

**State of Illinois Uniform Notice of Funding Opportunity (NOFO)  
Summary Information**

Awarding Agency Name	Criminal Justice Info Authority
Agency Contact	Shataun Hailey (Shataun.Hailey@Illinois.gov)
Announcement Type	Initial
Type of Assistance Instrument	Grant
Funding Opportunity Number	1744-1269
Funding Opportunity Title	Violence Against Women Act (VAWA)
CSFA Number	546-00-1744
CSFA Popular Name	VAWA
Anticipated Number of Awards	2
Estimated Total Program Funding	\$300,000
Award Range	\$100000 - \$150000
Source of Funding	Federal
Cost Sharing or Matching Requirements	No
Indirect Costs Allowed	Yes
Restrictions on Indirect Costs	No
Posted Date	02/10/2020
Application Date Range	02/10/2020 - 04/30/2020 : 11:59 pm
Grant Application Link	<a href="https://icjia.illinois.gov/gata/funding/2020-vawacs">https://icjia.illinois.gov/gata/funding/2020-vawacs</a>
Technical Assistance Session	No

**Violence Against Women Act Culturally Specific Victim Services  
NOFO # 1744-1269**

Task	Date
NOFO posted	February 10, 2020
Notice of Intent due	March 10, 2020
NOFO question submission deadline	March 26, 2020
<b>Applications due</b>	<b>11:59 p.m., March 31, 2020</b>
Budget Committee review/approval of recommended designations	June 18, 2020
Program start date	July 1, 2020

**CHECKLIST**

Prior to application due date:

- [Obtain a Data Universal Numbering System \(DUNS\) number](#)
- [Register with the System for Award Management \(SAM\)](#)
- [Apply for, update or verify the Employer Identification Number \(EIN\)](#)
- [Create a Grants.gov account with username and password](#)
- [Complete registration in the Grantee GATA Portal](#)

Submission Checklist:

- Uniform Application for State Grant Assistance – Submitted in PDF (signed, and scanned) AND Word file
- Program Narrative –Do not change the format of this document. Submitted in a Word file.
- Budget/Budget Narrative –Excel format (no signatures required for this document at this time)
- United States Internal Revenue Service 501(c)(3) determination letter - PDF (Non-Profit Agency Required)
- Memorandum of Understanding or Letters of Support

**Notice for Funding Opportunity**  
Violence Against Women Act Culturally Specific Services

	<b>Data Field</b>	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority (ICJIA)
2.	Agency Contact:	Shataun Hailey VAWA Administrator Illinois Criminal Justice Information Authority 300 West Adams, Suite 200 Chicago, Illinois 60606 <a href="mailto:Shataun.Hailey@Illinois.gov">Shataun.Hailey@Illinois.gov</a> 312-814-8100
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:	1744-1269
6.	Funding Opportunity Title:	Violence Against Women Act (VAWA) – Culturally Specific Services
7.	CSFA Number:	546-00-1744
8.	CSFA Popular Name:	Violence Against Women Act (VAWA)
9.	CFDA Number(s):	16.588
10.	Anticipated Number of Awards:	2
11.	Estimated Total Program Funding:	\$300,000
12.	Award Range	\$100,000 - \$150,000
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15.	Indirect Costs Allowed  Restrictions on Indirect Costs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
16.	Posted Date:	February 10, 2020
17.	Application Range:	February 10, 2020 – March 31, 2020
18.	Technical Assistance Session:	Session Offered: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

## Table of Contents

A.	PROGRAM DESCRIPTION.....	4
B.	FUNDING INFORMATION .....	10
C.	ELIGIBILITY INFORMATION.....	10
D.	APPLICANT AND SUBMISSION INFORMATION.....	12
E.	APPLICATION REVIEW INFORMATION.....	18
F.	AWARD ADMINISTRATION INFORMATION.....	21
G.	STATE AWARDING AGENCY CONTACT(S).....	22
H.	OTHER INFORMATION.....	22

## **Notice of Funding Opportunity**

### Violence Against Women Act Culturally Specific Victim Services

#### **A. 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.

Section 7 of the Illinois Criminal Justice Information Act grants ICJIA authority “to apply for, receive, establish priorities for, allocate, disburse, and spend grants of funds that are made available by and received on or after January 1, 1983 from private sources or from the United States pursuant to the federal Crime Control Act of 1973, as amended, and similar federal legislation, and to enter into agreements with the United States government to further the purposes of this Act, or as may be required as a condition of obtaining federal funds” and “to receive, expend, and account for such funds of the State of Illinois as may be made available to further the purposes of this Act.” (20 ILCS 3930/7(k), (l)).

The Violence Against Women Act (VAWA), authorized by Title IV of the Violent Crime Control and Law Enforcement Act of 1994 and subsequently reauthorized as the Violence Against Women and Department of Justice Reauthorization Act of 2005 and 2013 (34 U.S.C. 10441), provides financial assistance to states for developing and strengthening effective law enforcement and prosecution strategies and victim services in cases involving violent crimes against women. Programs authorized by VAWA are:

- STOP Violence Against Women Formula Grants.
- Sexual Assault Services Formula Grants.
- State and Territorial Sexual Assault and Domestic Violence Coalitions Program.
- Grants to Tribal Domestic Violence and Sexual Assault Coalitions Program.
- OVW discretionary grants.

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 Violence Against Women Act of 1994 by the Illinois Criminal Justice Information Authority is authorized by 20 Ill. Admin. Code 1520.47, stating in pertinent part that “[ICJIA] will annually review Section 2001 of Violence Against Women Act of 1994 (P.L. 103-322, effective September 13, 1994) and

based on the need to strengthen law enforcement, prosecution and victim services in cases involving violent crimes against women, particularly crimes of sexual assault and domestic violence, the services available to address that need, consultation with nonprofit, nongovernmental victim service programs, and oral and written comment and testimony received at public meetings conducted pursuant to the Open Meetings Act [5 ILCS 120], will select program funding 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.), Public Works Employment Discrimination Act (775 ILCS 10/1 et seq), 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), Americans with Disabilities Act of 1990 (42 USC 12101 et seq.), and Age Discrimination Act (42 USC 6101 et seq.).

## **1. Purpose**

ICJIA works to identify statewide needs through research, examination of state data sources, and collection of feedback from experts in the field. This funding opportunity is an effort to address an important need and service gap identified in Illinois: culturally specific services for victims of domestic violence, sexual assault, stalking, and human trafficking.

The 2017 ICJIA Ad Hoc Victim Services Committee identified 12 funding priorities, later approved by the ICJIA Board, to guide statewide funding decisions.<sup>1</sup> This funding opportunity addresses the priority of increasing funding for services to underserved victims, many of which identify with culturally specific groups. These groups include victims who identify as American Indian (including Alaska Native, Eskimo, and Aleut), Asian, Native Hawaiian and other Pacific Islander, Black, or Latina. These victims may also be those experiencing language barriers and/or have an undocumented immigration status. Such victims may not access services due to a lack of awareness, concerns about discrimination and bias, previously unhelpful or hurtful responses, cultural and social beliefs, and funding limitations. This Notice of Funding Opportunity will support development, enhancement, and expansion victim services to these culturally specific groups. In addition, this funding opportunity will support the priority of raising public awareness of victim services, particularly for culturally specific groups.

Cultural factors play a role in help-seeking decisions. Individuals from different cultures hold diverse beliefs about help-seeking; some victims who are members of particular racial or ethnic groups are more likely to seek help from their informal support networks, such as family members, friends, and partners, rather than formal support systems of law

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<sup>1</sup> Houston-Kolnik, J., Vasquez, A., Alderden, M., & Hiselman, J. (2017). *Ad hoc victim services committee research report*. Chicago, IL: Illinois Criminal Justice Information Authority. Retrieved from: <http://www.icjia.state.il.us/articles/ad-hoc-victim-services-committee-research-report>

enforcement, victim service providers, and healthcare professionals.<sup>2</sup> Some cultures or subgroups may hold stigmatized views of formal support services, particularly mental health services. Furthermore, the absence of diversity among service providers and a lack of culturally sensitive services is yet another barrier to accessing help.

Accessibility is a barrier to seeking support services, particularly for victims whose second language is English. Limited transportation options, long travel times, and a lack of translation services are major barriers to victims seeking and accessing services related to their victimization.<sup>3</sup> Additionally, information about which agencies are equipped to provide specialized services or assistance for these victims to access services are scarce or are often difficult to identify or locate.

## 2. Program Design

Grant funds must be used to support the establishment, maintenance, and expansion of culturally specific intervention and related assistance for victims of domestic violence, sexual assault, stalking, and human trafficking, as well as the development of innovative culturally specific strategies to enhance access to services and resources for victims who face obstacles to using more traditional programs. 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.

This funding may be used to address one or more of the following purposes:

- A. Provide culturally specific services to victims of domestic violence, sexual assault, stalking, or human trafficking.
- B. Strengthen responses to victims of culturally specific groups by providing training to mainstream/traditional victim service, legal/justice system, and/or health care professionals about culturally specific responses to victims of domestic violence, sexual assault, stalking, or human trafficking.
- C. Raise public awareness of victim services for culturally specific populations. **This purpose area may only be used in conjunction with Purposes A and/or B.**

Intervention and related assistance may include:

- 24-hour hotline services providing crisis intervention services and referral.
- Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings.

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<sup>2</sup> El-Khoury, M. Y., Dutton, M. A., Goodman, L. A., Engel, L., Belamaric, R. J., & Murphy, M. (2004). Ethnic differences in battered women’s formal help-seeking strategies: A focus on health, mental health, and spirituality. *Cultural Diversity and Ethnic Minority Psychology, 10*, 383–393. See also McCart et al., 2010.

<sup>3</sup> See McCart, Smith, & Sawyer, 2010.

Schneider, D. C., Mosqueda, L., Falk, E., & Huba, G. J. (2010). Elder abuse forensic centers. *Journal of Elder Abuse & Neglect, 22*(3-4), 255-274.

- Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members.
- Information and referral to assist the sexual assault victim and family or household members.
- Community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities.
- Development and distribution of materials on issues related to the services described above.

### **3. Program Requirements**

The VAWA Culturally Specific Program supports nonprofit organizations that focus primarily on culturally specific communities and have experience in the areas of sexual assault or domestic violence. The goal of the Culturally Specific Program is to establish, maintain, and expand sustainable, culturally appropriate services that address the unique needs and challenges of victims of domestic violence or sexual assault from culturally specific communities.

Pursuant to 34 U.S.C. § 20124(b)(2), funds under this program must be used for one or more of the following purposes:

- Working with state and local governments and social service agencies to develop and enhance effective strategies to provide culturally specific services to victims of domestic violence, sexual assault, stalking, and human trafficking.
- Increasing communities' capacity to provide culturally specific resources and support for victims of domestic violence, sexual assault, stalking, and human trafficking crimes and their families.
- Strengthening criminal justice interventions, by providing training for law enforcement, prosecution, courts, probation, and correctional facilities on culturally specific responses to domestic violence, sexual assault, stalking, and human trafficking.
- Enhancing traditional services to victims of domestic violence, sexual assault, stalking, and human trafficking through the leadership of culturally specific programs offering services to victims of domestic violence, sexual assault, stalking, and human trafficking.
- Working in cooperation with the community to develop education and prevention strategies highlighting culturally specific issues and resources regarding victims of domestic violence, sexual assault, stalking, and human trafficking.
- Providing culturally specific programs for children exposed to domestic violence, sexual assault, stalking, and human trafficking.
- Providing culturally specific resources and services that address the safety, economic, housing, and workplace needs of victims of domestic violence, sexual assault, stalking, and human trafficking, including emergency assistance.
- Examining the dynamics of culture and its impact on victimization and healing.



#### 4. Goals, Objectives, and Performance Metrics

The following table depicts objectives linked to performance indicators that show progress toward the proposed program goal. In their program narrative, applicants should complete the table below for Goal 1 (providing direct services) **OR** Goal 2 (training) by describing proposed process objectives, outcome objectives, and performance measures that align with proposed program activities. Applicants proposing to use funds for both purposes should complete **BOTH** tables.

For each goal selected, applicants should include a minimum of five (5) process objectives and a minimum of two (2) outcome objectives. Process objectives describe the activities/services/strategies that will be delivered with program implementation. Outcome objectives specify the intended effect of the program in the target population or result of a program. The outcome objective focuses on what your target population(s) will know or will be able to do as a result of your program. Applicant should include as many objectives as necessary to comprehensively measure program implementation and performance. Objectives should define a benchmark/milestone that can realistically be completed within the grant period, are specific and measurable, and that are plausibly linked to the goal and proposed strategies. All objectives should have a corresponding performance measure to determine the extent which each objective is achieved.

If the applicant proposes to use some funding to raise public awareness of victim services among culturally specific populations, applicant should include at least one process objective for this activity.

Objectives should estimate the number of clients that will receive each of the listed services in order to produce meaningful, tangible changes in clients' lives. Funded programs will be required to submit quarterly progress reports that will minimally include information based on the objectives the applicant agencies propose in their response to this solicitation.

<p><b>Goal 1:</b> Provide culturally specific services to victims of domestic violence, sexual assault, stalking, or human trafficking.</p> <p>Example objectives and performance measures are included in italics below. Applicants may use the examples and/or enter their own objectives. Insert more rows if necessary.</p>	
<b>Process Objectives (5 minimum)</b>	<b>Performance Measures</b>
<i>Provide culturally specific services to [# of victims] of limited English proficiency.</i>	<i>Number of victims of limited English proficiency who received culturally specific services.</i>
<i>Provide immigration advocacy to [# of victims].</i>	<i>Number of victims who received immigration advocacy services.</i>
<i>Provide language/translation/interpretation services to [# of victims].</i>	<i>Number of victims who received language/translation/interpretation services.</i>
<i>Provide culturally specific counseling services to [# of victims].</i>	<i>Number of victims who received culturally specific counseling services.</i>

<i>Provide transportation to [# of victims].</i>	<i>Number of victims who received transportation.</i>
<b>Outcome Objectives (2 minimum)</b>	<b>Performance Measures</b>
<i>[X percent] of victims served will know more ways to plan for their safety.</i>	<i>Percent of victims served who report knowing more ways to plan for their safety.</i>
<i>[X percent] of victims served will know more about community resources.</i>	<i>Percent of victims served who report knowing more about community resources.</i>
<b>Goal 2:</b> Strengthen responses to victims of culturally specific groups by providing training to professionals of mainstream/traditional victim service, social service, legal/justice system, health care, or other community partners about culturally specific responses to domestic violence, sexual assault, stalking, or human trafficking.	
<b>Process Objectives (5 minimum)</b>	<b>Performance Measures</b>
<i>Provide [# of trainings] to professionals from [organization type or discipline] about cultural diversity and oppression and culturally specific responses to victims.</i>	<i>Number of training sessions held.</i>
<i>Train [# of people] from [organization type or discipline] about cultural diversity and oppression and culturally specific responses to victims.</i>	<i>Number of people trained.</i>
<b>Outcome Objectives</b>	<b>Performance Measures</b>
<i>[# of training attendees] will have increased knowledge about cultural diversity and oppression.</i>	<i>Number of people trained. Number of training attendees demonstrating increased knowledge about cultural diversity and oppression.</i>
<i>[# of training attendees] will have increased knowledge about culturally specific responses to victims.</i>	<i>Number of people trained. Number of training attendees demonstrating increased knowledge about culturally specific responses to victims.</i>

## 5. Priorities

This funding opportunity addresses the 2017 ICJIA Ad Hoc Victim Services Committee priorities of funding services to underserved victims and raising public awareness of victim services.

## 6. Evidence-Based Programs or Practices

Applicants are strongly urged to incorporate research-based best practices into their program designs, when appropriate. Applicants should identify the evidence-based practice being

proposed for implementation, identify and discuss the evidence that shows that the practice is effective, discuss the population(s) for which this practice has been shown to be effective, and show that it is appropriate for the proposed target population.

## **B. Funding Information**

### **1. Award period**

Grant awards resulting from this opportunity will have a target period of performance of July 1, 2020, to June 30, 2021. Additional funding of up to 24 months may be awarded after the initial funding period contingent upon satisfactory performance and availability of funds. This program funding period will not exceed 36 months.

### **2. Available Funds**

A total of \$300,000 in funding is available through this solicitation. Applicants may request a minimum of \$100,000 and a maximum of \$150,000 in grant funding.

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

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

## **C. Eligibility Information**

Before applying for any grant, all entities must be registered and pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal at [www.grants.illinois.gov/portal](http://www.grants.illinois.gov/portal). Registration and pre-qualification are required annually each state fiscal year. During pre-qualification, verifications are performed, including a check of federal SAM.gov Exclusion List and status on the Illinois Stop Payment List. The Grantee Portal will either indicate a “qualified” status or inform on how to remediate a negative verification (e.g., inactive DUNS, not in good standing with the Secretary of State). Inclusion on the SAM.gov Exclusion List cannot be remediated. Go to <https://grants.icjia.cloud/> for a list of pre-qualification steps.

Applicants are also required to submit a financial and administrative risk assessment utilizing an Internal Controls Questionnaire (ICQ) for state fiscal year 2020 and obtain approval from their cognizant agencies before execution of the grant agreement. Delay in obtaining SFY20 ICQ approval will result in a delay in grant execution.

### **1. Eligible Applicants**

Eligible applicants are private nonprofit organizations for which the primary purpose of the organization is to provide culturally specific services to one or more of the following racial

and ethnic communities: American Indians (including Alaska Natives, Eskimos, and Aleuts), Asians, Native Hawaiians and other Pacific Islanders, Blacks, and Latinx.

**Note:** Providing culturally specific services must be the primary purpose of the applicant organization. Organizations that serve all victims while maintaining a culturally specific programming division within that organization would not be eligible.

Eligible applicants have documented organizational experience in the area of sexual assault intervention *or* domestic violence. They will also have expertise in the development of community-based, linguistically and culturally specific outreach and intervention services relevant for the specific communities to whom assistance would be provided.

## **2. Cost Sharing or Matching**

No cost-sharing or match requirement is associated with this opportunity.

## **3. Indirect Cost Rate**

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

- a. **Federally Negotiated Rate.** Organizations that receive direct federal funding, may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. Illinois will accept the federally negotiated rate.
- b. **State Negotiated Rate.** The organization may negotiate an indirect cost rate with the State of Illinois if they do not have a Federally Negotiated Rate. If an organization has not previously established an indirect cost rate, an indirect cost rate proposal must be submitted through the State of Illinois' centralized indirect cost rate system 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.
- c. ***De Minimis* Rate.** An organization that has never negotiated an indirect cost rate with the Federal Government or the State of Illinois is eligible to elect a *de minimis* rate of 10% of modified total direct cost (MTDC). Once established, the *de minimis* Rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the *de minimis* rate.

A recipient of grant funds must register its indirect cost rate election through the [Grantee Portal](#), [Crowe Activity Review System \(CARS\) system](#), or other appropriate system. It is the organization's responsibility to ensure that any indirect cost rate utilized is properly registered.

Grantees have discretion and can elect to waive payment for indirect costs. Grantees that elect to waive payments for indirect costs cannot be reimbursed for indirect costs. The organization must record an election to “Waive Indirect Costs” into the State of Illinois’ centralized indirect cost rate system. Indirect Cost election must be completed annually, for every state fiscal year.

**Programs charging negotiated indirect cost rates to a grant must provide a copy of the Negotiated Indirect Cost Rate Agreement at time of application.**

## **D. Application and Submission Information**

### **1. Accessing Application Package**

Applications must be obtained at <https://gata.icjia.cloud/> by clicking on the link titled “VAWA Culturally Specific Services.” Paper copies of the application materials may be requested from Shataun Hailey by: calling 312-814-8100; mailing, 300 West Adams Street, Suite 200, Chicago, Illinois 60606; or via Telephone Device for the Deaf (TDD) 312-793-4170. Applications, however, may only be submitted via email to: [CJA.VAWA2020@Illinois.gov](mailto:CJA.VAWA2020@Illinois.gov).

### **2. Content and Form of Application Submission**

#### a) Notice of Intent

Agencies interested in applying are required to complete an online Notice of Intent form by **11:59 p.m., March 10, 2020**. Submission of a Notice of Intent is nonbinding and will be used for the provision of technical assistance and internal planning purposes only. Agencies must have completed the GATA pre-qualification process and received ICQ approval from a State cognizant agency by the date of application. Upon receipt of a Notice of Intent, ICJIA will offer technical assistance to agencies which have not yet demonstrated GATA compliance.

Failure to submit a Notice of Intent by the deadline above may result in an agency not receiving technical assistance with respect to GATA compliance, therefore risking grant ineligibility.

The online Notice of Intent is available at: <https://gata.icjia.cloud/>

#### b) Forms and Formatting

The complete application must be emailed to [CJA.VAWA2020@Illinois.gov](mailto:CJA.VAWA2020@Illinois.gov). The applicant agency name should appear in the Subject line of the email. Each document attached to the email must be submitted in the manner and method described below. Applications will be rejected if any documents are missing.

<b>The following materials MUST be submitted by all applicants. The applicant must submit the documents based on the instructions provided below.</b>				
<b>Document</b>	<b>Document Name</b>	<b>PDF</b>	<b>Word</b>	<b>Excel</b>
<b>Uniform Application for State Grant Assistance</b> – This form must be completed, signed, and scanned (PDF), and provide a Word file as well	<i>“Agency Name – Application”</i>	X	X	
<b>Program Narrative</b> – This document must meet the requirements outline in Section A. The narrative must be provided in this document. Do not change the format of this document.	<i>“Agency Name – Program Narrative”</i>		X	
<b>Budget/Budget Narrative</b> – This document is a workbook, with several pages (tabs). The last tab has instructions if clarification is needed.	<i>“Agency Name – Budget”</i>			X
<b>Non-Profit Agency Required Documents</b>				
United States Internal Revenue Service 501(c)(3) determination letter.		X		

c) Application Formatting

Program Narratives may not exceed 15 pages, including proposal questions, and must be single-spaced and written in 12-point, Times New Roman font. Do not delete template questions from your response. Applications that do not follow the mandatory formatting will be eliminated from consideration for review and funding consideration.

**3. Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM)**

Each applicant (unless the applicant is an individual or federal or state awarding agency that is exempt from those requirements under 2 CFR § 25.110(b) or (c), or has an exception approved by the federal or state awarding agency under 2 CFR § 25.110(d)) is required to:

- a) Be registered in SAM before submitting its application. To establish a SAM registration, go to <http://www.SAM.gov/SAM> and/or utilize this instructional link: How to Register in SAM from the [www.grants.illinois.gov](http://www.grants.illinois.gov) Resource Links tab.
- b) Provide a valid DUNS number in its application. To obtain a DUNS number, visit from Dun and Bradstreet, Inc., online at <https://www.dnb.com/duns-number/get-a-duns.html> or call 1-866-705- 5711.
- c) Continue to maintain an active SAM registration with current information while it has an active award or application under consideration. ICJIA may not make a

federal pass-through or state award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements.

#### **4. Submission Dates, Times, and Method**

- a) **All required application materials must be emailed to [CJA.VAWA2020@Illinois.gov](mailto:CJA.VAWA2020@Illinois.gov) 11:59 p.m. on March 31, 2020, to be considered for funding. Proposals will not be accepted by mail, fax, or in-person. Incomplete applications or those sent to another email address will not be reviewed. Late submissions will not be reviewed.**
- b) Applicants are encouraged to submit their applications 72 hours before the deadline. Technical difficulties experienced should be reported immediately to ICJIA by calling Shataun Hailey at 312-814-8100 or emailing [CJA.VAWA2020@Illinois.gov](mailto:CJA.VAWA2020@Illinois.gov). Applicants will receive an automatic reply to their email submissions. Applicants that do not receive an automatic reply to their emailed submission should immediately contact Shataun Hailey at 312-814-8100 or [CJA.VAWA2020@Illinois.gov](mailto:CJA.VAWA2020@Illinois.gov).

#### **5. Application Questions**

Questions may be submitted via email at [CJA.VAWA2020@Illinois.gov](mailto:CJA.VAWA2020@Illinois.gov). The deadline for submitted questions is 11:59 p.m. on March 26, 2020. All substantive questions and responses will be posted on the ICJIA website at <https://gata.icjia.cloud/>. Due to the competitive nature of this solicitation, applicants may not discuss the opportunity directly with any ICJIA employee other than via this email address.

#### **6. Funding Restrictions**

- a) Federal Financial Guide. Applicants must follow the current edition of the Department of Justice Grants Financial Guide which details allowable and unallowable costs is available at: [https://ojp.gov/financialguide/doj/pdfs/DOJ\\_FinancialGuide.pdf](https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf). Costs may be determined to be unallowable even if not expressly prohibited in the Federal Financial Guide.
- b) Prohibited Uses. The following is a non-exhaustive list of services, activities, goods, and other costs that cannot be supported through this NOFO:
  - Land acquisition
  - New construction
  - A renovation, lease, or any other proposed use of a building or facility that will either result in a change in its basic prior use or significantly change its size

- Minor renovation or remodeling of a property either listed or eligible for listing on the National Register of Historic Places or located within a 100-year flood plain
- Implementation of a new program involving the use of chemicals
- Capital expenditures
- Fundraising activities
- Most food and beverage costs
- Lobbying

### **Prohibiting Support for Activities that Compromise Victim Safety and Recovery and Undermine Offender Accountability**

The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions; and therefore, may not be supported with VAWA Program Funding:

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children.
- Procedures or policies that compromise the confidentiality of information and/or privacy of persons receiving OVW-funded services.
- Procedures or policies that require victims to take certain actions (e.g., seek an order of protection, receive counseling, participate in couples' counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.) in order to receive services.
- Procedures or policies that fail to include conducting safety planning with victims.
- Project design and budget that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or who are deaf or hard of hearing.
- The use of pre-trial diversion programs without prior OVW review and approval of the program or the automatic placement of offenders in such programs.
- Couples counseling, family counseling, or any other manner or joint victim-offender counseling as a routine or required response to domestic violence, sexual assault, stalking, and human trafficking, or in situations in which child sexual abuse is alleged.
- Offering or ordering anger management programs for offenders as a substitute for batterer's intervention programs.
- Policies or procedures that require victims to report the crime to law enforcement, participate in the criminal justice system, or seek a protection or restraining order against the offender, and penalize them for failing to do so.



- Procedures or policies that deny victims and non-abusing parents or caretakers and their children access to services based on their involvement with the perpetrator.
- Requiring survivors to meet restrictive conditions in order to receive services (e.g. background checks of victims; clinical evaluations to determine eligibility for services; etc.) or other screening processes that elicit information that is not necessary for services, such as questions about immigration status, gender identity, sexual orientation, disability, physical or mental health, and work or criminal history that the service provider does not need to know about to provide services safely.
- Relying on batterer intervention programs that do not use court monitoring to hold batterers accountable for their behavior.
- Policies and procedures that fail to account for the physical safety of victims.
- Enforcing or promoting nuisance abatement ordinances, crime-free housing ordinances, or crime-free lease addenda (often associated with crime-free housing programs) that require or encourage the eviction of tenants or residents who may be victims of domestic violence, sexual assault, stalking, and human trafficking. See also the U.S. Department of Housing and Urban Development for guidance on how such ordinances and addenda may violate the Fair Housing Act.
- Policies or procedures that require testing of sexual assault forensic evidence in cases where the victim obtained a medical forensic exam but has chosen not to participate in the criminal justice system.

**This list is not exhaustive. Any activities that may compromise victim safety and recovery or undermine offender accountability must be removed from the application prior to final approval.**

- c) Allowable expenses. All expenses must be reasonable, necessary, and allocable to the program. Funds shall be used only to provide culturally specific services to victims of domestic violence, sexual assault, stalking, and human trafficking. Activities unrelated or only tangentially related to the provision of direct services to victims are not eligible for support.
- d) Pre-Award Costs. No costs incurred before the start date of the grant agreement may be charged to awards resulting from this funding opportunity.
- e) Pre-approvals. Prior approvals may affect project timelines. Submission of materials for ICJIA approval should be incorporated into the application Implementation Schedules. ICJIA may require prior approval of the following:
  - Out-of-state travel
  - Certain Requests for Proposals, procurements, and sub-contracts
  - Conference, meeting, and training costs

- e) 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.
- f) Proposed Subawards and Subcontracts. Applicants may propose to enter into subawards or subcontracts under this award, each of which involve different rules and applicant responsibilities. A subaward carries out a portion of the grant agreement while a contract is often for obtaining goods and services for the grantee's own use. (44 Ill. Admin Code 7000.240). If a third party will provide some of the essential services or develop or modify a product that the applicant has committed to provide or produce, ICJIA may consider the agreement with the third party a subaward for purposes of grant administration.
- g) Applicants must classify each expense in the contractual budget as a subaward or subcontract. The substance of the agreement, not the title or structure of the agreement, will determine whether it is a subaward of a subcontract. Applicants are advised to use the “Checklist for Contractor/Subrecipient Determinations” available at the GATA Resource Library for guidance:  
<https://www.illinois.gov/sites/gata/pages/resourcelibrary.aspx>.
- h) Applicants are required to justify their use of subawards and explain their capacity to serve as “pass-through” entities in the program narrative. Applicants will monitor subaward compliance with grant terms, applicable federal and state law including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award, 2 C.F.R. Part 200, GATA, and ICJIA policies. Proposed subawards must be identified, if possible, and their roles described in both the program and budget narratives.
- i) For procurement contracts, applicants are encouraged to promote free and open competition in awarding contracts. All subcontracts must comply with federal and state requirements.

## **E. Application Review Information**

### **1. Criteria**

Application materials must address all components of this NOFO and demonstrate both a need for the program and an ability to successfully implement the program. Reviewers will score applications based on completeness, clear and detailed responses to program narrative questions, and inclusion of all mandatory program elements as well as past performance history and/or financial standing with ICJIA. The applicant must demonstrate that costs are reasonable, necessary, and allowable.

The total number of points available is 100.

Scoring Criteria	Possible Points	
<b>Summary of the Program</b>		<b>10</b>
Thoroughly describes applicant’s proposed program	10	
<b>Statement of the Problem</b>		<b>30</b>
Provides a clear and concise description of the current problem in applicant’s service community	6	
Provides applicant agency’s capacity and experience in addressing problem	7	
Provides applicant agency’s fiscal experience and capacity to manage grants	7	
Program staffing plan included	5	
Sustainability plan included	5	
<b>Project Implementation</b>		<b>20</b>
Fully completes the implementation schedule with realistic anticipated outcomes	20	
<b>Goals, Objectives and Performance Indicators:</b>		<b>20</b>
Sets reasonable benchmarks for both process objectives and performance objective measures.	20	
<b>Budget Detail:</b>		<b>10</b>
Budget is complete. Costs are allowable and cost effective in relation to the proposed activities.	10	
<b>Budget Narrative:</b>		<b>10</b>
Narrative is complete for all line items, clearly detailing how the applicant arrived at and calculated the budget amounts.	10	
<b>Total Possible Points</b>		<b>100</b>

## 2. Review and Selection Process

All applications will be screened for completeness including GATA pre-qualification and ICQ submission for the current state fiscal year. Applications that are not complete will not be reviewed. Applications received from applicants that are not GATA pre-qualified or have not submitted an ICQ for the current state fiscal year will not be reviewed.

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

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

### 3. Programmatic Risk Assessment

All applicant agencies recommended for funding will be required to submit a completed ICJIA Programmatic Risk Assessment (PRA). This assessment will identify elements of fiscal and administrative risk at the program level and will be used to determine required specific conditions to the interagency agreement. The PRA must be completed for the program agency which carries out the program operations. PRAs completed for other state agencies will not be accepted.

### 4. Anticipated Announcement and State Award Dates

Task	Date
NOFO posted	February 10, 2020
Notice of Intent due	March 10, 2020
NOFO question submission deadline	March 26, 2020
<b>Applications due</b>	<b>11:59 p.m., March 31, 2020</b>
Budget Committee review/approval of recommended designations	June 18, 2020
Program start date	July 1, 2020

### 5. Appeal Process

Unsuccessful applicants may request a formal appeal of the evaluation process. Evaluation scores and funding determinations may not be contested and will not be considered by ICJIA's Appeals Review Officer. The appeal must be via email and submitted within 14 calendar days after either the date the grant award notice is published or receipt of a Funding Opportunity Declination Letter from ICJIA, whichever comes first. The written appeal must include, at a minimum, the following:

- Statement indicating a request for a formal appeal
- The name and address of the appealing party
- Identification of the grant program
- A statement of reason for the appeal

Please send your appeal to:

Appeals Review Officer  
Illinois Criminal Justice Information Authority  
[CJA.ARO@Illinois.gov](mailto:CJA.ARO@Illinois.gov)

Once an appeal is received, ICJIA will acknowledge receipt of an appeal within 14 calendar days from the date the appeal was received. ICJIA will respond to the appeal, in writing, within 60 days or explain why more time is required. ICJIA will resolve the appeal by a written determination, which will include:

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

## **6. Debriefing Process**

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

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

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

Please send requests to:

Shataun Hailey  
RSAT Program Administrator  
Illinois Criminal Justice Information Authority  
[CJA.VAWA2020@Illinois.gov](mailto:CJA.VAWA2020@Illinois.gov)

## **F. Award Administration Information**

### **1. State Award Notices**

The ICJIA Budget Committee is scheduled to review and approve designations on June 18, 2020.

ICJIA will transmit a Notice of State Award (NOSA) and the grant agreement to successful applicants after the Budget Committee reviews and approves designations. The NOSA will detail specific conditions resulting from pre-award risk assessments that will be included in the grant agreement. The NOSA will be provided and must be accepted through the Grantee Portal unless another distribution is established. The NOSA is not an authorization to begin performance or incur costs.

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

- Fiscal Information Sheet
- Audit Information Sheet
- Programmatic Risk Assessment
- Civil Rights Compliance Questionnaire

### **2. Administrative and National Policy Requirements**

In addition to implementing the funded project consistent with the approved project proposal and budget, agencies selected for funding must comply with applicable grant terms and conditions and other legal requirements, including the Violence Against Women Act, GATA, and the U.S. Department of Justice Grants Financial Guide.

Additional programmatic and administrative special conditions may be required.

### **3. Reporting**

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

## **G. State Awarding Agency Contact(s)**

For questions and technical assistance regarding application submission, contact:

Shataun Hailey  
RSAT Program Administrator  
Illinois Criminal Justice Information Authority  
[CJA.VAWA2020@Illinois.gov](mailto:CJA.VAWA2020@Illinois.gov)

## **H. Other Information**

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

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

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

**Uniform Application for State Grant Assistance**

Updated by ICJIA

**Illinois Criminal Justice Information Authority  
Completed Section**

1.	<b>Type of Submission</b>	<input type="checkbox"/> Pre-application <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed / Corrected Application
2.	<b>Type of Application</b>	<input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation (i.e. multiple year grant) <input type="checkbox"/> Revision (modification to initial application)
3.	<b>Date / Time Received by State</b>	Completed by State Agency upon Receipt of Application
4.	<b>Name of the Awarding State Agency</b>	Illinois Criminal Justice Information Authority
5.	<b>Catalog of State Financial Assistance (CSFA) Number</b>	546-00-1744
6.	<b>CSFA Title</b>	Violence Against Women Act (VAWA)
<b>Grant specific information (if applicable) **</b>		
7.	<b>Agreement Number</b>	
8.	<b>Previous Agreement Numbers</b>	
<b>Catalog of Federal Domestic Assistance (CFDA) <input type="checkbox"/> Not applicable (No federal funding)</b>		
9.	<b>CFDA Number</b>	16.588
10.	<b>CFDA Title</b>	Violence Against Women Act
11.	<b>CFDA Number</b>	
12.	<b>CFDA Title</b>	
<b>Federal Fund Information <input type="checkbox"/> Not applicable (No federal funding)</b>		
13.	<b>Federal Award ID Number</b>	18-WF-AX-0045
14.	<b>Federal Award Date</b>	July 1, 2018
15.	<b>Amount Obligated by this action</b>	\$300,000
16.	<b>Total Amount of the Federal Award</b>	\$4,738,048
<b>Funding Opportunity Information</b>		
17.	<b>Funding Opportunity Number</b>	1744-1269
18.	<b>Funding Opportunity Title</b>	VAWA Culturally Specific Programs
19.	<b>Funding Opportunity Program Field</b>	Human Services
<b>Competition Identification <input checked="" type="checkbox"/> Not Applicable</b>		
20.	<b>Competition Identification Number</b>	
21.	<b>Competition Identification Title</b>	



Applicant Completed Section		
<b>Implementing Agency Information**</b>		
22.	<b>Legal Name</b>	(Name used for DUNS registration and grantee pre-qualification.)
23.	<b>Common Name (DBA)</b>	
24.	<b>Employer / Taxpayer ID Number (EIN, TIN)</b>	
25.	<b>Vendor ID, if different than above</b>	
26.	<b>Organizational DUNS number</b>	
27.	<b>SAM expiration date</b>	
28.	<b>SAM Cage Code</b>	
29.	<b>Business Address</b>	Street address: City: State: County: Zip + 4:
<b>Implementing Agency: Person to be contacted for Program Matters involving this application.</b>		
30.	<b>First Name</b>	
31.	<b>Last Name</b>	
32.	<b>Suffix</b>	
33.	<b>Title</b>	
34.	<b>Telephone Number</b>	
35.	<b>Fax Number</b>	
36.	<b>Email address</b>	
<b>Implementing Agency: Person to be contacted for Business/Administrative Office Matters involving this application.</b>		
37.	<b>First Name</b>	
38.	<b>Last Name</b>	
39.	<b>Suffix</b>	
40.	<b>Title</b>	
41.	<b>Telephone Number</b>	
42.	<b>Fax Number</b>	
43.	<b>Email address</b>	
<b>Program Agency Information (If different from Implementing Agency.)**</b>		
44.	<b>Legal Name</b>	(Name used for DUNS registration.)
45.	<b>Organizational DUNS number</b>	
46.	<b>SAM expiration date</b>	
47.	<b>SAM Cage Code</b>	
48.	<b>Business Address</b>	Street address: City: State: County: Zip + 4:
<b>Program Agency: Person to be contacted for Program Matters involving this Application.</b>		
49.	<b>First Name</b>	

50.	<b>Last Name</b>	
51.	<b>Suffix</b>	
52.	<b>Title</b>	
53.	<b>Telephone Number</b>	
54.	<b>Fax Number</b>	
55.	<b>Email address</b>	
<b>Areas Affected**</b>		
56.	<b>Areas Affected by the Project (County(ies); City(ies); or State-wide)</b>	(If program is not state-wide, list each county. If not serving the entire county, also list the municipalities served within the county. If Chicago is included, list the neighborhoods served within Chicago if services are not provided throughout the entire city.)
57.	<b>Implementing Agency's Legislative District (This must be based on the nine digit zip code registered with SAM.)</b>	Congressional District: State Senate District: State Representative District:
58.	<b>Primary Area of Performance</b>	(This should be either the Program Agency's office or the location where a majority of the grant activity takes place. A street address does not need to be provided but please list city, state, and nine digit zip code.)
59.	<b>Primary Area of Performance's Legislative District (This must be based on the nine digit zip code listed above.)</b>	Congressional District: State Senate District: State Representative District:
<b>Applicant's Project**</b>		
60.	<b>Description Title of Applicant's Project</b>	(Text only for the title of the program as listed on the Attachment A.)
61.	<b>Proposed Project Term</b>	Start Date: End Date:
62.	<b>Estimated Funding (include all that apply)</b>	<input type="checkbox"/> Designated/Awarded Amount: \$ <input type="checkbox"/> Budgeted Amount: \$ <input type="checkbox"/> Match: \$ <input type="checkbox"/> Overmatch: \$ <input type="checkbox"/> Program Income: \$ <p style="text-align: right;">Total Amount : \$</p> Indirect cost rate: ____%
<b>Applicant Certification:</b>		
<p>By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 218, Section 1001)</p> <p>(*) The list of certification and assurances, or an internet site where you may obtain this list is contained in the Notice of Funding Opportunity.</p> <p style="text-align: center;"><input type="checkbox"/> I agree</p>		

<b>Implementing Agency Authorized Official (Director, President, Chair, or similar position)</b>		
63.	<b>First Name</b>	
64.	<b>Last Name</b>	
65.	<b>Title</b>	
66.	<b>Telephone Number</b>	
67.	<b>Fax Number</b>	
68.	<b>Email address</b>	
69.	<b>Signature of Authorized Representative</b>	
70.	<b>Date Signed</b>	
<b>Implementing Agency Financial Officer (Chief Financial Officer, Comptroller, Treasurer, or similar position.)</b>		
71.	<b>First Name</b>	
72.	<b>Last Name</b>	
73.	<b>Title</b>	
74.	<b>Telephone Number</b>	
75.	<b>Fax Number</b>	
76.	<b>Email address</b>	
77.	<b>Signature of Authorized Representative</b>	
78.	<b>Date Signed</b>	
<b>Program Agency Authorized Official</b>		
79.	<b>First Name</b>	
80.	<b>Last Name</b>	
81.	<b>Title</b>	
82.	<b>Telephone Number</b>	
83.	<b>Fax Number</b>	
84.	<b>Email address</b>	
85.	<b>Signature of Authorized Representative</b>	
86.	<b>Date Signed</b>	

**\*\* ICJIA specific modification to GATA form**

## **PROGRAM NARRATIVE**

(Maximum of 15 pages, Times New Roman 12-point font, single spaced)

Please add your narrative under each question. Do not delete the questions.

**1. Summary of the Program (max 10 points)**

**A. Describe the proposed program design & list the culturally specific populations that your program will serve. If you are also including raising public awareness of victim services for culturally specific populations, be sure to add the public awareness activities you propose to undertake that will promote the proposed services to clients.**

**2. Statement of the Problem (max 30 points)**

**A. State the issues that the proposed program is designed to address. Describe strengths and challenges of the population to be served.**

**B. Describe your agency's history and expertise in the providing culturally specific services to victims of domestic violence, sexual assault, stalking or human trafficking.**

**C. Describe your agency's fiscal experience and capacity to manage grants. Include total staff dedicated to all victim services at your organization and all funding sources that support victim service programming.**

**D. Who will oversee implementation of this funding opportunity? What is the agency's staffing plan for the program? Include titles, duties, primary qualifications and any mandatory training of staff.**

**E. Describe your agency's plan for program sustainability once this funding opportunity has ended and include specific activities that address sustainability.**

**3. Project Implementation (max 20 points)**

**A. Please complete the implementation schedule below. Create reasonable steps for project development and operation and include the agencies and staff positions**

**responsible for each step. Use job titles, such as, “advocate” and “counselor.” Do not use personal names.**

Example task, staff responsible and date task will be completed are included in italics below.

Task	Staff Position Responsible	Date Task will be Completed
<i>Hire new program coordinator</i>	<i>HR Manager</i>	<i>April 1, 2020</i>
Submit quarterly data report to ICJIA		15 <sup>th</sup> of the month following the end of the quarter
Submit quarterly fiscal reports to ICJIA		15 <sup>th</sup> of the month following the end of the quarter

**4. Goals, objectives and Performance Indicator (max 20 points)**

**A. The following table depicts objectives linked to performance indicators that show progress toward the proposed program goal. Applicants should complete the table below for Goal 1 (providing direct services) OR Goal 2 (training) by describing proposed process objectives, outcome objectives, and performance measures that align with proposed program activities. Applicants proposing to use funds for both purposes should complete BOTH tables.**

**Objectives should estimate the number of clients that will receive each of the listed services in order to produce meaningful, tangible changes in clients' lives. Funded programs will be required to submit quarterly progress reports that will minimally include the following information based on the objectives the applicant agencies propose in their response to this solicitation.**

**For each goal selected, applicants should include a minimum of five (5) process objectives and a minimum of two (2) outcome objectives. Process objectives describe the activities/services/strategies that will be delivered as part of implementing the program. Outcome objectives specify the intended effect of the program in the target population or result of a program. The outcome objective focuses on what your target population(s) will know or will be able to do as a result of your program. Applicant should include as many objectives as necessary to comprehensively measure program implementation and performance. Objectives should define a benchmark/milestone that can realistically be completed within the grant period, is specific and measurable, and plausibly linked to the goal and proposed strategies. All objectives should have a corresponding performance measure to determine the extent which each objective is achieved.**

**If the applicant proposes to use funding from this opportunity to raise public awareness of victim services among culturally specific populations, applicant should also include at least one process objective for this activity in addition to that described below.**

<b>Goal 1:</b> Provide culturally specific services to victims of domestic violence, sexual assault, stalking, or human trafficking.	
Example: objectives and performance measures are included in italics below. Applicants may use the examples and/or enter their own objectives. Insert more rows if necessary.	
<b>Process Objectives (5 minimum)</b>	<b>Performance Measures</b>
<i>Provide culturally specific services to [# of victims] of limited English proficiency.</i>	<i>Number of victims of limited English proficiency who received culturally specific services.</i>
<i>Provide immigration advocacy to [# of victims].</i>	<i>Number of victims who received immigration advocacy services.</i>
<i>Provide language/translation/interpretation services to [# of victims].</i>	<i>Number of victims who received language/translation/interpretation services.</i>
<i>Provide culturally specific counseling services to [# of victims].</i>	<i>Number of victims who received culturally specific counseling services.</i>
<i>Provide transportation to [# of victims].</i>	<i>Number of victims who received transportation.</i>
<b>Outcome Objectives (2 minimum)</b>	<b>Performance Measures</b>
<i>[X percent] of victims served will know more ways to plan for their safety.</i>	<i>Percent of victims served who report knowing more ways to plan for their safety.</i>
<i>[X percent] of victims served will know more about community resources.</i>	<i>Percent of victims served who report knowing more about community resources.</i>

<b>Goal 2:</b> Strengthen responses to victims of culturally specific groups by providing training to professionals of mainstream/traditional victim service, social service, legal/justice system, health care, or other community partners about culturally specific responses to domestic violence, sexual assault, stalking, or human trafficking.	
<b>Process Objectives (5 minimum)</b>	<b>Performance Measures</b>
<i>Provide [# of trainings] to professionals from [organization type or discipline] about cultural diversity and oppression and culturally specific responses to victims.</i>	<i>Number of training sessions held.</i>
<i>Train [# of people] from [organization type or discipline] about cultural diversity and oppression and culturally specific responses to victims.</i>	<i>Number of people trained.</i>
<b>Outcome Objectives</b>	<b>Performance Measures</b>
<i>[# of training attendees] will have increased knowledge about cultural diversity and oppression.</i>	<i>Number of people trained. Number of training attendees demonstrating increased knowledge about cultural diversity and oppression.</i>
<i>[# of training attendees] will have increased knowledge about culturally specific responses to victims.</i>	<i>Number of people trained. Number of training attendees demonstrating increased knowledge about culturally specific responses to victims.</i>

<b>STATE OF ILLINOIS</b>		<b>UNIFORM GRANT BUDGET TEMPLATE</b> (updated by ICJIA)		<b>AGENCY:</b> Illinois Criminal Justice Information Authority	
<b>Implementing Agency Name:</b>		<b>DUNS#:</b>		<b>NOFO ID:</b> 1744-1269	<b>Grant #:</b>
<b>CFSA Number:</b> 546-00-1744		<b>CSFA Short Description:</b> VAWA		<b>State Fiscal Year(s):</b> SFY20	<b>Project Period:</b> July 1, 2020 - June 30, 2021

All applicants must complete the cells highlighted in blue. The remaining cells will be automatically filled as you complete the Budget Worksheets. Eligible applicants requesting funding for only one year should complete the column under "Year 1." **Please read all instructions before completing form.**

**SECTION A -- FEDERAL/STATE OF ILLINOIS FUNDS**

<b>Revenues</b>		<u><b>Year 1</b></u>			
(a). State of Illinois Grant Amount Requested					

**BUDGET SUMMARY - FEDERAL/STATE OF ILLINOIS FUNDS**

<b>Budget Expenditure Categories</b> <i>OMB Uniform Guidance Federal Awards Reference 2 CFR 200</i>	<u><b>Year 1</b></u>			
1. Personnel (Salaries & Wages) 200.430	\$ -			
2. Fringe Benefits 200.431	\$ -			
3. Travel 200.474	\$ -			
4. Equipment 200.439	\$ -			
5. Supplies 200.94	\$ -			
6. Contractual Services (200.318) & Subawards (200.92)	\$ -			
16. Total Direct Costs (lines 1-15) 200.413	\$ -			
17. Indirect Costs* (see below) 200.414				
Rate: <u>  </u> % Base: \$ <u>  </u>	\$ -			
<b>18. Total Costs State Grant Funds (lines 16 and 17)</b>	\$ -			



**SECTION - A (continued) Indirect Cost Rate Information**

If your organization is requesting reimbursement for indirect costs on line 17 of the Budget Summary, please select one of the following options.

1)  Our Organization receives direct Federal funding and currently has a Negotiated Indirect Cost Rate Agreement (NICRA) with our Federal Cognizant Agency. A copy of this agreement will be provided to the State of Illinois' Indirect Cost Unit for review and documentation before reimbursement is allowed. This NICRA will be accepted by all State of Illinois Agencies up to any statutory, rule-based or programmatic restrictions or limitations.

*NOTE: (If this option is selected, please provide basic Negotiated Indirect Cost Rate Agreement information in area designated below)*

**Your Organization may not have a Federally Negotiated Indirect Cost Rate Agreement. Therefore, in order for your Organization to be reimbursed for Indirect Costs from the State of Illinois, your Organization must either:**

- A. Negotiate an Indirect Cost Rate with the State of Illinois' Indirect Cost Unit with guidance from your State Cognizant Agency on an annual basis.
- B. Elect to use the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely on State of Illinois Awards.
- C. Use a Restricted Rate designated by programmatic or statutory policy. (See Notice of Funding Opportunity for Restricted Rate Programs)

2a)  Our Organization currently has a Negotiated Indirect Cost Rate Agreement with the State of Illinois that will be accepted by all State of Illinois Agencies up to any statutory, rule-based or programmatic restrictions or limitations. Our Organization is required to submit a new Indirect Cost Rate Proposal to the Indirect Cost Unit within six (6) months after the close of each fiscal year (2 CFR 200 Appendix IV (C)(2)(c)).

*NOTE: (If this option is selected, please provide basic Indirect Cost Rate information in area designated below)*

2b)  Our Organization currently does not have a Negotiated Indirect Cost Rate Agreement with the State of Illinois. Our Organization will submit our initial Indirect Cost Rate Proposal (ICRP) immediately after our Organization is advised that the State award will be made and, in no event, later than three (3) months after the effective date of the State award (2 CFR 200 Appendix IV (C)(2)(b)). The initial ICRP will be sent to the State of Illinois' Indirect Cost Unit.

*NOTE: (Check with your State of Illinois Agency for information regarding reimbursement of indirect costs while your proposal is being negotiated)*

3)  Our Organization has never received a Negotiated Indirect Cost Rate Agreement from either the Federal government or the State of Illinois and elects to charge the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely on State of Illinois awards (2 CFR 200.414 (c)(4)(f) & (200.68)).

*NOTE: (Your Organization must be eligible, see 2 CFR 200.414 (f), and submit documentation on the calculation of MTDC within your Budget Narrative under Indirect Costs)*

4)  For Restricted Rate Programs (check one) -- Our Organization is using a restricted indirect cost rate that:

Is included as a "Special Indirect Cost Rate" in our NICRA (2 CFR 200Appendix IV (5) Or;  
 Complies with other statutory policies (please specify):

The Restricted Indirect Cost Rate is \_\_\_\_\_%

5)  No reimbursement of Indirect Cost is being requested. (Please consult your program office regarding possible match requirements)

**Basic Negotiated Indirect Cost Rate Agreement information if Option (1) or (2a) is selected**

	Period Covered by the NICRA:	
	Approving Fed/State Agency (please specify):	
	The Indirect Cost Rate is:	%
	The Distribution Base is:	

<b>STATE OF ILLINOIS</b>	<b>UNIFORM GRANT BUDGET TEMPLATE (updated by ICJIA)</b>	<b>AGENCY: Illinois Criminal Justice Information Authority</b>	
<b>Implementing Agency Name:</b>	<b>DUNS#:</b>	<b>NOFO ID: 1744-1269</b>	<b>Grant #:</b>
<b>CFSA Number: 546-00-1744</b>	<b>CSFA Short Description: VAWA</b>	<b>State Fiscal Year(s): SFY20</b>	<b>Project Period: July 1, 2020 - June 30, 2021</b>

*If you are required to provide or volunteer to provide cost-sharing, matching funds, other funding or contributions to the project, these should be shown for each applicable budget category. All applicants must complete the cells highlighted in blue. The remaining cells will be automatically filled as you complete the Budget Worksheets. Eligible applicants requesting funding for only one year should complete the column under " Year 1." Please read all instructions before completing form.*

**SECTION B -- MATCH FUNDS**

<b>Program Revenues</b>	<b>Year 1</b>			
Grantee Match Requirement: ___% <i>(ICJIA to populate only if match is required)</i>				
(b). -Cash				
(c). -Non-cash				
(d). Other Funding & Contributions				
<b>NON-STATE Funds Total</b>	\$ -			

**BUDGET SUMMARY MATCH FUNDS**

<b>Budget Expenditure Categories</b> <i>OMB Uniform Guidance Federal Awards Reference 2 CFR 200</i>	<b>Year 1</b>			
1. Personnel (Salaries & Wages) 200.430	\$ -			
2. Fringe Benefits 200.431	\$ -			
3. Travel 200.474	\$ -			
4. Equipment 200.439	\$ -			
5. Supplies 200.94	\$ -			
6. Contractual Services (200.318) & Subawards (200.92)	\$ -			
16. Total Direct Costs (lines 1-15) 200.413	\$ -			
17. Indirect Costs* (see below) 200.414				
Rate: _____ % Base: _____	\$ -			
<b>18. Total Costs NON-ICJIA (Match) Funds (lines 16 and 17)</b>	\$ -			

STATE OF ILLINOIS	UNIFORM GRANT BUDGET TEMPLATE (updated by ICJIA)	AGENCY: Illinois Criminal Justice Information Authority	
Implementing Agency Name:	DUNS#:	NOFO ID: 1744-1269	Grant #:
CFSA Number: 546-00-1744	CSFA Short Description: VAWA	State Fiscal Year(s): SFY20	Project Period: July 1 1, 2020 - June 30, 2021

**Note: Please see ICJIA Specific Instructions tab for additional information about filling out this sheet.**

(2 CFR 200.415)

"By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate and that any false, fictitious, or fraudulent information or the omission of any material fact, could result in the immediate termination of my grant award(s). "

Implementing Agency		Program Agency
Name of Applicant Institution/Organization	Name of Applicant Institution/Organization	Institution/Organization
Signature	Signature	Signature
Name of Official	Name of Official	Name of Official
Title	Title	Title
Chief Financial Officer (or equivalent)	Executive Director (or equivalent)	Executive Director (or equivalent)
Date of Signature	Date of Signature	Date of Signature

**Note: The State awarding agency may change required signers based on the grantee's organizational structure. The required signers must have the authority to enter into contractual agreements on behalf of the organization.**

**FFATA Data Collection Form (See instructions below to determine if this form needs to be completed)**

Under FFATA, any implementing agency that receives \$25,000 or more from federal funds for this award must provide the following information for federal reporting. Please fill out the following form accurately and completely. To confirm whether federal funds are part of this award, please refer to the CFDA number on the Notice of Funding Opportunity. If there is no CFDA number, then this award does not include federal funds.

<b>Grantee (or Subgrantee) DUNS:</b>					
<b>Grantee (or Subgrantee) Name:</b>					
<b>Grantee (or Subgrantee) DBA:</b>					
<b>Grantee (or Subgrantee) Address:</b>					
<b>City:</b>		<b>State:</b>		<b>Zip+4:</b>	
<b>Grantee (or Subgrantee) Principal Place of Performance:</b>					
<b>City:</b>		<b>State:</b>		<b>Zip+4:</b>	
Grant #:                      Award Amount:    \$    -    Project Period: July 1 1, 2020 - June 30, 2021					
<b>State of Illinois Awarding Agency:</b> Illinois Criminal Justice Information Authority					
CSFA Short Description: VAWA					
<b>Under certain circumstances, grantee (or subgrantee) must provide names and total compensation of its top 5 highly compensated officials. Please answer the following two questions and follow the instructions:</b>					
<b>Q1.</b> In your business or organization's previous fiscal year, did your business or organization (including parent organization, all branches and all affiliates worldwide) receive (1) 80% or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants and/or cooperative agreements and (2) \$25,000,000 or more in annual gross revenue from U.S. federal contracts, subcontracts, loans, grants, subgrants and/or cooperative agreements?					
Yes <input type="checkbox"/> If yes, must answer Q2 below.					
No <input type="checkbox"/> If no, you are not required to provide data.					
<b>Q2.</b> Does the public have access to information about the compensation of the senior executives in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Security Exchange Act of 1934 (5 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue code of 1986 (i.e., on IRS Form 990)?					
Yes <input type="checkbox"/> If yes, you are not required to provide data.					
No <input type="checkbox"/> If no, you must provide the data. Please fill out the rest of this form.					
<b>Please provide names and total compensation of the top five officials:</b>					
Name:		Amount:			
Name:		Amount:			
Name:		Amount:			
Name:		Amount:			
Name:		Amount:			

Implementing Agency Name:

Grant #:

### Section C - Budget Worksheet & Narrative

**1. Personnel (Salaries & Wages)** (2 CFR 200.430)--List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project and length of time working on the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives in the narrative space provided below. Also, provide a justification and description of each position (including vacant positions). Relate each position specifically to program objectives. Personnel cannot exceed 100% of their time on all active projects.

**Note: Please see ICJIA Specific Instructions tab for additional information for completing this section.**

Name	Position	Computation				Federal/State Amount	Match	Total Cost			
		Salary or Wage	Basis (Yr./Mo./Hr.)	% of Time	Quantity (based on Yr/Mo/Hr)						
								\$ -			
								\$ -			
								\$ -			
								\$ -			
								\$ -			
								\$ -			
								\$ -			
								\$ -			
								\$ -			
<i>Total</i>						\$	-	\$	-	\$	-

Personnel Narrative:

Implementing Agency Name:

Grant #:

### Section C - Budget Worksheet & Narrative

2). **Fringe Benefits (2 CFR 200.431)**--Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in category (1) direct salaries and wages, and only for the percentage of time devoted to the project. Provide the name of the fringe benefit (i.e., Retirement, Insurance, Worker's Comp, etc), the fringe benefit rate, and a clear description of how the computation of fringe benefits was done. Provide both the annual (for multiyear awards) and total. If a fringe benefit rate is not used, show how the fringe benefits were computed for each position. The budget justification should be reflected in the budget description. Elements that comprise fringe benefits should be indicated.

Note: Please see ICJIA Specific Instructions tab for additional information for completing this section.

Name	Position	Fringe Costs									Federal/State Amount	Match	Total Cost
		Calculated Salary	FICA	Other (Please specify)	Other (Please specify)	Other (Please specify)	Other (Please specify)	Other (Please Specify)	Flat Rate Fringe (If applicable)				
			7.6500%										
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
											\$ -	\$ -	\$ -

Fringe Narrative:

Implementing Agency Name:

Grant #:

### Section C - Budget Worksheet & Narrative

3). **Travel** (2 CFR 200.474)-- Travel should include: origin and destination, estimated costs and type of transportation, number of travelers, related lodging and per diem costs, brief description of the travel involved, its purpose, and explanation of how the proposed travel is necessary for successful completion of the project. In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit cost involved. Identify the location of travel, if known; or if unknown, indicate "location to be determined." Indicate source of Travel Policies applied, Applicant or State of Illinois Travel Regulations. **NOTE:** Dollars requested in the travel category should be for staff travel only. Travel for consultants should be shown in the contractual category along with the consultant's fee. Travel for training participants, advisory committees, review panels and etc., should be itemized the same way as indicated above and placed in the "Miscellaneous" category.

Column G ("Basis") defines the quantity being measured. For example, if your expense is two nights in a hotel, the basis is "Nights." If the expense is 300 miles, the basis is "Miles."

**Note: Please see ICJIA Specific Instructions tab for additional information for completing this section.**

Purpose of Travel (brief description)	Location	Computation						Federal/State Amount	Match	Total Cost
		Items	Cost Rate	Quantity	Basis	# Staff	# of Trips			
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
<i>Total</i>								\$ -	\$ -	\$ -

Travel Narrative:

Implementing Agency Name:

Grant #:

### Section C - Budget Worksheet & Narrative

4). **Equipment** (2 CFR 200.439) -- Provide justification for the use of each item and relate them to specific program objectives. Provide both the annual (for multiyear awards) and total for equipment. Equipment is defined as an article of tangible personal property that has a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. An applicant organization may classify equipment at a lower dollar value but cannot classify it higher than \$5,000. (Note: Organization's own capitalization policy for classification of equipment can be used). Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

**Note: Please see ICJIA Specific Instructions tab for additional information for completing this section.**

Item	Computation			Federal/State Amount	Match	Total Cost
	Quantity	Cost	Pro-Rated Share (Put 100% if cost is not pro-rated)			
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
<i>Total</i>				\$	-	\$
				-	-	\$
				-	-	\$

Equipment Narrative:





Implementing Agency Name:

Grant #:

**Section C - Budget Worksheet & Narrative**

**6. Contractual Services (2 CFR 200.318) & Subawards (200.92)** -- Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. Federal rules require a separate justification must be provided for sole source contracts in excess of \$150,000 (See 2 CFR 200.88). **However, ICJIA has additional requirements for sole source contracts of other amounts. The applicant must contact the ICJIA grant monitor or program administrator for additional information.** This budget category may include **subawards**. Provide separate budgets for each subaward or contract, regardless of the dollar value and indicate the basis for the cost estimates in the narrative. Describe products or services to be obtained and indicate the applicability or necessity of each to the project.

*Please also note the differences between subaward, contract, and contractor (vendor):*

- 1) Subaward (200.92) means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal/State award, including a portion of the scope of work or objectives. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal/State program.
- 2) Contract (200.22) means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this part does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward.
- 3) "Vendor" or "Contractor" is generally a dealer, distributor or other seller that provides services in support of the project activities. This can include utilities, leases, computing costs, audit costs, and similar types of costs.

**Note: Please see ICJIA Specific Instructions tab for additional information for completing this section.**

Description	Computation				Federal/State Amount	Match	Total Cost
	Cost per Basis	Basis	Length of Time	Pro-Rated Share (Put 100% if cost is not pro-rated)			
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
<b>Total</b>					\$ -	\$ -	\$ -

Contractual Narrative:



Implementing Agency Name:

Grant #:

### Section C - Budget Worksheet & Narrative

**16. Indirect Cost** (2 CFR 200.414) --Provide the most recent indirect cost rate agreement information with the itemized budget. The applicable indirect cost rate(s) negotiated by the organization with the cognizant negotiating agency must be used in computing indirect costs (F&A) for a program budget. The amount for indirect costs should be calculated by applying the current negotiated indirect cost rate(s) to the approved base(s). After the amount of indirect costs is determined for the program, a breakdown of the indirect costs should be provided in the budget worksheet and narrative below.

**Note: Please see ICJIA Specific Instructions tab for additional information for completing this section.**

Description	Computation		Federal/State Amount	Match	Total Cost
	Base	Rate			
					\$ -

Indirect Cost Narrative:

This is to certify that I have reviewed the indirect cost rate proposal and grant agreement budget, and to the best of my knowledge and belief:

- (1) The costs included in the proposal to establish the final indirect costs rate for this project period are not listed in the budget as a direct cost.
- (2) The indirect costs charged to this grant agreement are not included as direct costs in a different grant agreement with the Criminal Justice Information Authority (Authority) or any other grantor.
- (3) The direct costs listed in this budget are not charged as indirect costs in a different grant agreement with the Authority or any other grantor.

Violation of this certification may result in a range of penalties, including suspension of funds under this program, termination of this agreement, suspension or debarment from receiving future grants, recoupment of monies provided under this grant, and all remedies allowed under the Illinois Grant Recovery Act (30 ILCS 708/1 et seq.)

\_\_\_\_\_  
Institution/Organization

\_\_\_\_\_  
Institution/Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Official

\_\_\_\_\_  
Name of Official

\_\_\_\_\_  
Title  
Chief Financial Officer (or equivalent)

\_\_\_\_\_  
Title  
Executive Director (or equivalent)

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Date of Signature

Implementing Agency Name:

Grant #:

## Section C - Budget Worksheet & Narrative

**Budget Summary**--When you have completed the budget worksheet, transfer the totals for each category to the spaces below to the uniform template provided (SECTION A & B). Verify the total costs and the total project costs. Indicate the amount of State requested funds and the amount of non-State funds that will support the project.

<i>Budget Category</i>	<i>Federal/State Amount</i>	<i>Match Amount</i>	<i>Total Amount</i>
<i>1. Personnel</i>	\$ -	\$ -	\$ -
<i>2. Fringe Benefits</i>	\$ -	\$ -	\$ -
<i>3. Travel</i>	\$ -	\$ -	\$ -
<i>4. Equipment</i>	\$ -	\$ -	\$ -
<i>5. Supplies</i>	\$ -	\$ -	\$ -
<i>6. Contractual Services</i>	\$ -	\$ -	\$ -
<i>16. Indirect Costs</i>	\$ -	\$ -	\$ -
<b><i>TOTAL PROJECT COSTS</i></b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>ICJIA Agency Approval</b>		<b>STATE OF ILLINOIS UNIFORM GRANT BUDGET TEMPLATE (updated by ICJIA)</b>		<b>AGENCY:</b> Illinois Criminal Justice Information Authority	
<b>Implementing Agency Name:</b>		<b>DUNS#:</b>		<b>NOFO ID: 1744-1269</b>	
<b>CFSA Number: 546-00-1744</b>		<b>CSFA Short Description: VAWA</b>		<b>State Fiscal Year(s): SFY20</b>	
				<b>Grant #:</b>	
				<b>Project Period: July 1, 2020 - June 30, 2021</b>	

**FOR ICJIA USE ONLY**

**Final Budget Amount Approval**

<u>Final Total Budget Amount</u>	<u>ICJIA Program Staff Name</u>	<u>ICJIA Program Staff Signature</u>	<u>Date</u>
<u>Final Total Award Amount (if different)</u>	<u>ICJIA Fiscal &amp; Administrative Staff Name</u>	<u>ICJIA Fiscal &amp; Administrative Signature</u>	<u>Date</u>

**Budget Revision Amount Approval**

<u>Final Revised Budget Amount</u>	<u>ICJIA Program Staff Name</u>	<u>ICJIA Program Staff Signature</u>	<u>Date</u>
<u>Final Total Award Amount (if different)</u>	<u>ICJIA Fiscal &amp; Administrative Staff Name</u>	<u>ICJIA Fiscal &amp; Administrative Signature</u>	<u>Date</u>

**Budget Revision Amount Approval**

<u>Final Revised Budget Amount</u>	<u>ICJIA Program Staff Name</u>	<u>ICJIA Program Staff Signature</u>	<u>Date</u>
<u>Final Total Award Amount (if different)</u>	<u>ICJIA Fiscal &amp; Administrative Staff Name</u>	<u>ICJIA Fiscal &amp; Administrative Signature</u>	<u>Date</u>

§200.308 Revision of budget and program plans

(e) The Federal/State awarding agency may, at its option, restrict the transfer of funds among direct cost categories or programs, functions and activities for Federal/State awards in which the Federal/State share of the project exceeds the Simplified Acquisition Threshold and the cumulative amount of such transfers exceeds or is expected to exceed 10 percent or \$1,000 per detail line item, whichever is greater of the total budget as last approved by the Federal/State awarding agency. The Federal/State awarding agency cannot permit a transfer that would cause any Federal/State appropriation to be used for purposes other than those consistent with the appropriation.

# State of Illinois -- Uniform Budget Template (updated by ICJIA) -- GATA General Instructions

## Section A – Budget Summary

### FEDERAL/STATE FUNDS

All applicants must complete Section A and provide a break-down by all applicable budget categories. **Please read all instructions before completing form.**

### FEDERAL/STATE GRANT FUNDS

Provide a total requested ICJIA Grant amount for each year in the Revenue portion of Section A. The amount entered in Line (a) will equal the total amount budgeted on Line 18 of Section A.

### BUDGET SUMMARY – FEDERAL/STATE FUNDS

All applicants must complete Section A and provide a break-down by the applicable budget categories.

For each project year for which funding is requested, show the total amount requested for each applicable budget category.

*Please see detail worksheet and narrative section for further descriptions and explanations of budgetary line items*

**Section A - Indirect Cost Information:** *(This information should be completed by the applicant's Business Office).* If the applicant is requesting reimbursement for indirect costs on line 17, the applicant's Business Office must select one of the options listed on the Indirect Cost Information page under Section-A Indirect Cost Information (1-4).

Option (1): The applicant has a Negotiated Indirect Cost Rate Agreement (NICRA) that was approved by the Federal government. A copy of this agreement must be provided to the State of Illinois' Indirect Cost Unit for review and documentation. This NICRA will be accepted by all State of Illinois Agencies up to any statutory, rule-based or programmatic restrictions or limitations. *If this option is selected by the applicant, basic information is required for completion of this section. See bottom of "Section-A Indirect Cost Information"*

**NOTE: The applicant may not have a Federally Negotiated Indirect Cost Rate Agreement. Therefore, in order for the applicant to be reimbursed for Indirect Costs from the State of Illinois, the applicant must either:**

- A) **Negotiate an Indirect Cost Rate with the State of Illinois' Indirect Cost Unit with guidance from our State Cognizant Agency on an annual basis.**
- B) **Elect to use the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely on State of Illinois Awards.**
- C) **Use a Restricted Rate designated by programmatic statutory policy. (See Notice of Funding Opportunity for Restricted Rate Programs)**

Option (2a): The applicant currently has a Negotiated Indirect Cost Rate Agreement with the State of Illinois that will be accepted by all State of Illinois Agencies up to any statutory, rule-based or programmatic restrictions or limitations. The applicant is required to submit a new Indirect Cost Rate Proposal to the Indirect Cost Unit within six (6) months after the close of each fiscal year (2 CFR 200 Appendix IV (C)(2)(c)). **Note:** *If this option is selected by the applicant, basic information is required for completion of this section. See bottom of "Section-A Indirect Cost Information"*

OR

Option (2b): The applicant currently does not have a Negotiated Indirect Cost Rate Agreement with the State of Illinois. The applicant must submit its initial Indirect Cost Rate Proposal (ICRP) immediately after the applicant is advised that the State award will be made and, in no event, later than three (3) months after the effective date of the State award (2 CFR 200 Appendix IV (C)(2)(b)). The initial ICRP will be sent to the State of Illinois' Indirect Cost Unit. **Note:** *The applicant should check with the State of Illinois awarding Agency for information regarding reimbursement of indirect costs while its proposal is being negotiated*

Option (3): The applicant elects to charge the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely on State of Illinois awards (2 CFR 200.414 (c)(4)(f) & (200.68). **Note**: The applicant must be eligible, see 2 CFR 200.414 (f), and submit documentation on the calculation of MTDC within your Budget Narrative under Indirect Costs. **Note** the applicant may only use the 10 percent de minimis rate if the applicant does not have an Approved Indirect Cost Rate Agreement. The applicant may not use the de minimis rate if it is a Local government, or if your grant is funded under a training rate or restricted rate program .

Option (4): If you are applying for a grant under a Restricted Rate Program, indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement, or whether you are using a restricted indirect cost rate that complies with statutory or programmatic policies. **Note**: See Notice of State Award for Restricted Rate Programs

## Section B - Budget Summary

### MATCH FUNDS

MATCH FUNDS: If the applicant is required to provide or volunteers to provide cost-sharing or matching funds or other non-ICJIA resources to the project, the applicant must provide a revenue breakdown of all Match funds in lines (b)-(d). the total of “Match Funds” should equal the amount budgeted on Line 18 of Section B. If a match percentage is required, the amount should be entered in this section.

### BUDGET SUMMARY – MATCH FUNDS

If the applicant is required to provide or volunteers to provide cost-sharing or matching funds or other match resources to the project, these costs should be shown for each applicable budget category of Section B.

For each applicable budget category for which matching funds are provided, show the total contribution. Only use those categories that are visible.

*Please see detail worksheet and narrative section for further descriptions and explanations of budgetary line items*

## Section C - Budget Worksheet & Narrative

[Attach separate sheet(s)]

Pay attention to applicable ICJIA-specific instructions.

All applicants are required to submit a budget narrative along with Section A and Section B. The budget narrative is sometimes referred to as the budget justification. The narrative serves two purposes: it explains how the costs were estimated and it justifies the need for the cost. The narrative may include tables for clarification purposes. The State of Illinois recommends using the State of Illinois Uniform Budget Template worksheet and narrative guide provided.

1. Provide an itemized budget breakdown, and justification by project year, for each budget category listed in Sections A and B.
2. For match funds or resources listed in Section B that are used to meet a cost-sharing or matching requirement or provided as a voluntary cost-sharing or matching commitment, you must include:
  - a. The specific costs or contributions by budget category;
  - b. The source of the costs or contributions; and
  - c. In the case of third-party in-kind contributions, a description of how the value was determined for the donated or contributed goods or services.



[Please review cost sharing and matching regulations found in 2 CFR 200.306.]

3. If applicable to this program, provide the rate and base on which fringe benefits are calculated.
4. If the applicant is requesting reimbursement for indirect costs on line 17, this information should be completed by the applicant's Business Office. Specify the estimated amount of the base to which the indirect cost rate is applied and the total indirect expense. Depending on the grant program to which the applicant is applying and/or the applicant's approved Indirect Cost Rate Agreement, some direct cost budget categories in the applicant's grant application budget may not be included in the base and multiplied by your indirect cost rate. Please indicate which costs are included and which costs are excluded from the base to which the indirect cost rate is applied.
5. Provide other explanations or comments you deem necessary.

Keep in mind the following—

Although the degree of specificity of any budget will vary depending on the nature of the project and State of Illinois agency requirements, a complete, well-thought-out budget serves to reinforce your credibility and increase the likelihood of your proposal being funded.

- A well-prepared budget should be reasonable and demonstrate that the funds being asked for will be used wisely.
- The budget should be as concrete and specific as possible in its estimates. Make every effort to be realistic, to estimate costs accurately.
- The budget format should be as clear as possible. It should begin with a budget narrative, which you should write after the entire budget has been prepared.
- Each section of the budget should be in outline form, listing line items under major headings and subheadings.
- Each of the major components should be subtotaled with a grand total at the end.

Your budget should justify all expenses and be consistent with the program narrative:

- Salaries should be comparable to those within the applicant organization.
- If new staff is being hired, additional space and equipment are considered, as necessary.
- If the budget lists an equipment purchase, it is the type allowed by the agency.
- If additional space is rented, the increase in insurance is supported.
- If an indirect cost rate applies to the proposal, the division between direct and indirect costs is not in conflict, and the aggregate budget totals refer directly to the approved formula. Indirect costs are costs that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project (like the cost of operating and maintaining facilities, depreciation, and administrative salaries).

#### §200.308 Revision of budget and program plans

(e) The Federal/State awarding agency may, at its option, restrict the transfer of funds among direct cost categories or programs, functions and activities for Federal/State awards in which the Federal/State share of the project exceeds the Simplified Acquisition Threshold and the cumulative amount of such transfers exceeds or is expected to exceed 10 percent or \$1,000 per detail line item, whichever is greater of the total budget as last approved by the Federal/State awarding agency. The Federal/State awarding agency cannot permit a transfer that would cause any Federal/State appropriation to be used for purposes other than those consistent with the appropriation.

# State of Illinois -- Uniform Budget Template (updated by ICJIA) -- ICJIA Specific Instructions

## Section A – Budget Summary

**I. Section A:** Federal/State funds are those that come from ICJIA as part of a NOFO or continuation. The Implementing Agency is the entity that will be responsible for managing the agreement. Please complete all cells in blue. If indirect costs are being included in the budget, don't forget to include the Rate and Base in the left column. The following information can be found on the GATA website or on the Uniform Notice of Funding Opportunity (NOFO): NOFO ID; CFSA Number; CFSA Short Description; State Fiscal Year(s) and Project Period. If this is a continuation grant, please enter the grant number.

**II. Section A - Indirect Costs:** One of the following must be checked: Item 1; 2a or 2b; 3, 4, or 5. If Option 1 or 2a is selected, then the box at the bottom of the page must be filled out.

**III. Section B:** All required match must be included. If you are including additional match (overmatch), do not separate required match from overmatch. Those amounts should be combined together. If match is being included in your budget, please complete all cells in blue. If indirect costs will be paid by matching funds, include the Rate and Base in the left column.

**IV. Applicant Certification: The Implementing Agency (and Program Agency, if different from the Implementing Agency), must complete this form at the time the grant agreement is signed.**

**V. FFATA Form:** This should only be filled out if the source of ICJIA funds is federal (ie JAG, VOCA, VAWA, etc.) AND if the implementing agency receives \$25,000 or more in federal funds. To confirm whether federal funds are part of this award, please refer to the CFDA number on the Uniform Notice for Funding Opportunity (NOFO). If there is a CFDA number, then this award includes federal funds.

### **VI. Section C1- Personnel:**

A) If a cost of living increase is anticipated, please reflect the adjusted salary in one line item. In the justification, please state that the salary reflects a cost of living increase and provide the amount/length of time of the initial salary and amount/length of time of the final salary.

B) If you are budgeting for overtime, please put the overtime amount on the bottom row. In the justification, please state how the overtime amount has been calculated.

C) Quantity of time will depend on the basis selected.

### **VII. Section C2 - Fringe:**

A) If additional staff were added to the Personnel tab, please make sure they are also added here. Check the totals to make sure that all additional personnel are included. Fringe should include both the ICJIA and match amounts.

B) If a personnel's salary is prorated, then the flat rate fringe must also be prorated.

C) Please enter the percentages for retirement, insurance (include health, dental and life) and workman's comp. If there are other fringe benefits, please enter what the benefit is and the percentage.

D) Column M has been provided for any flat rate fringe benefits. Please enter the dollar amount in Column M. The narrative should provide sufficient detail that ICJIA understands how the flat rate fringe benefits were calculated.

### **VIII. Section C3 - Travel:**

A) This page is to be used for all travel costs - both daily and out of town. Please put similarly purposed trips together. For example - daily mileage reimbursement costs can all be on one line item and daily parking costs on the next line item. Out of town trips should also be listed together. For example, if you will attend two conferences, please put costs associated with the first conference together, and then put costs associated with the second conference together.

B) Travel expenses can not exceed the State of Illinois rates (or your agency's rate, whichever is lower). Mileage, per diem, and lodging rates can be found here: <https://www.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx> (copy and paste this address into a web browser).

**IX. Section C4 - Equipment:**

- A) All equipment must be purchased no later than 90 days after the start of the grant, unless otherwise approved by your ICJIA grant monitor.
- B) Equipment must be pro-rated if the piece of equipment will be used for any purpose other than the grant program.

**X. Section C5 - Supplies:** Please list all supplies/commodities in this section.

**XI. Section C6 - Contractual Services:** Pro-rated Share - Certain contractual costs must be pro-rated to determine how much can be applied to the grant program. For example, telephone costs would be proportional to the number of FTEs on the grant funded program divided by the total number of FTE employees in the office. Utility or rent costs would be proportional to the space occupied by the grant funded program divided by the total space.

**XII. Section C16 - Indirect Costs:**

- A) If a federally-approved or state-approved indirect cost rate is being included, please provide the letter showing the approved indirect cost rate.
- B) If any indirect cost rate is being included (de minimus, federally approved or state approved), the certification must be signed at the time the grant agreement is signed.**

**XIII. Summary:** Please make sure the amounts on this page are the same as the amounts on each of the Budget Worksheet and Narrative tabs.

**XIX. Agency Approval:** Do not complete this form - this will be filled out by ICJIA.