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# ICASA FY24 GENERAL REVENUE SEXUAL ASSAULT PREVENTION AND RESPONSE – PROGRAM DEVELOPMENT GRANTEE

## SOLICITATION

**Release date: March 31, 2023**

### Eligibility

Eligible applicants are limited to non-profit organizations with a mission and experience to provide services to sexual violence survivors. ICASA will prioritize applicants who propose services in currently unserved Illinois counties and organizations with a mission and experience to provide culturally specific sexual assault services.

### Timelines

<u>Timeline</u>	<u>Target Date</u>
Release of NOFO and open application	March 31, 2023
Pre-application webinar	April 5, 2023
<b>Application Due Date</b>	<b>May 1, 2023</b>
Contracts Review Committee Meeting	May 23-26, 2023
Notice to Centers re: recommended allocation	June 21, 2023
Governing Body Meeting	June 22, 2023
Contracts Issued	June 23, 2023
Start of Program Performance Period	July 1, 2023

**Registration Information:** To submit an application, all applicants must obtain a Unique Entity Identifier (UEI) and register online with the System for Award Management (SAM). To ensure sufficient time to complete the registration process, applicants must obtain a UEI, and register online with SAM immediately, but no later than April 14, 2023. Applicants are required to complete registration in the Grantee GATA Portal prior to submission, if applicable.

**Contact Information:** For assistance with the requirements of this solicitation, contact Katrina Hays, Grants Director, at 217-753-4117 or [khays@icasa.org](mailto:khays@icasa.org).

**Uniform Notice for Funding Opportunity (NOFO)**  
 ICASA FY24 General Revenue Sexual Assault Prevention and Response –  
 Program Development Grantee  
 March 31, 2023

	<b>Data Field</b>	
1.	Awarding Agency Name:	Illinois Coalition Against Sexual Assault
2.	Agency Contact:	Katrina Hays, Grants Director Illinois Coalition Against Sexual Assault 100 N. 16 <sup>th</sup> Street Springfield, IL 62703 khays@icasa.org 217-753-4117
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:	ICASA-GRF PDG-24
6.	Funding Opportunity Title:	ICASA FY24 General Revenue Sexual Assault Prevention and Response – Program Development Grantee
7.	CSFA Number:	Pass-through funds; DHS Funding CSFA number: 444-80-0654
8.	CSFA Popular Name:	Pass-through funds; DHS Funding CSFA Popular Name: Sexual Assault Prevention and Response
9.	CFDA Number(s):	N/A
10.	Anticipated Number of Awards:	1
11.	Estimated Total Program Funding:	\$50,000
12.	Award Range	\$0-\$50,000
13.	Source of Funding:	<input type="checkbox"/> Federal or Federal pass-through <input checked="" type="checkbox"/> State <input type="checkbox"/> Private / other funding
14.	Cost Sharing or Matching Requirement:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No ICASA Revenue Match required. See details in Section C, 3, Cost Sharing or Matching.
15.	Indirect Costs Allowed	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Restrictions on Indirect Costs	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
16.	Posted Date:	March 31, 2023
17.	Application Range:	March 31, 2023-May 1, 2023
18.	Closing Date for Applications:	<b>May 1, 2023</b>
19.	Technical Assistance Session:	Session Offered: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

		<p>Session Mandatory: Yes <input type="checkbox"/> <input checked="" type="checkbox"/> No</p> <p>Attending or viewing the session is optional. The live session will be held on April 5, 2023. A recorded version will be available online at <a href="https://www.icasa.org">https://www.icasa.org</a> for those unable to attend the live version.</p>
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A. **PROGRAM DESCRIPTION**

1. **OVERVIEW**

Sexual violence includes a range of behaviors from sexual harassment to aggravated criminal sexual assault and sex trafficking. Sexual violence affects people of every age, race, class, nationality, ethnicity, gender, faith, ability, sexual orientation, and socio-economic status. Those who perpetrate sexual violence use their power or authority over another person to commit the conduct, often betraying the trust of a relationship they have with the target of the abuse.

Survivors often experience physical and emotional trauma that has lasting debilitating effects. Rape crisis centers work to alleviate these effects through advocacy, counseling, and case management. Centers also work to prevent sexual violence and achieve systems' changes to enhance local and statewide prevention responses to survivors.

Through statewide prevention education and direct services to survivors, the Illinois Department of Human Services' Sexual Assault Prevention and Response Program reduces the incidence of rape and other forms of sexual assault and ensures that survivors of sexual assault have access to appropriate crisis intervention, supportive services, advocacy, counseling, and medical care.

IDHS awards funds to ICASA through the Sexual Assault Prevention and Response Program. For this funding opportunity, ICASA has set aside funds to assist with the development of sexual assault programs in unserved geographic areas (Illinois counties of Alexander, Calhoun, Hardin, Massac, Pope, Pulaski) and for culturally specific programs that provide crisis services, support services, and assistance to survivors of sexual assault.

Pursuant to 34 U.S.C. § 12291(a)(7), "culturally specific services" means community-based services that include culturally relevant and linguistically specific services and resources to culturally specific communities. Pursuant to 34 U.S.C. § 12291(a)(6), "culturally specific" means primarily directed toward racial and ethnic minority groups (as defined in 42 U.S.C. § 300u-6(g)) (which means American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian American; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics). The term "Hispanic" or "Latino" means individuals whose origin is Mexican, Puerto Rican, Cuban, Central or South American, or any other Spanish speaking country. This underserved populations definition also includes other population categories determined by the Secretary [of Health and Human Services] or the Secretary's designee to be underserved."

For the purposes of this program, ICASA will also consider programs who are led by and primarily serve populations that are underserved because of ethnic, racial, cultural, or language diversity, sexual orientation, gender identity, and/or special needs including language barriers, disabilities, immigration status, and age.

Programs which receive funding are expected to develop and ensure that within two years the following services are provided at ICASA standard: direct crisis intervention through a 24-hour-a-day sexual assault crisis hotline, advocacy through support services to sexual assault survivors by trained staff or trained volunteers during the medical examination, police investigation and/or court proceedings, individual and/or group supportive counseling for survivors and their families, information dissemination, training of professionals and paraprofessionals, community education, and referrals to social service agencies, private therapists, physicians, etc.

### **AUTHORIZING STATUES OR REGULATIONS**

The Sexual Assault Services and prevention network is authorized by direct appropriation utilizing state funds. IDHS awarded ICASA funds through this appropriation (CSFA number: 444-80-0654), in part, to administer subawards to community based sexual assault programs.

### **STATE AND FEDERAL LAWS AND REGULATIONS**

The agency awarded funds through this NOFO must agree to 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.).

## **2. NEED FOR SEXUAL VIOLENCE SERVICES**

Sexual violence is a pervasive problem. National Intimate Partner and Sexual Violence Survey (NISVS), 2015 Data Brief states found that nearly 1 in 3 women and 1 in 5 men in the U.S. experience some form of contact sexual violence in their lifetime. In Illinois, every year thousands of 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 (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.

The National Crime Victims Survey on Criminal Victimization from 2020 (NCVSV) reports only 22.9% of sexual violence victims report to law enforcement. In 2020, Illinois State Police recorded 4,814 reports of sexual assault. To highlight some of the underreporting, in FY21 (July 1, 2020 through June 30, 2021), Illinois Coalition Against Sexual Assault (ICASA) To highlight some of the disparity of lack of reporting, in FY21 (July 1, 2020 through June 30, 2021), Rape Crisis Centers served 9,656 survivors (of whom 5,325 were new) and 1,132 significant others, along with 10,930 crisis intervention contacts who did not become clients. Demographic information about these survivors shows us the following:

- 9,430 survivors were female (85.38%)
- 193 survivors disclosed they identified as transgender, non-binary, or gender non-conforming (1.75%)
- 720 survivors disclosed a sexual orientation other than heterosexual (6.52%)
- 4,095 survivors were age 17 or under (37.08%)
- 3,175 survivors were age 18-29 (28.75%)

The NISVS 2010-2012 State Report notes variations across racial/ethnic groups, with minorities bearing the greatest burden of sexual violence. Nearly half of multiracial women (49.5%) and American Indian/Alaska Native (45.6%) in the U.S. will experience some form of sexual violence during their lifetime. In Illinois, an estimated 37.7% of Black women will experience sexual violence, 2.2% higher than the national average. ICASA Centers serve Black and Hispanic clients at rates disproportionately higher than census data. For example, ICASA FY22 data shows Black clients comprised 19.12% of total ICASA clients though they are only 14.7% of the estimated 2021 state population.

	<b>FY22 ICASA Clients</b>	<b>2021 Census Bureau Data</b>
White	54.92%	76.3%
Black	19.12%	14.74%
Hispanic	21.85%	18.0%

Given that the estimated lifetime cost of rape is \$122,461 per victim<sup>1</sup>, it is critical for rape crisis centers to engage in comprehensive sexual violence prevention and to intervene with survivors immediately after an assault or disclosure. The more immediate and trauma-focused the response, the more likely it is a survivor will continue services, successfully developing skills to cope with the trauma of sexual violence. If not addressed promptly

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<sup>1</sup> Peterson, C., DeGue, S., Florence, C., & Lokey, C. N. (2017). Lifetime economic burden of rape among U.S. adults. *American Journal of Preventive Medicine*, 52(6), 691–701.



and expertly, trauma can result in long-term mental health effects, including Post-Traumatic Stress Disorder, depression, anxiety, and high risk, self-destructive coping behaviors. In addition, survivors often suffer long-term physical, emotional, and economic consequences resulting from the trauma such as lost productivity due to work absences, interrupted education, chronic physical and mental health issues, and substance abuse, among others. These negative outcomes are costly, in quality of life for survivors and in dollar costs for communities and the state.

Survivors 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 if they choose to engage with law enforcement and prosecutors regarding the criminal justice response to the crime. Other immediate needs may include assistance with securing a Civil No Contact Order and applying for crime victim compensation; 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 childcare or transportation in order to participate in criminal justice meetings or rape crisis services; and coordination with other services critical to meet survivors' trauma-related needs (e.g. mental health or substance abuse services).

Survivors 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, survivor-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 survivor 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. Equally essential is the prevention of all forms of sexual violence. Rape Crisis Centers desperately need support to expand access to meet the demands for services.

### 3. PROGRAM REQUIREMENTS

#### a. Intent of Funds

It is the intent for these funds to be used to support and provide survivors of sexual assault and their significant others with free, survivor-centered services through a statewide network of Certified Rape Crisis Centers. This will be achieved through grants to organizations qualified and experienced in 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, general advocacy/case management, counseling, information and referral, institutional advocacy, prevention, professional training, and administrative costs associated with operating a sexual assault program.

#### b. Services to be Provided or Supported with these Funds – (for complete description, see ICASA Service Standards at [www.icasa.org](http://www.icasa.org)).

Services must be free, survivor-centered, culturally responsive, and trauma-focused. Barriers to survivor access must be minimized.

Confidentiality must be guaranteed in accordance with Confidentiality of Statements Made to Rape Crisis Centers 735 ILCS 5/8-802.1

Services are provided to meet the survivor's expressed needs and empower them to make informed decisions based on their questions, concerns, and available options. ICASA's Service Standards include several key indicators that guide a survivor-centered, trauma-informed response. Each service required by rape crisis centers is defined in ICASA Policy and Procedures Manual as summarized below:

24-hour Hotline or 24-hour Accessibility to Telephone Crisis Intervention: Centers maintain a telephone line or other access to 24-hour telephone crisis intervention for survivors, significant others, and other individuals needing assistance. 24-hour access means that a person must answer the phone to respond to the caller. This may be a center staff person, volunteer, or answering service worker.

Institutional Advocacy with Medical, Criminal and Civil Justice Systems: Centers work with the criminal justice system, civil justice system, medical institutions, child

protective services, and other institutions on behalf of all sexual assault survivors to ensure sensitive, effective policies and procedures for handling sexual assault response.

In-person Counseling: Trauma-focused, survivor-centered sexual assault crisis intervention and sexual assault counseling are available at every rape crisis center. Counseling is provided to individuals, families, and in groups. Counseling strategies focus on the client's goals and are tailored to meet individual needs. A broad range of evidence-based counseling techniques are used, including talk therapy, bibliotherapy, movement/dance/yoga strategies, art therapy, play therapy, sand/water tray therapy, journaling, mindfulness meditation, cognitive behavior therapy, and others. Some centers provide sexual assault therapy in addition to counseling.

Information and Referral: Centers respond to telephone or in-person requests for information about sexual assault. Centers share additional resources on the subject of sexual assault or explain services that may be helpful to a survivor, significant other, or interested individual.

Individual Advocacy: Centers ensure 24-hour access to individual advocacy, providing emotional support and information to survivors of sexual assault and their significant others during medical procedures and justice proceedings. Personal advocacy is also provided to support survivors as they confront myriad issues related to the assault (e.g., housing, education, employment). They also promote sensitive, effective responses by medical and criminal justice institutions or with other involved agencies or individuals on behalf of specific survivors.

Sexual Violence Prevention: Centers employ a wide range of strategies directed toward social change and primary prevention of sexual violence. Prevention strategies include coalition building, community mobilization, policy advocacy, social norms change, professional training, and distribution of information materials to raise awareness. The goals of these activities are to make individuals and communities aware of sexual violence in all its forms and to engage the entire community in primary prevention of sexual violence.

Professional Training: Centers provide in-depth education, skills building, and evaluation of skills to prepare other professionals to effectively intervene on behalf of survivors of sexual assault (e.g., medical personnel, law enforcement, social workers, educators).

**c. Other Requirements of Funded Applicants**

- Applicant must comply with all prescribed assessment tools and reporting requirements.
- Applicant must be subject to site visits by both the applicant and IDHS.
- Applicant must make available all fiscal, personnel, and programmatic data to ICASA and IDHS.

**4. 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
Counseling	<ul style="list-style-type: none"> <li>• Number of clients provided with counseling;</li> <li>• Number of counseling service hours.</li> </ul>
Parent and Guardian Consultation	<ul style="list-style-type: none"> <li>• Number of Parent and Guardian contacts responded to;</li> <li>• Number of Parent and Guardian service hours.</li> </ul>
Non-Client Crisis Intervention	<ul style="list-style-type: none"> <li>• Number of Non-Client Crisis Intervention contacts responded to;</li> <li>• Number of Non-Client Crisis Intervention service hours</li> </ul>
Medical Advocacy	<ul style="list-style-type: none"> <li>• Number of clients provided with Medical Advocacy;</li> <li>• Number of Medical Advocacy service hours.</li> </ul>
Criminal Justice Advocacy	<ul style="list-style-type: none"> <li>• Number of clients provided with Criminal Justice Advocacy;</li> <li>• Number of Criminal Justice Advocacy service hours.</li> </ul>
Civil Justice Advocacy	<ul style="list-style-type: none"> <li>• Number of clients provided with Civil Justice Advocacy;</li> </ul>

	<ul style="list-style-type: none"> <li>• Number of civil Justice Advocacy service hours.</li> </ul>
General Advocacy/Case Management	<ul style="list-style-type: none"> <li>• Number of clients provided with General Advocacy/Case Management;</li> <li>• Number of General Advocacy/Case Management service hours.</li> </ul>
Information & Referral	<ul style="list-style-type: none"> <li>• Number of Information and Referral contacts responded to;</li> <li>• Number of Information and Referral service hours.</li> </ul>
Institutional Advocacy	<ul style="list-style-type: none"> <li>• Number of institutional advocacy contacts;</li> <li>• Number of institutional advocacy service hours.</li> </ul>
Prevention Services	<ul style="list-style-type: none"> <li>• Number of prevention service participants</li> <li>• Number of prevention service hours. <ul style="list-style-type: none"> <li>○ Coalition Building/Institutional Partnership</li> <li>○ Policy Education and Change</li> <li>○ Community Mobilization</li> <li>○ Informational Materials</li> <li>○ Education Programs/Public Education</li> <li>○ Professional Training: Prevention</li> </ul> </li> </ul>
Events: Awareness Promotion and Social Justice Activism	<ul style="list-style-type: none"> <li>• Number of people reached</li> <li>• Number of awareness promotion and social justice activism service hours.</li> </ul>
Professional Training	<ul style="list-style-type: none"> <li>• Number of professional training participants</li> <li>• Number of professional training service hours.</li> </ul>

**B. FUNDING INFORMATION**

**1. AWARD PERIOD**

Grant awards resulting from this competitive opportunity will have a target period of performance of July 1, 2023, to June 30, 2024. 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**

This is a competitive funding opportunity. The release of this NOFO does not obligate ICASA to make an award.

State fiscal year 2024 General Revenue Funds and special state funds awarded by the Illinois Department of Human Services (IDHS), Bureau of Domestic Violence, Sexual Assault & Human Trafficking will be used to support a program development grantee accepted through this NOFO.

Through this allocation process, ICASA will award up to \$50,000 to sub-grantees for a 12-month period. ICASA will issue up to 1 award. Applicants may submit applications requesting funds to a maximum of \$50,000.

Applicants are expected to request funds aligned with identified needs and planned program development 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, not to exceed a total of 36 months.

Agreements that result from this funding opportunity are contingent upon and subject to the availability of funds from the IDHS. 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 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 IDHS's funding by reserving some or all of IDHS's appropriation(s) pursuant to power delegated to the Governor by the Illinois General Assembly, or (3) IDHS 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.

## **C. ELIGIBILITY INFORMATION**

### **1. ELIGIBLE APPLICANTS**

In order to be eligible to receive funds under this NOFO, organizations must be Illinois non-profit organizations with a mission and experience in providing trauma-informed, survivor-centered, services to survivors of sexual assault. Organizations must provide evidence of 501(c)(3) status, commit to comply with ICASA Policy and Procedures and commit to meeting all requirements for ICASA Rape Crisis Center Certification within two years of contract start date.

ICASA will prioritize applicants who propose services in currently unserved Illinois counties (Currently Alexander, Calhoun, Hardin, Massac, Pope, Pulaski) and organizations with a mission and experience to provide culturally specific services sexual assault services.

Current ICASA-certified rape crisis centers are not eligible for program development funding.

## **2. PRE-QUALIFICATION**

All entities must be qualified to do business with the State of Illinois. To be qualified for a grant award, an entity must:

- Complete all pre-award requirements;
- Be registered in the SAM.gov system and have a valid UEI number assigned;
- Have a current SAM.gov account;
- Be in Good Standing with the Illinois Secretary of State, as applicable;
- Not be on the Federal Excluded Parties List;
- Not be on the Illinois Stop Payment list;
- Not on the Dept. of Healthcare and Family Services Provider Sanctions list.

There are two distinct processes for eligible applicants to complete prequalification. If your entity has a state cognizant agency (receives funding directly from a state agency, not including the Office of the Attorney General), please complete steps identified in section a. If your entity only receives funding through ICASA and/or the Office of the Attorney General, please complete steps identified in section b.

### **a. Applicant with a State Cognizant Agency**

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](http://www.grants.illinois.gov/portal). During the open application period, a pre-qualification verification is performed in the GATA Implementation Website, this includes checking SAM.gov registration, Illinois Secretary of State standing, and status on Illinois Stop Payment List. The GATA Portal will indicate a “Good Standing” status or state the issue and steps on how to achieve “Good Standing”. To verify completion of this process. ICASA will require centers to:

- i. Provide verification of “Good Standing” status and completion of all pre-award requirements through the GATA Grantee Portal

- ii. Complete and upload a Programmatic Risk Assessment with the application

**b. Center without a State Cognizant Agency**

Applicants without a State Cognizant Agency must complete and submit the following with your application materials.

- i. Complete SAM.gov registration and upload registration confirmation
- ii. Submit report of good standing from the State of Illinois
- iii. Complete and Submit a Programmatic Risk Assessment

**3. COST SHARING OR MATCHING FUNDS**

General Revenue Funds do not have a cost sharing or matching fund requirement.

**ICASA REVENUE MATCH**

At least ten percent of sexual assault revenue for a subgrantee's sexual assault program annual budget must be non-ICASA funds. The subgrantee's annual audit must reflect compliance with this policy. The sexual assault revenue in the audit will be the figure used to determine compliance. A subgrantee can demonstrate half of the 10% match with in-kind donations consisting only of office space and equipment donated by an agency or an individual other than the ICASA organization. For purposes of in-kind donations, equipment is defined as any piece of equipment with a market value of \$1,500 or more and any non-expendable item of market value between \$100 and \$1,500.

**4. INDIRECT COSTS**

In order to charge indirect costs to a grant, the applicant must 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:

- i. **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.
- ii. **State Negotiated Rate.** The organization may negotiate an indirect cost rate with the State of Illinois if they do not have a Federally Negotiated Rate. If an organization has not previously established



an indirect cost rate, an indirect cost rate proposal must be submitted through the State of Illinois' centralized indirect cost rate system no later than three months after receipt of a Notice of State Award (NOSA). If an organization previously established an indirect cost rate, the organization must annually submit a new indirect cost proposal through the centralized indirect cost rate system within the earlier of: six (6) months after the close of the grantee's fiscal year; and three (3) months of the notice of award.

- iii. **De Minimis Rate.** An organization that does not have a current negotiated 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. ICASA must verify the calculation of the MTDC annually in order to accept the de minimis rate.

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.

Grant fund recipients are required to complete the indirect cost rate proposal process every state fiscal year. All centers must elect their indirect cost rate or elect to waive payments for indirect costs as part of the ICASA budget.

- i. If your center is required to register in the GATA Grantee portal, you must select your indirect cost rate or record an election to "Waive Indirect Costs" through the GATA Grantee portal prior to submitting your grant documents to ICASA as well as electing your indirect cost rate through the application.
- ii. If your center is not required to register in the GATA Grantee Portal, you will only elect or waive your indirect cost rate through the application.

Technical assistance regarding indirect costs is available at [www.icasa.org](http://www.icasa.org) via the recorded Technical Assistance Webinar.

## 5. OTHER, IF APPLICABLE

Eligible applicants must meet the following requirements:

- a. **Certification.** Commit to comply with ICASA Policy and Procedures and commit to meeting all requirements for ICASA Rape Crisis Center Certification within two years of contract start date.

- b. **Services.** Provide all sexual assault services proposed in the application narrative in alignment with ICASA standards. The organization must include sexual violence prevention and response as part of its mission.
- c. **No Charge to Survivors and Significant Others for ICASA-Funded Services.** Provide services to crime victims, at no charge, through the ICASA-funded program.
- d. **Survivor-Centered Services.** The organization must provide services that are survivor-centered, trauma informed, and focused on empowerment of survivors.
- e. **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.
- f. **Board of Directors.** The organization must have a Board of Directors with at least six members that is representative of the diversity of the service area.
- g. **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 ICASA-funded program or activity.
- h. **Comply with State Criteria.** Abide by any additional eligibility or service criteria as established by the Illinois Department of Human Services including submitting statistical and programmatic information on the use and impact of GRF funds, as requested by IDHS.
- i. **Services to Victims of Federal Crime.** Provide services to victims of Federal crimes on the same basis as victims of state/local crimes.
- j. **Confidentiality of Information.** Protect the confidentiality and privacy of persons receiving services under the funded program, in accordance with state statute set forth in 735 ILCS5/8-802.1 and 28 CFR 94.115.
- k. **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. See exclusions as outlined in Pre-Qualifications (section C.2.).

**D. APPLICATION AND SUBMISSION INFORMATION**

**1. ADDRESS TO REQUEST APPLICATION PACKAGE**

Application materials may be obtained at [www.icasa.org](http://www.icasa.org). Additional copies may be obtained by contacting ICASA at the email address below.

Each applicant must have access to the internet. ICASA'S website will contain information regarding the NOFO, the AmpliFund application link, and materials necessary for submission. Questions and answers will also be posted on ICASA's website as described later in this announcement. It is the responsibility of each applicant to monitor that website and comply with any instructions or requirements relating to the NOFO.

Program Email Contact: Katrina Hays at [khays@icasa.org](mailto:khays@icasa.org)

**2. CONTENT AND FORM OF APPLICATION REVIEW**

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

Applications will be reviewed on a competitive basis; review and selection process are detailed in Section E of this NOFO.

- a. **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 exceed character allotment. Responses in excess of stated allowance will not be reviewed and may impact application scores.**
- b. **Service Projections**. Service projections are completed in an Excel workbook and must be submitted as an attachment to the application.
- c. **Budget and Budget Narrative**. The budget is completed in an Excel workbook and must be submitted as an attachment to the application. The budget narrative is required and must be submitted as an attachment to the application (word, excel, or PDF).

Applicants may use the provided Budget Narrative template or develop their own document.

- d. **Attachments.** Application includes all requested attachments. Attachments are complete and meet stated requirements. Required attachments include:
- a. Articles of Incorporation
  - b. Certificate of organization's tax-exempt status
  - c. Bylaws
  - d. Mission Statement
  - e. Any other document approved by the Board of Directors that describes the organization's commitment to serving adult survivors of sexual assault, if applicable.
  - f. Affirmative Action Policy for organization
  - g. Organizational chart for entire organization and sexual assault program
  - h. 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.
  - i. Minutes of most recent meeting of Board of Directors
  - j. Current list of Sexual Assault program volunteers, if applicable
  - k. Timed agenda for the most recent volunteer training, if applicable
  - l. Confidentiality policy for sexual assault program
  - m. Form client signs to authorize release of information
  - n. Two letters from community organizations or agencies in support of the sexual assault program dated April 1, 2023 or later
  - o. Two signed networking agreements between the sexual assault program and other community organizations or agencies
  - p. Sexual assault program brochures and public relations materials for sexual assault program
  - q. Copy of current IRS and Attorney General 990 Forms (submit with original application; no additional copies required)
  - r. Letter from Attorney General confirming the center's current status with the Attorney General's Charitable Trust and Solicitation Division
  - s. Letter of Good Standing from the Secretary of State's Office
  - t. Data reports for entire sexual assault program (all funding sources) for the time period July 1, 2022-March 31, 2023.

- u. Completed and signed certifications (Compliance with the Equal Employment Opportunity Plan (EEO); Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements; and Civil Rights Compliance).
- v. Copy of most recent audit, if required based on current state and federal legislation; including any letters to management. Include only one copy of the audit, attach to original application. If your program is not required to complete an audit based on annual income, you must provide a copy of the most recent financial statements.

Program development grantees who require assistance to prepare attachments are encouraged to contact ICASA for technical assistance. In some cases, ICASA may consider program development applicants who are working to meet certain requirements but will not have the requirements completed prior to submitting the application.

### **3. UNIQUE ENTITY IDENTIFIER (UEI) AND SYSTEM FOR AWARD MANAGEMENT (SAM)**

Each applicant is required to:

- i. Be registered in SAM before submitting its application. To establish a SAM registration, go to [www.SAM.gov/SAM](http://www.SAM.gov/SAM)
- ii. Provide your organization's Unique Entity Identification. 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.
- iii. Continue to maintain an active SAM registration with current information while it has an active award or an application under consideration. ICASA may not make a federal or state pass-through 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 ICASA is ready to make an award, ICASA may determine that the applicant is not qualified to receive an award and may use that determination as a basis for making a federal or state pass-through award to another applicant.

#### **4. APPLICATION SUBMISSION DATE, TIME, AND METHOD**

To be considered, applications must be submitted via AmpliFund, ICASA's online grant management system, no later than May 1, 2023, at 11:59 p.m. CST. The AmpliFund public link will be posted on the ICASA website along with this NOFO. The deadline and ICASA's 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 through AmpliFund.

Failure to adhere to these guidelines and late fine policy 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.

#### **5. APPLICATION QUESTIONS AND TECHNICAL ASSISTANCE**

Questions may be submitted via email to [khays@icasa.org](mailto:khays@icasa.org).

A technical assistance webinar will be held on April 5, 2023, and will be available for viewing at [www.icasa.org](http://www.icasa.org) after the date.

Please use this link to access the Technical Assistance Webinar, <https://attendee.gotowebinar.com/register/1099697875172859229>.

Additionally, ICASA will make available Technical Assistance Office Hours on the following days via Zoom.

- April 11, 2023 -10:00-11:00 AM
- April 24, 2023 – 2:00-3:00 PM

Please use this link to access the Technical Assistance Office Hours, <https://us02web.zoom.us/j/84704295038>.

All substantive questions and responses received by ICASA staff during the application submission window will be made available through regularly updated FAQ documents which can be found at [icasa.org](http://icasa.org).

#### **6. INTERGOVERNMENTAL REVIEW**

This funding opportunity is NOT subject to Executive Order 12372, "Intergovernmental Review of Federal Programs."

## 7. FUNDING RESTRICTIONS

- a. All applicants will use grant funds according to the guidelines, conditions, and parameters set forth in this funding notice and in compliance with federal statutes, regulations and the terms and conditions of any applicable federal awards.
- b. The applicant must develop a budget consistent with program requirements. All applicants are subject to the funding restrictions relating to allowable and unallowable costs as set forth in 2 CFR 200, Subpart E - Cost Principles.
- c. **ALLOWABLE COSTS.**

Allowable costs are those that are necessary and reasonable based on the activity(ies) contained in the grantee's Application Narrative, are justified in the Budget Narrative, and are allowable under Subpart E of 2 CFR 200. It is expected that administrative costs, both direct and indirect, will represent a small portion of the overall program budget. Any budget deemed to include inappropriate or excessive administrative costs will not be approved. Program budgets and narratives must detail how all proposed expenditures are necessary for program implementation.

In general, costs eligible for reimbursement must be:

- included in the program budget approved for funding and conform to the criteria and regulations explained in this NOFO;
- necessary and allocable for proper and efficient program implementation;
- in accordance with federal, state, and local laws or regulations; and
- consistent with generally accepted accounting principles.

ICASA allowable costs are categorized as follows:

- a. Personnel: Personnel costs are payroll and fringe benefits for all full-time and/or part-time employees of the grantee organization. Personnel includes salaries and fringes such as FICA, worker's compensation, unemployment taxes, health and life insurance, and retirement benefits.
- b. Contractual Services, Occupancy, Training and Education, Telecommunications, Other: Contractual service costs are expenditures of a contractual nature or obligation. This includes

professional or technical consulting services. Other allowable expenses include occupancy, postage, copies/duplicating, advertising, equipment rental and maintenance, telephone, page system lease, conference registration fees, filing fees, liability insurance, survivor services. Other allowable expenditure not included in other categories should be accounted for under Miscellaneous/other.

- c. Travel: Travel costs are expenditures directly related to official travel by authorized representatives, employees or volunteers. Allowable costs and reimbursement amounts are determined by the ICASA Travel Policy. Reimbursement for allowable travel costs cannot exceed the amounts listed in the regulations. Reimbursement may be made directly to the traveler or to the transportation vendors (airlines, bus company, train services, etc.) Transportation for conference attendance is a Training and Education cost.
- d. Supplies (including printing): Supply costs are expenditures for program or office materials. These are articles of a consumable nature and/or equipment having a unit value not to exceed \$5000. Printing costs are expenditures for contracted printing or copying services, materials and supplies for the purpose of producing brochures, newsletters, booklets, and other articles of a similar nature. Any item that costs more than \$1500 requires written approval from ICASA prior to purchase. Items with a unit cost exceeding \$1500 must be included on the agency's inventory.

**Printing requirements.** All printed materials must credit the funder. Subgrantees should refer to contracts and application instructions for specifics regarding language and prior approval requirements.

- e. Equipment: Equipment costs are expenditures for purchase of any piece of equipment costing \$5000 or more. Any piece of equipment must have written approval from ICASA prior to purchase. Equipment listed in a subgrantee's approved budget constitutes prior approval. All equipment items must be included on the agency's inventory.

General Revenue funds for Legal Services can be used to fund any allowable program expense for Legal Services meeting Legal Services-Service Standards.

ii. **NON-ALLOWABLE COSTS**



ICASA will not reimburse costs which are reimbursed by another funding source. In general, federal and state regulations prohibit the use of any funding granted to ICASA or its subcontractors for the purposes of:

- paying a percentage of fringes which exceeds the percentage of salary requested
- paying dues to societies, organizations, or federations for individuals
- reimbursing any entertainment costs
- paying any late fees or fines
- influencing the passage, amendment, or defeat of any legislation
- purchasing real estate including buildings, land, mortgage payments
- supplanting other local, state, or non-federal funds
- making cash payments to recipients or participants of services
- reimbursement for severance pay for employees
- bonuses, incentives, rewards, appreciations, gifts
- fundraising
- audits, except for single audits, which must be prorated

IDHS also expressly list the following as unallowable expenses:

- Capital expenditures for general purpose equipment, including any vehicle regardless of cost, buildings, and land (2 CFR 200.439)
- Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life (2 CFR 200.439)
- Food and other goods or services for personal use of the grantee's employees, contractors, or consultants of the grantee unless authorized as per diem under the State of Illinois Governor's Travel Control Board (2 CFR 200.445).
- Deposits for items, services, or space

## **8. PRE-AWARD COSTS**

No costs incurred before the start date of the grant agreement may be charged to awards resulting from this funding opportunity.

## **9. PRE-APPROVALS**

Prior approvals may affect project timelines. Submission of material for ICASA approval should be incorporated into the application

Implementation Schedules. ICASA may require prior approval of the following:

- Out-of-state travel
- Certain requests for proposals, procurements, and sub-contracts
- Conference, meeting, and training costs
- Equipment with a unit cost of \$1,500 or more
- Program evaluation projects

## 10. 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.

## E. APPLICATION REVIEW INFORMATION

All competitive grant applications are subject to merit-based review.

### 1. CRITERIA

Application review criteria and scoring will be made available with the release of the application. Applications that fail to meet the criteria described in Section III "Eligibility Information" will not be scored and/or considered for funding.

All applicants/applications determined to be non-compliant or otherwise determined to be disqualified from consideration will be notified in writing, by email, upon determination. This email will be sent to the email addresses provided in the application and will identify the reason for disqualification.

Anticipated sections of the review criteria are as follows:

#### **Cover Pages and Assurances: 1 point**

Cover Page, Assurances, and Signatures 1 point

#### **Overall Sexual Assault Program: 34 Points**

Overall SA Program Form – Part I 6 points

Office Sites and Demographics

Overall SA Program Form – Part II 15 points

Need for Sexual Assault Services	
Description of Services	
Capacity	
Overall SA Program Form – Part III	
Ensuring services are low barrier	10 points
Advocacy/Partners	
Overall SA Program Form – Part IV	
Volunteer Program	3 points
Supplemental Information	
<b>GRF Funding Application Form: 30 Points</b>	
Need for GRF Funds	10 points
Capacity to Implement GRF Program	10 points
Quality of Implementation of GRF Program	10 points
<b>Service Data and Projections</b>	15 points
<b>Budget &amp; Budget Narrative</b>	15 points
<b>Required Attachments</b>	5 points
<b>TOTAL</b>	100 points

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

**Cover Page, Assurances, and Signatures (1 point)**

- Cover page is complete, with all required signatures present.
- Assurances page is complete.
- Scored for completeness, missing signatures can result in rejection.

**Overall Sexual Assault Program (34 points)**

Overall SA Program Form – Part I = 6 points

- Description of geographic area(s) and populations to be served is thorough and clear.
- Description of total area and populations to be served is proportionate to amount of funds requested.
- Completion of the Overall Sexual Assault Program Form Part I demonstrate a fundable ICASA-certified sexual assault program operating at ICASA service standards.

Overall SA Program Form – Part II = 15 Points

- Program is providing services which align with ICASA funding priorities including reaching underserved areas and people as well as avoiding duplication of services.

- Responses in Overall Sexual Assault Program Form Part II are completed and demonstrate a program providing sexual assault services and meeting ICASA requirements for certification.
- Applicant supports need for services and description of expected client base is aligned with need.
- Applicant's requested services respond to needs.
- Need is substantiated by data/anecdotal information.
- Applicant ensures required sexual assault services will be priority.

Overall SA Program Form – Part III = 10 Points

- Accessible service requirements have been demonstrated through actions to address barriers and office sites/service delivery methods.
- Advocacy plans and Partners are clearly provided and support robust information and referral resources.

Overall SA Program Form – Part IV = 3 Points

- Narrative and data indicate center is meeting volunteer requirement.

**GRF Application Form – Need, Capacity, Quality (30 points)**

Need for GRF Funds (10 points)

- Need for GRF funding is demonstrated.

Capacity to Implement GRF Program (10 points)

- Applicant has a sound plan to recruit, employ, and retain direct service program staff. Centers should address how they are providing competitive wages.

Quality of Implementation of GRF Program (10 points)

- Description provides evidence of capacity to carry out program services, funded staff positions are allowably funded and in alignment with stated need and planned services.
- Description of services to be provided is clear and thorough. Services are allowable with GRF and evidence of quality service delivery is demonstrated.

**Service Data and Projections (15 points)**

- FY23 performance is reasonable.
- FY24 projections are reasonable in relation to funds requested and allowable limits.

- Any explanation (optional) is reasonable and offers remedies for performance shortfalls.

**Budget and Budget Narrative (15 points)**

- Budget line items are clearly defined, justified, and allowable.
- Cost allocation methods are clearly explained, if applicable
- Budget is consistent with the proposed program plan and projected services.
- Budget calculates correctly.
- Indirect cost methods have been elected and correctly allocated, if applicable.
- Budget is signed and certified.

**Required Attachments (5 points)**

- Attachments are submitted, complete, and ensure the program is able to comply with federal and state minimum standards of subgrantees.

**2. REVIEW AND SELECTION PROCESS**

The review of applications will follow ICASA's Allocation Process.

Based on the criteria listed above, applications will be reviewed by ICASA's Contracts Review Committee and ICASA staff. Each application will be read and scored by three Contracts Review Committee members and ICASA staff. The ICASA staff score will be averaged to yield a single staff score. After individual scoring is complete, Contracts Review Committee will convene to discuss and rank applications. 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 including 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 Contracts Review Committee cannot resolve a tie through this evaluation of comparative merits, an external reviewer will be asked to consult with the Committee.

In the event of a tie with insufficient funding for all tied applications, ICASA may choose to elect one of the following options:

- Apply one or more of the additional factors for consideration described in this section to prioritize the applications; or
- Partially fund each of the tied applications; or
- Not fund any of the tied applications.

If a proposal fails to meet the eligibility requirements of this NOFO, ICASA will reject the application. Additionally, ICASA reserves the right to reject any or all applications if it is determined that submission(s) are incomplete. The following non exhaustive list represents reasons why an application may be deemed incomplete:

- Documents (certification forms, assurances, budget, and overall application signature page) are unsigned.
- Application forms are missing required responses or information.
- Required information as detailed in the NOFO, application, and technical assistance documents, has not been provided/followed.
- Other criteria identified by Contracts Review Committee or ICASA policy.

Per ICASA Policy, all organizations not currently funded by ICASA will be interviewed. Applicants that are currently or previously funded by ICASA will be interviewed at the discretion of the Contracts Review Committee. During competitive application years, Contracts Review Committee will only conduct interviews when all applicants within a funding pool will be required to attend or offered the opportunity to have an interview. The Committee will identify the individual(s) from the organization that must be present for the interview.

ICASA will negotiate revisions to application narratives, service projections, and budgets, as needed, to ensure a full, complete, and accurate submission. Only applications that include all required elements and meet all mandatory requirements will be funded.

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, historical funding, lapse funding history, 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.

Based on final rankings, Contracts Review Committee will make funding recommendations to the ICASA Governing Body for action. The Governing Body will make funding decisions.

### **3. ANTICIPATED ANNOUNCEMENT AND AWARD DATES**

Notice to centers regarding recommended allocations will be sent on May 31, 2023. Governing Body will meet on June 22, 2023, to make a final determination on application funding. ICASA staff will notify centers of

award and send contracts on June 23, 2023. Contract start date is July 1, 2023.

#### **4. APPEALS PROCESS**

Appeals of funding recommendations made by 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 Contracts Review Committee, it may appeal the recommendation to the Governing Body prior to Governing Body action.

Contracts Review Committee will score applications and make recommendations from May 23-26, 2023. Organizations will be notified on May 31, 2023, and be able to appeal to the Governing Body during its June meeting to approve allocations on the 22<sup>nd</sup> day of June, 2023. The appeal must be submitted in writing, prior to or during the meeting when the Governing Body will make allocation decisions. The Governing Body will consider Contracts Review Committee's recommendations and any appeal before it makes its final decision.

The applicant must indicate:

- 1) Name of applicant organization
- 2) Statement of reason for appeal and information to support a change in Contracts Review Committee's recommendation.

If an applicant is not satisfied with the Governing Body decision regarding its application for funds, it may appeal to the agency granting the funds to ICASA. ICASA will provide contact information and appeal deadline (if any) to applicants in the correspondence sent regarding the Governing Body decision on the application.

#### **F. AWARD ADMINISTRATION INFORMATION**

##### **1. AWARD NOTICES**

ICASA will send a notice of award to grantees and the grant agreement, after ICASA Contracts Review Committee reviews and ICASA Governing Body approves designations, on June 22, 2023. No costs incurred before the effective date of the agreement may be charged to the grant.

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

- Civil Rights Compliance Questionnaire, if current approval is expired or will expire prior to execution of the agreement.
- Equal Employment Opportunity and Civil Rights Certification signed by the Implementing Agency
- Lobbying and Debarment certification signed by the Program Agency

## **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 state and/or 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 monthly financial, quarterly personnel reports, Quarterly Timekeeping Certifications, quarterly service reports, and final financial and service reports. ICASA will require all programs funded to report electronically at minimum on a quarterly basis and no later than 12 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 reimbursement may be withheld if reports are delinquent.

Grantees will be required to utilize InfoNet Sexual Assault, ICASA's online survivor services database (maintained by the Illinois Criminal Justice Information Authority). Please see <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.

## **4. IMPLEMENTATION SCHEDULE**



All applicants will be required to adhere to the following Implementation schedule. Each successful applicant must notify ICASA of the staff responsible for collection and submission of monthly fiscal and quarterly data reports.

<b>Task</b>	<b>Due Date</b>
Begin Program Implementation	July 1, 2023
Complete and submit monthly fiscal reimbursement reports	15 <sup>th</sup> day following each month (or as set by ICASA)
Complete and approve quarterly programmatic performance data using the InfoNet system.	Quarterly as set by ICASA.
Complete and submit quarterly fiscal and programmatic data including but not limited to programmatic InfoNet data and personnel change reports	15 <sup>th</sup> day following each quarter (or as set by ICASA)
Complete subgrantee close out materials including fiscal and programmatic reporting.	When requested by ICASA.
Finish Program Implementation	June 30, 2024.

Applicants will also be required to submit an implementation schedule for development of sexual assault services required for certification with the applicant materials.

**G. AWARDING AGENCY CONTACT**

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

Katrina Hays, Grants Director  
 Illinois Coalition Against Sexual Assault  
 100 N. 16<sup>th</sup> Street, Springfield, IL 62703  
[khays@icasa.org](mailto:khays@icasa.org), 217-753-4117

**H. OTHER INFORMATION**

**1. ICASA POLICIES AND PROCEDURES**

Recipients of this award must comply with all components of the ICASA Policies and Procedures Manual, and any additional requirement set forth by IDHS.

**2. BACKGROUND CHECKS AND REPORTING OF ABUSE**

Recipients of this award must ensure that criminal background and CANTS checks are performed on personnel providing direct services to children.

Recipients of this award must ensure that all staff and volunteers report suspected abuse, neglect, and maltreatment according to the Illinois Abused and Neglected Child Reporting Act (ANCRA).

Recipients of this award must ensure that all staff and volunteers report suspected abuse, neglect, and exploitation of persons 60 and over and people with disabilities who are unable to report for themselves. The reports are required by the Adult Protective Services Act (320 ILCS 20/1 et. seq.).



**ATTACHMENTS**

**GENERAL REVENUE FUND ALLOWABLE DIRECT SERVICES**

<b>Services</b>	<b>General Revenue</b>
Non-Client Crisis Intervention	Yes
Telephone Counseling	Yes
In-Person Counseling (individual, family & group)	Yes
Parent/Guardian Consultation	Yes
Individual Advocacy Medical/Crim Justice	Yes
Individual Advocacy General/Civil Justice*	Yes
Institutional Advocacy Medical/Crim Justice	Yes
Institutional Advocacy Non-Med/Crim Justice	Yes
(Primary) Prevention Services	Yes
Professional Training (Non-Prevention)	Yes
Information and Referral	Yes
Awareness Promotion & Social Justice Activism	Yes

This chart is intended to assist you in identifying which services are permitted by each ICASA funding source. For more information regarding service descriptions, consult Chapters 5-6 of the ICASA Policy and Procedures Manual. See below for an abbreviated summary of funding restrictions.



## HIGHLIGHTS

This summary reflects clarifications provided to ICASA centers by Contracts Review Committee and/or ICASA's funders that may not be stated explicitly in policy and/or funding contracts. This summary is intended to assist you in ensuring that ICASA funded staff provide allowable services. For more detailed service descriptions, consult Chapter 5 of the ICASA Policy and Procedures Manual.

**Non-Client Crisis Intervention-** This service is allowable with all ICASA funding sources. Non-Client Crisis Intervention includes short-term crisis counseling contacts with survivors or significant others who have not been assigned a client identification number. This service may be provided by phone or in-person.

**Telephone Counseling-** This service is allowable with all ICASA funding sources. Telephone Counseling primarily includes on-going phone and counseling contacts with current clients who are seen by the center's sexual assault counseling and therapy staff. Telephone counseling also encompasses the crisis intervention phone contacts center advocates, educators, administrators or other non-counseling center staff and volunteers have with callers, primarily on the center's hotline, that are current center clients with an assigned client identification number. For Centers that included text chat – based counseling in their approved Electronic Services Plan, this service is also recorded as Telephone Counseling.

**Parent/Guardian Consultation-** This service is allowable with all ICASA funding sources. This service will primarily be utilized by staff counselors and therapists when consulting with parents and legal guardians regarding a client being served by the center. The purpose of this contact is to inform the parent/guardian about counseling goals, progress toward goals, ways in which the parent/guardian can support the client and the client's progress and other similar issues. The contact may also be an opportunity to gather information from the parent/guardian regarding the client's progress or the parent/guardian's concerns. This contact is recorded in the client's file as Parent/Guardian Consultation. The parent/guardian does not become a center client as a result of this consultation.

**Institutional Advocacy-** This service is allowable with all ICASA funding sources. Centers are permitted to engage in activities that support a coordinated and comprehensive response to crime victims' needs by direct service providers. This includes work with the interagency, multidisciplinary response teams.

**Counseling and Individual Advocacy Services-** This service is allowable with all ICASA funding sources. Centers are required to comply with ICASA's Counseling Standards regarding provision of sexual assault crisis intervention, counseling, and therapy services. For Centers that included text chat – based counseling in their approved Electronic Services Plan, this service is recorded as Telephone Counseling. Video – based Counseling is recorded as In-Person Counseling.

**(Primary) Prevention Services-** The main focus of ICASA Prevention programming is primary prevention activities. Primary prevention includes approaches employed prior to sexual violence (e.g. consent education, community mobilization, prevention coalitions, etc.). ICASA Prevention Services include Coalition Building/Institutional Partnership, Policy Education/Change, Education Programs/Public Education, Professional Training: Prevention, Informational Materials, and Community Mobilization.

**Professional Training (Non-Prevention)-** ICASA centers provide in-depth education, skills building, and evaluation of skills to prepare other professionals to effectively intervene on behalf of survivors of sexual violence within their institutions.

**Awareness Promotion-** This service is allowable with all ICASA funding sources. Awareness promotion includes a broad spectrum of activities aimed at the community in general rather than a particular audience gathered for a presentation. Such activities may include community health and resource fairs, distribution of flyers/leaflets in public venues, media activities (radio, television, Internet), and other strategies designed to reach the community at large with messages directed at increasing awareness of sexual violence and rape crisis services. Messages focus on sexual violence topics ranging from primary prevention to specific aspects of sexual violence or sexual violence services.

**Social Justice Activism-** This service is allowable with all ICASA funding sources. Social justice activism includes a variety of strategies directed at social change. Strategies may be directed specifically at sexual violence or at the broad spectrum of oppressions that contribute to the perpetration of sexual violence. Strategies may include participation in protests and rallies (e.g., Take Back the Night), task forces to engage the community in challenging oppression (e.g., community task force on racism) media activity (e.g., letters to the editor, opinion columns, press conferences) and other activist efforts to prevent and end sexual violence and oppression through changes in institutions, the community, and the broader culture.