

**Uniform Notice of Funding Opportunity**  
**TRAUMA RESPONSIVE SCHOOLS**  
**JANUARY 15, 2019**

	<b>Data Field</b>	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority
2.	Awarding Agency Contact:	Reshma Desai Strategic Policy Advisor Illinois Criminal Justice Information Authority 300 West Adams, Suite 200 Chicago, Illinois 60606 <a href="mailto:Reshma.desai@illinois.gov">Reshma.desai@illinois.gov</a> (312) 793-7057
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:	1704-960
6.	Funding Opportunity Title:	Trauma Responsive Schools
7.	CSFA Number:	546-00-1704
8.	CSFA Popular Name:	BP SFY19
9.	CFDA Number(s):	Not Applicable
10.	Anticipated Number of Awards:	2
11.	Estimated Total Program Funding:	<b>\$398,700</b>
12.	Award Range	
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 15, 2019
17.	Closing Date for Applications:	<b>11:59 p.m., February 15, 2019</b>
18.	Technical Assistance Session:	Session Offered: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Session Mandatory: NA

## **A. Program Description**

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.

In State Fiscal Year 2019, the Illinois Criminal Justice Information Authority received an appropriation for bullying prevention grant and administrative costs that must be expended by June 30, 2019. The total amount available under this notice is \$398,700.

## **B. Authorizing Statutes**

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), (1)).

The agency 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.).

## **C. Program-Specific Information**

### Purpose

Bullying is defined as unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior can be verbal, physical, or social and occurs more than once or has the potential to be repeated over time (stopbullying.gov). In a national study, 21% of Illinois high school students stated they had been bullied on school property and 17% had been electronically bullied (Center for Disease Control, 2017).

The research on bullying prevention has shown that programs must address the school climate and culture in addition to addressing specific bullying behaviors (Child Safety Network August 8, 2018 webinar). Evidence-informed programs include school wide culture components such as training, awareness, monitoring, and assessment of bullying and consistent modeling from staff.

Addressing school climate is consistent with Positive Behavior Intervention Supports (PBIS) used throughout Illinois schools, Social and Emotional Learning standards adopted by the Illinois State Board of Education (Section 15(a) of Public Act 93-0495), and general violence prevention frameworks.

These approaches are synergistic with the emerging work to develop trauma informed schools. The National Child Traumatic Stress Network suggests that the Multi-Tiered System of Support (MTSS) Model is an appropriate framework to infuse trauma-informed concepts and practices. This model also emphasizes engaging families and incorporates the wider context including the school environment/culture and the larger community (National Child Traumatic Stress Network, Schools Committee, 2017). Tier One is foundational and directed to all students, teachers, and staff and creates an “environment with clear expectations for everyone, open communication, and a collective commitment to a safe and nurturing school culture” (National Child Traumatic Stress Network, Schools Committee, 2017). Tier Two is directed at students who are at risk and can receive supports in small groups. Finally Tier Three, includes intensive supports for students whose behavior and experiences require clinical interventions. All three tiers require unique training and skill development that are necessary for complete implementation.

### Program Design

The program design consists of an assessment and planning period to be completed by June 30, 2019. Developed by the National Child Traumatic Stress Network’s Treatment and Services Adaptation Center for Resilience, Hope, and Wellness in Schools and the Center for School Mental Health, the Trauma Responsive Schools Implementation Assessment (TRS-IA) provides a comprehensive assessment that can also be used by schools to document immediate and long-term changes. Grantees will assist schools in completing the assessment and developing an action plan with immediate and longer-term projects. Grantees may select to include additional tools in their assessment process. The action plan is due July 15, 2019 and must be approved by ICJIA by August 1, 2019. Contingent on satisfactory performance, future appropriation, and approval of the action plan, grantees may receive continuation funding for implementation of the action plan resulting from this notice.

### Program Requirements

#### Program Requirements

- Identify multi-disciplinary school team members (team) for each proposed school.
- Train each team on the project’s purpose and the assessment tool.
- Develop a timeline that specifies team role/responsibilities to apply the assessment tool.
- Conduct the assessment for each proposed school.
- Using the assessment, develop an action plan for each proposed school that outlines key activities and responsible staff.
- Submit action plan to ICJIA for approval by July 15, 2019.

Additional Program Services can include all or some of the following:

- Informational sessions for students, families, teachers, administrators, school staff and/or additional partners on trauma’s impact on learning and the creation of trauma-sensitive school environments through this grant.
- Data analysis

The grantee will work in collaboration with a school(s)<sup>1</sup> in at least one of the following geographic areas:

- North and South Lawndale - as geographically defined by CPS Networks 5 and 7<sup>2</sup>
- Englewood - as geographically defined by CPS Network 11<sup>3</sup>
- South Suburbs<sup>4</sup> of Cook County
- Franklin County
- Williamson County
- Saline County

Evidence-Informed Programs or Practices

Applicants are strongly urged to incorporate research-based best practices into their program design. Applicants should identify the evidence-informed or 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.

Goals, Objectives and Performance Metrics

Funded programs will be required to submit quarterly progress reports that will minimally include the following information.

<b>Goal:</b> Trauma aware school(s) that uses a Multi-Tiered System of Support model	
<b>Process Objectives</b>	<b>Performance Measures</b>
For each school, identify the school based, multi-disciplinary team on the Trauma Responsive Implementation School Assessment tool	➤ Team membership that includes role in school and time

<sup>1</sup> Alternative, charter, parochial, private or public types of schools; All grades, from kindergarten to Grade 12, are eligible.

<sup>2</sup> <https://data.cityofchicago.org/Education/Chicago-Public-Schools-Geographic-Networks/3y7n-mx9t>

<sup>3</sup> <https://data.cityofchicago.org/Education/Chicago-Public-Schools-Geographic-Networks/3y7n-mx9t>

<sup>4</sup> Burnham, Calumet City, Calumet Park, Chicago Heights, Country Club Hills, Dixmoor, Dolton, East Hazel Crest, Flossmoor, Ford Heights, Glenwood, Harvey, Hazel Crest, Homewood, Lansing, Lynwood, Markham, Matteson, Midlothian, Oak Forest, Olympia Fields, Park Forest, Phoenix, Posen, Richton Park, Riverdale, Robbins, Sauk Village South Chicago Heights, South Holland, Steger, Thornton, Tinley Park, and the unincorporated Townships of Bloom, Bremen, Calumet, Rich, and Thornton.

For each school, train the Team members	➤ Number of staff trained on tool
For each school, develop timeline with team roles identified to implement tool and assess results	➤ Project timeline submitted with April 15, 2019 program report
For each school, conduct the assessment	➤ Date assessment completed
For each school, use the assessment results to develop an action plan outlining key activities and responsible parties	➤ Implementation Plan ➤ Assessment Results
<b>Optional Process Objectives</b>	<b>Performance Measures</b>
Provide informational sessions for students, families, teachers, administrators, school staff and partners on trauma's impact on learning and the creation of trauma-sensitive school environments through this grant.	➤ Type and number of sessions held, number in attendance by discipline

## **D. Funding Information**

### ***1. Award period***

Grant awards resulting from this opportunity will have a target period of performance of April 1, 2019 to June 30, 2019. Additional funding of up to 33 months may be awarded after the initial funding period, contingent upon satisfactory performance, approval of the action plan, and availability of funds.

### ***2. Available Funds***

A total of \$398,700 in funding is available through this notice.

Agreements that result from this funding opportunity are contingent upon and subject to the availability of funds. ICJIA, at its sole discretion, 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 ICJIA's funding by reserving some or all of ICJIA appropriation(s) pursuant to power delegated to the Governor by the Illinois General Assembly; or (3) ICJIA 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 Entity will be notified in writing of the failure of appropriation or of a reduction or decrease.

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.

## **E. Eligibility Information**

An entity may not apply for a grant until the entity has registered and pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal, [www.grants.illinois.gov/portal](http://www.grants.illinois.gov/portal). Registration and pre-qualification are required 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 alerts the entity of “qualified” status or informs 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.

Applicants are also required to submit a financial and administrative risk assessment utilizing an Internal Controls Questionnaire (ICQ) for State Fiscal Year 2019 and obtain approval from their cognizant agencies before execution of the grant agreement. Delay in obtaining SFY19 ICQ approval will result in a delay in grant execution.

### **1. *Eligible Applicants***

This program design requires at least 5 years’ experience providing training and technical assistance to schools on bullying prevention, social and emotional learning, and/or trauma-aware climate initiatives. ICJIA assessed agencies with the experience and capacity to meet the program design and requirements and has identified the entities below due to their experience and capacity to implement program requirements in a short time frame. The following entities are eligible to apply:

- Center for Childhood Resilience at Ann & Robert H. Lurie Children's Hospital of Chicago
- Center for Rural Health at Southern Illinois University

### **2. *Cost Sharing or Matching***

No matching or cost-sharing requirement.

**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). There are three types of NICRAs:

(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. The organization must provide a copy of the federal NICRA at the time of application.

(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 CARS 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.

All grantees must complete an indirect cost rate negotiation or elect the De Minimis Rate to claim indirect costs. Indirect costs claimed without a negotiated rate or a De Minimis Rate election on record in the State of Illinois’ centralized indirect cost rate system may be subject to disallowance. It is the organization’s responsibility to ensure that any indirect cost rate utilized is properly registered in the GATA Portal. Failure to register the rate properly may restrict an organization from charging indirect costs to a grant.

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.

**F. Application and Submission Information**

**1. Obtaining Application Materials**

Applications must be obtained at <https://gata.icjia.cloud/> by clicking on the link titled “Trauma Responsive Schools”. Paper copies of the application materials may be requested by calling Reshma Desai at 312.793.7057, mailing 300 West Adams Street, Suite 200, Chicago, Illinois 60606; or Telephone Device for the Deaf (TDD) (312)793-4170. Applications, however, may only be submitted via email.

**2. Content and Form of Application Submission**

Application Submission

The application must be emailed to [CJA.TraumaAwareSchool@Illinois.gov](mailto:CJA.TraumaAwareSchool@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 applicant is responsible for ensuring that documents adhere to the instructions provided.

<b>The following materials are required. The applicant must submit the documents based on the instructions provided below.</b>				
<b>Document</b>	<b>Document Name</b>	<b>PDF</b>	<b>Word</b>	<b>Excel</b>
<b>Uniform Application for State Grant Assistance</b> - This form must be completed,	“Agency Name – Application”	X	X	

signed, and scanned (PDF), and provide a Word file as well				
<b>Program Narrative</b> – 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. Maximum of 10 pages.	“Agency Name – Program Narrative”		X	
<b>Budget/Budget Narrative</b> – This document is a workbook, with several pages (tabs). The last tab has instructions if clarification is needed.	“Agency Name – Budget”			X
<b>Non-Profit Agency Required Documents</b>				
United States Internal Revenue Service 501(c)(3) determination letter for nonprofit organizations.		X		

**3. Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM).** Each applicant (unless the applicant is an individual or Federal or State awarding agency that is exempt from those requirements under 2 CFR § 25.110(b) or (c), or has an exception approved by the Federal or State awarding agency under 2 CFR § 25.110(d)) is required to:

- (a). Be registered in SAM before submitting its application. To establish a SAM registration, go to [www.SAM.gov](http://www.SAM.gov) and/or utilize this instructional link: How to Register in SAM from the [www.grants.illinois.gov](http://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 [www.dunandbradstreet.com](http://www.dunandbradstreet.com) or call 1-866-705-5711.; and
- (c). Continue to maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by a Federal or State awarding agency. 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 and, if an applicant has not fully complied with the requirements by the time ICJIA is ready to make an award, ICJIA may determine that the applicant 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 applicant.

**4. Submission Dates, Times, and Method.**

Application Deadline

Completed application materials must be emailed to [CJA.TraumaAwareSchool@Illinois.gov](mailto:CJA.TraumaAwareSchool@Illinois.gov) by **11:59 p.m. on February 15, 2019** to be considered for funding. Proposals will not be accepted by mail, fax, or in-person. Incomplete applications and those sent to different email

address will not be reviewed. Late submissions will not be reviewed. If the due date falls on a Saturday, Sunday, or Federal or State holiday, the reporting package is due the next business day.

Agencies are encouraged to submit their applications 72 hours in advance of the deadline to avoid unforeseen technical difficulties. Technical difficulties should be reported immediately to ICJIA by calling Reshma Desai at (312) 793-7057 or emailing [CJA.TraumaAwareSchool@Illinois.gov](mailto:CJA.TraumaAwareSchool@Illinois.gov).

#### **5. Intergovernmental Review.**

Not applicable.

#### **6. Funding Restrictions.**

(a). Federal Financial Guide. Applicants must follow the current edition of the 2017 Department of Justice Grants Financial Guide which details allowable and unallowable costs and is available at: <https://www.justice.gov/ovw/file/1030311/download>. Costs may be determined to be unallowable even if not expressly prohibited in the Grants 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:

- i. Land acquisition;
- ii. New construction;
- iii. Renovation, lease, or any other proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- iv. Minor renovation or remodeling of a property either (a) listed or eligible for listing on the National Register of Historic Places or (b) located within a 100-year flood plain; and
- v. Implementation of a new program involving the use of chemicals;
- vi. Capital expenditures; and
- vii. Food and beverage.

(c). Allowable Expenses. Funds can be used for training costs, consultants, staff time, materials and supplies, and indirect costs. Funding for school staff will be limited to activities related to the program requirements that are in addition to regular workloads. School Districts may be reimbursed for substitute teaching and/or educator's overtime costs.

(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. In efforts to ensure the reasonableness, necessity and allowability of proposed uses of funds, ICJIA may require prior approval of the following, among other things:

- i. out-of-state travel;
- ii. equipment over \$5,000;
- iii. certain Requests for Proposals and sub-contracts; and
- iv. conference, meeting, and training costs for grant recipients.

Submission of materials for ICJIA approval should be incorporated into the application Implementation Schedules.

(f) 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. If funds will be used for the expansion of an already implemented program, applicants must explain how proposed activities will supplement - not supplant - current program activities and staff positions. Public agencies may not deliberately reduce local, federal, or other state funds because of the existence of these funds. A written certification may be requested by ICJIA stating that these funds will not be used to supplant other state, local, or 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, the Grant Accountability and Transparency Act, 44 Ill. Admin. Code 7000, 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 as well as the ICJIA Subcontract Policy. Some agreements may be entered into through a “sole source”

process, however, other agreements must be competitively bid through a “Request for Proposal” process.

ICJIA will make the final determination whether a proposed agreement constitutes a subaward or a subcontract. ICJIA’s determination is final and not subject to appeal.

**E. Application Information**

*1. Criteria.*

Application materials must address all components of this Notice of Funding Opportunity 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. The applicant must demonstrate that costs are reasonable, necessary, and allowable.

Application selection will be made using the following criteria. The total number of points available is 100. The minimum score is 80.

Scoring Criteria		Possible Points
<b>Statement of the Problem</b>		<b>5</b>
Application addresses problem		
<b>Agency Capacity</b>		<b>20</b>
Includes at least 5 years’ experience in training and providing technical assistance to schools on bullying prevention, social and emotional learning, and/or trauma-aware climate initiatives.		
<b>Project Implementation:</b>		<b>30</b>
Proposed activities address program design and requirements. Implementation schedule is complete.		
<b>Goals, Objectives and Performance Indicators:</b>		<b>5</b>
Objectives and performance indicators are reasonable.		
<b>Project Management:</b>		<b>20</b>
Proposed staffing plan address program design and requirements.		
<b>Budget Detail:</b>		<b>10</b>
Budget is complete. Costs are allowable and cost effective in relation to the proposed activities.		
<b>Budget Narrative:</b>		<b>10</b>
Narrative is complete for all line items, clearly detailing how the applicant arrived at and calculated the budget amounts.		
<b>Total Possible Points</b>		<b>100</b>

*2. Review and Selection Process*

All applications will be screened for completeness and GATA ICQ submission for the current state fiscal year. Applications from agencies do not have a current ICQ submitted by the date of application will not be reviewed. Proposals that pass the screening process will be reviewed by ICJIA staff. Selection will be based on applicant scores and consideration of past performance history and/or financial standing with ICJIA.

ICJIA reserves the right to reject any or all incomplete proposals, proposals including unallowable activities, proposals that fail to meet eligibility or program requirements, or proposals that are otherwise deemed to be unsatisfactory. ICJIA also reserves the right to invite either or both applicants to resubmit amended applications and modify budgets that include unallowable or unreasonable costs.

Successful applicants whose applications contained unallowable or unreasonable costs will have their award reduced by the total amount of those costs. Upon applicant acceptance of the grant award, announcement of the grant award shall be published by the awarding agency to the GATA portal.

Recommendations will be forwarded to ICJIA's Budget Committee for approval. Applicants will be notified of the Budget Committee's decision.

### ***3. Appeals Process***

Unsuccessful applicants may request a formal appeal. Only the evaluation process is subject to appeal. 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 fourteen (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:

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

Please send your appeal to:

Appeals Review Officer  
Illinois Criminal Justice Information Authority  
[Cja.aro@Illinois.gov](mailto: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 supply a written explanation as to why additional time is required. The appealing party must supply any additional information requested by ICJIA within the time period set in the request. ICJIA will resolve the appeal by means of written determination.

The determination will include:

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

#### **4. Debriefing Process**

Unsuccessful applicants may request a debriefing for feedback that could help them improve future funding applications. Debriefings will take the form of written advice to applicants on the strengths and weaknesses of their applications in terms of 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 at a minimum the following:

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

Please send requests to:

Reshma Desai  
Illinois Criminal Justice Information Authority  
[CJA.TraumaAwareSchool@Illinois.gov](mailto:CJA.TraumaAwareSchool@Illinois.gov)

#### **5. Programmatic Risk**

All applicant agencies recommended for funding will be required to submit a completed ICJIA Programmatic Risk Assessment (PRA). This assessment will identify elements of 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.

##### 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.

PRAs completed for other state agencies will not be accepted by ICJIA.

## 6. *Anticipated Announcement and State Award Dates*

<b>Task</b>	<b>Date</b>
NOFO posted	January 15, 2019
<b>Applications due</b>	<b>11:59 p.m., February 15, 2019</b>
Budget Committee review/approval of recommended designations	February 2019
Program start date	April 1, 2019

## F. Award Administration Information

### 1. *State Award Notices*

The ICJIA Budget Committee is scheduled to review and approve designations in February 2019.

ICJIA will transmit a Notice of State Award (NOSA) and the grant agreement to successful applicants after the ICJIA Budget Committee reviews and approves recommended 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 an alternative distribution has been established by ICJIA. The NOSA is not an authorization to begin performance or incur costs.

ICJIA also requires additional documents to be submitted prior to the execution of an agreement:

- o Fiscal Information Sheet
- o Audit Information Sheet
- o Programmatic Risk Assessment
- o Civil Rights Compliance Questionnaire

**No costs incurred before the start date of the agreement may be charged to the grant.**

### 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, but not limited to, ICJIA Financial Guide and Policy and Procedure Manual, the Grant Accountability and Transparency Act, and the U.S. Department of Justice Grants Financial Guide and related regulations, which will be included in the award documents, incorporated into the award by reference, or are otherwise applicable to the award.

Additional programmatic and administrative special conditions may be required.

### 3. *Reporting*

Recipients must submit periodic financial and 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(s)**

With questions and for technical assistance regarding application submission, contact:

Reshma Desai  
Illinois Criminal Justice Information Authority  
[CJA.TraumaAwareSchool@Illinois.gov](mailto:CJA.TraumaAwareSchool@Illinois.gov)

#### **H. Other Information**

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. 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.