expenses as determined by the agency seeking reimbursement.

"State's attorney's office" is any state's attorney's office located in Illinois.

"Uniform Guidance" means the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, codified at 2 CFR 200.

"Utilities" are service provided by a public utility for essential services such as light, power or water.

"Victim" means any natural person determined by the victim service coordinator or victim coordinator, prosecutor, or the court to have suffered direct physical or psychological harm as a result of a violent crime perpetrated or attempted against that person or direct physical or psychological harm as a result of a violation of Section 11-501 of the Illinois Vehicle Code or similar provision of a local ordinance or a violation of Section 9-3 of the Criminal Code of 1961 or the Criminal Code of 2012.

In the case of a crime victim who is under 18 years of age or an adult victim who is incompetent or incapacitated, both parents, legal guardians, foster parents, or a single adult representative.

In the case of an adult deceased victim, two representatives who may be the spouse, parent, child or sibling of the victim, or the representative of the victim's estate; or an immediate family member of a victim that is chosen by the victim. If the victim is 18 years of age or over, the victim may choose any person to be the victim's representative.

In no event shall the defendant or any person who aided and abetted in the commission of the crime be considered a victim, a crime victim, or a representative of the victim.

"Witness" means any person who personally observed the commission of a crime and who may be called to testify on behalf of the prosecution or a person who will be called by the prosecution to give testimony establishing a necessary nexus between the offender and the violent crime.

1. Purpose

The purpose of the funding opportunity is to provide financial assistance to state's attorney's offices, the Office of the Attorney General, or local law enforcement agencies. Funds will be used to assist victims and witnesses who are actively aiding in the prosecution of perpetrators of violent crime, and appropriate related persons or victims and witnesses determined to be at risk of a discernible threat of violent crime.

2. Background

In 2020, 50,688 violent² crimes were reported in Illinois.³ Over 65% of those crimes were aggravated assault.⁴ These data reflect only offenses reported to police and may serve as an undercount. The 2020 statewide violent crime rate totaled 403 reported crimes per 100,000 residents and was comparable to the prior two years. After reaching a peak in 2013 at 74,700, the number of arrests has fluctuated from year to year but increased in 2022 compared to 2021.⁵

Research indicates crime victimization can negatively impact an individual's physical and mental health and ability to maintain employment. Victims of violent crime may face lost wages due to missing work, high physical or mental health care treatment

² UCR's violent index offenses include murder/nonnegligent manslaughter, rape, robbery, and aggravated assault. See Hughes, E. (2016). *About uniform crime reporting program data*. Illinois Criminal Justice Information Authority.

³ Illinois State Police. (2020). *Crime in Illinois 2020 annual uniform crime report*.
<https://isp.illinois.gov/CrimeReporting/Cii2020>

⁴ Illinois State Police. (2020). *Crime in Illinois 2020 annual uniform crime report*.
<https://isp.illinois.gov/CrimeReporting/Cii2020>

⁵ Illinois State Police. (n.d.). *Crime in Illinois annual uniform crime report*.
<https://isp.illinois.gov/CrimeReporting/CrimeInIllinoisReports>

costs, legal fees, and stolen or damaged property.⁶ ICJIA's 2022 Victim Service Planning project research found that most victim service providers reported emergency financial assistance (67%) and mental health services (77%) for victims as essential or high priority.⁷ Also, in the ICJIA 2022 victim needs assessment survey, participants reported using counseling services or therapy (32%) and accessing emergency funds (28%) after a victimization experience.⁸

However, many crime victims face multiple barriers to receiving formal support. While nearly 4.6 million nonfatal violent victimizations were reported to the National Crime Victimization Survey in 2021, only 9% of victims received assistance from service providers in the United States.⁹ ICJIA's 2022 victim needs assessment also revealed major barriers to seeking formal support among participants, including limited geographical access to service providers or health facilities (22%), little to no transportation to reach providers (21%), and being blamed or not being believed (19%).⁸

Crime victimization can undermine a victim's feelings of safety and control and prompt individuals to avoid trauma reminders (e.g., justice system involvement) to reduce associated fear and anxiety.¹⁰ Additionally, victims and witnesses may be reluctant to participate in the justice system due to perceived or actual intimidation or threats against themselves or family members.¹¹ Therefore, victims and witnesses of violent crime who receive appropriate care and support from the justice system are more likely to seek mental health assistance and cooperate during the prosecution process.^{12,13}

⁶ Hanson, R. F., Sawyer, G. K., Begle, A. M., & Hubel, G. S. (2010). The impact of crime victimization on quality of life. *Journal of Traumatic Stress*, 23(2), 189–197.

⁷ Vasquez, A. L., Gonzalez, L. F., Nguyen, S., Schaffner, C., Hiselman, J., Smith, E., Hailey, S., & Reichgelt, R. (2023). *2022 victim service planning research report*. Illinois Criminal Justice Information Authority.

⁸ Garthe, R. C., Hsieh, W., Guenther, M. E., Watkins, D., Kwon, C., & Welsh, M. (2022). *2022 Victim Needs Assessment*. Illinois Criminal Justice Information Authority.

⁹ Thompson, A., Tapp, S.N. (2022). *Criminal victimization, 2021*. U.S. Department of Justice. Office of Justice Program. <https://bjs.ojp.gov/content/pub/pdf/cv21.pdf>

¹⁰ Garthe, R. C., Hsieh, W., Guenther, M. E., Watkins, D., Kwon, C., & Welsh, M. (2022). *2022 Victim Needs Assessment*. Illinois Criminal Justice Information Authority.; Hanson, R. F., Sawyer, G. K., Begle, A. M., & Hubel, G. S. (2010). The impact of crime victimization on quality of life. *Journal of Traumatic Stress*, 23(2), 189–197.

¹¹ United Nations Office on Drugs and Crime. (n.d.). *Victim assistance and witness protection*. <http://www.unodc.org/unodc/en/organized-crime/witness-protection.html>

¹² Calton, J., & Cattaneo, L. B. (2014). The effects of procedural and distributive justice on intimate partner violence victims' mental health and likelihood of future help-seeking. *American Journal of Orthopsychiatry*, 84(4), 329–340.; Thompson, A., Tapp, S.N. (2022). *Criminal victimization, 2021*. U.S. Department of Justice. Office of Justice Program. <https://bjs.ojp.gov/content/pub/pdf/cv21.pdf>

3. Program Design

This VCWPP grant funding opportunity is intended for entities that have established violent crime witness protection programs. The VCWPP will provide financial assistance to state's attorneys' offices, the Office of the Attorney General, and local law enforcement agencies for reimbursements associated with payments to eligible persons (see Definitions).

Funded applicants shall use financial assistance to reimburse eligible persons for the following:

- Emergency or temporary living costs, for up to 18 months
- Moving expenses as necessary to move household goods and personal effects from a former residence to a new residence or expenses necessary to travel from a former residence to a new place of residence
- Rent, not to exceed the average market rate for a residence of comparable size in the locality in which the victim or witness resides
- Public utilities, such as light, power or water
- Security deposits for rent and utilities
- Other appropriate expenses of relocation or transition as defined by the applicant and subject to review and approval by ICJIA
- Mental health treatment, including, but not limited to substance use treatment and
- Lost wage assistance.

Counties providing assistance may apply for reimbursement of up to 75% of their costs.

Applicants are required to identify a victim service coordinator. The victim services coordinator will perform the following duties:

- Determine whether a witness is actively aiding in the prosecution of a crime or is at risk of a discernible threat of violent crime
- Provide information and referrals, case management, support, and advocacy to victims and witnesses of violent crime
- Administer the Violent Crime Witness Protection program within the applicant agency, including, but not limited to, assisting victims and witnesses with financial assistance, and obtaining reimbursement through the Violent Crime Witness Protection Program
- Use a trauma-informed and victim-centered approach.
- Maintain records related to program participants
- Support victims, witnesses, and/or appropriate related persons transitioning out of the program by providing appropriate referrals.

Grant fund use is limited to reimbursements for expenditures paid to witnesses that meet the eligibility criteria detailed below. The victim service coordinator's salary

may not be included in the applicant's budget. Additionally, please note, the 25% match required for county applicants cannot cover the victim service coordinator's salary; rather, the required math must be used for reimbursement of the allowable expenses identified above.

Eligible persons, as defined in the Definitions section:

- Must not be subject to the Sex Offender Registration Act [730 ILCS 150];
- Must have delivered testimony or provided other assistance in the furtherance of the prosecution of a violent crime that occurred on or after January 1, 2023 or be at risk of a discernible threat of violent crime as determined by the victim services coordinator or victim coordinator.
- If the eligible person is a minor or unable to provide information due to a disability, a parent, guardian, or next friend may assist law enforcement on the eligible person's behalf and may be eligible for assistance; and
- Must have been a victim of, a witness to, or an appropriately related person to a victim of or witness to a crime in Illinois.
- May receive funding from program for up to 60 days following the cessation of assistance with the prosecution of a crime, as determined by a victim services coordinator. If the program participant identifies extenuating circumstances wherein funding will be required beyond 60 days, the Program Participant must notify ICJIA in writing.

Awarded applicants must complete an eligibility application approved by or provided by ICJIA to determine victim or witness eligibility. The application will include the following:

- Information identifying the entity making the referral
- A description of the related violent crime
- Identification of the proposed recipient of the financial assistance and the proposed recipient's relationship to the violent crime
- The amount and type of financial assistance requested for mental health treatment assistance and
- For lost wage assistance, proof of employment, proof of wages and/or salary, and evidence of missed working hours due to the violent crime

Eligibility applications must be retained by the applicant agency/grantee in accordance with the terms of the grant agreement. Eligibility applications will be subject to audit by the ICJIA when evaluating program performance.

ICJIA may offer technical assistance on program design to awarded applicants and victim services coordinators.

In the realm of awarding crime victim grants, fostering equity, diversity, and inclusion is paramount to ensuring a fair and just allocation of resources. Embracing these principles requires a comprehensive approach that

acknowledges the diverse experiences of crime victims and strives to rectify systemic inequalities. To achieve equity, it is imperative to recognize and address historical and societal disparities that may disproportionately affect certain groups. Moreover, diversity should be actively embraced, acknowledging various communities' unique needs and perspectives. Inclusion demands a deliberate effort to create an environment where all voices are heard and valued, irrespective of background or identity. By integrating these principles into the grant awarding process, policymakers can contribute to a more just and supportive system that addresses the varied needs of crime victims, promotes inclusivity, and works towards eliminating disparities within the criminal justice system.

4. Program Requirements

Grantees will be reimbursed for allowable expenditures incurred during the period of performance, subject to compliance with all terms and conditions of this notice of funding opportunity and the executed grant agreement. No pre-award costs are allowed. Additional funding may be available contingent upon satisfactory performance and availability of funds.

Funding for the victim service coordinator cannot be included in the applicant's budget.

5. Goals and Performance Metrics

Objectives should measure meaningful, tangible changes resulting from program implementation. The following table depicts objectives linked to performance indicators that show progress toward the proposed program goal. Complete the table by entering each objective based on your proposed program.

The selected recipient of funding will be required to submit quarterly data reports reflecting progress made toward these performance measures. The selected recipient of funding may be asked to collect additional measures to track program progress and outcomes.

Goal: To assist victims, witnesses, and appropriate related persons of violent crime, that are at risk of a discernable threat of harm of violence.	
Performance Objectives: Outcome goals that describe the actions and activities involved in meeting a goal	Performance Measures: Quantification providing objective evidence of the degree that the performance result occurs over time
Serve ____ (#) witnesses and victims in the community that are at discernable threat of harm from violence.	<ul style="list-style-type: none"> • Number of referrals received • Number of referral rejections • Number of referral acceptances • Number of witnesses and victims served

Provide ____ (#) witnesses and victims with emergency or temporary living costs.	<ul style="list-style-type: none"> Number of witnesses and victims who received financial assistance for emergency or temporary living costs
Provide ____ (#) witnesses and victims with financial assistance for lost wages.	<ul style="list-style-type: none"> Number of witnesses and victims who received financial assistance for lost wages
Provide ____ (#) witnesses and victims with financial assistance for moving expenses.	<ul style="list-style-type: none"> Number of witnesses and victims who received financial assistance for moving expenses
Provide ____ (#) witnesses and victims with financial assistance for rent.	<ul style="list-style-type: none"> Number of witnesses and victims who received financial assistance for rent
Provide ____ (#) witnesses and victims with financial assistance for utilities.	<ul style="list-style-type: none"> Number of witnesses and victims who received financial assistance for utilities
Provide ____ (#) witnesses and victims with financial assistance for a security deposit.	<ul style="list-style-type: none"> Number of witnesses and victims who received financial assistance for a security deposit
Provide ____ (#) witnesses and victims with mental health treatment.	<ul style="list-style-type: none"> Number of witnesses and victims who received a mental health referral Number of witnesses and victims who received mental health treatment Percent of witnesses and victims needing mental health treatment who received it
Relocate ____ (#) witnesses and victims from previous home.	<ul style="list-style-type: none"> Number of witnesses and victims who have been relocated from previous home
____ (%) of witnesses and victims successfully participating in the criminal justice system process.	<ul style="list-style-type: none"> Number of witnesses and victims who discontinued program participation prior to the end of the criminal justice system process
____ (%) of witnesses and victims who reported an increased sense of safety as a result of their participation in the program.	<ul style="list-style-type: none"> Number of clients who reported an increased sense of safety as a result of their participation in the program
____ (%) of witnesses and victims satisfied with the support they received from the program.	<ul style="list-style-type: none"> Number of clients satisfied with the support they received from the program.

6. Priorities

This funding opportunity addresses the 2022 ICJIA Ad Hoc Victim Services Committee priority of funding crime victims' fundamental needs and long-term needs. Fundamental needs include food, transportation, child and health care, employment, and emergency shelter. Long-term needs include ongoing mental

health services, legal assistance, and housing. Meeting victims' fundamental and long-term needs are crucial for their sense of safety, healing from trauma, and successful program engagement.

7. Evidence-Based Programs or Practices

Applicants are strongly urged to incorporate available research-based best practices into their program designs, when appropriate. 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 as applicable.

B. Funding Information

VCWPP grants will be made with state funding.

Funds awarded through this program may only be used to reimburse grantees for expenses associated with payments made to eligible persons. Funds cannot be budgeted for any agency related costs such as personnel, fringe, indirect costs, occupancy expenses, etc.

Awarded county applicants (i.e. sheriff, state's attorney, etc.) will be responsible for 25% of the expenses identified in the approved budget; program funding may be used to reimburse awarded applicants for 75% of the approved expenditures.

The matching requirement for county entities may be waived by ICJIA upon showing of good cause. ICJIA will consider the amount of matching funds relative to the overall budget of the requesting county, identified administrative obstacles limiting the county applicant's ability to obtain access to matching funds, and the negative consequences that would occur if the matching requirement is not waived.

1. Award period

Grant awards resulting from this opportunity will have a target period of performance beginning on the date of grant contract execution and ending 12 months after the grant execution date. Additional funding to support programming may be awarded after the initial funding period, contingent upon satisfactory performance and availability of funds. The total grant program funding period will not exceed 36 months.

2. Available Funds

A total of \$18,500,000 in funding is available through this solicitation. Applicants may request a minimum of \$100,000 and a maximum of \$1,500,000 in grant funding. ICJIA may fund grants at the full amount of the request, or awards may be

decreased based on programmatic needs, unallowable costs, or cost/benefit analyses of the proposed program.

Agreements that result from this funding opportunity are contingent upon and subject to appropriation and 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 may be required to submit a financial and administrative risk assessment utilizing an Internal Controls Questionnaire (ICQ) for the current state fiscal year before, March 15, 2024 (NOFO close date) and obtain approval from their cognizant agencies before execution of the grant agreement. Delay in obtaining ICQ approval could result in a delay in grant execution.

1. Eligible Applicants

This notice of funding opportunity is open to the following:

- Illinois state attorney’s offices
- Illinois Office of the Attorney General
- Local law enforcement agencies.

Applicants must be pre-qualified to do business with the State of Illinois. Applications will not be evaluated if an applicant is not pre-qualified under GATA.

2. Cost Sharing or Matching

County agencies will be responsible for 25% of the cost from their overall budget. The matching requirement in this Section may be waived by ICJIA upon showing of good cause. ICJIA will consider the administrative obstacles limiting the grantee’s ability to obtain access to matching funds and the negative consequences that could occur if the matching funds are not waived.

3. Indirect Cost Rate

Indirect costs are not permitted.¹⁴

¹⁴ See 725 ILCS 173/15

4. Other

Entities that may have been found to be in violation of a particular federal or state statute may be ineligible. The program administrator may determine if ineligibility may be overridden. The eligibility requirements for beneficiaries of the program may be limited by statute.

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 "Violent Crime Witness Protection Program." Paper copies of the application materials may be requested from Mary Ratliff by calling (217-720-5855; mailing Mary Ratliff, 524 S. 2nd Street, Suite 220, Springfield, Illinois 62701; or via Telephone Device for the Deaf (TDD) (312) 793-4170. Applications, however, may only be submitted via email, to: CJA.VCWPP@ILLINOIS.GOV

2. Content and Form of Application Submission

The purpose of this section is to identify the required content of an application and the forms or formats an applicant must use to submit the application.

a) Forms and Formatting.

The complete application must be emailed to CJA.VCWPP@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 may be rejected if 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 (PDF), and provide a Word file as well	"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 should not exceed 30 pages, (this includes the questions) and must be written in Arial, size 12 font. Electronic submission is permitted. Please **do not** delete template questions in your response.

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

Applicant organizations are required to:¹⁵

- a) Register in SAM before submitting their applications. To establish a SAM registration, go to <http://www.SAM.gov/SAM>.
- b) Provide a valid Unique Entity Identification Number (UEI). The UEI is 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 they have 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

This funding opportunities will be available for application for at least 30 calendar days, unless exigent circumstances require, as determined by the state awarding agency, and approved by the Grant Accountability and Transparency Unit (GATU).

Completed application materials must be received by and in possession of the email address CJA.VCWPP@ILLINOIS.GOV by 5:00 p.m. CST, March 15, 2024, 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 may not be reviewed, including email submissions delayed due to state email security clearance.

¹⁵ 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).

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.VCWPP@ILLINOIS.GOV.

5. Application Questions

Questions may be submitted via email at CJA.VCWPP@ILLINOIS.GOV. The deadline for submitted questions is 5:00 p.m. CST on March 7, 2024.

All substantive questions and responses will be posted on the ICJIA website at <https://icjia.illinois.gov/gatahttps://grants.icjia.cloud/.https://gata.icjia.cloud/>. 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 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:
 - Personnel costs
 - 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 expenses, including but not limited to, capital improvements, real estate purchases and land acquisition, mortgage payments, and construction
 - Fundraising activities
 - Most food and beverage costs
 - Lobbying
 - Vehicle purchases
 - Expenses associated with the investigation and prosecution of criminal activity
 - Expenses associated with reimbursement for witness notification, witness fees, testimony preparation, and participation in grand jury testimony

- Expenses associated with research and program evaluation.
 - Expenses associated with victims of non-violent crime, including but not limited to, stolen property replacement costs and property damage costs
- c) Allowable expenses. All expenses must reasonable, necessary, and allocable to the program. Applicants may apply for reimbursement of certain expenses paid to victims and witnesses of violent crime. These expenses are limited to the following:
- Emergency or temporary living costs, for up to 18 months
 - Moving expenses as necessary to move household goods and personal effects from a former residence to a new residence or expenses necessary to travel from a former residence to a new place of residence
 - Rent, not to exceed the average market rate for a residence of comparable size in the locality in which the victim or witness resides.
 - Public utilities, such as light, power or water
 - Security deposits for rent and utilities
 - Other appropriate expenses of relocation or transition as defined by the applicant and subject to review and approval by ICJIA
 - Mental health treatment, including, but not limited to substance use treatment and
 - Lost wage assistance
- 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.
- f) State Travel Guidelines. travel costs charged to ICJIA must conform to the 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 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. Supplanting is to deliberately reduce state or local funds because of the existence of federal funds or other funds. Federal funds must first 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. For certain programs, a 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. Other Submission Requirements

N/A

8. 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](#).

- [Violent Crime Witness Protection Program NOFO Technical Assistance Recording](#)
- [Register in the GATA Grantee Portal](#)
- [Creating a GATA Grantee User Account](#)
- [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 should 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 should demonstrate that costs are reasonable, necessary, and allowable.

The total number of points available is 100. Applications receiving a score below 70 will not be funded. Application selection will be made using the following criteria:

Summary of the Program	15
1. Response provides a brief summary of the proposed program including a description of the applicant organization, amount requested, need for the program, need for financial assistance in the program, collaborative agencies, and the victim population for whom the program is intended. Your summary should address violent crime and witness intimidation program strategy as well as activities that will support the strategy	15
Statement of the Problem	15
1. Response lists the count(ies) to be served by your program.	2
2. Response provides demographic information on the population and area(s) to be served	3

3. Response provides a clear and accurate picture of the need for the project within the service area, including current trends or issues, service gaps or unmet needs in the community.	10
Agency Capacity and Experience	10
1. Response describes fiscal experience and capacity to manage grants. Include quantitative (e.g., size of budget and number of grants) and qualitative (e.g., process and procedure; summary of previous management) descriptions	10
Project Implementation	15
1. Response describes strengths and challenges to implementing this program. A minimum of two strengths and two challenges are essential and must be related to violent crime.	5
2. Describe the referral process for the VCWPP. Identify community partners to which referral will be received into VCWPP as well as how referrals to other community services will be given to both eligible persons and non-eligible persons.	5
3. Response provides an explanation of how funds will be reimbursed to eligible persons and how expenditures will be reported to ICJIA.	2
4. When implementing grant-funded programs, how does your organization plan to identify and address historical and societal disparities that may disproportionately impact specific groups within the target population?	3
Implementation Schedule	15
1. The Implementation Schedule is completed, including a clear definition of each step of the implementation and operation of the proposed program. Responses should include information on staff positions responsible for each task and goal dates for completion of each task.	15
Project Management	15
1. Response describes all staff positions assigned to the VCWPP program, including titles, duties, primary qualifications, any training, or certifications achieved by the person(s) overseeing the program, and supervision structure of personnel involved in the program	8
2. Response describes the process the organization will follow for the collection and submission of performance measures. It includes staff responsible for the collection and approval process.	7
Performance Metrics:	10

1. The Performance Metrics table is complete, including each objective based on needs of proposed program. Objectives should measure meaningful, tangible changes resulting from program implementation.	10
Budget Detail:	5
1. Budgeted items are cost-effective in relation to the proposed activities.	3
2. Narrative is complete for all line items, clearly detailing how the applicant arrived at and calculated the budget amounts.	2
Total Possible Points	100

2. Review and Selection Process

All applications are 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 and will be denied.

Scoring will be based on the scoring criteria outlined in the previous section (Section E.1.).

All applications will be screened for completeness including GATA pre-qualification. Incomplete applications will not be reviewed.

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 contain unallowable or unreasonable costs may have their awards reduced by the total amount of those costs. Upon applicant acceptance of the grant award, the announcement of the grant award must be published by ICJIA to the GATA CSFA Active Programs and Awards. Review team recommendations will be forwarded to the ICJIA Budget Committee for approval. Applicants will be notified of the April 18, 2024, Budget Committee's decision.

3. Anticipated Announcement and State Award Dates

Task	Date
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NOFO posted	February 15, 2024
Technical Assistance Recording	February 15, 2024
NOFO question submission deadline	March 7, 2024
Applications due	5:00 p.m. CST, March 15, 2024
ICJIA Budget Committee review/approval of recommended designations	April 18, 2024
Performance Period	Upon Execution – 12 months after grant execution

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.
- 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 a/an:

- 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:

Mary Ratliff
Illinois Criminal Justice Information Authority
CJA.VCWPP@ILLINOIS.GOV

F. Award Administration Information

1. State Award Notices

The ICJIA Budget Committee is scheduled to review and approve designations on April 18, 2024.

ICJIA will transmit a Notice of State Award (NOSA) and the grant agreement to successful applicants after the April 18, 2024, ICJIA 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:

- Fiscal Information Sheet
- Conflict of Interest Disclosure, if applicable

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 funding source statute, (725 ILCS 173 § 1-25), GATA, and the U.S. Department of Justice Grants Financial Guide.

Under the Rights of Crime Victims and Witnesses Act [725 ILCS 120] and other Illinois victim protection laws, only under extraordinary and rare circumstances shall access to documents, papers, or other records of recipients of funding pursuant to this Part include knowledge of the true names of victims of a crime. When access to the true names of victims of a crime is necessary, appropriate steps to protect this sensitive information shall be taken by both the awardee and the ICJIA. Any access to this information, other than under a court order or subpoena issued by a court of competent jurisdiction pursuant to a bona fide confidential investigation, shall be approved by the Director of ICJIA.

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. Both reports may be submitted electronically. The frequency of performance reports may be quarterly and financial reporting may be either monthly or quarterly, at the preference of the funding recipient and subject to approval by ICJIA. 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:

Mary Ratliff
Illinois Criminal Justice Information Authority
CJA.VCWPP@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.