



## Immediate Response to Family Members of Homicide Victims Death Penalty Abolition Fund Competitive Grant Request for Proposal

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### Immediate Response to Family Members of Homicide Victims

#### Overview

The purpose of the Immediate Response to Family Members of Homicide Victims project is to provide of a comprehensive array of services to family members of homicide victims within the Cook County region. One successful applicant will be awarded funding under this solicitation for a maximum of four, 12 month periods, for a total of 48 months to develop, coordinate and provide direct services.

#### Deadline: Registration

Applicants must have a valid [System for Award Management \(SAM\)](#) registration prior to submission of application.

#### Deadline: Application

The due date for applying for funding under this announcement is 11:59 p.m., central, Friday, May 17, 2013.

You should receive an e-mail validation message, within 48 hours of submitting your application, telling you the application has been received and validated or if it has been rejected, and why.

You are urged to submit your application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that might have caused a rejection notice.

If you experience unforeseen technical issues beyond your control that prevent you from submitting your application by the deadline, you must email the ICJIA project contact within 24 hours after the due date and request approval to submit your application. At that time, ICJIA staff will require you to e-mail the complete grant application and full explanation of the technical issues which caused your inability to meet the application deadline. ICJIA does not automatically approve requests. ICJIA will contact you to either approve or deny the request. If the technical issues reported cannot be validated, the application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: 1) failure to begin the registration process in sufficient time; 2) failure to follow ICJIA instructions on how to register and apply as posted in the Request for Proposals; and, 3) technical issues experienced with the applicant's computer or information technology (IT) environment.

## **Eligibility**

Applicants are limited to private nonprofit organizations, including faith-based and community-based organizations, colleges or universities, or public agencies that can demonstrate 1) knowledge and understanding regarding the service needs of families after a homicide; 2) experience in program development and implementation of direct service programs for crime victims and their families; 3) and staff resources and capability to carry out all activities required by the funded project.

## **Project-Specific Information**

In 2011, state legislators created the Death Penalty Abolition (DPA) Fund (725 ILCS 5/119-1). One of the charges in the DPA act requires the Illinois Criminal Justice Information Authority (Authority) to expend DPA funding for providing services to the families of victims of homicide/murder. The Authority will initiate efforts toward this charge by creating a Victim Services Unit for the Cook County region.

Cook County's population of 5.2 million is diverse and spread over a total area covering more than 1,600 square miles. In the years of 2005 through 2009, the county experienced 2,792

murders – an average of 558 per year. The significant majority of those homicides occurred in the City of Chicago and was investigated by the Chicago Police Department. The homicides outside of the city's limits were investigated primarily by one of the county's four major crimes task forces. Currently, there is no program in this region that provides comprehensive services specific to the families of homicide victims and it has become evident these law enforcement agencies/units and the communities they serve would benefit greatly from a centralized and standardized program that provides immediate rapid response to the scene of a homicide investigation for the purpose of serving the needs for victims' families throughout the investigative processes that are associated with such circumstances.

The purpose of the project is to provide for family members of homicide victims in the Cook County region, a system of accessible, comprehensive, culturally-competent, and effective services that address the family's practical and psychological needs which result from the traumatic experience.

In summary, the provider of these services would deliver the following services, at minimum:

- Establish and maintain a 24/7 hotline;
- Respond to the scene of a death investigation, on a 24/7 schedule, within two hours of being summoned by participating law enforcement agencies;
- Meet with designated law enforcement officials to establish line of communication and gain necessary information;
- Coordinate and deliver death notification to surviving family;
- Inform family on the process death investigation; facilitate and enhance communications between family and law enforcement; serve as a liaison (not a replacement) between family and investigators;
- Arrange for immediate necessities such as retrieving belongings from the homicide scene;
- Assist families with referrals to funeral home, if needed, and coordinate transportation of family members; arrange for crime scene clean-up or child well being; provide referrals to social, financial, mental health or medical services; assist families with applying for victim's compensation;
- Educate the family about the criminal justice process;
- Provide guidance on dealing with media inquiries;
- Develop, implement and maintain policy and procedures that establish standardization and continuity of services throughout the entire Cook County region;
- Report on a pre-determined basis to an advisory board set-up and managed by the Illinois Criminal Justice Information Authority;
- Act at the direction of an advisory board managed by the Illinois Criminal Justice Information Authority;

- Provide and participate in trainings on various topics such as providing culturally competent services, serving survivors of homicides, supporting children who experience trauma, compassion fatigue and other areas as directed by the Advisory Board;
- Provide training for law enforcement on various topics related to effective strategies for police engagement with crime victims and other areas as directed by the Advisory Board.

Service providers will encounter a variety of special circumstances that will include, but are not limited to, situations involving gang related violence, domestic violence, and child homicides. Preference will be given to service providers that can demonstrate comparable experience in establishing protocols to deliver a comprehensive array of service that can be quickly mobilized to address the practical and emotional needs of family members in the aftermath of a homicide while working in close collaboration with law enforcement agencies that serve a diverse population; as well as, have an enhanced strategy for delivering victim services that include early intervention techniques, an intensive case management approach to working with families, and the provision of a more comprehensive array of services to address the needs of all family members, including young children and sibling survivors.

Given the large size of the area served by this grant, applicants are encouraged to seek local partners to serve diverse communities. Applicants must provide linkage letters, a Memorandum of Understanding or a Memorandum of Agreement from each partner discussed in the proposal narrative. Additionally, service providers should demonstrate a plan for managing staff and avoiding staff burnout in a region where homicide rates are high and staff members will routinely face challenging cases and issues. Responsive applicants will submit along with their applications copies of recent audits, management letters, references and letters of recommendations.

### **Award Amount and Selection Criteria**

An award will be granted to the responsible applicant, whose offer passes administrative review, is responsive, and who submits the best value as shown by the combination of responsiveness and price.

Responsiveness requirements will be ranked without consideration of price, from best to least qualified using a point ranking system (unless otherwise specified) as an aid in conducting the evaluation. Applicants that receive fewer than the minimum required points will not be considered for price evaluation and award.

If we do not consider the price to be fair and reasonable and we cannot negotiate to an acceptable price, we reserve the right to cancel the award and take appropriate action to meet

our needs. We will determine whether the price is fair and reasonable by considering the offer, including the applicant’s qualifications, the applicant’s reputation, all prices submitted, other known prices, the project budget and other relevant factors.

Applicants should provide four-twelve month budgets for a total of 48 months. The budget should identify known and projected expenses in the areas of 1) Personnel; 2) Contracted Services; 3) Travel; 4) Commodities; 5) Equipment; and 6) Indirect Costs.

The point evaluation system is described in the chart below. The chart shows the elements of responsiveness that will be evaluated, their relative weights in point format and any minimum point requirements. The total number of points for responsiveness is 100. Applicants that do not receive the minimum number of responsiveness points for each element identified below need not be considered for price evaluation and award.

Responsiveness Elements	Minimum Required Points	Maximum Available Points
Personnel experience, knowledge and skills:	40	50
Work plan for completing requested services:	15	20
Applicant’s resources and support:	15	20
References:	5	10
<b>Total</b>	<b>75</b>	<b>100</b>

The total number of points for price is 100. Price points are determined using the following formula:

$$\text{Maximum Price Points} \times (\text{Lowest Price} / \text{Offeror's Price}) = \text{Total Price Points}$$

The maximum number of points is 200 (Responsiveness 100 + Price 100)

**How to Apply**

Applications can be obtained at <http://www.icjia.state.il.us/public/> by clicking on the link titled, “Services for Families of Homicide Victims RFP.” Applications must be submitted by following the online application process. Proposals will not be accepted by mail or in-person. The applicant is responsible for notifying ICJIA of any submittal difficulties, as described in the

section of this application titled, “Application: Deadline.” If an applicant submits multiple versions of an application, ICJIA will review only the most recent version submitted.

## **What a Responsive Application Should Include**

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include application elements ICJIA has designated to be critical, will neither proceed to review, nor receive further consideration. ICJIA has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, and Budget Narrative. ICJIA recommends that applicants use appropriately descriptive file names (e.g., “Program Narrative,” “Budget Detail Worksheet,” and “Budget Narrative,” “Timelines,” “Memoranda of Understanding,” “Resumes”) for all attachments.

### **1. Cover Sheet**

### **2. Executive Summary**

The Executive Summary should be submitted as a separate attachment with “Executive Summary” as part of the file name. As a separate attachment, the Executive Summary will not count against the page limit for the Program Narrative.

### **3. Program Narrative**

The Program Narrative must address the applicant’s ability to respond to the needs detailed in the Project Specific Information. The Program Narrative should be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and should not exceed 20 pages. Number the pages “1 of 20,” “2 of 20”, etc.

If the Program Narrative fails to comply with these length-related restrictions, ICJIA may consider such noncompliance in review process and in final award decisions.

The following sections should be included as part of the Program Narrative:

- a. Applicant Experience, Capabilities, Capacity and Competencies
- b. Solution Design and Implementation

### **4. Budget Detail Worksheet and Budget Narrative**

#### **a. Budget Detail Worksheet**

The Budget Detail Worksheet should be submitted in the format of a Spreadsheet and include four separate worksheets that identify the proposed budgets for years 1, 2, 3 and 4 of the project. The budget should identify known

and projected expenses in the areas of 1) Personnel; 2 Contracted Services; 3) Travel; 4) Commodities; 5) Equipment; and 6) Indirect Costs.

b. **Budget Narrative**

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. ICJIA expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary) for project activities.

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the budget Detail Worksheet, the Budget Narrative should be broken down by year.

**5. Indirect Cost Rate Agreement**

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. ICJIA allows for a maximum of 20 percent indirect cost rate.

**6. Additional Attachments**

a. **Project timeline and Position Descriptions/Resumes**

Applicants should attach a project timeline with each project goal, related objective, activity, expected completion date, and responsible person or organization; and position descriptions and resumes for current staff.

b. **Applicant disclosure of pending applications**

Applicants are to disclose whether they have pending applications for state or federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.

ICJIA seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

## **7. Other Forms**

Additional forms that may be required in connect. For successful applicants, receipt of funds will be contingent upon submission of all necessary forms.

- a. IRS statement of tax exempt status/Proof of Good Standing
- b. Copy of Official Articles of Incorporation
- c. Most Recent Fiscal Audit Report
- d. List of Board of Directors
- e. Certificate of Insurance
- f. Certificate of Good Standing from the Illinois Secretary of State's Office
- g. Staff resumes (certificates of training, qualifications, diplomas may be requested at a later date)
- h. Job descriptions and organizational chart
- i. Staffing plan and flow chart of program service provision
- j. Memoranda of Understanding/Agreement
- k. References
- l. Agency grievance and confidentiality policies

## **Project Contact**

Mike Carter  
Illinois Criminal Justice Information Authority  
300 West Adams Street, Suite 200  
Chicago, IL 60606  
312.793.7057  
[mike.carter@illinois.gov](mailto:mike.carter@illinois.gov)

If you have a question or suspect an error, you must immediately notify, in e-mail, the project contact identified in this section. Do not discuss the solicitation or your Offer, directly or indirectly, with any State officer or employee other than the state project contact. Only written answers to questions shall be binding on the state.

## **Evidence-Based Programs or Practices**

ICJIA places a strong emphasis on the use of data and evidence in policy making and program development in criminal justice. ICJIA is committed to:

- Improving the quantity and quality of evidence generated
- Integrating evidence into program, practice, and policy decisions within the field; and,
- Improving the translation of evidence into practice

ICJIA considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which ICJIA considers a program or practice to be evidence-based. The Office of Justice Program's [www.crimesolutions.gov](http://www.crimesolutions.gov) website is one resource that applicants may find useful information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

## **DUNS & SAM Requirements**

All applicants should complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866.705.5711 to obtain a DUNS number or apply online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1-2 business days.
2. **Acquire registration with the System for Award Management (SAM).** SAM replaces the Central Contractor Registration (CCR) database as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the SAM database. Applicants must update or renew their SAM registration annually to maintain an active status.

Applicants that were previously registered in the CCR database must, at a minimum:

- a. Create a SAM account;
- b. Log in to SAM and migrate permissions to the SAM account (all the entity registrations and records have already been migrated).

Information about SAM registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).

## **Match Requirement**

This solicitation does not require a match. However, if a successful application proposes a match amount, and ICJIA approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

## Application Checklist

YES	N/A	Item(s) to submit
		ICJIA Coversheet
		One page Executive Summary
		Program Narrative
		Budget detail worksheet for each year up to four years
		Budget narrative to explain costs contained with the spreadsheet for each year up to four years (maximum of 5 pages, per year)
		IRS statement of tax exempt status/Proof of Good Standing
		Copy of Official Articles of Incorporation
		Most Recent Fiscal Audit Report
		List of Board of Directors
		Certificate of Insurance
		Certificate of Good Standing from the Illinois Secretary of State's Office
		Staff resumes (certificates of training, qualifications, diplomas may be requested at a later date)
		Job descriptions and organizational chart
		Staffing plan and flow chart of program service provision
		Memoranda of Understanding/Agreement
		References
		Agency grievance and confidentiality policies