WELCOME TO YOUR NEW POSITION!

We thank you for taking on this new leadership role. In addition to leading your program, empowering women, helping them find their voice and providing support will be your main priorities. You will also be learning about the Illinois Coalition Against Domestic Violence. ICADV is a valuable resource. Whether you have questions about Standard Operation Procedures, funding resources, or a high profile court case, the ICADV staff and member agencies are available for guidance and consultation. With both state and national presence, ICADV offers a vast system of networking and resources that are invaluable to local providers.

We hope you utilize your ICADV membership to help you through your period of transition from new Director to experienced advocate for battered women and children.

~From the ICADV Membership Committee Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dona Leanard,</td>
<td>Crisis Center Foundation, Jacksonville</td>
<td>(217) 243-4357</td>
<td><a href="mailto:donal@jvilleccf.org">donal@jvilleccf.org</a></td>
</tr>
<tr>
<td>Cochair</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Margarette Trushel</td>
<td>Oasis Women’s Center, Alton</td>
<td>(618) 465-1978</td>
<td><a href="mailto:kmtrushel@oasiswomenscenter.com">kmtrushel@oasiswomenscenter.com</a></td>
</tr>
<tr>
<td>Cochair</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>April Balhizer</td>
<td>Guardian Angel Home of Joliet, Joliet</td>
<td>(815) 729-0930</td>
<td><a href="mailto:abalzhiser@guardianangelhome.org">abalzhiser@guardianangelhome.org</a></td>
</tr>
<tr>
<td>Jane Farmer</td>
<td>Turning Point, Inc., Woodstock</td>
<td>(815) 338-8081</td>
<td><a href="mailto:jfarmer@mchenrycountytumingpoint.org">jfarmer@mchenrycountytumingpoint.org</a></td>
</tr>
<tr>
<td>Marla Reynolds</td>
<td>Mercer County Family Crisis Center,</td>
<td>(309) 582-7233</td>
<td><a href="mailto:marla@mcfcc.com">marla@mcfcc.com</a></td>
</tr>
<tr>
<td></td>
<td>Aledo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Darlene Jones</td>
<td>Violence Prevention Center of</td>
<td>(618) 236-2531</td>
<td><a href="mailto:Darlene.jones@vpcswi.org">Darlene.jones@vpcswi.org</a></td>
</tr>
<tr>
<td></td>
<td>Southwestern Illinois, Belleville</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rosemary Cain</td>
<td>Freedom House, Inc., Princeton</td>
<td>(815)872-0087</td>
<td><a href="mailto:rcain@freedomhouseillinois.com">rcain@freedomhouseillinois.com</a></td>
</tr>
</tbody>
</table>
Table of Contents
Membership Applications and Forms

• Assurances
• Photo permission
• Process for renewal
• Membership Requirements
The Illinois Coalition Against Domestic Violence (ICADV) is dedicated to the elimination of violence against women and their children through the following vision:
- To promote the eradication of domestic violence across the state of Illinois;
- To ensure the safety of survivors, their access to services, and their freedom of choice;
- To hold abusers accountable for the violence they perpetrate; and
- To encourage the development of victim-sensitive laws, policies, and procedures across all systems that impact survivors of domestic violence.

The mission of the Illinois Coalition Against Domestic Violence is the following:
- To provide statewide leadership as the voice for survivors of domestic violence and the programs that serve them;
- To change fundamental societal attitudes and institutions that promote/tolerate/condone domestic violence;
- To ensure that women and children have knowledge of and access to all services and opportunities, including crisis telephone counseling, temporary shelter, peer and professional counseling, assistance in obtaining community resources, help to acquire employment skills, work referral, legal advocacy, etc., endeavoring to provide these services locally.

In a way that respects women’s and children’s choices and cultural diversity, and that utilizes all available means:
- Public policy advocacy,
- Program capacity and delivery,
- Community awareness and education,
- Cooperation with associated agencies, and
- Partnerships with communities and key stakeholders.

☐ My agency and I agree with these Assurances and wish to become or remain a Voting Board Member of ICADV.

☐ I have also read the ICADV bylaws and agree with the conflict of interest section.

I hereby affirm the commitment of ________________________

(Name of Your Agency)
To the specific and primary purposes of the Illinois Coalition Against Domestic Violence, as stated and given above.

Printed Name of Agency’s Primary Representative:
______________________________

Signature: ________________________ Date: ________________________

Submit completed form along with your membership application to ICADV, 801 S. 11th St., Springfield, IL 62703.
To document and record its history, ICADV will, from time to time, take pictures at various board retreats and lobby days. These pictures may also be used in newsletters, flyers, and on the website. Please indicate below if you give permission to use your photo, or if you do not want any of your pictures used in a public forum. The signed form can then be returned with your renewal packet. Depending on how many delegates your agency will be sending to ICADV events, you may need to submit more than one authorization form.

Name of Person: _______________________________________________

Name of Agency: ________________________________

City of Agency: ______________________________________________

Please check one:

☐ ICADV has permission to use my photo(s) during FY 2013.

☐ ICADV does not have permission to use my photo(s) during FY 2013.

___________________________________________________________

Signature Date
Process for ICADV Voting Board Membership Renewal

Once approved as a Voting Board Member agency, renewal of this membership will happen annually at the beginning of each fiscal year (eg July). On or around the first part of July, Voting Board Member Agencies should receive a renewal packet from the ICADV office. This packet will include an invoice for the new year’s membership dues, various forms for assigned voting delegates to review and sign, and other information pertinent to the new year’s membership. If your renewal packet is not returned in a timely manner, it will be assumed that your agency has decided not to renew ICADV voting board membership for the new year and you will be required to submit a new application for membership to reinstate your membership.

Membership dues for voting board members of ICADV are ½ of 1% of the previous year’s domestic violence services expenses. The minimum annual dues for a voting board member is $500 with a maximum due of $2,500 annually. Dues may be paid monthly, quarterly or paid in full.
**Voting Board Member – Committee Participation Requirement**

Much of the work that ICADV conducts is done at the Committee level, and therefore it is imperative that Voting Board Member Agencies are participating in those discussions to ensure that the products of ICADV are meeting the needs of the membership and the survivors they serve. In addition, several ICADV committees had been challenged to conduct necessary business due to low participation rates and falling short of a quorum at scheduled meetings. In an effort to ensure that the work of the organization is completed in an efficient and timely manner, in November 2011, the ICADV Board of Directors approved the following for Board consideration:

- Each Voting Board Member Agency shall commit to participating in at least one (1) ICADV Committee.
- Each Voting Board Member Agency shall appoint a minimum of one (1) Voting Board Delegate to an ICADV Committee.
- Each Voting Board Delegate will commit to participating in a minimum of 75% of that Committee’s meetings annually.
- If the appointed Voting Board Delegate is not available for a scheduled Committee meeting, the Voting Board Member Agency may choose to temporarily appoint another one of its Voting Board Delegates to participate in the Committee meeting. This will contribute to the Voting Board Member Agency meeting the participation requirement.
- If the Voting Board Delegate is not meeting the 75% participation requirement, the chairperson of the Committee will communicate with the Voting Board Delegate to determine why the delegate is not participating, will encourage the delegate to make efforts to participate, or encourage the delegate to have another one of the Voting Board Delegates for his/her agency participate on the Committee on his/her behalf.
- If the Voting Board Delegate does not increase participation rates on behalf of the Voting Board Member Agency, the Voting Board Member Agency will be sent a letter from the Committee chairperson that will suggest the delegate consider another committee that allows him/her to meet the 75% participation requirement.
- If the Voting Board Member Delegate still does not increase participation rates, the delegate will be removed from the Committee member list.
- If the Voting Board Member Agency does not ensure that at least one delegate is participating on at least one committee, further communication may be necessary to help the Voting Board Member Agency meet the participation requirement.
- A Voting Board Member Agency is free to appoint any staff person to participate in a specific meeting, replacing the Voting Board Delegate for that Committee. However, unless the person is an identified Voting Board Delegate of the agency, that person would not have voting rights during Committee meetings.

**TO ADD ADDITIONAL VOTING DELEGATES FOR YOUR ORGANIZATION OR TO REPLACE AN EXISTING DELEGATE**

A Voting Board Member Agency may assign multiple Voting Delegates to act on Committee and Board of Director matters on behalf of the Voting Member Agency. To delegate that authority to one or more individuals from the Voting Member Agency, programs should have each assigned delegate sign the ICADV Voting Board Member Assurances form. This ensures that the individual understands his or her role as a voting representative from the member agency.
ICADV Organization Documents

- History of the Organization
  - Mission and Vision
  - Bylaws
  - Fiscal Policies
- Board of Directors
- Organizational Chart
- Staff
ORGANIZATION HISTORY & DESCRIPTION

ICADV was founded in January 1978 when representatives from twelve domestic violence organizations met to plan a unified request for funding through the Governor’s Donated Fund Initiative. ICADV incorporated in September 1978.

In 1978, the majority of women and children in Illinois had no safe place to go, little or no legal protection, and no one to talk with who understood the fear and pain. Most victims stayed in the home because there were no options. Many were killed. The grass roots efforts of those twelve small Illinois community groups that recognized the unmet need for services to battered women formed the Coalition. The goals of the coalition founders were to:

• provide safe places for women and children
• explain options to victims/survivors
• secure ongoing funding
• seek passage of protective legislation
• train domestic violence staff and volunteers
• educate the public about the issue

Now, ICADV has 52 domestic violence member programs across the state. Through a collective effort, the landmark Illinois Domestic Violence Act was passed in 1982 and was strengthened in 1986. Ongoing information is provided to the criminal justice and law enforcement agencies, hospitals, other social service agencies and the general public. In spite of all of these accomplishments, each month more than 1,200 women and children are turned away from programs due to the lack of space and an inadequate number of staff.

Through its 52 member programs, ICADV has developed a network of community organizations, businesses and individuals, working together to end domestic violence. Many of the domestic violence programs around the State of Illinois have networking agreements with local clergy, police, social workers, schools, social service agencies, and criminal justice system personnel. Membership is now extended to Community Partners and individuals.

At this writing there are approximately 66 total domestic violence programs in the state that receive funding from IDHS. ICADV’s 52 member programs are a part of the 66 programs.

From 1980 until SFY1992, ICADV contracted with the state of Illinois through the Department of Public Aid and then the Department of Human Services(DHS) to provide advocacy, training and technical assistance to local agencies and other professionals interacting with domestic violence victims and their dependents. Through these annual contracts ICADV also provided funds to support the community based crisis interventions services to victims and their
dependents. Since SFY 1993, the DHS has contracted directly with the community based agencies.

Beginning in SFY 1986, ICADV also began contracting with the Illinois Criminal Justice Information Authority (ICJIA) to provide monitoring and technical assistance to community based agencies to provide legal advocacy and child witness services to domestic violence victims and their dependents. ICADV currently allocates over $4 million federal Victims of Crime Act funds for these services. Beginning in SFY 1996, ICADV also allocates over $3 million of Violence Against Women Act STOP funds to victims services through a contract with ICJIA. ICADV continues to work in close concert with its state government allies to increase adequate safety and services to victims in crisis.
ILLOINOIS COALITION AGAINST DOMESTIC VIOLENCE

Vision and Mission Statement

The Vision of the Illinois Coalition Against Domestic Violence is to eliminate violence against women and their children:

To promote the eradication of domestic violence across the state of Illinois;

To ensure the safety of survivors, their access to services, and their freedom of choice;

To hold abusers accountable for the violence they perpetrate; and

To encourage the development of victim-sensitive laws, policies and procedures across all systems that impact survivors of domestic violence.

The Mission of ICADV is To:

- Provide statewide leadership as the voice for survivors of domestic violence and the programs that serve them
- Change fundamental societal attitudes and institutions that promote/tolerate/condone domestic violence
- Ensure that women and children have knowledge of and access to all services and opportunities,* endeavoring to provide these services locally

In a way that:

- Respects women’s and children’s choices and cultural diversity
- Utilizes all available levers:
  - Public policy advocacy
  - Program capacity and delivery
  - Community awareness and education
  - Cooperation with associated agencies
  - Partnerships with communities and key stakeholders

*Services and opportunities should include: crisis telephone counseling, temporary shelter, peer and professional counseling, assistance in obtaining community resources, help to acquire employment skills, work referral.
Illinois Coalition Against Domestic Violence
801 South 11th Street ~ Springfield, IL 62703
Phone: 217-789-2830 ~ fax: 217-789-1939
TTY: 217-241-0376
E-mail: ilcadv@ilcadv.org
Website: www.ilcadv.org

BYLAWS
ILLINOIS COALITION AGAINST DOMESTIC VIOLENCE: BYLAWS

ARTICLE I: NAME .................................................. 4
ARTICLE II: PURPOSES .......................................... 4
ARTICLE III: NON-DISCRIMINATION ......................... 4
ARTICLE IV: OFFICES ............................................ 5
  Section 1. Principal Office .................................... 5
  Section 2. Registered Office .................................. 5
ARTICLE V: MEMBERSHIP ....................................... 5
  Section 1. Membership ......................................... 5
  Section 2. Types of Membership ............................... 5
  Section 3. Definitions of Membership ....................... 5
  Section 4. Termination of Membership ...................... 6
ARTICLE VI: BOARD OF DIRECTORS ......................... 6
  Section 1. General Powers .................................... 6
  Section 2. Duties ............................................... 6
  Section 3. Number, Term, and Qualifications .............. 6
  Section 4. Annual Meeting .................................... 7
  Section 5. Regular Meetings .................................. 7
  Section 6. Special Meetings .................................. 7
  Section 7. Executive Session .................................. 7
  Section 8. Quorum ............................................. 7
  Section 9. Proxies ............................................. 7
  Section 10. Manner of Acting ................................. 7
  Section 11. Inurnment ......................................... 8
  Section 12. Compensation ..................................... 8
  Section 13. Conflict of Interest .............................. 8
  Section 14. Informal Action by Directors .................. 8
  Section 15. Notice ............................................. 9
ARTICLE VII: OFFICERS ........................................ 9
  Section 1. Officers ............................................ 9
  Section 2. Elections and Term of Office .................... 9
  Section 3. Termination and Removal ......................... 9
  Section 4. Vacancies ......................................... 10
  Section 5. President .......................................... 10
  Section 6. Vice President/Secretary ......................... 10
  Section 7. Treasurer ......................................... 10
ARTICLE VIII: COMMITTEES .................................... 11
  Section 1. Standing Committees ............................... 11
  Section 2. Executive Committee .............................. 11
  Section 3. Operations Committee ............................. 11
  Section 4. Nominating Committee ............................ 11

Illinois Coalition Against Domestic Violence Bylaws 2
Section 5. Other Committees, Councils, and Boards
Section 6. Removal
Section 7. Quorum
Section 8. Rules
Section 9. Vacancies
Section 10. Prohibitions
ARTICLE IX: STAFF
Section 1. Executive Director
Section 2. Staff Responsibilities
Section 3. Relationship to the Board
ARTICLE X: BUSINESS ADMINISTRATION
Section 1. Contracts
Section 2. Payments
Section 3. Deposits
Section 4. Special Powers
Section 5. Audit
ARTICLE XI: BOOKS AND RECORDS
ARTICLE XII: INVESTMENTS
ARTICLE XIII: VOTING UPON STOCK OF OTHER CORPORATIONS
ARTICLE XIV: FISCAL YEAR
ARTICLE XV: INDEMNIFICATION
Section 1. Indemnification In Actions Other Than By Or In The Right Of The Corporation
Section 2. Indemnification In Actions By Or In The Right Of The Corporation
Section 3. Right To Payment Of Expenses
Section 4. Determination Of Conduct
Section 5. Payment Of Expenses In Advance
Section 6. Indemnification Not Exclusive
Section 7. Insurance
ARTICLE XVI: AGENTS AND REPRESENTATIVES
ARTICLE XVII: WAIVER OF NOTICE
ARTICLE XVIII: EXEMPT ACTIVITIES
ARTICLE XIX: DISSOLUTION
ARTICLE XX: AMENDMENTS
LISTING OF BY-LAWS, REVISIONS, AND AMENDMENTS
ARTICLE I: NAME

This charitable organization shall be known as the Illinois Coalition Against Domestic Violence and may be referred to hereinafter as ICADV.

ARTICLE II: PURPOSES

The general purpose of the Illinois Coalition Against Domestic Violence is to eliminate violence against women and their children: to promote the eradication of domestic violence across the state of Illinois; to ensure the safety of survivors, their access to services, and their freedom of choice; to hold abusers accountable for the violence they perpetrate; and to encourage the development of victim-sensitive laws, policies and procedures across all systems that impact survivors of domestic violence. The specific and primary purposes are:

To:

1. Provide statewide leadership as the voice for survivors of domestic violence and the programs that serve them;
2. Change fundamental societal attitudes and institutions that promote, tolerate, or condone domestic violence;
3. Ensure that women and children have knowledge of and access to all services and opportunities endeavoring to promote these services locally

In a way that:

1. Respects women’s and children’s choices and cultural diversity, and
2. Utilizes all available levers: public policy advocacy; program capacity and delivery; community awareness and education; cooperation with associated agencies; and partnerships with communities and key stakeholders.

ARTICLE III: NON-DISCRIMINATION

ICADV shall not directly or indirectly discriminate against any person or organization for reason of race, color, sex, age, religion, disability, national origin, ancestry, marital status, parental status, sexual preference, military discharge status, or source of income or any other federally protected class.
ARTICLE IV: OFFICES

Section 1. Principal Office
The principal office of ICADV shall be in the State of Illinois. The corporation may have other such offices, as the Board of Directors may determine, or as the affairs of the corporation may require from time to time.

Section 2. Registered Office
ICADV shall have and continuously maintain in the State of Illinois a registered office and a registered agent whose address is identical to the registered office. The registered office may be, but need not be, identical to the principal office. The address of the registered office may be changed from time to time by the Board of Directors.

ARTICLE V: MEMBERSHIP

Section 1. Membership
The ICADV shall be an organization comprised of individual and organizational members who pay annual dues and ascribe to the vision, mission, and assurances of the ICADV. The Board of Directors has the power to set dues. Prospective members shall complete an application. Written notice of the requirements for membership, including any and all fees, will be provided to all prospective applicants. Applicants for membership into the ICADV shall be approved with a majority vote of the Board of Directors.

Section 2. Types of Membership
There shall be three_types of membership in ICADV: Voting Board Members, Community Partners, and Friends. There shall be no limitation on the maximum number of members the ICADV may have at any one time.

Section 3. Definitions of Membership
A Voting Member shall be an agency that at minimum provides crisis intervention and advocacy services to victims of domestic violence, or that provides abuser educational services and are State of Illinois, Protocol Approved Partner Abuse Intervention Programs, and believe in the vision, mission, and assurances of ICADV.

A Community Partner shall be an agency, or organization, that works with victims or perpetrators of domestic violence in some capacity, and believes in the vision, mission, and assurances of ICADV.

Friends are individuals, or organizations, who believe in the vision, mission, and assurances of ICADV.
Section 4. Termination of Membership

A. Resignation. Any member may resign at any time by delivering a written resignation to the President or to the Vice President/Secretary of the Board of Directors, which specifies the effective date of the resignation.

B. Removal. The Board of Directors may, by affirmative two-thirds (2/3) vote, suspend or terminate the membership of any member for good cause shown, as the Board may define it. A terminated member may reapply upon presentation that the grounds of termination no longer exist.

C. Automatic Termination. Non payment of dues in accordance with a published schedule constitutes an automatic termination of membership.

ARTICLE VI: BOARD OF DIRECTORS

Section 1. General Powers
The property and affairs of ICADV shall be governed by its Board of Directors. The Board may delegate to such committees, councils, or other groups as it shall create, any of its powers that it may deem judicious, keeping in mind that it has the ultimate responsibility for ICADV and that it must ensure proper accountability by each of its committees.

Section 2. Duties
The duties of the Board are to: approve membership to the ICADV; ensure that the goals and objectives of ICADV are implemented; evaluate coalition effectiveness; develop programs that promote the purposes of ICADV; hire, fire, and evaluate the Executive Director; approve personnel, fiscal, and other agency policies; approve an annual budget and any changes thereto; monitor finances; ensure that adequate resources are available to ICADV; and authorize significant legal documents.

Section 3. Number, Term, and Qualifications

A. Number. The Board of Directors shall be comprised of a representative from each voting member agency. Such representative shall be either the Executive Director of the agency or her/his designated alternate.

B. Terms. Directors shall be seated, contingent upon membership dues being current.

C. Vacancies. When a vacancy occurs, it is the responsibility of the member agency to appoint the new representative and notify ICADV within 60 days of the vacancy.
Section 4. Annual Meeting
The annual meeting of the ICADV shall be held in the month of November each year or at such other time as shall be called as long as the time does not exceed six months after the end of the fiscal year.

Section 5. Regular Meetings
Regular meetings of the Board of Directors shall be held at least four times a year throughout the year, at such place, times and upon such notice as the Board of Directors may determine within its discretion.

Section 6. Special Meetings
Special meetings of the Board of Directors may be called at the request of the President, Executive Committee, or upon the request of the majority of Directors of the Board. The person or persons authorized to call special meetings of the Board may designate any place for holding any special meeting of the Board. No special meeting of Directors may remove a Director unless written notice of the proposed removal is delivered to all Directors at least twenty days prior to such meeting.

Section 7. Executive Session
Executive session may be called by a majority vote of the Board of Directors. Executive session will be closed to all except the Board of Directors and the Executive Director of ICADV, unless the Board chooses to invite additional individuals for the purpose of clarifying the issue at hand. Executive session may be called in the case of sensitive personnel matters, matters of either pending or possible litigation, or other such matters that may be detrimental to ICADV if discussed in an open meeting.

Section 8. Quorum
One fourth (1/4) of the number of authorized Directors present at any meeting shall constitute a quorum for the transaction of business at any meeting of the Board, and a majority of the Directors present may, without giving notice other than by announcement at the meeting, adjourn the meeting from time to time until a quorum is present. A Director may attend any meeting of the Board of Directors through use of a conference telephone or other communications equipment so long as all persons participating in the meeting can communicate with one another. Business may be transacted at a meeting with less than a quorum upon unanimous vote of those Directors in attendance, subject to later written ratification by the Board of Directors, entitled to vote as provided in the section on Informal Action by Directors of these bylaws.

Section 9. Proxies
There shall be no proxies.

Section 10. Manner of Acting
The President of the Board of Directors shall preside at all Board meetings. Meetings shall be
conducted in an orderly and efficient manner which allows for a free exchange of ideas. Robert’s Rules of Order may be implemented by a majority of those present. The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or these bylaws.

Section 11. Inurnment
No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to Directors of the Board.

Section 12. Compensation
No Director shall receive any remuneration for services as a Director. When authorized by the Board of Directors, reimbursement may be made for travel and other out-of-pocket expenses incurred in attending meetings of the Board of Directors or otherwise discharging official duties as prescribed by the Board of Directors.

Section 13. Conflict of Interest
Directors should scrupulously avoid transactions with ICADV in which the Director, or his/her program, has a personal, material or financial interest, or of which the Director is an officer, Director, or general partner.

In the event that a Director, or a member of a Directors’ program or immediate family, has an actual or potential conflict of interest, including but not limited to proposed transactions directly or indirectly between ICADV and a Director or the Director’s program, the Director shall promptly disclose the material facts of such conflict or transaction in writing to the Board of Directors as a matter of record.

When any such conflict of interest becomes relevant to any subject requiring action by the Board of Directors, or any of its duly constituted committees, councils, task forces, or other bodies, the Director having a conflict shall not vote on the subject with respect to which the conflict of interest exists, shall not attempt to influence the vote of any other Director, and shall not be counted in determining the quorum for dealing with such subject. A Director who is excluded from voting because of such conflict of interest shall briefly state the nature of the conflict and answer pertinent questions of other Directors when such Director’s knowledge of the subject will assist the Board of Directors or any of its committees or other bodies.

After such disclosure is made and the Board has had the opportunity to ask pertinent questions of such Director, a vote should be taken with the action carried by a majority of disinterested Directors. Minutes of the meeting shall reflect that such disclosure has been made, and that such Director abstained from voting.

Section 14. Informal Action by Directors
Any action required to be taken at a meeting of the Board of Directors of the corporation may be taken without a formal meeting if consent in writing, setting forth the action so taken, shall be signed by all Directors entitled to vote with respect to the subject matter thereof. The
consent shall be evidenced by one or more written approvals, each of which sets forth the action taken and is signed by one or more Directors. All approvals evidencing the consent shall be delivered to the Secretary to be filed in the corporate records and the action taken shall be effective only when all the Directors have approved the consent, unless the consent specifies a different effective date. Any consent signed by all Directors shall have the same effect as a unanimous vote. A summary of such actions shall be duly noted in the minutes of the next meeting of the Board of Directors.

Section 15. Notice
Notice of any special meeting of the Board of Directors shall be given at least five days previously thereto, unless otherwise specified by law or these bylaws, by written notice to each Director at the address shown by the records of the corporation, or by direct verbal communication to the Director. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with thereon prepaid. If notice be given by e-mail, such notice shall be deemed to be delivered when the e-mail is successfully transmitted to an email address supplied by the Director. Written notice directly to the Director through the use of a facsimile machine shall be deemed deliverable when the notice is successfully transmitted to a number supplied by the Director. The business to be transacted at, or the purpose of, any special meeting of the Board shall be specified in the notice or waiver of notice of such meeting.

ARTICLE VII: OFFICERS

Section 1. Officers
The officers of the Corporation shall be the President, Vice President/Secretary, and Treasurer, and such other offices which may be created by the Board. No two offices may be held by the same person.

Section 2. Elections and Term of Office
Officers shall be elected annually from and by a majority of the Board of Directors at the annual meeting of the Directors or at such other meeting of the Directors as shall be called for that purpose. The slate of proposed officers shall be sent to the voting membership at least twenty-five (25) days prior to the Annual Meeting. Each officer shall be elected by a majority vote of the voting membership at the Annual Meeting to a one year term. Officers shall take office on the first day of the month following the election. Each officer shall qualify for the same office only two consecutive terms. Vacancies may be filled and new offices may be created and filled at any meeting of the Board of Directors.

Section 3. Termination and Removal
Any officer elected by the Board of Directors may be removed by a vote of two-thirds of the Directors whenever in their judgment the best interests of the corporation would be served thereby. Any officer proposed to be removed shall be entitled to at least thirty days notice in writing of the meeting of the Board of Directors at which such removal is to be voted upon and
shall be entitled to appear before and be heard by the Board of Directors at such meeting. Such removal shall be without prejudice to the contract rights, if any, of the person so removed.

Section 4. Vacancies
The President is empowered to fill a vacancy in any office for the unexpired portion of the term subject to the approval of a majority of the Directors at the next regular meeting. The President can recommend up to three (3) candidates. If none are approved by the Directors, the Board of Directors can nominate and elect an officer to fill the vacancy. Should the office of President become vacant, the Vice President/Secretary shall automatically succeed to the office of President and shall then fill the vacancy in the office of the Vice President/Secretary as provided herein.

Section 5. President
The President shall preside at all meetings of the Board of Directors. Subject to the direction and mandate of the Board, the President shall be in charge of the property and affairs of the corporation; shall see that the resolutions and directives of the Board are carried into effect except in those instances in which that general responsibility is assigned to some other person by the Board. The President shall ensure that there is a chair for each committee, shall supervise the Executive Director, and, in general, shall discharge all duties as may be prescribed by the Board of Directors. Except in those instances in which the authority to execute is expressly delegated to another officer or agent of the corporation, or a different mode of execution is expressly prescribed by the Board or these bylaws, the President may execute for ICADV any contracts, deeds, mortgages, bonds, or other instruments which the Board has authorized to be executed. The President may accomplish such execution either individually or with any other officer thereunto authorized by the Board, according to the requirements of the form of the instrument. The President is an ex-officio member of all committees. The President may serve as a member of the Executive Committee for one term immediately following her/his expired term.

Section 6. Vice President/Secretary
In the absence of the President or in the event of the President’s inability to act, the Vice President/Secretary shall have all the powers of and be subject to all the restrictions upon the President. The Vice President/Secretary shall keep minutes of the meetings of the Board of Directors and Executive Committee; see that all notices are duly given in accordance with the provisions of these bylaws and as required by law; oversee the corporation’s annual records and update the inventory of corporate records that are being maintained for long-term safekeeping; keep a register of the names and addresses, phone and facsimile numbers of each Director; and in general, perform all duties incident to the office of Vice President/Secretary and such other duties as from time to time may be assigned by the President or Board of Directors.

Section 7. Treasurer
The Treasurer shall be the principal financial officer of ICADV, and is accountable to the Board of Directors to provide oversight of the fiscal management system of the organization. This oversight includes: ensuring that adequate internal fiscal control policies are in place; reviewing
budgets and recommending them to the Board for approval, and monitoring such budgets throughout the year; reviewing monthly financial statements and reports to the Board; ensuring an annual independent audit of books, and meeting with the auditors; ensuring that a system of asset management is in place; reviewing of insurance policies to ensure adequate coverage; monitoring the payment of applicable taxes; and overseeing the management of the organization’s investments. The Treasurer shall perform all other duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the President or the Board of Directors.

ARTICLE VIII: COMMITTEES

Section 1. Standing Committees
The Board of Directors shall designate and establish standing committees of the Board. Each committee of the Board shall have at least two Directors on it. The President of the Board shall appoint a chairperson of each committee who shall be a Director of the Board. The Committee Chairperson may recruit additional members of the committee who need not be Directors. At the annual meeting the Board shall approve its standing committees and affirm the committees’ charge.

Section 2. Executive Committee
The Executive Committee is made up of the members of the Board of Directors who are also Officers. This committee has been delegated authority to act on behalf of the Board between regularly scheduled meetings. Any decision of the Executive Committee made between Board meetings must be brought to the Board at its next scheduled meeting for ratification. The Executive Committee has two additional functions: personnel and finance. The Committee shall provide consultation to the Executive Director on the development of the annual budget and staffing of the coalition office, and monitor personnel and fiscal policies. The Committee shall perform other duties as assigned by the Board of Directors. The language of this section shall not be construed to overturn the prohibitions of Section 8 of this article.

Section 3. Operations Committee
The Operations Committee shall be comprised of the officers of the Board of Directors and all of the chairs/co-chairs of the standing committees. The Operations Committee shall oversee the development and implementation of the strategic plan, assist in the planning for the annual retreat, and evaluate the Executive Director. Operations Committee shall also serve as the corporation’s Audit Committee.

Section 4. Nominating Committee
The Nominating Committee shall consist of five (5) Directors, including one (1) officer, who are appointed by the President with affirmative approval of a majority of Directors. This appointment shall take place at the Board meeting prior to the annual meeting.
Section 5. Other Committees, Councils, and Boards
The Directors may from time to time create other committees, councils, and Boards at a regular or special meeting of the Board. The direction and guidelines of such groups shall be provided by the Board of Directors. The chairpersons of such groups shall be appointed by the President.

Section 6. Removal
Any chairperson or member of a committee may be removed by a majority vote of the Board of Directors whenever in its judgment the best interests of the corporation would be served thereby.

Section 7. Quorum
A majority shall constitute a quorum, unless otherwise provided in the resolution of the Board of Directors designating a committee, council or Board.

Section 8. Rules
Each committee, council or Board may adopt rules for its own governance not inconsistent with these bylaws or with rules adopted by the Board of Directors.

Section 9. Vacancies
Vacancies in the membership of any committee, council or Board may be filled by appointments made in the same manner as provided in the case of the original appointments.

Section 10. Prohibitions
No committee shall have the authority to:

a. amend or repeal the bylaws;
b. elect, appoint or remove any Director or officer of ICADV;
c. amend the Articles of Incorporation;
d. adopt a plan of merger or consolidation;
e. authorize the sale, lease, exchange or mortgage of all or substantially all of the property of the corporation;
f. authorize dissolution;
g. adopt plans for distribution of the assets; or
h. amend, alter or repeal any resolution of the Board of Directors.

ARTICLE IX: STAFF

Section 1. Executive Director
The Executive Director shall administer the day-to-day operation of ICADV; shall serve as its official representative as directed by the Board; shall supervise other staff; shall submit to the Board such reports, plans and other information as may be periodically required; shall execute Board decisions as directed; shall attend all Board meetings except when excused by the Board; shall serve as a regular or ex-officio member of committees as designated; shall report to the
Board on the program, finances, and staffing of ICADV; shall prepare an annual report; and shall consult with the Treasurer to file required financial and legal documents.

**Section 2. Staff Responsibilities**
The staff shall function according to established policies and procedures in keeping with ICADV’s purposes and shall comply with Board decisions.

**Section 3. Relationship to the Board**
As designated by the Executive Director, the staff may attend regularly scheduled Board meetings and may serve on committees.

---

**ARTICLE X: BUSINESS ADMINISTRATION**

**Section 1. Contracts**
The Board of Directors may authorize any officer or officers, employee or employees, agent or agents of ICADV, in addition to the officers so authorized by these bylaws, to enter into any contract or execute any contract or execute and deliver any instrument in the name of and on behalf of ICADV and such authority may be general or confined to specific instances.

**Section 2. Payments**
All checks, drafts or orders for payment of money, notes or other evidences of indebtedness issued in the name of ICADV, shall be signed by such officer or officers, employee or employees, agent or agents of ICADV in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the President and counter-signed by the Treasurer of the Board of Directors.

**Section 3. Deposits**
All funds of ICADV shall be deposited to the credit of ICADV in such banks, trust companies or other depositories as the Board of Directors may select.

**Section 4. Special Powers**
In order to acquire funds for the purposes of ICADV, the Board of Directors on behalf of the corporation shall have the power to:

- a. hold or sponsor fund raising events;
- b. solicit contributions;
- c. borrow funds and give evidence of indebtedness;
- d. prepare and submit proposals; and
- e. hire consultants to advise the Board on matters relating to ICADV’s organization, administration and programs.
The Board of Directors may delegate these powers to any person, and at its convenience may revoke any such powers granted.

Section 5. Audit
An annual audit shall be conducted by an independent certified public accountant.

ARTICLE XI: BOOKS AND RECORDS

ICADV shall keep correct and complete books and records of accounts; shall keep minutes of the proceedings of Board and committee meetings; and shall keep at the registered or principal office a record of the names, phone and facsimile numbers of the Directors. An inventory of corporate records on file for long-term safekeeping shall be maintained by ICADV. All books and records of ICADV, except confidential personnel records, may be inspected by any Director, or Director’s agent or attorney, any public officials or any contributor, for any proper purpose at any reasonable time.

ARTICLE XII: INVESTMENTS

ICADV shall have the right to retain all or any part of any securities or property acquired in any manner; and shall have the right to invest and reinvest any funds, according to the judgment of the Board of Directors. However, no action shall be taken by or on behalf of the Coalition if such action is made subject to special penalties under applicable federal or state law; or if such action would result in the loss of tax-exempt status under Sections 501, 503 or 504 of the Internal Revenue Code of 1954, as amended, and the regulations promulgated there under as they now exist or as they may hereafter be amended.

ARTICLE XIII: VOTING UPON STOCK OF OTHER CORPORATIONS

The Board of Directors shall have full power and authority to vote on behalf of ICADV at any meeting of stockholders of any corporation in which ICADV may hold stock, and at any such meeting may possess and exercise all of the rights and powers incident to the ownership of such stock. The Board of Directors may delegate these powers to any person, and at its convenience may revoke any such powers granted.
ARTICLE XIV: FISCAL YEAR

The fiscal year of ICADV shall begin on the first day of July and end on the last day of June in each year.

ARTICLE XV: INDEMNIFICATION

Section 1. Indemnification In Actions Other Than By Or In The Right Of The Corporation
ICADV shall indemnify any present or former Director of the Board, officer, employee, or agent of the corporation, and may indemnify any other person who was or is a party, or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of ICADV by reason of the fact that the person is or was an officer, Director, employee, or agent, or is or was serving at the request of ICADV as a Director, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise) against expenses (including attorney’s fees) judgments, fines and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit or proceeding, if such person acted in good faith and in a manner such person reasonably believed to be in, or not opposed to, the best interests of ICADV and, with respect to any criminal action or proceeding, had no reasonable cause to believe the person’s conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of no lo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in or not opposed to the best interests of ICADV or, with respect to any criminal action or proceeding, that the person had reasonable cause to believe that the person’s conduct was unlawful.

Section 2. Indemnification In Actions By Or In The Right Of The Corporation
ICADV shall indemnify any present or former Director, officer, employee, or agent of the corporation, and may indemnify any other person, who was or is a party, or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of ICADV to procure a judgment in its favor by reason of the fact that such person is or was a Director, officer, employee, or agent of ICADV, or is or was serving at the request of ICADV as a Director, officer, employee, or agent of another corporation, partnership, joint venture, trust or other enterprise, against expenses (including attorney’s fees) actually and reasonably incurred by such person in connection with the defense or settlement of such action or suit, if such person acted in good faith and in a manner such person reasonably believed to be in, or not opposed to, the best interests of ICADV provided that no indemnification shall be made in respect of any claim, issue or matter as to which such person shall have been adjudged to be liable for negligence or misconduct in the performance of the person’s duty to ICADV, unless, and only to the extent that the court in which such action or suit was brought shall determine upon view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnification for such expenses as the court shall deem proper.
Section 3. Right To Payment Of Expenses
To the extent that a Director, officer, employee, or agent of ICADV has been successful on the merits or otherwise, in the defense of any action, suit or proceeding referred to in sections (1) and (2) of this Article, or in defense of any claim, issue or matter therein, such person shall be indemnified against expenses (including attorney's fees) actually and reasonably incurred by such person in connection therewith.

Section 4. Determination Of Conduct
Any indemnification under sections (1) and (2) of this Article (unless ordered by a court) shall be made by ICADV only as authorized in the specific case, upon a determination that indemnification of the Director, officer, employee, or agent is proper in the circumstances because such Director, officer, employee, or agent has met the applicable standard of conduct set forth in sections (1) and (2) of this Article. Such determination shall be made (a) by the Board by a majority vote of a quorum consisting of Directors who were not a party to such action, suit or proceeding, or (b) if such a quorum is not obtainable, or even if obtainable, if a quorum of disinterested Directors so directs, by independent legal counsel in a written opinion.

Section 5. Payment Of Expenses In Advance
Expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by ICADV in advance of the final disposition of such action, suit or proceeding, as authorized by the Board of Directors in the specific case, upon receipt of an undertaking by or on behalf of the Director, officer, employee, or agent to repay such amount, unless it shall ultimately be determined that the Director, officer, employee or agent is entitled to be indemnified by ICADV as authorized in this Article.

Section 6. Indemnification Not Exclusive
The indemnification provided by this Article shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under any agreement or charter vote of disinterested Directors, or otherwise, both as to action in the Director’s official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be a Director, officer, employee, or agent, and shall inure to the benefit of the heirs, executors and administrators of such a person.

Section 7. Insurance
ICADV may purchase and maintain insurance with limits to be established from time to time by the Board of Directors on behalf of any person who is or was a Director, officer, employee, or agent of ICADV or who is or was serving at the request of ICADV as a Director, officer, employee, or agent of another corporation, partnership, joint venture, trust, or other enterprise, against any liability asserted against such person and incurred by such person in such a capacity, or arising out of such person’s status as such, whether or not ICADV would have the power to indemnify such person against such liability under the provisions of this Article.
ARTICLE XVI: AGENTS AND REPRESENTATIVES

The Board of Directors may appoint such agents and representatives of ICADV with such powers and to perform such acts or duties on behalf of ICADV as the Board of Directors may authorize, so far as is consistent with these bylaws, to the extent permitted by law.

ARTICLE XVII: WAIVER OF NOTICE

Whenever any notice is required to be given under the provisions of the Illinois General Not-For-Profit Corporation Act or under the provisions of the Articles of Incorporation or the bylaws of ICADV, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice. The attendance of a Director at any meeting shall constitute a waiver of notice, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

ARTICLE XVIII: EXEMPT ACTIVITIES

Notwithstanding any other provisions of these bylaws, ICADV shall not carry on any activity not permitted to be taken or carried on:

(a) by a corporation exempt under Section 501 (c) 3 of the Internal Revenue code and its regulations as they now exist, or as they may hereafter be amended; or

(b) by a corporation’s contributions to which are deductible under Section 170 (c) 2 of such Code and Regulations as they now exist, or as they may hereafter be amended.

ARTICLE XIX: DISSOLUTION

In the event of dissolution or termination of ICADV, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of ICADV, dispose of all of the assets of ICADV to such organization or organizations which at the time qualify as exempt under section 501 (c) 3 of the Internal Revenue code, or a nonprofit corporation in accordance with the Illinois General Not-for-Profit Corporation Act, as the Board of Directors shall determine.

ARTICLE XX: AMENDMENTS

The bylaws of ICADV may be amended or repealed and new bylaws may be adopted by a majority vote of the Board at any regular or special meeting, provided that at least twenty-five
days written notice is given of intention to alter, amend, repeal, or to adopt new bylaws at such meeting. A summary of the proposed amendment(s) or the proposed amendment(s) themselves shall be included with the notice.

IN WITNESS THEREOF the Illinois Coalition Against Domestic Violence has revised and approved its By-laws on November 18, 2010.

Jude M. Coffee
Board President

Dona Leanard
Board Vice President/Secretary

LISTING OF BY-LAWS, REVISIONS, AND AMENDMENTS

Original Date Adopted: September 25, 2009

1st Revision: November 18, 2010

1st Amendment:

2nd Revision:
Fiscal Policy Manual

Last Revision:

2-19-09
4-20-11
# TABLE OF CONTENTS

INTRODUCTION.................................................................................................................. 4
BUDGETING OVERVIEW ................................................................................................... 5
  Personnel/Fringe Costs .................................................................................................. 5
  Travel/Conference Costs .............................................................................................. 5
  Occupancy Costs ......................................................................................................... 5
  Program Costs .............................................................................................................. 6
  Subprovider Payments ................................................................................................. 6
FUNDRAISING POLICY ..................................................................................................... 7
ACCOUNTING PROCEDURES ............................................................................................. 7
  Accounting Requirements ............................................................................................ 7
  Accounting Procedures ................................................................................................ 7
    Cash Receipts .............................................................................................................. 7
    Cash Disbursements .................................................................................................. 8
    Petty Cash .................................................................................................................. 8
    Payroll ....................................................................................................................... 8
    Bank Reconciliation .................................................................................................. 9
    Memberships .............................................................................................................. 9
    Reports ...................................................................................................................... 10
    Contracts/Loans ........................................................................................................ 10
    Purchasing Procedure ............................................................................................... 10
TRAVEL POLICY ................................................................................................................ 11
  Travel Policy/Procedures ............................................................................................. 11
    Travel by Automobile ............................................................................................... 11
    Agency Conference Reimbursement ......................................................................... 11
  Travel Expenses .......................................................................................................... 11
    Mileage Allowance ................................................................................................... 11
    Lodging .................................................................................................................... 11
    Meals ........................................................................................................................ 12
    Transportation .......................................................................................................... 12
    Tips, Gratuities, And Tolls ....................................................................................... 12
    Business Telephone Charges ................................................................................... 12
    Travel Voucher Procedure ......................................................................................... 13
    Travel Advances ...................................................................................................... 13
CORPORATE CREDIT CARDS ............................................................................................. 13
PERSONAL EXPENSE POLICY .......................................................................................... 15
AUDIT COMMITTEE ........................................................................................................... 15
RECORD RETENTION, DOCUMENT DESTRUCTION, AND DATA PROTECTION .......... 16
  Retention Schedule .................................................................................................... 16
  Destruction Policy ....................................................................................................... 16
  Electronic Record Keeping and Data Protection ......................................................... 16
  Organization History Archive ....................................................................................... 17
PROCUREMENT PROCEDURES ......................................................................................... 18
PROCUREMENT PROCEDURES ......................................................................................... 18

Fiscal Policies Board Approved May 19, 2011
Illinois Coalition Against Domestic Violence
FRAUD POLICY............................................................................................................................... 20
Actions Constituting Fraud ........................................................................................................ 20
Reporting Procedures ........................................................................................................... 21
NEPOTISM POLICY..................................................................................................................... 23
RELATED PARTY POLICY .......................................................................................................... 23
PROCEDURES FOR SUBRECIPIENT MONITORING SITE VISITS ............................................. 24
INTRODUCTION

Adopted February 2009

The Illinois Coalition Against Domestic Violence (ICADV) is funded by a variety of sources. These funds are provided by a variety of federal, state, local, and private sources. In addition to grants awarded to ICADV, its income is also derived from membership dues from individuals, for profit and not for profit agencies, and government entities; resource material sales; training registration fees; and other solicited and unsolicited contributions.

ICADV provides educational trainings/workshops, a quarterly newsletter, resource materials, technical assistance and information and referrals regarding domestic violence issues. Membership dues are received from subproviders, individuals, and organizations. The benefits of membership could include a quarterly newsletter, resource materials, trainings and ongoing information.

As a not for profit organization, ICADV takes full advantage of the rights and privileges pertaining thereto. The by-laws and the personnel policies of the ICADV Board of Directors have affects on many of the fiscal decisions made in the operations of ICADV. Any changes made to such policy are subject to approval by the ICADV Board of Directors.

ICADV has developed the following procedures and instructions to promote ease in general operations and to ensure fiscal accountability.
BUDGETING OVERVIEW

Adopted February 2009  
Revisions: May 2011

The Executive Committee prepares an annual budget with input from the Executive Director and Chief Financial Officer. It is developed based on the money available from funding sources in a fiscal year. The budget is then presented to the Board of Directors for approval. After a budget has been approved by the Board, if revisions to the ICADV operating budget are equal to or greater than plus or minus ten percent (± 10%), a revised budget shall be presented to the Board of Directors for approval at its next regular meeting.

Expenditures are classified into the following categories. An overview of each category is provided below.

**Personnel/Fringe Costs**

Personnel costs include all costs necessary to maintain and establish job positions and provide a fringe benefit package for employees.

- Salaries - Payroll of all Agency Employees
- Empl'r SS W/H - The employer's portion of social security taxes.
- Empl'r MCare W/H - The employer's portion of medicare taxes.
- SUTA W/H - State Unemployment Taxes
- Workers Comp. - Worker's Compensation Insurance Benefits
- Health Benefits - Coverage to full time employees for life and disability insurance; medical.
- Retirement Benefits – Coverage to full time employees through a Simple IRA Plan.
- Contractual Employees - Services provided by an outside source that doesn't meet employee status.

**Travel/Conference Costs**

Includes a wide variety of expenses including travel accommodations, lodging costs, conference registration and meal costs.

**Occupancy Costs**

Occupancy costs are costs to the agency for maintaining a physical facility in which the agency business may be carried out.

- Office Rent - The cost of office space for the ICADV Administrative Office.
- Utilities - The cost of maintaining the office space.
- Insurance - Costs incurred for property contents, general liability and crime insurance.
Program Costs
These costs are necessary expenses to maintain activities within the agency.

- Insurance – Costs incurred for Directors and Officers Liability and Professional Liability.
- Program Costs - Costs incurred for the Board of Directors
- Equipment Repair/Maintenance - Costs to maintain fixed assets.
- Equipment/Rental:
  - (1) Fixed Assets - any item over $1,000 that will have an estimated life of 3 years or more. This category includes office furniture/equipment and depreciation expense.
  - (2) Equipment Rental - Costs incurred to acquire equipment on a temporary basis.
- Telecommunications - Costs incurred to maintain the phone system, facsimile machine, internet service and cellular phones.
- Office Supplies - Costs incurred to provide staff with adequate supplies to carry out everyday business.
- Postage/Shipping - Cost of mailing agency correspondence, newsletters and resource materials.
- Printing/Duplicating - Costs incurred for the printing of newsletters, resource materials and to maintain the agency.
- Program Supplies
  - (1) Subscriptions/Publications - Costs incurred to maintain subscriptions to major publications/journals and to update the resource library.
- Affiliations
  - (1) Memberships - Costs incurred to join or support other agencies or causes.
  - (2) Fees - Cost of recording legal documents.
- Fundraising Expense - Costs incurred for all fundraising events.
- Bad Debts - Costs incurred for non-payment of resource materials or other payments due to ICADV.
- Miscellaneous Expense - Any cost not falling into the preceding categories.
- Trainings - Costs incurred for educational trainings regarding domestic violence issues.

Subprovider Payments
Subprovider payments on grants administered by ICADV are made pursuant to subprovider subcontracts executed between ICADV and the individual subproviders.
FUNDRAISING POLICY

Adopted February 2011

Fundraising conducted by ICADV will primarily be for the support of advocacy, training and technical assistance (ATTA) services offered by ICADV which benefit its member agencies and other entities impacting survivors of domestic violence and their children. However, occasionally, ICADV may identify an opportunity where it would be eligible to apply for funds that would be passed through to some or all of its member agencies for direct client services or other local community outreach. Most potential funders specify the type of eligible organization that will define either ICADV or member based service that could be funded. In these cases, ICADV may choose to apply for funds with that intent. Information about potential funding opportunities that ICADV has identified, but to which it is not eligible to apply, will be forwarded to member agencies for their individual consideration.

ACCOUNTING PROCEDURES

Adopted February 2009
Revisions: May 2011

Accounting Requirements
ICADV must maintain all fiscal records in a manner which is clearly auditable and which provides for accurate completion of the monthly reimbursement requirements of funding sources. Records will be kept in a fashion that clearly identifies revenue and expenditures according to contractual requirements. Records will be recorded with set procedures for Cash Receipts and Cash Disbursements for the General Fund. All checking and saving accounts maintained by ICADV will be reconciled in a timely manner to ensure accuracy of record keeping. The procedures governing these policies are outlined below.

Accounting Procedures

Cash Receipts
The Membership Services Associate is responsible for distributing the mail, making two copies of all checks, and stamping all incoming checks with the "ICADV for Deposit Only" stamp. S/he then lists all incoming checks on a ledger. The Chief Operations Officer is responsible for preparing a duplicated deposit slip, comparing checks against incoming check ledger. Chief Financial Officer is responsible for making the deposit. Copies of checks and any other information that was included with the check/cash will be attached to the carbon copy of the deposit. The Chief Financial Officer codes the checks and records the deposit into the checking account of the computerized books of account. The deposits are filed by the month. The Training Institute staff are notified of payments received on training related receivables.
Cash Disbursements
All purchases made on behalf of ICADV must have a corresponding receipt or purchase voucher as a record of purchase. The staff person purchasing the item(s) submits all receipts to the Chief Financial Officer.

The Chief Financial Officer pays bills twice a month (excluding emergencies), near the 15th and the last of the month. All receipts are marked paid showing the fund, account number, amount, check number, date paid, approval of bookkeeper and approval of executive director. Once the checks are prepared, the Executive Director reviews, signs and initials all receipts. If there are checks with amounts of more than $1000, a list of those checks with their purpose are emailed or faxed to the Board Treasurer or President for their signature approval. Once the approval is emailed or faxed back, that signature is written on the check with a signature stamp. After signing, a copy of the check is attached to the receipt and filed by vendor. The check is put in the "to mail" box.

Some cash disbursements are done by ACH Transfers through the bank. They are prepared in the same manner as the checks. Once prepared, an entry in the online banking system is entered by the Chief Financial Officer. The bank is required to email a confirmation to the bookkeeper detailing each vendor, the amount paid, and the date of payment. The confirmation is attached to the vendor receipt and then filed by vendor.

All Signature Stamps of board members are kept in a locked file cabinet in the Chief Financial Officer’s office. Copies of the emailed and faxed signature approvals are kept in a manual. No checks will be issued made payable to "cash" or "bearer". Voided checks are kept in a file, numerically.

Petty Cash
The Bookkeeper keeps the $100 Petty Cash fund available for small purchases. When cash is taken out of the petty cash fund, an "IOU" will be placed in the box to indicate the person responsible for that amount of money. When the receipt and/or change are returned, the IOU will be destroyed. Any cash purchase must include a receipt. Any cash received must have a receipt completed with the date, amount, and purpose of the cash. The Chief Financial Officer will reconcile the petty cash as needed. The petty cash fund will be kept in a locked file.

Payroll
All staff are responsible for keeping a record of the time and effort spent on the job on a daily basis. Staff will turn in time and effort records on a semi-monthly basis to her/his supervisor. Once the supervisor reviews and initials, the time sheets are submitted to the Chief Financial Officer.

A Request for Leave form must be completed and approved by the employee’s supervisor when requesting time off for vacation or personal time.
A record of paid time off including vacation, sick days, holidays, personal days and banked time are kept by the Chief Financial Officer for each staff member. A copy is distributed to staff and the Executive Director each month.

All wages earned by an employee during a semi-monthly period shall be paid on the 5th and the 20th of each month. When the payday falls on Saturday or Sunday, the employee shall be paid on the preceding Friday. When paydays fall on official holidays, employees shall be paid on the preceding workday. Payroll checks include the current period and the cumulative totals for the year. Information from payroll checks and quarterly reports are kept in a locked file.

Employee compensation will be reviewed annually, prior to the budget planning for the next fiscal year. Any increments are contingent on available funding.

Federal/FICA payroll taxes are due the 3rd working day following the pay period. The payment is made to United Community Bank via online banking. State income tax withholding form IL501 is due to the IL Department of Revenue on the 15th of the following month. State unemployment taxes are due each quarter by the end of the following month. The payments are made to the IL Department of Revenue online.

Copies of time and effort records, request for leave forms, W-4 and ILW-4 forms and monthly benefit reports are kept in the Bookkeeper’s personnel files.

**Bank Reconciliation**

Bank statements shall be received first for review by the Chief Operations Officer. Bank statements are then submitted to the Chief Financial Officer for reconciliation. Voided checks must be clearly marked void and retained for audit purposes.

**Memberships**

There are three categories of membership to ICADV: ICADV Voting Board Members, Community Partners and Friends of ICADV. Voting Board members must meet certain program criteria and send their latest audit to the ICADV office. The Chief Financial Officer reviews the audit of Voting Board Member agencies to determine the amount of membership dues, which are one-half of one percent of their total domestic violence expenses, with a cap of $2500 and a minimum of $500. That figure is used to invoice the voting members for the upcoming fiscal year’s dues. Community Partners consist of non-profit, for profit and government agencies. Community Partners will receive information regarding trainings, newsletters, public policy and a representative may be invited to sit on an ICADV committee. Community Partners may also choose one of the following benefits: (1) receive one free training registration for a specified training, or (2) receive up to $100 worth of ICADV resources, chosen by the Community Partner. Friend for ICADV is an individual that supports the mission of ICADV. They receive the quarterly newsletter. Community Partner pays a $250 membership fee and Friend of ICADV will pay $25.
Reports
The following reports must be completed within the required timeframes:

- A monthly Financial Report is submitted to the Executive Director and Chief Operations Officer.
- A monthly Financial Report is submitted to the Treasurer of the Board of Directors. The Report will include the bank statement(s), bank reconciliation(s), and financial statement.
- A quarterly Financial Report is submitted to the Board of Directors. The report will include the Balance Sheet and a consolidated Income Statement that compares year-to-date expenses to the budget. Notes to the Financials are also given to the Executive Director.
- Quarterly payroll tax reports (941, IL941 & State Unemployment Taxes) are to be completed before the end of the following month that the quarter ends (April 30, July 31, Oct 31, Jan 31). All required yearend payroll reports ( W3, ILW3, 1096, W-2s, 1099s) will be prepared by the Chief Financial Officer and completed by January 31st.
- Financial and other reports are provided to each funding source of ICADV according to the requirements of the individual funder’s contract or grant expectations.
- The Lobbyist Report is due on July 31\textsuperscript{st} and January 31\textsuperscript{st} for the year.
- All grantors must receive the annual audit no later than 6 months after the year end.

Contracts/Loans
Any contract and/or loan that has not already been included in the Board approved budget must be approved by the Board of Directors and must be reviewed by the President and/or Treasurer of the Board. Signatures for contracts and/or loan will be obtained as required by the funding party.

Purchasing Procedure
Each purchase requires the completion of a purchase order and vendor selection documentation. Prior to purchase, the request must be approved by the Chief Operations Officer or the Executive Director. This approved purchase order and vendor selection documentation is provided to the Chief Financial Officer along with a copy of the receipt.
TRAVEL POLICY

Adopted February 2009
Revisions: May 2011

It is recognized that certain employees are required to travel in order to satisfy the responsibilities of their jobs. The ICADV has, therefore, established the following policy regarding travel, travel expenses and related matters.

Travel Policy/Procedures

Travel by Automobile
Employees required to travel to conduct ICADV business must be able to secure ground transportation as needed. ICADV does not provide the auto insurance coverage. If employees use her/his personal vehicle to conduct ICADV business, it is required that proof of auto insurance be on file for that employee that use her/his personal vehicle for business travel. This proof must be updated on an annual basis.

Agency Conference Reimbursement
When an employee is attending a conference/meeting on behalf of ICADV, any reimbursement for travel, lodging, honorarium, etc. from the agency presenting the conference needs to be given to ICADV for deposit. Once the employee returns to the office, they need to turn in a travel voucher for their expenses using the mileage/per diem rates of ICADV.

Travel Expenses

Mileage Allowance
Employees using their personal cars will be reimbursed for miles traveled on ICADV business taking place outside of ICADV headquarter city limits at the State rate mileage rate. Local travel (within city limits of ICADV headquarters location) shall only be reimbursed if mileage calculation is based on trips originating and terminating at the ICADV office. Staff will not be reimbursed for trips originating from her/his home or other unspecified location for local travel. Mileage rates will be calculated based on rates posted on www.cms.il.gov (Illinois Central Management Services). In addition, all business related tolls and parking charges will be reimbursed.

Lodging
The ICADV expects employees to stay at hotels or motels that are reasonable and convenient to the place where the conference, meeting or business is to be transacted and to obtain reduced rates whenever possible. When traveling within the state of Illinois, lodging rates will be reimbursed at rates up to amounts posted on www.cms.il.gov (Illinois Central Management
Services). When traveling outside of Illinois, lodging rates will be calculated based on rates posted to www.gsa.gov (US General Services Administration). Charges for reservations guaranteed but not used will be the responsibility of the employee unless the failure to use the reservation was due to reasons beyond the individual's control.

**Meals**

Breakfast will be reimbursed if the trip commences prior to 7:00 a.m. Lunch will be reimbursed if the trip commences prior to 10:00 a.m. Dinner will be reimbursed if the trip commences prior to 3:00 p.m.

Breakfast will be reimbursed if the trip is completed after 10:00 a.m. including travel time. Lunch will be reimbursed if the trip is completed after 3:00 p.m. including travel time. Dinner will be reimbursed if the trip is completed after 7:00 p.m. including travel time.

Meals included in the cost of a conference or meeting are to be deducted from the per diem. The reimbursement for a meal provided by a business associate is to be deducted from the per diem. Per Diem includes $5.50 for Breakfast, $6.50 for Lunch and $12.00 for Dinner when traveling within the state of Illinois. If traveling to Cook County, staff may be eligible for per diem rate for Cook County posted to www.gsa.gov (US General Services Administration). When traveling outside of Illinois, lodging rates will be calculated based on rates posted to www.gsa.gov (US General Services Administration) for that particular location.

Meals will not be reimbursed when employees are involved in meetings in the city of Springfield unless the cost of the meal is included in a conference registration fee.

**Transportation**

Employees will be reimbursed for business related cab fares and parking. Receipts will be required for reimbursement of expenses over $10. Travel by rail, air, and rental vehicle shall be reasonable and in line with ICADV budgetary restrictions. Air and rail travel are limited to coach fare.

**Tips, Gratuities, And Tolls**

Employees will be reimbursed for tips, gratuities and tolls up to $10.00 per day, and must be individually noted on the expense sheet.

**Business Telephone Charges**

Business phone calls must be explained. Personal phone calls are not reimbursable.
Travel Voucher Procedure
Travel vouchers will be paid within one week of submission to the bookkeeping department. Items not substantiated by receipts may be disallowed. Staff will submit the travel voucher to the bookkeeping department for payment. Staff will have the right to immediately submit the voucher or hold on to the voucher for additional travel.

Travel Advances
Non-exempt employees traveling on ICADV business or traveling to a meeting or conference may request a travel advance request form and submit it to the Executive Director at least five working days prior to the travel date. Employees receiving a travel advance are required to submit a travel expense report together with receipts within one week following completion of the business travel for which the funds are requested. No more than one travel advance check not to exceed the expected reimbursement will be issued to an employee at any one time. Each travel advance must be settled with the Fiscal Office before another travel advance check is issued. All employees granted travel advances must sign a letter authorizing deductions of outstanding advances from final reimbursement for any other travel or other miscellaneous expense incurred by the employee for ICADV business upon termination of employment.

CORPORATE CREDIT CARDS
Adopted February 2009
Revisions: May 2011

Some ICADV staff are provided a corporate credit card to cover business related expenses. Original receipts for all purchases made with corporate credit cards shall be submitted to the Bookkeeper upon return to the ICADV office.

Staff who travel frequently will be provided a corporate credit card to use for all allowable travel expenses outlined above in travel with the exception of per diem meal reimbursement. Corporate credit card may not be used for meal purchase for staff. Meals are only reimbursed at a per diem rate. However, if business with an outside party is being conducted during the meal, staff may use the corporate credit card to incur those meal expenses for her/himself and the other party.

Corporate credit cards may be used to purchase items for ICADV with approved purchase order and other required documentation as necessary. Corporate credit cards may never be used to incur personal expenses.
All employees granted use of the ICADV corporate credit card must sign a letter authorizing deductions of outstanding advances from final reimbursement for any outstanding travel or other miscellaneous expense incurred by the employee for ICADV business upon termination of employment.
PERSONAL EXPENSE POLICY

Adopted February 2009

Any personal in-house expense incurred by a staff person must be reimbursed by that staff person within the ICADV fiscal year that the expense was incurred.

AUDIT COMMITTEE

Adopted February 2009
Revisions: May 2011

The ICADV Executive Committee has two functions: oversight of personnel and oversight of the annual budget. The Executive Director and Chief Financial Officer will draft an annual budget and forward it to the Executive Committee for review and approval. The Committee will oversee accounting and fiscal integrity, including establishing and monitoring personnel policies, and performing other duties as assigned by the Board of Directors.

The ICADV Audit Committee shall be comprised of the ICADV Operations Committee and ICADV President(s) serving during the audit period. The Audit Committee shall review the audited financial statements report and tax returns.
RECORD RETENTION, DOCUMENT DESTRUCTION, AND DATA PROTECTION

Adopted February 2009
Revisions: May 2011

It is the policy of ICADV to retain records including paper and electronic formats, (including email) correspondence as required by law and to destroy them when appropriate.

Retention Schedule
The formal records retention schedule of ICADV is as follows:

<table>
<thead>
<tr>
<th>Retention Period</th>
<th>Records to Retain</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retain for Two (2) Years</td>
<td>General correspondence of substance</td>
</tr>
<tr>
<td>Retain for Three (3) Years</td>
<td>Employment applications, Garnishments</td>
</tr>
<tr>
<td>Retain for Seven (7) Years</td>
<td>Accounting records, Vendor contracts, Grant materials including awards, fiscal reports, program reports, training files, subcontracts, funder correspondence of substance etc., Staff time and effort records, Personnel Records, Payroll records including benefit status reports</td>
</tr>
<tr>
<td>Retain Permanently</td>
<td>Annual Financial Statements, Audited Financial Statements, General Ledgers and Journals, Income Tax Returns, W-2’s (copy C), 1099s, Chart of Accounts, Deeds/Mortgages, Inventory Records and Depreciation Schedules, Insurance Claims (accident claims), Legal and litigation related correspondence, Retirement and pension records, Employee History (first and last name, begin date, termination date), Funding history (award, project overview and funder information), Board of Director minutes and sign in sheets, Membership History records, Position papers and other ICADV Products, Bylaws and other corporation papers</td>
</tr>
</tbody>
</table>

Destruction Policy
Each staff person is responsible for retaining and destroying all records, paper and electronic in format, related to his/her job responsibilities according to this policy. Destruction of digital and paper records shall be conducted annually as instructed by the Executive Director in accordance to the retention schedule above. Destruction of records must be approved by the Executive Director, Chief Operations Officer, and/or the Chief Financial Officer to ensure compliance with this schedule of destruction.

Electronic Record Keeping and Data Protection
ICADV shall maintain electronic record keeping that allows for the production of legible records. Machine sensitive records must be readily retrievable and contain sufficient transaction-level
detail to identify and source documents. Documentation of procedures, file contents, and system checks is required.

Voicemail that is believed by staff to be relevant to existing or potential litigation should be forwarded to the Chief Operations Officer to be recorded and stored. All other voicemail messages are retained at the discretion of individual staff members, and should be removed before the storage capacity of the telephone system is reached.

Email messages are to be retained at the discretion of individual staff members and according to retention timeline as stated above. Once a project referenced in email messages have had closure, only messages of substance shall be retained. Other messages not of substance or otherwise required in the schedule above, shall be destroyed.

ICADV will maintain back-up copies of electronic data files off-site. A back up of digital files stored on the network drive(s) is completed on a daily basis during the regular work week to avoid irretrievable losses through hardware failure, viruses, worms, or other harmful activities. The Chief Operations Officer is responsible for taking the back up media off of the premises on a daily basis. If the Chief Operations Officer is unable to complete this duty due to absence, the Director of Training and Public Education completes this duty. If the Director of Training and Public Education is unable to complete this duty due to absence, an alternative plan shall devised as needed.

**Organization History Archive**

ICADV shall make every effort to document and archive its major organizational accomplishments and important corporation papers for historical preservation of the organization. Archived information may include, but is not limited to the following:

| • Audited Financial Statements | • Funding history (award, project overview, related training and subcontract files, and funder information) |
| • Deeds/Mortgages | • Board of Director minutes and sign in sheets |
| • Inventory Records and Depreciation Schedules | • Membership History records |
| • Employee History (first and last name, begin date, termination date) | • Position papers and other ICADV Products |
| | • Bylaws and other corporation papers |

Archived records maintained for this purpose by third party agreement negotiated by ICADV, shall only be provided duplicate copy of materials. No original corporation documentation shall be provided to third party archiving or storage entity. An inventory of materials distributed to archival entity shall be maintained at ICADV permanently.

Original copies of important corporation papers shall be stored in the ICADV safety deposit box. These would include but are not limited to articles of incorporation, 501(c)3 paperwork, signed bylaws, etc.
PROCUREMENT PROCEDURES

Adopted February 2009
Revisions: May 2011

It is the policy of ICADV to ensure that all procurement transactions are conducted in a manner to provide, to the maximum extent practical, open and free competition. These requirements apply to all procurements, including, but not limited to, major procurements for goods, services, and equipment. ICADV minimally adheres to these standards unless the funder supporting a project requires stricter procurement requirements, in which case, those stricter requirements will be followed instead.

For Procurements of $10,000 or Less - ICADV must solicit quotes or bids from at least three sources.

For Procurements Over $10,000 - ICADV must formally advertise the proposed procurement through an Invitation for Bids (IFB), or a Request for Proposals (RFP).

**IFB**: Competitive sealed bidding process, through which bids are publicly solicited and a firm fixed-price contract is awarded to the responsible bidder whose bid is the lowest in price. This sealed bidding process must minimally adhere to standards established by the Illinois Purchasing Act (30 ILCS 505) and applicable federal guidelines.

**RFP**: Process by which proposals for services are solicited through advertisement, and are used when specifications for procurement are not sufficiently clear to permit use of the IFB procedure. An award is made to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

Under certain limited circumstances, procurements may be negotiated if it is impractical or unfeasible to use formal advertising. ICADV shall attempt, however, to secure the maximum competition possible in all negotiated procurements.

Sole Source Procurements - Procurement by noncompetitive proposals may be allowable under the following circumstances:

- The item is available only from a single source.
- Public exigency or emergency when the urgency for the requirement will not permit a delay resulting from a competitive solicitation.
- After solicitation of a number of sources, competition is determined inadequate.

The ICADV must maintain documentation justifying all sole source procurements over $25. Prior approval from the funder that is supporting the procurement expense may be required. If the funding source for a specific procurement does not require a bidding process be followed, and the procurement is for less than $25, no bids are required prior to purchase.

ICADV will maintain supporting documentation and justification for each of the above procurement processes used including but not limited to documentation of solicitation of estimates from potential vendors, vendor selection, final pricing including negotiations as
applicable and purchase order. Documentation related to procurements shall be submitted to the fiscal department for storage with accounting records.
FRAUD POLICY

Adopted February 2009
Revisions: May 2011

This policy applies to any fraud or suspected fraud involving employees, Board of Directors, as well as members, vendors, consultants, contractors, funding sources and/or any other parties with a business relationship with ICADV. Any investigative activity required will be conducted without regard to the suspected wrongdoer’s length of service, position/title, or relationship with ICADV.

Management is responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Each member of ICADV management will be familiar with the types of improprieties that might occur within their area of responsibility, and be alert for any indication of irregularity.

Any fraud that is detected or suspected must be reported immediately to the Executive Director, or the Chair of the Executive Committee.

Actions Constituting Fraud

1) Any dishonest or fraudulent act.
2) Forgery or alteration of any document or account belonging to ICADV.
3) Forgery or alteration of a check, bank draft, or any other financial document.
4) Misappropriation of funds, securities, supplies, equipment, or other assets of ICADV.
5) Impropriety in the handling or reporting of money or financial transactions.
6) Disclosing confidential and proprietary information to outside parties.
7) Accepting or seeking anything of material value from contractors, vendors, or persons providing goods or services to ICADV. Exception: gifts less than $50 in value.
8) Destruction, removal or inappropriate use of records, furniture, fixtures, and equipment.
9) Any similar or related irregularity.

Irregularities concerning an employee’s moral, ethical, or behavioral conduct should be resolved by the staff person’s supervisor and/or Executive Director. If there is a question as to whether an action constitutes the suspected fraud, contact the Executive Director or the Chair of the Executive Committee for guidance if fraud is by Executive Director.

The Executive Director has the primary responsibility for the investigation of all suspected fraudulent acts as defined in the policy unless suspected fraudulent behavior is committed by the Executive Director, and then the Chair of the Executive Committee should investigate. The
Chair of the Executive Committee may utilize whatever internal and/or external resources it considers necessary in conducting an investigation. If an investigation substantiates that fraudulent activities have occurred, the Executive Director and/or the Chair of the Executive Committee may issue reports to appropriate designated personnel and, if appropriate, to the ICADV Board of Directors. Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation may be made.

The Executive Director and the Chair of the Executive Committee will treat all information received confidentially. Any employee who suspects dishonest or fraudulent activity will notify the Executive Director, the Chair of the Executive Committee or their respective supervisor immediately, and should not attempt to personally conduct investigations or interviews/interrogations related to any suspected fraudulent act (see Reporting Procedures section below).

Investigation results will not be disclosed or discussed with anyone other that those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect ICADV from potential civil liability.

Members of the ICADV Executive Committee will have:

1) Free and unrestricted access to all ICADV records and premises, whether owned or rented.
2) The authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who may use or have custody or any such items or facilities when it is within the scope of their investigations.

**Reporting Procedures**

Great care must be taken in the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way.

An employee who discovers or suspects fraudulent activity will contact the Executive Director or the Chair of the Executive Committee immediately. The employee or other complainant may remain anonymous. All inquiries concerning the activity under investigation from the suspected individual(s), their attorney or representative(s), or any other inquirer should be directed to the Executive Director, Chair of the Executive Committee or legal counsel. No information concerning the status of an investigation will be given out. The proper response to any inquiry is “I am not at liberty to discuss this matter.” Under no circumstances should any reference be made to “the allegation”, “the crime”, “the fraud”, “the forgery”, “the misappropriation”, or any other specific reference.
The reporting individual should be informed of the following:

1) Do not contact the suspected individual in an effort to determine facts or demand restitution.

2) Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the ICADV legal counsel, Executive Director or the Chair of the Executive Committee.
NEPOTISM POLICY

Adopted February 2009

It is the policy of ICADV to maintain a Nepotism Policy in which employment of a relative is permitted, except in circumstances where an appointment would place related people in supervisory and subordinate roles within the same office or department, or in a situation where influence could be exerted, directly or indirectly, on future decisions concerning the status of employment, promotion, or compensation.

In order to reduce potential conflict of interest, applicants will not be considered for employment in a position in which they would be subject to supervision by a relative.

RELATED PARTY POLICY

Adopted February 2009
Revisions: May 2011

For these purposes, a “Related Party” is any ICADV employee, Executive Director or Board Member or immediate family of another ICADV employee or Board member. Business transactions with any “related party” will minimally follow the guidelines set in the ICADV PROCUREMENT PROCEDURES. Any transactions over the $10,000 procurement limit will be approved in advance by the Audit Committee.
ICADV completes site visits for a designated percentage of funded subrecipient programs as agreed upon and stated in the Interagency Agreements between ICADV and the Illinois Criminal Justice Information Authority, the state agency which administers the Victims of Crime Act and Violence Against Women Act funds to ICADV. These site visits are completed by ICADV staff as deemed necessary and periodic reports of site visits are submitted to the Services Oversight Subcommittee of the Services Committee which oversees the passthrough funding.

The objectives of these site visits include:
- Review of progress of grant goals;
- Monitoring compliance with contract requirements; and
- Offering technical assistance as needed.

Site visit monitors obtain this information by meeting with the following staff of the subrecipient:
- Executive Director
- Fiscal Manager
- Domestic Violence Program Director or Supervisor
- Staff responsible for ICADV funded projects
- Other staff as needed

Site visit monitors review the following documentation:
- Multiple files for clients served by each of the funded projects
- Fiscal and administrative records demonstrating the segregation of grant funds and other procedures related to contract compliance
- Statistical reports for ICADV funded projects
- Other materials as needed

The development stage of the site visit schedule begins in the first quarter of the fiscal year. As subrecipients are added to the schedule, they are notified of their preliminary site visit date, objectives of the site visit, staff of the subrecipient with whom the monitor shall meet, and items that will be reviewed by the monitor during the site visit. Upon completion of the site visit, the monitor shall complete a Site Visit Report (see sample provided in the ICADV Grant Administration Policies and Procedures). This report is kept on file at the ICADV office and is provided to the subrecipient upon completion.
SAMPLE: SITE VISIT REPORT

Report Submitted by: ___________________________ Site Visit Date: ____________

Agency: ___________________________ For Fiscal Year: FYXX

Staff Interviewed At Visit: ___________________________

Assurances Met? YES NO

ORGANIZATION UPDATE

Type Here.

REPORTS ATTACHED

<table>
<thead>
<tr>
<th>VOCA (Victims of Crime Act)</th>
<th>VAWA (Violence Against Women Act)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Advocacy</td>
<td>Latina Services</td>
</tr>
<tr>
<td>Order of Protection Follow up</td>
<td>Rural Satellite</td>
</tr>
<tr>
<td>Child Basic Services</td>
<td>Chemical Dependency</td>
</tr>
<tr>
<td>Medical Advocacy</td>
<td></td>
</tr>
<tr>
<td>Child Enhanced Services</td>
<td></td>
</tr>
<tr>
<td>Child Therapy Reimbursement Services</td>
<td></td>
</tr>
<tr>
<td>Special Population: WWDC Friends Macoupin</td>
<td></td>
</tr>
</tbody>
</table>

Information About the Site Visit Report

Performance expectations that are considered at the site review:

- Does the staff demonstrate knowledge and expertise? Are they trained?
- Is your project making sufficient progress toward its goals & objectives?
- Do you regularly monitor the project? Are adjustments made to your activities in order to reach your objectives?
- Is your project providing a sufficient scope and level of services? Is it reaching the target population?
- Does your dv program provide systems advocacy, education, and training to increase the effectiveness of your individual advocacy for clients?
- How do you respond to internal & external changes and new challenges?
- Any special accomplishments?
<table>
<thead>
<tr>
<th>AGENCY: SAMPLE SITE VISIT REPORT—p2</th>
<th>Fiscal Year: FYXX</th>
</tr>
</thead>
</table>

REPORT FOR GRANT/PROJECT:

<table>
<thead>
<tr>
<th>VOCA (Victims of Crime Act)</th>
<th>VAWA (Violence Against Women Act)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Advocacy</td>
<td>Latina Services</td>
</tr>
<tr>
<td>Order of Protection Follow up</td>
<td>Rural Satellite</td>
</tr>
<tr>
<td>Child Basic Services</td>
<td>Chemical Dependency</td>
</tr>
<tr>
<td>Medical Advocacy</td>
<td></td>
</tr>
<tr>
<td>Child Enhanced Services</td>
<td></td>
</tr>
<tr>
<td>Child Therapy Reimbursement Services</td>
<td></td>
</tr>
<tr>
<td>Special Population: WWDC  Friends  Macoupin</td>
<td></td>
</tr>
</tbody>
</table>

A. PROJECT RATING

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>Exceeds expectations in most or all of the key areas.</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>Meets expectations in most or all of the key areas.</td>
</tr>
<tr>
<td>Developing</td>
<td>Needs significant improvement in key areas.*</td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td>Fails to meet minimum expectations in key areas.*</td>
</tr>
</tbody>
</table>

*see attached request for action steps and timeline for improvement.

B. PROJECT PROGRESS SUMMARY

Insert summary here

C. SERVICE DOCUMENTATION / CONFIDENTIALITY

Client Files Contain:

- Completed Intakes
- Appropriate releases of information and signatures
- Service hours are documented and dated
- Narrative shows interventions and case progressions
- Staff signatures

Data:

- Program generates statistical reports
- Uses statistical reports to monitor progress on project

D. FISCAL INFORMATION

- Grants are segregated by funding source (by funder and by project)
- Match funds account is segregated.
FY 2013 ICADV Board of Directors/
Membership Organizations

Vickie Smith--Executive Director/Chief Exec. Off.
IL Coalition Against Domestic Violence
801 S. 11th St.
Springfield, IL  62703 smith@iladv.org

Kathy Doherty--President
Between Friends
Chicago, IL   773-274-5232

Dona Leanard
Crisis Center Foundation
Jacksonville, IL   217-243-4357

Olga Becker
The Center for Prevention of Abuse
Peoria, IL   309-691-0551

Marla Reynolds
Mercer County Family Crisis Center
Aledo, IL   309-582-7233

Margarette Trushel
OASIS Women’s Center
Alton, IL   618-465-1978

Michelle Meyer
Mutual Ground
Aurora, IL   630-897-0084  ext 101

Darlene Jones
Violence Prevention Center of Southwestern IL
Bellevue, IL   618-236-2531, 314- 304-7710

Senna Adjabeng
CDV/Neville House
Bloomington, IL   309-828-8913

Itedal Shalabi
Arab American Family Services
Bridgeview, IL   708-599-2237

E. Jeannine Woods
Cairo Women’s Shelter
Cairo, IL   618-734-4377

Martha Daly
Fulton/Mason Crisis Service
Canton, IL   309-647-7487

Cathy McClanahan
The Women’s Center Inc
Carbondale, IL   618-549-4807, ext. 231

Tolleyne Ray
PAVE – People Against Violent Environments
Centralia, IL   618-533-7233

Nancy Hiatt
The Center for Women in Transition
Champaign-Urbana, IL 61820 217-352-7151

Pauline Cade
Hope of East Central Illinois
Charleston, IL   217-348-5931

Serena Chen Low
Apna Ghar
Chicago, IL   (773) 334-0173

Cordelia Ryan
Connections for Abused Women & Their Children
Chicago, IL   773-489-9081

Youngju Ji
Korean American Women In Need
Chicago, IL   773-583-1392

Joyce Coffee
Family Rescue
Chicago, IL   773-375-1918

Heather Flett
Metropolitan Family Service
Chicago, IL   773-884-3310

Estela Melgoza
Mujeres Latinas en Accion
Chicago, IL   773-890-7676

Crystal Bass-White
Neopolitan Lighthouse
Chicago, IL   773-638-0228

Kathleen Higgins
Rainbow House
Chicago, IL   773-521-1815

Maretta Withers
Crosspoint Human Services
Danville, IL   217-446-1217

Teri Ducy--VP/Secretary
DOVE
Decatur, IL   217-428-6616

Deanna Hacker
Safe Passage
DeKalb, IL   815-756-7930

Gretchen Vapnar
Community Crisis Center
Elgin, IL   847-697-2380
<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>City, State Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wendy Dickson</td>
<td>YWCA Evanston/North Shore</td>
<td>Evanston, IL 847-864-8445</td>
</tr>
<tr>
<td>Sue Swanson</td>
<td>VOICES</td>
<td>Freeport, IL 815-235-1681</td>
</tr>
<tr>
<td>Carrie Altfillisch-Melton</td>
<td>Riverview Center</td>
<td>Galena, IL 563-557-0310</td>
</tr>
<tr>
<td>Kathy Richardson</td>
<td>Safe Harbor Family Crisis Center</td>
<td>Galesburg, IL 309-343-7233</td>
</tr>
<tr>
<td>Nikki Martinez</td>
<td>Phoenix Crisis Center, Inc.</td>
<td>Granite City, IL 618-451-1118</td>
</tr>
<tr>
<td>Barbara Wingo</td>
<td>Anna Bixby's Women's Center</td>
<td>Harrisburg, IL 618-252-8380</td>
</tr>
<tr>
<td>Diane Bedrosian</td>
<td>South Suburban Family Shelter</td>
<td>Homewood, IL 708-798-7737</td>
</tr>
<tr>
<td>April Balzhiser</td>
<td>Guardian Angel Community Services</td>
<td>Joliet, IL 815-729-0930</td>
</tr>
<tr>
<td>Rosa Hernandez-Warner</td>
<td>Harbor House</td>
<td>Kankakee, IL 815-932-5814</td>
</tr>
<tr>
<td>Lynn Siegel</td>
<td>Constance Morris House--The Pillars</td>
<td>LaGrange, IL 708-485-0069</td>
</tr>
<tr>
<td>Diane Mayfield</td>
<td>WIRC—CCAA Victim Services</td>
<td>Macomb, IL 309-837-6622</td>
</tr>
<tr>
<td>Regina Botterill</td>
<td>Sarah's Inn</td>
<td>Oak Park, IL 708-386-3305</td>
</tr>
<tr>
<td>Linda Bookwalter</td>
<td>SWAN – Stopping Women Abuse Now</td>
<td>Olney, IL 618-392-3556</td>
</tr>
<tr>
<td>Rebecca Darr</td>
<td>WINGS</td>
<td>Palatine, IL 847-908-0310, ext. 12</td>
</tr>
<tr>
<td>Rosemary Cain</td>
<td>Freedom House</td>
<td>Princeton, IL 815-872-0087</td>
</tr>
<tr>
<td>Marilena Frier</td>
<td>QUANADA</td>
<td>Quincy, IL 217-222-3069</td>
</tr>
<tr>
<td>Ruth Carter</td>
<td>HOPE of Rochelle</td>
<td>Rochelle, IL 815-562-4323</td>
</tr>
<tr>
<td>Nicole Cisne-Durbin</td>
<td>Family Resources</td>
<td>Rock Island, IL 563-326-6431</td>
</tr>
<tr>
<td>Gary Halbach</td>
<td>Remedies Renewing Lives</td>
<td>Rockford, IL 815-966-1287</td>
</tr>
<tr>
<td>Angela Bertoni</td>
<td>Sojourn Shelter &amp; Services</td>
<td>Springfield, IL 217-726-5100</td>
</tr>
<tr>
<td>Addie Chattic</td>
<td>YWCA of Sauk Valley</td>
<td>Sterling, IL 815-625-0333</td>
</tr>
<tr>
<td>Margaret Morrison</td>
<td>ADV/SAS</td>
<td>Streator, IL 815-672-2353</td>
</tr>
<tr>
<td>Edward Vega</td>
<td>Crisis Center for South Suburbia</td>
<td>Tinley Park, IL 708-429-7255</td>
</tr>
<tr>
<td>Jennifer Gabrenya</td>
<td>DuPage Co. Family Shelter Service</td>
<td>Wheaton, IL 630-221-8290</td>
</tr>
<tr>
<td>Jane Farmer--Treasurer</td>
<td>Turning Point</td>
<td>Woodstock, IL 815-338-8081</td>
</tr>
<tr>
<td>Pat Davenport</td>
<td>A Safe Place</td>
<td>Zion, IL 847-731-7165</td>
</tr>
</tbody>
</table>

April 2013
NP
Solid outlines indicate current ICADV positions. Dashed outlines indicate desired positions to acquire in the future.
Illinois Coalition Against Domestic Violence
Staff – February 2013

Chief Executive Officer/Executive Director—Vickie Smith, smith@ilcadv.org
Vickie is the Director of the Illinois Coalition Against Domestic Violence. She has overall responsibility for the management and administration of the organization. She implements the vision of the board of directors and the mission of ICADV. She supervises ICADV staff and is the representative of the board with outside agencies. She staffs the Operations and Executive committees and works closely with the Public Policy Committee.

Chief Financial Officer—Allison Burrus, burrus@ilcadv.org
Allison is our new CFO. She handles questions related to fiscal reports or about billing. She does ICADV payroll and workman’s compensation. She also works with the independent auditor.

Chief Operations Officer—Sarah Conlon, conlon@ilcadv.org
Sarah oversees pass through grants and contracts with domestic violence program providers, data management, and is the staff liaison to the Services Committee and Marketing and Stakeholders Committee. She also maintains the ICADV website with Tess Sakolsky. Additionally, she provides technical assistance for computer software and hardware in the ICADV office. She acts as ICADV representative to other organizations concerned with domestic violence issues, as determined by the Executive Director and helps to oversee day to day operations of ICADV in the Executive Director’s absence.

Director of Training and Public Education—Theresa (Tess) Sakolsky, sakolsky@ilcadv.org
Tess oversees the Training Institute and Public Education department. She develops public education materials. She also is the staff liaison for the Justice and Accountability, Training and Leadership, and Women of Color committees and represents ICADV with the Illinois Certified Domestic Violence Professionals. Additionally, she works with Conlon to maintain the ICADV website. She acts as ICADV representative to other organizations concerned with domestic violence issues, as determined by the Executive Director.

Director of Economic Empowerment—Kelly Goodall, goodall@ilcadv.org
Kelly helps domestic violence program staff effectively incorporate economic planning into their services for domestic violence survivors through technical assistance and education. She also fosters partnerships with local community resources.

Director of Contracts—Andrea Wilson, wilson@ilcadv.org
Andrea is responsible for executing ICADV policies and procedures for grant administration, conducting and maintaining site reviews and related information, provides on- and off-site technical assistance to domestic violence agencies and
providing support related to InfoNet data collection system. She also prepares, distributes, evaluates, and monitors ICADV funding proposals and contracts with domestic violence service providers. Andrea is also staffing the Services Committee.

**Director of Policy**—
The Director of Policy works with Vickie on legislative and policy issues. The Director of Policy is the staff liaison to the Public Policy and Government Funding Committee.

**Membership Services Associate—Stacey Davis, davis@ilcadv.org**
Stacey is the primary person answering and routing the phones, faxes and other general communications. She staffs the Membership Committee and is the primary contact for programs to address issues related to membership (eg public education orders, board meeting arrangements, etc).

**Training Coordinator—Pam Groves, groves@ilcadv.org**
Pam makes logistical arrangements for trainings, including booking hotels, obtaining space for trainings, contracts for speakers, preparing training handouts, maintaining the Training section of the ICADV website, and performing other duties required by the Training Institute.
ICADV Branding

- Brand Manual
- Lapel Pins
Table of Contents

INTRODUCTION .............................................................................................................................................................................................................. 3
  Our Vision ................................................................................................................................................................................................................... 3
  Our Mission ................................................................................................................................................................................................................ 4
  Positioning ........................................................................................................................................................................................................... 5
  Using the Brand Manual .................................................................................................................................................................................. 6
COLOR PALETTE ............................................................................................................................................................................................................ 7
  Official Color Palette .................................................................................................................................................................................... 7
  Acceptable and Unacceptable Variations: ........................................................................................................................................................ 8
ACCEPTABLE FONT USES AND GRAPHIC DESIGN GUIDELINES ...................................................................................................... 9
  Font Use .................................................................................................................................................................................................................... 9
  General Graphic Design Guidelines .......................................................................................................................................................... 9
LOGO USAGE .......................................................................................................................................................................................................... 10
  Official Logo In Full Color ..................................................................................................................................................................... 10
  Resizing The Logo .................................................................................................................................................................................. 11
  Logo Image Variations .......................................................................................................................................................................... 11
  Using Logos to Show Affiliation .......................................................................................................................................................... 12
  Symbolism Of the Hand/Dove Image ...................................................................................................................................................... 13
  Incorrect Usages of ICADV Logo ....................................................................................................................................................... 14
TAGLINES ............................................................................................................................................................................................................ 15
  Primary Tagline ................................................................................................................................................................................................... 15
  Secondary Tagline .................................................................................................................................................................................................. 15
INTRODUCTION

Our Vision

The general purpose of the Illinois Coalition Against Domestic Violence (ICADV) is to eliminate violence against women and their children: to promote the eradication of domestic violence across the state of Illinois; to ensure the safety of survivors, their access to services, and their freedom of choice; to hold abusers accountable for the violence they perpetrate; and to encourage the development of victim-sensitive laws, policies, and procedures across all systems that impact survivors of domestic violence.
Our Mission

The specific and primary purposes of ICADV are to:

1. Provide statewide leadership as the voice for survivors of domestic violence and the programs that serve them;
2. Change fundamental societal attitudes and institutions that promote, tolerate, or condone domestic violence;
3. Ensure that women and children have knowledge of and access to all services and opportunities endeavoring to provide these services locally.

In a way that:

1. Respects women’s and children’s choices and cultural diversity, and
2. Utilizes all available levers: public policy advocacy; program capacity and delivery; community awareness and education; cooperation with associated agencies; and partnerships with communities and key stakeholders.
Positioning
The Illinois Coalition Against Domestic Violence (ICADV) is becoming a recognized leader on issues that matter most to victims and survivors of domestic violence and to the agencies that serve them. By establishing our brand, we can ensure that ICADV uses its leadership most effectively. **We want ICADV to be:**

- Called upon by the media for its insight when victim services are discussed in the news.
- Consulted by lawmakers drafting legislation that impacts victims and survivors.
- Contacted whenever the expertise of its members could help the public better understand and respond to domestic violence.

**When the Coalition speaks, it should resonate with the power of all those programs speaking collectively.** It should be clear that we are a Coalition of programs from all across Illinois, and that ICADV serves a unique purpose in relation to its individual member programs. This will show that ICADV represents great depth and numbers with its advocacy, that in each voting district in Illinois there are constituents supporting our mission, and that victims and survivors have a voice in venues where the Coalition speaks.

To that end, consistency in messaging and in appearance matters. When people see the same image enough times, it begins to acquire meaning beyond the immediate context in which it appears. For example, imagine achieving instant recognition of the ICADV brand (which consists of not only the logo image, but also the color palette, fonts, and other aspects of appearance).

**What does that look like?** Say a legislator sees the ICADV brand on a flyer describing the services that ICADV member programs provide to children. Say two weeks later that legislator sees the same brand on a brochure describing the unique needs of victims and survivors. Say that legislator sees the same brand again a month later on a letter explaining the impact proposed budget cuts will have on domestic violence agencies statewide. With that third contact—if we achieve the goals of consistent branding—the written letter explains the message about the budget, while the sight of our brand triggers remembrance of previous messages about children services and the unique needs of survivors. **Basically, a good brand accumulates meaning each time it appears.**

**The eventual goal is for our logo to mean to the public everything that it means to us.** At that level, the image begins to work for us; we no longer have to explain who we are, why we do what we do, or whom we represent. That leaves more time for us to talk about particulars—such as why some particular piece of legislation needs amended, why some particular budget proposal is preferable to another, how some particular system could become more responsive to the needs of survivors—and that matters in a world where so many different images and messages compete for the attention of an audience.

In short, by becoming more intentional about how we present our logo and other features of our brand, we gain rhetorical power.
Using the Brand Manual

The primary purpose of the ICADV Brand Manual is to ensure consistency in the materials produced and distributed by ICADV staff, committees and used by member agencies. We are not dictating how member programs produce their own materials. We are creating rules for ICADV materials. We are also helping member programs know the right way to incorporate the ICADV brand into their materials if they want to reference the Coalition, which ties into the secondary purpose of this Brand Manual.

We want to ensure that when member programs choose to incorporate the ICADV name and logo into their own materials, they are able to do so in a way that best highlights the relationship between their agency and ICADV. The ICADV brand should never supersede or overshadow the local agency brand. It is important that local agencies do not lose their own identities. By following the brand manual guidelines, a member agency can maintain ICADV brand integrity and local agency brand integrity in layouts where the two are being featured together.

If local member agencies have a way to highlight on their own materials the fact that they are members of ICADV, this helps to give ICADV greater credibility. This is important whenever the Coalition is speaking on behalf of its member agencies, advocating for legislation or trying to change statewide systems that affect survivors. When member programs use the ICADV logo to highlight their relationship to ICADV, it also shows a sense of pride about being able to claim membership of a larger system. Talking about its place within a larger statewide Coalition is a great way to enhance what the local agency does, and it also makes ICADV better able to advocate on behalf of local agencies in any situations where a collective voice would be most effective.

If an agency is going to reference ICADV in its materials, this must be done following the guidelines given here. Additionally, it is important to ask ICADV for permission to use Coalition imagery and the appropriate image must be selected. If you are creating any materials that reference ICADV and use ICADV imagery, you must submit a copy of the item to ICADV staff for approval. This is the best way to ensure that any public use of the ICADV name and logo meets the Board-approved specifications for brand positioning. Again, this is not an attempt to control how member programs produce their own materials; it is only a way for the entire Coalition to have a consistent plan for how to use the Coalition brand in any materials that may benefit from the inclusion of ICADV imagery and messaging.

This Brand Manual was approved by the Board of Directors on September 23, 2011. Such a process creates accountability to the member programs by making sure that the branding guidelines in this manual were found acceptable to the member programs before those programs were expected to follow them.
COLOR PALETTE

Official Color Palette

The official colors of ICADV are purple, teal, charcoal, and dark gray. RGB colors are used on websites. For commercial printing, use either Pantone Matching System (PMS) ink colors, or the CMYK files.

RGB Colors:

Purple = 151/129/182    Teal = 0/122/131    Charcoal = 89/89/89    Dark Gray = 38/38/38

Pantone Colors:

Purple = PMS 7446    Teal = PMS 314    Charcoal = PMS 431 (or 80% black)

CMYK Formula:

Purple = C=40/M=37/Y=0/K=0    Teal= C=100/M=0/Y=10/K=34    Charcoal = C=12/M=0/Y=0/K=65
Acceptable and Unacceptable Variations:

It may be necessary at times to use variations of these colors in the production of materials, depending upon the layouts. Darker colors make fonts easier to read, while lighter colors make better backgrounds. If you want to use purple font, you may need to use a dark shade. For a teal background, you may need a light shade. Always use the official colors as “home base” when darkening or lightening colors, rather than choosing entirely new colors of purple and teal. This helps avoid problems of clashing colors.

Acceptable: This is our official purple (151/129/182).

Acceptable: This color is in the same scale but is darker because it has an RGB value of 111/86/148.

Not Acceptable: This color of purple is not just darker than our official color of purple; it has a much different proportion of Red/Green/Blue in its composition, and so it clashes with our palette.

As a rule, if you wish to use lighter or darker shades than the official purple or teal, use these charts to determine acceptable shades and RGB values of these colors:

| (194/182/212) | (151/129/182) | (111/86/148) | (213/252/255) | (0/122/131) | (0/78/84) |

Wider variation is allowed for the shades of gray, provided they maintain a 1:1:1 ratio of RGB values, as in 89/89/89.

Remember to consult the section headed “Official Color Palette” when creating color variations in Pantone or in CMYK. As with RGB color variations, it is important to remain in the same scale of colors to avoid clashing.
ACCEPTABLE FONT USES AND GRAPHIC DESIGN GUIDELINES

Font Use
Font in the logo images of the words Illinois Coalition Against Domestic Violence in the logo file is TRAJAN. Anytime the name of the organization is used in non-body text (eg footers, headers, text boxes, etc), it should remain in the TRAJAN font.

For materials produced by ICADV, choose from selected fonts:

TRAJAN – USED ON THE NAME OF THE ORGANIZATION AND HEADINGS AND SUBHEADINGS AS NEEDED. (NOTE THIS FONT COMES ONLY IN CAPITAL LETTERS)
Calibri – all body text and other uses as needed.
Perpetua, bold – used for Taglines. Also may be used as headings/subheadings as needed.

General Graphic Design Guidelines
- Typically no more than three types of fonts should appear in any one document. Applying bold or italics to a font is considered a new font.
- Purple, teal and gray color palettes may be applied to fonts to draw attention to some text and/or make item more visually appealing.
- Borders, watermarks, and other imagery typically should also fall within the approved color palette. Exceptions to this guideline would include:
  - Full color photos
  - Use of other organizational imagery requiring other color requirements (eg funder logos, etc)
  - Situations calling for specific color recognition – for example, later in this document red has been used to indicate how NOT to resize/recolor the ICADV logo.
LOGO USAGE

Official Logo In Full Color
The logo consists of the image of the half circle, hand and dove in their given proportions AND the name of the organization laid out below in the given proportions. The image of the half circle, hand and dove, AND organization name as it appears below, together comprise the ICADV logo. Two layouts are considered acceptable and may be used interchangeably without altering proportions depending on space and layout considerations needed for item being produced.

Horizontal Image:

Vertical Image:
Resizing The Logo
Whenever you resize the image, you must maintain that (width x height) proportion in the pixels. This will ensure that the image does not become distorted or lose its integrity in resizing.

Proportions for the horizontal image: 3286 pixels wide by 889 pixels high.

Proportions for the vertical image: 2923 pixels wide by 1569 pixels high.

Logo Image Variations
When possible, the logo should be displayed in full-color to maximize effective usage of the ICADV brand. Never attempt to recolor, redraw, or rescale the image. To do so would compromise the integrity of the image and the brand.

A full-color file of the image will be available for use by ICADV and its member agencies, as well a monotone black version which is show below. Staff and member agencies should select from the provided images and not recreate the image.
Using Logos to Show Affiliation

If a Voting Board Member or Community Partner is using the ICADV Logo on their materials and wish to represent the agency as a Voting Board Member or Community Partner, the agency must use one of the following image files shown below to cite that affiliation with ICADV. By adhering to these guidelines, the agency requesting to use the ICADV logo will clearly and accurately represent its relationship to ICADV.

Note – Once approved, we will make digital files available to Voting Board Members and Community Partners.
Symbolism Of the Hand/Dove Image

THE DOVE
The dove represents survivors of domestic violence and their children who are in need of support in their pursuit of freedom, peace and reduced violence in their lives and the lives of their children.

THE HAND
The hand represents ICADV’s voting board member programs that are safe, accessible spaces for protection, safety planning, and education. These voting board member programs offer support, services and resources to survivors of domestic violence throughout Illinois as they pursue safer lives and heal from the trauma they have experienced.

THE FOUNDATION LAYERS OF ICADV
These three layers represent:

- **Membership and support** it takes to address issues of domestic violence – ICADV Voting Board Members, Community Partners and Friends.
- **Primary service areas by which ICADV executes is mission** – Advocacy, Training, and Technical Assistance – executing its mission throughout Illinois.
- **The network of domestic violence service providers** supporting one another in the collective, making each other stronger as they support survivors and their children in their local communities.
Incorrect Usages of ICADV Logo

To maintain the integrity of our brand, it is imperative that the logo not be manipulated or edited in ways that interfere with the consistency we are trying to achieve.

Do not attempt to resize the logo manually in a way that distorts the image or changes the original proportions.

*Example:*

Do not recolor the logo in a way that deviates from the approved color palette. *Example:*
TAGLINES

Primary Tagline

The primary tagline is, “One Mission, One Voice” and should be used in tandem most of the time the logo is used. The font for taglines is Perpetua, bold. The tag line should never be larger than the text provided in the logo.

Secondary Tagline

The secondary tagline is, “Empowering Women, Expanding Awareness, Eradicating Violence” and can be used in layouts where the placement of more than one tagline is appropriate. For example, you may use the primary tagline in a header and the secondary tagline in a footer. As with the primary tagline, the font is Perpetua, bold and the size of the font for the secondary tagline should never be larger than the text provided in the logo or in the primary tagline.
ICADV Lapel Pins

Each new ICADV member agency voting delegate is provided an ICADV lapel pin when s/he receives the ICADV New Member Orientation Manual. This lapel pin contains the ICADV logo which should be interpreted as defined in the ICADV Brand Manual which represents the survivors of domestic violence, the member agencies serving those survivors and the services provided by ICADV.

ICADV members are expected to wear the lapel pins when representing ICADV at various events, when visiting legislators, etc.

Members attending ICADV events such as Advocacy Day will also receive a free pin. Voting delegates also will receive pins free of charge. However, if your agency is interested in purchasing additional pins, either by using its member benefits allowance or by purchasing with cash, they will be $2.50 each. Pins are also for sale to non-member agencies at a prices of $5.00 each.
ICADV Member Programs

• County Catchment Map
• Helping Non-traditional Clients
In order to better serve Survivors with a culture, ethnicity or religion considered to be outside the mainstream, it becomes extremely important for those serving these populations to be mindful of how words or actions may automatically disengage those who are needing assistance. This resource was developed to assist those that provide appropriate services to all people who may be uniquely different in some aspect. It is important that each survivor of domestic violence be served according to their circumstance and specific need which may or may not be according to policy. Most importantly advocates need to develop trust with survivors and become knowledgeable about their beliefs, religion and culture. Whenever possible advocates need to be available to assist survivors and help them navigate through barriers they commonly encounter due to their ethnicity, culture or religion.

**Purpose Of This Document**

Open ended questions that are simple and basic in nature that when answered will help the advocate better address the needs of the survivor that are outside of the general safety advocacy that is provided. These questions are not intended to offend but to help identify specific needs that will enable you to better serve survivors. Take the time to phrase these questions in an appropriate manner and do not give them to the survivor to review by themselves.

Does your cultural, ethnic or religious background have any impact on:

- Your role in the family structure?
- Your dietary needs?
- Your ability to live in a group setting?
- Your ability to share sleeping quarters with someone outside your family?
- Your ability to share a kitchen and cooking utensils?
- Your ability to worship in temporary living quarters?
- Keep you from seeking the help you need?

Are there any words, gestures, actions, or assumptions about your ethnicity, race, gender, or religion that we should be aware of in order to help you stay safe and to help you accomplish your goals?

Is there anything that you need that our services don’t offer?

Is there anything in our guidelines that may hinder you in accomplishing your goals?

How can we better help you to stay safe?

Would you like assistance to understand how our legal system works regarding your situation?

How do the USA laws conflict with your culture/beliefs?

What do you foresee the consequences to be in your support system if you go ahead with an Order of Protection or divorce?

Do you know of any resource that we could help you utilize in order to better help you?
**National Immigrant Justice Center** (formerly Midwest Immigrant & Human Rights Center)
http://www.immigrantjustice.org/index.php
(312) 660-1370

**Legal Momentum’s Immigrant Women Program**
http://www.legalmomentum.org/site/PageServer?pagename=contact_3
(202) 326-0040

**FaithTrust Institute**
http://www.faithtrustinstitute.org/

**The North American Council for Muslim Women**
http://www.pluralism.org/
(703) 980-6333

**Muslim Women Resource Center (MWRC)**
info@mwrcnfp.org
http://www.mwrcnfp.org/
(773) 764-1686

**Alianza: National Latino Alliance for the Elimination of Domestic Violence**
700 Fourth Street SW
Albuquerque, NM 87102
Tel: 505-224-9080 or 505-224-9081
Cell: 505-463-0776
Fax: 505-224-9079
General inquiries: info@dvalianza.org

**Heartland Alliance for Human Needs and Human Rights**
208 S. LaSalle Street, Suite 1818
Chicago, IL 60604
(312) 660-1300
http://www.heartlandalliance.org/

**Women of Color Network**
womenofcolornetwork.org
1-800-537-2238
email: wocn@pcadv.org

**The Arab American Action Network**
(773) 436-6060
http://www.aaan.org/

**Apna Ghar, Inc. (Our Home)**
4753 N. Broadway, Suite 632
Chicago, IL 60640
skayser@apnaghar.org
773-334-0173

**Immigration Project- Granite City**
mjones@immigrationproject.org
618/452-7018

**National Immigration Project of the National Lawyers Guild**
http://www.nationalimmigrationproject.org/
(617) 227-9727

ADD LOCAL RESOURCES HERE:
Committees

• Committee Responsibilities
Illinois Coalition Against Domestic Violence

Standing Committee Descriptions

**Justice and Accountability Committee.** The Justice and Accountability Committee shall be responsible for providing a forum for Partner Abuse Intervention Programs (PAIPs) and promoting an accountable court system. The Committee shall perform other duties as assigned by the Board of Directors.

**M.E.N.’s Committee.** It is the mission of the Men Endorsing Nonviolence Committee to create a statewide initiative to include men as collaborators in efforts to be accountable for promoting safe, respectful, non-abusive relationships.

**Marketing and Stakeholders Committee.** The Marketing and Stakeholders Committee shall oversee the development and implementation of a marketing plan and communications plan with the goal of keeping domestic violence at the forefront of society’s attention. The Committee will also develop relationships with key stakeholders and develop a plan for obtaining private funding on behalf of the Corporation. The Committee shall also perform other duties as assigned by the Board of Directors.

**Membership Committee.** The Membership Committee shall be responsible for recruitment, orientation, and maintenance of members. The Committee shall also perform other duties as assigned by the Board of Directors.

**Public Policy and Government Funding Committee.** The Public Policy and Government Funding Committee shall be responsible for the development of public policy positions and legislation, production of education programs for state and federal legislators, track state legislation, monitor state domestic violence funding, and identify issues around court opinions regarding domestic violence. The Committee shall recommend support of public education and institutional advocacy regarding domestic violence issues, as deemed necessary by the Board. The Committee shall also perform other duties as assigned by the Board of Directors.

**Services Committee.** The Services Committee shall oversee policies and procedures related to the ICADV grants and examine issues related to domestic violence services. The Committee shall also perform other duties as assigned by the Board of Directors.

**Training and Leadership Development Committee.** The Training and Leadership Committee shall be responsible for the oversight of the ICADV Training Institute. This includes annual review of training planning, leadership development activities, and oversight of training policies of the Corporation. The Committee shall also perform other duties as assigned by the Board of Directors.

**Women of Color Committee.** The Women of Color Committee shall strive to promote cultural competency, while breaking down barriers, educating, cultivating pride, and strengthening a statewide network of support for all women of color involved in domestic violence. This includes women who are Asian/Pacific Islander, Arab/Middle-Eastern, Black/African, Native/Indigenous, and Hispanic/Latin descent.
**Executive Committee.** The Executive Committee is made up of the members of the Board of Directors who are also Officers. This Committee has been delegated authority to act on behalf of the Board between regularly scheduled meetings. Any decision of the Executive Committee made between Board meetings must be brought to the Board at its next scheduled meeting for ratification. The Executive Committee has two additional functions: personnel and finance. The Committee shall provide consultation to the Executive Director on the development of the annual budget and staffing of the coalition office, and monitor personnel and fiscal policies. The Committee shall perform other duties as assigned by the Board of Directors.

**Operations Committee.** The Operations Committee shall be comprised of the officers of the Board of Directors and all of the chairs/co-chairs of the standing committees. The Operations Committee shall oversee the development and implementation of the strategic plan, assist in the planning for the annual retreat, and evaluate the Executive Director. Operations Committee also serves as the corporation’s Audit Committee. The Committee shall perform other duties as assigned by the Board of Directors.
Advocating for Change

• Public Policy Platform
• Illinois Political Maps with ICADV Members Shown
The mission of the Illinois Coalition Against Domestic Violence (ICADV) is to advocate for the safety of victims and the programs that serve them. To this end, ICADV works closely with the General Assembly and the appropriate state agency to increase funding for domestic violence services.

The following is a list of ICADV's priority areas and positions.

1. **Funding.** ICADV supports efforts that increase funding for domestic agencies. ICADV board members include the directors of 53 of the 64 full-service, 24/7 domestic violence victim-services agencies funded, in part, with Illinois state-general-revenue line-item funds disbursed by the IL Dept of Human Services Division of Community Health and Prevention.

   Domestic violence programs staff shelters designed to help victims in immediate danger, but these agencies also provide “wrap-around services” for all clients, whether, or not, the client seeks shelter. State funding pays for counseling, safety planning, children’s services (counseling, art therapy, etc.), parenting classes to rebuild the parent/child bond, legal advocacy, advocacy with helping to find other goods and services, such as clothes, job training, work, child care, housing, furniture, medical treatment, transportation, attorneys, etc. Prevention work in the schools and training other community service providers, community members, and partners also is provided by domestic violence programs. By intervening earlier in the process of victimization, domestic violence agencies and their partners (police, prosecutors, judges, probation, and batterer intervention programs) have made a difference in people’s lives by helping reduce the number of violent incidents among family members and dating partners. The sooner intervention occurs in abusive relationships, the less likely that abuse will escalate to severe violence and murder.

   The funding for these services appears in the Illinois State budget under the following line items of the IL Dept of Human Services, Community Health Grants-in-Aid: (1) Domestic Violence Shelters and Services Program, which is the major state funding line item for domestic violence programs across the state; (2) Domestic Violence Shelter and Services Fund, the moneys of which come from fines paid by convicted batterers; and (3) the Special Purposes Trust Fund: For Costs Associated with Family Violence Prevention Services, which is federal Family Violence Prevention and Services Act money administered by the US Dept. of Health and Human Services and passed through IDHS to service providers.

2. **Domestic abuse definition**—only the definition in the Illinois Domestic Violence Act (IDVA) or in the criminal code, should be used, or referred to, in any additional legislation. ICADV will oppose any legislation that uses any other definition. Multiple definitions should not be scattered throughout the Illinois Compiled Statutes.
Additionally, ICADV will not support any legislation that changes the definition of "abuse" as defined in the IDVA or in criminal law.

3. Confidentiality for victims and domestic violence agencies. ICADV will oppose any legislation that would bring about a breach of confidentiality that would endanger domestic violence victims, their families, or the programs that serve them.

Confidentiality, and the breach thereof, can occur at many points in a victim's life, including government agencies (local, county, state, federal) and use of electronic devices (cell phones, computers, global positioning units, encrypted data, etc.).

4. Custody and visitation. ICADV furthers public policy for custody and visitation that protects victims and their families. ICADV opposes any legislation that provides a blanket rebuttable presumption of joint custody. ICADV also opposes any mandated mediation, or couples counseling, in cases of domestic abuse.

5. Enforcement of existing laws. ICADV supports the General Assembly to pass legislation that would encourage the enforcement of existing laws, including, but not limited to: level playing field; collection of fines; appropriate arrest; appropriate charges; use of Partner Abuse Intervention Programs that abide by the protocols of the Illinois Department of Human Services (as opposed to anger management and diversion programs); orders of protection, including issuance, service, and enforcement.

6. Perpetrator accountability. ICADV opposes anything that does not hold perpetrators of domestic violence accountable for their actions.

7. Firearms. It is currently the policy of ICADV to address only those pieces of firearms legislation that directly impact domestic violence victims and their families, such as the orders of protection gun remedy or the Firearms Owner Identification (FOID) cards.

8 Communication. ICADV supports legislation that furthers communication between various law enforcement agencies and departments (i.e., LEADS and FOID card divisions of the Illinois State Police). ICADV also supports legislation that would further communications between the judiciary and law enforcement (e.g., service of OPs in open court), between domestic violence agencies and state/municipal agencies, etc.

9. Other. In special circumstances, and resources allowing, ICADV would be willing to support selected issues that help in the economic independence of domestic violence victims. Additionally, ICADV understands that in our changing world legislation may come forth that is not covered under the above categories. ICADV reserves the right to address these bills accordingly, keeping in mind the primary focus of serving victims, their families, and the programs that serve them.
Your Relationship to ICADV

• As a Member
• As a Subcontractor
Your Relationship, as a Member, to ICADV

ICADV is here to help you with technical assistance about working with victims, managing a domestic violence program, assistance with the criminal justice system, and helping to make your job easier through trainings, public education materials, help with federal pass-through monies grants, and both state-wide and national public policy work.

To make ICADV more responsive to the needs of victims and the programs that serve them, ICADV also needs your input and help. We ask that you become active on a committee of your choosing, and more than one if you wish. You have knowledge and information to share with the domestic violence community. Chances are that someone involved with ICADV may have answers to questions you have, or suggestions for solving challenges. That’s the beauty of the Coalition—everyone helps everyone else.

You represent your agency, as an employee of an ICADV board member, but you are also making decisions for another agency—ICADV. This means you wear two hats that generally are aligned. We are all working to create safety for victims and to help them move forward as strong, healthy, productive survivors of domestic abuse. We also work toward holding abusers accountable for their actions and to learn the skills needed to interact with their loved ones in a non-abusive manner. Occasionally the roads we travel to achieve these goals may not always be aligned. For example, your agency’s umbrella agency may have a very particular stand on an issue that is contrary to the majority of ICADV board members. You might feel the need to explain your vote on an issue, then perhaps abstain from voting.

Directors should scrupulously avoid transactions with ICADV in which the Director, or his/her program, has a personal, material, or financial interest, or of which the Director is an officer, Director, or general partner.

In the event that a Director or a member of a Directors’ program, or immediate family, has an actual or potential conflict of interest, including but not limited to proposed transactions directly or indirectly between ICADV and a Director or the Director’s program, the Director shall promptly disclose the material facts of such conflict or transaction in writing to the Board of Directors.
Your Program as a Subcontractor with ICADV

As the pass-thru agency for Victims of Crime Act (VOCA) and Violence Against Women Act (VAWA) funds from the Illinois Criminal Justice Information Authority (ICJIA) to your program, ICADV has specific roles to fulfill. Those roles center on the contractual and technical assistance relationships between your program and ICADV. It is our responsibility to provide you with materials and instructions regarding grant applications/continuation materials; to outline fiscal and data reporting requirements; to provide information and guidance on best practices of victim services and to provide you with technical assistance in all aspects related to your VOCA/VAWA funding.

What we want you to understand most about our role is that we are here to support you as you provide services to victims of domestic violence. If you are struggling with services or with complying with any contractual obligations with ICADV, we can help you troubleshoot those situations. We can be a partner in solving problems you encounter. ICADV staff understands the fiscal and time constraints your staffs are under as well as the day-to-day challenges of running a domestic violence program. What we ask of you is that, as you have a concern or a challenge related to services, reporting, your contract – anything – you give us a call or send an email. If we can connect with you early on in a situation, we can be more effective in helping you meet those challenges. Some common challenges that programs experience and that we can be helpful in are:

1. Funded staff person is taking some type of leave or has resigned.
2. Turnover in a supervisory or director’s role.
3. Program is behind on service objectives.
4. Program isn’t receiving monies owed to it by the state and soon will have a cash flow problem.
5. Program has difficulty completing fiscal or data reports in a timely manner.
6. Program needs to change its scope or delivery of services.
7. Program has questions regarding data and client file documentation.
8. Challenges with an agency’s Board of Directors.

All of these scenarios will occur to some or all of our programs throughout this fiscal year. Each of them has the potential to affect a program’s ability to meet its contractual obligations with ICADV. In almost all scenarios, ICADV can work with a program so that services continue to be provided in a quality manner and in a way that meets the program’s contractual obligations. However, if a program does not request our help early in these scenarios, the help we can provide becomes more limited.
Below we have outlined the significant grant-related activities which occur throughout the fiscal year. We’ve provided an overview of when certain materials are due as well as an overview of our program monitoring process. Finally, we provided examples of how ICADV can assist you in providing services and dealing with changes or challenges which arise for your program.

**Grant Application Process**

Grants are awarded through a 2 year process in accordance to ICADV’s Policies and Procedures for Grant Administration (which may be found following this document and on the ICADV website). The 1st year is a Request for Continuation Proposal (RFCP) process that typically includes a full narrative description of a funded project along with measureable objectives and budgets. The 2nd year is a Continuation Materials Process which is typically an abbreviated application to update measurable objectives, budgets, and any major changes to the funded project.

Most grant materials, reports, etc are distributed to programs electronically and completed materials are generally required back to ICADV electronically. Very little correspondence is distributed via hard copy so it is important that you keep ICADV informed about up to date email accounts we should be using for the following types of correspondence related to grant materials.

<table>
<thead>
<tr>
<th>Significant Activities</th>
<th>Approximate Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letters of Intent for RFCP’s and Continuation Materials</td>
<td>March</td>
</tr>
<tr>
<td>Applications are sent to Programs</td>
<td>March</td>
</tr>
<tr>
<td>Webinars may be scheduled to help programs in completing proposal</td>
<td>March</td>
</tr>
<tr>
<td>Programs complete and submit proposals</td>
<td>April</td>
</tr>
<tr>
<td>Proposals readers are recruited and trained; read and score proposals</td>
<td>April, May</td>
</tr>
<tr>
<td>Programs may need to revise or rewrite proposals</td>
<td>May-Aug</td>
</tr>
<tr>
<td>Award letters are sent to programs</td>
<td>July-Sept</td>
</tr>
<tr>
<td>Contracts are sent to programs and signature pages returned to ICADV</td>
<td>July-Nov (dependent upon ICJIA’s award information arriving at ICADV)</td>
</tr>
</tbody>
</table>
**Reporting**

As a subcontractor you will report to ICADV fiscal and service activities on a regular basis.

<table>
<thead>
<tr>
<th>Significant Activities</th>
<th>Approximate Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FISCAL:</strong></td>
<td></td>
</tr>
<tr>
<td>VOCA and VAWA fiscal reports are due via hardcopy in the ICADV office</td>
<td>Monthly – 15th</td>
</tr>
<tr>
<td>VOCA and VAWA yearly closeout reports are due via hardcopy</td>
<td>August after FY</td>
</tr>
<tr>
<td>Annual Financial Audit</td>
<td>Within 30 days of completion</td>
</tr>
<tr>
<td>Budget revisions in the form of a line item transfer request</td>
<td>As needed on quarterly basis</td>
</tr>
<tr>
<td><strong>DATA:</strong></td>
<td></td>
</tr>
<tr>
<td>Service data is entered into InfoNet</td>
<td>Monthly – 15th</td>
</tr>
<tr>
<td>Funding for staff statements must be entered chronologically as changes to funded positions (eg turnover, shift in responsibilities, etc) occur</td>
<td>As needed</td>
</tr>
<tr>
<td>Quarterly service data reports are run by ICADV and set for your approval</td>
<td>Quarterly – 16th</td>
</tr>
<tr>
<td>VOCA and VAWA yearly closeout reports are due via email</td>
<td>August after FY</td>
</tr>
</tbody>
</table>

**Monitoring**

As a subcontractor ICADV will monitor fiscal and service activities on a regular basis.

<table>
<thead>
<tr>
<th>Significant Activities</th>
<th>Approximate Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SITE VISITS:</strong></td>
<td></td>
</tr>
<tr>
<td>Schedule to Programs</td>
<td>Oct/Nov – June</td>
</tr>
<tr>
<td>Review of progress toward grant objectives</td>
<td>Oct – Dec</td>
</tr>
<tr>
<td>Compliance with contract requirements</td>
<td></td>
</tr>
<tr>
<td>Technical Assistance as needed</td>
<td></td>
</tr>
<tr>
<td><strong>DATA:</strong></td>
<td></td>
</tr>
<tr>
<td>Review of service data and comparison of accomplishments to projected measurable objectives</td>
<td>Ongoing</td>
</tr>
<tr>
<td><strong>FISCAL:</strong></td>
<td></td>
</tr>
<tr>
<td>Review of fiscal spending progress and comparison of approved expenditures in current project budget</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>
**Technical Assistance**

As a subcontractor you have access to ICADV staff and resources when facing changes, challenges and new opportunities. The following are just some of the areas in which we can assist you.

<table>
<thead>
<tr>
<th>Significant Activities</th>
<th>Approximate Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CHANGES:</strong></td>
<td>ongoing</td>
</tr>
<tr>
<td>Considering a change in your funded staff person</td>
<td></td>
</tr>
<tr>
<td>Considering a change in the scope or delivery of services</td>
<td></td>
</tr>
<tr>
<td><strong>CHALLENGES:</strong></td>
<td>ongoing</td>
</tr>
<tr>
<td>Difficulty in meeting particular service objectives</td>
<td></td>
</tr>
<tr>
<td>Difficult relationship with outside agencies/systems</td>
<td></td>
</tr>
<tr>
<td>Application or budget questions</td>
<td></td>
</tr>
<tr>
<td>InfoNet and Funding for Staff questions</td>
<td></td>
</tr>
<tr>
<td>Client-specific questions</td>
<td></td>
</tr>
<tr>
<td><strong>CLARIFICATIONS:</strong></td>
<td>ongoing</td>
</tr>
<tr>
<td>Service categories and definitions</td>
<td></td>
</tr>
<tr>
<td>Service guidelines</td>
<td></td>
</tr>
<tr>
<td><strong>CONCERNS:</strong></td>
<td>ongoing</td>
</tr>
<tr>
<td>Fiscal issues</td>
<td></td>
</tr>
<tr>
<td>Staff issues</td>
<td></td>
</tr>
<tr>
<td>Board of Directors issues</td>
<td></td>
</tr>
<tr>
<td><strong>EDUCATION:</strong></td>
<td>ongoing</td>
</tr>
<tr>
<td>Issues related to domestic violence</td>
<td></td>
</tr>
</tbody>
</table>
Finally, here are few very specific and unrelated tips that should make your transition into leadership easier:

1. You may always check the ICADV Calendar of Grant Due Dates for deadlines and reminders of reporting and application requirements. Log on to ICADV’s website, www.ilcadv.org, click on Member Login and enter your user name and password. Click on Calendar of Grant Due Dates.

2. For your InfoNet service data reports to be accurate, your funding for staff statement must be correct – which includes entering a new statement when funded staff or duties change. Let us know if you need help completing the statement.

3. Please update ICADV staff when critical changes in staff occur – this includes staff which enters InfoNet data and complete fiscal reports.

4. Please have a plan in place for another staff person or board member to check your email when out of the office or on vacation. ICADV will often send time-sensitive information via email and if you are not there to receive it, your program may miss a deadline or an opportunity.

5. Please call or email with any questions. Generally your questions should be directed to me, Andrea Wilson at wilson@ilcadv.org or (217) 789-2830.
Stakeholders, Funders and Acronyms
COMMON DOMESTIC VIOLENCE SERVICE FUNDING SOURCES AS AWARDED TO LOCAL DOMESTIC VIOLENCE SERVICE PROVIDER

~BY FUNDING AGENCY~

Blue – state level organization/agency
Green – federal level organization/agency
Pink – other

Domestic Violence Service Provider

Office of the Illinois Attorney General (IAGO)
Illinois Department of Human Services (IDHS)
Illinois Criminal Justice Information Authority (ICJIA)
US Department of Justice - Office on Violence Against Women (OVW)
US Housing and Urban Development (HUD)
Illinois Coalition Against Domestic Violence (ICADV)
Other Local Government and Private Funders
~FUND SOURCE BY FUNDING AGENCY~

**FVPSA $$**

**IL Department of Human Services (IDHS)**

**GRF $$$$$$$**

**Title XX $**

---

**FVPSA $$**

**IL Department of Human Services (IDHS)**

**GRF $$$$$$$**

**Title XX $**

---

**VOCA $$**

- IL Coalition Against Domestic Violence (ICADV)

- VOCA $$ TO PROVIDERS: VOCA administered by ICADV to providers for advocacy and counseling services to adults and children

**VAWA STOP $**

- IL Criminal Justice Information Authority (ICJIA)

- VAWA STOP $ TO PROVIDERS: VAWA STOP administered by ICADV to providers for services to underserved populations (rural, latinas, chemically dependent)

---

**VOCA $$**

- ICJIA contracts with ICADV to administer about 3/5 of domestic violence services VOCA funds to providers

- Remainder 2/5 of domestic violence VOCA funds administered by ICJIA directly to providers

**VAWA STOP $**

- ICJIA contracts with ICADV to administer services dollars to providers

- Remaining funds (training, prosecution, etc) administered by ICJIA directly to local entities
"WHERE THE DOLLARS COME FROM: ALLOCATION FROM LEGISLATIVE DIRECTIVE TO ALLOCATING AGENCY"

**State General Assembly Allocation**
- Illinois Department of Human Services (IDHS)
- Illinois Office of the Attorney General (IAGO)
- General Revenue Funds (GRF)
  - Administered to provider in IDHS agreements
- Felony fine dollars deposited into Violent Crime Victim Assistance Fund (VCVA)
  - Administered to provider in IAGO agreements
- Administration for Children and Families (ACF)
  - Administered to provider in IDHS agreements
- Family Violence Prevention Services Act Dollars (FVPSA)
  - Administered to provider in IDHS agreements
- Title XX Block Grant funds
- VIOLENCE AGAINST WOMEN ACT SERVICES (VAWA STOP) State Formula Grants
  - Administered to ICJIA to allocated to providers

**Federal Budget Allocation**
- US Dept of Health and Human Services (HHS)
  - Administration for Children and Families (ACF)
  - Office on Violence Against Women (OVW)
- US Dept of Justice (DOJ)
  - Office on Violence Against Women (OVW)
  - Office of Justice Programs (OJP)
- US Dept Housing and Urban Development (HUD)
  - Office for Victims of Crime (OVC) from white collar crime fine revenues

**Additional Funding**
- Some allocated through IDHS with other dollars
- Some allocated through local Continuums of Care (COCs)
- State Grants to ICJIA
- State Coalition Programs
- Discretionary, Legal Asst to Victims, Men’s Involvement
- Crime Victim Compensation
- Crime Victim Assistance

- Other portions administered by ICJIA to local entities
- Some dollars administered directly from OVW to local entities
- State Grants to IAGO
- VICTIMS OF CRIME ACT (VOCA) State Formula Grants to ICJIA
- ICADV receives services portion
<table>
<thead>
<tr>
<th>Agency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HHS</td>
<td>Federal agency administering FFVPSA funds to IDHS for distribution to local service providers. Also administers FFVPSA funds to state coalitions for coalition use.</td>
</tr>
<tr>
<td>DHS</td>
<td>State agency administering federal FFVPSA funds for services and state “core” domestic violence services funding.</td>
</tr>
<tr>
<td>DOJ</td>
<td>Federal agency administering VOCA and VAWA funds to ICJIA. Also administers ICADV’s Legal Institute Grant (LI) and ICADV’s VAWA Administrative Coalition Grant (VAWA Admin).</td>
</tr>
<tr>
<td>DOJ – OVC</td>
<td>Federal office of DOJ administering Victims of Crime Act (VOCA dollars)</td>
</tr>
<tr>
<td>DOJ – OVW</td>
<td>Federal office administering Violence Against Women (VAWA) funds to ICJIA. Also administers ICADV’s VAWA Administrative Coalition Grant (VAWA Admin).</td>
</tr>
<tr>
<td>VOCA</td>
<td>Funds from DOJ→OVC→ICJIA→ICADV used for services statewide (legal advocacy; children’s services; medical advocacy etc.)</td>
</tr>
<tr>
<td>VAWA</td>
<td>Funds from DOJ→OVW→ICJIA→ICADV used for underserved/unserved populations (Latinas; chemical dependency; rural satellites). Also source of ICADV’s DOJ grants—VAWA Admin.</td>
</tr>
<tr>
<td>ICJIA or “The Authority”</td>
<td>State agency receiving VOCA and VAWA funds, administer most dv dollars to ICADV for subcontracts, some funds administered to local providers directly. Also administrator of InfoNet data collection system.</td>
</tr>
<tr>
<td>AGO or AG</td>
<td>Administers AGO funds to local service providers for legal advocacy projects.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICADV</td>
<td>Illinois Coalition Against Domestic Violence</td>
</tr>
<tr>
<td>IDHS DVAC</td>
<td>Illinois Department of Human Services Domestic Violence Advisory Council</td>
</tr>
<tr>
<td>ICDVP</td>
<td>IL Certified Domestic Violence Professionals</td>
</tr>
<tr>
<td>CMBWN</td>
<td>Chicago Metropolitan Battered Women’s Network - Victims of domestic violence’s Network</td>
</tr>
<tr>
<td>IVPA</td>
<td>IL Violence Prevention Authority</td>
</tr>
<tr>
<td>IDPA</td>
<td>IL Dept of Public Aid</td>
</tr>
<tr>
<td>DCF</td>
<td>IL Dept of Child and Family Services</td>
</tr>
<tr>
<td>AOIC</td>
<td>Administrative Office of the IL Courts</td>
</tr>
<tr>
<td>FVCC</td>
<td>IL Family Violence Coordinating Council</td>
</tr>
<tr>
<td>ISP</td>
<td>IL State Police</td>
</tr>
<tr>
<td>DOC</td>
<td>IL Dept of Corrections</td>
</tr>
<tr>
<td>DOA</td>
<td>IL Dept On Aging</td>
</tr>
<tr>
<td>ICASA</td>
<td>IL Coalition Against Sexual Assault</td>
</tr>
<tr>
<td>NNEDV</td>
<td>National Network to End Domestic Violence</td>
</tr>
<tr>
<td>NCADV</td>
<td>National Coalition Against Domestic Violence</td>
</tr>
<tr>
<td>PAIP</td>
<td>Partner Abuse Intervention Programs</td>
</tr>
<tr>
<td>CFW</td>
<td>Chicago Foundation for Women</td>
</tr>
<tr>
<td>IDVA</td>
<td>IL Domestic Violence Act</td>
</tr>
<tr>
<td>DHS</td>
<td>IL Department of Human Services</td>
</tr>
</tbody>
</table>