**VICTIMS OF CRIME ACT**

**SERVICES TO VICTIMS OF SEXUAL VIOLENCE – PROGRAM DEVELOPMENT**

**SOLICITATION**

**Release date: June 8, 2017**

**Eligibility**

Eligible applicants are limited to non-profit organizations with a mission and experience specific to sexual violence services.

**Timelines**

Timeline Target Date

Release of RFP and open application June 8, 2017

Pre-application webinar June 13, 2017

**Mandatory Letter of Intent to Apply June 15, 2017**

**Application Due Date July 7, 2017**

Contracts Review Committee Meeting July 13, 2017

Governing Body Meeting July 20, 2017

Notice of Award and Contract Sent July 24, 2017

Start Program Performance Period August 1, 2017

**Registration Information**: To submit an application, all applicants must obtain a Data Universal Number System (DUNS) Number, and register online with the System for Award Management (SAM). To ensure sufficient time to complete the registration process, applicants must obtain a DUNS Number, and register online with SAM immediately, but no later than June 15, 2017.

**Contact Information**: For assistance with the requirements of this solicitation, contact Carrie Ward, Grants Director, at 217-753-4117 or cward@icasa.org.

**CONTENTS** – Uniform Notice for Funding Opportunity (NOFO)

I**.** Program Description 3

A. Overview 3

B. Need for Sexual Violence Services 3

C. Program Requirements 5

1. Intent of Funds 5

2. Application Review Criteria 5

3. Services to Be Provided 6

4. Accessible Services 9

5. Authorizing Statutes 10

D. Goals, Objectives and Performance Metrics 11

II. Funding Information 12

III. Eligibility Information 12

A. Eligible Applicants 12

B General Requirements 12

1. Services 13

2. Free Services 13

3. Victim-Centered Services 13

4. Training Regarding Trauma-Informed Services

5. Child Advocacy Center 13

6. Board of Directors 13

7. Volunteers 13

8. Help Crime Victims Apply for Compensation 13

9. Comply with Federal Rules and Regulating Grants 13

10. Civil Rights 14

11. Comply with State Criteria 14

12. Services to Victims of Federal Crime 14

13. No Charge to Victims for VOCA-Funded Services 14

14. Confidentiality Information 14

15. GATA Compliance 14

16. Approved Internal Control Questionnaire 14

17. Compliance with 42 USC 10603(b)(1) 14

18. Match 14

IV. Application and Submission Information 15

A. Mandatory Letter of Intent to Apply 15

B. Obtaining Application Package 15

C. Application Technical Assistance Webinar 15

D. Application Content 15

1. Application Narrative 15

2. Service Projections 16

3. Budget and Budget Justification 16

4. Attachments 16

E. Application Submission 18

F. Application Deadline 18

V. Application Review Information 18

A. Review and Selection Process 18

B. Criteria 20

C. Appeals Process 22

D. Award Administration Information 22

1. Award Notices 22

2. Administrative and National Policy Requirements 23

3. Reporting 23

E. Awarding Agency Contact 24

VI. Financial Requirements and Restrictions 24

A. Dun & Bradstreet Universal Numbering System (DUNS)

Number & System for Award Management (SAM) registration 24

B. Direct Service Personnel Requirement 24

C. Match 25

D. Indirect Costs 25

1. Federally Negotiated Rate 26

2. State Negotiated Rate 26

3. De Minimis Rate 26

E. Supplanting 25

F. Allowable and Unallowable Costs 27

1. Allowable Costs 27

2. Unallowable Costs 27

G. Pre-Award Costs 28

Attachment 1 – Trauma and Trauma-Informed Care 29

**Uniform Notice for Funding Opportunity (NOFO)**

Victims of Crime Act Services to Victims of Sexual Violence – Program Development

June 8, 2017

|  |  |  |
| --- | --- | --- |
|  | **Data Field** |  |
|  | Awarding Agency Name:  | Illinois Coalition Against Sexual Assault |
|  | Agency Contact: | Carrie Ward, Grants DirectorIllinois Coalition Against Sexual Assault100 N. 16th StreetSpringfield, IL 62703cward@icasa.org217-753-4117 |
|  | Announcement Type: | X Initial announcement □ Modification of a previous announcement |
|  | Type of Assistance Instrument: | Grant |
|  | Funding Opportunity Number:  | 1395-219PD |
|  | Funding Opportunity Title: | Victims of Crime Act Services to Victims of Sexual Violence – Program Development |
|  | CSFA Number: | 546-001395 |
|  | CSFA Popular Name: | VOCA FFY15 |
|  | CFDA Number(s): | 16.575 |
|  | Anticipated Number of Awards: | Unknown |
|  | Estimated Total Program Funding: | $300,000 |
|  | Award Range | $1-$300,000 |
|  | Source of Funding: | X Federal or Federal pass-through□ State □ Private / other funding Mark all that apply |
|  | Cost Sharing or Matching Requirement: | X Yes □ No  |
|  | Indirect Costs AllowedRestrictions on Indirect Costs | X Yes □ No □ Yes X No If yes, provide the citation governing the restriction:  |
|  | Posted Date:  | June 8, 2017 |
|  | **Closing Date for Applications:** | **July 7, 2017** |
|  | **Mandatory Letter of Intent to Apply** | **5:00 p.m., June 15, 2017**  |
|  | Technical Assistance Session: | Session Offered: X Yes □ No Session Mandatory: Yes □ X No Attending or viewing the session is optional. The live session will be held on June 13 at 2:00 p.m. A recorded version will be available online at [www.icasa.org](http://www.icasa.org) for those unable to attend the live version. Those that cannot attend will be able to watch the webinar via web. |

I. **PROGRAM DESCRIPTION**

A. **OVERVIEW**

The Illinois Criminal Justice Information Authority (ICJIA) has entered into a contractual agreement with ICASA to administer Victims of Crime Act (VOCA) funds for sexual violence response services for FY18.

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 the state agency 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 2015, Illinois received a VOCA award of $77.5 million.

VOCA grants must support the provision of direct services to victims of violent 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.**

For more information on the VOCA Program please visit: <http://ojp.gov/ovc/about/victimsfund.html>.

B. **NEED FOR SEXUAL VIOLENCE SERVICES**

Sexual violence is a pervasive problem. Every year thousands of Illinois residents experience some form of sexual violence. Approximately 1 in 5 women in the U.S. (19.1%) and 17.5% Illinois women have experienced rape in their lifetime (National Intimate Partner and Sexual Violence Survey, NISVS). Lifetime experience of contact sexual violence, which is defined as rape being made to penetrate someone else, sexual coercion and/or unwanted sexual contact, is much higher, affecting 36.6% of Illinois women. A significant majority of perpetrators of sexual violence are male, with 97.3% of female victims and 86.5% of male victims reporting being raped only by a male perpetrator. Most perpetrators are known by their victim. The NISVS notes variations across racial/ethnic groups, with minorities bearing the greatest burden of sexual violence.

Data reflects similar incidence of sexual violence of teens. More than 1 in 6 high school girls experienced sexual dating violence in 2016. On college campuses, 20% of female students and 6% of male students will experience sexual violence in college.

The costs of sexual violence are high. Sexual violence causes physical and emotional trauma and can result in future vulnerability to re-victimization. Research notes that the lifetime cost of rape for each victim totals $122,461. These costs fall into four categories: physical and mental health treatment, lost work productivity, criminal justice costs and property loss or damage (American Journal of Preventive Medicine, 2017). This study states that investing in counseling and other services to support survivors is crucial.

In Illinois, 4,606 victims of sexual violence reported sexual assault to law enforcement in 2015 (Crime in Illinois). ICASA’s Rape Crisis Centers serve over 8,000 victims per year. This data reveals the extent to which sexual violence is underreported. National research indicates that most sexual assaults are never reported to police. One of the serious negative outcomes of low reporting is that many survivors do not receive support or services to aid in recovery from the trauma. These survivors often suffer long-term physical, emotional and economic consequences resulting from the trauma. These effects may include lost productivity due to work absences, interrupted education, chronic physical and mental health issues and substance abuse, among others.

Clearly, sexual violence is a sizable, urgent problem. Victims who report recent incidents of sexual violence need access to medical care, including forensic evidence collection and follow-up care. They also need support and advocacy as they engage with law enforcement and prosecutors regarding the criminal justice response to the crime. Assistance with securing a Civil No Contact Order is often needed, as is help applying for crime victim compensation.

Other immediate needs may include help with safety, such as changing locks or relocating; assistance with an employer or school to secure approved leave time or explain absences; help with child care or transportation in order to participate in criminal justice meetings or rape crisis services; and coordination with other services critical to meet victims’ trauma-related needs (e.g. mental health or substance abuse services).

Victims of sexual violence also need access to crisis counseling and ongoing counseling to alleviate trauma and return to their previous level of functioning. Whether a survivor reports immediately after an assault or months or years later, trauma-focused, victim-centered counseling is key to recovery. Counseling, whether individual, group or family-focused, provides survivors with strategies and skills to cope with trauma symptoms that can manifest in unpredictable, intrusive ways (e.g. flashbacks, dissociation) and become chronic without intervention. Survivors who participate in counseling engage in setting goals for trauma recovery and have opportunities to learn and practice a broad range of strategies to alleviate suffering and return to their lives. Survivors who have received counseling at Illinois Rape Crisis Centers report a reduction in trauma symptoms, improved relationships with family and improved school and work performance.

The need for sexual violence intervention is great. Every victim needs access to a safe, supportive, trauma-focused response. Regardless of when the assault occurred, a survivor needs assistance with the effects of trauma, and with the process of seeking safety and justice. Rape Crisis Centers desperately need support to expand access to meet the demands for services.

C. **PROGRAM REQUIREMENTS**

1. **Intent of Funds**

It is the intent of ICASA to provide sexual assault victims and their significant others with free, victim-centered services through a statewide network of rape crisis service providers. This will be achieved through grants to organizations qualified and experienced in responding to the particular needs of survivors of sexual violence. Services to be supported with these funds include 24-hour crisis response, medical advocacy, criminal/civil justice advocacy, personal advocacy/case management, counseling and information and referral.

2. **Application Review Criteria**

Application review criteria, in their entirety, will be published with the Application for Funds. Overall, criteria are as follows:

* Applications must be complete, with all sections included in their entirety and meet all published requirements for narrative, budget and attachments.
* Narrative, budget and attachments must present a coherent, integrated, comprehensive plan to provide crisis response and ongoing services to victims of sexual violence.
* Organization must have a documented history of serving victims of sexual violence.
* Applicant must propose to provide rape crisis services to victims of sexual violence. Services to be provided include: 24-hour crisis intervention, in-person medical advocacy and support to survivors being assisted by law enforcement, ongoing advocacy with criminal/civil justice processes, personal advocacy/case management*,* counseling and information and referral.
* Services must be free, victim-centered, trauma-focused and confidential per Illinois Statute (735 ILCS 5/8-802.1).
* Organization must have or be able to develop a volunteer program that includes trained volunteers delivering services to victims of sexual violence.
* Organization must project service delivery proportionate to amount of funding requested.

	+ - Organization must demonstrate capacity and commitment to comply with ICASA Policy and Procedures and commit to meeting all requirements for certification by ICASA as a Rape Crisis center within two years of contract start date.

3. **Services to be Provided –** *(for complete description, see ICASA Service Standards at* [www.icasa.org](http://www.icasa.org)*)*

**Crisis Intervention and Crisis Hotline Counseling** – Each center provides victim-centered, age-appropriate, culturally competent*,* trauma-informed crisis intervention and counseling services. This service is critical to victim safety and engagement in services to support recovery.

**Crisis Counseling** – Victims may receive crisis counseling via telephone or in person in the course of medical advocacy, criminal justice advocacy or even discussion after an education presentation. This 24-hour service provides an immediate, supportive response to the needs of people who have experienced sexual assault, sexual abuse or sexual harassment in order to assist them in returning to their previous level of functioning. The goal of crisis intervention is to restore a sense of equilibrium and make the survivor aware of options for support and assistance at the Rape Crisis Center and other appropriate agencies.

**Medical Advocacy** –Advocates provide in-person support and information to sexual assault victims at medical facilities 24-hours per day. With victim permission, the advocate stays with the victim throughout the exam and evidence collection process and provides follow-up services and referrals.

Medical advocacy services are victim-centered and culturally competent. The victim makes decisions about the kinds of assistance and accompaniment she wants. The advocate explains emotional and physical reactions the victim may expect during the next few weeks, the evidence collection process and the medical exam. She answers questions about sexually transmitted diseases, emergency contraception, and anonymous HIV antibody testing. If needed, she helps the victim get emergency contraception, if the hospital does not provide it. The advocate explains SASETA and the Crime Victim’s Compensation Act, and helps the victim with the reimbursement process for medical and other expenses.

The advocate provides clothing for the victim and arranges transportation for the victim after the hospital visit, as needed. The advocate promotes the safety of the victim following discharge to the fullest extent possible.

**Follow-up Contact** – Every victim who receives medical advocacy in an emergency department will receive a follow-up call within 48 hours, if they agree to follow-up and provide contact information. This follow-up is to provide the survivor with any additional information and resources they may need, including information and referral and follow-up appointments at the Rape Crisis Center. Follow-up contact also occurs with survivors receiving counseling and criminal justice advocacy to schedule appointments, resolve barriers to services and provide support.

**Counseling** – Sexual Assault Counseling is victim-centeredcounseling with the goal of supporting the victim’s trauma recovery process through listening, encouraging, validating, reflecting, giving resources, and providing a safe counseling environment. Sexual Assault Counseling involves working with the victim on current issues, normalizing and validating her reactions to the trauma and facilitating a return to pre-trauma functioning. Counseling may be provided to individuals, families or in a group setting and uses a broad range of strategies appropriate to the survivor’s age, ability, language, learning style and culture.

**Criminal Justice Support/Advocacy** – On a 24-hour basis, staff and volunteer advocates provide in-person emotional support and information to victims of sexual assault and their significant others who are interacting with law enforcement.

Advocates continue to support the survivor and family throughout the criminal investigation, prosecution review and trial, if any. Advocates often help a victim secure a Civil No Contact Order to prohibit further abuse. Advocates accompany and support the survivor throughout the myriad interviews, meetings and hearings associated with the criminal justice system. Advocates keep the survivor informed about case status and upcoming meetings/hearings. They inform the survivor of their rights and advocate for these rights to be observed. Advocates help survivors prepare victim impact statements and prepare to present those statements in court.

**Legal Advocacy** – See Criminal Justice Support/Advocacy

**Group Treatment** – See Counseling

**Crisis Hotline Counseling** – See Crisis Counseling

**Information and Referral** – Rape Crisis Centers are a source for information and referral related to sexual violence for victims, significant others and the public. Information and referral is provided to center clients as a component of advocacy and counseling services as well as to others in the community. The Centers provide materials for victims of diverse populations, using the language or means of communication of the victim when possible.Center staff and volunteers are knowledgeable of non-sexual violence services available in the community and provide appropriate, culturally competentreferrals for victims.

Centers seek to match victim needs with culturally competent service delivery systems or adaptiveservices to better meet the unique needs of individual victims, including victims of prostitution, trafficking and commercial sexual exploitation.

**Assistance in Filing Compensation Claims** – Advocates in Rape Crisis Centers assist victims with a variety of practical matters related to physical, emotional and financial recovery. Providing victims with compensation forms, assistance in completing the forms and guidance regarding the claims process is a key part of this advocate role.

**Personal Advocacy/Case Management** – Personal advocacy (ICASA refers to this as Other Advocacy/Case Management) includes advocacy on behalf of victims with school personnel, social service agencies, civil attorneys, housing, homeless services, drug/alcohol treatment agencies, adult education programs, unemployment services, mental health agencies*,* disability service providers and other service providers.

Personal advocacy also includes case coordination activities, often referred to as case management, which ensures that the counseling and/or advocacy services provided by the Rape Crisis Center are coordinated with and informed by other services the client needs and/or is receiving. Other advocacy may also include assisting the survivor with child care and transportation to enable her to be present for court appointments, counseling appointments and other activities related to recovery from sexual violence.

Advocates work to ensure the victims’ holistic needs related to their victimization are considered and met.

**Public Awareness/Outreach** – Public awareness presentations, including newspaper notices, public service announcements and presentations in public forums (e.g. schools and community centers) to inform the public and crime victims about specific rights and services.

4. **Accessible Services**

* Applicant must describe efforts to maximize victims’ access to services as follows:
	+ Translation and interpretation services
	+ Transportation support for clients that request this support. This support can include both transportation costs and assistance to enable victims to receive services and to participate in criminal justice proceedings.
	+ Assistance with child care and respite care to enable a victim to participate in center services and attend activities related to criminal justice and other public proceedings arising from the crime.

		- * Applicants must describe screening and intake processes that do not present barriers to victim access to services. Crisis services include minimal intake information and are designed to support survivors of sexual violence in identifying needs and appropriate internal and external services to meet those needs. Intake for ongoing counseling and/or advocacy are designed to ensure those who identify as victims of sexual violence receive trauma recovery services at the center in addition to referral for services to meet other needs.
		- Applicants are required to incorporate evidence-based, trauma-informed practices into proposed services. See *Attachment 1* for an overview of trauma-informed services.

5. **Authorizing Statutes**

The Victims of Crime Act of 1984 established the Crime Victims Fund (42 U.S.C. 10601(c)) for the purpose of creating a special mandatory spending account dedicated to helping victims of all types of crimes. Programs 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

Any recipient or sub-recipient of these funds must comply with all applicable provisions of state and federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity, including, but not limited to: The Illinois Human Rights Act (775 ILCS 5/1-101 *et seq*.), The Public Works Employment Discrimination Act (775 ILCS 10/1 *et seq*), The United States Civil Rights Act of 1964 ( as amended) (42 USC 2000a-and 2000H-6), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), The Americans with Disabilities Act of 1990 (42 USC 12101 *et seq*.), and The Age Discrimination Act (42 USC 6101 *et seq.).*

D. **GOALS, OBJECTIVES AND PERFORMANCE METRICS**

The following list depicts objectives linked to performance indicators. Applicants will provide this information in the application for funds and report on progress quarterly.

|  |  |
| --- | --- |
| **Service Objectives** | **Performance Indicators** |
| Number of Criminal Justice clients/hours | Number of clients provided with Criminal Justice Advocacy and hours of service |
| Number of Medical Advocacy clients and hours | Number of clients provided with Medical Advocacy |
| Number of clients to receive Other Advocacy/Case Management clients and hours | Number of clients provided with Other Advocacy/Case Management |
| Number of clients to receive Family Counseling | Number of clients provided with Family Counseling |
| Number of clients to receive Group Counseling | Number of clients provided with Group Counseling |
| Number of clients to receive In-Person Counseling | Number of clients provided with In-Person Counseling |
| Number of clients to receive Telephone Counseling | Number of clients provided with Telephone Counseling |
| Number of Non-Client Crisis Intervention contacts to be responded to | Number of Non-Client Crisis Intervention contacts responded to |
| Number of clients to receive Transportation | Number of clients provided with Transportation |
| Number of clients to receive Language/Interpreter Services | Number of clients provided with Language/Interpreter Services |

II. **FUNDING INFORMATION**

Federal fiscal year 2015 Victims of Crime Act funds awarded by the U.S. Office for Victims of Crime to the Illinois Criminal Justice Information Authority will be used to support programs accepted through this request for proposals.

Through this allocation process, ICASA will award up to $300,000 to sub-grantees for a 12-month period. Applicants are expected to request funds, aligned with identified needs and planned program maintenance and expansion to meet those needs. Individual grant amounts will vary and will be based on review of applications.

With the mutual consent of both parties, and dependent upon the provider’s performance and adherence to program requirements during the 12-month period, and dependent upon the availability of funds to ICASA, ICASA may recommend allocation of funding to support an additional 12 months.

Agreements that result from this funding opportunity are contingent upon and subject to the availability of funds from the ICJIA. ICASA, at its sole option, may terminate or suspend this agreement, in whole or in part, without penalty or further payment being required, if (1) the Illinois General Assembly or the federal funding source fails to make an appropriation sufficient to pay such obligation, or if funds needed are insufficient for any reason (30 ILCS 500/20-60), (2) the Governor decreases ICJIA’s funding by reserving some or all of ICJIA’s appropriation(s) pursuant to power delegated to the Governor by the Illinois General Assembly, or (3) ICJIA determines, in its sole discretion or as directed by the Office of the Governor, that a reduction is necessary or advisable based upon actual or projected budgetary considerations. The implementing entity will be notified in writing of the failure of appropriation or of a reduction or decrease.

III. **ELIGIBILITY INFORMATION**

A. **ELIGIBLE APPLICANTS**

Eligible applicants are limited to Illinois non-profit, organizations with a mission and experience specific to sexual violence services. Organizations must provide evidence of 501(c)(3) status, commit to comply with ICASA Policy and Procedures and commit to meeting all requirements for certification with two years of contract start date.

B. **GENERAL REQUIREMENTS**

Eligible applicants must meet the following requirements:

1. **Services.** Provide required services to victims of sexual violence with a stated priority to serve adult survivors of sexual violence.

2. **Free Services.** Provide crisis intervention and advocacy services free of charge.

3. **Victim-Centered Services.** The organization must provide services that are victim-centered and focused on empowerment of survivors.

4. **Training Regarding Trauma-Informed Services**. The organization will comply with ICASA Service Standards regarding staff training. Staff will attend ICASA’s trainings for each staff position. Trainings provided by the organization for volunteers and staff will reflect focus on trauma-based service delivery.

5. **Child Advocacy Center**. The organization may not include the mission or function of a Child Advocacy Center as part of its programs.

6. **Board of Directors.** The organization must have a Board of Directors with at least six members and be representative of the diversity of the service area.

7. **Volunteers.** Utilize volunteers unless ICJIA determines there is a compelling reason to waive this requirement;

8. **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;

9. **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;

10. **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;

11. **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;

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

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

14. **Confidentiality of Information**. Protect the confidentiality and privacy of persons receiving services under the VOCA-funded program, in accordance with state statute set forth in (735 ILCS 5/8-802.1) and 28CFR 94.115.

15. **GATA Compliance.** All applicants must be pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal, [www.grants.illinois.gov](http://www.grants.illinois.gov). During pre-qualification, Dun and Bradstreet verifications are performed, including a check of Debarred and Suspended status and good standing with the Illinois Secretary of State.

16. **Approved Internal Control Questionnaire.** The pre-qualification process also includes a financial and administrative risk assessment using an Internal Controls Questionnaire (ICQ). The ICQ must be submitted through the GATA portal and approved by a State cognizant agency by the date of application submission in order for an application to be reviewed. All applications will be pre-screened for completeness and ICQ approval. Applications from agencies that do not have an approved ICQ will not be reviewed.

17. **Compliance with 42 USC 10603(b)(1).** Comply with VOCA Crime Victim Assistance statutory requirements.

18. **Match.** Organization demonstrates capacity to meet 20% match requirement.

IV. **APPLICATION AND SUBMISSION INFORMATION**

A. **MANDATORY LETTER OF INTENT TO APPLY**

Every applicant for funds must submit a mandatory letter of intent to apply to the Illinois Coalition Against Sexual Assault by **5:00 p.m. on June 15, 2017**. Please send or email letter to:

Carrie Ward, Grants Director

Illinois Coalition Against Sexual Assault

100 N. 16th Street

Springfield, IL 62703

cward@icasa.org

B. **OBTAINING APPLICATION PACKAGE**

Applications may be obtained at [www.icasa.org](http://www.icasa.org). To request hard copies of the application materials, please contact:

Carrie Ward, Grants Director

Illinois Coalition Against Sexual Assault

100 N. 16th Street

Springfield, IL 62703

cward@icasa.org

217-753-4117

C. **APPLICATION TECHNICAL ASSISTANCE WEBINAR**

A technical assistance webinar will be held by ICASA at June 13, 2017 at 2:00 p.m. (<https://attendee.gotowebinar.com/register/1752822028966750978>)

This will be your opportunity to receive information and ask questions about this funding opportunity.

D. **APPLICATION CONTENT**

ICASA’s website contains information regarding the application and the application form. It is the responsibility of each applicant to monitor that website and to comply with any instructions or changes in requirements relating to the application.

1. **Application Narrative**. Application must include narrative responses to every item, follow the page guidelines and limits set for each section and be in the specified order. **Do not add pages.**

The narrative portion of the application requires a response to the following items:

* + Cover Pages
	+ History and Capacity of Sexual Violence Service Program
	+ Description of Need
	+ How Funds Will Be Used
	+ Who Will Provide Services

2. **Service Projections**. Service projections are completed in an Excel workbook and must be submitted as an attachment to this application.

3. **Budget and Budget Justification.** The budget is completed in an Excel workbook and must be submitted as an attachment to this application.

4. **Attachments.** Application includes all requested attachments. Attachments are complete and meet stated requirements. Required attachments include:

* + - 1. Articles of Incorporation
			2. Certificate of organization’s tax-exempt status
			3. Bylaws (submit with original application; no additional copies required)
			4. Mission Statement
			5. Any other document approved by the Board of Directors that describes the organization’s commitment to serving adult victims of sexual assault, if applicable.
			6. Affirmative Action Policy for organization (submit with original application; no additional copies required)
			7. Organizational chart for entire organization and sexual assault program
			8. Current list of members of Board of Directors. Include name, address, telephone number and occupation of each member. Describe how the board is representative of the diversity of the community.
			9. Minutes of most recent meeting of Board of Directors.
			10. Current list of Sexual Assault program volunteers
			11. Timed agenda for the most recent volunteer training
			12. Confidentiality policy for sexual assault program
			13. Form client signs to authorize release of information
			14. Two letters from community organizations or agencies in support of the sexual assault program dated May 1, 2017 or later
			15. Two signed networking agreements between the sexual assault program and other community organizations or agencies

16. Sexual assault program brochures and public relations materials for sexual assault program

17. Copy of current IRS and Attorney General 990 Forms (submit with original application; no additional copies required)

18. Letter from Attorney General confirming the center’s current status with the Attorney General’s Charitable Trust and Solicitation Division

1. Copy of Secretary of State Certification of Incorporation

20. Data reports for entire sexual assault program (all funding sources) for the time period July 1, 2016-May 31, 2017.

21. Completed and signed certifications (Compliance with the Equal Employment Opportunity Plan (EEOP); Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements; and Civil Rights Compliance).

 **Copy of most recent audit; including any letters to management.** Include only one copy of the audit, attach to original application.

E. **APPLICATION SUBMISSION**

Applicants must submit one (1) signed original proposal, three (3) complete copies of the entire application.

ICASA will not accept Applications submitted by electronic mail or facsimile. Ship or deliver your complete Application packet to:

Illinois Coalition Against Sexual Assault (ICASA)

Attention: Carrie Ward, Grants Director

100 N. 16th Street

Springfield, IL 62703

F. **APPLICATION DEADLINE**

Applications must be received no later than **July 7, 2017 at 5:00PM CST**.Late fines, per the ICASA Allocation Process will apply. See ICASA Allocation Process at [www.icasa.org](http://www.icasa.org).

To be considered, applications must be received at the ICASA office by the date and time listed above. The deadline and Late Fine policy will be strictly enforced. In the event of a dispute, the applicant bears the burden of proof that the Application was received on time at the location listed above.

Failure to adhere to these guidelines for application submission constitutes disqualification. ICASA will not review applications that do not comply with the requirements stated in this application packet. ICASA will notify all applicants that will be fined or rejected because of lateness or non-compliance with submission requirements.

Agencies are encouraged to submit their applications 72 hours in advance of the deadline to avoid unforeseen technical difficulties.

V. **APPLICATION REVIEW INFORMATION**

A. **REVIEW AND SELECTION PROCESS**

Proposals will be reviewed by ICASA’s Contracts Review Committee and staff. Each application will be read and scored by three Contracts Review Committee members and staff. After individual scoring is complete, the Contracts Review Committee will meet in person to discuss applications, score the applications as a group and rank applications. Based on final rankings, the Contracts Review Committee will make funding recommendations to the ICASA Governing Body for action. The Governing Body will make funding decisions.

Proposal selection will be made using the criteria listed in section V. B. Only applications that include all required elements and meet all mandatory requirements will be funded.

ICASA reserves the right to reject any or all applications if it is determined that submission(s) do not meet requirements. ICASA also reserves the right to invite one or more applicants to provide necessary clarifications prior to group scoring. If a proposal fails to meet the eligibility requirements of this RFP, ICASA will reject the application. ICASA will negotiate revisions to application narratives and budgets, as needed.

If reviewer scores are identical, the Contracts Review Committee meeting to review scores and rank proposals will be the opportunity to resolve that issue. Discussions and considerations regarding tied scores will address the totality of the applications. Their comparative strengths and weaknesses in relation to all review criteria as well as history and capacity to provide services as proposed. When members of the Contracts Review Committee cannot resolve a tie through this evaluation of comparative merits, an external reviewer will be asked to consult with the Committee.

ICASA reserves the right to consider factors other than an applicant’s final Application score in determining grant recommendations. Such factors may include (but are not limited to) geographic service area and applicant’s past performance. ICASA reserves the right to request additional information that could assist with its award decision, and applicants are expected to provide additional information promptly. Failure to respond could result in the rejection of the Application.

Applicants will be notified of allocation decisions in writing by ICASA. Notice of a grant award will be accompanied by a contract for signature and return, at which point program implementation and spending may commence.

B. **CRITERIA**

Application review criteria and scoring are as follows:

Cover pages 5 points

History and Capacity 40 points

Description of Need 30 points

How Funds Will Be Used 55 points

Who Will Provide Services 30 points

Service Projections 30 points

Budget 15 points

Attachments 20 points

 TOTAL 225 points

Reviewers will consider the following detailed criteria for each section of the application.

**Cover Page, Assurances and Executive Session (5 points)**.

* Cover page is complete, with all required signatures present.
	+ Assurances page is complete.
	Executive Summary is complete and consistent with overall application.

**History and Capacity (40)**

* + Sexual violence program has a history of providing sexual violence services; philosophy is victim-centered, empowerment-based and trauma-focused; and data demonstrates service history. (15)
	+ Services are aligned with those essential to victim recovery and community response. (5)
	+ Organization has staff dedicated to sexual violence services. Training complies with confidentiality statute. (5)
	+ Organization has offices dedicated to sexual violence services. (5)
	+ Service documentation appears victim-centered. (5)
	+ Program has volunteer component. Volunteers provide direct services. Training complies with confidentiality statute. (5)

**Description of Need (30 points).**

* Description of geographic area(s) and populations to be served is thorough and clear. (5)
* Need is substantiated by data/anecdotal information. (5)
* Applicant is aware of and seeking collaboration with other rape crisis centers in service area. (10)
* Description of area is aligned with needs and consistent with office sites listed in Appendix A. (10)

**How Funds Will Be Used (55 points)**

* Staff compensation is designed to enhance recruitment/retention. (5)
* Description of offices and services to be provided is clear and thorough. Services are allowable with VOCA. (10)
* Description of current services and proposed expansion is proportionate to service area/populations and amount of funds requested. (20)
* Services to underserved populations are tailored to meet needs. (10)
* Public Awareness Outreach is reasonable and within allowable amounts. (5)
* Access – center plans activities to maximize access to services. (5)

**Who Will Provide Services (30 points)**

Staff (Current/Expanded Staff) (15)

* Staff positions are allowable and aligned with proposed services.
* Staff positions are proportionate to amount of funding requested, services described on pages 6-9 and service projections.
* Staff training meets requirements for Confidentiality of Statements Made to Rape Crisis Personnel, includes trauma-skills training and meets ICASA training requirements for counseling and advocacy.

Volunteers (15)

* Volunteer roles include direct services to survivors.
* Narrative and data indicate existence of a viable direct service volunteer pool. (Mandatory)

**Service Projections (30 points)**

* Services were provided for victims of sexual violence in FY17. (10)
* FY18 projections are reasonable in relation to funds requested and staff positions proposed. (20)

**Budget (15 points)**

* Budget line items are clearly defined, justified, and allowable.
* Budget is consistent with the proposed program plan and projected services.
* Budget calculates correctly.

**Attachments (20 points)**

* All attachments included, current and indicate compliance with requirements.
* Documents reflects viable organization with history of sexual violence services.

C. **APPEALS PROCESS**

Appeals of funding recommendations made by the Contracts Review Committee may be made to the ICASA Governing Body per the ICASA Allocation Process (see [www.icasa.org](http://www.icasa.org)).

If an applicant is not satisfied with the recommendation from the Contracts Review Committee, it may appeal the recommendation to the Governing Body prior to Governing Body action.

The Contracts Review Committee will score applications and make recommendations on July 13, 2017. Organizations will be notified on July 14, 2017 and will be able to appeal to the Governing Body. The appeal must be submitted in writing, prior to or during the July 20, 2017 meeting when the Governing Body will make allocation decisions. The Governing Body will consider the Contracts Review Committee’s recommendations and any appeal before it makes its final decision on July 20, 2017.

The applicant must indicate:

1) Name of application organization;

2) Statement of reason for appeal and information to support a change in the Contracts Review Committee’s recommendation.

Organizations not satisfied with the ICASA Governing Body decision may appeal to the Illinois Criminal Justice Information Authority within 14 calendar days after the Governing Body’s decision.

Please send to:

Illinois Criminal Justice Information Authority

Attn: Federal and State Grants Unit

300 West Adams Street, Suite 200

Chicago, IL 60606

D. **AWARD ADMINISTRATION INFORMATION**

1. **Award Notices**. ICASA will send a notice of award to grantees and the grant agreement, after the ICASA Contracts Review Committee reviews and ICASA Governing Body approves designations, on July 24, 2017. No costs incurred before the effective date of the agreement may be charged to the grant.

2. **Administrative and National Policy Requirements.** In addition to implementing the funded project consistent with the agency-approved project proposal and budget, the grantees selected for funding must comply with grant terms and conditions, and other legal requirements, including, but not limited to, the Office of Management and Budget Grants Accountability and Transparency Act and other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. Additional programmatic and administrative special conditions may be required.

3. **Reporting.** Grantees will be required to document service delivery and to maintain accurate and complete service records for each client. Grantees must submit quarterly financial and progress reports and final financial and progress reports. Federal reporting requirements state that funding agencies must report all mandatory information to the federal agency (ICJIA) no later than 25 days after the end of the designated quarter. To do so, ICASA will require all programs funded to report electronically at minimum on a quarterly basis and no later than 11 days after the end of each reporting period. Mandatory fiscal and progress reports will be distributed to each grantee for submission. Failure to comply with mandatory reporting requirements will cause immediate suspension of funding of this grant, any other grant that applicant has with ICASA, and possible termination of the grant. If applicable, an annual audit report in accordance with the Part 200 Uniform Requirements must be submitted. Future awards and fund drawdowns may be withheld if reports are delinquent.

Grantees will be required to utilize InfoNet, ICASA’s online victim services database (maintained by the Illinois Criminal Justice Information Authority). *Please see* [*http://www.icjia.state.il.us/systems/infonet*](http://www.icjia.state.il.us/systems/infonet) *for more information on Infonet. Infonet use requires a Windows-based device with a high speed internet connection. Exceptions will be considered on a case-by-case basis.*

E. **AWARDING AGENCY CONTACT**

For questions and technical assistance regarding submission of an application, contact:

Carrie Ward, Grants Director

Illinois Coalition Against Sexual Assault

100 N. 16th Street

Springfield, IL 62703

cward@icasa.org, 217-753-4117

VI. **FINANCIAL REQUIREMENTS AND RESTRICTIONS**

A. **DUN AND BRADSTREET UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER AND SYSTEM FOR AWARD MANAGEMENT (SAM) REGISTRATION**

Each applicant is required to:

(i) Be registered in SAM prior to application submission. Click here for SAM registration:

<https://governmentcontractregistration.com/sam-registration.asp>

(ii) Provide a valid DUNS number.

(iii) Maintain an active SAM registration throughout the application and grant period. It also must state that the State awarding agency may not make a federal pass-through or state award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time ICJIA is ready to make a federal pass-through or state 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 federal pass-through or state award to another applicant.

B. **DIRECT SERVICE PERSONNEL REQUIREMENT**

At least 50% of the total VOCA funding requested must be used for salary and fringes of personnel providing direct services to sexual violence survivors and their significant others. Final expenditures must show that the 50% requirement was met.

C. **MATCH**

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

A 20% match requirement will be imposed on grant funds under this program. A grant made under this program may not cover more than 80 percent of the total cost of the project funded. Match can be made in both cash and/or in-kind contributions. Funds, 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, work space and facilities, non-program funded victim assistance activities, and discounts. 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, and may include fringe benefits. 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.

To calculate the amount of match required:

Total Project Costs x 20% = Match

**Example:**

Total Program Cost: $100,000

20% Matching Funds ($100,000 x .20): $ 20,000

Federal Funds ($100,000 x .80): $ 80,000

Federal guidelines prohibit matching funds to be used to supplant existing funds (See Definitions). Refer to 28 CFR 200.306 for more information on match types and match requirements.

D. **INDIRECT COSTS**

ICASA will provide technical assistance regarding indirect costs during the June 13 Technical Assistance Webinar. In order to charge indirect costs to a grant, the applicant must have an annually negotiated indirect cost rate agreement (NICRA) or use the de minimis rate.

1. **Federally Negotiated Rate.** Applicant 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. The organization must provide a copy of the federally NICRA.

2. **State Negotiated Rate.** The organization must negotiate an indirect cost rate with the State of Illinois if they do not have Federally Negotiated Rate or elect to use the De Minimis Rate. The indirect cost rate proposal must be submitted to the State of Illinois within 90 days of the notice of award.

3. **De Minimis Rate.** An organization that has never received a Negotiated Indirect Cost Rate Agreement from either the Federal government or the State of Illinois may 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.

E. **SUPPLANTING**

Federal funds must be used to supplement existing non-Federal 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, explain how proposed activities will supplement—not supplant—current program activities and staff positions.

See the DOJ Grants Financial Guide (Part II, Chapter 3) at: <http://ojp.gov/financialguide/DOJ/pdfs/2015_DOJ_FinancialGuide.pdf>

F. **ALLOWABLE AND UNALLOWABLE COSTS**

1. **Allowable Costs**

In order to support applicants in requesting all necessary and allowable program costs we have provided a non-exhaustive list of permitted costs below:

* Staffing costs for those providing allowable services per VOCA guidelines.
* Transportation costs for staff and for victims to receive services.
* Staff training costs.
* Child care or respite care so victims may attend activities related to criminal justice or other public proceedings arising from the crime.
* Training of direct-service volunteers when such services will be primarily done by volunteers.
* Administrative costs including reasonable and necessary technology costs for staff.

2. **Unallowable Costs**

The following is a non-exhaustive list of services, activities and costs that cannot be supported with VOCA Victim Assistance Formula Grant Program funding:

* Audits (agencies receiving less than $750,000 in cumulative federal funds)
* 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
* Tort or criminal defense legal representation
* Active investigation and prosecution of criminal activities
* Research and studies, except for project evaluations
* Salaries and expenses for management, unless expressly allowed in the VOCA Final Rule
* Capital expenses; property losses and expenses, real estate purchases, mortgage payments, construction and most capital improvements
* Training for professionals (e.g. law enforcement, medical personnel)

F. **PRE-AWARD COSTS**

No costs incurred before the start date of the interagency agreement may be charged to a grant award received as part of this funding opportunity.

**ATTACHMENT 1**

**TRAUMA AND TRAUMA-INFORMED CARE**

Approximately 60 percent of men and 51 percent of women living in the United States have experienced a traumatic event in their lifetime.[[1]](#endnote-1) While much debate exists about what qualifies as a traumatic event, at minimum, traumatic events are those that cause significant distress or harm, whether physical, emotional, or psychological, for individuals.[[2]](#endnote-2) These experiences can have a severe impact on well-being by impairing people’s daily functioning and emotional health, contributing to higher rates of hospitalization, suicide attempts, substance abuse,[[3]](#endnote-3) and emotional responses, such as anger.[[4]](#endnote-4)

Recent work has focused on a model of trauma-informed care and practices. A trauma-informed approach acknowledges the radiating impact of trauma, recognizes that people’s actions and symptoms may be a result of traumatic experiences, and creates policies that are sensitive to such actions and symptoms.

Key components of trauma-informed care are:

1. Recognizing the impact of trauma on multiple areas of life and different paths to recovery.
2. Being aware of the signs and symptoms of trauma.
3. Structuring policies and practices that account for and are sensitive to people’s potential trauma histories.
4. Seeking to prevent re-traumatization. [[5]](#endnote-5)

Key principles of trauma-informed care further build on the key components by emphasizing principles that create a trauma-informed setting. They include:

* Safety
* Trustworthiness and Transparency
* Peer support
* Collaboration and mutuality
* Empowerment, voice and choice
* Cultural, Historical, and Gender Issues[[6]](#endnote-6)

Taken together, these practices work to honor a survivor’s history of trauma and the different pathways that survivors may find toward healing and recovery.

1. Davidson, J. R. T. (2000). Trauma: the impact of post-traumatic stress disorder. *Journal of Psychopharmacology, 14*, S5-S12. [↑](#endnote-ref-1)
2. Norris, F. H. (1992). Epidemiology of trauma: frequency and impact of different potentially traumatic events on different demographic groups. *Journal of Consulting and Clinical Psychology, 60*, 409-418. [↑](#endnote-ref-2)
3. See Davidson, 2000. [↑](#endnote-ref-3)
4. Riggs, D. S., Dancu, C. V., Gershuny, B. S., Greenberg, D., & Foa, E. B. (1992). Anger and post‐traumatic stress disorder in female crime victims. *Journal of Traumatic Stress, 5*, 613-625. [↑](#endnote-ref-4)
5. Substance Abuse and Mental Health Services Administration. (2015). *Trauma-informed approach and trauma-specific interventions.* National Center for Trauma-Informed Care and Alternatives to Seclusion and Restraint. [↑](#endnote-ref-5)
6. See SAMSHA, 2015. [↑](#endnote-ref-6)