

CHECKLIST

Prior to application due date:

- [Obtain a Data Universal Numbering System \(DUNS\) number](#)
- [Register with the System for Award Management \(SAM\)](#)
- [Apply for, update or verify the Employer Identification Number \(EIN\)](#)
- [Create a Grants.gov account with username and password](#)
- [Complete registration in the Grantee GATA Portal](#)

Submission Checklist:

- Uniform Application for State Grant Assistance – Submitted in PDF (signed, and scanned) AND Word file
- Program Narrative –Do not change the format of this document. Submitted in a Word file.
- Budget/Budget Narrative –Excel format (no signatures required for this document at this time)
- United States Internal Revenue Service 501(c)(3) determination letter - PDF (Non-Profit Agency Required)
- Letters of Support

Uniform Notice for Funding Opportunity (NOFO)
Community-Based Centers for Trauma Survivors

	Data Field	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority (ICJIA)
2.	Agency Contact:	Jason Wynkoop Strategic Policy Advisor Illinois Criminal Justice Information Authority 300 West Adams, Suite 200 Chicago, Illinois 60606 Jason.Wynkoop@Illinois.gov 312-793-1301
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:	2232-1324
6.	Funding Opportunity Title:	Community-Based Centers for Trauma Survivors
7.	CSFA Number:	546-00-2232
8.	CSFA Popular Name:	Trauma Centers
9.	CFDA Number(s):	NA
10.	Anticipated Number of Awards:	12
11.	Estimated Total Program Funding:	\$900,000
12.	Award Range	\$40,000 -- \$80,000
13.	Source of Funding:	<input type="checkbox"/> Federal or Federal pass-through <input checked="" 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:	January 27, 2020
17.	Application Range:	January 27 – February 26, 2020
18.	Technical Assistance Session:	Session Offered: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Session Mandatory: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No It is recommended that applicants view the recorded technical assistance, which will be available beginning on January 30, 2020, at 3p.m.

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Notice of Funding Opportunity Community-Based Centers for Trauma Survivors

A. Program Description

The Illinois Criminal Justice Information Authority (ICJIA) is a state agency dedicated to improving the administration of criminal justice. ICJIA brings together key leaders from the justice system and the public to identify critical issues facing the criminal justice system in Illinois, and to propose and evaluate policies, programs, and legislation that address those issues. The statutory responsibilities of ICJIA fit into four areas: grants administration; research and analysis; policy and planning; and information systems and technology.

Section 7 of the Illinois Criminal Justice Information Act grants ICJIA authority “to apply for, receive, establish priorities for, allocate, disburse, and spend grants of funds that are made available by and received on or after January 1, 1983, from private sources or from the United States pursuant to the federal Crime Control Act of 1973, as amended, and similar federal legislation, and to enter into agreements with the United States government to further the purposes of this Act, or as may be required as a condition of obtaining federal funds” and “to receive, expend, and account for such funds of the State of Illinois as may be made available to further the purposes of this Act.” Additionally, the Act charges ICJIA with the responsibility “to conduct strategic planning and provide technical assistance to implement comprehensive trauma recovery services for violent crime victims in underserved communities with high levels of violent crime, with the goal of providing a safe, community-based, culturally competent environment in which to access services necessary to facilitate recovery from the effects of chronic and repeat exposure to trauma. Services may include, but are not limited to, behavioral health treatment, financial recovery, family support and relocation assistance, and support in navigating the legal system.” (20 ILCS 3930/7(k), (l), (w))

ICJIA must comply with all applicable provisions of state and federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity, including, but not limited to: The Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), The Public Works Employment Discrimination Act (775 ILCS 10/1 et seq.), The United States Civil Rights Act of 1964 (as amended) (42 USC 2000a-and 2000H-6), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), The Americans with Disabilities Act of 1990 (42 USC 12101 et seq.), and The Age Discrimination Act (42 USC 6101 et seq.).

1. Purpose

The purpose of this Notice of Funding Opportunity (NOFO) is to support the development of community-based centers that offer comprehensive, coordinated services for persons in underserved communities in which significant percentages of residents are impacted by trauma with the goal of providing a safe, community-based, culturally competent environment in which to access services.

For the purposes of this NOFO, trauma is defined as lasting adverse effects on an individual's functioning and mental, physical, social, emotional, or spiritual well-being as the result of an event, series of events, or set of circumstances that is experienced by an individual as physically or emotionally harmful or life threatening.¹ Events or circumstances that may lead to developing symptoms of trauma include, but are not limited to, crime victimization (including community violence), refugee status, loss of a loved one, debilitating medical issues,² terrorism, natural disasters,³ war,⁴ and historical trauma including, but not limited to, the effects of racism, segregation, forced separation/relocation, and colonization.⁵ Exposure to trauma can result in immediate and delayed reactions impacting emotional and physical well-being, cognition, behavior, relationships, and development.⁶ Trauma survivors may experience emotional numbing or struggle to regulate their emotions, exhibit hypervigilance, have altered perceptions of the world, use alcohol or other substances to cope, or avoid sources of social support.⁷

Traumatic stress can also lead to the development of various mental health disorders, including trauma and stressor-related disorders, substance use disorder, anxiety, and mood disorders and for those with a pre-existing mental health disorder can further exacerbate symptoms.⁸ Mental illness has been linked to negative work- (e.g., poor job performance and unemployment)⁹ and school-related outcomes (e.g., increased absences, lower academic achievement).¹⁰ To heal, survivors can benefit from a range of services that help to address their trauma-related fundamental, physical and mental health, relational, financial, and educational or vocational needs. Necessary services may include, but are not limited to, physical wellness supports, medical services, behavioral health treatment, financial recovery, family support, assistance meeting fundamental needs (including housing, food, clothing), advocacy, and case management.

¹ Substance Abuse and Mental Health Services Administration. (2019, August 2). *Trauma and violence*. <https://www.samhsa.gov/trauma-violence>

² The National Child and Traumatic Stress Network. (n.d.). *Trauma types*. <https://www.nctsn.org/what-is-child-trauma/trauma-types>

³ The National Child and Traumatic Stress Network. (n.d.). *Trauma types*. <https://www.nctsn.org/what-is-child-trauma/trauma-types>; U.S. Department of Veterans Affairs (2019, October 14). *Types of trauma*. <https://www.ptsd.va.gov/professional/treat/type/index.asp>

⁴ U.S. Department of Veterans Affairs (2019, October 14). *Types of trauma*. <https://www.ptsd.va.gov/professional/treat/type/index.asp>

⁵ Administration for Children & Families. *Trauma: What is historical trauma?* <https://www.acf.hhs.gov/trauma-toolkit/trauma-concept>

⁶ Substance Abuse and Mental Health Services Administration. (2014). *A treatment improvement protocol: Trauma-informed care in behavioral health services*. U.S. Department of Health and Human Services.

⁷ Substance Abuse and Mental Health Services Administration. (2014). *A treatment improvement protocol: Trauma-informed care in behavioral health services*. U.S. Department of Health and Human Services.

⁸ Substance Abuse and Mental Health Services Administration. (2014). *A treatment improvement protocol: Trauma-informed care in behavioral health services*. U.S. Department of Health and Human Services.

⁹ Centers for Disease Control and Prevention. (2018). *Mental health in the workplace*. U.S. Department of Health & Human Services. <https://www.cdc.gov/workplacehealthpromotion/tools-resources/pdfs/WHRC-Mental-Health-and-Stress-in-the-Workplac-Issue-Brief-H.pdf>

¹⁰ TeenScreen: National Center for Mental Health Checkups at Columbia University. (n.d.). *Youth mental health and academic achievement*. <https://www.flgov.com/wp-content/uploads/childadvocacy/mental-health-and-academic-achievement-2-24-12.pdf>

Many communities could benefit from programs that provide services to trauma survivors in a coordinated way. The hospital-based Trauma Recovery Center model developed by the University of California at San Francisco was designed to address the needs of communities experiencing high rates of violent victimization.¹¹ While this model is promising, it is not always accessible in communities without hospital settings and may not meet the needs of communities that have significant levels of trauma but lower rates of violent victimization. In many communities, community-based centers with co-located services could help address the lack of coordinated mental health care and other critical services available to residents experiencing trauma stemming from any event, series of events, or set of circumstances.

Grants resulting from this NOFO will support community planning processes to develop community-based centers with co-located services designed to meet the diverse needs of trauma survivors.

2. Program Design

This section describes elements that must be addressed in the proposed planning process to develop community-based centers with co-located services designed to meet the diverse needs of trauma survivors. The center design must incorporate the five core elements described below. Applicants must communicate their understanding of and commitment to these elements in the Program Narrative. Effective applications will convey this through the proposed planning group membership, identification of available and/or needed appropriate community resources, and an assessment of the community's strengths.

Core Elements

- 1. Accessible and community-based.** The center must be in a geographic location that addresses obstacles faced by those most in need of services. It must offer hours of operation that are convenient for those who are most likely to use the available services. It must incorporate feedback from the community in its planning and implementation.
- 2. Co-located providers offering a diverse array of services aligned with the identified needs of the community's trauma survivors.** The center must have a plan for community participation in planning (assessment of current needs, identification of community strengths, etc.) and ongoing assessment of the center's success in meeting the changing needs of the community.
- 3. Coordination of services.** The center must have the infrastructure and practices that lead to a better, more supportive experience for trauma survivors. Coordination of services integrates professional case management practices with

¹¹ Wiggall, S. & Boccellari, A. (2017). The UC San Francisco trauma recovery center manual: A Model for removing barriers to care and transforming services for survivors of violent crime. Retrieved from: <http://traumarecoverycenter.org/wp-content/uploads/2017/05/TRC-Manual-v1-5-10-17.pdf>

technological infrastructure with in order to promote efficient and effective care.

- 4. Policies and practices that are inclusive, meeting the cultural, linguistic, and safety needs of the community.** The center will aspire to operate in a trauma-informed manner and will address barriers for those in need of services by providing a safe, welcoming, and supportive environment where would be clients can feel comfortable seeking services. Practices will be non-discriminatory in nature and services will be available to all persons from the community who have experienced events or circumstances that may lead to trauma.
- 5. Opportunities for social and emotional support.** The center becomes a valued institution in the community because service recipients feel respected, valued, and cared for by staff, partner organizations, and others who are part of the center community. Formal programming—recreational, enrichment, cultural, etc.—is offered that encourages social connections. Space exists for people who wish to drop in and experience a calm, enriching environment. Service recipients and volunteers contribute to the center community in a way that promotes human dignity and enhances social bonds.

3. Program Requirements

This grant will fund the process of planning a center that incorporates the core elements identified above. This section describes requirements of the planning process and outlines additional operational requirements to aid applicants as they develop a vision for a community-based center for trauma survivors.

Planning Process:

The funded planning process will result in a plan for a community-based center to address the assessed needs of trauma survivors. The planning process will result in both a clear needs and gaps assessment related to the community's trauma services and a plan for developing a center in response to that assessment. The grantee must commit to making the plan widely available to the local community within 60 days of the end of the grant performance period. A successful planning process will result in the readiness of the grantee or other community stakeholders to apply for funding to develop and operate a center in the future.

Applicants must propose a plan for an initial community needs and gaps assessment. The results of that assessment will inform the center design process and partnerships needed to meet the needs of survivors. If the applicant intends to use a needs and gaps assessment recently completed by community stakeholders (within 24 months preceding the date of application) to inform the center design process, the application must make clear how the findings of that assessment are relevant for planning a center for survivors of trauma.

The planning process will be managed (directly or through a subagreement) by the grantee and must include the meaningful participation of each of the following groups:

- Trauma survivors
- Social services providers
- Law enforcement
- Victim services
- Schools
- Healthcare providers
- Mental health providers
- Officials from local government

Though optional, it is strongly encouraged that the following groups also participate in the planning process:

- Community faith leaders
- Youth and emerging adults (ages 16-25)
- Business groups or large employers

Operational Requirements for Centers:

Centers that result from this planning process should operate in a way that fulfills the core elements. The requirements detailed in this section represent minimum considerations and should be used as a guide in the planning process. Applications will not be recommended for funding if they do not clearly identify the need for a center that operates in the way described by these requirements.

- 1. A physical space that is accessible, safe, welcoming, and can support the occupancy needs of multiple partners.** There is no one way to develop a center and designs may differ significantly based on community resources and needs, however center designs should aspire to be trauma-informed. Some examples of trauma-informed models include the Sanctuary Model¹² and the Substance Abuse and Mental Health Services Administration's Trauma-Informed Approach¹³. Applicants are encouraged to explore community resources and to identify the benefits and costs associated with different options for creating a trauma-informed environment.

A non-exhaustive list of possibilities for center locations includes repurposed retail, commercial, or industrial spaces, additions to existing healthcare facilities, modification of underutilized school properties, and leasing of multiple neighboring units in a multi-family building. Space should be designed with the safety of staff and clients in mind, allowing for well-defined separation between

¹² <http://sanctuaryweb.com/>

¹³ Substance Abuse and Mental Health Services Administration. SAMHSA's Concept of Trauma and Guidance for a Trauma-Informed Approach. HHS Publication No. (SMA) 14-4884. Rockville, MD: Substance Abuse and Mental Health Services Administration, 2014.

the reception area, provider offices, and program spaces to support safe interactions.

2. **A mechanism for ongoing assessment of success in meeting community needs.** Successful centers employ processes to gather data about community needs and the functioning of the center relative to meeting those needs. There are processes in place to assess the public's utilization of available services and the performance of partners. At minimum, a center gathers the demographic data of service seekers, the needs expressed by clients, and the volume and types of services provided.
3. **A board (or coordinating committee, leadership group, etc.) that provides direction to the center and ensures that the needs of trauma survivors are met through the center's partners.** At minimum, the board must include members from the following systems or groups:
 - Residents who identify as trauma survivors
 - Schools
 - Law enforcement
 - Healthcare
 - Municipal or county government
 - Victim services

Additional systems that may be considered for the board include, but are not limited to, park district, library district, faith community, youth/family serving organizations, and youth/emerging adults (persons aged 16-25).

4. **A director and staff to carry out core functions related to center operation.** A center director is responsible for operations, supervision of the other staff employed in center operations (not employees of partners), and management of partner relationships. Additional center staff will be responsible for carrying out the core functions that create a supportive environment for clients and partner agencies.

Core functions of center operations are reception, intake, and case management. These core functions can ease the burden of care coordination on persons seeking services, enhance the safety of the facility, ease the administrative burden of partner providers, provide a more consistent care experience to clients, limit duplication of efforts, and reduce the need for survivors to explain their needs multiple times.

5. **Core services that meet common needs of trauma survivors.** Though specific partners and service needs will be informed by the community needs and gaps assessment, at minimum, centers must engage partners to provide the following services onsite:

- a. **Mental health services.** A combination of services provided both at the center and through linkage with on-site partners to services provided elsewhere in the community.
- b. **Physical health and wellness.** Services that provide (at minimum) information about the health consequences of trauma and programs—prevention or intervention—for addressing common physical problems associated with trauma. Additionally, linkage to health care providers and information and resources/referrals about accessing care must be available.
- c. **Victim services.** Victim service providers offer services, such as crisis intervention, counseling, and legal advocacy, to address the needs of crime victims, regardless of one’s choice to report the victimization to law enforcement. However, many crimes victims do not seek needed services because they do not know how to locate a provider, services are not provided nearby, or they do not have access to transportation.¹⁴ Inclusion of a victim service provider at a community-based center for trauma survivors may help to mitigate these barriers and increase service utilization.
- d. **Fundamental needs.** Clients should be able to access food, clothing, and housing through partners at the center.
- e. **Child care.** Child care needs are often cited by parents as a reason they are unable to attend meetings with service providers, participate in educational or vocational training, or engage other supportive services. This may be provided by the center or by a partner, but it must be available to all who use services at the center in a way that facilitates their participation in services.
- f. **Interpretation and translation services.** Centers will meet the language needs of their communities’ two most common languages and offer services that meet the language preferences of least 90% of community residents.

6. Consistent hours of operation that expand beyond the business day. Centers must be open to the public (center employees are available to welcome service seekers) at least 30 hours weekly with at least 20% of a center’s hours each month offered on weekends or on weekdays after 5pm.

4. Goals, Objectives, and Performance Metrics

Funded programs will be required to submit quarterly progress reports that will minimally include the following information based on the objectives proposed by the applicant agency.

Goal: Develop a plan for a community-based center for trauma survivors that includes a diverse array of co-located service providers.	
Process Objectives	Performance Measures

¹⁴ Aeffect, Inc. (2017). *2016 Victim needs assessment*. Illinois Criminal Justice Information Authority.

Convene community stakeholders representing required systems and groups.	# of stakeholders # of meetings held
Conduct a needs and gaps assessment.	Tools used to gather data Data collection plan
Outcome Objectives	Performance Measures
Needs and gaps assessment that identifies needs of trauma survivors and existing gaps in services.	<ul style="list-style-type: none"> An executive summary with initial findings, due to ICJIA by June 30, 2020. A full report published to the community by August 31, 2020.
A board of directors or other leadership group that is representative of the community and will lead a future center.	<ul style="list-style-type: none"> A list of board members and their affiliations.
A plan for center development.	<ul style="list-style-type: none"> MOUs from organizations committed to supporting the center. A budget for developing and operating a center.

5. Evidence-Based Programs or Practices

Applicants are strongly urged to incorporate research-based best practices into their program design, when appropriate. Applicants should identify the evidence-based practice being proposed for implementation, identify and discuss the evidence that shows that the practice is effective, discuss the population(s) for which this practice has been shown to be effective, and show that it is appropriate for the proposed target population.

B. Funding Information

This program will be supported with state General Revenue funds appropriated to the ICJIA for grants related to trauma centers.

1. Award period

Grant awards resulting from this opportunity will have a target period of performance of April 13, 2020 to June 30, 2020.

2. Available Funds

A total of \$900,000 in funding is available through this solicitation. Applicants may request a minimum of \$40,000 and a maximum of \$80,000 in grant funding.

Agreements that result from this funding opportunity are contingent upon and subject to the availability of sufficient funds.

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

C. Eligibility Information

Before applying for any grant, all entities must be registered and pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal at www.grants.illinois.gov/portal. Registration and pre-qualification are required annually each state fiscal year. During pre-qualification, verifications are performed, including a check of federal SAM.gov Exclusion List and status on the Illinois Stop Payment List. The Grantee Portal will either indicate a “qualified” status or inform on how to remediate a negative verification (e.g., inactive DUNS, not in good standing with the Secretary of State). Inclusion on the SAM.gov Exclusion List cannot be remediated. Go to <https://grants.icjia.cloud/> for a list of pre-qualification steps.

Applicants are also required to submit a financial and administrative risk assessment utilizing an Internal Controls Questionnaire (ICQ) for state fiscal year 2020 before February 29, 2020 and obtain approval from their cognizant agencies before execution of the grant agreement. Delay in obtaining SFY20 ICQ approval will result in a delay in grant execution.

1. Eligible Applicants

Eligible applicants must currently serve residents in the community for which a center planning process is proposed. To be considered eligible for funding, the applicant must propose to plan a center in a community that is defined as underserved or in high need, meaning that the community meets at least one of the following criteria (Cook County communities must meet two):

- Is designated as a Medically Underserved Area or include a Medically Underserved Population as designated by the federal Health Resources & Services Administration (HRSA).¹⁵
- Is designated as eligible for Restore, Reinvest, and Renew (R3) Program grant funding.¹⁶
- Is located in a county with a rate of person crime exceeding 300 incidents per 100,000 residents in 2018.¹⁷
- Includes ZIP Code(s) that exceed the statewide poverty rate of 13.5%.¹⁸
- Includes ZIP Code(s) where more than 25% of the population is foreign-born.¹⁹
- Includes one or more Title 1, Part A schools.

Eligible applicants are limited to the following types of entities:

- Public schools, to include colleges and universities
- Public libraries and library districts

¹⁵ These designations can be found at the HRSA website: <https://data.hrsa.gov/tools/shortage-area/mua-find>

¹⁶ These designations are listed on the ICJIA website: <https://icjia.illinois.gov/r3/>

¹⁷ See https://app.icjia.cloud/app_direct/ucr-index-offense-explorer/ for Index Offense rates.

¹⁸ See https://factfinder.census.gov/faces/nav/jsf/pages/community_facts.xhtml?src=bkmk to perform a zip code search.

¹⁹ See https://factfinder.census.gov/faces/nav/jsf/pages/community_facts.xhtml?src=bkmk to perform a zip code search.

- Park districts
- Public or non-profit hospitals
- Public health departments
- Community-based non-profit organizations

Applicants must have evidence of community support for their effort. A minimum of four letters of support from other organizations, each representing a different system or community interest group, must be submitted with the application to qualify for review.

Organizations that operate a Trauma Recovery Center funded by ICJIA or who have been awarded funds to develop a TRC are ineligible to apply for this grant.

2. Cost Sharing or Matching

There are no requirements for cost sharing or matching funds.

3. Indirect Cost Rate

In order to charge indirect costs to a grant, the applicant organization must either have an annually negotiated indirect cost rate agreement (NICRA) or elect to use a standard *de minimis* rate. There are three types of allowable indirect cost rates:

- a) Federally Negotiated Rate. 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.
- b) State Negotiated Rate. The organization may negotiate an indirect cost rate with the State of Illinois if they do not have a Federally Negotiated Rate. If an organization has not previously established an indirect cost rate, an indirect cost rate proposal must be submitted through the State of Illinois' centralized indirect cost rate system no later than three months after receipt of a Notice of State Award (NOSA). If an organization previously established an indirect cost rate, the organization must annually submit a new indirect cost proposal through the centralized indirect cost rate system within the earlier of: six (6) months after the close of the grantee's fiscal year; and three (3) months of the notice of award.
- c) De Minimis Rate. An organization that has never negotiated an indirect cost rate with the Federal Government or the State of Illinois is eligible to 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.

A recipient of grant funds must register its indirect cost rate election through the [Grantee Portal](#), [Crowe Activity Review System \(CARS\) system](#), or other appropriate system. It is the organization's responsibility to ensure that any indirect cost rate utilized is properly registered.

Grantees have discretion and can elect to waive payment for indirect costs. Grantees that elect to waive payments for indirect costs cannot be reimbursed for indirect costs. The organization must record an election to “Waive Indirect Costs” into the State of Illinois’ centralized indirect cost rate system. Indirect Cost election must be completed annually, for every state fiscal year.

4. Other

Only one application per agency will be reviewed. Organizations that operate a Trauma Recovery Center funded by ICJIA or who have been awarded funds to develop a TRC are ineligible to apply for this grant.

D. Application and Submission Information

1. Accessing Application Package

Applications must be obtained at <https://grants.icjia.cloud/> by clicking on the link titled “Community-Based Centers for Trauma Survivors.” Paper copies of application materials may be requested from Jason Wynkoop by calling (312) 793-1301; mailing 300 West Adams Street, Suite 200, Chicago, Illinois 60606; or via Telephone Device for the Deaf (TDD) (312) 793-4170. Applications, however, may only be submitted via email, to: cja.FY20CCTSNOFO@illinois.gov.

2. Content and Form of Application Submission

a) Notice of Intent.

Agencies interested in applying are strongly encouraged to complete an online Notice of Intent form by 11:59 p.m. on February 14, 2020. Submission of a Notice of Intent is nonbinding and will only be used for internal planning purposes. Upon receipt of a Notice of Intent, ICJIA will offer technical assistance to agencies that have not yet demonstrated GATA compliance.

Failure to submit a Notice of Intent by the deadline may result in an agency not receiving technical assistance on GATA compliance, therefore risking grant ineligibility.

The online Notice of Intent is available at [CCTS Notice of Intent](#). Information required to complete the Notice of Intent will include:

- Program name.
- DUNS number.
- Locations to be served.
- Program contact information.

b) Forms and Formatting.

The complete application must be emailed to cja.FY20CCTSNOFO@illinois.gov. The applicant agency name should appear in the Subject line of the email. Each document attached to the email must be submitted in the manner and method described below. Applications will be rejected if any documents are missing.

The following materials MUST be submitted by all applicants. The applicant must submit the documents based on the instructions provided below.				
Document	Document Name	PDF	Word	Excel
Uniform Application for State Grant Assistance – This form must be completed, signed, and scanned (PDF), and provide a Word file as well	<i>“Agency Name – Application”</i>	X	X	
Program Narrative – This document must meet the requirements outline in Section A. The narrative must be provided in this document. Do not change the format of this document.	<i>“Agency Name – Program Narrative”</i>		X	
Budget/Budget Narrative – This document is a workbook, with several pages (tabs). The last tab has instructions if clarification is needed.	<i>“Agency Name – Budget”</i>			X
Letters of Support — This PDF should include at least four letters of support from community groups.	<i>“Agency Name – Letters”</i>	X		
Non-Profit Agency Required Documents				
United States Internal Revenue Service 501(c)(3) determination letter.		X		

c) Application Formatting

Program Narratives may not exceed 20 pages and must be written in Times New Roman size 12 font. Do not delete template questions in your response. Other required documents, including MOUs or support letters from third parties if required under this Notice should be included as a separate PDF document.

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

Applicants are required to:²⁰

- a) Be registered in SAM before submitting its application. To establish a SAM registration, go to <http://www.SAM.gov/SAM> and/or utilize this instructional

²⁰ Exempt from these requirements are individuals or agencies under 2 CFR § 25.110(b) or (c) and those with an exception approved by the federal or state awarding agency under 2 CFR § 25.110(d).

link: How to Register in SAM from the www.grants.illinois.gov Resource Links tab.

- b) Provide a valid DUNS number in its application. To obtain a DUNS number, visit from Dun and Bradstreet, Inc., online at <https://www.dnb.com/duns-number/get-a-duns.html> or call 1-866-705- 5711.
- c) Continue to maintain an active SAM registration with current information while it has an active award or application under consideration. ICJIA may not make a federal pass-through or state award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements.

4. Submission Dates, Times, and Method

- a) **All required application materials must be emailed to cja.FY20CCTSNOFO@illinois.gov by 11:59 p.m. on February 26, 2020, to be considered for funding. Proposals will not be accepted by mail, fax, or in-person. Incomplete applications or those sent to another email address will not be reviewed. Late submissions will not be reviewed.**
- b) Applicants are encouraged to submit their applications 72 hours before the deadline. Technical difficulties experienced should be reported immediately to ICJIA by calling Jason Wynkoop at 312-793-1301 or emailing cja.FY20CCTSNOFO@illinois.gov.

Applicants will receive an email reply to their email submissions. Applicants that do not receive an email reply to their emailed submission should immediately contact Jason Wynkoop at 312-793-1301 or cja.FY20CCTSNOFO@illinois.gov.

5. Application Questions

Questions may be submitted via email at cja.FY20CCTSNOFO@illinois.gov. The deadline for submitted questions is 11:59 p.m. on February 18, 2020. All substantive questions and responses will be posted on the ICJIA website at <https://grants.icjia.cloud/>. Due to the competitive nature of this solicitation, applicants may not discuss the opportunity directly with any ICJIA employee other than via this email address.

6. Funding Restrictions

- a) Federal Financial Guide. Applicants must follow the current edition of the Department of Justice Grants Financial Guide which details allowable and unallowable costs is available at: https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf. Costs may be determined to be unallowable even if not expressly prohibited in the Federal Financial Guide.

- b) Prohibited Uses. The following is a non-exhaustive list of services, activities, goods, and other costs that cannot be supported through this NOFO:
- Land acquisition
 - New construction
 - A renovation, lease, or any other proposed use of a building or facility that will either result in a change in its basic prior use or significantly change its size
 - Minor renovation or remodeling of a property either listed or eligible for listing on the National Register of Historic Places or located within a 100-year flood plain
 - Implementation of a new program involving the use of chemicals
 - Capital expenditures
 - Fundraising activities
 - Most food and beverage costs
 - Lobbying
- c) Allowable expenses. All expenses must reasonable, necessary, and allocable to the program. The following is a non-exhaustive list of services, activities, goods, and other costs that can be supported through this NOFO:
- Salary and fringes for a project director and other staff to support a planning and development process.
 - Fees for staff from partner organizations to participate in the planning process.
 - Contracts to organizations to perform tasks associated with the planning process.
 - Local travel expenses directly related to this grant.
 - Supplies to support the planning process.
- d) Pre-Award Costs. **No costs incurred before the start date of the grant agreement may be charged to awards resulting from this funding opportunity.**
- e) Pre-approvals. Prior approvals may affect project timelines. Submission of materials for ICJIA approval should be incorporated into the application Implementation Schedules. ICJIA may require prior approval of the following:
- Out-of-state travel
 - Certain Requests for Proposals, procurements, and sub-contracts
 - Conference, meeting, and training costs
- f) State Travel Guidelines. travel costs charged to ICJIA must conform to State Travel Guidelines, found here: <https://www2.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx>. Out-of-state hotel rates are based on the General Service Administration

(GSA) guidelines found here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Applicant agencies with lower cost travel guidelines than the State of Illinois must use those lower rates.

- g) Supplanting. Grant funds must be used to supplement existing funds for program activities and must not replace those funds that have been appropriated for the same purpose. If grant funds will be used for the expansion of an existing program, applicants must explain how proposed activities will supplement, not supplant, current program activities and staff positions. Agencies may not deliberately reduce local, federal, state, or other funds, because of the existence of these grant funds. A written certification may be requested by ICJIA stating that these funds will not be used to supplant other state, local, federal, or other funds.

Supplanting will be the subject of application review, as well as pre-award review, post-award monitoring, and audit. If there is a potential presence of supplanting, the applicant or grantee will be required to supply documentation demonstrating that the reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

- h) Proposed Subawards and Subcontracts. Applicants may propose to enter into subawards or subcontracts under this award, each of which involve different rules and applicant responsibilities. A subaward carries out a portion of the grant agreement while a contract is often for obtaining goods and services for the grantee's own use. (44 Ill. Admin Code 7000.240). If a third party will provide some of the essential services or develop or modify a product that the applicant has committed to provide or produce, ICJIA may consider the agreement with the third party a subaward for purposes of grant administration.

Applicants must classify each expense in the contractual budget as a subaward or subcontract. The substance of the agreement, not the title or structure of the agreement, will determine whether it is a subaward of a subcontract. Applicants are advised to use the “Checklist for Contractor/Subrecipient Determinations” available at the GATA Resource Library for guidance: <https://www.illinois.gov/sites/gata/pages/resourcelibrary.aspx>.

Applicants are required to justify their use of subawards and explain their capacity to serve as “pass-through” entities in the program narrative. Applicants will monitor subaward compliance with grant terms, applicable federal and state law including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award, 2 C.F.R. Part 200, GATA, and ICJIA policies. Proposed subawards must be identified, if possible, and their roles described in both the program and budget narratives.

For procurement contracts, applicants are encouraged to promote free and open competition in awarding contracts. All subcontracts must comply with federal and state requirements.

7. Requirement Prior to Submitting the Application

Applicant Technical Assistance Recording. Applicants are advised to view the following technical assistance recordings prior to application submission. All recordings are located on the ICJIA YouTube channel.

- NOFO programmatic requirements
- GATA compliance
- Budget Requirements
- Allowable expenses
- Indirect costs
- Required documents
- Supplanting

The recordings will be available for viewing beginning at **3pm on January 30, 2020.**

E. Application Review Information

1. Criteria

Application materials must address all components of this NOFO and demonstrate both a need for the program and an ability to successfully implement the program. Reviewers will score applications based on completeness, clear and detailed responses to program narrative questions, and inclusion of all mandatory program elements as well as past performance history and/or financial standing with ICJIA. The applicant must demonstrate that costs are reasonable, necessary, and allowable.

The total number of points available is 100. Applications with an average total score of less than 65 will not be considered for funding.

Scoring Criteria		Possible Points
Summary of the Program:		0
Statement of the Problem:		30
Description of the problem		10
Strengths of the community		10
Resources in the community		10
Project Implementation:		25
Identification of planning group members		10
Needs and gaps assessment		10
Timeline of planning activities		5
Goals, Objectives and Performance Indicators:		5
Completion of table with realistic objectives		5
Project Management:		25
Expertise and organizational capacity for planning		10
Identification and use of additional resources		5

Fiscal and grant management experience		10
Budget Detail:		10
Budget is complete.		5
Budgeted items are cost-effective in relation to the proposed activities.		5
Budget Narrative:		5
Narrative is complete for all line items, clearly detailing how the applicant arrived at and calculated the budget amounts.		5
Total Possible Points		100

2. Review and Selection Process

All applications will be screened for completeness including GATA pre-qualification and ICQ submission for the current state fiscal year. Applications that are not complete will not be reviewed. Applications received from applicants that are not GATA pre-qualified or have not submitted an ICQ for the current state fiscal year will not be reviewed.

Selection of proposals that pass the screening process will be based on a review completed by evaluation teams of three or more professionals, each panel being led by an ICJIA staff person trained to review applications for this NOFO. Proposals receiving the highest average scores in each region will be considered first for funding (please see Appendix A for a list of counties by region). In addition to overall average score, ICJIA will consider the following factor(s) in the process of deciding which proposals to recommend for funding:

- Highest score: Statement of the Problem (25 points possible)
- Region in which proposed program is located (please see Appendix A for a list of counties by region)

ICJIA reserves the right to reject incomplete proposals, proposals that include unallowable activities, proposals that do not meet eligibility or program requirements, and proposals that are otherwise unsatisfactory. ICJIA may invite applicants to answer clarifying questions and modify budgets that include unallowable or unreasonable costs. NOFO application budgets will be reviewed for allowability, completeness, and cost-effectiveness. ICJIA will perform an in-depth budget review of all grants awarded and may require budget modifications that do not materially change the nature of the program.

Successful applicants whose applications contained unallowable or unreasonable costs may have their awards reduced by the total amount of those costs. Upon applicant acceptance of the grant award, announcement of the grant award shall be published by ICJIA to the GATA portal. Review team recommendations will be forwarded to

ICJIA’s Budget Committee for approval. Applicants will be notified of the Budget Committee's decision.

3. Programmatic Risk Assessment

All applicant agencies recommended for funding will be required to submit a completed ICJIA Programmatic Risk Assessment (PRA). This assessment will identify elements of fiscal and administrative risk at the program level and will be used to determine required specific conditions to the interagency agreement. The PRA must be completed for the program agency which carries out the program operations. PRAs completed for other state agencies will not be accepted.

Implementing Agency vs. Program Agency

An implementing agency is the legal entity that receives state funds, such as a county.

A program agency:

- Is a subdivision of the implementing agency, such as a county probation department.
- Carries out program operations.
- Is responsible for data and fiscal reporting.

4. Anticipated Announcement and State Award Dates

Task	Date
NOFO posted	January 27, 2020
Technical Assistance Recording	January 30, 2020
Notice of Intent due	February 14, 2020
NOFO question submission deadline	February 18, 2020
Applications due	11:59 p.m., February 26, 2020
Budget Committee review/approval of recommended designations	March 12, 2020
Program start date	April 13, 2020

5. Appeal Process

Unsuccessful applicants may request a formal appeal of the evaluation process. Evaluation scores and funding determinations may not be contested and will not be

considered by ICJIA's Appeals Review Officer. The appeal must be via email and submitted within 14 calendar days after either the date the grant award notice is published or receipt of a Funding Opportunity Declination Letter from ICJIA, whichever comes first. The written appeal must include, at a minimum, the following:

- Statement indicating a request for a formal appeal
- The name and address of the appealing party
- Identification of the grant program
- A statement of reason for the appeal

Please send your appeal to:

Appeals Review Officer
Illinois Criminal Justice Information Authority
CJA.ARO@Illinois.gov

Once an appeal is received, ICJIA will acknowledge receipt of an appeal within 14 calendar days from the date the appeal was received. ICJIA will respond to the appeal, in writing, within 60 days or explain why more time is required. ICJIA will resolve the appeal by a written determination, which will include:

- Review of the appeal.
- Appeal determination.
- Rationale for the determination.
- Standard description of the appeal review process and criteria.

6. Debriefing Process

Unsuccessful applicants may request a debriefing for feedback to improve future applications. Debriefings include written advice on the strengths and weaknesses of applications using the evaluation and review criteria.

Requests for debriefings must be made via email and submitted within seven calendar days after receipt of notice. Debriefing requests will not be granted if there is an active appeal, administrative action, or court proceeding. The written debriefing requests shall include:

- The name and address of the requesting party.
- Identification of grant program.
- Reasons for the debrief request.

Please send requests to:

Jason Wynkoop
Illinois Criminal Justice Information Authority
cja.FY20CCTSNOFO@illinois.gov

F. Award Administration Information

1. State Award Notices

The ICJIA Budget Committee is scheduled to review and approve designations in March 2020.

ICJIA will transmit a Notice of State Award (NOSA) and the grant agreement to successful applicants after the Budget Committee reviews and approves designations. The NOSA will detail specific conditions resulting from pre-award risk assessments that will be included in the grant agreement. The NOSA will be provided and must be accepted through the Grantee Portal unless another distribution is established. The NOSA is not an authorization to begin performance or incur costs.

The following documents must be submitted prior to the execution of an agreement:

- Fiscal Information Sheet
- Audit Information Sheet
- Programmatic Risk Assessment

2. Administrative and National Policy Requirements

In addition to implementing the funded project consistent with the approved project proposal and budget, agencies selected for funding must comply with applicable grant terms and conditions and other legal requirements, including the GATA and the U.S. Department of Justice Grants Financial Guide.

Additional programmatic and administrative special conditions may be required.

3. Reporting

Recipients must submit periodic financial reports, progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the 2 CFR Part 200 Uniform Requirements. Future awards and fund drawdowns may be withheld if reports are delinquent.

G. State Awarding Agency Contact(s)

For questions and technical assistance regarding application submission, contact:

Jason Wynkoop
Illinois Criminal Justice Information Authority
cja.FY20CCTSNOFO@illinois.gov

H. Other Information

ICJIA is a state agency dedicated to improving the administration of criminal justice. ICJIA brings together key leaders from the justice system and the public to identify critical issues facing the criminal justice system in Illinois, and to propose and evaluate policies, programs, and legislation that address those issues. The statutory responsibilities of ICJIA fit into four areas: grants administration; research and analysis; policy and planning; and information systems and technology.

Section 7 of the Illinois Criminal Justice Information Act grants ICJIA authority “to apply for, receive, establish priorities for, allocate, disburse, and spend grants of funds that are made available by and received on or after January 1, 1983 from private sources or from the United States pursuant to the federal Crime Control Act of 1973, as amended, and similar federal legislation, and to enter into agreements with the United States government to further the purposes of this Act, or as may be required as a condition of obtaining federal funds” and “to receive, expend, and account for such funds of the State of Illinois as may be made available to further the purposes of this Act.” (20 ILCS 3930/7(k), (l))

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

This application is subject to the Illinois Freedom of Information Act (FOIA). Any information that the applicant believes should be exempt under FOIA should clearly highlight the information that is exempt, and the basis of the exemption.

This is a new program and open to applicants regardless of other funding that they may receive from ICJIA or other state sources.

Appendix A: Illinois Counties Grouped by Region

Northern outside Cook and collar counties	Central counties		Southern counties
Boone	Adams	Schuyler	Alexander
Carroll	Brown	Scott	Bond
DeKalb	Bureau	Shelby	Calhoun
Grundy	Cass	Stark	Clark
Jo Daviess	Champaign	Tazewell	Clay
Kendall	Christian	Vermilion	Clinton
LaSalle	Coles	Warren	Crawford
Lee	DeWitt	Woodford	Cumberland
Ogle	Douglas		Edwards
Stephenson	Edgar		Effingham
Whiteside	Ford		Fayette
Winnebago	Fulton		Franklin
	Greene		Gallatin
	Hancock		Hamilton
	Henderson		Hardin
Cook County	Henry		Jackson
	Iroquois		Jasper
Collar counties	Kankakee		Jefferson
DuPage	Knox		Jersey
Kane	Livingston		Johnson
Lake	Logan		Lawrence
McHenry	McDonough		Madison
Will	McLean		Marion
	Macon		Massac
	Macoupin		Monroe
	Marshall		Perry
	Mason		Pope
	Menard		Pulaski
	Mercer		Randolph
	Montgomery		Richland
	Morgan		St. Clair
	Moultrie		Saline
	Peoria		Union
	Piatt		Wabash
	Pike		Washington
	Putnam		Wayne
	Rock Island		White
	Sangamon		Williamson