



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

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**Victims of Crime Act (VOCA) Court Appointed Special Advocates (CASA)
PROGRAM NARRATIVE
NOFO # 1745-10233
RESPONSE TO APPLICANT QUESTIONS**

Last day for question submission is November 16th, 2023

Week Four - Day posted: November 17, 2023

Question:

The Staffing Plan section, question 4, asks about how many FTE volunteer staff are used by the agency. We utilize volunteers but do not refer to them as "staff". Should we consider them staff for the purposes of this application?

Response:

Yes, for this program/application, CASA's are considered to be "staff".

Question:

Follow up to Q2... Are we required to include CASA volunteers on the staffing plan table? Our organization does not refer to our volunteers as staff, but we do utilize volunteers who complete direct services.

Response:

Yes, please include them the CASA's. Again, we know that these individuals are volunteers.

Question:

In the Goals and Performance Metrics table, do we only need to fill in the blank spaces in the left column? There are additional performance measures in the right column (i.e. # of clients provided information about the criminal justice process AND # of times staff provided information about the criminal justice process) - are those just for a reference?

Response:

You only complete the left column. If awarded funding, then the right column is completed each quarter.

Question:

For the fringe benefits in the budget, our organization does not use a flat fringe rate to calculate the fringe benefits. The only way we have found to enter the fringe in AmpliFund is a flat rate. How do we determine that rate?

Response:

I would enter the dollar amount of fringe for each staff. Then in the narrative, explain the percentages.

Week Three - Day posted: November 9, 2023**Question:**

Where should the Letters of Support be uploaded?

Response:

Though not mandated, if there are Letters of Support to be uploaded, these Letters may be uploaded anywhere within the NOFO.

Question:

Direct Service Training requirement: It states in the application that volunteers and coordinators must be trained in victim service advocacy. Would monthly in services offered for volunteers be allowable on topics such as: Substance abuse, Childhood trauma, self care, educational, DV, LGBTQ etc....and are there any requirements that staff need to attend trainings on certain topics, or trainings offered through specific organizations?

Response:

So the training is to ensure that the volunteers and/or coordinators receive the proper training they need in order to handle their job responsibilities. This training is for any type of training that would benefit the volunteers. The monthly in service training would be acceptable. There is no specific organization that an organization is mandated to utilize.

Week Two - Day posted: November 3, 2023**Question:**

Are there character limits on the questions within Amplifund and if so what are they?

Response:

There are no character / word limits within the Amplifund system.

Question:

CASA Volunteers are not staff but are listed as an example on the funded staff form. Should they be listed and if so, what should be noted for the FTE?

Response:

The volunteers would be calculated the same as an employee. For example: full-time = 1 FTE; part-time = the FTE would reflect time spent on the program.

Week One - Day posted: October 27, 2023

Question:

Since funding from VOCA is a small portion of total funding for CASA services and all services are reported to ICJIA, is it necessary to formally decline the match waiver or are we just limiting our budget presented to those costs being requested by the agency?

Response:

Yes, agencies who choose to decline the match waiver, will have to provide a formal letter declining the match waiver. This match waiver was created by the Federal Government to help agencies during the pandemic.

Page 14 of the NOFO:

“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”.

Question:

In prior CASA NOFOs letters of support were required. Can you clarify whether ICJIA wants letters of support for this NOFO? Are they required, desirable or not allowed?

Response:

Letters of Support are desirable.

Question:

Can you clarify if when you refer to the community to be served whether you are looking for data on strengths and challenges of the client population to be served or of the communities in the counties that are served.

Response:

So for the strengths and challenges, this can be either the client population, or community (or a combination of both). Be sure to clarify this in your response.

Question:

Would you please clarify whether or not there is a match requirement?

Response:

There is no match requirement for the first 12 months. Due to the Pandemic, the “VOCA Fix” was enacted to help agencies during that time period.

Question:

Would you also please state whether or not there is a match requirement after the first year?

Response:

The VOCA Fix will expire during the first 12 months of this NOFO. Match will be required for the remaining 24 months.