

Uniform Notice for Funding Opportunity
Sex Offender Registration and Notification Act
October 6, 2016

	Data Field	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority
2.	Agency Contact:	Shai Hoffman Shai.Hoffman@Illinois.gov 312-814-0706
3.	Announcement Type:	<input checked="" type="checkbox"/> Initial announcement <input type="checkbox"/> Modification of a previous announcement
4.	Type of Assistance Instrument:	Grant
5.	Funding Opportunity Number:	ICJIA-2016-0004
6.	Funding Opportunity Title:	Sex Offender Registration and Notification Act
7.	CSFA Number:	546-00-1445
8.	CSFA Popular Name:	Sex Offender Registration and Notification Act (SORNA) FFY16
9.	CFDA Number(s):	16.751
10.	Anticipated Number of Awards:	1
11.	Estimated Total Program Funding:	A total of \$249,576 in funding is available through this solicitation.
12.	Award Range	Not applicable
13.	Source of Funding:	<input checked="" type="checkbox"/> Federal or Federal pass-through <input type="checkbox"/> State <input type="checkbox"/> Private / other funding
14.	Cost Sharing or Matching Requirement:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15.	Indirect Costs Allowed	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Restrictions on Indirect Costs	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
16.	Posted Date:	October 6, 2016
17.	Closing Date for Applications:	11:59 p.m., October 21, 2016
18.	Technical Assistance Session:	Session Offered: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Session Mandatory: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

A. Program Description

The U.S. Department of Justice Bureau of Justice Assistance administers the Sex Offender Registration and Notification Act (SORNA) reallocation funds awarded to eligible state administering agencies. The Office of Justice Programs (OJP) Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking assists jurisdictions with developing and/or enhancing programs designed to implement the SORNA portion of the Adam Walsh Act (42 U.S.C. § 16901, et seq.).

The Adam Walsh Act protects children and adults from sexual exploitation and violent crime, prevent child abuse and child pornography, promote Internet safety, and honor the memory of Adam Walsh and other crime victims. SORNA was enacted to protect the public from convicted sex offenders by establishing a comprehensive national system for the registration and notification of those offenders. OJP strongly encourages all jurisdictions that have not yet substantially implemented SORNA to work expeditiously to implement SORNA's requirements in order to better protect their communities from sexual violence and exploitation. States must pass through federal SORNA funding to designated contact agencies to carry out the commitments described in the individual state reallocation requests as approved by OJP.

Program Specific Information

Since the federal Sex Offender Registration and Notification Act was signed in 2006, Illinois has taken major steps to come into compliance. Passage of Public Acts 97-0578 and 97-0155 required the retroactive lifetime registration of sex offenders who were previously not required to register or who completed their registration term by reclassifying their offenses. In addition, the laws amended the definition of a sexual predator to include any person who has a duty to register in another state due to any court action and who moves to Illinois on or after January 1, 2012, and added requirements related to the submission of school-related information.

All data for sex offender registration is placed in LEADS by the registering agency. Prior to receiving a SORNA award in 2012 for system improvements, paper copies of registration and notification forms were mailed, faxed, or emailed to the Illinois State Police (ISP) by the 1,200 submitting agencies; ISP was not able to electronically store any data for sex offender registration. There are currently four employees in the ISP Sex Offender Registration Unit to handle the daily operation of a registry for approximately 31,500 offenders. ISP receives daily requests from federal, state, and county officials to provide documents for the apprehension and prosecution of sex offenders.

SORNA FFY12 funds were used by ISP to obtain an electronic filing system and to support a vendor contract to digitally scan all existing paper records. This electronic filing system has enabled ISP to electronically share documents in a manageable time frame to all SORNA registration jurisdictions, courts, and the United States Marshal Service in a timelier manner for federal sex offender registration violation investigations.

Since the completion of the SORNA FFY12 project, approximately 15 percent of the submitting agencies (constituting 20 percent of the volume of documents) are submitted to ISP electronically. Many of the remaining jurisdictions are in the process of obtaining the capacity to

digitally scan and electronically submit documents but paper records are still being submitted and accepted by ISP until this conversion. In addition, since the completion of SORNA FFY12 in 2014, the ISP Sex Offender Registration Unit has lost two of four staff members and a backlog has formed of unscanned paper documents.

To facilitate the move to full electronic submission and transmission of sex offender documents, ISP applied FFY15 SORNA funds to the installation of a high capacity server dedicated to storing ISP Sex Offender Registration Unit records. ISP also is revising its document handling policies to reflect this move to electronic submissions. ISP expects to complete these policy revisions by September 30, 2016, and to finish notifying agencies of the new policies by October 31, 2016.

Program Requirements

The purchase of the Electronic Filing System has allowed ISP to electronically share registration documents in a more efficient manner by supporting file scanning, electronic storage, and file sharing. Scanned documents include, but are not limited to, notification/registration forms, correspondence to and from the offender, and court documents. While the high-capacity server has allowed more efficient collection and transmission of electronic records, the backlog of unscanned paper records remains.

The FFY16 SORNA funding offered in this grant opportunity will support ISP staff overtime to scan the remaining paper records.

Authorizing Statutes

Section 7(k) of the Illinois Criminal Justice Information Act (20 ILCS 3930/7(k)) establishes the Authority as the agency "to apply for, receive, establish priorities for, allocate, disburse and spend grants of funds that are made available...from the United States pursuant to the federal Crime Control Act of 1973, as amended, and similar federal legislation, and to enter into agreements with the United States government to further the purposes of this Act, or as may be required as a condition of obtaining federal funds."

Pursuant to the Authority's rules entitled "Operating Procedures for the Administration of Federal Funds," (20 Illinois Administrative Code 1520 et seq.) the Authority awards federal funds received by the State of Illinois and enters into interagency agreements with state agencies and units of local government for the use of these federal funds.

The Sex Offender Registration and Notification Act provides a new comprehensive set of minimum standards for sex offender registration and notification in the United States.

Funds from Sex Offender Registration and Notification Act Program shall be used for the purpose of assisting the State of Illinois in complying with the Sex Offender Registration and Notification Act.

Goals, Objectives, and Performance Measures

Goal 1: Meet SORNA requirement for documentation retention and sharing by completing the transition of SORNA documents from a paper-based to an electronic record keeping system.

Process Objective	Performance Indicator
ISP use staff overtime and contractual staff to scan 100% of existing Sex Offender Registration Unit paper records by July 31, 2017	<ul style="list-style-type: none"> Percentage of existing Sex Offender Registration unit paper records scanned by July 31, 2017.
Outcome Objective	Performance Indicator
Increase the number of agencies submitting SORNA records electronically by 50%.	<ul style="list-style-type: none"> Percentage of agencies submitting SORNA documents electronically.
Decrease the number of cases submitting SORNA paper records by 50%.	<ul style="list-style-type: none"> Number of cases for which paper records are submitted.

Goal 2: Enhance offender compliance with SORNA requirements

Objective	Performance Indicator
Decrease number of sex offenders out of compliance with SORNA registry requirements.	<ul style="list-style-type: none"> Total number of sex offenders who are registered in the jurisdiction each month during the project period. Total number of sex offenders who are in compliance with jurisdiction registry requirements each month during the project period.

The funded program will be required to submit quarterly data reports on the performance indicators detailed above as well as progress toward the completion of each step in the Implementation Plan, barriers to program implementation, and any other relevant information.

B. Funding Information

The award resulting from this opportunity will be supported by the federal Sex Offender Registration and Notification Act (SORNA) Federal Fiscal Year 2016 Reallocation Funds, and will have a performance period of November 1, 2016, through July 31, 2017.

The agreement that results from this funding opportunity is contingent upon and subject to the availability of funds. The Authority, at its sole option, may terminate or suspend this

agreement, in whole or in part, without penalty or further payment being required, if (1) the Illinois General Assembly or the federal funding source fails to make an appropriation sufficient to pay such obligation, or if funds needed are insufficient for any reason (30 ILCS 500/20-60), (2) the Governor decreases the Authority's funding by reserving some or all of the Authority appropriation(s) pursuant to power delegated to the Governor by the Illinois General Assembly; or (3) the Authority determines, in its sole discretion or as directed by the Office of the Governor, that a reduction is necessary or advisable based upon actual or projected budgetary considerations. The Implementing Agency will be notified in writing of the failure of appropriation or of a reduction or decrease.

ISP will be required to submit an Implementation Schedule that describes how program activities will be carried out. The Implementation Schedule must include information that will allow the Authority to assess grant activity relative to planned project performance.

C. **Eligibility**

The Illinois State Police must be pre-qualified through the Grant Accountability and Transparency Act Grantee Portal, www.grants.illinois.gov, to become eligible to apply for an award. During pre-qualification, Dun and Bradstreet verifications are performed, including a check of Debarred and Suspended status. The pre-qualification process also includes a financial and administrative risk assessment utilizing an Internal Controls Questionnaire. If applicable, Illinois State Police will be notified that it is ineligible for award as a result of the Dun and Bradstreet verification. Illinois State Police will be informed of corrective action needed to become eligible for a grant award.

1. Eligible Applicant

This solicitation is open to the Illinois State Police Department, 801 S. Seventh Street, Springfield, Illinois, 62703.

2. Cost Sharing or Matching

No matching funds are required.

3. Indirect Cost Rate

In order to charge indirect costs to a grant, the applicant must have an annually negotiated indirect cost rate agreement (NICRA). The three types of NICRAs include:

- a) **Federally Negotiated Rate:** Applicant organizations that receive direct federal funding may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. Illinois will accept the federally negotiated rate. The organization must provide a copy of the federally NICRA.
- b) **State Negotiated Rate:** The organization must negotiate an indirect cost rate with the State of Illinois if they do not have Federally Negotiated Rate or elect to use the De Minimis Rate. The indirect cost rate proposal must be submitted to the State of Illinois within 90 days of the notice of award.

- c) De Minimis Rate: An organization that has never received a Federally Negotiated Rate may elect a de minimis rate of 10% of modified total direct cost (MTDC). Once established, the de minimis rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the de minimis rate.

Applicant must provide a complete rate which must include, but not be limited to, all operating and personnel expenses, such as overhead, salaries, administrative expenses, profit, and supplies.

D. Application and Submission Information

Address to Obtain Application Materials

Application materials have been provided to the Illinois State Police.

GATA Compliance

The Illinois State Police must be pre-qualified through the Grant Accountability and Transparency Act Grantee Portal, www.grants.illinois.gov, to become eligible to apply for an award. During pre-qualification, Dun and Bradstreet verifications are performed, including a check of Debarred and Suspended status. The pre-qualification process also includes a financial and administrative risk assessment utilizing an Internal Controls Questionnaire.

Content and Form of Application Submission

For application review and consideration, the following documents must be emailed to Shai Hoffman by **11:59 p.m., Friday, October 21, 2016**:

- Completed and signed Uniform State Grant Application in Word format, including:
 - Federal Employer Identification Number (FEIN).
 - DUNS number for each agency requesting funding.
 - To obtain a DUNS number, visit Dun and Bradstreet, Inc., at www.dunandbradstreet.com or call 1-866-705-5711.
 - Expiration date for System for Award Management (SAM) database registration and CAGE Code for all funded entities.
 - For information about SAM registration procedures, go to www.sam.gov.
- Completed and signed Programmatic Risk Assessment in Excel format.
- Completed Program Description in Word.
- Completed Implementation Schedule in Word.
- One completed Budget/Budget Narrative in Excel.

Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM)

The Illinois State Police is required to:

- 1) Be registered in SAM before submitting its application. If you are not registered in SAM, this link provides a connection for SAM registration: <https://governmentcontractregistration.com/sam-registration.asp>.
- 2) Provide a valid DUNS number in its application. To obtain a DUNS number, visit from Dun and Bradstreet, Inc., online at www.dunandbradstreet.com or call 1-866-705- 5711.
- 3) Maintain an active SAM registration throughout the application and grant period. The Authority may not make a federal pass-through or state award to the Illinois State Police until the Illinois State Police has complied with all applicable DUNS and SAM requirements. If the Illinois State Police has not fully complied with the requirements by the time the Authority is ready to make a federal pass-through or state award, the Authority may determine that the Illinois State Police is not qualified to receive an award and may use that determination as a basis for making a federal pass-through or state award to another the Illinois State Police.

Application Deadline

The application is due by 11:59 p.m. October 21, 2016.

Intergovernmental Review

Not applicable.

Funding Restrictions

Federal guidelines will determine grant allowability. Review the Federal Financial Guide for Allowable and Unallowable costs at: <http://ojp.gov/financialguide/index.htm>.

Supplanting

Awarded funds must be used to supplement existing funds for grant activities and must not replace funds that have been appropriated for the same purpose. Supplanting shall be the subject of application review, as well as pre-award review, post-award monitoring, and audit. With any indication of supplanting, the Illinois State Police or grantee will be required to supply documentation demonstrating that the reduction in non-Authority funds resources occurred for reasons other than the receipt or expected receipt of Authority funds.

Prohibited Uses

SORNA funds shall not be used for land acquisition or construction projects.

Pre-award Costs

No costs incurred before the start date of the interagency agreement may be charged to awards resulting from this funding opportunity.

State Travel Guidelines

All travel costs charged to the Authority per contractual agreement must conform to State Travel Guidelines. Go

to: https://www.illinois.gov/cms/Employees/travel/Documents/travelguide_FY2016.pdf

Pre-approvals

In compliance with its policies, the Authority:

- 1) Encourages minimization of conference, meeting, and training costs.
- 2) Requires prior written approval (which may affect project timelines) of conference, meeting, and training costs for grant recipients.
- 3) Sets cost limits, including a general prohibition of all food and beverage costs.

Food and Beverage Costs

No food or beverage costs may be budgeted in the proposal.

Other Submission Requirements

Proposal may only be submitted via email. The proposal will not be accepted by mail, fax or in-person.

E. Application Review Information

Criteria

1. Criteria.

Application materials must address all components of the NOFO and demonstrate both a need for the program and an ability to successfully implement the program.

The total number of points available is 100.

Scoring Criteria	Possible Points
Summary of the Program: <ul style="list-style-type: none">• Provides a clear, concise summary of the proposal stating which of the three components will be implemented.• States problems or needs to be addressed• States outcomes to be gained.	5
Statement of the Problem – Description of Service Area: <ul style="list-style-type: none">• Details the area to be served• Provides relevant information to describe the jurisdiction	10
Statement of the Problem -- Current Situation: <ul style="list-style-type: none">• Demonstrates need for the program• Clearly explains current strategies being implemented.	10

<ul style="list-style-type: none"> Provides a clear description of current issues and the resources available to address them. 	
Statement of the Problem – Unmet Needs: <ul style="list-style-type: none"> Identifies unmet needs. Identified resource gaps. 	10
Statement of the Problem – Summary of the Problem: <ul style="list-style-type: none"> Provides a concise and logical summary of the problem 	10
Project Implementation <ul style="list-style-type: none"> Clearly details program components to be funded Demonstrates a clear understanding of the project requirements. Addresses potential barriers and how they will be addressed. Describes a reasonable, achievable plan to implement the project that addresses the documented need Describes how project success will be measured and details how and when data will be collected and reported by each funded entity. 	20
Project Management: <ul style="list-style-type: none"> Provides a completed Implementation Schedule that sets reasonable steps for project development and operation and clearly describes responsible parties. Describes how each objective will be accomplished and resources needed. Describes a plan for supervision of the project.. 	10
Goals, Objectives and Performance Indicators: Sets reasonable benchmarks for the performance of both process and outcome objectives.	5
Adequacy of Cost Estimates	
Budget Detail: Budget is complete, allowable, reasonable, and cost-effective in relation to the proposed activities.	10
Budget Narrative: Clearly details how the applicant arrived at and calculated the budget amounts, including match.	10
Total Possible Points	
100	

Review and Selection Process

The proposal will be reviewed by Authority legal, fiscal and program staff. The Authority reserves the right to reject the proposal it determines to be unsatisfactory. The Authority also reserves the right to invite the Illinois State Police to submit an amended proposal and to modify agreement and subcontractor budgets which include unallowable or unreasonable costs.

Programmatic Risk

The application must include a completed GATA Programmatic Risk Assessment file. The scoring of this assessment will determine the Illinois State Police risk status and required special conditions to the interagency agreement.

Anticipated Announcement and State Award Dates

Task	Date
Budget Committee review of recommended designation	Thursday, August 18, 2016
Notice of Funding Opportunity posted	Thursday, October 6, 2016
Application due	11:59 p.m., Friday, October 21, 2016
Notices of State Award released	On or before Friday, October 24, 2016
Program start date	November 1, 2016

F. Award Administration

State Award Notices

The Authority will email a Notice of State Award Finalist to the Illinois State Police on or about October 24, 2016, detailing any outstanding documents that must be received before an award may be issued.

The Authority will email a Notice of State Award (NOSA) to the Illinois State Police. The document will detail specific conditions to the award based on Financial and Administrative and Programmatic risk. No costs incurred before November 1, 2016 may be charged to the grant agreement.

The NOSA signed by the grants officer (or equivalent) is the authorizing document.

Administrative and National Policy Requirements

In addition to implementing the funded project consistent with the agency-approved project proposal and budget, the grantee must comply with grant terms and conditions and other legal requirements, including, but not limited to, the Office of Management and Budget Grants Accountability and Transparency Act.

The Illinois State Police will be required to enter into an interagency agreement. Additional programmatic and administrative special conditions may be required. The NOSA to be distributed by the awarding agency prior to issuance of a grant agreement will specify the terms and conditions of the award.

1. Indirect Cost Rate

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- a) **Federally Negotiated Rate:** Applicant organizations that receive direct federal funding may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. Illinois will accept the federally negotiated rate. The organization must provide a copy of the federally NICRA.
- b) **State Negotiated Rate:** The organization must negotiate an indirect cost rate with the State of Illinois if they do not have Federally Negotiated Rate or elect to use the De Minimis Rate. The indirect cost rate proposal must be submitted to the State of Illinois within 90 days of the notice of award.
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Applicant must provide a complete rate which must include, but not be limited to, all operating and personnel expenses, such as overhead, salaries, administrative expenses, profit, and supplies.

Reporting

The recipient must submit quarterly financial reports, quarterly progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the CFR Part 200 Uniform Requirements. Future awards and fund drawdowns may be withheld if reports are delinquent.

G. State awarding agency contact

For more information or technical assistance on application submission, contact:

Shai Hoffman
300 W. Adams, Suite 200
Chicago, Illinois 60606
(312) 814-0706
Shai.Hoffman@illinois.gov

H. Other Information

Neither the State of Illinois nor the Authority are obligated to make any state award as a result of this announcement. The Authority Executive Director has sole authority to bind the state government to the expenditure of funds through the execution of interagency grant agreements.