Notice of Funding Opportunity
FY20 VOCA and VAWA
Domestic Violence Victim Services

Today’s Purposes

- Familiarize applicants with ICADV’s FY20 Victim of Crime Act (VOCA) NOFO process
- Define eligible applicants
- Highlight ICADV’s expectations from NOFO questions
- Review scoring process
Agenda

- Overview of the Application Process
- ICADV and the Intent of the NOFO
- Victims of Crime Act (VOCA)
- Eligibility for Funding
- NOFO Questions
- Evaluation and Scoring

Overview of Application Process
Schedule and Details

» Application Due Date and Time
  ◦ June 7, 2017, 11:59 PM CST

» FAQs Due Date and Time
  ◦ June 4, 2017, 11:59 PM CST

» Where to find NOFO and Other Resources
  ◦ Application may be obtained at:
    http://www.ilcadv.org/resources/grants/current_funding_opps.html

Schedule and Details

» NOFO Specifications
  ◦ Use Narrative Forms provided
    • General
    • VOCA Services
    • VOCA Chicago Colocation
    • VOCA Underserved Populations
  ◦ Maintain formatting of 1” margins, Times New Roman 12-point font, double-spaced
  ◦ Each narrative form sequentially numbered, with exception of attachments
  ◦ NOFO is incomplete without the budget
Schedule and Details

- **Method of Submission** – email to grants@ilcadv.org
  - Last date to submit – **11:59 PM CST, June 7, 2017**
  - Will not accept applications sent by mail, fax, or **in-person**
  - Late submissions will not be reviewed
  - Suggest sending in one email

- **Communication & FAQ**
  - Technical difficulties – contact tudor@ilcadv.org ASAP
  - FAQ: Last date to submit – **11:59 PM CST, May 29, 2017**
  - Submit to grants@ilcadv.org
  - Will be posted on ICADV’s website, www.ilcadv.org, Current Funding Opportunities

NOFO Attachments for Submission

- **Geographic Service Areas** – Attachment A
- **Facilities Description** – Attachment B
- **Data and Demographics Form** – Attachment C
Other Attachments for Submission

- Cover Page/Checklist
- Narratives
- Budget
- Service Objectives (each project)
- Programmatic Risk Assessment
- Time and Effort Sample
- Cost Allocation Policy
- ICDVP Certificates*
- Job Descriptions
- Documentation of NICRA
- Financial Audit/Mngmt Ltr
- 501(c)(3) Determination Ltr
- Subcontractor Documentation
- Org Chart – names/positions/ICDVP #s
- Signed Certification Docs*
- 40 hr DV Training Certificates*

Attachments for Review Only

- Trauma-informed Services
- Service Definitions
- Sample VOCA Budgets
Review and Award Process

- **Review Process**
  - Panels established by ICADV Funding Oversight Committee (FOC)
  - Review late May/early June
  - Finalize scores

- **Notification**
  - Applicants notified in writing
  - Timing depends on when ICJIA has its award

- **Revisions**
  - Award notices may be contingent on revisions to application

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ICADV
ICADV Vision

- Envisions a statewide community
- Committed to exposing root causes of domestic abuse
- Ensuring safety for families
- By supporting voices of all survivors

ICADV Mission

- Build networks of support
- For and with survivors
- Advancing statewide policies and practices
- That transform societal attitudes and institutions
- To eliminate and prevent domestic abuse
ICADV Funded Agencies

- Currently fund statewide network of community agencies
- They provide to domestic violence victims and their children:
  - Crisis intervention and prevention services
  - 24-hour response to crisis calls and access to shelter
  - Legal and other systems advocacy
  - Individual and group counseling and therapy
  - Other supportive services
- All services provided from a trauma-informed perspective

Trauma Informed Care

- Recognizing impact of trauma on multiple areas of life and different paths to recovery
- Being aware of signs and symptoms of trauma
- Structuring policies and practices that account for and are sensitive to people’s trauma histories
- Seeking to prevent re-traumatization
Trauma Informed Settings

- Safety
- Trustworthiness and Transparency
- Peer Support
- Collaboration and Mutuality
- Empowerment, Voice, and Choice
- Cultural, Historical, and Gender Issues

Available Funding
Victims of Crime Act (VOCA)

- Illinois Criminal Justice Information Authority (ICJIA) charged ICADV to be the Lead Entity in administering funds for services to domestic violence victims
- Funds derived from the Victims of Crime Act
- Are a portion of a federal grant awarded by the Office for Victims of Crime (OVC) of the US Department of Justice (DOJ) for direct services to crime victims

FY20 VOCA – Overview of Purpose

- Compensating and directly assisting victims of crime
- Providing funds for training and technical assistance
- Funded from fines and penalties levied against criminals convicted of federal crimes
FY20 VOCA – Overview of Services

- Access to civil/criminal justice system – particularly related to IDVA
- Counseling/therapy for adults and children – Individual and Group
- Education, advocacy, safety planning, transportation, parental and other supportive services

Allowable Expenses – Direct Costs

- **Personnel Salary and Wages**
  - Think about funding the service, not necessarily the position
  - Up to 10% of the grant may be used for supervision

- **Types of positions fundable through VOCA**
  - Direct service personnel
  - Supervisors of funded direct service personnel
  - Community outreach personnel
  - Administrative personnel for the time directly working on VOCA funded projects
Allowable Expenses – Direct Costs

- Personnel Fringe
  - FICA
  - Health/Vision/Dental
  - Disability
  - Retirement
  - Worker’s Compensation
  - Unemployment
  - Life Insurance

- Travel
  - Expenses incurred for the provision of services funded under the grant
  - Mileage reimbursable at the state rate
  - Professional development opportunities
Allowable Expenses – Direct Costs

- **Equipment**
  - Provision of direct client services
  - Case by case basis
  - Computer, phone, printer, other technology
  - Furniture
  - Start-Up Costs
    - Furniture, phone systems, other equipment as you increase staff or expand to other locations

- **Supplies**
  - Office supplies
  - Postage
  - Printing
    - Materials to inform the community about the funded project may be approved on a case by case basis
    - Must be approved prior to printing
  - Child therapy books, games and assessments, etc.
  - Language tools (I Speak cards, etc.)
Allowable Expenses – Direct Costs

- **Consultant**
  - Therapist
  - Interpreter
    - Deaf or Hard of Hearing – must be certified
    - Other languages – Code of Ethics, not family, court certification
  - Translator
    - Potential for certification
  - Professional to evaluate your funded services or measure client outcomes or satisfaction

- **Contractual Services**
  - Direct contractual services that do not fit within another line item

- **Occupancy**
  - Rent
  - Utilities
  - Building maintenance

- **Telecommunications**
  - Phones for funded staff to facilitate direct client services
  - Internet for funded staff to facilitate direct client services
Allowable Expenses – Direct Costs

- **Training and Education**
  - Conference registration fees
  - Hotel
  - Per diem within state rates
  - Mileage within state rates

- **Qualifying staff development opportunities**
  - Conference approval will be based on review of the agenda and learning objectives
  - Conference must directly improve services available to survivors
  - ICADV must approve prior to registration

- **Direct Administrative Costs**
  - Bookkeeper (or other administrator’s) time working on the VOCA project
    - Paying bills charged to VOCA
    - Completing monthly fiscal reports
    - VOCA time and effort documentation
    - Completing InfoNet reports
    - Evaluating program objectives
    - Data collection
  - As long as they can be accurately allocated as directly related to the VOCA funded project
Allowable Expenses – Direct Costs

- **Miscellaneous Costs**
  - Emergency Support
    - Security and safety planning
    - Relocation costs
    - Shelter
  - Transportation for Victims
    - Bus passes/Taxi vouchers
    - Parking vouchers at court
    - Gas only/Ventra cards

Allowable Expenses – Indirect Costs

- **What to Know**
  - Uniform Guidance 2 CFR §200
  - Most operational expenses are now allowed
    - Rent, utilities, telecommunications, supplies, certain staff time
  - About what you need to operate and support your program
  - But cannot accurately allocate to one person, project or service
  - To charge Indirect Costs, you must use your organization’s Indirect Cost Rate (ICR)
Allowable Expenses – Indirect Costs

- **If Applicant Has Never Negotiated an ICR**
  - Negotiate an ICR with applicant’s federal cognizant agency if receiving direct federal funds
  - Negotiate an ICR with the state of Illinois
  - Use the 10% de minimis rate
  - Choose not to charge indirect costs to the grant

- **More Information – on ICADV’s website**
  - Indirect Costs Capacity Building Handout
  - ICADV’s previous indirect cost training presented by Sikich, LLP in March 2016

Match

- **For every $4 in VOCA funds you request, you will need to provide $1 in match funds**
  - $100,000 VOCA + $25,000 match = $125,000

- **Match funds are restricted to the same uses as the VOCA funds and must be related to the funded services**

- **Source of match funds cannot be changed after first elected in your budget**
**Match - Sources**

- **Two kinds of match**
  - Cash – cash spent for project-related costs
  - In-Kind – e.g., the valuation of non-cash contributions

- **Non-federal sources of match funds**
  - State
  - Local Government
  - Private Foundations
  - In Kind

- **Unallowable sources of match funds**
  - Assets – savings or investment accounts

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**Match – Sources/Expenses**

- **Expenses for Match**
  - Must be used to support expenses within the same time frame as the VOCA funds, month by month
  - Tied to direct client service
  - Allowable under VOCA guidelines

- **Unallowable expenses for match use**
  - Fundraising activities/expenses
  - Lobbying activities
  - Networking
  - Systems advocacy
Match – In-Kind

- **Professional services**
  - Attorney, accountant, graphic artist, electrician...
  - Unpaid services valued at rates consistent with those ordinarily paid for similar work
  - Reasonable amount of fringe benefits may be included

- **Volunteer activities**
  - Manual labor to make improvements to your building or do clerical work
  - Volunteers whose time fulfills in-kind match requirements must record volunteer attendance by completing daily attendance timesheets, or Personnel Activity Reports

Match – In-Kind

- **Reduced rates on goods or services**
  - Discount from a professional
  - Walmart
  - Reduced rent

- **Consistency**
  - Value and document donations consistently
  - Review the valuation annually
Match – Financial Accounting

- Maintain records which clearly show:
  - Source
  - Amount
  - Period during which match was allocated
  - Basis for determining the value of specific match
  - Volunteer services
    - Also should be supported by same methods a subrecipient used for its own employees
  - Other In-Kind
    - Activity, who provided it, the date, and valued amount

Match - Waiver

- Who Approves?
  - ICADV, ICJIA, OVC

- What Factors?
  - Local resources
  - Annual budget changes
  - Past ability to provide match
  - Whether funding is for new or additional activities

- How to Submit?
  - Letter to ICADV with your FY18 VOCA Application
Eligibility

Applicant Agency

- Prequalified through GATA

- 501(c)(3)

- Required certifications

- Principal mission of providing services to victims of domestic violence

- Record of effective services – 2 years
Foundational Services

- All domestic violence staff 40-hour trained by Illinois Domestic Violence Certified training site
- 24-hour access for victims to 40-hour trained staff

24-Hour Access Scenarios Meets Requirements

- Domestic violence shelter program runs its own 24-hour hotline and provides shelter, on and off-site.
- Agency provides counseling and legal advocacy services only. It transfers its hotline to the Statewide hotline after normal business hours. Agency staff are on call to receive emergency calls and provide access to off-site safe housing.
24-Hour Access Scenarios Does Not Meet Requirements

- Agency provides counseling and legal advocacy services only. It transfers its hotline to the Statewide hotline after normal business hours, and does nothing else.

- Agency provides counseling and legal advocacy services only. It transfers its hotline to the Statewide hotline after normal business hours. Agency has a memorandum of understanding with another domestic violence agency to receive transfers from the Statewide hotline.

Foundational Services

- Emergency on- and/or off-site shelter
- Intake assessments to determine eligibility
- Use of service plans
- Assistance with crime victim compensation
- Legal and other advocacy
Foundational Services

- Individual and group counseling for adults and children
- Information and referral, transportation and other supportive services
- Community outreach and education
- Coordinated public and private efforts within the local community to aid victims of violence

Applicant Agency

- Trauma-informed services
- Voluntary services
- No additional conditions for admission to shelter, i.e.
  - Criminal background checks
  - Sobriety requirements
  - Mental health or substance abuse screenings
Applicant Agency

- Commitment to guiding principles as indicated in NOFO
- Match requirements
- Volunteers
- Federal rules regulating grants
- Civil rights

Applicant Agency

- Cultural and linguistic competency
- State and ICADV criteria
- Victims of federal crime
- Staff training
**Applicant Agency**

- Confidentiality of information
- Safety
- Time and effort documentation

**Services Guidelines Manual**

- Illinois Department of Human Services (IDHS) and ICADV developed
- Outlines minimum requirements for all funded programs to ensure
  - Safety and well-being of persons receiving services
  - Quality and consistency of services across the state
- Guidelines for excellence in service provision and philosophy
Services Guidelines Manual

- Developed utilizing research, promising practices, input/expertise of the domestic violence service community
- Sample tools
- Available at ICADV’s website: www.ilcadv.org

Client Eligibility

- Individuals are determined eligible for shelter and other services through:
  - Screening
  - Self-disclosure
- No income standard or fees
- Acceptance of and participation in supportive services by individuals seeking emergency shelter is strictly voluntary
Client Eligibility

- Grantees must provide services regardless of race, gender, sexual orientation, ability, age or ethnicity

- Grantees may have a primary geographic target area to which it provides services, but no victim should be turned away due to their geographic origin

- Grantees must have in place and follow written policies on client eligibility, non-discrimination, and investigating and resolving client complaints

Staff Training Requirements

- Minimum of 40 hours of training in domestic violence advocacy, crisis intervention and related areas
  - If trained after July 1, 2004, must be trained by a site approved by the Illinois Certified Domestic Violence Professionals (ICDVP) Board
  - Find list of approved training sites at [www.ilcdvp.org](http://www.ilcdvp.org)

- Documentation of appropriate training must be kept on file

- All supervisors, coordinators, directors, and other program leaders are strongly encouraged to have ICDVP certification
Safety Requirements

- Safety of victims and their children must be paramount when determining
  - Operational policies and procedures
  - Client eligibility
  - Admission to services

- Must have in place and follow written security and safety procedures designed to protect clients and staff from perpetrators of abuse

Safety Requirements

- Services provided in a secure environment

- Grantees that shelter clients on site are required to have staff present at the site whenever clients are present

- All federal, state, and local requirements related to health, safety, and zoning must be met
Confidentiality Requirements

- All information, records, and documents concerning persons served must remain confidential and be protected from unauthorized disclosure.

- Exceptions
  - requirements under state/federal law, regulation, or order
  - Informed, necessary, specific, written, and reasonably time-limited consent of client

- Required to have in place and follow written policies and procedures on client confidentiality and releases of information.

Cultural & Linguistic Competency

- Services must be provided in a culturally appropriate, relevant and competent manner.

- Grantees should demonstrate and ability to adapt to individual interventions, programs, and policies to fit the cultural context of the individual family or community.
Data Collection Requirements

- Required to document service delivery and maintain accurate and complete service records for each client
- Submit data and progress reports to ICADV
- Utilize InfoNet, the documentation system operated by the Illinois Criminal Justice Information Authority

Data Collection Requirements

- Client eligibility determination
- Types and amounts of service provided to each client
- Measurable outcome data
- Budget and expenditure reports
- Year end performance reports
Administrative Requirements

- Adequate infrastructure to carry out goals and manage funding
- Active Board of Directors to provide oversight
- Director whose duties include daily management of program
- Sufficient personnel to both responsibly manage the fiscal resources and provide the services

NOFO Questions
Slightly Different Narrative Format

- **Standard narrative questions**
  - Executive Summary
  - DV Agency Description & Eligibility
  - Current Service Delivery
  - Data & Demographics
  - Program Evaluation & Auditing
  - Problems & Challenges
  - Staffing Requirements
  - Budget
  - Specific VOCA Project Proposed Services

Slightly Different Narrative Format

- **Proposed Services Narratives**
  - Proposed VOCA Services
  - Proposed VOCA Chicago Co-location Services
  - Proposed VOCA Underserved Populations
    - Rural survivors
    - LEP/Immigrant survivors
    - Survivors with substance use issues
    - LGBTQ survivors
    - Deaf survivors and Hard of Hearing survivors
    - Survivors with physical, mental, and/or cognitive disabilities
Executive Summary

- Summarize your agency and its mission
- Highlight your agency’s presence and domestic violence service credibility in your community
- Briefly summarize your FY20 VOCA proposed services

Domestic Violence Agency Description and Eligibility

- Agency’s ability to administer and operate the proposed project
- The who, where, and when of your current agency services
- This is also about your eligibility to receive VOCA funding through ICADV
Domestic Violence Agency Description and Eligibility

- 24-hour telephone accessibility
  - To 40-hour trained staff
  - Without the victim having to make a second call or wait for a return call

- 24-hour access to safe housing, including
  - Access to 40-hour trained personnel and services
  - Access to services

- To effectively meet the needs of victims

Domestic Violence Agency Description and Eligibility

- Crime Victim Compensation benefits
- Age limitations on shelter or other services
- Length of stay in shelter
- Volunteers
Domestic Violence Agency Description and Eligibility – Geographic Service Areas

- Attachment A
  - Client population served
    - Victims, children, and staff
  - Geographic Area
    - Service
    - Comparison
  - Addresses and locations - specific

Domestic Violence Agency Description and Eligibility - Facilities

- Attachment B
  - Security and safety procedures
    - Victims, children, and staff
  - Americans with Disabilities Act (ADA)
    - Compliance
    - Accommodation
  - Other state, federal, local requirements
**Domestic Violence Agency**
**Description and Eligibility - Funding**

- Most recent financial audit AND
- Management Letter

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**Service Delivery - CURRENT**

- Most pages allowed and highest available points

**CURRENT SERVICES**
- How your agency identifies service needs
- How your agency provides services
- You may copy & paste from policies

- Remember, you will cover proposed services on a separate narrative form
Service Delivery - Current

- Client needs/barriers
- Initial contact and client eligibility
- Confidentiality and compliance with IDVA
- Safety concerns

Service Delivery - Current

- Client service philosophy/service delivery
- Trauma-informed services
- How agency’s services reflect needs of population
- Particular groups of clients
  - Families, including boys over age 12
  - Male victims
  - Victims from various distances away from agency
  - Un- and Underserved victims – Specific scenario
Data and Demographics

- Attachment C
- Provides ICADV with a picture of your agency’s overall domestic violence services
- Asked to explain significant differences
- Narrative to explain your data and recordkeeping procedures, including staff involved

Data and Demographics

- Number of Individual Clients
- Client Demographics
- On-site Shelter/TH Beds
- Shelter/TH Days
- Number of Hotline Calls
- Direct Service Hours
- Order of Protection Assistance Hours

- FY18 Actual
- FY19 Progress
  - July 2018 – March 2019
- FY20 Projections

Tables

Columns
Program Evaluation and Auditing

- Internally
  - Who is responsible
  - How are findings used

- Externally
  - What outside agencies evaluate your services
  - On-Site reviews since 7/1/17 and outcomes

- Description of fiscal auditing standards
  - Internal controls, record retention, conflicts of interest

Problems and Challenges

- What are the major challenges for your domestic violence program?

- How will you address these in FY20?
Staffing Requirements

- **Hiring**
  - Describe how you assess skills, abilities, qualities of potential staff

- **Training**
  - Ongoing training
  - How do you provide 40-hour training to your staff
  - ICDVP certified training site? CEU provider? Supervision site?
  - Attach organizational chart indicating all current and proposed DV position titles, names, and ICDVP license #s
  - 40 hour and ICDVP certificates may be provided at time of contract execution, or with the application
  - Attach job descriptions

Budget

- Proposed costs will be assessed to determine how realistic, reasonable and cost-effective they are

- Budget narrative should include all budgeted items with all costs accurately calculated and explained

- Narratives must describe how each cost is related to the services described in the Program Narrative
### FY20 VOCA NOFO Webinar

**State of Illinois**

**UNIFORM GRANT BUDGET TEMPLATE**

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**Budget Summary**

- **Total Budgeted:** $X
- **Total Committed:** $Y
- **Total Expended:** $Z

**Project Details**

- **Project Name:** [Project Name]
- **Project Description:** [Project Description]
- **Project Period:** [Start Date] to [End Date]

**Indirect Costs**

- **Indirect Rate:** 10%
- **Indirect Rate Basis:** [Indirect Rate Basis]

**Compliance**

- **Compliance Percentage:** 95%
- **Compliance Period:** [Start Date] to [End Date]

**Grantee Information**

- **Grantee Name:** [Grantee Name]
- **Address:** [Grantee Address]
- **Contact Person:** [Contact Person]
- **Phone:** [Phone Number]
- **Email:** [Email Address]

**Agreement Terms**

- **Agreement Number:** [Agreement Number]
- **Agreement Date:** [Agreement Date]
- **Agreement Period:** [Start Date] to [End Date]

**Auditing and Reporting**

- **Auditing Requirements:** [Auditing Requirements]
- **Reporting Requirements:** [Reporting Requirements]

- **Auditing and Reporting Frequency:** [Frequency]
- **Auditing and Reporting Duration:** [Duration]

**Documentation**

- **Documentation Requirements:** [Documentation Requirements]
- **Documentation Duration:** [Duration]

**Communication**

- **Communication Plan:** [Communication Plan]
- **Communication Frequency:** [Frequency]

**Contact Information**

- **Grantee Contact:** [Contact Name], [Contact Phone], [Contact Email]
- **Project Manager:** [Manager Name], [Manager Phone], [Manager Email]
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Fringe benefits should be listed as actual labor costs or an established formula. Fringe benefits are for the purposes listed in category 11, direct labor costs or wages. At the discretion of the awardee, fringe benefits should also be included. If more than one fringe benefit is utilized, a breakdown should be included. Fringe benefits should be calculated in conjunction with the fringe benefits section of the budget template. The fringe benefits section should reflect the budget description. Generals must complete fringe benefits should be included.
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**Equipment Information (10/7/2010 AD)**
- Equipment Description (Briefly)
- Make/Model
- Year of Purchase
- Serial Number

**Supplements Narrative (Brief)**
- "NARRA" (or "No Funding")
- "NARRA" (or "No Funding")
### State of Missouri

**UNIFORM GRANT BUDGET TEMPLATE**

#### 6. Description

Insert a description of the construction project and an estimate of the costs. As a rule, construction costs are not allocable unless with prior written approval. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category. Estimated construction costs must be supported by documentation including drawings and estimates, square footage, etc. As with all other costs, follow the specific requirements of the program, the terms and conditions of the award, and applicable regulations.

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#### Construction Narrative (state)

Insert narrative (state) if "Made of Other Funding".

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**TOTAL**

#### 7. Occupancy

- **Rent and Utilities**: Include rent and all utilities.
- **Other**: Include other costs as noted.

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<td>State Total</td>
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<td>Non-State Total</td>
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<tr>
<td>Total Occupancy - Rent and Utilities</td>
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</tbody>
</table>

#### 8. Expenses

- Miscellaneous
- Administrative
- Travel
- Other

**TOTAL**

---

**TOTAL**
The text contains tables and sections related to research and development, telecommunications, and other budget-related items. The tables provide details on various categories such as "Research and Development," "Telecommunications," and "Other Budget Items." Each section contains columns for description, quantity, units, and cost, with additional columns for specific calculations like total costs or sub-totals. The overall format is consistent with a budget or financial planning template, likely used for organizing costs and resources for a fiscal year. The pages are numbered 49 and 57, indicating this is part of a larger document or report.
Service Delivery – Proposed

- Describe in detail the services your agency will provide with VOCA funding
  - Summary of services and what they seek to achieve
  - Staff position(s) and volunteers supported by the grant
  - Hours of operation
  - Where funded services will be provided

- Narrative should include all services projected in the Service Objectives workbook
Service Delivery – Proposed VOCA Service Objectives Tables

- Direct Client Services
- Orders of Protection
- Community Presentations
- Differences in Projections

<table>
<thead>
<tr>
<th>Tables</th>
<th>Columns</th>
</tr>
</thead>
</table>

FY19 Progress Made
- July 2018 – March 2019
- If currently funded by ICADV

FY19 Projections
- If currently funded by ICADV

FY20 Projections

Direct Client Services Table

<table>
<thead>
<tr>
<th>DIRECT SERVICE CATEGORIES</th>
<th>Adults</th>
<th>Hours</th>
<th>Adults</th>
<th>Children</th>
<th>Hours</th>
<th>Adults</th>
<th>Children</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Adult Group Counseling</td>
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<td>Civil Legal Advocacy/OP</td>
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<tr>
<td>Criminal Legal Adv/Charges</td>
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<td>Criminal Legal Adv/OP</td>
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<td>Evaluation/Assessment</td>
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<td>Family Counseling</td>
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### Order of Protection Table

**Service Objectives Table: Orders of Protection**

<table>
<thead>
<tr>
<th>Review of Progress Made</th>
<th>FY19 Service Objectives</th>
<th>FY20 Service Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY19 Actual: July 18 - Mar 19</td>
<td>July 18 - June 19</td>
<td>July 19 - June 20</td>
</tr>
<tr>
<td>Adults</td>
<td>Adults</td>
<td>Adults</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Orders filed this period</th>
<th>Adults</th>
<th>Adults</th>
<th>Adults</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number clients filing ops</td>
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</tr>
<tr>
<td>Originally sought EOPs</td>
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</tr>
<tr>
<td>Originally sought IOPs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Originally sought POPs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upgrade: EOP to IOP</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Upgrade: EOP to POP</td>
<td></td>
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<tr>
<td>Activity: Modified</td>
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<tr>
<td>Activity: Extended</td>
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</tbody>
</table>

### Community Presentations Table

**Service Objectives Table: Community Presentations**

<table>
<thead>
<tr>
<th>Review of Progress Made</th>
<th>FY19 Service Objectives</th>
<th>FY20 Service Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY19 Actual: July 18 - Mar 19</td>
<td>July 18 - June 19</td>
<td>July 19 - June 20</td>
</tr>
<tr>
<td>FY20 Actual: July 18 - June 19</td>
<td>FY20 Actual: July 19 - June 20</td>
<td></td>
</tr>
<tr>
<td>Participation</td>
<td>Participation</td>
<td>Participation</td>
</tr>
<tr>
<td>Presentation hrs</td>
<td>Presentation hrs</td>
<td>Presentation hrs</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Community Presentations</th>
<th>Presentation hrs</th>
<th>Presentation hrs</th>
<th>Presentation hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>
Differences in Projections Table

In the Direct Client Services Table AND/OR The Community Presentations Table above, were there any increases or decreases in projections for service categories, overall hours/clients served, and/or presentations between FY19 and FY20 that are equal to or greater than 25%? If yes, please explain.

Service Delivery – Proposed VOCA Service Objectives Narrative

› Once you’ve entered projections, provide a detailed narrative of how you will accomplish those projections

› The reader should know what the funded positions will do on a day-to-day basis

› Describe any special projects to be supported with this funding
Service Delivery – Proposed VOCA Presentations Tables

- Describe plans for community presentations
- To whom and why?

Service Delivery – Underserved Populations

- Census data from agency’s catchment area
- History of service
  - If already serving, how will funding increase or improve your service
- Specific agency/community relationships to facilitate services
# Evaluation and Scoring

## Score Sheet Summary Page

<table>
<thead>
<tr>
<th>Program City:</th>
<th>Program Name:</th>
<th>SCORE</th>
<th>Reviewer:</th>
</tr>
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<tbody>
<tr>
<td><strong>General NOFO:</strong></td>
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</tr>
<tr>
<td>Executive Summary</td>
<td>0</td>
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</tr>
<tr>
<td>DV Agency Description &amp; Eligibility</td>
<td>0</td>
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<tr>
<td>Service Delivery - CURRENT</td>
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<td></td>
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<tr>
<td>Data &amp; Demographics</td>
<td>0</td>
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<tr>
<td>Program Evaluation &amp; Auditing</td>
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<tr>
<td>Problems &amp; Challenges</td>
<td>0</td>
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<tr>
<td>Staffing Requirements</td>
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<td><strong>Specific Grant:</strong></td>
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</tr>
<tr>
<td>VOCA</td>
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<tr>
<td>VOCA Chicago Project</td>
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<tr>
<td>VOCA Underserved: Rural</td>
<td>0</td>
<td></td>
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<tr>
<td>VOCA Underserved: LEP/Immigrant</td>
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<tr>
<td>VOCA Underserved: Substance Use</td>
<td>0</td>
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<tr>
<td>VOCA Underserved: LGBTQ</td>
<td>0</td>
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<tr>
<td>VOCA Underserved: Deaf/HoH</td>
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<tr>
<td>VOCA Underserved: Disabilities</td>
<td>0</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Final Grant Scores:</th>
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</thead>
<tbody>
<tr>
<td>VOCA</td>
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<tr>
<td>VOCA Chicago Project</td>
</tr>
<tr>
<td>VOCA Underserved: Rural</td>
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<tr>
<td>VOCA Underserved: LEP/Immigrant</td>
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<td>VOCA Underserved: Substance Use</td>
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<td>VOCA Underserved: LGBTQ</td>
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<tr>
<td>VOCA Underserved: Deaf/HoH</td>
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<tr>
<td>VOCA Underserved: Disabilities</td>
</tr>
</tbody>
</table>
**Scoring Workbook Tabs**

- **Score Summary**
  - Automatically calculates final scores

- **Green Tabs**
  - VOCA General Narrative Question sections

- **Purple Tabs**
  - Specific VOCA Project Proposed Services Narrative

- **Blue Tabs**
  - Specific VOCA Project Budgets

---

**Sample Scoring for a Section**

<table>
<thead>
<tr>
<th>Scoring Criteria</th>
<th>Points Available</th>
<th>Points Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Summary</td>
<td></td>
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</tr>
<tr>
<td>Agency and mission are described.</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Demonstrates presence and credibility in local community regarding DV victim services.</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Summarizes proposed services.</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>COMMENTS: Communicate concerns, strengths, weaknesses of responses.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** 3

**TOTAL** 0
Scoring Parameters

- **Answer provided, but in the wrong section**
  - If you don’t find an answer in the section you are reviewing, but you find it somewhere else in the application, do not deduct points.

- **Partial points**
  - You may award whole or partial points, in .5 increments.

- **Deductions**
  - All deductions require explanation in the Comments section.

- **Grammar and Punctuation**
  - Do not evaluate based on these criteria.

Point Distribution

- **Executive Summary** – 3 points
- **Domestic Violence Agency & Description** – 8 points
- **Service Delivery (Current)** – 42 points
- **Data and Demographics** – 3 points
- **Program Evaluation and Auditing** – 7 points
- **Problems and Challenges** – 7 points
- **Staffing Requirements** – 7 points
- **Budget** – 8 points
- **Service Delivery (Proposed)** – 15 points
- **TOTAL** – 100 points
Scoring Criteria

- Are all questions answered?
- Are responses complete?
- Are responses clear?

Scoring Criteria

- **Budget**
  - Are narratives included for all budgeted line items
    - Including costs accurately calculated and explained
  - Do the narratives describe how each cost is related to the services described in the program narrative?
  - Are proposed project costs for services, activities, and other items realistic?
Overall Recommendation

- **90-100 Points**
  - Fund as submitted
  - May be asked to provide clarification

- **80-89 Points**
  - Fund contingent on revisions

- **79 Points and Below**
  - Proposal will not be funded

Going Forward

- **Questions?**
  - Last date for questions is 11:59 PM CST, June 4, 2017
  - Submit to grants@ilcadv.org
  - Will be posted to FAQ document on ICADV’s website, www.ilcadv.org, Current Funding Opportunities

- **Proposal Due Date and Time**
  - 11:59 PM CST, June 7, 2017
Thank You!