

Victims of Crime Act (VOCA)
Court Appointed Special Advocate CASA Victim Assistance Program
INSTRUCTIONS
NOFO # 1745-10233

| Task | Date |
|--|-------------------------------------|
| NOFO & Technical Assistance Recording posted | October 18, 2023 |
| NOFO question submission deadline | November 16, 2023 |
| Applications due | 5:00pm, November 20, 2023 |
| Budget Committee Meeting | December 14, 2023 |
| Performance Period | January 1, 2024 – December 31, 2024 |

CHECKLIST

Prior to applying:

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

Application Submission via AmpliFund

The following process is required:

Step 1: Applying Organization must register in the Illinois Grant Accountability and Transparency Act (GATA) Grantee Portal: <https://grants.illinois.gov/portal/>.

Step 2: Applying Organizations must identify an individual(s) who will submit the application via AmpliFund, this person will serve as the Primary Contact for this application. However, more than one individual can have access to and complete components of the application via AmpliFund. The Primary Contact must submit the applications, including attachments, via Amplifund. To submit an application, go to: <https://il.amplifund.com/Public/Opportunities/Details/27705c63-1bba-4c28-a2e6-294c33f8459c>.

To be considered for funding, completed applications must be submitted via the above AmpliFund link by the application deadline of 5:00 p.m., November 20, 2023. ICJIA encourages applicants to review the Technical Assistance Recording for more information on how to apply.

Uniform Notice for Funding Opportunity (NOFO)
Victims of Crime Act (VOCA)
Court Appointed Special Advocate (CASA) Victim Assistance Program

| | Data Field | |
|-----|--|---|
| 1. | Awarding Agency Name: | Illinois Criminal Justice Information Authority (ICJIA) |
| 2. | Agency Contact: | Malea Conro Illinois Criminal Justice Information Authority 60 E. Van Buren Street, Suite 650 Chicago, Illinois 60605 Malea.Conro@illinois.gov 312- 814-1708 |
| 3. | Announcement Type: | <input checked="" type="checkbox"/> Initial announcement <input type="checkbox"/> Modification of a previous announcement |
| 4. | Type of Assistance Instrument: | Grant |
| 5. | Funding Opportunity Number: | 1745-10233 |
| 6. | Funding Opportunity Title: | Court Appointed Special Advocate (CASA) Victim Assistance |
| 7. | CSFA Number: | 546-00-1745 |
| 8. | CSFA Popular Name: | VOCA FFY22 |
| 9. | CFDA Number(s): | 16.575 |
| 10. | Anticipated Number of Awards: | 14 |
| 11. | Estimated Total Program Funding: | \$1,600,000 |
| 12. | Award Range | \$75,000 to \$135,000 |
| 13. | Source of Funding: | <input checked="" type="checkbox"/> Federal or Federal pass-through <input type="checkbox"/> State <input type="checkbox"/> Private / other funding |
| 14. | Cost Sharing or Matching Requirement: | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| 15. | Indirect Costs Allowed Restrictions on Indirect Costs | <input checked="" type="checkbox"/> Federal or Federal pass-through <input type="checkbox"/> State <input type="checkbox"/> Private / other funding |
| 16. | Posted Date: | October 18, 2023 |
| 17. | Application Range: | October 18, 2023 – November 20, 2023 |
| 18. | Technical Assistance Session: | Session Offered: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Session Mandatory: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No It is recommended that applicants view the recorded technical assistance, which will be available beginning on October 18, 2023 at 5pm; |

| | | |
|-----|--|---|
| | | https://youtu.be/FUOIJkekVO0?si=w4fk4GAbXWHBPyCf |
| 19. | AmpliFund Application Submission Link: | https://il.amplifund.com/Public/Opportunities/Details/27705c63-1bba-4c28-a2e6-294c33f8459c |

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Notice of Funding Opportunity
Victims of Crime Act (VOCA)
Court Appointed Special Advocates (CASA) Victim Assistance Program

A. Program Description

ICJIA requests proposals for court-appointed special advocate (CASA) programs. A total of \$1.6 million in grant funding is available through this opportunity.

CASAs are volunteers appointed by courts to advocate for children who have experienced abuse and/or neglect and have been placed in foster care. CASAs maintain small caseloads of one to two children, helping them navigate the court and child welfare systems. CASAs provide more and higher quality information to the courts than caseworkers or guardians ad litem.¹ Their presence is also associated with better health outcomes for victims and stronger linkages to the medical system.² Additionally, CASAs work in the best interest of their clients by learning about the child and their family, engaging with the child, making recommendations for the child, collaborating with others to ensure the child is receiving necessary services, and reporting to the court.³

The federal Victims of Crime Act (VOCA) was passed in 1984 for the purpose of compensating and assisting victims of crime and providing funds for training and technical assistance.

ICJIA is charged with the administration of the Illinois' Victims of Crime Act Victim Assistance Formula Grant Program. This program is supported by fines and penalties levied against criminals convicted of federal crimes and allocated to states by formula by the Office for Victims of Crime of the U.S. Department of Justice. In federal fiscal year 2022 Illinois received a VOCA award of \$53,660,957.

VOCA grants must support the provision of direct services to victims of crime. States are required to allocate a minimum of 10 percent of funds received for services to each of the following: victims of sexual assault, domestic violence, child abuse, and underserved victims of violent crime. VOCA funds may not be used to supplant or replace state and local funds that would otherwise be available for crime victim services and must be used to develop new projects or expand existing projects.

According to the Office for Victims of Crime, child abuse occurs when an adult harms a child or youth physically, sexually, emotionally, or by neglecting them.⁴ In state fiscal year 2023, the

¹ Weisz, V. & Thai, N. (2003). The court-appointed special advocate (CASA) program: Bringing information to child abuse & neglect cases. *Child Maltreatment*, 8, 204-210

² Mackarey, A. M. (2019). Examining the role of court appointed special advocates in improving access to care for vulnerable pediatric populations. *Pediatrics*, 144(2 Meeting Abstract), 76–76.
https://doi.org/10.1542/peds.144.2_MeetingAbstract.76

³ Illinois CASA (2022). *Illinois CASA 2022 annual report*.
https://illinoiscasa.org/file_download/inline/eaad9427-b233-481a-b464-2df1b3ce76f6.

⁴ 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

Illinois Department of Children and Family Services (IDCFS) received 94,516 hotline calls for child abuse or neglect.⁵ During this same period, there were 19,671 indicated reports of child abuse or neglect.⁶ There was a total of 34,127 child victims associated with those indicated reports, including 3,239 child sexual abuse victims. Illinois Court Appointed Special Advocate volunteers provided services to 9,532 children in state fiscal year 2022.⁷

The negative impacts of child abuse and neglect are substantive and include physical, psychological, and behavioral effects. Studies have found a link between child maltreatment and physical health problems, including poor brain development, malnutrition, diabetes, and high blood pressure.⁸ Posttraumatic stress and depressive symptoms, attachment disorders, and difficulty developing and maintaining relationships are among documented psychological impacts. Furthermore, child abuse and neglect victims are more likely to engage in risky sexual behavior, to have a substance use disorder, and are at increased risk of perpetrating harm, particularly male victims.⁹

Victim advocates are trained professionals who support victims of crime by providing information and referrals, emotional support, or assistance finding resources or filling out paperwork.¹⁰ Research has shown that the presence of a victim-centered advocate within medical and legal systems, including the courts, reduces insensitive and victim-blaming responses that are retraumatizing for victims and increases the number of services that a victim receives.¹¹

1. *Purpose*

The purpose of this notice of funding opportunity is to fund direct services for child victims of abuse and neglect through municipal county CASA programs.

CASA services for child victims can include responding to their emotional, psychological, or physical needs; assisting victims to stabilize their lives after victimization; helping victims

⁵ Illinois Department of Children and Family Services. (2023). *Six-year statistics on hotline call and intake volume*. <https://dcfs.illinois.gov/content/dam/soi/en/web/dcfs/documents/about-us/reports-and-statistics/documents/ess-intake-events.pdf>,

⁶ Illinois Department of Children and Family Services. (2023). *Six-year statistics on child protective services*. <https://dcfs.illinois.gov/content/dam/soi/en/web/dcfs/documents/about-us/reports-and-statistics/documents/ess-protective-services.pdf>.

⁷ Illinois CASA. (2022). *Illinois CASA 2022 annual report*. https://illinoiscasa.org/file_download/inline/eaad9427-b233-481a-b464-2df1b3ce76f6

⁸ Child Welfare Information Gateway. (2019). *Long-term consequences of child abuse and neglect*. Children's Bureau. https://www.childwelfare.gov/pubpdfs/long_term_consequences.pdf

⁹ Child Welfare Information Gateway. (2019). *Long-term consequences of child abuse and neglect*. Children's Bureau. https://www.childwelfare.gov/pubpdfs/long_term_consequences.pdf

¹⁰ Victim Support Services (n.d.). What does a victim advocate do? <https://victimsupportservices.org/help-for-victims/what-is-a-victim-advocate/#:~:text=Victim%20advocates%20are%20trained%20to,through%20the%20criminal%20justice%20proceedings>.

¹¹ Campbell, R. (2006). Rape survivors' experiences with the legal and medical systems: Do rape victim advocates make a difference? *Violence Against Women*, 12(1), 30-45; Weisz, V. & Thai, N. (2003). The court-appointed special advocate (CASA) program: Bringing information to child abuse & neglect cases. *Child Maltreatment*, 8, 204-210

understand and navigate the criminal justice system; and restoring a measure of security and safety for the victim.

2. Program Design

All activities supported with this award must fall outside of the normal scope of active investigation or prosecution of criminal activities. Grant funds cannot be used to facilitate witness participation in criminal justice proceedings. Victim service eligibility will not be contingent upon participation in the criminal justice process. Services also must be made available after a victim's involvement with the criminal justice system has ended by either the applicant agency or referral to a victim service provider.

Court Appointed Special Advocacy Program

The CASA Program will fund CASA volunteer coordinator position(s) to facilitate direct service provision to child victims.

3. Program Requirements

Applicants must apply for funding to support a CASA program. Eligible agencies may apply for funds to support staffing, staff training, supervision of direct services, and office equipment to create or expand existing victim service programs.

Volunteer coordinators are required to provide training and supervision. *Training and supervision* refers to the training and supervision of volunteer advocates who provide direct services to child victims of physical and sexual abuse, criminal neglect, and abandonment.

Coordination must include at minimum:

- a) Training volunteer advocates.
- b) Reviewing and assigning cases to volunteers.
- c) Assisting volunteers in case management and review.
- d) Providing case consultation as needed.
- e) Evaluating and maintaining volunteer workloads.

Program Staffing and Training Requirements: The applicant's completed program narrative should reflect the program requirements outlined in the following three areas. Costs for funding these requirements should be included in the budget narrative.

Direct Service Staff: Sufficient staffing to provide the required services for all clients to be served. Three or four CASA supervisors/coordinators are required. The staffing plan should include the ability to serve clients with various levels and length of service needs.

Direct Service Staff Training: Grant-funded advocates and volunteer coordinators must be trained in victim service advocacy. Examples of eligible training include, but are not limited to, the Office of the Illinois Attorney General Victim Academy, the Illinois

Coalition Against Domestic Violence 40-hour training, and the Illinois Coalition Against Sexual Assault 40-hour training. The expectation is to have one trainer on staff.

Trauma awareness: At minimum, agency must demonstrate trauma awareness, including completion of at least one training on trauma for all funded staff during the grant period. Agencies are strongly encouraged to take additional steps toward building internal capacity for engaging in trauma-informed practices, such as the development and use of trauma screening tools, policies, and practices that address compassion fatigue and self-care among staff, and the use of program assessment to gauge agency trauma readiness.

4. Performance Plan

Applications must include an Implementation Schedule that describes how the program activities will be carried out. The Implementation Schedule must include information that will allow ICJIA to assess grant activity relative to planned project performance.

The following table depicts objectives linked to performance indicators that show progress toward the proposed program goal. Applicants are required to complete the table by entering ambitious yet realistic numbers for each objective based on the proposed program. Applicants may list additional support service objectives for the program.

Programs selected for funding will be required to submit quarterly performance reports on the following objectives and must identify the number of clients they aim to serve during the performance period.

All funded programs may be required to participate in a program evaluation as a condition of this award. An evaluation to understand the process of service delivery by system-based advocates and victim outcomes may be conducted by external evaluators. Programs that subcontract for specialized professional services must include a provision requiring evaluation participation in each subcontract.

Information on the following goals must be included in the Performance Plan. The performance plan template is located in AmpliFund.

1) Milestones:

Example: 150 clients will be served over the course of the grant period.

Example: All staff members will be trained on trauma-informed care.

2) Narrative:

Example: To ensure all staff are trained on trauma-informed care, we will allow staff to use work time to attend trauma-informed training. We will disseminate dates, times, and locations of free virtual or in-person training throughout the city. Staff who have not received training within three months of the grant period will be contacted and reminded weekly.

3) Numeric:

Example: 90 clients will be referred to external services.

4) Percent Achieved:

Example: 95% of clients will be assessed for PTSD symptoms.

5) Percent Change:

Example: 90% of clients will receive TANF benefits, an increase of 10% over compared to last year's total.

It is recognized that each program may have different needs, goals, and client populations. Below is an example to help you formulate your own Performance Plan, but you will need to generate your own goals that best fit your program.

| Goal: To provide advocacy services to children and youth who have experienced abuse or neglect. | |
|---|---|
| Objective | Performance Measure |
| SCREENING | |
| # ____ victims screened for eligibility by your agency. # ____ clients will be provided services by your agency. | # of victims screened for eligibility by your agency. # of victims not eligible for services by your agency and referred to a victim service provider. Please list the agencies to which you referred. # of clients provided services by your agency. |
| INFORMATION & REFERRAL | |
| # ____ clients will receive information about the criminal justice process. | # of clients provided information about the criminal justice process. # of times staff provided information about the criminal justice process. |
| # ____ clients will receive information about victim rights, how to obtain notifications, etc. | # of clients provided information about victim rights, how to obtain notifications, etc. # of times staff provided information about victim rights, how to obtain notifications, etc. |
| # ____ clients will receive referrals to other victim service providers (includes counseling). | # of clients provided with referrals to other victim service providers. Please list the agencies to which you referred. # of times staff provided referrals to other victim service providers. |
| # ____ clients will receive referrals to other services, supports, and resources (includes legal, medical, faith-based organizations, etc.) | # ____ clients provided with referrals to other services, supports, and resources. # of times staff provided referrals to other services, supports, and resources. |
| PERSONAL ADVOCACY/ACCOMPANIMENT | |
| # ____ clients will receive individual advocacy (e.g., assistance applying for public benefits). | # of clients provided individual advocacy (e.g., assistance applying for public benefits). |

| | |
|--|--|
| | # of times staff provided individual advocacy (e.g., assistance applying for public benefits). |
| # ____ clients will receive assistance filing for victim compensation. | # of clients provided assistance filing for victim compensation. # of times staff provided assistance filing for victim compensation. |
| # ____ clients will receive transportation assistance. | # of clients provided with transportation assistance. # of times staff provided transportation assistance. |
| # ____ clients will receive interpreter services. | # of clients provided with interpreter services. # of times staff provided interpreter services. |
| EMOTIONAL SUPPORT OR SAFETY SERVICES | |
| # ____ clients will receive crisis intervention. | # of clients provided with crisis intervention. # of crisis intervention sessions provided by staff. |
| REQUIRED TRAININGS | |
| # ____ staff will receive training on trauma-informed advocacy | # of staff trained # of trainings on trauma held |
| # ____ of individuals interviewed to become a CASA volunteer. | # of individuals interviewed to become a CASA volunteer. # of individuals offered a volunteer CASA position. |
| # ____ of volunteer trainings to be held. | # of volunteer trainings held. # of volunteers trained. |
| # ____ of current CASA volunteers. | # of current CASA volunteers. |
| # ____ of cases to be reviewed and assigned to advocates. | # of cases reviewed and assigned to advocates. # of clients served by advocates. # of supervision meetings held with advocates. |

Funded programs will be required to submit quarterly progress reports that will minimally include information based on the applicant's proposed objectives. For more information on how to create a performance plan template in AmpliFund, please see "Performance Metrics Sample and Instructions" in AmpliFund .

5. Priorities

This funding opportunity responds to several priorities established by the 2022 ICJIA Victim Services Planning Committee, including victims improved access, fundamental needs, and trauma-informed care.¹²

B. Funding Information

1. Award period

Grant awards resulting from this opportunity will have a target period of performance of January 1, 2024, to December 31, 2024 (12 months). Additional funding of up to 24 months may be awarded after the initial funding period, contingent upon satisfactory performance and availability of funds. Total funding for the grant program will not exceed 36 months.

2. Available Funds

A total of \$1.6 million in VOCA FFY22 is available through this solicitation. Applicants may request a minimum of \$75,000 and a maximum of \$135,000 in grant funding.

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

C. Eligibility Information

Before applying for any grant, all entities must be registered through the Grant Accountability and Transparency Act (GATA) Grantee Portal at www.grants.illinois.gov/portal and in Good Standing for all pre-qualification requirements. During the open application period, a pre-qualification verification is performed in the GATA Implementation Website, this includes checking SAM.gov registration, Illinois Secretary of State standing, and status on Illinois Stop Payment List. The GATA Portal will indicate a “Good Standing” status or state the issue and steps on how to achieve “Good Standing”.

Applicants are also required to submit and obtain approval of a financial and administrative risk assessment utilizing an Internal Controls Questionnaire (ICQ) before execution of the grant agreement. Delay in obtaining ICQ approval will result in a delay in grant execution.

1. Eligible Applicants

Eligible applicants must meet the following requirements:

Public Agency and Nonprofit Organization. Programs must be operated by a public agency or nonprofit organization, or a combination of such organizations, and provides direct services to

¹² 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.

crime victims. Nonprofit organizations must submit proof of 501(c)(3) status as determined by the Internal Revenue Service.

Demonstrate a record of providing effective services. Applicants must demonstrate a record of providing effective direct services to crime victims and financial support from sources other than the Crime Victims Fund. This includes having the support and approval of its services by the community and a history of providing direct services in a cost-effective manner. New programs that have not yet demonstrated a record of providing services may be eligible for VOCA funds if they can demonstrate that a minimum of 25 percent of their financial support comes from sources other than the Crime Victims Fund in the year of, or the year preceding, the award.

Meet Program Match Requirements. Matching contributions of 20% (cash or in-kind) of the total costs of the VOCA project. Match must be committed for each VOCA-funded project and derived from sources other than federal funds.

Promote Community Efforts to Aid Crime Victims. Promote, within the community, coordinated public and private efforts to aid crime victims.

Help Crime Victims Apply for Compensation. Assist victims by identifying and notifying crime victims of the availability of compensation, referring victims to organizations that can assist them in applying, assisting victims with application forms and procedures, obtaining necessary documentation, monitoring claim status and intervening on behalf of victims with the compensation program.

Comply with Federal Rules Regulating Grants. Comply with the applicable provisions of VOCA, the VOCA Victim Assistance Program Final Rule, Office of Victims of Crime guidelines, and the requirements of the Department of Justice Grants Financial Guide and government-wide grant rules, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received.

Civil Rights. No person shall, on the grounds of race, color, religion, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or denied employment in connection with any VOCA-funded program or activity.

Comply with State Criteria. Abide by any additional eligibility or service criteria as established by ICJIA including submitting statistical and programmatic information on the use and impact of VOCA funds, as requested by ICJIA.

Services to Victims of Federal Crime. Provide services to victims of federal crimes on the same basis as victims of state/local crimes.

Criminal Case. Do not discriminate against victims because they disagree with the way the state is prosecuting the criminal case.

No Charge to Victims for VOCA-Funded Services. Provide services to crime victims at no charge through the VOCA-funded program.

Confidentiality of Information. Reasonably protect the confidentiality and privacy of persons receiving services under the VOCA-funded program to the extent permitted by law, as set forth in 28 CFR 94.115.

2. Cost Sharing or Matching

Per the National Emergency Pandemic Mandatory Match Waiver Policy, no match is required for this application. Applicant agencies that choose to contribute matching funds must complete a formal declination letter declining the waiver.

Applicants who decline the match waiver must include matching funds in their submitted budget. Matching funds will equal 20% of the total cost of the project funded. Federal grant funds requested under this application may not exceed 80% of the total cost of the project. Match can be made in both cash and/or in-kind contributions. Cash or in-kind resources used as match must be spent in support of the program's goals and objectives.

In-kind match includes volunteered professional or personal services, office materials and equipment, workspace and facilities, and non-program funded victim assistance activities. Any reduction or discount provided to a sub-recipient shall be valued as the difference between what the sub-recipient paid and what the provider's nominal or fair market value is for the good or service. The value placed on volunteered services must be consistent with the rate of compensation paid for similar work in the program or the labor market. The value of donated space may not exceed the fair rental value of comparable space. The value placed on loaned or donated equipment may not exceed its fair rental or market value.

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

Example:

| | |
|---|-----------|
| Total Project Cost | \$100,000 |
| 20 Percent matching funds (\$100,000 x .20) | \$ 20,000 |
| Federal funds requested (\$100,000 x .80) | \$ 80,000 |

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

3. Indirect Cost Rate

In order to charge indirect costs to a grant, the applicant organization must either have an annually negotiated indirect cost rate agreement (NICRA) or elect to use a standard *de minimis* rate. There are three types of allowable indirect cost rates:

- a) Federally Negotiated Rate. Organizations that receive direct federal funding, may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. Illinois will accept the federally negotiated rate.
- b) State Negotiated Rate. The organization may negotiate an indirect cost rate with the State of Illinois if they do not have a Federally Negotiated Rate. If an organization has not previously established an indirect cost rate, an indirect cost rate proposal must be submitted through the State of Illinois' centralized indirect cost rate system in the

GATA Grantee Portal. If an organization previously established an indirect cost rate, the organization must annually submit a new indirect cost proposal through the GATA Grantee Portal system within the earlier of: six (6) months after the close of the grantee's fiscal year; and three (3) months of the notice of award.

- c) *De Minimis Rate*. An organization that has never negotiated an indirect cost rate with the Federal Government or the State of Illinois is eligible to elect a *de minimis* rate of 10% of modified total direct cost (MTDC). Once established, the *de minimis* Rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the *de minimis* rate.

Grant fund recipients are required to complete the indirect cost rate proposal process every fiscal year. If you plan to include indirect costs in your budget, please select your indirect cost rate through the GATA Grantee portal prior to submitting your grant documents to ICJIA.

Grantees have discretion and can elect to waive payment for indirect costs. Grantees that elect to waive payments for indirect costs cannot be reimbursed for indirect costs. The organization must record an election to "Waive Indirect Costs" into the GATA Grantee Portal. Indirect cost election must be completed annually, for every entity's fiscal year. More information regarding the indirect cost election process is [here](#).

D. Application and Submission Information

1. Accessing Application Package

Paper copies of the application materials may be requested from Malea Conro by writing Malea Conro at 60 E Van Buren, Suite 650, Chicago, Illinois 60605; via Telephone Device for the Deaf (TDD) (312)793-4170, or by email at CJA.CASANOFOFY22@illinois.gov. Application materials, however, must be submitted via the AmpliFund <https://il.amplifund.com/Public/Opportunities/Details/27705c63-1bba-4c28-a2e6-294c33f8459c>

2. Content and Form of Application Submission

Applications must be submitted in AmpliFund.

To be considered for funding, applications must be completed and submitted via AmpliFund by the application deadline of 5:00 p.m. (CST), November 20, 2023. ICJIA encourages applicants to review the videos listed on Section D, Requirements prior to Submitting the Application for more information on how to apply.

AmpliFund Upload Checklist:

- Program Staff Chart required via Amplifund

- Performance Metrics required via AmpliFund

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

Applicants are required to:¹³

- a) Be registered in SAM before submitting its application. To establish a SAM registration, go to <http://www.SAM.gov/SAM>.
- b) Provide a valid Unique Entity Identification Number. Unique Entity Identifier (UEI) is now the primary means of identifying entities registered for federal awards government-wide in the [System for Award Management \(SAM\)](#).

If your entity is already registered in SAM, it has been assigned a UEI. Instructions regarding the migration from DUNS to UEI have been posted in the [GATA website](#).

- c) Continue to maintain an active SAM registration with current information while it has an active award or application under consideration. ICJIA may not make a federal pass-through or state award to an applicant until the applicant has complied with all applicable SAM requirements. If an applicant has not fully complied with the requirements by the time ICJIA is ready to make an award, ICJIA may determine that the applicant is not qualified to receive an award, and may use that determination as a basis for making a state award to another applicant.

4. Submission Dates, Times, and Method

Completed application materials must be received by and in possession of the AmpliFund grant management system by 5:00 p.m., November 20, 2023, to be considered for funding. Applications must be submitted via AmpliFund <https://il.amplifund.com/Public/Opportunities/Details/27705c63-1bba-4c28-a2e6-294c33f8459c>.

Upon receipt, an automated confirmation 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.CASANOFOFY22@illinois.gov.

5. Application Questions

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).

Questions may be submitted via email at CJA.CASANOFOFY22@illinois.gov.

The deadline for submitted questions is 5:00 p.m. (CST) on November 16, 2023. All substantive questions and responses will be posted on the ICJIA website at <https://icjia.illinois.gov/gata> and on the AmpliFund <https://il.amplifund.com/Public/Opportunities/Details/27705c63-1bba-4c28-a2e6-294c33f8459c>.

Due to the competitive nature of this solicitation, applicants may not discuss the opportunity directly with any ICJIA employee other than via this email address CJA.CASANOFOFY22@illinois.gov.

6. Funding Restrictions

- a) Federal Financial Guide. Applicants must follow the current edition of the Department of Justice Grants Financial Guide which details allowable and unallowable costs is available at: https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf. Costs may be determined to be unallowable even if not expressly prohibited in the Federal Financial Guide.
- b) Prohibited Uses. The following is a non-exhaustive list of services, activities, goods, and other costs that cannot be supported through this NOFO:
 - Land acquisition
 - New construction
 - A renovation, lease, or any other proposed use of a building or facility that will either result in a change in its basic prior use or significantly change its size
 - Minor renovation or remodeling of a property either listed or eligible for listing on the National Register of Historic Places or located within a 100-year flood plain
 - Implementation of a new program involving the use of chemicals
 - Capital expenditures
 - Fundraising activities
 - Most food and beverage costs
 - Lobbying
 - Audits (agencies receiving less than \$750,000 in cumulative federal funds)
 - Capital expenses; property losses and expenses, real estate purchases, mortgage payments, construction, and most capital improvements
 - Compensation for victims of crime
 - Crime prevention
 - Food and beverage costs
 - Fundraising activities
 - Lobbying and advocacy with respect to legislation, regulations or administrative policy
 - Most medical care costs
 - Legal Fees

- Tort or criminal defense services
- Active investigation and prosecution of criminal activities, and witness activities
- Research and studies, except for project evaluations
- Salaries and expenses for management, unless expressly allowed in the VOCA Final Rule

c) Allowable expenses. All expenses must reasonable, necessary, and allocable to the program. The following is a non-exhaustive list of services, activities, goods, and other costs that can be supported through this NOFO

- Victim advocacy in any related public proceeding
- Advertising; limited to no more than 2% of the award amount
- Transportation to services or court proceedings (please note; licensing, insurance and a tracking process will be required for transportation services)
- Operating cost of direct services (including security systems and guards, online media, servers)
- Salaries and benefits of direct victim services staff, supervisory staff and coordinators
- VOCA administrative time for documentation (including program audit costs and needs assessment)
- Project evaluations, including victim satisfaction or other surveys, needs assessments, or other studies that help to improve delivery of services
- Training activities to address vicarious trauma of direct service staff.
- Public education presentations and materials
- Automated management systems and related technology equipment
- Training and materials allowed for direct service volunteers and staff (both VOCA-funded and not), managers and board members of service agencies
- Rent and utilities (water/sewer, heat/electricity)
- Furniture and equipment
- Leasing (with insurance) vehicles
- Maintenance, repair or replacement of essential items
- Indirect Costs

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

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

- Out-of-state travel
- Certain Requests for Proposals, procurements, and sub-contracts
- Conference, meeting, and training costs

f) State Travel Guidelines. travel costs charged to ICJIA must conform to State Travel Guidelines, found here:

<https://www2.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx>. Out-of-state hotel rates are based on the General Service Administration (GSA) guidelines

found here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Applicant agencies with lower cost travel guidelines than the State of Illinois must use those lower rates.

g) Supplanting.

Supplanting is to deliberately reduce state or local funds because of the existence of federal funds. Supplanting rules do not apply to not-for-profit agencies.

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. Supplanting will be the subject of application review, as well as pre-award review, post-award monitoring, and audit. If there is a potential presence of supplanting, the applicant or grantee will be required to supply documentation demonstrating that the reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds. 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 or a subcontract. Applicants are advised to use the “Checklist for Contractor/Subrecipient Determinations” available at the GATA Resource Library for guidance:

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

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

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

7. Requirement Prior to Submitting the Application

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

Applicant Technical Assistance Recording. Applicants are advised to view the following technical assistance recordings prior to application submission.

All recordings are located on the [ICJIA YouTube channel](#).

- [Register in the GATA Grantee Portal](#)
- [Creating a GATA Grantee User Account](#)
- [Register in AmpliFund](#)
- [Complete the application in AmpliFund](#)
- [Getting to know GATA and the GATA Grantee Portal](#)
- Learn about the: Online Self-paced Grant Course: [YOUR RECIPE FOR GRANT SUCCESS](#)

E. Application Review Information

1. Criteria

Application materials must address all components of this NOFO and demonstrate both a need for the program and an ability to successfully implement the program. Evaluation criteria must include at a minimum the following criteria categories:

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

Reviewers will score applications based on completeness, clear and detailed responses to program narrative questions, and inclusion of all mandatory program elements as well as past performance history and/or financial standing with ICJIA. The applicant must demonstrate that costs are reasonable, necessary, and allowable.

The total number of points available is 100. Minimum score for funding is 70.

| Scoring Criteria | | Possible Points |
|---|--|-----------------|
| Summary of the Program: | | |
| The applicant should provide a brief summary of the proposed grant program; including a description of their organization, amount requested, need for the program, and the victim population for whom the program is intended. | | 3 |
| Statement of the Problem: | | |
| Has the applicant listed the count(ies) to be served? | | 2 |
| Was demographic information provided on the population and area's to be served? | | 3 |
| Does the applicant describe the strengths and challenges of community to be served (minimum of two each)? These must be related to violence against children or child abuse/neglect. | | 7 |
| Agency Capacity and Experience: | | |
| Does the applicant describe their fiscal experience and capacity to manage grants? Do they include all funding sources that support victim service programming? Include quantitative (e.g. size of budget and number of grants) and qualitative (e.g. process and procedure; summary of previous management) descriptions. | | 4 |
| If the applicant does not have a history of providing services for this specific focus area as described in application; did the applicant explain how they will build capacity to provide the services? The explanation should include at least one capacity-building example and demonstrate a strong understanding of such services. OR: Did applicant explain if the funds will be used for a program that is currently operational, including how their proposed activities will supplement—not supplant—current program activities and staff positions. | | 4 |
| Project Management: | | |
| Does the applicant provide a brief description of their entire organization, including unit descriptions and staffing? . | | 5 |
| Public agencies, and nonprofit victim service agencies applying to provide services within a public agency, <u>must</u> provide a detailed explanation of how the program will function, including: | | |
| a. Did applicant include the location(s) of where the victim staff will provide services? | | 3 |
| b. Has the applicant explained how clients be assigned to CASA's; including how the caseload is managed per CASA? | | 3 |
| c. Did applicant explain the coordination of services with other victim service staff? | | 3 |
| Did applicant include the projected number of clients to be served during the grant period? Did applicant explain and justify this projection? | | 3 |

| | |
|--|---|
| Has applicant provided a description of the barriers to victims in accessing victim services and how their agency will address them? | 3 |
| Did applicant discuss the types of services their organization will not be able to provide and to whom the clients will be referred? | 3 |
| Volunteer coordinators are required to provide training and supervision. <i>Training and supervision</i> refers to the training and supervision of volunteer advocates who provide direct services to child victims of physical and sexual abuse, criminal neglect, and abandonment. | |
| Did the applicant explain how their program will coordinate the following? | |
| Training of CASA's | 2 |
| Reviewing and assigning cases to CASA's | 2 |
| Assisting CASA's in case management and review. | 2 |
| Providing consultation on cases as needed. | 2 |
| Evaluating and maintaining CASA workloads. | 2 |
| Staffing Plan | |
| Did the applicant list and describe all staff positions assigned to the proposed program? Did applicant include at minimum name of position, roles and responsibilities, and reporting and supervision structure, time budgeted; and funding source? | 3 |
| Does the applicant have sufficient staffing to provide the required services for all clients to be served? (The expectation is 3 to 4 CASA supervisors/coordinators, and the staffing plan should include the ability to serve clients with various levels and length of service needs). | 3 |
| Direct Service Staff Training: Grant-funded advocates and volunteer coordinators must be trained in victim service advocacy. Did the applicant explain how they will address these training needs; or if the applicant is unable to address those needs, did they explain why? | 3 |
| Trauma Awareness: Did the applicant explain how the proposed program will include staff trauma skills training and consultation to improve trauma-informed responses to clients? Did the applicant include a plan to hold at least one training? | 2 |
| Volunteers (CASA's): Did the applicant describe how many FTE volunteer staff are used by their agency as a whole; and what direct services the CASA volunteers will provide? | 3 |
| The FTE table is completed and correct. | 2 |
| Is the Performance Plan Template (Implementation Plan) complete with realistic anticipated outcomes and activities/outputs? | 5 |
| Goals, and Performance Metrics: | |
| Are the Goals, Objectives and Performance Indicators complete with realistic and ambitious projections? | 9 |
| Budget Detail: | |
| Budget is complete. | 5 |
| Budgeted items are cost-effective in relation to the proposed activities. | 3 |
| Budget Narrative: | |
| Narrative is complete for all line items, clearly detailing how the applicant | 5 |

| | |
|---|------------|
| arrived at and calculated the budget amounts. | |
| 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.

ICJIA reserves the right to reject incomplete proposals, proposals that include unallowable activities, proposals that do not meet eligibility or program requirements, and proposals that are otherwise unsatisfactory. ICJIA may invite applicants to answer clarifying questions and modify budgets that include unallowable or unreasonable costs. NOFO application budgets will be reviewed for allowability, completeness, and cost-effectiveness. ICJIA will perform an in-depth budget review of all grants awarded and may require budget modifications that do not materially change the nature of the program.

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

3. Anticipated Announcement and State Award Dates

| Task | Date |
|--|-------------------------------------|
| NOFO & Technical Assistance Recording posted | October 18, 2023 |
| NOFO question submission deadline | November 16, 2023 |
| Applications due | 5:00pm November 20, 2023 |
| Budget Committee Meeting | December 14, 2023 |
| Performance Period | January 1, 2024 – December 31, 2024 |

5. Appeal Process

Unsuccessful applicants may request a formal appeal of the evaluation process. Evaluation scores and funding determinations may not be contested and will not be considered by ICJIA's Appeals Review Officer. The appeal must be via AmpliFund and submitted within

14 calendar days after receipt of a Funding Opportunity Declination Letter from ICJIA. The appeal must include, at a minimum, the following:

- Statement indicating a request for a formal appeal
- A statement of reason for the appeal

The appeal will be sent to:

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

Once an appeal is received, ICJIA will acknowledge receipt of an appeal. ICJIA will respond to the appeal, in writing, within 60 days or explain why more time is required. ICJIA will resolve the appeal by a written determination, which will include:

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

6. Debriefing Process

Unsuccessful applicants may request a debriefing for feedback to improve future applications. Debriefings include written advice on the strengths and weaknesses of applications using the evaluation and review criteria.

Requests for debriefings must be made via email and submitted within seven calendar days after receipt of notice. Debriefing requests will not be granted if there is an active appeal, administrative action, or court proceeding. The written debriefing requests shall include:

- The name and address of the requesting party.
- Identification of grant program.
- Reasons for the debrief request.

Please send requests to:

Malea Conro
Illinois Criminal Justice Information Authority
CJA.CASANOFOFY22@Illinois.gov

F. Award Administration Information

1. State Award Notices

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

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

- Fiscal Information Sheet
- Civil Rights Compliance Questionnaire
- Debarment
- EEOP

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, but not limited to the Victims of Crime Act rules and related regulations, the ICJIA Financial Guide and Policy and Procedure Manual, the Grant Accountability and Transparency Act, and the U.S. Department of Justice Grants Financial Guide, which will be included in the award documents, incorporated into the award by reference, or are otherwise applicable to the award.

Additional programmatic and administrative special conditions may be required.

3. Reporting

Recipients must submit periodic financial reports, performance reports, performance measurement platform (PMT) reports, final financial and performance reports, and, an annual audit report in accordance with the 2 CFR Part 200 Uniform Requirements. Future awards and fund drawdowns may be withheld if reports are delinquent.

G. State Awarding Agency Contact(s)

For questions and technical assistance regarding application submission, contact:

Malea Conro
Illinois Criminal Justice Information Authority
CJA.CASANOFOFY22@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))

The Victims of Crime Act of 1984 established the Crime Victims Fund (34 U.S.C. 20101(c)) for the purpose of creating a special mandatory spending account dedicated to helping victims of all types of crimes. Authorized by the Victims of Crime Act are:

- Children’s Justice Act grants
- U.S. Attorney’s victim/witness coordinators
- F.B.I. victim assistance specialists
- Federal victim notification system
- OVC discretionary grants
- State compensation formula grants
- State victim assistance formula grants
- Antiterrorism Emergency Reserve

In addition, distribution of federal funds through the Victims of Crime Act of 1984 by ICJIA is authorized by 20 Ill. Admin. Code 1520.40, stating in pertinent part that ICJIA will annually review Section 1404 of the Victims of Crime Act of 1984 (P.L. 98-473, effective October 12, 1984) and based on the requirements of Section 1404(a) and (b), the need for services to victims and the services available to address that need, as evidenced by oral and written comment and testimony received at public meetings conducted pursuant to the Open Meetings Act (Ill. Rev. Stat. 1983, ch. 102, par. 41 et seq.), select program priorities for each federal fiscal year.”

Neither the State of Illinois nor ICJIA are obligated to make any award as a result of this announcement. The ICJIA Executive Director or designee has sole authority to bind ICJIA to the expenditure of funds through the execution of grant agreements.

This application is subject to the Illinois Freedom of Information Act (FOIA). Any information that the applicant believes should be exempt under FOIA should clearly highlight the information that is exempt, and the basis of the exemption

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

**Victims of Crime Act (VOCA) Court Appointed Special Advocate (CASA) Program
PROGRAM NARRATIVE
NOFO # 1745-10233**

Program narrative must be completed and submitted via AmpliFund

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

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

Summary of the Program – 3 Points

1. Provide a brief summary of the proposed grant program including a description of the applicant organization, amount requested, need for the program, and the victim population for whom the program is intended. (3 points)

Statement of the Problem– 12 Points

1. Please list the count(ies) to be served by your program. (2 points).
2. Provide demographic information on the population and area(s) to be served. (3 points).
3. Describe strengths and challenges of the community to be served. A minimum of two strengths and two challenges are essential and must be related to violence against children or child abuse/neglect. (7 points).

Agency Capacity and Experience – 8 Points

1. Describe fiscal experience and capacity to manage grants. Include all funding sources that support victim service programming. Include quantitative (e.g. size of budget and number of grants) and qualitative (e.g. process and procedure; summary of previous management) descriptions. (4 points)
2. Please provide an answer for either a or b: (4 points)
 - a. If your agency does not have a history of providing services for this specific focus area as described in application, please explain how you will build capacity to provide them. This explanation should include at least one capacity-building example and demonstrate a strong understanding of such services.
 - b. If funds will be used for a program that is currently operational, explain how proposed activities will supplement—not supplant—current program activities and staff positions.

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

Project Management – 34 Points

1. Please provide a brief description of your entire organization, including business unit descriptions and staffing. (5 points)
2. Public agencies, and nonprofit victim service agencies applying to provide services within a public agency, must provide a detailed explanation of how the program will function, including:
 - a. Location(s) of where the victim staff will provide services (3 points)
 - b. How will clients be assigned to CASA's; including how the caseload is managed per CASA? (3 points)
 - c. Coordination of services with other victim service staff. (3 points)
3. Project the number of clients to be served during the grant period. Explain and justify this projection. (3 points).
4. Describe known barriers to victims in accessing victim services and how your agency will address them. (3 points)
5. Discuss the types of services you will not be able to provide and to whom the clients will be referred. (3 points)
6. Volunteer coordinators are required to provide training and supervision. *Training and supervision* refers to the training and supervision of volunteer advocates who provide direct services to child victims of physical and sexual abuse, criminal neglect, and abandonment.

Explain how your program will coordinate the following:

1. Training of CASA's. (2 points)
2. Reviewing and assigning cases to CASA's. (2 points)
3. Assisting CASA's in case management and review. (2 points)
4. Providing consultation on cases as needed. (2 points)
5. Evaluating and maintaining CASA workloads. (2 points)

Staffing Plan – 21 Points

1. List and describe all staff positions assigned to the proposed program. Include, at minimum, name of position, roles and responsibilities, and reporting and supervision structure, time budgeted; and funding source. Sufficient staffing to provide the required services for all clients to be served. Expectation is three to four CASA supervisors/coordinators will be on staff. The staffing plan should include ability to serve clients with various levels and lengths of service need. (6 points)
2. Direct Service Staff Training: Grant-funded advocates and volunteer coordinators must be trained in victim service advocacy. How will you address these training needs? If you are unable to address those needs, please explain why. (3 points)

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

3. Trauma Awareness: Describe how the proposed program will include staff trauma skills training and consultation to improve trauma-informed responses to clients. Include a plan to hold at least one training. (2 points)
4. Volunteers (CASA's): Describe how many FTE volunteer staff are used by your agency as a whole. What direct services will the CASA volunteers be providing? (3 points)
5. Report total numbers of full-time equivalent (FTE) staff positions that would be funded by the program during the grant period. FTE is the ratio of the staff person's total number of funded hours during a period (part-time, full-time, and contracted hours) by the number of hours in the average full-time work week. List positions that would be part-time and/or only partially funded with a grant and any consultants/contractors. (2 points)

| | | |
|---|----------------|-----------|
| PROGRAM-FUNDED STAFF link: https://il.amplifund.com/Public/Opportunities/Details/27705c63-1bba-4c28-a2e6-294c33f8459c | # of positions | Total FTE |
| CASA Supervisors / Coordinators * | | |
| CASA's * | | |
| Trainer * | | |
| | | |
| | | |
| | | |
| Other (specify): | | |
| Other (specify): | | |
| TOTAL | | |

A fillable table is can be downloaded from AmpliFund, completed, then uploaded in AmpliFund

*Required staff positions.

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

6. Performance Plan Template – (5 Points) (formerly known as Implementation Plan)
ICJIA recognizes that each program may have different needs, goals, and client populations. See below for a Performance Implementation Plan example. For your plan, generate goals that best fit your program.

| Task | Staff Position Responsible | Date Due |
|---|------------------------------|---|
| <i>Example: Hire Staff</i> | <i>Program Administrator</i> | <i>Month One</i> |
| <i>Example: Train Staff</i> | <i>Training Coordinator</i> | <i>Month One</i> |
| Submit subcontract to ICJIA for review and approval (if applicable) | | |
| Submit quarterly progress report | | Due the 15 th after the end of every quarter |
| Submit quarterly financial performance report | | Due the 15 th after the end of every quarter |

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

Goals, and Performance Metrics - 9 Points

A fillable form can be found in AmpliFund for you to complete, then upload.
The Goals and Performance Metrics should reflect activities for your proposed program.

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

| Goal: To provide advocacy services to children and youth who have experienced abuse or neglect. | |
|---|--|
| Objective | Performance Measure |
| SCREENING | |
| # ____ victims screened for eligibility by your agency. | # of victims screened for eligibility by your agency. |
| # ____ clients will be provided services by your agency. | # of victims not eligible for services by your agency and referred to a victim service provider. Please list the agencies to which you referred. |
| | # of clients provided services by your agency. |
| INFORMATION & REFERRAL | |
| # ____ clients will receive information about the criminal justice process. | # of clients provided information about the criminal justice process. |
| | # of times staff provided information about the criminal justice process. |
| # ____ clients will receive information about victim rights, how to obtain notifications, etc. | # of clients provided information about victim rights, how to obtain notifications, etc. |
| | # of times staff provided information about victim rights, how to obtain notifications, etc. |
| # ____ clients will receive referrals to other victim service providers (includes counseling). | # of clients provided with referrals to other victim service providers. Please list the agencies to which you referred. |
| | # of times staff provided referrals to other victim service providers. |
| # ____ clients will receive referrals to other services, supports, and resources (includes legal, medical, faith-based organizations, etc.) | # ____ clients provided with referrals to other services, supports, and resources. |
| | # of times staff provided referrals to other services, supports, and resources. |
| PERSONAL ADVOCACY/ACCOMPANIMENT | |
| # ____ clients will receive individual advocacy (e.g., assistance applying for public benefits). | # of clients provided individual advocacy (e.g., assistance applying for public benefits). |

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

| | |
|--|--|
| | # of times staff provided individual advocacy (e.g., assistance applying for public benefits). |
| # ____ clients will receive assistance filing for victim compensation. | # of clients provided assistance filing for victim compensation. # of times staff provided assistance filing for victim compensation. |
| # ____ clients will receive transportation assistance. | # of clients provided with transportation assistance. # of times staff provided transportation assistance. |
| # ____ clients will receive interpreter services. | # of clients provided with interpreter services. # of times staff provided interpreter services. |
| EMOTIONAL SUPPORT OR SAFETY SERVICES | |
| # ____ clients will receive crisis intervention. | # of clients provided with crisis intervention. # of crisis intervention sessions provided by staff. |
| REQUIRED TRAININGS | |
| # ____ staff will receive training on trauma-informed advocacy | # of staff trained # of trainings on trauma held |
| # ____ of individuals interviewed to become a CASA volunteer. | # of individuals interviewed to become a CASA volunteer. # of individuals offered a volunteer CASA position. |
| # ____ of volunteer trainings to be held. | # of volunteer trainings held. # of volunteers trained. |
| # ____ of current CASA volunteers. | # of current CASA volunteers. |
| # ____ of cases to be reviewed and assigned to advocates. | # of cases reviewed and assigned to advocates. # of clients served by advocates. # of supervision meetings held with advocates. |

Budget Detail and Budget Narrative – 13 Points

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

Application Submission via AmpliFund

The following process is required:

Step 1: Applicants must register at the Illinois Grant Accountability and Transparency Act (GATA) Grantee Portal: <https://grants.illinois.gov/portal/>.

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

Step 2: Applying Organizations must identify an individual(s) who will submit the application via AmpliFund, this person will serve as the Primary Contact for this application. However, more than one individual can have access to and complete components of the application via AmpliFund. The Primary Contact must submit the applications, including attachments, via Amplifund. To apply, go to: <https://il.amplifund.com/Public/Opportunities/Details/27705c63-1bba-4c28-a2e6-294c33f8459c>

To be considered for funding, completed applications must be submitted via the above AmpliFund link by the application deadline of 5:00 p.m, November 20, 2023. ICJIA encourages applicants to review this Technical Assistance Recording for more information on how to apply.