



December 20, 2017

Ms. Janna Philipp  
Lake County State's Attorney's Office  
18 N. County St., 3rd Floor  
Waukegan, IL 60085

Dear Ms. Philipp:

We are pleased to inform you that your application for 2018 National Crime Victims' Rights Week (NCVRW) Community Awareness Project (CAP) funding has been recommended by the National Association of VOCA Assistance Administrators (NAVAA) and approved by the Office for Victims of Crime (OVC). Your project was selected after careful consideration of 185 applications based on its efforts to raise public awareness about crime victims' rights and services available in your community.

Subject to these conditions, NAVAA agrees to reimburse your project not to exceed **\$5,000**. Attached is a signed copy of the NCVRW CAP Subgrant Award Agreement. Your agency's Subgrant Award Agreement number is **18-107**. **An authorized official of your agency must sign, date and return BOTH PAGES of the agreement within ten (10) working days.** The attached PDF copy of the agreement (filename "18-Award.pdf") can be electronically signed and submitted via email to [cap@navaa.org](mailto:cap@navaa.org) or printed out and mailed to NCVRW CAP, 5702 Old Sauk Road, Madison, WI 53705 or faxed to (815) 301-8721. Be certain to retain a copy for your records.

Although your project has been approved for funding, it may still be necessary to make some changes to your project's activities or budget to conform to Federal rules and requirements. Project Director [Laurie Elwell](#) will contact you if any corrections, clarifications or modifications are needed.

To receive reimbursement for your approved expenses, your organization must implement your project in conjunction with National Crime Victims' Rights Week, April 8-14, 2018 and then submit an After-Action Report/Reimbursement Request (AAR). The AAR must be received by NAVAA **no later than Friday, June 29, 2018**. A fillable PDF copy of this form is attached so you can be prepared to collect the required information and submit a complete and accurate report.

Also attached is a NCVRW CAP Subgrantee Guide which summarizes major NCVRW CAP policies and procedures. The Guide was developed to help you meet program requirements and to avoid future problems. **Please be certain to read and retain the Subgrantee Guide.**

Please note that NAVAA will reimburse projects based on 1) actual expenditures as contained in the approved budgets (or as modified), 2) the guidelines related to this funding opportunity on the NCVRW Community Awareness Project Web site (<http://cap.navaa.org>), 3) the regulations set forth in the Office of Justice Programs' Financial Guide (<http://ojp.gov/financialguide/DOJ/>) and 4) other related rules or guidelines issued by the Department of Justice.

We realize your application is a proposal and you may find it necessary to make unanticipated modest changes to your plans, so you will have an opportunity to make changes to the approved strategy or budget. Changes must be requested **not later than Friday, March 30, 2018**. Please contact Laurie Elwell at [laurie@navaa.org](mailto:laurie@navaa.org) if you need to make any changes. You will need to submit a modification request (copy attached). Laurie will contact you if additional information is needed and to let you know whether your revisions are approved.

To assist you in planning and implementing your Community Awareness Project, NAVAA will make available to you several technical assistance resources. These include a 90-minute interactive webinar presentation and a special NCVRW Community Awareness Project listserv. In addition, nationally known victim advocate Anne Seymour prepares a special series of technical assistance bulletins called, "CAP TIPS" that are distributed exclusively to this year's subgrantees (previous CAP TIPS are publicly available at [cap.navaa.org/captips.html](http://cap.navaa.org/captips.html)) and is available for individual project consultations. For technical assistance in planning your project, contact Anne at [annesey@atlantech.net](mailto:annesey@atlantech.net) and be sure to indicate you are a NCVRW CAP subgrantee.

We have also set up a special section of the NCVRW CAP website just for this year's subgrantees that contain forms, documents, materials, information and web site links you will need for the administration of the subgrant award and to assist you in implementing your NCVRW project. To access these web pages, go to the main NCVRW CAP website <http://cap.navaa.org> and click on the "Subgrantees Only" link (or go directly to [cap.navaa.org/subs](http://cap.navaa.org/subs)) and enter:

username: **18ncvrw**

password: **Expand84**

(these are case sensitive)

You will also be subscribed to the NCVRW CAP listserv to receive important email notices, reminders and information.

To help everyone get started, we have scheduled a webinar for all NCVRW CAP subgrantees for **Tuesday, January 16, 2018 4:00 pm – 5:30 pm Eastern Time**. We expect each subgrantee to have at least one person participate in the webinar; please feel free to invite others who will be working on your NCVRW CAP project to participate in the webinar. Advance registration for the webinar is required by going to:

<https://attendee.gotowebinar.com/register/2092239073659308034>. Once you register, you will receive email instructions on how to participate.

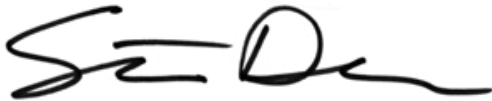
Also attached is a press release template you can use to publicize your agency's selection as a NCVRW CAP subgrantee.

Finally, OVC maintains a National Calendar of Crime Victim Assistance-Related Events, an online tool to help publicize related events. We encourage you to add your events, especially NCVRW events, to the Calendar by visiting <http://ovc.ncjrs.gov/ovccalendar>.

If you have any questions or concerns about your Community Awareness Project, please contact Project Director Laurie Elwell at [laurie@navaa.org](mailto:laurie@navaa.org).

Thank you for the work you do on behalf of crime victims in your community and for supporting National Crime Victims' Rights Week. We look forward to working with you for a successful NCVRW CAP project.

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Derene', with a stylized, flowing script.

Steve Derene  
Executive Director

Attachments:

- Subgrantee Guide
- Subgrant Award Agreement
- After-Action Report/Reimbursement Request
- Budget Modification Form
- Press Release template