

## 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)

Uniform Notice of Funding Opportunity  
Crime Strategy Analysis and Evaluation Program

	<b>Data Field</b>	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority (ICJIA)
2.	Agency Contact:	Luisa Salazar Criminal Justice Specialist Illinois Criminal Justice Information Authority 300 West Adams, Suite 200 Chicago, Illinois 60606 Luisa.Salazar@illinois.gov 312-814-0707
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:	2094-1307
6.	Funding Opportunity Title:	Crime Strategy Analysis and Evaluation
7.	CSFA Number:	546-00-2094
8.	CSFA Popular Name:	JAG
9.	CFDA Number(s):	16.738
10.	Anticipated Number of Awards:	1
11.	Estimated Total Program Funding:	<b>\$424,053</b>
12.	Award Range	<b>\$300,000 to \$424,053</b>
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:	January 31, 2020
17.	Application Range:	January 31, 2020 to March 2, 2020
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

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## **Notice of Funding Opportunity**

### Crime Strategy Analysis and Evaluation

#### **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.” (20 ILCS 3930/7(k), (l))

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.).

The Illinois Criminal Justice Information Authority administers the Edward Byrne Memorial Justice Assistance Grant (JAG) Program, which allows state and local governments to support a broad range of activities to prevent and control crime, and to improve the criminal justice system. JAG funds have supported government programs that enabled the enforcement of Illinois drug laws, worked to decrease the likelihood of violent crime, and improved the criminal justice system and its outcomes.

The following JAG Priority Area will be addressed by this funding opportunity:

**Planning, Evaluation, and Technology Improvement:** To support planning, research and evaluation by providing resources for projects that examine key criminal justice topics and programs and identify research-informed and promising practices for the purposes of informing key stakeholders. This JAG priority area is intended to support the development of a statewide information sharing environment through the use of global standards that facilitate timely, accurate, and efficient exchange of operational data for criminal justice stakeholders.

## ***1. Purpose***

The purpose of this Notice of Funding Opportunity (NOFO) is to support the Illinois Statistical Analysis Center (SAC) with the Crime Strategy Analysis and Evaluation Program. The SAC is charged with assisting the State of Illinois in criminal justice planning, data analysis, evaluation, and identification of research-informed and promising practices. The activities of the program aim to identify smarter solutions for crime reduction and research-informed practices that make the most effective use of limited resources to increase public safety. Funding available through this solicitation will support data collection, analyses, program evaluations, and research on crime control programs, system efficiency, and research-informed practices that target and refine crime and drug control efforts.

## ***2. Program Design***

The applicant must submit a proposed program design that describes how the award will be executed. The proposed program design must incorporate and perform the following main elements:

- (1) Assess and evaluate the impact of Illinois' efforts to control and address crime by conducting applied research and evaluation that examines critical criminal and juvenile justice topics and program in Illinois, particularly those funded with federal formula grants made available through the JAG program.
- (2) Expand the development, collection, analysis, and dissemination of research and statistical information on a variety of crime-related topics, including the extent and nature of drug and violent crime in Illinois and the justice system's response to it.
- (3) Engage experts in the field to identify and describe issues facing the criminal justice system in Illinois and inform practitioners and external criminal justice partners to assist them in their own local efforts.
- (4) Inform and advise on research-based and promising practices and areas of program development for the administration of JAG funds.

## ***3. Program Requirements***

In addition to incorporating the main elements above, the applicant must possess and include the following requirements in the proposed program design.

- a) A partnership with the Illinois State Administering Agency (SAA), housed within the ICJIA Federal State and Grants Unit, on the development and design of notices of funding opportunity. The partnership includes assisting in the

analysis and monitoring of goals, objectives, and performance measures of JAG-funded programs on an ongoing basis.

- b) Facilitation of the JAG planning process through follow-up research that will seek to refine and address issues identified throughout the process.
- c) Access to state criminal history record information (CHRI) data for research purpose and analytic use. This includes extracting large volumes of data from ISP, transforming it into researchable formats, developing administrative channels with ISP hierarchy and outside researchers, and conducting research using CHRI.
- d) Provision of a periodic audit of the state central repository for criminal history records maintained by the Illinois State Police and initiates projects using this criminal history data.
- e) Initiating research and evaluation projects that examine critical criminal and juvenile justice topics and programs in Illinois by focusing on emerging trends, system efficiency, evidence-based programming and the implementation and outcomes of programming.
- f) Securing experts in the field to conduct research and evaluation of programs that can inform policy, support evidence-based practices, and guide decision-making.
- g) Providing ongoing assistance in development of the ICJIA website to enhance web access and online presentation formats of the ICJIA's holdings of criminal justice and social risk factor data and making available data and analytical products to those in need of crime-related statistics and analysis and advising on their use and interpretation.
- h) Framing and prioritizing evaluation and research questions, determining the technical requirements and resources necessary to answer those questions, designating the specific entities that will carry out the research, monitoring the progress of evaluation projects, and ensuring findings and results are conveyed in a timely and effective manner to those in need of the information.

#### ***4. Research-Based Programs or Practices***

Applicants are strongly urged to incorporate research-based best practices into their program design, when appropriate. Applicants should identify the research-based practice being proposed for implementation, identify and discuss the research 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.

#### ***5. 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 the applicant agencies propose in their response to this solicitation.

Goal: Assess and evaluate the impact of Illinois' efforts to control and address crime by conducting applied research and evaluation that examines critical criminal and juvenile justice
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topics and program in Illinois, in particularly, those funded by Justice Assistance Grant (JAG) program.		
<b>Performance Standard</b>	<b>Performance Measure</b>	<b>Minimum Standard</b>
Develop, collect, and analyze statistical information on the extent and nature of the various crime problems and the justice system's response on an ongoing basis.	PERFORMANCE INDICATOR (PI): Number of crime control efforts assessed and evaluated. PI: Number of JAG programs assessed.	x
Expand the use of CHRI data for research and dataset development and enhance research capabilities by developing additional solutions to data storage, retrieval and accessibility and develop topics that can be researched and addressed in publications using the CHRI data. Produce a report from at least x projects that utilizes CHRI data.	PI: Reports produced	x
Audit CHRI and develop new criminal history audit methodologies, such as “desktop” audit analysis to assess data quality.	PI: Date audit initiated	-

Goal: Expand the development, collection, analysis and dissemination of research and statistical information on a variety of crime-related topics and the justice system’s response to it.		
Initiate x new research / evaluation in-house projects this grant period.	PI: Number of projects initiated	x
Final reports or final status documentation for each closed in-house research project and evaluation will be completed.	PI: Number of projects completed and number of reports/final status documentation completed.	Minimum of x
Summaries of findings and final reports from x projects will be made available on website	PI: Number completed and number of website reports posted	x
Deliver presentations on an as needed basis in response to areas of interest in the criminal	PI: Number of presentation requests and number completed	x%

justice system. Respond to x% of requests.		
Respond to requests for crime-related statistics and analyses from users throughout the state on an ongoing basis, including ICJIA Board members and other committees and task forces. Respond to x% of information requests.	PI: Number of requests received and number responded to	x%
Provide technical assistance to external criminal justice partners seeking to improve their own data accessibility and analysis capacity for organizational decision-making. Respond to x% of requests that fall within staff resource capacity.	PI: Number of requests received and number responded to	x%
Proactively disseminate various crime-related statistical information and research throughout the state and develop new publications on an ongoing basis. Release between x publications during this grant term.	PI: Number of publications released	x
Make CHRI data available through the standardized process of executing CHRI User Agreements and tracking those agreements. Provide CHRI data to x% of User Agreement approved requests.	PI: Number of requests received and number of requests processed	x%
Enhance the information services provided through the SAA website. Add x additional datasets to the website for manipulation by users. Maintain an average of x overall site hits and increase in new visitors to our website this term	PI: Number of datasets released, hits to the site, new visitors to the site.	3x Average x

Goal: Utilize experts in the field to identify and describe issues facing the criminal justice system in Illinois, and inform practitioners and external criminal justice partners to assist them in their own local efforts.

Ensure that all evaluation/research projects that are conducted by external research entities are monitored by both SAA staff (if applicable) and SAC staff, including those initiated by grant.	PI: Number of projects initiated and number with a SAC staff partner monitor	x
Publish a final report on each sponsored project (that was not solely for in-house program development) for distribution.	PI: Number completed and number of reports released to the website or made otherwise available	x%

Goal: Assist the SAA by informing, advising, and collaborating on the areas of JAG program development.		
Assist in NOFO development, program development, development of goals and objectives, process outcomes, and performance indicators.	PI: Number of NOFOs assisted.	x
Develop Periodic Performance Reports (PPR) for use by all JAG funded programs.	PI: Number of JAG PPR developed this quarter.  PI: Number of JAG fund programs opened this quarter.	x
Assist in the preparation of federal grant applications by providing data analysis and reporting requirements mandated by the federal government.	PI: Number of requests for assistance and number of federal reports that we assisted in	x
Develop, advise, and update the JAG Strategic Plan and required annual report.	PI: Number of reports updated.	x

## 6. Priorities

The following JAG Priority Area will be addressed by this funding opportunity:

**Planning, Evaluation, and Technology Improvement:** To support planning, research and evaluation by providing resources for projects that examine key criminal justice topics and programs and identify research-informed and promising practices for the

purposes of informing key stakeholders. This JAG priority area is intended to support the development of a statewide information sharing environment through the use of global standards that facilitate timely, accurate, and efficient exchange of operational data for criminal justice stakeholders.

## **B. Funding Information**

Federal funds will be used to fund this program.

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

Grant awards resulting from this opportunity will have a target period of performance of May 1, 2020, to December 31, 2020. Additional funding of up to 28 months may be awarded after the initial funding period, contingent upon a satisfactory performance and availability of funds. Total funding for the grant program will not exceed 36 months.

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

A total of \$424,053 in JAG funding is available through this solicitation. Applicants may request a minimum of \$300,000 and a maximum of \$424,053 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**

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 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***

This program will achieve one of the goals of the Illinois Edward Byrne Justice Assistance Grant 2019-2024 Strategic Plan: to support the Illinois Statistical Analysis Center in assisting the state of Illinois in criminal justice planning, data analysis, evaluation, and identification of research-based or informed practices. The Illinois Statistical Analysis Center is the eligible applicant.

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

No cost sharing or match is required.

## ***3. Indirect Cost Rate***

In order to charge indirect costs to a grant, the applicant organization 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 letter at 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 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.

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.

## D. Application and Submission Information

### 1. Accessing Application Package

Applications must be obtained at <https://grants.icjia.cloud/> by clicking on the link titled “Crime Strategy Analysis and Evaluation.” Paper copies of the application materials may be requested from Luisa Salazar by calling 312-814-0707; writing Luisa Salazar 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.

### 2. Content and Form of Application Submission

a) Notice of Intent.

A notice of intent is not required.

b) Forms and Formatting.

The application must be emailed to [Luisa.Salazar@illinois.gov](mailto:Luisa.Salazar@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 missing documents will be rejected. Applicants are responsible for adhering to document instructions.

<b>The following materials MUST be submitted by all applicants. 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, signed, and scanned (PDF), and provide a Word file as well	“Agency Name – Application”	X	X	
<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.	“Agency Name – Program Narrative”		X	
<b>Budget/Budget Narrative</b> – This document is a workbook, with several	“Agency Name – Budget”			X

pages (tabs). The last tab has instructions if clarification is needed.				
<b>Non-Profit Agency Required Documents</b>				
United States Internal Revenue Service 501(c)(3) determination letter.		X		

c) Application Formatting

Program Narratives may not exceed 30 pages and must be written in Times New Roman, size 12 font. Do not delete template questions in your response. Include any required agreements with or support letters from third parties.

**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.
- 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**

- a) **All required application materials must be emailed to [Luisa.Salazar@illinois.gov](mailto:Luisa.Salazar@illinois.gov) by 11:59 p.m. on March 2, 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 in advance of the deadline. Technical difficulties experienced at any point during the process should be reported immediately to ICJIA by calling Luisa Salazar at (312) 814-0707, or emailing [Luisa.Salazar@illinois.gov](mailto:Luisa.Salazar@illinois.gov).
- c) Applicants will receive an automatic reply to their email submission. Applicants that do not receive an automatic reply to their submission email should immediately contact Luisa Salazar at (312) 814-0707 or [Luisa.Salazar@illinois.gov](mailto:Luisa.Salazar@illinois.gov).

## ***5. Application Questions***

Questions may be submitted via email at [Luisa.Salazar@illinois.gov](mailto:Luisa.Salazar@illinois.gov). The deadline for submitted questions is 11:59 p.m. on February 21, 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, applicant may not discuss the opportunity directly with any ICJIA employee other than the respondent of 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](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 funding opportunity:
  - 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 be 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 funding opportunity:
- Staffing and related costs
  - Indirect expenses
  - Specific program-related 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. Submission of materials for ICJIA approval should be incorporated into the application Implementation Schedules. To ensure the reasonableness, necessity and allowability of proposed uses of funds, ICJIA may require prior approval of the following, among other expenses:
- Out-of-state travel
  - Certain Requests for Proposals and sub-contracts
  - Conference, meeting, and training costs for grant recipients
- 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 funds, 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, 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 Review 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. Evaluation criteria must include at a minimum the following criteria categories:

- Need: Identification of stakeholders, facts and evidence that demonstrate the proposal supports the grant program purpose.
- Capacity: The ability of an entity to execute the grant project according to project

requirements

- Quality: The totality of features and characteristics of a service, project or product that indicated its ability to satisfy the requirements of the grant program
- Other: Societal impact, economic impact, cost effectiveness, sustainability, and grant specific 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, as well as consideration of 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.

Scoring Criteria		Possible Points
<b>Program Design:</b>		<b>30</b>
<ul style="list-style-type: none"> <li>• Provides a clear, concise proposal, stating the needs to be addressed of assisting the State of Illinois.</li> </ul>		10
<ul style="list-style-type: none"> <li>• Each program requirement is addressed in the proposal explaining how each requirement will be designed and accomplished.</li> </ul>		10
<ul style="list-style-type: none"> <li>• Provides a clear plan for assisting the SAA in JAG program development</li> </ul>		5
<ul style="list-style-type: none"> <li>• Provides a clear plan for the JAG Strategic Plan and the JAG annual report.</li> </ul>		5
<b>Project Implementation:</b>		<b>20</b>
<ul style="list-style-type: none"> <li>• Describes a reasonable and achievable use of requested funds to implement the proposal of assisting the State of Illinois in their need.</li> </ul>		10
<ul style="list-style-type: none"> <li>• Completes implementation schedule.</li> </ul>		10
<b>Goals, Objectives and Performance Indicators:</b>		<b>10</b>
<ul style="list-style-type: none"> <li>• Completes the table and sets reasonable and realistic projections for the performance indicators of process objectives.</li> </ul>		10
<b>Project Management:</b>		<b>20</b>
<ul style="list-style-type: none"> <li>• Describes a plan for coordination and supervision of the project activities.</li> </ul>		5
<ul style="list-style-type: none"> <li>• Describes a plan for collecting data.</li> </ul>		5
<ul style="list-style-type: none"> <li>• Demonstrates capacity to meet goals and reporting requirements of the program.</li> </ul>		5

<ul style="list-style-type: none"> <li>• Describes sustainability beyond federal funding.</li> </ul>		5
<b>Budget Detail:</b>		<b>10</b>
<ul style="list-style-type: none"> <li>• Budget is complete.</li> </ul>		5
<ul style="list-style-type: none"> <li>• Budgeted items are cost-effective in relation to the proposed activities.</li> </ul>		5
<b>Budget Narrative:</b>		<b>10</b>
<ul style="list-style-type: none"> <li>• Narrative is complete for all line items, clearly detailing how the applicant arrived at and calculated the budget amounts.</li> </ul>		10
<b>Total Possible Points</b>		<b>100</b>

## ***2. Review and Selection Process***

All applications will be screened for completeness including GATA Pre-qualification, and GATA Internal Control Questionnaire (ICQ) have been submitted for the current state fiscal year. Applications that are not complete, are received from applicants that are not GATA pre-qualified, or received from applicants that have not submitted an ICQ for the current state fiscal year will not be reviewed.

Proposals that pass the screening process will be scored by a panel of ICJIA staff. Scores will be based on the team average. Past performance history and/or financial standing with ICJIA may also be considered.

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 applicants to answer clarifying questions and modify budgets that include unallowable or unreasonable costs. Budgets will be reviewed for allowability, completeness, and cost-effectiveness. ICJIA will perform an in-depth budget review of all grants awarded. ICJIA may require budget modifications after a grant is awarded, but the modifications will not materially change the nature of the program or services.

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. Review team recommendations will be forwarded to Budget Committee for approval. Applicants will be notified of the Budget Committee's decision.

## ***3. Appeal 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 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](mailto:CJA.ARO@Illinois.gov)

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:

- Review of the appeal.
- Appeal determination.
- Rationale for the determination.
- 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:

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

Please send requests to:

Luisa Salazar  
Illinois Criminal Justice Information Authority

### **5. 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.

#### 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 31, 2020
NOFO question submission deadline	February 21, 2020
<b>Applications due</b>	<b>11:59 p.m., March 2, 2020</b>
Budget Committee review/approval of recommended designations	March 12, 2020
Program start date	May 1, 2020

## **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 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, including:

- Fiscal Information Sheet.
- Audit Information Sheet.
- Programmatic Risk Assessment.
- Civil Rights Compliance Questionnaire.
- Equal Employment Opportunity and Civil Rights Certification signed by the Implementing Agency.
- Lobbying and Debarment certification signed by the Program Agency.

## ***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. These include, but are not limited to, the 34 U.S.C. §§ 10151 – 10158 and related regulations, the ICJIA Financial Guide and Policy and Procedure Manual, the Grant Accountability and Transparency Act, and the U.S. Department of Justice Grants Financial Guide. These will be included in the award documents, incorporated into the award by reference, or otherwise will be applicable to the award.

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:

Luisa Salazar  
Illinois Criminal Justice Information Authority

[Luisa.Salazar@illinois.gov](mailto:Luisa.Salazar@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.

NOFO application budgets will be reviewed for completeness and cost-effectiveness. ICJIA will perform an in-depth budget review of all grants awarded through this NOFO later. ICJIA may require budget modifications after a grant is awarded, but the modifications will not materially change the nature of the program or services.