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## VICTIMS OF CRIME ACT

### SERVICES TO VICTIMS OF SEXUAL VIOLENCE – 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)**  
**Victims of Crime Act Services to Victims of Sexual Violence –**  
**Certified Rape Crisis Center**  
**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-VOCA PDG-24
6.	Funding Opportunity Title:	ICASA Victims of Crime Act Services to Victims of Sexual Violence – Program Development Grantee
7.	CSFA Number:	546-00-1745
8.	CSFA Popular Name:	Victims of Crime Act Lead Entity Services for Victims of Sexual Assault Program
9.	CFDA Number(s):	16.575
10.	Anticipated Number of Awards:	1
11.	Estimated Total Program Funding:	\$50,000
12.	Award Range	\$0-\$50,000
13.	Source of Funding:	<input checked="" type="checkbox"/> Federal or Federal pass-through <input type="checkbox"/> State <input type="checkbox"/> Private / other funding
14.	Cost Sharing or Matching Requirement:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No ICASA Revenue Match required. VOCA Match Waiver in effect. See details in Section 3, C, 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="http://www.icasa.org">www.icasa.org</a> for those unable to attend the live version.</p>
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## I. **PROGRAM DESCRIPTION**

The Illinois Criminal Justice Information Authority (ICJIA) is a state agency dedicated to improving the administration of criminal justice. ICJIA brings together key leaders from the justice system and the public to identify critical issues facing the criminal justice system in Illinois, and to propose and evaluate policies, programs, and legislation that address those issues. The statutory responsibilities of ICJIA fit into four areas: grants administration; research and analysis; policy and planning; and information systems and technology.

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 2022, Illinois received a VOCA award of \$53.6 million.

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

For this program, 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.

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

In 2022, ICJIA convened the Victim Service Planning Ad Hoc Committee to recommend priority funding areas for victim service funds. To better coordinate federal funding for victim services in Illinois, ICJIA uses the Committee's recommendations to guide the administration of VOCA funds. Historically, this committee has been comprised of representatives from victim service and community-based organizations, child welfare, public health, criminal justice stakeholders, such as law enforcement and prosecutors, and ICJIA Board members. To help increase equity and address racial and ethnic disparities in

victim services, ICJIA makes a targeted effort to ensure that the Committee is diverse and that underserved victim populations are represented. The final report's recommendations were approved by ICJIA Board in December 2022. These recommendations outline a comprehensive plan to address victims' needs in Illinois and are reflected in this funding opportunity where appropriate.

ICJIA awarded Victims of Crime Act Lead Entity Services for Victims of Sexual Assault Program of \$9,526,000 to the Illinois Coalition Against Sexual Assault (ICASA) to serve a Lead Entity and to distribute funds to sub-grantees to provide core services for victims of sexual assault. ICASA has designated \$50,000 of the award to for subaward to a developing sexual assault program.

### **AUTHORIZING STATUTES**

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

The Illinois Criminal Justice Information Act (20 ILCS 3930/7(k)) established ICJIA as the agency "to apply for, receive, establish priorities for, allocate, disburse and spend grants of funds that are made available...from the United States pursuant to the federal Crime Control Act of 1973, as amended, and similar federal legislation, and to enter into agreements with the United States government to further the purposes of this Act, or as may be required as a condition of obtaining federal funds."

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

The agency 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.*).

## **A. PURPOSE**

The purpose of this Notice of Funding Opportunity is to fund core services for victims of sexual assault provided by a developing sexual assault program. The applicant will follow policies and procedures established by ICASA, adhere to all State and ICJIA rules and guidelines, and abide by all Federal rules and guidelines related to the Department of Justice grants, specifically the Office on Victims of Crime.

ICASA will prioritize applicants who propose services in currently underserved Illinois counties and organizations with a mission and experience to provide culturally specific services sexual assault services.

Currently unserved Illinois counties include Alexander, Calhoun, Hardin, Massac, Pope, Pulaski. For the purposes of this program, ICASA will 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.

## **B. PROGRAM DESIGN**

According to the U.S. Office for Victims of Crime, sexual violence refers to varied unwelcome sexual behaviors, including sexual assault, rape or attempted rape, child sexual abuse, and sex trafficking.<sup>1</sup> In Illinois, Uniform Crime Report data indicate 4,733 sexual assault offenses were reported to law enforcement in 2020.<sup>2</sup> A nationally representative survey examining the prevalence of victimization in the United States revealed less than a quarter of rape/sexual assault victimizations were reported to law enforcement in 2020.<sup>3</sup> Data collected by service providers and entered

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<sup>1</sup> Office for Victims of Crime. (n.d.). Sexual violence. U.S. Department of Justice.

[https://ovc.ojp.gov/sites/g/files/xyckuh226/files/pubs/helpseries/HelpBrochure\\_SexualViolence.html](https://ovc.ojp.gov/sites/g/files/xyckuh226/files/pubs/helpseries/HelpBrochure_SexualViolence.html)

<sup>2</sup> Illinois Criminal Justice Information Authority. (n.d.). Illinois Uniform Crime Reports (UCR) Index crime offense. <https://icjia.illinois.gov/researchhub/datasets/illinois-uniform-crime-reports-ucr-index-crime-offense/>

<sup>3</sup> Thompson, A., & Tapp, S. N. (2022). Criminal victimization, 2021. U.S. Department of Justice. <https://bjs.ojp.gov/content/pub/pdf/cv21.pdf>



into InfoNet, ICJIA's web-based victim services database containing deidentified sexual assault client and service information, indicated that 10,153 sexual assault victims had received services from an Illinois sexual assault service provider agency in 2021. These sexual assault service providers also responded to 9,309 hotline calls from victims. As a result of victimization, some sexual violence victims have persistent gastrointestinal, cardiovascular, and sexual health problems.<sup>4</sup> Sexual violence victims are also more likely to experience post-traumatic stress disorder, use substances, including alcohol and drugs, and engage in risky sexual behavior.<sup>5</sup>

Furthermore, sexual violence has been linked to negative employment outcomes, such as job loss or poor job performance, an inability to maintain relationships, and increased risk of future victimization.<sup>6</sup>

## VOCA CORE SERVICES

Core services help to restore victims' sense of safety, and are, thus, crucial for sexual assault victims' healing and well-being. In a recent study of Illinois victim service providers, participants identified core services as crisis intervention, counseling, case management, and advocacy.<sup>7</sup> Furthermore, more than half of study participants indicated counseling and crisis intervention services were essential or high priority victim services.<sup>8</sup> Information and referrals, advocacy, and emotional support and safety are core services for victims of sexual assault as they play pivotal roles in facilitating safety and healing. Core services for domestic violence victims include:

- **Information and referrals:** Providing information includes educating victims on how the criminal justice system works, their rights, and how to apply for crime victim compensation. Referrals involve connecting victims to providers that can address specialized service needs, such as to mental health care and legal advocacy.

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<sup>4</sup> Centers for Disease Control and Prevention. (2022). Preventing sexual violence. National Center for Injury Prevention and Control. [https://www.cdc.gov/violenceprevention/pdf/sv/SV-factsheet\\_2022.pdf](https://www.cdc.gov/violenceprevention/pdf/sv/SV-factsheet_2022.pdf)

<sup>5</sup> Centers for Disease Control and Prevention. (2022). Preventing sexual violence. National Center for Injury Prevention and Control. [https://www.cdc.gov/violenceprevention/pdf/sv/SV-factsheet\\_2022.pdf](https://www.cdc.gov/violenceprevention/pdf/sv/SV-factsheet_2022.pdf)

<sup>6</sup> Centers for Disease Control and Prevention. (2022). Preventing sexual violence. National Center for Injury Prevention and Control. [https://www.cdc.gov/violenceprevention/pdf/sv/SV-factsheet\\_2022.pdf](https://www.cdc.gov/violenceprevention/pdf/sv/SV-factsheet_2022.pdf)

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

<sup>8</sup> Vasquez, A. L., Gonzalez, L. F., Nguyen, S., Schaffner, C., Hiselman, J., Smith, E., Hailey, S., & Reichgelt, R. (in press). 2022 victim service planning research report. Illinois Criminal Justice Information Authority.

- **Advocacy:** Advocacy refers to assistance provided to help address victims' physical, legal, and financial needs. To address victims' physical needs, advocates assist them in applying for public benefits and relocating to safer living situations and by accompanying them during emergency room visits and forensic exams or interviews. It also includes securing supportive services, such as child or dependent care, transportation assistance, and translation services. Legal advocacy involves helping victims obtain emergency orders of protection, notifying them of scheduled court proceedings, and accompanying them to court. Victims' financial needs are met through employment, educational, and economic assistance services and life skills training that empower victims to work toward financial stability.
- **Emotional support and safety:** Services that provide emotional support and safety to victims include crisis intervention, counseling, support groups, therapy, and case management. Crisis intervention and counseling services may be available remotely or in person. The sexual violence hotline is an example of phone-based crisis intervention services.

Research has demonstrated victims benefit from sexual assault agency services. A study of services provided to Illinois sexual assault victims found that most victims who received hotline or brief advocacy services reported obtaining information and feeling supported.<sup>9</sup> In addition, counseling services was linked to decreased post-traumatic stress disorder symptoms and self-blame, and an increased ability to seek help, problem solve, and make decisions. Findings from research examining sexual assault victims' experiences with law enforcement and hospital staff revealed that victims accompanied by an advocate were less likely to experience secondary victimization (e.g., being discouraged to file a report, undergoing questioning about their prior sexual histories) than victims without an advocate.<sup>10</sup> Thus, core services for sexual assault victims are associated with improved short- and long-term outcomes.

### C. PROGRAM REQUIREMENTS

The applicant must incorporate the following program elements:

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<sup>9</sup> Wasco, S. M., Campbell, R., Howard, A., Mason, G. E., Staggs, S. L., Schewe, P. A., & Riger, S. (2004). A statewide evaluation of services provided to rape survivors. *Journal of Interpersonal Violence*, 19(2), 252- 263.

<sup>10</sup> Campbell, R. (2006). Rape survivors' experiences with the legal and medical systems. *Violence Against Women*, 12(1), 30-45

1. **Core Services to be Provided or Supported with these Funds.** *(for complete description, see ICASA Service Standards at [www.icasa.org](http://www.icasa.org)). See Attachment 1 for a summary of allowable VOCA direct services.*

Services must be free, victim-centered, and trauma-focused. Barriers to victim access must be minimized, as outlined in item 2.

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 victim-centered, trauma-informed response.

**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 a person must answer the phone to respond. This may be staff, volunteer, or answering service worker.

**Crisis Intervention Counseling** – Crisis intervention is a 24-hour service which provides an immediate, supportive response to the needs of people who have experienced sexual assault, sexual abuse, or sexual harassment to assist them in returning to their previous level of functioning. Victims may receive crisis counseling via telephone or in person during medical advocacy, criminal justice advocacy or even discussion after an education presentation. Non-client crisis intervention is crisis intervention counseling provided to someone who do not give a name/identifying information and/or do not wish to become a client.

**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 responsive. The victim makes decisions about the kinds of assistance and accompaniment they want. The advocate explains emotional and physical reactions the victim may expect during the

next few weeks, the evidence collection process and the medical exam. They answer questions about sexually transmitted diseases, emergency contraception, and anonymous HIV antibody testing. If needed, the advocate 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 (Individual and Group)** – Sexual Assault Counseling is survivor-centered counseling with the goal of supporting the survivor's recovery process through listening, encouraging, validating, reflecting, giving resources, and providing a safe counseling environment. Sexual Assault Counseling is seen as working with the survivor on current issues, normalizing and validating their reactions to the trauma and supporting them in developing coping skills for their ongoing recovery. 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.

**Civil Justice Support/Advocacy** – Center staff and volunteer staff conduct advocacy on behalf of individual survivors with systems that provide civil justice opportunities. Advocates provide 24-hour response, as appropriate, for sexual assault survivors to assistance with civil proceedings, including Title IX administrative proceedings. Advocates accompany survivors to all civil proceedings, provide the survivor with emotional support and accompaniment throughout the civil justice proceedings. The priority of advocates is with the survivor, not an institution.

**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 competent referrals for victims.

Centers seek to match victim needs with culturally responsive service delivery systems or adaptive services to better meet the unique needs of individual victims.

**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.

**Other Advocacy**– ICASA refers to this as General Advocacy. General advocacy includes advocacy on behalf of victims with systems other than medical, civil justice, and criminal justice entities such as school personnel, social service agencies, 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.

General advocacy also includes accompaniment and assistance for clients engaged in restorative justice activities at the survivor's request. Advocates work to ensure the victims' holistic needs related to their victimization are considered and met.

This service does not include internal case coordination between staff and/or volunteers within the same sexual assault program. This service does not include transporting the client or assisting the client with personal errands or activities of daily living.

**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.

## **2. Accessible Services**

Applicant must describe efforts to maximize victims' access to services as follows:

- Services provided free of charge.
- Low Barrier Screening and Intake process. The screening and intake process may not present barriers to the victim's 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.
- Hours of operation and intake beyond traditional working hours.
- 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.

- Trauma-skills training for staff to improve trauma-informed responses to clients. Applicants are required to incorporate evidence-based, trauma-informed practices into proposed services.
- Assistance with childcare to enable victims to receive grant-funded direct services and attend criminal justice and other public proceedings related to the victimization. Except as mentioned in 28 CFR 94.119(a)(6), “child care” means the temporary supervision of minors under the care of the victim, provided by a VOCA-eligible victim service provider, during the period of time the caretaker-victim is receiving a grant-funded allowable direct service from the victim service provider. Childcare services must be provided on location at the victim service provider and meet any additional federal, state and ICJIA requirements.

**3. 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 ICJIA.
- Applicant must make available all fiscal, personnel, and programmatic data to ICASA and ICJIA.

**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.

<b>Service Objectives</b>	<b>Performance Indicators</b>
Criminal Justice Advocacy	<ul style="list-style-type: none"> <li>• Number of clients provided Criminal Justice Advocacy</li> <li>• Number of service hours</li> </ul>
Medical Advocacy	<ul style="list-style-type: none"> <li>• Number of clients provided Medical Advocacy</li> <li>• Number of service hours</li> </ul>
Civil Justice Advocacy	<ul style="list-style-type: none"> <li>• Number of clients provided Civil Justice Advocacy</li> <li>• Number of service hours</li> </ul>
General Advocacy/Case	<ul style="list-style-type: none"> <li>• Number of clients provided General Advocacy/Case Management</li> </ul>

Management	<ul style="list-style-type: none"> <li>• Number of service hours</li> </ul>
Family Counseling	<ul style="list-style-type: none"> <li>• Number of clients provided Family Counseling</li> <li>• Number of conduct hours</li> </ul>
Group Counseling	<ul style="list-style-type: none"> <li>• Number of clients provided Group Counseling</li> <li>• Number of conduct hours</li> </ul>
In-Person Counseling	<ul style="list-style-type: none"> <li>• Number of clients provided In-Person Counseling</li> <li>• Number of service hours</li> </ul>
Telephone Counseling	<ul style="list-style-type: none"> <li>• Number of clients provided Telephone Counseling</li> <li>• Number of service hours</li> </ul>
Non-Client Crisis Intervention	<ul style="list-style-type: none"> <li>• Number of Non-Client Crisis Intervention contacts</li> <li>• Number of service hours</li> </ul>

**E. EVIDENCE-BASED PROGRAMS OR PRACTICES**

Applicants are strongly encouraged to utilize evidence-informed practices for delivering services, when appropriate. If programs propose the use of evidence-informed practices they should thoroughly describe the practice, identify the population(s) the practice will be used with, and cite evidence demonstrating the practice’s efficacy with the intended population(s).

**F. TRAUMA INFORMED PRACTICES**

The applicant is required to provide services that integrate trauma-informed practices, including strategies for mitigating vicarious trauma among staff. Vicarious trauma occurs when providers experience traumatic stress reactions as a result of exposure to another person’s traumatic experiences, rather than from direct exposure to a traumatic event, and includes hearing or learning about others’ victimization<sup>11</sup>. Programs should describe their current use of trauma-informed practices and identify strategies for monitoring their implementation.

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<sup>11</sup> Newell, J. M. & MacNeil, G. A. (2010). Professional burnout, vicarious trauma, secondary traumatic stress, and compassion fatigue: A review of theoretical terms, risk factors, and preventive methods for clinicians and researchers. *Best Practices in Mental Health: An International Journal*, 6, 57-68.



## **II. FUNDING INFORMATION**

### **A. 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.

### **B. AVAILABLE FUNDS**

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, maintenance, and/or 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, 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 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**

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 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.

and organizations with a mission and experience to provide culturally specific services sexual assault services. See Section II. A: Purpose for more details on priority areas.

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

#### **B. 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 1. If your entity only receives funding through ICASA and/or the Office of the Attorney General, please complete steps identified in section 2.

## **1. 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

## **2. 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

## **C. COST SHARING OR MATCHING FUNDS**

### **1. VOCA MATCH**

As per the National Emergency Pandemic Mandatory Match Waiver Policy, NO VOCA Match is required for this application. Centers will have the option of either accepting the match waiver opportunity or not. Those that wish not to participate in the Match Waiver, that is they wish to include match in the submitted budget, will be asked to submit a formal declination.

If the applicant wishes to decline the match waiver, and include match in the submitted budget, match is calculated as 20 percent of the total cost of the project funded. Federal grant funds requested under this application may not exceed 80 percent of the total cost of the project. Match can be made in both cash and/or in-kind

contributions. Cash, or in-kind resources used as match must be spent in support of the program's goals and objectives.

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

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

**Example:**

<b>Total Project Cost:</b>	\$100,000
20 percent matching funds (\$100,000 x .20):	\$ 20,000
Federal funds requested (\$100,000 x .80):	\$ 80,000

**2. 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.

**D. 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:

1. **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.
2. **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.
3. **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 organization 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 organization 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.

**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: [https://ojp.gov/financialguide/doj/pdfs/DOJ\\_FinancialGuide.pdf](https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf)

## F. OTHER REQUIREMENTS

Eligible applicants must meet the following requirements:

1. **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.
1. **Volunteers.** Utilize volunteers unless ICJIA determines there is a compelling reason to waive this requirement.
2. **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.
3. **Comply with State Criteria.** Abide by any additional eligibility or service criteria as established by the Illinois Criminal Justice Information Authority including submitting statistical and programmatic information on the use and impact of VOCA funds, as requested by ICJIA.
4. **Training Regarding Trauma-Informed Services.** The organization, in compliance with ICASA certification requirements

and Service Standards, ensures all staff and volunteers participate in training regarding trauma-informed services through participation in ICASA trainings and local trainings that comply with standards/certification requirements.

5. **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;
6. **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, Uniform Guidance (2 C.F.R. Part 200) and government-wide grant rules, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received;
7. **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;
8. **Services to Victims of Federal Crime.** Provide services to victims of Federal crimes on the same basis as victims of state/local crimes;
9. **No Charge to Victims and Significant Others for ICASA-Funded Services.** Provide services to crime victims, at no charge, through the ICASA-funded program.
10. **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 ILCS5/8-802.1 and 28 CFR 94.115.
11. **GATA Compliance. All applicants must be GATA Compliant.** **Most** applicants will be required to complete pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal, [www.grants.illinois.gov](http://www.grants.illinois.gov). During pre-qualification, UEI verifications are performed, including a check of Debarred and

Suspended status and good standing with the Illinois Secretary of State. For detail see Section III. E. Pre Qualifications.

12. **Compliance with 34 U.S. Code § 20102.** Comply with VOCA Crime Victim Compensation statutory requirements.

#### **IV. APPLICATION AND SUBMISSION INFORMATION**

##### **A. ACCESSING APPLICATION PACKAGE**

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

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. The ICASA 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 the 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)

##### **B. CONTENT AND FORM OF APPLICATION SUBMISSION**

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 V of this NOFO.

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 exceed



character allotment. Responses in excess of stated allowance will not be reviewed and may impact application scores.

2. **Service Projections.** Service projections are completed in an Excel workbook and must be submitted as an attachment to the application.
3. **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.
4. **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 victims 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 4, 2022 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 (EEOP); 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.

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.

**C. 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 pass-through or state award to an applicant until the applicant has complied with all applicable SAM requirements.

If an applicant has not fully complied with the requirements by the time 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 pass-through or state award to another applicant.

#### **D. 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.

#### **E. 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).

## **F. FUNDING RESTRICTIONS**

### **1. Federal Financial Guide**

Applicants must follow the current edition of the Department of Justice Grants Financial Guide which details allowable and unallowable costs is available at:

[https://ojp.gov/financialguide/doj/pdfs/DOJ\\_FinancialGuide.pdf](https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf). Costs may be determined to be unallowable by the state awarding agency or ICASA even if not expressly prohibited in the Federal Financial Guide.

### **2. Unallowable Costs**

The following is a non-exhaustive list of services, activities, goods, and costs that cannot be supported through this NOFO:

- Active investigation and prosecution of criminal activities
- Capital expenses, including property losses and expenses, real estate purchases, mortgage payments, and most capital improvements.
- Compensation for victims of crime.
- Crime prevention.
- Food and beverage costs, except for emergency food.
- Forensic medical examinations.
- Fundraising activities.
- In-patient mental health care including in-patient substance use counseling.
- Legal services provided by attorneys.
- Lobbying and advocacy with respect to legislation, regulations or administrative policy.
- Most medical care costs.
- Research and studies, except for project evaluations.
- Salaries and expenses for management, unless expressly allowed in the VOCA Final Rule.
- Transitional housing programming.
- Tort or criminal defense services.
- Vehicle purchase.
- Land acquisition.
- New construction.

- Renovation, lease, or any other proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size.
- Minor renovation or remodeling of a property either (a) listed or eligible for listing on the National Register of Historic Places or (b) located within a 100-year flood plain.
- Implementation of a new program involving the use of chemicals.

### **3. Allowable Costs**

All expenses must be reasonable, necessary, and allocable to the program. Proration must be applied if required by VOCA Proration Guidelines as defined in ICASA policy. The following is a non-exhaustive list of services, activities, goods, and other costs that can be supported through this NOFO:

- Childcare: Assistance with child care to enable a victim who is a caregiver to accomplish activities established in their individual service plan (or comparable document), including court proceedings arising from victimization.
- Personnel costs for direct service providers and necessary supervision of direct service providers.
- Project evaluations of specific projects to gauge project effectiveness. All project evaluations by external parties must be pre-approved by ICASA.
- Public awareness and education presentations conducted in public forums that are designed to inform crime victims of specific rights and services and provide them with (or refer them to) services and assistance. Limited to 40 hours per month per subgrantee.
- Technology that is reasonable and necessary for direct service providers.
- Training of direct-service staff, including the required trauma training and additional training that would assist staff in serving victims.
- Training-related travel expenses for staff are subject to the Illinois State Travel Guide with the exception of out-of-state lodging which is subject to General Services Administration rates. Out-of-state training costs including transportation, training fees and conference registrations are all subject to ICJIA policy: Out-of-state travel costs are limited to 2 out-of-state trainings per subgrantee, with a maximum of 3 staff members attending each training.

- Training of direct-service volunteers when such direct services will be primarily done by volunteers. Training-related travel for volunteers cannot be funded.
- Transportation (local) costs for direct service providers and for victims to receive victim services. Transportation to facilitate participation in criminal justice proceedings is limited to non-witness victims. Direct payments of funds to victims for transportation costs are not allowed.
- Relocation assistance provided as part of a victim's service plan, necessary for the safety and well-being of the victim, and needed as a result of a victimization. Relocation assistance may include reasonable moving expenses, security deposits on housing, rental expenses, and utility startup costs.
- Professional Training which includes external skills building and evaluation of skills to prepare allied professionals to effectively intervene on behalf of survivors of sexual violence within their institutions. Training for staff employed by the sexual assault program is not considered professional training.

#### **4. 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.

#### **5. Pre-Award Costs**

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

#### **6. 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

## 7. 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.

## V. APPLICATION REVIEW INFORMATION

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

### A. 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:

<b>Cover Pages and Assurances: 1 point</b>	
Cover Page, Assurances, and Signatures	1 point
<b>Overall Sexual Assault Program: 34 Points</b>	
Overall SA Program Form – Part I	
Office Sites and Demographics	6 points
Overall SA Program Form – Part II	
Need for Sexual Assault Services	
Description of Services	15 points
Capacity	
Overall SA Program Form – Part III	
Ensuring services are low barrier	
Advocacy/Partners	10 points
Overall SA Program Form – Part IV	
Volunteer Program	3 points

## Supplemental Information

### **VOCA Funding Application Form: 30 Points**

Need for VOCA Funds	10 points
Capacity to Implement VOCA Program	10 points
Quality of Implementation of VOCA Program	10 points

**Service Data and Projections** 15 points

**Budget & Budget Narrative** 15 points

**Required Attachments** 5 points

**TOTAL** 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 (VOCA requires all program recipients to maintain volunteers. Applicants are required to have a minimum of one service hour completed by one volunteer during the contract period.)

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

Need for VOCA Funds (10 points)

- Need for VOCA funding is demonstrated.

Capacity to Implement VOCA 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 VOCA 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 VOCA 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.

**B. 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.

#### **C. 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.

#### **D. 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.

## **VI. AWARD ADMINISTRATION INFORMATION**

### **A. 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

**B. 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.

**C. 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 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> 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.

**D. 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, DSP reports, 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, 2023.

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

**VII. 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

**VIII. OTHER INFORMATION**

**A. 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 ICJIA.

**B. 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.).

Refer for ICASA Service Standards full requirements of Background Checks and Reporting of Abuse.



## ATTACHMENTS

### VOCA ALLOWABLE DIRECT SERVICES

Services	VOCA Advocacy/Counseling
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 <b>(minimally)</b>
Institutional Advocacy Non-Med/Crim Justice	Yes <b>(minimally)</b>
(Primary) Prevention Services	<b>No</b>
Professional Training (Non-Prevention)	Yes
Information and Referral	Yes
Awareness Promotion & Social Justice Activism	Yes**

- \*Includes case management
- \*\*Public presentations that fall under Awareness Promotion and Social Justice Activism (AP/SJA) are limited to 40 hours per month per subgrantee (with VOCA funds). Note that not all Awareness Promotion & Social Justice Activism activities are considered public presentations, so the total amount of AP/SJA may exceed 40 hours for total VOCA staff. However, the events that do constitute public presentations that are included in this total cannot exceed 40 hours per month for all VOCA funded staff combined.
- Crisis Only means that these services should reflect a minimal part of funded staff's responsibilities; end of year data reports should reflect this.
- (minimally) means only a very small portion which is a maximum of 10% of all VOCA-Funded direct service time.

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 victims 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. The ICJIA has stipulated that VOCA funds are intended for direct client services such as individual medical and criminal justice advocacy and counseling services. Centers are also 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. Only a small portion of **VOCA-funded direct service time** can be used to support institutional advocacy efforts.

**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- These services are unallowable with VOCA funds.**

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 victims 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.