



**ILLINOIS  
CRIMINAL JUSTICE  
INFORMATION AUTHORITY**

300 W. Adams Street • Suite 700 • Chicago, Illinois 60606 • (312) 793-8550

December 5, 2014

Ms. Sheri Vega  
Union County State's Attorney's Office  
309 West Market Street, Room 239  
Jonesboro, Illinois 62952

Dear Ms. Vega:

Enclosed, please find your copy of interagency agreement #214042 between your agency and the Authority funding the continued implementation of Law Enforcement & Prosecutor Based Victim Assistance Services Program. As you know, this agreement requires that quarterly data and fiscal reports be submitted to the Authority according to the following schedule:

Period Reported	Report Due Date
September 2014	October 15, 2014
October – December 2014	January 15, 2015
January – March 2015	April 15, 2015
April – June 2015	July 15, 2015
July – August 2015	September 30, 2015
Final report	September 30, 2015

Electronic files containing the data and fiscal report forms for this agreement have been e-mailed to you. You may submit the data and fiscal reports electronically but the fiscal report must be signed by both the staff preparing the report and another staff member approving it and scanned.

If you have any questions or concerns or require any additional information, please do not hesitate to contact me by phone at (312)793-8910 or via e-mail at [Rise.Evans@illinois.gov](mailto:Rise.Evans@illinois.gov).

Sincerely,

*Rise' Evans*  
Rise' Evans  
Victim Services  
Federal and State Grants Unit

## COVER PAGE

<b>PROGRAM TITLE:</b>	Law Enforcement & Prosecutor Based Victim Assistance Services
<b>AGREEMENT NUMBER:</b>	214042
<b>PREVIOUS AGREEMENT NUMBER(S):</b>	204042, 202042, 204542, 206042, 206242, 208042, 209042, 210042, 211042, 211242, 213042
<b>ESTIMATED START DATE:</b>	September 1, 2014
<b>SOURCES OF PROGRAM FUNDING:</b>	
<i>VOCA Funds:</i>	\$ 33,869.00
<i>Matching Funds:</i>	\$ 8467.00
<i>Over-Matching Funds:</i>	\$ 5228.00
<b>Total:</b>	<b>\$ 47,564.00</b>
<b>IMPLEMENTING AGENCY'S NAME:</b>	County of Union
<b>ADDRESS (This address must be the physical address that is registered with SAM and include nine digit zip code):</b>	309 West Market Street Jonesboro, Illinois 62952-1226
<b>IMPLEMENTING AGENCY'S AUTHORIZED OFFICIAL:</b>	Don Denny
<b>TITLE:</b>	Union County Board President
<b>FEDERAL EMPLOYER IDENTIFICATION NUMBER:</b>	37-6002199
<b>IMPLEMENTING AGENCY'S DUNS NUMBER:</b>	077113546
<b>IMPLEMENTING AGENCY'S SAM REGISTRATION EXPIRATION DATE:</b>	09/12/2015
<b>IMPLEMENTING AGENCY'S CAGE CODE:</b>	455G4
<b>IMPLEMENTING AGENCY'S FINANCIAL OFFICER:</b>	Darren Bailey
<b>TITLE:</b>	Union County Treasurer
<b>TELEPHONE:</b>	(618) 833-5621
<b>PROGRAM AGENCY'S NAME:</b>	Union County State's Attorney's Office
<b>PROGRAM AGENCY'S MAILING ADDRESS (If the same as above mark "N/A"):</b>	309 West Market Street, Rm 239 Jonesboro, Illinois 62952-1226
<b>PROGRAM AGENCY'S AUTHORIZED OFFICIAL:</b>	Tyler R. Edmonds
<b>TITLE:</b>	Union County State's Attorney
<b>FISCAL CONTACT PERSON:</b>	Sheri A. Vega
<b>AGENCY:</b>	Union County State's Attorney's Office
<b>TITLE:</b>	Victim Advocate
<b>TELEPHONE:</b>	(618) 833-7216

<b>FAX:</b>	(618) 833-3349
<b>E-MAIL:</b>	svega@unioncountyl.gov
<b>PROGRAM CONTACT PERSON:</b>	Sheri A. Vega
<b>TITLE:</b>	Victim Advocate
<b>TELEPHONE:</b>	(618) 833-7216
<b>FAX:</b>	(618) 833-3349
<b>E-MAIL:</b>	svega@unioncountyl.gov
<b>IMPLEMENTING AGENCY'S LEGISLATIVE DISTRICT (This must be based on the nine digit zip code registered with SAM. The district can be located by using this link.):</b>	Congressional District: 12 State Senate District: 58 State Representative District: 115
<b>PRIMARY AREA OF PERFORMANCE (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.):</b>	Jonesboro, Illinois 62952-1226
<b>PRIMARY AREA OF PERFORMANCE'S LEGISLATIVE DISTRICT (This must be based on the nine digit zip code listed above. The district can be located by using this link.):</b>	Congressional District: 12 State Senate District: 58 State Representative District: 115
<b>Question 1) Are more than 80% of the Program Agency's revenue from the federal government?:</b>	NO
<b>Question 2) Are the Program Agency's federal revenue more than \$25,000,000?:</b>	NO
<b>Question 3) Are the Program Agency's top five compensated officers' compensation <u>not</u> available through the Securities and Exchange Commission or the Internal Revenue Service?:</b>	YES
<b>If the answer to all of the three above questions is yes, then please list the five highest compensated officers and their compensation.</b>	
<b>NAME</b>	<b>COMPENSATION</b>

INTERAGENCY AGREEMENT

Victims of Crime Act Victim Assistance Grant Program  
Federal Fiscal Year 2014

This interagency agreement is entered into by the Illinois Criminal Justice Information Authority, with its offices at 300 W. Adams, Suite 200, Chicago, Illinois 60606, hereinafter referred to as the "Authority", and, "Union County on behalf of the Union County State's Attorney's Office", hereinafter referred to as the "Implementing Agency," with its principal offices at 309 West Market Street, Jonesboro, IL 62952-1226 for implementation of the Law Enforcement & Prosecutor-Based Victim Assistance Services program.

**WHEREAS**, Section 7(k) of the Illinois Criminal Justice Information Act (20 ILCS 3930/7(k)) establishes the Authority 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;" and

**WHEREAS**, pursuant to the Authority's rules entitled "Operating Procedures for the Administration of Federal Funds," (20 Illinois Administrative Code 1520 et seq.) the Authority awards federal funds received by the State of Illinois pursuant to the Victims of Crime Act and enters into interagency agreements with state agencies, units of local government, and not-for-profit organizations for the use of these federal funds; and

**WHEREAS**, pursuant to the Victims of Crime Act, the Authority has been designated as the State agency responsible for administering this program; and

**WHEREAS**, the Authority designated the Implementing Agency to receive funds for the purpose of implementing a program to address one of the named areas.

**NOW, THEREFORE, BE IT AGREED** by and between the Illinois Criminal Justice Information Authority and the Implementing Agency as follows:

**SECTION 1. DEFINITIONS**

"Program": means a planned, integrated approach to an identified problem which is characterized by clear goals, measurable objectives, the implementation of strategies to achieve those objectives and a mechanism for assessing the effectiveness of those strategies.

**SECTION 2. PERIOD OF PERFORMANCE AND COSTS INCURRED**

The period of performance of this agreement shall be from September 1, 2014 through August 31, 2015.

Costs incurred before the execution date of this agreement may be charged to this agreement if included in Exhibit B, incurred during the period of performance, and the Implementing Agency performed in accordance with the terms and conditions of this agreement.

The Authority shall not be responsible for costs incurred before or after the period of performance of this agreement.

**SECTION 3. COMMENCEMENT OF PERFORMANCE**

If performance has not commenced within 60 days of the original starting date of this agreement, the Implementing

ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY

Updated August 27, 2014  
Federal and State Grants Unit

Agency agrees to report by letter to the Authority the steps taken to initiate the program, the reasons for the delay, and the expected starting date.

If the program is not operational within 90 days of the starting date of this agreement, the Implementing Agency agrees to submit a second letter to the Authority explaining the implementation delay. The Authority may at its discretion either cancel this agreement or extend the implementation date of the program past the 90-day period.

If the program is interrupted for more than 30 days after commencement, due to loss of staff or any other reason, the Implementing Agency agrees to notify the Authority in writing explaining the reasons for the interruption and the steps being taken to resume operation of the program. The Authority may, at its discretion, reduce the amount of federal funds awarded and/or terminate this agreement if the program is interrupted for more than 90 days.

If this agreement is terminated due to this section, the Authority will only pay for those services rendered as of the date service delivery ceased. Any funds advanced to the Implementing Agency and not expended as of that date shall be repaid to the Authority upon notification by the Authority.

#### **SECTION 4. PAYMENT**

The maximum amount of federal funds under this agreement is \$33,869.00 and is dependent on the expenditure of matching funds as described in this agreement and Exhibit B, and the performance of the Implementing Agency in accordance with the terms and conditions of this agreement.

The Authority agrees to make payment to the Implementing Agency for the administration and implementation of the program described in Exhibit A. Upon receipt of the fiscal and progress reports described in this agreement, quarterly payments will be made to the Implementing Agency. No payment will be made until all outstanding reports are received by the Authority, including outstanding reports from previously funded Authority programs. In addition, due to the unique requirements of the program being funded, the Implementing Agency may request that an advance payment be made during any quarter and must include supporting documentation with the request. Requests for advance payment are subject to review and approval. No payment will be made to an Implementing Agency unless and until the Implementing Agency is in full compliance with applicable state and federal laws and the terms and conditions of this agreement.

The Implementing Agency must provide for the deposit of program funds, including federal and matching funds, into a bank account in the name of the Implementing Agency, either depositing such funds into an account separate from any of its other bank accounts or treating such funds as a separate line item per its budget and audited financial statements. Federal funds shall be immediately deposited into such bank account.

#### **SECTION 5. MATCH**

The Implementing Agency certifies that it (a) meets the requirements of this agreement and (b) has at least 20 percent of its support (including in-kind contributions) from sources other than federal funds for the program described in Exhibit A. Therefore one dollar in cash or in-kind match is required for each four dollars of federal funding received.

Failure of the Implementing Agency to apply non-federal financial support to the program described in Exhibit A in the amount of at least 20 percent of such program's costs, shall result in a proportionate reduction in the amount of federal funds awarded under this agreement and may result in the return of funds already awarded. To meet this matching funds requirement, the Implementing Agency shall apply non-federal financial support to the program, as described in Exhibit B.

#### **SECTION 6. NON-SUPPLANTATION**

The Implementing Agency certifies that VOCA funds will not be used to supplant (replace) State or local funds. VOCA funds must increase the amount that would otherwise be available to the Implementing Agency for the types of activities eligible for funding under the Victims of Crime Act.

## **SECTION 7. FUNDING ELIGIBILITY REQUIREMENTS**

Implementing Agency certifies that it, and its subcontractors, shall use VOCA and match funds for only allowable services, activities and costs, as described in the Victims of Crime Act Crime Victims Assistance Program Guidelines; Section E. Services, Activities, and Costs at the Subrecipient Level.

The Implementing Agency certifies that only those costs related to the delivery of direct services to victims of crime shall be paid pursuant to this agreement, in accordance with Exhibit B.

In administering the program described in Exhibit A the Implementing Agency agrees that it:

- (a) Is a nonprofit organization or public agency that provides services to victims of crime;
- (b) Has a record of providing effective service to victims of crime and at least 20 percent of its financial support (including in-kind contributions) is from non-federal sources; or, if it has not yet demonstrated a record of providing services, it can demonstrate that 25-50 percent of its financial support comes from non-federal sources;
- (c) Utilizes volunteers;
- (d) Promotes coordinated public and private efforts within the community served to aid crime victims;
- (e) Assists victims in seeking available crime victim compensation benefits;
- (f) Maintains statutorily required civil rights statistics on victims served by , national origin, sex, age, and disability, where such statistics are voluntarily provided by those receiving assistance, and permits reasonable access to its books, documents, papers, and records to determine whether the Implementing Agency is complying with applicable civil rights laws; this requirement is waived when the Implementing Agency is providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim;
- (g) Provides services to victims of federal crimes on the same basis as victims of State and local crimes;
- (h) Provides services to crime victims, at no charge, through the program described in Exhibit A; and
- (i) Maintains confidentiality of client-counselor information, as required by State and federal law.

Implementing Agency certifies that it, and its subcontractors, shall not use VOCA or match funds to pay for presentations given by VOCA or match funded personnel, unless the following conditions are adhered to. These presentations should serve as a means of reaching the project's target population either through outreach to individual crime victims or through agencies that typically have contact with the target population.

- VOCA or match funded staff time, not to exceed an average of 4 hours per month, may be used to provide public presentations to community groups and schools provided the primary purpose of the presentation is to inform people about the VOCA funded project and available services.
- VOCA or match funded staff time, not to exceed an average of 10 hours per month, may be used to provide

public presentations to criminal justice personnel and medical service providers provided the primary purpose of the presentation is to inform people about the VOCA funded project and available services.

The Implementing Agency certifies that it, and its subcontractors, will comply the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 42 U.S.C. 10603(a)(2) and (b)(1) and (2).

#### **SECTION 8. PROGRAM DESCRIPTION, BUDGET, EXHIBITS AND AMENDMENTS**

The Implementing Agency agrees to undertake and perform in a satisfactory manner in accordance with the terms and conditions of this agreement, the program described in the Program Description attached and incorporated as Exhibit A and the Budget attached and incorporated as Exhibit B.

The documents appended are made a part of this agreement, as exhibits and amendments as the case may be. Any amendment to this agreement must be signed by the parties to be effective. The Implementing Agency shall perform the services subject to this agreement in accordance with all terms, conditions, and provisions set forth in such exhibits and amendments.

#### **SECTION 9. OBLIGATIONAL LIMITATION**

Payment under this agreement is subject to passage of a suitable and sufficient appropriation by the Illinois General Assembly. Obligations of the State of Illinois will cease immediately without penalty of further payment being required in any fiscal year should the actions of the General Assembly or any applicable funding source result in the failure to appropriate or otherwise make available sufficient funds for this agreement.

#### **SECTION 10. FINANCIAL CAPABILITY**

The Authority may, in its discretion, require the Implementing Agency to provide documentation on its financial capability. This may include, but is not limited to, copies of the Implementing Agency's annual report, credit reports, delinquency status of Federal debt, and assurances on the adequacy of the Implementing Agency's accounting system and operations. The Implementing Agency must comply with federal and state financial management standards.

#### **SECTION 11. REPORTING AND EVALUATION REQUIREMENTS**

Unless another reporting schedule has been required or approved by the Authority, the Implementing Agency agrees to submit the following minimum data to the Authority on a quarterly basis, with quarters beginning at the start of the calendar year, within 15 days following the quarter covered by the report:

- a) Victim Statistics: Total number of victims and significant others served by program, type of crime, type of services provided, race, sex, age, national origin and disability, where such information is voluntarily furnished by those receiving services; and
- b) Staff Information: Number of hours and types of service contributed during the reporting period by paid and volunteer staff.

The Implementing Agency agrees to submit the following information as required by the Authority:

- a) Changes that have been made in the program since receiving the federal funds that will benefit victims of crime;
- b) A short description of how the program has coordinated its activities with other service providers in

the community;

- c) A short description of how the program has assisted crime victims in seeking available crime victim compensation benefits;
- d) Victim statistics, including the total number of victims served by criminal justice status (i.e. reporting/non-reporting, prosecution/non-prosecution);
- e) Staff information, including the number of hours of training received by volunteers and paid staff;
- f) Program information and activities, including the number of hours of training presented, number of hours of public information and education programs presented; and
- g) Number of referrals to/from other agencies.

Unless another reporting schedule has been required or approved by the Authority, the Implementing Agency is also required to submit quarterly fiscal reports and to file year-end program financial status reports. The Executive Director of the Authority will determine the content and form of these reports. The Implementing Agency agrees to report any additional information required by the Executive Director of the Authority.

## **SECTION 12. MAINTENANCE OF RECORDS**

The Implementing Agency agrees to maintain records which document activity reported to the Authority pursuant to this agreement. Such records shall be accessible to the Authority for monitoring purposes no more than 10 days following a request that such records be produced by the Implementing Agency. Inability of the Implementing Agency to produce such records or failure to produce such records shall be cause for suspension or termination of this agreement.

The Implementing Agency agrees to retain financial and program records for a minimum of 3 years after the expiration date of this agreement, or 3 years after closure of Implementing Agency's most recent audit report, whichever is later. The Implementing Agency shall maintain, for this 3-year period, adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with this agreement; the agreement and all books, records, and supporting documents related to the agreement shall be available for review and audit by the Auditor General, federal awarding agency personnel or its representatives, the Office of Chief Financial Officer or its representatives, the Authority, or any person duly authorized by the Authority; and the Implementing Agency agrees to cooperate fully with any audit conducted by the Auditor General, the federal awarding agency, the Authority or any person duly authorized by the Authority, and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this Section shall establish a presumption in favor of the State for the recovery of any funds paid by the State under the agreement for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

If any litigation, claim, negotiation, audit, review or other action involving the records has been started before the expiration of the 3-year period, the records must be retained until the completion of the action and resolution of all issues that arise from it or until the end of the regular 3-year period, whichever is later.

## **SECTION 13. CLOSEOUT REQUIREMENTS**

Within 30 days of the expiration date of this agreement or any approved extension thereof the following documents must be submitted by the Implementing Agency to the Authority: (a) final financial status report; (b) final progress reports; (c) property inventory report; (d) any refund of unexpended funds and (e) other documents required by the Authority.

#### **SECTION 14. INSPECTION AND AUDIT**

If required by revised Office of Management and Budget Circular A-133 "Audits of States, Local Governments, and Non-Profit Organizations," the Implementing Agency agrees to provide for an independent audit of its activities. Audits shall be made annually, unless A-133 allows the Implementing Agency to undergo biennial audits. Audits shall be made in accordance with the Generally Accepted Government Auditing Standards (GAGAS), General Accounting Standards for Audit of Governmental Organizations, Programs, Activities and Functions, the Guidelines for Financial and Compliance Audits of Federally Assisted Programs, any compliance supplements approved by the Office of Management and Budget, and generally accepted auditing standards established by the American Institute of Certified Public Accountants. Copies of all audits must be submitted to the Authority no later than 9 months after the close of the Implementing Agency's audit period. Further, Implementing Agency understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of Office of Justice Programs (OJP) grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide, Chapter 19.

Known or suspected violations of any law encountered during audits, including fraud, theft, embezzlement, forgery, or other serious irregularities, must be immediately communicated to the Authority and appropriate federal, State, and local law enforcement officials.

The Implementing Agency agrees to develop and maintain a record-keeping system to document all agreement related activities and expenditures. These records will act as the original source material for compilation of the data required in this agreement and all other program activity.

The Authority, Illinois Auditor General and the Illinois Attorney General shall have access for purposes of monitoring, audit and examination to all relevant books, documents, papers, and records of the Implementing Agency, and to relevant books, documents, papers, and records of subcontractors. In addition, the Office of Victim of Crime and the Office of the Chief Financial Officer or their representatives shall have access to and right to examine all relevant books, documents, papers, and records of the Implementing Agency, and to relevant books, documents, papers and records of subcontractors.

#### **SECTION 15. PROCUREMENT REQUIREMENTS, REQUESTS FOR PROPOSALS**

All procurement transactions shall be conducted by the Implementing Agency in a manner to provide, to the maximum extent practical, open and free competition. The Implementing Agency must use procurement procedures that minimally adhere to all applicable laws, executive orders and federal guidelines. The Implementing Agency shall also adhere, and assure that its contractors and subcontractors adhere, to all applicable certification and disclosure requirements of the Illinois Procurement Code.

The Implementing Agency shall follow its established procurement process if it minimally adheres to applicable federal guidelines, and the following requirements. If the Implementing Agency's established procurement process is less competitive than the following requirements, the following more competitive requirements must be adhered to in lieu of the Implementing Agency's procurement process.

- For procurements of \$100,000 or less, the Implementing Agency must solicit quotes or bids from at least three sources.
- For procurements over \$100,000, the Implementing Agency must formally advertise the proposed procurement through an Invitation for Bids (IFB), or a Request for Proposals (RFP) process.

All procurements over \$100,000, that involve the use of federal or matching funds, must be submitted by the

Implementing Agency to the Authority for review and written approval prior to their issuance. In addition, the Authority reserves the right to request that any RFP or IFB, regardless of its dollar amount, be submitted to the Authority for review and approval prior to its issuance. In addition, the Implementing Agency shall notify and submit for approval to the Authority any other relevant procurement documents including but not limited to Request For Information (RFI).

As required by the Authority, the Implementing Agency shall submit documentation regarding its procurement procedures and grant-funded purchases for Authority review and approval, to assure adherence to applicable federal guidelines.

#### **SECTION 16. SUBCONTRACTING**

The use of subcontractors for any work or professional services that involves the use of federal or matching funds is subject to Authority approval. Any work or professional services subcontracted for shall be specified by written contract and subject to all terms and conditions contained in this agreement. If the use of subcontractors is approved by the Authority, the terms and conditions of this agreement shall apply to and bind the party or parties to whom such work is subcontracted as fully and completely as the Implementing Agency is bound and obligated. The Implementing Agency shall make reasonable efforts to assure that all subcontractors adhere to the terms and conditions of this agreement. The Authority shall not be responsible for the performance, acts or omissions of any subcontractor.

Subcontracts over \$100,000 that are funded with federal or matching funds must be submitted by the Implementing Agency for Authority review and approval prior to their effective dates and execution by the Implementing Agency. In addition, the Authority reserves the right to require that any subcontract funded with federal or matching funds, regardless of its dollar amount, be submitted to the Authority for review and approval prior to its effective date and execution by the Implementing Agency.

As required by the Authority, the Implementing Agency shall submit documentation regarding contracts to be funded with federal or matching funds for Authority review and approval, to assure adherence to applicable federal guidelines.

Approval of the use of subcontractors by the Authority does not relieve the Implementing Agency of its obligation to assure performance under this agreement.

#### **SECTION 17. ASSIGNMENT**

The Implementing Agency shall make no assignment or transfer of this agreement, any subcontracts under this agreement or of any of the monies due hereunder without prior written approval of the Authority. In the event that the Authority approves such an assignment or transfer, the terms and conditions of this agreement shall apply to and bind the party or parties to whom such work is assigned or transferred as fully and completely as the Implementing Agency is bound and obligated.

#### **SECTION 18. INDEPENDENT CONTRACTOR**

The Implementing Agency, in the performance of this agreement, shall act as an independent contractor and not as an agent or employee of the Authority. The Authority shall not be responsible for the performance, acts or omissions of the Implementing Agency. The Implementing Agency shall be liable, and agrees to be liable for, and shall indemnify, defend and hold the Authority harmless for all claims, suits, judgments and damages arising from the performance of this agreement, to the extent permitted by law.

#### **SECTION 19. MANAGEMENT AND DISPOSITION OF EQUIPMENT AND COMMODITIES**

Equipment and commodities acquired by the Implementing Agency with agreement funds shall be used for purposes of the program described in Exhibit A only. The Implementing Agency shall retain the equipment and commodities acquired with agreement funds as long as they serve to accomplish program purposes, whether or not the program continues to be supported by federal funds. If the equipment or commodities originally purchased for the program are no longer capable of fulfilling the needs of the program and must be traded in or replaced or there is no longer a need for the equipment or commodities, the Implementing Agency shall request instructions from the Authority.

The Authority may deny equipment and commodities costs or require that the Implementing Agency relinquish already purchased equipment and commodities to the Authority, if the Implementing Agency fails to employ an adequate property management system, governing the use, protection and management of such property. The Implementing Agency is responsible for replacing or repairing equipment and commodities that are willfully or negligently lost, stolen, damaged or destroyed. The Implementing Agency shall provide equivalent insurance coverage for equipment and commodities acquired with agreement funds as provided for other equipment and commodities owned by the recipient. Any loss, damage or theft of equipment and commodities shall be investigated and fully documented, and immediately reported to the Authority.

If, for an item of equipment described in Exhibit B to be funded with either federal or matching funds, the Implementing Agency does not have a purchase order dated within 90 days after the start date of the agreement, the Implementing Agency shall submit a letter to the Authority explaining the delay in the purchase of equipment. The Authority may, in its discretion:

- A. Reduce the amount of federal funding;
- B. Cancel this agreement;
- C. Allow the Implementing Agency to reallocate the federal or matching funds that were allocated for such equipment to other allowable, Authority approved costs; or
- D. Extend the period to purchase this equipment past the 90-day period.

Equipment purchased using federal or matching funds shall be year 2000 compliant and shall be able to process all time/date data after December 31, 1999.

## **SECTION 20. CONFLICTS OF INTEREST**

The Implementing Agency agrees to comply with applicable provisions of the Illinois Procurement Code (30 ILCS 500) prohibiting conflicts of interest, and all applicable terms, conditions and provisions of the code are made a part of this agreement the same as though they were incorporated and included herein.

No employee, officer or agent of the Implementing Agency shall participate in the selection, or in the award or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved. The Implementing Agency shall establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others.

## **SECTION 21. IMPLEMENTING AGENCY COMPLIANCE**

The Implementing Agency agrees to comply with all applicable laws, regulations, and guidelines of the State of Illinois, the Federal Government and the Authority in the performance of this agreement, including but not limited to:

Union County on behalf of the Union County State's Attorney's Office  
Law Enforcement & Prosecutor-Based Victim Assistance Services  
Agreement # 214042

- The Victims of Crime Act; Office of Justice Programs, Office for Victims of Crime, Victims of Crime Act Victim Assistance Grant Final Program Guidelines (62 FR 19607, April 22, 1997); and the Office of Justice Programs' Financial Guide (current edition).
- Office of Management and Budget Circulars A-21, A-87, A-102, A-110, A-122, and A-133, Executive Order 12372; Illinois Grant Funds Recovery Act (30 ILCS 705); Illinois Procurement Code (30 ILCS 500); State Comptroller Act (15 ILCS 405); Authority Federal Grant Financial Guidelines; and the rules of the Authority (20 Ill. Adm. Code 1520 et seq.).
- Provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedures; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 38, Equal Treatment for Faith-Based Organizations; Part 42, Non-Discrimination/Equal Employment Opportunity Policies and Procedures; Part 46, Protection of Human Subjects; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; Part 66, Uniform administrative requirements for grants and cooperative agreements to State and local governments; Part 67, Governmentwide Debarment and Suspension (Nonprocurement); and Part 69, New Restrictions on Lobbying; Part 70, Uniform administrative requirements for grants and agreements (including subawards) with institutions of higher education, hospitals and other non-profit organizations; Part 83, Government-wide requirements for drug-free workplace (Grants).
- Section 8136 of the Department of Defense Appropriations Act of 1988 (P.L. 100-463, effective October 1, 1988).
- National Environmental Policy Act of 1969, 42 U.S.C. pars. 4321 et seq.
- National Historic Preservation Act of 1966, 16 U.S.C. pars. 470 et seq.
- Flood Disaster Protection Act of 1973, 42 U.S.C. pars 4001 et seq.
- Clean Air Act of 1970, 42 U.S.C. pars. 7401 et seq.
- Clean Water Act, 33 U.S.C. pars. 1368 et seq.; Executive Order 11738; and EPA regulations (40 CFR Part 15).
- Federal Water Pollution Control Act of 1948, as amended, 33 U.S.C. pars. 1251 et seq.
- Safe Drinking Water Act of 1974, 42 U.S.C. pars. 300f et seq.
- Endangered Species Act of 1973, 16 U.S.C. pars. 1531 et seq.
- Wild and Scenic Rivers Act of 1968, as amended, 16 U.S.C. pars. 1271 et seq.
- Historical and Archeological Data Preservation Act of 1960, as amended, 16 U.S.C. pars. 469 et seq.
- Coastal Zone Management Act of 1972, 16 U.S.C. pars. 1451 et seq.
- Coastal Barrier Resources of 1982, 16 U.S.C. pars. 3501 et seq.
- Indian Self Determination Act, 25 U.S.C. par. 450f.

- Intergovernmental Cooperation Act of 1968, 42 U.S.C. 4201 et seq.
- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. pars. 4601 et seq.
- Hatch Political Activity Act of 1940, as amended, 5 U.S.C. pars. 1501 et seq.
- Animal Welfare Act of 1970, 7 U.S.C. pars. 2131 et seq.
- Demonstration Cities and Metropolitan Development Act of 1966, 42 U.S.C. pars. 3301 et seq.
- Federal Fair Labor Standards Act of 1938, as amended, 29 U.S.C. pars. 201 et seq.

## **SECTION 22. NATIONAL ENVIRONMENTAL POLICY ACT AND RELATED LEGISLATION**

If the Implementing Agency plans to undertake any activity that triggers compliance with the National Environmental Policy Act (NEPA), 43 U.S.C. section 4321 et seq., or related laws (including the National Historic Preservation Act), such as renovation or construction (see 28 C.F.R. Part 61, App. D.), the Implementing Agency will assist the Authority and the U.S. Department of Justice, Office for Victims of Crime (OVC), in complying and other related federal environmental impact analyses requirements, including but not limited to those listed in this agreement.

The Implementing Agency acknowledges that this section applies to new activities whether or not they are being specifically funded with federal grant or matching funds, in connection with the program. As long as the new activity is being conducted by the Implementing Agency, or any subgrantee, subcontractor, or any third party, and the new activity needs to be undertaken in order to use the federal grant or matching funds in connection with the program, the terms of this section must be met.

None of the following activities will be conducted, directly or indirectly, by the Implementing Agency, or any its contractors or sub-contractors: Prior to obligating federal grant or matching funds in connection with the program, the Implementing Agency must determine if any of the following activities will be related to the use of such federal grant or matching funds. The Implementing Agency must notify the Authority in writing if it will be conducting any of the following activities, when the activity is undertaken in order to use, or is funded with, federal grant or matching funds in connection with the program:

- New construction.
- Any renovation or remodeling of a property either (a) listed or eligible for listing on the National Register of Historic Places or (b) located within a 100-year flood plain.
- A renovation, lease, or any other proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size.
- Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or educational environments.

For existing and continuing programs or activities that will be funded with federal grant or matching funds through the Authority, upon request by the Authority as directed by OVC, the Implementing Agency shall cooperate with OVC in any preparation by OVC of a national or program environmental assessment of that funded program or activity.

### **SECTION 23. NATIONAL HISTORIC PRESERVATION ACT COMPLIANCE CERTIFICATION**

If the Implementing Agency is considering renovation work that would alter or otherwise improve the exterior or interior of a structure that will be used to accommodate the grant program, the Implementing Agency certifies it shall assist the Authority and the Office of Victims of Crime (OVC) in complying with the National Historic Preservation Act (NHPA).

The Implementing Agency must establish and maintain records to determine if the structure is 50 years or older. If any portion of the structure is 50 years or older, the Implementing Agency shall contact the Authority. The Implementing Agency shall provide the Authority with any information needed to comply with NHPA. This may include assisting the Authority and OVC in consulting with the State Historic Preservation Office and amending the proposed renovation to avoid any potential adverse impact to an historic structure. The Implementing Agency cannot begin the proposed renovation of a structure 50 years or older until the Implementing Agency receives written approval from the Authority.

The Implementing Agency acknowledges that this section applies to proposed renovation work whether or not it is being specifically funded with federal grant or matching funds. As long as the proposed renovation is being conducted by the Implementing Agency or any third party to accommodate the use of the federal grant or matching funds, the Implementing Agency must assist the Authority and OVC in complying with the NHPA.

If the records established and maintained by the Implementing Agency clearly document that the structure is less than 50 years old, the Implementing Agency must submit these documents to the Authority to receive approval for the proposed renovation being exempt from the NHPA.

### **SECTION 24. EQUAL EMPLOYMENT OPPORTUNITY PROGRAM**

Pursuant to 28 CFR Part 42 (Nondiscrimination; Equal Employment Opportunity; Policies and Procedures), except those recipients specifically exempted by 28 CFR Part 42.302(c), if the Implementing Agency has 50 or more employees, is receiving more than \$25,000 or more under the Omnibus Crime Control and Safe Streets Act, and has a service population with a minority representation of 3 percent or more, the Implementing Agency shall formulate, implement and maintain an equal employment opportunity plan that is approved by the Office for Civil Rights relating to employment practices affecting minority persons and women. The plan shall be approved by the Office for Civil Rights.

The Implementing Agency shall complete and submit an EEO Plan Certification to the Authority. This Certification shall indicate if the Implementing Agency is required to have an EEO Plan or if the Implementing Agency is exempt from this requirement. If required by this section, the Implementing Agency certifies that an equal employment opportunity program will be in effect during the period of performance of this agreement. In addition, an Implementing Agency receiving \$500,000 shall submit a copy of its equal employment opportunity plan to the Authority.

The Implementing Agency acknowledges that failure to submit an acceptable EEO Plan, if required by this section, is a violation of this agreement and may result in suspension or termination of funding, until such time the Implementing Agency is in compliance.

### **SECTION 25. NONDISCRIMINATION**

The Implementing Agency certifies that no person shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in connection with any activity funded under this agreement on the basis of actual or perceived race, color, age, religion, national origin, disability, or sex. The

Implementing Agency agrees to have written sexual harassment policies which satisfy the requirements set forth in the Illinois Human Rights Act. (775 ILCS 5).

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI of the Civil Rights Act of 1964 and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to programs. Meaningful access may entail providing language assistance services, including oral and written translation when necessary.

Faith-Based and Community Organizations that statutorily qualify as eligible applicants under OJP programs are invited and encouraged to apply for assistance awards and will be considered for awards on the same basis as any other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

The Implementing Agency assures compliance with the following laws, and all associated rules and regulations:

- Non-Discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 U.S.C. 3789d(c);
- Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d;
- Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (Federal Register, June 18, 2002, Volume 67, Number 117, Page 41455-41472); and Executive Order 13166 *Limited English Proficiency Resource Document: Tips and Tools from the Field*;
- Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794;
- The Americans with Disabilities Act, 42 U.S.C. 12132 et seq.;
- Title IX of the Education Amendments of 1972, 20 U.S.C. 1681;
- The Age Discrimination Act of 1975, 42 U.S.C. 6102;
- The Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, subparts C, D, E, G; and I
- The Department of Justice regulations on disability discrimination, 28 CFR Part 35;
- The Department of Justice regulations on sex discrimination in education programs, 28 C.F.R. 54;
- The Illinois Human Rights Act, 775 ILCS 5;
- The Public Works Employment Discrimination Act, 775 ILCS 10;
- The Illinois Environmental Barriers Act, 410 ILCS 25.
- The Equal Treatment for Faith-Based Organizations, 28 C.F.R. Part 38.

All applicable provisions, rules and regulations of these Acts are made a part of this agreement by reference as though set forth fully herein.

In the event that a Federal or State court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, age, religion, national origin, disability, or sex against the Implementing Agency, or any subgrantee or contractor of the Implementing Agency, the Implementing Agency will forward a copy of the finding to the Authority. The Authority will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.

#### **SECTION 26. CONFIDENTIALITY OF INFORMATION**

The Implementing Agency agrees not to use or reveal any research or statistical information furnished under this program by any person and identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with this program and all applicable federal guidelines and legislation. Such information shall be immune from legal process and shall not, without the consent of the person furnishing the information, be admitted as evidence or used for any purpose in any action, suit or other judicial, legislative or administrative proceeding.

#### **SECTION 27. DEBARMENT AND A DRUG-FREE WORKPLACE CERTIFICATION**

As required by the Authority, the Implementing Agency shall complete and submit the Certification Regarding A Drug-Free Workplace and shall certify that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

The Implementing Agency certifies that it has not been barred from contracting with any unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961, as amended.

#### **SECTION 28. LOBBYING CERTIFICATION**

Federal funds are prohibited from being used for influencing or attempting to influence persons in connection with covered federal transactions, which include the awarding, making, entering into, extension, continuation, renewal, amendment, or modification, of federal grants or contracts. No funds under this grant may be used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government.

If receiving more than \$100,000 pursuant to this agreement, Implementing Agency agrees to provide a Certification Regarding Lobbying to the Authority and, if applicable, a Disclosure of Lobbying Activities form. If a subcontractor will receive more than \$100,000 in federal funds pursuant to this agreement, Implementing Agency will provide to the Authority a Certification Regarding Lobbying and, if applicable, a Disclosure of Lobbying Activities form signed by the subcontractor. The Implementing Agency must provide these certifications and disclosures as required by the Authority.

#### **SECTION 29. INTERNATIONAL ANTI-BOYCOTT CERTIFICATION**

The Implementing Agency certifies that neither it nor any substantially-owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979; or the regulations of the U.S. Department of Commerce promulgated under that Act.

#### **SECTION 30. DRUG FREE WORKPLACE CERTIFICATION**

If the Implementing Agency has 25 or more employees and is receiving \$5,000 or more under this agreement, the Implementing Agency certifies that it provides, and will continue to provide, a drug free workplace in accordance

with the Drug Free Workplace Act (30 ILCS 580).

The Act requires that no grantee or contractor shall receive a grant or be considered for the purposes of being awarded a contract for the procurement of any property or services from the State unless that grantee or contractor has certified to the State that the grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of the contract or grant and debarment of contracting or grant opportunities with the State for at least one (1) year but not more than five (5) years.

For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership, or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division, or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- (a) Publishing a statement:
  - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
  - (2) Specifying the actions that will be taken against employees for violations of such prohibition.
  - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
    - (A) abide by the terms of the statement; and
    - (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- (b) Establishing a drug free awareness program to inform employees about:
  - (1) the dangers of drug abuse in the workplace;
  - (2) the grantee's or contractor's policy of maintaining a drug free workplace;
  - (3) any available drug counseling, rehabilitation, and employee assistance program; and
  - (4) the penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- (d) Notifying the contracting or granting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
- (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by section 580/5 of the Drug Free Workplace Act.

- (f) Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.
- (g) Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

### **SECTION 31. DISCLOSURE OF SOLICITATION FOR EMPLOYMENT**

The Implementing Agency shall notify the Authority's Ethics Officer if the Implementing Agency solicits or intends to solicit for employment any of the Authority's employees during any part of the award funding process or during the term of any interagency agreement awarded.

### **SECTION 32. ELIGIBILITY FOR EMPLOYMENT IN THE UNITED STATES**

The Implementing Agency shall complete and keep on file, as appropriate, the Immigration and Naturalization Service Employment Eligibility Form (I-9). This form shall be used by the Implementing Agency to verify that persons employed by the Implementing Agency are eligible to work in the United States.

### **SECTION 33. DISPOSITION REPORTING CERTIFICATION**

The Implementing Agency certifies that it is in compliance with the reporting provisions of the Criminal Identification Act (20 ILCS 2630), when applicable, and agrees to cooperate with the Authority and other parties in the implementation of the State's Criminal Records Improvement Plan, developed by the Authority pursuant to federal law.

### **SECTION 34. CRIMINAL INTELLIGENCE SYSTEM OPERATING POLICIES CERTIFICATION**

If the program described in Exhibit A is subject to requirements of the Criminal Intelligence System Operating Policies, 28 CFR Part 23, the Implementing Agency certifies to the Authority that the program shall conform with the operating policies set forth in 28 CFR Part 23.20 and meets funding criteria set forth in 28 CFR Part 23.30. If the program is subject to these requirements, the Implementing Agency shall cooperate with specialized monitoring and auditing of the program as may be required by 28 CFR Part 23.40(a), and shall comply with operating policies required by 28 CFR Part 23.40(b).

### **SECTION 35. COPYRIGHTS, PATENTS**

If this agreement results in a copyright, the Authority and the Office for Victims of Crime reserve a royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for government purposes, the work or the copyright to any work developed under this agreement and any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.

If this agreement results in the production of patentable items, patent rights, processes, or inventions, the Implementing Agency shall immediately notify the Authority. The Authority will provide the Implementing Agency with further instruction on whether protection on the item will be sought and how the rights in the item will be allocated and administered in order to protect the public interest, in accordance with federal guidelines.

### **SECTION 36. STATEMENTS, PRESS RELEASES, ETC.**

When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with federal money, the Implementing Agency shall clearly state (1) the percentage of the total cost of the program or project which will be financed with federal money, and (2) the

dollar amount of federal funds for the project or program.

### SECTION 37. PUBLICATIONS

The Implementing Agency shall submit to the Authority for review, a draft of any publication that will be issued by the Implementing Agency describing or resulting from programs or projects funded in whole or in part with federal or matching funds, no later than 60 days prior to its printing.

For publications over 20 pages, the Authority will submit comments to the Implementing Agency no later than 30 days after receipt of the draft. If more than one such publication is submitted, the Authority reserves the right to extend the 30-day review period.

For publications of 20 pages or less, the Authority will submit comments to the Implementing Agency no later than 10 working days after receipt of the draft. If more than one such publication is submitted, the Authority reserves the right to extend the 10-day review period.

The Authority reserves the right to require the resubmission of any publication for additional review and comment, prior to its printing.

The Implementing Agency shall submit to the Authority, copies, the number of which will be specified by the Authority, of the final publication no later than 20 days prior to release of the final publication.

Exceptions to the above publication requirements may be granted upon prior Authority approval.

Any such publication shall contain the following statement:

"This project was supported by Grant #2014-VA-GX-0037, awarded by the Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice, through the Illinois Criminal Justice Information Authority. Points of view or opinions contained within this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice, or the Illinois Criminal Justice Information Authority."

Publications subject to these requirements include any planned, written, visual or sound materials, including but not limited to, brochures, booklets, videos, posters, radio and television announcements, training fliers, interim or final reports, and conference and presentation materials, that are substantively based on the project and prepared by the Implementing Agency. These requirements are inapplicable to press releases, newsletters and issue analyses.

### SECTION 38. FEDERAL TAXPAYER IDENTIFICATION NUMBER

Under penalties of perjury, the Implementing Agency certifies that the name, correct taxpayer identification number, and listed below are correct:

**Name:** Union County

**Taxpayer Identification Number:** 37-6002199

Social Security Number

or

Employer Identification Number

*(If you are an individual, enter your name and SSN as it appears on your Social Security Card. If completing this certification for a sole proprietorship, enter the owner's name followed by the name of the business and the owner's*

SSN or EIN. For all other entities, enter the name of the entity as used to apply for the entity's EIN and the EIN.)

**Legal Status (check one):**

- |  |  |
|--|--|
| <input type="checkbox"/> Individual  | <input type="checkbox"/> Nonresident Alien   |
| <input type="checkbox"/> Sole Proprietorship   | <input type="checkbox"/> Tax Exempt  |
| <input type="checkbox"/> Partnership/Legal Corporation                                       | <input type="checkbox"/> Pharmacy/Funeral Home/Cemetery (Corp.)                                  |
| <input type="checkbox"/> Corporation providing or billing medical and/or healthcare services | <input type="checkbox"/> Corporation NOT providing or billing medical and or healthcare services |
| <input checked="" type="checkbox"/> Government   | <input type="checkbox"/> Pharmacy (non-corporate)  |
| <input type="checkbox"/> Estate or Trust   | <input type="checkbox"/> Non-profit Corporation/ Tax Exempt                                      |
| <input type="checkbox"/> Non-profit Corporation/ Non-Tax Exempt                              | <input type="checkbox"/> Other (Specify) _____   |

(Implementing Agency marking non-profit corporation/ tax exempt shall supply the Authority with a copy of their affirmation letter showing their 501(c)(3) status.)

**SECTION 39. FEDERAL GRANT INFORMATION**

By signing this agreement, the Implementing Agency acknowledges that it has been informed of the following information regarding the federal funds received under this agreement:

- Federal Awarding Agency: Office of Justice Programs, Office for Victims of Crime
- Catalog of Federal Domestic Assistance (CFDA) Number and Title: 16.575 Crime Victims Assistance
- Grant Award Name and Number: Crime Victim Assistance Grant Program (2014-VA-GX-0037)
- Grant Award Year: Federal Fiscal Year 2014

**SECTION 40. TRANSPARENCY ACT COMPLIANCE**

The Implementing Agency and Program Agency agree to comply with any and all requirements of 2 C.F.R. §33.200 that are imposed on recipients of federal funds by the Federal Funding Accountability and Transparency Act of 2006. The Implementing Agency and Program Agency agree to comply with the following:

a) To acquire and use a DUNS (Data Universal Numbering System) number. The DUNS number shall be procured from Dun and Bradstreet, Inc online at [www.dunandbradstreet.com](http://www.dunandbradstreet.com) or by calling 1-866-705-5711.

Implementing Agency's DUNS Number: 077113546

b) To maintain a current registration in the System for Award Management (SAM) database. The Implementing Agency must update or renew their SAM registration at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).

The Implementing Agency's SAM registration is valid until: 9/12/2015

c) Shall provide the Authority with their Commercial And Government Entity (CAGE) Code. The CAGE Code request process is incorporated into the CCR registration.

Implementing Agency's CAGE Code: 455G4

d) The Implementing Agency and Program Agency further agree that all agreements entered into with subgrantees or contractors, shall require compliance by the subgrantee or contractor with the Federal Funding Accountability and Transparency Act of 2006 and all requirements of 2 C.F.R. §33.200 including obtaining a DUNS number and maintaining registration with SAM. The acquisition of a DUNS number and registration with SAM database is not required of subgrantees and contractors who are individuals.

e) The Implementing Agency shall provide the Authority with completed "Addendums to Agreements" for all subgrantees and subcontractors. Copies of blank Addendums to the Agreement are available from your grant monitor.

#### **SECTION 41. RENEGOTIATION, MODIFICATION, OR AMENDMENT OF THE INTERAGENCY AGREEMENT**

No alteration, variation, modification, termination, addition to or waiver of any provisions of this agreement shall be valid or binding unless in writing, and signed by the parties. For purposes of modification of this agreement which do not involve increases or decreases in funding, the signature of one representative of the Implementing Agency is sufficient. The parties agree to renegotiate, modify, or amend this agreement to ensure continued consistency with federal and State laws, and regulations.

#### **SECTION 42. INTEGRATION**

This document and the exhibits, amendments, and items incorporated by reference constitute the entire agreement between the parties pertaining to the subject matter of this agreement and supersede all prior and contemporaneous agreements and understandings of the parties, oral or written, which are not fully expressed herein. No alleged covenant, representation, or condition not expressed in this agreement shall affect or be effective to interpret, change or restrict the express provisions of this agreement.

#### **SECTION 43. SEVERABILITY**

If any term or provision of this agreement is held invalid, unenforceable, voidable or void, that term or provision shall not affect the other terms or provisions of this agreement which can be given effect without the invalid term or provision.

#### **SECTION 44. TERMINATION OR SUSPENSION OF THE INTERAGENCY AGREEMENT**

The Executive Director of the Authority may suspend or terminate performance of this agreement, in whole or in part, when an Implementing Agency fails to comply with any State or federal law or regulation or with the terms or conditions of this agreement. The Authority may take one or more of the following actions:

- Temporarily withhold cash payments pending correction of the deficiency by the Implementing Agency
- Disallow all or part of the cost of the activity or action not in compliance
- Wholly or partly suspend or terminate the current agreement
- Withhold further awards to the Implementing Agency
- Pursue other legal remedies, as applicable.

If the Authority terminates an agreement, the Authority will notify the Implementing Agency in writing of its decision, specify the reason, afford the Implementing Agency a reasonable time to terminate project operations, and request the Implementing Agency seek support from other sources. An agreement that is terminated pursuant to this section will be subject to the same requirements regarding audit, recordkeeping, and submission of reports as an agreement that runs for the duration of the period of performance. Any appeals will be conducted in accordance with the Authority's Operating

Procedures for the Administration of Federal Funds (20 Il. Adm. Code 1520.60).

#### **SECTION 45. FAILURE TO FILE IN A TIMELY FASHION.**

In order to preclude the possibility of lapsing of funding, the Authority is requiring the timely filing of all required reports. Reports shall include but are not limited to, quarterly fiscal reports, quarterly progress reports and all reports included in the closeout materials. The quarterly fiscal and progress reports are due not more than 15 days after the end of the quarter unless another reporting schedule has been required or approved by the Authority. The final date for submission for all of the closeout material reports is 30 days after the end of the grant period.

Failure to meet the reporting dates established for the particular reports shall result in the "freezing" of all funds. The frozen funds shall not be limited to a particular grant that is delinquent, but all grant funds that the Implementing Agency has with the Authority shall be frozen. Funds will be released following the completion of all the reporting requirements.

#### **SECTION 46. COURT APPOINTED SPECIAL ADVOCATES**

The Implementing Agency shall, on agreements that fund Court Appointed Special Advocates (CASA), ensure and provide documentation (i.e. time and attendance records) that any and all funds are utilized "solely" to benefit victims of crime. Therefore, VOCA funds shall be used to pay for only, that portion of the coordinator's time, which is devoted to supervision, training, etc. of those volunteers who provide direct services to child victims of physical and sexual abuse, criminal neglect and or abandonment.

#### **SECTION 47. REPORTING GRANT IRREGULARITIES**

The Implementing Agency shall promptly notify the Authority through their Grant Monitor when an allegation is made, or the Implementing Agency otherwise receives information, reasonably tending to show the possible existence of any irregularities or illegal acts in the administration of grant funds. The Authority, per its agency policy, shall determine the reasonableness of the allegation of the irregularities or illegal action and determine the appropriate course of action. Possible actions would include conducting an internal audit or other investigation or contacting the proper authorities. Illegal acts and irregularities shall include but are not limited to such matters as conflicts of interest, falsification of records or reports both data, fiscal and programmatic, and the misappropriation of funds or other assets.

The Implementing Agency shall inform any sub-recipient of the Authority's grant funds that the sub-recipient is similarly obligated to report irregularities and the Implementing Agency shall provide a copy of the Authority's policy to any sub-recipient. A copy of the Authority's policy is available on the web at <http://www.icjia.state.il.us/public/>.

Failure to report known irregularities can result in suspension of the Interagency Agreement or other remedial action. In addition, if the implementing agency's auditor or other staff becomes aware of any possible illegal acts or other irregularities prompt notice shall be given to the Implementing Agency's director. The Implementing Agency, in turn, shall promptly notify the Authority as described above of the possible illegal acts or irregularities. If the possible misconduct involves the Implementing Agency's director, the Implementing Agency staff member shall provide prompt notice directly to the Authority.

In addition, the Authority, if in its judgment there is a reasonable allegation of irregularity or illegal act, shall inform the Office of Justice Program's Office of the Comptroller, the Department of Justice's Office of Professional Responsibility and the Office of Inspector General, and state and local law enforcement agencies or prosecuting authorities, as appropriate, of any known violations of the law within their respective area of jurisdiction.

The reporting of any irregularities, illegal acts and the proposed or actual corrective action shall be reported to the Authority at:

Illinois Criminal Justice Information Authority  
Attn: Grant Monitor  
300 W. Adams Suite 200  
Chicago, IL 60606

Phone: 312- 793-8550

**SECTION 48. REPORTING POTENTIAL FRAUD, WASTE OR SIMILAR MISCONDUCT.**

The Implementing Agency shall promptly refer to the Authority, via their assigned Grant Monitor, and the Department of Justice Office of Inspector General (OIG) any credible evidence that a principal, employee, agent, contractor, subcontractor, or subgrantee has either submitted a false claim for grant funds in violation of the False Claims Act or committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity or similar misconduct involving grant funds.

Potential fraud, waste, abuse or misconduct shall be reported to the Authority by mail at:

Illinois Criminal Justice Information Authority  
Attn: Grant Monitor  
300 W. Adams Suite 200  
Chicago, IL 60606

Phone: 312- 793-8550

Potential fraud, waste, abuse or misconduct shall be reported to OIG by mail or e-mail at:

Office of the Inspector General  
U.S. Department of Justice  
Investigation Division  
950 Pennsylvania Ave, N.W. Room 4706  
Washington, D.C. 20530

E-mail: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov) Phone: 1-800-869-4499 Fax: (202) 616-9881

More information is available from the DOJ OIG website at [www.usdoj.gov/oig](http://www.usdoj.gov/oig).

**SECTION 49. USE OF FUNDS**

Implementing Agency certifies that it, and its subcontractors, shall use federal and match, if applicable, funds for only allowable services, activities and costs, as described in Exhibit A.

The Implementing Agency certifies that only those costs listed in Exhibit B shall be paid pursuant to this agreement.

Implementing Agency understands the payment of funds shall be withheld until such certifications are received by the Authority.

**SECTION 50. PROHIBITED CONTRACTOR**

The Implementing Agency understands and agrees that no funds will be contracted or sub-awarded, either directly or indirectly, to or in support of the Association of Community Organization for Reform Now (ACORN) or its subsidiaries without the express prior approval of the Authority.

#### **SECTION 51. TEXT-MESSAGING WHILE DRIVING**

The Authority encourages the Implementing Agency to adopt and enforce policies banning employees of the Implementing Agency or Program Agency and contractors or subcontractors from text messaging while driving any vehicle during the course of performing work funded by this agreement, and to establish safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

#### **SECTION 52. VICTIM COMPENSATION AWARENESS**

The Implementing Agency shall certify that victims are notified of the VOCA Victims Compensation program administered through the Office of the Illinois Attorney General. Notification is defined as simply advertising the Victim Compensation program through posters or brochures publicly displayed in the agency's office or by verbally making the victim aware of the program. This notification requirement does not apply to crisis services.

The Implementing Agency shall detail their method of notification in the Program Narrative/ Exhibit A.

#### **SECTION 53. DUPLICATION OF FUNDING**

The Implementing Agency agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this VOCA award, and those award funds have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this VOCA award, the Implementing Agency will promptly notify, in writing, the Authority.

#### **SECTION 54. HIGH-RISK GRANTEES**

Implementing agency agrees to comply with any additional requirements that may be imposed during the grant performance period if the Authority determines that recipient is a high-risk grantee pursuant to 28 C.F.R. parts 66, 70.

#### **SECTION 55. CONFERENCES AND TRAINING MATERIALS**

The Implementing Agency agrees that any training or training materials developed under this award shall adhere to the OJP Training Guiding Principles for Grantees and Subgrantees available at [www.ojp.usdoj.gov/funding/ojptrainingguidingprinciples.htm](http://www.ojp.usdoj.gov/funding/ojptrainingguidingprinciples.htm).

The Implementing Agency agrees to comply with all applicable laws, regulations, policies and guidance (which includes specific cost limits, prior approval, and reporting requirements) governing the use of federal funds for expense related to conferences, including the provision of food and beverages at such events, and the cost of attendance. Conferences are defined as meetings, retreats, seminars, symposiums, training, and other events.

#### **SECTION 56. RELIGIOUS AND MORAL BELIEFS OF STUDENTS**

The Implementing Agency understands and agrees that grant funds may not be used to discriminate or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.

#### **SECTION 57. COMPUTER NETWORK**

The Implementing Agency understands and agrees that no award funds shall be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchange of pornography. Nothing in this section limits the use of funds for any Federal, State, tribal, or local law enforcement agency of any other entity carrying out criminal investigations, prosecution, or adjudication activities.

#### **SECTION 58. PROVIDING SERVICES TO LIMITED ENGLISH PROFICIENCY INDIVIDUALS**

Implementing Agency will, in accordance with DOJ guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency.

#### **SECTION 59. DEMOGRAPHIC DATA**

Implementing Agency agrees to collect and maintain information on race, sex, national origin, age, and disability of victims receiving assistance through this agreement, where such information is voluntarily furnished by the victim.

#### **SECTION 60. TIME KEEPING**

The Implementing Agency shall, in furtherance of its performance of all aspects of the program description and budget as set forth in Exhibit A and Exhibit B, maintain time keeping records for all grant-funded personnel as follows:

1. Personnel who spend 100% of their time on the program – within thirty (30) days of the execution of this agreement, the Implementing Agency must provide the Authority documentation explaining the Implementing Agency's time keeping procedures. The time keeping procedures must be approved by the Authority.
2. Personnel who spend less than 100% of their time on the program – the Implementing Agency will maintain timesheets for these employees. The timesheets must:
  - Reflect an after-the-fact distribution of the actual activity of each employee (not budgeted time);
  - Account for the total activity for which each employee is compensated;
  - Be prepared monthly and coincide with one or more pay periods; and
  - Be signed by the employee and approved by a supervisory official having firsthand knowledge of the work performed.

Within thirty (30) days of the execution of this agreement, the Implementing Agency must provide the Authority with a copy of the timesheet that will be used by personnel who spend less than 100% of their time on the program. The timesheet must be approved by the Authority. Signed timesheets shall be made available for inspection during site visits, and upon request as part of the Authority's monitoring and oversight responsibilities.

#### **SECTION 61. GRANT FUNDS RECOVERY AND INVOLUNTARY WITHHOLDINGS**

This interagency agreement is subject to the Illinois Grant Funds Recovery Act (30 ILCS 705/1 et. seq). The Implementing Agency certifies that it, and its sub-grantees and sub-contractors, are not presently subject to a grant funds recovery action under the Illinois Grant Funds Recovery Act (30 ILCS 705/1 et. seq) or an Involuntary Withholding by the State of Illinois or any other state. The Implementing Agency also certifies that a grant recovery action by any grantor, or an Involuntary Withholding action by the State of Illinois or any other state has not been initiated against it, or any of its sub-grantees and/or sub-contractors, within the past five (5) years.

The Implementing Agency shall notify the Authority if it or any of its sub-grantees and/or sub-contractors is currently the subject of a grant funds recovery action, has been the party to a grant funds recovery action in the past five (5) years, is currently subject to an Involuntary Withholding by the State of Illinois or by any other state, or has been subject to an Involuntary Withholding by the State of Illinois or by any other state within the past five (5) years. The Authority may terminate this agreement, at the Authority's sole discretion, if the Implementing Agency or any of its sub-grantees and/or sub-contractors is a party to a grant funds recovery action, has been a party to a grant funds recovery action within the past five (5) years, becomes a party to a grant funds recovery action, is subject to an Involuntary Withholding, has been the subject of an Involuntary Withholding within the past five (5) years, or becomes the subject of an Involuntary Withholding.

#### **SECTION 62. CRIMINAL CONVICTIONS**

The Implementing Agency certifies that its own and its sub-grantees' and its sub-contractors' board members, executive officers, directors, administrators, supervisors, managers, and financial officers and anyone holding such a position of authority have not been convicted of theft, fraud, or any other crime involving dishonesty within the past ten (10) years.

The Implementing Agency shall notify the Authority if any of its own or any of its sub-grantees' and/or its sub-contractors' board members, executive officers, directors, administrators, supervisors, managers, or financial officers or anyone holding such a position of authority have been convicted of theft, fraud, or any other crime involving dishonesty within the past ten (10) years or become convicted of theft, fraud, or any other crime involving dishonesty. The Authority may terminate this agreement, at the Authority's sole discretion, if the Implementing Agency's or any of its sub-grantees' and/or its sub-contractors' board members, executive officers, directors, administrators, supervisors, managers, or financial officers or anyone holding such a position of authority have been convicted of theft, fraud, or other crime of dishonesty within the past ten (10) years or become convicted of theft, fraud, or any crime involving dishonesty.

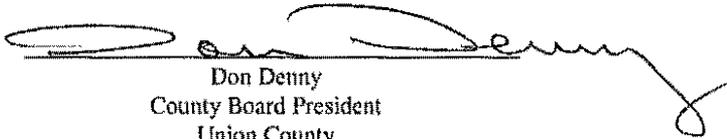
**SECTION 63. ACCEPTANCE & CERTIFICATION**

The terms of this interagency agreement are hereby accepted, executed, and where applicable, certified and acknowledged, by the proper officers and officials of the parties hereto:

  
\_\_\_\_\_  
Jack Cutrone  
Executive Director  
Illinois Criminal Justice Information Authority

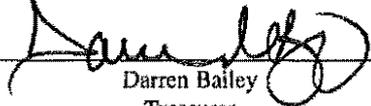
10/24/14  
Date  
90  
10/20/14

I, Don Denny, County Board President, under oath, do hereby certify and acknowledge that: (1) all of the information in the grant agreement 214042 is true and correct to best of my knowledge, information and belief, (2) the grant funds shall be used only for the purposes described in the grant agreement 214042 and (3) the awarding of grant funds is conditioned upon the Authority's receipt of this certification.

  
\_\_\_\_\_  
Don Denny  
County Board President  
Union County

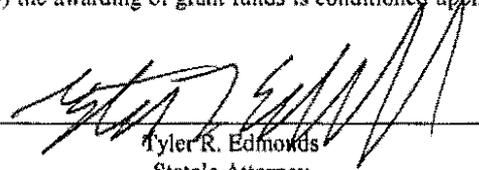
10-6-14  
Date

I, Darren Bailey, Treasurer, under oath, do hereby certify and acknowledge that: (1) all of the information in the grant agreement 214042 is true and correct to best of my knowledge, information and belief, (2) the grant funds shall be used only for the purposes described in the grant agreement 214042 and (3) the awarding of grant funds is conditioned upon the Authority's receipt of this certification.

  
\_\_\_\_\_  
Darren Bailey  
Treasurer  
Union County

10.6.2014  
Date

I, Tyler R. Edmonds, State's Attorney, under oath, do hereby certify and acknowledge that: (1) all of the information in the grant agreement 214042 is true and correct to best of my knowledge, information and belief, (2) the grant funds shall be used only for the purposes described in the grant agreement 214042 and (3) the awarding of grant funds is conditioned upon the Authority's receipt of this certification.

  
\_\_\_\_\_  
Tyler R. Edmonds  
State's Attorney  
Union County State's Attorney's Office

10-6-14  
Date

**VICTIMS OF CRIME ACT  
EXHIBIT A:  
PROGRAM NARRATIVE  
Standard Non-InfoNet Reporting**

**I. Description of organization**

1. Program Agency Name: Union County State's Attorney's Office  
Mailing Address: 309 West Market Street, Rm 239, Jonesboro, Illinois 62952  
Telephone number: (618) 833-7216

2. Please provide the following information for your VOCA program service area (attachments are acceptable).

A. List the county(ies) or municipality(ies) served by your VOCA program.  
Union

B. Federal Congressional District number(s) 12th

C. State Senatorial District number(s) 58th

D. State Representative District number(s) 115th

These districts can be found by visiting the Illinois State Board of Elections website.

**Type of program agency (Check one)**

**A. Criminal justice government\***

- |   |  |
|---|--|
| <input type="checkbox"/> Law Enforcement        | <input type="checkbox"/> Court                 |
| <input checked="" type="checkbox"/> Prosecution | <input type="checkbox"/> Corrections           |
| <input type="checkbox"/> Probation              | <input type="checkbox"/> Other (specify) _____ |

**B. Non-criminal justice government**

- |  |   |
|--|---|
| <input type="checkbox"/> Social Services       | <input type="checkbox"/> Hospital       |
| <input type="checkbox"/> Mental Health         | <input type="checkbox"/> Public Housing |
| <input type="checkbox"/> Other (specify) _____ |   |

**C. Private: Non-profit**

- |   |   |
|---|---|
| <input type="checkbox"/> Hospital               | <input type="checkbox"/> Shelter                |
| <input type="checkbox"/> Rape Crisis            | <input type="checkbox"/> Mental Health          |
| <input type="checkbox"/> Religious Organization | <input type="checkbox"/> Other (specify): _____ |

**D. Other: Describe \_\_\_\_\_**

\*If your agency is a governmental unit, such as law enforcement or prosecution, please provide a short description of how the activities described within this application have been coordinated with the victim service providers in the community served. Include letters of support from all agencies listed as part of the application.

The Victim Advocate Unit (VAU) works closely with victim service providers in the community to coordinate services to ensure that all of the victims needs are met. The VAU participates in a monthly Multi-Disciplinary Team (MDT) meeting to collaborate with agencies as to what the victim, and their family members may need in the recovery process. Members of the MDT include, but not limited to, Two Rivers Child Advocacy Center, Union County Sheriff's Office, and Union County Counseling. Coordination of services also include the Cairo Women's Shelter, Inc. to assist with community referrals, counseling, and placement in a women's shelter. The VAU also works with Shawnee Alliance for Seniors to provide and ensure services for senior citizens who may be a victim of a crime.

\*\*Letters of support will be sent separately, still waiting for the letters to be sent.

If your agency is not able to coordinate these activities with a victim service agency please explain why.

3. Purpose of VOCA funds: (select one)

- Start a new victim services project
- Continue a VOCA funded victim project funded in a previous year
- Expand or Enhance an existing project not funded by VOCA in a previous year.
- Technology

4. Crime Victim Assistance Funds Awarded: 33,869.00 Project Begin Date: 09/01/2014  
Grant Number: 214042 Project End Date: 08/31/2015

5. These VOCA funds will primarily be used to: (check one)

- Expand services into a new geographic area
- Offer new types of services
- Serve additional victim populations
- Continue existing services to crime victims
- Other (specify)

6. For this victims' services program indicate the number of VOCA funded paid staff, full-time equivalent\*\* (FTE) 1

\*\* FTE is the program full time equivalent total listed in Question 3a in the Summary of Program Section.

7. Volunteers used in any capacity throughout your agency should be counted and reported.

Does your organization use volunteers?

- Yes – complete part A & B
- No – complete the volunteer waiver certification included in the continuation packet.

A. How many Full-time Equivalent (FTE) volunteer staff are used by your agency as a whole, not just the VOCA funded program?

N/A

B. What activities do they perform?

N/A

8. Identify the amount of the VOCA-Funds allocated to serve victims accordingly.

ALL GENERAL CRIME	\$ 33,869.00
<b>OR</b>	
Child Abuse (includes child sex abuse)	\$
Domestic violence	\$
Sexual assault	\$
Underserved	
DUI/DWI crashes	\$
Survivors of homicide victims	\$
Assault and/or Battery	\$
Adults molested as children	\$

Elder abuse	\$
Robbery	\$
Other violent crime (specify)	\$
TOTAL (should match question #4.) \$ 33,869.00	

9. Sub-grant Match (financial support from other sources for this program):

Value of In Kind Match	\$ 0
Cash Match	\$ 13,695.00
Total	\$ 13,695.00

10. Please provide the total amounts of funding allocated to All Victim Services based on your agency's current fiscal year budget:

Other Federal funds (excluding these VOCA funds)	\$
VOCA funds (award amount)	\$ 33,869.00
State	\$ 18,975.00
Local	\$
Other	\$

This agency certifies that it receives over \$500,000 in federal funds agency wide and it is required to have an A-133 Audit.

11. Identify the victims to be served through this VOCA-Funded project (include match funded activities) by checking the type of crime(s) At least one must be selected.

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Child Physical Abuse | <input checked="" type="checkbox"/> Adults molested as children   |
| <input checked="" type="checkbox"/> Child Sexual Abuse   | <input checked="" type="checkbox"/> Survivors of homicide victims |
| <input checked="" type="checkbox"/> DUI/DWI Crashes      | <input checked="" type="checkbox"/> Robbery                       |
| <input checked="" type="checkbox"/> Domestic Violence    | <input checked="" type="checkbox"/> Assault                       |
| <input checked="" type="checkbox"/> Adult Sexual Assault | <input type="checkbox"/> Other Violent Crimes (specify)           |
| <input checked="" type="checkbox"/> Elder Abuse          | <input type="checkbox"/> Other (Specify)                          |

12. Check the services to be provided by this VOCA – funded project. **Check all that apply**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Crisis Counseling                    | <input checked="" type="checkbox"/> Criminal Justice Support/Advocacy             |
| <input checked="" type="checkbox"/> Follow Up Contact                    | <input type="checkbox"/> Emergency Financial Assistance                           |
| <input type="checkbox"/> Therapy   | <input checked="" type="checkbox"/> Emergency Legal Advocacy                      |
| <input type="checkbox"/> Group Treatment                                 | X Assistance in Filing Compensation Claims*                                       |
| <input checked="" type="checkbox"/> Crisis Hotline Counseling            | <input checked="" type="checkbox"/> Personal Advocacy                             |
| <input type="checkbox"/> Shelter/Safe House                              | <input checked="" type="checkbox"/> Telephone Contacts (Information and Referral) |
| <input checked="" type="checkbox"/> Information and Referral (In person) | <input type="checkbox"/> Other (Specify)  |

\*Assistance in filling compensation claims is **MANDATORY**

## II. Summary of organization

In this section, we are trying to gain a general sense of your organization's activities, NOT solely the program for which you are seeking VOCA funds.

1. Please provide a *brief* description of your entire organization, including details of different units and staffing.

The Union County State's Attorney's Office is a governmental entity established by the Constitution of the State of Illinois. The State's Attorney's Office has exclusive and statutory responsibility for the prosecution of criminal misdemeanors, felonies, and enforcement of all laws applicable to Union County. The office represents the State in juvenile court matters, Choate Mental Health & Developmental Center, protects consumers and the elderly from exploitation, and provides advocacy services to victims of crime through the Victim Advocate Unit (VAU). The State's Attorney is also the lawyer for the county providing legal advice, defense of county court actions, filing, and presentation of cases brought by the county. The VOCA Victim Advocate improves and compliments the services provided by the Union County State's Attorney's Office by increasing the number of in-person client contacts, increasing the program's effectiveness in providing follow-up services, expanding the capacity of the program to provide more comprehensive services in response to individual needs, attending court hearings with the victims for support and increasing the number of victim notifications for court proceedings. A part-time Victim Witness Coordinator is funded by the Attorney General's Office. The VOCA Advocate and Attorney General Victim Witness Coordinator provide a Unit that is more readily available to service victims and significant others because when one is not available the other generally is. Together, the mission of the Union County State's Attorney's Office is to serve victims of crime by obtaining offender accountability for criminal misconduct, serving the community's need for public safety and conveying the intolerance for crime, treating victim's of crime with respect and to assist them through the justice process, and represent citizen's interest in the county government process and civil litigation involving county government.

2. Besides the services funded through this VOCA grant, what (if any) other victim services does your agency provide? Include examples of how these services are coordinated with the VOCA funded activities.

The Union County State's Attorney's Office is also staffed with a Victim/Witness Coordinator that is funded through the Illinois Attorney General's Office. The Victim/Witness Coordinator provides services such as subpoenaing victims and witnesses for required court appearances and assisting in preparing them for those appearance. The Coordinator also provides services, if needed, to victims and witnesses who need assistance with transportation and lodging, including making those arrangements. The services are coordinated with the VOCA activities because of sharing a common goal of assisting the victims through the court processes while trying to provide services to ease their anxiety of the process. The Coordinator services are valuable to the VOCA Advocate because the Coordinator is also helping to alleviate some of the hardships that the victim, family members, and witnesses are experiencing due to their involvement in the court system.

3. Please indicate the total number of staff dedicated to all victim services at your organization, not just this VOCA funded program.

Type of staff	Number of staff
Number of staff providing direct service. (Do not include managerial and support staff in this count).	2

Number of managerial staff	0
Number of administrative support staff	0

4. Does this program make a special effort to target any un-served or underserved populations?

- Yes – check all un-served/underserved populations being targeted  
 No – skip to Section III

- |  |  |
|--|--|
| <input type="checkbox"/> American Indian                         | <input type="checkbox"/> Lesbian, gay, bisexual, transgender |
| <input type="checkbox"/> Asian                                   | <input type="checkbox"/> People with disabilities            |
| <input type="checkbox"/> Black or African American               | <input type="checkbox"/> Limited English proficiency         |
| <input type="checkbox"/> Elderly                                 | <input type="checkbox"/> Mental health issues                |
| <input type="checkbox"/> Hispanic or Latino                      | <input type="checkbox"/> Substance abuse issues              |
| <input type="checkbox"/> Homeless or living in poverty           | <input checked="" type="checkbox"/> Rural areas              |
| <input type="checkbox"/> Immigrants, refugees, or asylum seekers | <input type="checkbox"/> Children                            |
| <input type="checkbox"/> Other (specify): _____                  |  |

### III. Summary of Program

This section will help us understand the program for which you are seeking VOCA funds. This must include all direct services to be provided to crime victims with VOCA and match funds. **Do not** include a description of activities that will not be funded with VOCA or match funds.

1. Description of program: Please provide a description of your VOCA funded program. Include information on any efforts to target underserved victim populations listed above that are served by this program, such as minority, elderly or disabled populations.

The VOCA funded advocate is a critical member of the Union County State's Attorney's Victim Advocate Unit. The VOCA advocate works closely with all staff in the State's Attorney's Office to ensure that the needs and rights of victims are being met in a sensitive and thorough manner. The VOCA advocate provides a full range of direct services that prove to lessen the trauma and enhance coping skills and resources of victims of violent crimes. Specific duties include, but not limited to, a 24-hour crisis intervention; emotional support; personal, legal, court, and medical advocacy. This includes information and referral to appropriate social services agencies, court orientation, case status and disposition on an ongoing basis. Last but not least, the VOCA advocate also provides access and guidance in obtaining an order of protection for both adults and juveniles, and assistance in utilizing and obtaining victim compensation through the Attorney General's Office. This year's designation allows for one (1) 100% FTE grant funded position providing direct services to victims of violent crime within the jurisdictional boundaries of the Union County State's Attorney's Office. The VOCA Crime Victim Advocate will work closely with the Victim Witness Coordinator to ensure that the needs of the victims are being met.

2. Who oversees this program? Please include position titles and duties. (Do not include personal information.)

The Union County State's Attorney oversees the VOCA funded program.

3. Staff

- a. Report staff by title. Include employees who are part-time and/or only partially funded with this grant as well as program funded consultants/contractors. Include employees who are funded with any required grant match. Report all FTEs in decimals, not percentages and report in terms of total time at the agency and time spent on the program.

Title of Staff Person	Agency Full Time Equivalent*	% time on VOCA funded program	Program Full Time Equivalent**
<i>Example: Advocate</i>	.50	100	.5
<i>Example: Counselor</i>	.75	50	.375
Advocate	1	100	1
TOTAL(should equal #6 in Section I Description of Organization)	1	N/A	1

\*Agency FTE is calculated by the number of total hours worked in a week divided by the average work week for your organization.

\*\* Program FTE is calculated by Agency FTE times the time on the program.

- b. What are the primary qualifications (e.g. education, language skills etc.) of program-funded staff?

Bachelor's Degree or equivalent; valid drivers license; ability to drive a motor vehicle; no prior criminal history; demonstrated ability to communicate effectively, both orally and in writing. Prior social service or criminal justice system experience, familiarity with law enforcement and court terminology and practices are also qualifications required.

- c. Please attach an updated job description for each position including duties and qualifications. **If this position is not 100% VOCA-funded, asterisk the duties that apply to this program on the job description.**

**Victims Compensation Program**

As a condition of receiving VOCA funds the Office on Victims of Crime (OVC) mandates that programs receiving VOCA funds must notify\* all victims of the VOCA Victims Compensation program administered through the Office of the Illinois Attorney General.

4. Please explain how your agency informs victims of the VOCA Victims' Compensation program.

The Union County State's Attorney's Office Victim Advocate Unit (VAU) informs victims of the VOCA Victims' Compensation program by posting posters and placing brochures throughout the courthouse and specifically at the entrance of the State's Attorney's Office and waiting area. Posters and brochures are also given to supporting agencies throughout the community to display in their facilities. The VAU also sends the application, instructions, and brochure to victims as soon as our office is made aware of their situation per a police report from law enforcement. The application packet is also accompanied by a letter that explains the packet and lists the VAU Advocate names and telephone numbers if the victim needs additional information or has questions in regard to the packet.

\*Notification is defined as simply advertising the Victims' Compensation program through posters or brochures publicly visible in the agency's office. Other options include: providing information and referrals concerning the program and assistance with the application.

**IV. Statement of Problem**

This section will help us understand why your program is important to crime victims that come into contact with your agency as well as the community you serve. This section should document the problem(s) the organization continues to face and justify a need for continued funding.

1. Use the table below to identify the crime(s) this program will target and provide three years of county level data for your service area. If your program does not target a specific type of crime please include **the three highest crime rates for the victims this program serves** for the jurisdiction your program serves. Data for Index offenses are available on the Illinois Criminal Justice Information Authority's (ICJIA) website or the publication, *Crime in Illinois*, produced by the Illinois State Police (ISP).

**2009-2011**

Type of crime: <b>Criminal Sexual Assault</b>	Type of crime: <b>Aggravated Assault/Battery</b>	Type of crime: <b>Burglary</b>
--	---	-----------------------------------

2009	2010	2011	2009	2010	2011	2009	2010	2011
7	2	1	21	14	17	32	18	60

\* If multiple counties are served by your VOCA funded program please list the counties served here, and accumulate the crime numbers above. Union County

2. What is the problem(s) your VOCA funded program has identified through its contact with the victim population served that this program addresses? (*What do crime victims need that they would not get if not for the services provided through this program?*)

The VOCA program offered through the Union County State's Attorney's Office addresses a number of victim related needs that would not otherwise be met within the traditional law enforcement nature of the office. The VOCA Advocate is able to provide a variety of services to victims including one-on-one meetings throughout the criminal process, coordination with social services and community agencies and crisis counseling/intervention. The availability of such resources is limited in a rural area such as Union County. Further, many crime victims in our jurisdiction are of lower socio-economic status and the VOCA Advocate is an essential liason helping these individuals with law enforcement and social services.

3. Use the space below to provide any anecdotal information based on the experiences of agency staff or other sources within your jurisdiction that may highlight the crime(s) and victims served through this program. *Please do not use names or any other information that would identify a specific victim.*

The VAU had a great succes in assisting family members including two adult children of an older man that was found to unresponsive outside a home within Union County and later passed away due to injuries he had sustained. After a thorough investigation by law enforcement, it was found that this man had been beaten multiple times. Two men were arrested and charged with First Degree Murder. The VAU has arranged meetings with the family members, the State's Attorney, and Law Enforcement in order to keep them updated on the investigation and answer any questions they have. After the traumatic event, the family members were dealing with a lot of emotions and the VAU was able to provide referrals for community agencies to provide and continue services that were needed in the long road of recovery.

## V. Goals and Objectives

This section provides an overview of your program's accomplishments during the current performance period, and also helps us learn about what helped or hindered your program during this time. *(This section should provide guidance as to whether objectives or program strategies should be modified for the upcoming year.)*

A universal goal was developed for your current grant program. Please indicate the goal that was chosen for your current performance period.

**Goal:** To provide direct services to (check one) for the purpose of alleviating trauma and suffering incurred from victimization.

All crime victims

(Sub-population of crime victims. This should match the crime(s) indicated in Section: IV)

If completing this section prior to the end of the program performance period please estimate.

(Objective) Service Provided	Number identified from prior performance period.	Number of clients that actually received this service.*	Objective met?*	Number for upcoming performance period.
a. Crisis Counseling	40	39	NO	35
b. Follow Up Contact	600	790	YES	600
c. Therapy	0	0	N/A	0
d. Group Treatment	0	0	N/A	0
e. Crisis Hotline Counseling	12	11	NO	10
f. Shelter/Safe House	0	0	N/A	0
g. Information and Referral (In person)	550	735	YES	600
h. Criminal Justice Support / Advocacy	650	802	YES	700
i. Emergency Financial Assistance	0	4	YES	0
j. Emergency Legal Advocacy	100	82	NO	80
k. Personal Advocacy	500	677	YES	550
l. Telephone Contacts (Information and Referral)	650	734	YES	650
m. Other (specify):				
n. Other (specify):				

\*If you did not meet the objective(s) listed above, please detail each objective not met.

Crisis Counseling, Crisis Hotline Counseling, Emergency Legal Advocacy - Low client need at this time, increase in law enforcement defusing crisis situations, and increased utilization of community crisis agencies.

1. What were the successes of your program during the current performance period? Include any anecdotal information that may highlight the crime(s) and victims served through this program. *Do not use names or other information that would identify a specific victim.*

During 2014, the VOCA Advocate has continued to provide direct services to crime victims and helped those victims obtain needed services and provide a voice for crime victims within the State's Attorney's Office and with other law enforcement agencies. Referrals were made to a variety of agencies and service providers including counseling services, substance abuse treatment, crime victim's compensation funding, medical providers, and Federal, State and local law enforcement agencies. The VOCA Advocate is particularly active in working with the victims of domestic violence and sexual assault victims. Also, the VOCA Advocate with the assistance of the Union County State's Attorney and local law enforcement officials, has implemented on call 24/7 status in order to effectively assist law enforcement officers in victim related crimes. This give the VOCA Advocate the opportunity to assist the victims immediately at the time of the incidence which has show to be extremely effective. In addition to the on call 24/7 status, The VOCA Advocate has assisted local law enforcement by putting together a Domestic Violence Document Packet which contains Law Enforcement Officer Domestic Violence Checklist, Domestic Violence Checklists, County Strangulation Investigative Checklist, Written Statement and Explanation of Rights, Illinois Domestic Violence Act Victim Information, Domestic Violence Addendum, Medical Authorization, Danger Assessment, and Domestic Violence Statutory Reference Sheet. This packet is to assist each officer with the proper procedure when dealing with a domestic violence call.

2. What barriers did you experience in implementing your program during the current performance period? How did you respond to them? Include any anecdotal information that may highlight the crime(s) and victims served through this program. *Please do not use names or other information that would identify a specific victim or a particular person.*

There were no barriers to report during the current performance period.

3. Is there anything else you would like us to know based on your experiences with the current performance period? If so, please describe here.

While the State's Attorney's Office is charged with the duties of providing victims rights, they are also please to be providing these services. Having the VOCA funded program, provides not only the means to support the victims, but also to advocate on their behalf, ensuring said rights are provided. Another valuable resource to the victims is the Victim Notification System, which provides release information to victims and significant others about their perpetrators movement. The knowledge/information received by said individuals reduces fear, lessens trauma, and gives the victims a sense of control over their own victimization.

## VI. Program Implementation

The problem statement describes the issue(s) to be addressed in the following year. This section will tell us how these ends are going to be accomplished by describing how the **VOCA grant as well as match funded activities** will be implemented in clear, logical detail and should explain how your program will achieve its goals and objectives and work to resolve the issues addressed.

1. Please describe the specific activities each staff member (federal and match funded) under **this program** will provide to crime victims and explain how those activities benefit your target population.

VOCA Victim Advocate - Provides direct services to victims of crime utilizing the Victims Bill of Rights as a guideline. Personal, medical, legal, court advocacy, and crisis intervention services are some, but not all, specific activities provided to crime victims. A 24-hour crisis hotline, emotional support, criminal justice advocacy and referrals to social service agencies are among the other services provided to crime victims. The Victim Advocate Unit is able to deal with violent crimes (domestic violence, sexual assault, etc.) along with misdemeanor crimes (property crimes, etc.), underserved population, mentally ill, and spanish speaking population. Therefore, the Unit is able to provide services to the vast, diverse needs of each victim or significant other.

2. Explain how the issues or barriers to the implementation of the program that you listed above in Section V, question 2, will be addressed during the new program period?

There were no barriers to report during the current performance period.

3. What training needs have you identified for the staff funded under this program?

Advocate will search for free local trainings that will highlight victims' rights issues. Advocate will participate in in-house quarterly trainings with the State's Attorney and both Assistant State's Attorneys about statutes and current issues, which will help the Advocate to better serve victims of crime.

4. How will you address those training needs? If unable to address those needs, please explain why.

Seek out local trainings that address victims' rights issues through local colleges, universities, and agencies. Advocate will participate in in-house quarterly trainings with the State's Attorney and the Assistant State's Attorney's about statutes and current issues, which will help the Advocate to better serve victims of crime.

5. If VOCA funds were not available, has your organization developed a plan for the continuation of this program? Please explain.

Without VOCA funds, the Victim Advocate position would be eliminated. As a result, this office would only have a part-time VCVA Victim/Witness Coordinator to be available for victims and their family members. With this outcome, the victims would have less services provided to them through this office.

## VII. Implementation Schedule

The implementation schedule should be used as a planning tool for the program and should reflect a realistic projection of how the program will proceed. The Implementation Schedule should indicate: the VOCA funded activities and services that will be provided; the month the activity/service begins; the month the activity/service is completed; the personnel responsible for each activity/service; and the frequency with which the activity/service will be provided. Please use the following implementation schedule form using examples as a guide.

<b>Activity</b>	<b>Month Begun</b>	<b>Month Completed</b>	<b>Personnel Responsible</b>	<b>Frequency</b>
<i>Example: Distribute Brochures</i>	<i>Month 1</i>	<i>Ongoing</i>	<i>Volunteers</i>	<i>As needed</i>
<i>Example: Hire Medical Advocate</i>	<i>Month 1</i>	<i>Month 2</i>	<i>Coordinator</i>	<i>N/A</i>
<i>Example: Provide Support Groups</i>	<i>Month 2</i>	<i>Month 12</i>	<i>Advocate</i>	<i>Weekly</i>
Services provided to victims and significant others	Month 1	Month 12	Advocate	Daily and 24/7 on call status and 24- hour hotline
Provide in-house training to VOCA Advocate	Month 1	Month 12	State's Attorney and Assistant State's Attorney	Quarterly
Evaluate Program	Month 12	Quarterly	State's Attorney	Annually
Continue to provide services to underserved population of Union County	Month 1	Month 12	Advocate and State's Attorney	Daily
Develop and strengthen 24-hour crisis response/intervention services	Month 1	Month 6	Advocate	Performance period
Distribute brochures and informational resources to victims	Month 1	Ongoing	Advocate	Ass needed per referrals
Advertise and distribute Crime Victim's Compensation information, brochures and applications	Month 1	Ongoing	Advocate	Daily and as needed
Distribute brochures and informational resources to community agencies	Month 1	Ongoing	Advocate	Quarterly
Provide community agency referrals to victims and significant others	Month 1	Month 12	Advocate	Daily and as needed

**EXHIBIT B: BUDGET  
IDENTIFICATION OF SOURCES OF FUNDING**

Implementing Agency: **Union County State's Attorney's Office**  
Agreement #: **214042**

	<u>SOURCE</u>	<u>AMOUNT</u>
<b>Federal Amount:</b>	Grant Fund: VOCA FFY: 14	\$33,869
	Subtotal:	\$33,869
<b>Match:</b>	Union County State's Attorney's Office	\$8,467
	Subtotal:	\$8,467
<b>Over Match:</b>	Union County State's Attorney's Office	\$5,228
	Subtotal:	\$5,228
	<b>GRAND TOTAL</b>	<b>\$47,564</b>

<b>PERSONNEL SERVICES</b> <u>Job Title</u>	<u>Annual Salary</u>	<u># Months On Program</u>	<u>% Time On Program</u>	<u>Federal Amount</u>	<u>Match Contribution</u>	<u>Total Cost</u>		
Victim Advocate	\$ 33,869.00	12	100%	\$ 33,869.00	\$ -	\$ 33,869.00		
	\$ -			\$ -	\$ -	\$ -		
	\$ -			\$ -	\$ -	\$ -		
	\$ -			\$ -	\$ -	\$ -		
	\$ -			\$ -	\$ -	\$ -		
	\$ -			\$ -	\$ -	\$ -		
	\$ -			\$ -	\$ -	\$ -		
	\$ -			\$ -	\$ -	\$ -		
<b>Total FTE for use on Fringe Benefit Worksheet</b>			<b>1.00</b>	\$ -	\$ -	\$ -		
				<b>Total Salary</b>	\$ 33,869.00	\$ -	\$ 33,869.00	
				Fringe Benefits (Use figure from Fringe Benefit Worksheet)		\$ -	\$ 13,695.00	\$ 13,695.00
				<b>TOTAL PERSONNEL SERVICES</b>		\$ 33,869.00	\$ 13,695.00	\$ 47,564.00

**Budget Narrative for Personnel. Please give a brief description for each line of the Personnel Services Budget.**

(See Attached Budget Instructions)

The Victim Advocate will have an annual salary of \$33,869.00.

This is a 100% grant funded position providing direct services to victims of violent crime including information, referrals, advocacy and counseling. The VOCA Advocate will work closely to ensure that the needs of the victims are being met.

The Match money in fringe benefits is paid by the County of Union. The fringe benefits include health/medical insurance, dental/vision insurance, and life insurance.

**FRINGE BENEFIT WORKSHEET: Agreement # 214042**

Use this sheet to calculate the fringe benefits to be paid for project personnel. For each element of the benefit package, indicate the rate as a percentage of salary or the dollar amount of the flat rate paid per employee. Use the **TOTAL FRINGE BENEFITS** amount from this worksheet as the fringe benefit dollar amount on the BUDGET under PERSONNEL SERVICES (cells C-12 and H-12)

<b>RATED FRINGE BENEFITS</b>	<b>Rate as % of Salary</b>
FICA	7.650%
UNEMPLOYMENT	7.150%
RETIREMENT/PENSION	4.500%
WORKER'S COMP	5.490%
DENTAL/VISION	
HOSPITALIZATION	
Other (Specify)	
<b>Total % Fringe Rate</b>	<b>24.790%</b>
Total Salary Paid By Grant (Federal and Match - Please use figure from cell I-12 in the Budget Detail)	\$33,869.00
<b>TOTAL RATED FRINGE BENEFITS</b>	<b>\$8,396</b>
<b>FLAT RATE FRINGE BENEFITS</b>	<b>\$ per FTE</b>
HEALTH/MEDICAL INSURANCE	\$5,044.92
OTHER (SPECIFY)	\$198.00
	\$55.80
<b>Total Flat Rate Fringe</b>	<b>\$5,298.72</b>
Number of grant-funded FTE (full-time equivalent) positions receiving Flat Rate Fringe Benefits . (Please use figure from cell F-11 of Budget Detail)*	1.00
<b>FLAT RATE FRINGE BENEFITS</b>	<b>\$5,299</b>
<b>TOTAL FRINGE BENEFITS: (Total rated + Total flat rate benefits)</b>	<b>\$13,695</b>

\*PLEASE REFER TO YOUR RESPONSE IN EXHIBIT A, SECTION II, QUESTION #1.

<u>EQUIPMENT</u> <u>Item</u>	<u>Cost per Unit</u>	<u># of Units</u>	<u>Pro-rated</u> <u>Share</u>	<u>Federal</u> <u>Amount</u>	<u>Match</u> <u>Contribution</u>	<u>Total Cost</u>
Not applicable	\$ -			\$ -	\$ -	\$ -
	\$ -			\$ -	\$ -	\$ -
	\$ -			\$ -	\$ -	\$ -
	\$ -			\$ -	\$ -	\$ -
	\$ -			\$ -	\$ -	\$ -
	\$ -			\$ -	\$ -	\$ -
	\$ -			\$ -	\$ -	\$ -
	\$ -			\$ -	\$ -	\$ -
	\$ -			\$ -	\$ -	\$ -

\* For Equipment Budgets over \$5000, the Authority must be notified prior to the disposal of any equipment.

<b>TOTAL EQUIPMENT COST</b>	\$ -	\$ -	\$ -
-----------------------------	------	------	------

Budget Narrative for Equipment. Please give a brief description for each line of the Equipment Budget.

(See Attached Budget Instructions)

COMMODITIES Item	Cost / Month	# of Months	Federal Amount	Match Contribution	Total Cost
Not applicable	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
<b>TOTAL COMMODITIES COST</b>			\$ -	\$ -	\$ -

Budget Narrative for Commodities. Please give a brief description for each line of the Commodities Budget.

(See Attached Budget Instructions)

TRAVEL	Cost/Mile	# of Miles/mo	# of Months	Federal Amount	Match Contribution	Total Cost
Program Staff Mileage*	\$ -			\$ -	\$ -	\$ -
	\$ -			\$ -	\$ -	\$ -
	\$ -			\$ -	\$ -	\$ -
Conference Travel**	Cost/ person	# of people	# of days	\$ -	\$ -	\$ -
Airfare	\$ -			\$ -	\$ -	\$ -
PerDiem	\$ -			\$ -	\$ -	\$ -
Lodging	\$ -			\$ -	\$ -	\$ -
Other (Specify)	\$ -			\$ -	\$ -	\$ -
* State rate is calculated at \$.56/mile. If agency rate is lower use that lower rate.						
** Out of State Travel requires prior Authority approval.						
<b>TOTAL TRAVEL COST</b>				\$ -	\$ -	\$ -

Budget Narrative for Travel. Please give a brief description for each line of the Travel Budget.

(See Attached Budget Instructions)

NOT APPLICABLE

Budget & Budget Narrative

Union County State's Attorney's Office

Agreement#

214042

<b>CONTRACTUAL</b>	<u>Cost/month</u>	<u>Dollar/hour</u>	<u># of hours per month</u>	<u>Pro-rated Share</u>	<u>Federal Amount</u>	<u>Match Contribution</u>	<u>Total Cost</u>
Cell Service	\$ -				\$ -	\$ -	\$ -
Telephone Service	\$ -				\$ -	\$ -	\$ -
	\$ -				\$ -	\$ -	\$ -
Conference Registration Fees	\$ -				\$ -	\$ -	\$ -
Other: (Specify)	\$ -				\$ -	\$ -	\$ -
Other (Specify)	\$ -				\$ -	\$ -	\$ -
Use Boxes Below for Contractual Personnel					\$ -	\$ -	\$ -
		\$ -			\$ -	\$ -	\$ -
		\$ -			\$ -	\$ -	\$ -
		\$ -			\$ -	\$ -	\$ -
<b>TOTAL CONTRACTUAL COST</b>					\$ -	\$ -	\$ -

Budget Narrative for Contractual. Please give a brief description for each line of the Contractual Budget.

(See Attached Budget Instructions)

The VOCA Advocate has a work cell phone; however, the service plan is paid solely through the County of Union.

GRAND TOTAL	<u>Federal Amount</u>	<u>Match Contribution</u>	<u>Total Cost</u>
PERSONNEL SERVICES	\$ 33,869.00	\$ 13,695.00	\$ 47,564.00
EQUIPMENT	\$ -	\$ -	\$ -
COMMODITIES	\$ -	\$ -	\$ -
TRAVEL	\$ -	\$ -	\$ -
CONTRACTUAL	\$ -	\$ -	\$ -
TOTAL COST	\$ 33,869.00	\$ 13,695.00	\$ 47,564.00

All procurements must be competitive