BULLYING PREVENTION NOFO INSTRUCTIONS
NOFO # 2118-2204

Task	Date
NOFO posted	June 20, 2022
Technical Assistance Recording	June 20, 2022
Notice of Intent due	July 6, 2022
NOFO question submission deadline	July 14, 2022
Applications due	**4:59 p.m., July 20, 2022**
Budget Committee review/approval of recommended designations	August 18, 2022
Performance Period	October 1, 2022 to June 30, 2023

CHECKLIST

Prior to application due date:
- Register with the System for Award Management (SAM), Obtain a Unique Entity ID #
- Apply for, update, or verify the Employer Identification Number (EIN)
- Complete registration in the Grantee GATA Portal

Submission Checklist:
- Uniform Application for State Grant Assistance
  - Submitted in PDF (signed, and scanned)
  - Submitted in a Word file
- Program Narrative –Do not change the format of this document.
  - Submitted in a Word file.
- Budget/Budget Narrative
  - Submitted in Excel format (no signatures required for this document at this time)

The documents listed above should be zipped in a single folder. Each individual document should be named as noted on pages 8-9 and emailed to:
CJA.StateViolencePrevention@illinois.gov

Uniform Notice for Funding Opportunity (NOFO)
FY23 Bullying Prevention

	Data Field	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority (ICJIA)
2.	Agency Contact:	Nathaniel Bossick Strategic Project Administrator Illinois Criminal Justice Information Authority 60 E. Van Buren Blvd, 6th Floor, Chicago, Illinois 60605 CJA.StateViolencePrevention@illinois.gov 312-793-8550
3.	Announcement Type:	Initial announcement Modification of a previous announcement
4.	Type of Assistance Instrument:	Grant
5.	Funding Opportunity Number:	2118-2204
6.	Funding Opportunity Title:	Bullying Prevention
7.	CSFA Number:	546-00-2118
8.	CSFA Popular Name:	Bullying Prevention
9.	CFDA Number(s):	NA
10.	Anticipated Number of Awards:	5-6
11.	Estimated Total Program Funding:	$400,000
12.	Award Range	$65,000-75,000
13.	Source of Funding:	☐ Federal or Federal pass-through ☒ State ☐ Private / other funding
14.	Cost Sharing or Matching Requirement:	☐ Yes ☒ No
15.	Indirect Costs Allowed Restrictions on Indirect Costs	☒ Yes ☐ No ☐ Yes ☒ No
16.	Posted Date:	June 20, 2022
17.	Application Range:	June 20, 2022 to July 20, 2022
18.	Technical Assistance Session:	Session Offered: ☒ Yes ☐ No Session Mandatory: ☐ Yes ☒ No It is recommended that applicants view the recorded technical assistance, which will be available beginning on June 20, 2022, at 10:00 a.m. https://illinois.webex.com/illinois/ldr.php?RCID=024779f57cdb1946cf54725c0e25a7c7

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Notice of Funding Opportunity
Bullying Prevention
NOFO # 2118-2204

A. Program Description

In the FY23 Illinois budget, ICJIA received a $400,000 appropriation to support Bullying Prevention services across Illinoi. This funding opportunity will provide Bullying Prevention grants to schools and community-based organizations that offer supportive services programs. The [Statewide Violence Prevention Plan informed this funding initiative](). Applicants should review the plan when developing their proposals.

1. *Purpose*

Bullying refers to actions in which an individual in an imbalanced power relationship intentionally and repeatedly inflicts, or attempts to inflict, injury or discomfort on another.[i] Traditional bullying includes physical aggression, verbal threats and insults, and exclusion from groups.[ii] Cyberbullying has emerged as a less traditional form of bullying coinciding with increased use of technology and the internet and includes activities that occur via electronic means, such as text messaging, emails, websites, or other forms of social media.[iii]

In Illinois during 2020, about 1 in 4 youth reported experiencing bullying and about 1 in 6 youth reported experiencing cyberbullying, with variances seen by data source and groups examined.[iv] In developing the [ICJIA Statewide Violence Prevention Plan](), researchers conducted an Illinois [needs assessment]() and found certain groups reported higher rates of bullying than others, including:

- LBGTQ youth, including those who identify as transgender and those who do not identify as female, male, or transgender; and gay, lesbian, or bisexual youth.
- Native American/American Indian and multiracial youth.
- Youth in rural and other urban/suburban counties (*Appendix A*).
- Middle school youth.

Bullying is a form of youth violence that creates an adverse childhood experience. This is important as adverse childhood experiences have been linked to physical health issues, mental health issues, and decreased opportunity in adulthood.[v] The ICJIA Statewide Violence Prevention Plan found that youth who experienced bullying and cyberbullying were significantly more likely to report feeling sad or hopeless and suicidal ideation than youth who did not report experiencing any form of bullying.[vi]

Addressing bullying is important in any context, but especially in the school setting because "bullying can affect the social environment of a school, creating a climate of fear among students, inhibiting their ability to learn, and leading to other antisocial behavior."[vii] Because bullying is seen as a form of violence, many interventions take a violence prevention approach guided by public health principles, which generally categorize initiatives according to when they

are implemented or the population they aim to serve.[viii] This funding opportunity will focus on the following categories: :

- **Primary prevention**[ix]- addressing the risk factors for violence before violence even occurs. Funding will support efforts to define and address a <u>school's climate and/or community level activities</u> to reduce bullying.
- **Secondary and tertiary prevention**[x] - addressing those at the greatest risk for violence and those who are involved in violence. Funding will support <u>supportive services</u> within a school that will address those at risk for bullying or those already involved.

Anti-bullying programs can approach prevention in many ways (e.g., addressing the general population or targeting youth who are already involved in bullying). Anti-bullying programming varies amongst locations (e.g., in-school versus out of school) and those involved in program activities (e.g., students, staff, and/or families). Furthermore, anti-bullying programs are not the only way to potentially prevent and reduce bullying behaviors, reduce risk factors for bullying, and improve protective factors against bullying. Positive youth development programming works to set youth on positive life trajectories and may help to reduce the risk for bullying and victimization.[xi]

2. *Program Design and Requirements*

This funding opportunity will be open to schools and community-based agencies. The NOFO asks applicants to address bullying prevention through (1) positive school climate activities and (2) supportive services for those experiencing bullying in the following ways:

<u>School climate and/or Community level activities</u>
- Bullying prevention and pro-social campaigns, events, etc.
- Education and awareness
- Student/youth groups such as youth leadership, gay/straight alliance, etc.
- Planning to determine what school-based BP policies and procedures are necessary
- Implementation of school bullying prevention policies and procedures
- Implementation of an evidence informed bullying prevention program

<u>Supportive Services</u>
- Staff to support students in community, classrooms, in groups or individually. This includes the broad range of supports from early intervention to clinical supports (including education and awareness for those have been bullied and those that have used bullying behaviors) and can address bullying and related mental health challenges such as suicide prevention.

3. *Goals and Performance Metrics*

Funded programs will be required to submit quarterly progress reports that will minimally include the demographic, service types and hours, successes and challenges based on the

objectives the applicant agencies propose after being selected for funding. Funded applicants will be required to work with ICJIA on performance measures.

4. *Evidence-Based Programs or Practices*

Applicants are strongly urged to incorporate research-based best practices into their program design, when appropriate.

B. Funding Information

State funds will be used to fund this program. Applicants may apply to expand existing projects with applications for new awards.

1. *Award period*

Grant awards resulting from this opportunity will have a target period of performance of October 1, 2022, to June 30, 2023. Additional funding of up to 27 months may be awarded after the initial funding period, contingent upon satisfactory performance and availability of funds. This grant program funding period will not exceed 36 months.

2. *Available Funds*

A total of $400,000 is available through this solicitation. Applicants may request a minimum of $65,000 and a maximum of $75,000 in grant funding.

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

C. Eligibility Information

Before applying for any grant, all entities must be registered through the Grant Accountability and Transparency Act (GATA) Grantee Portal at www.grants.illinois.gov/portal. During the open application period, a pre-qualification verification is performed in the GATA Implementation Website, this includes checking SAM.gov registration, Illinois Secretary of State standing, and status on Illinois Stop Payment List. The GATA Portal will indicate a "Good Standing" status or state the issue and steps on how to achieve "Good Standing".

Applicants are also required to submit a financial and administrative risk assessment utilizing an Internal Controls Questionnaire (ICQ) for state fiscal year 23 before July 20, 2022 and obtain approval from their cognizant agencies before execution of the grant agreement. Delay in obtaining SFY23 ICQ approval will result in a delay in grant execution.

1. *Eligible Applicants*

Schools and community-based organizations may apply.

2. *Cost Sharing or Matching*

Not applicable.

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.

Grant fund recipients are required to complete the indirect cost rate proposal process every fiscal year. If you plan to include indirect costs in your budget, please select your indirect cost rate through the GATA Grantee portal prior to submitting your grant documents to ICJIA.

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 GATA Grantee Portal. Indirect Cost election must be completed annually, for every entity's fiscal year.

Limitations on indirect costs. The maximum amount allowable under a limitation cannot exceed the total amount under the NICRA.

Application and Submission Information

1. *Accessing Application Package*

Application documents must be obtained at https://icjia.illinois.gov/grants/funding/ by clicking on the link titled "Bullying Prevention." Paper copies of the application materials may be requested from Nathaniel Bossick by: calling 312-793-8550; mailing Nathaniel Bossick, 60 E. Van Buren Blvd, 6th Floor, Chicago, Illinois 60605; or via Telephone Device for the Deaf (TDD) (312) 793-4170. Applications, however, may only be submitted via email to: CJA.StateViolencePrevention@illinois.gov.

2. *Content and Form of Application Submission*

Notice of Intent. Agencies interested in applying are strongly encouraged to complete an online Notice of Intent form by 11:59 p.m. on July 6, 2022. Submission of a Notice of Intent is nonbinding and will be used for internal planning purposes only. 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 above may result in an agency not receiving technical assistance with respect to GATA compliance, therefore risking grant ineligibility.

The Notice of Intent is available at:
https://icjia.az1.qualtrics.com/jfe/form/SV_6ul1MIpn15jWgXs

Forms and Formatting

The complete application must be emailed to CJA.StateViolencePrevention@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 or pages are missing.

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	*"Agency Name – Application"*	X		
Program Narrative – This document must meet the requirements outline in Section A. Do not change the format of this document.	*"Agency Name – Program Narrative"*		X	
Budget/Budget Narrative – This document is an Excel workbook, with several pages (tabs). The last tab has instructions if clarification is needed.	*"Agency Name – Budget"*			X

<u>Application Formatting</u>

Program Narratives may not exceed 8 pages (this includes the questions) and must be written in Times New Roman font, size 12 font. Do not delete template questions in your response.

3. *Unique Entity Identification Number (UEI) and System for Award Management (SAM)*

Applicants are required to:[1]

   a) Be registered in SAM before submitting its application. To establish a SAM registration, go to http://www.SAM.gov/SAM.

   b) Provide a valid Unique Entity Identification Number. Unique Entity Identifier (UEI) is now the primary means of identifying entities registered for federal awards government-wide in the System for Award Management (SAM).

   If your entity is already registered in SAM, it has been assigned a UEI. Instructions regarding the migration from DUNS to UEI have been posted in the GATA website.

   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 SAM requirements. 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 state award to another applicant.

4. *Submission Dates, Times, and Method*

Completed application materials must be received by and in possession of the email address CJA.StateViolencePrevention@illinois.gov by 4:59 p.m., July 20, 2022, to be considered for funding. Upon receipt, an automated confirmation receipt will be emailed. Proposals will not be accepted by mail, fax, or in person. Late or incomplete submissions will not be reviewed, including email submissions delayed due to state email security clearance. 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 at CJA.StateViolencePrevention@illinois.gov.

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[1] 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).

5. *Application Questions*

Questions may be submitted via email at CJA.StateViolencePrevention@illinois.gov. The deadline for submitted questions is 4:59 p.m. on July 14, 2022. All substantive questions and responses will be posted on the ICJIA website at https://icjia.illinois.gov/gata/. 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:

Personnel/Contractual and related Fringe Benefits:

- Direct service staff, including, but not limited to:
  o Staff to support students in classrooms, in groups or individually. This includes staff providing a broad range of supports such as early intervention and clinical supports.

- A coordinator that will spend most of their time in the school environment to implement the program, coordinate services, and support students and teachers.

Planning Period

- Applicants may budget for time to plan program implementation, policies, and procedures.

Training

- Training for agency/school staff, teachers, and students.

Travel

- Transportation to allow students to safely attend off site programming.

Supplies

- Program supplies directly related to programming, including, but not limited to:
  - EBP program curricula.
  - Supplies to support bullying prevention and pro-social events.
  - Supplies to support student/youth groups, such as youth leadership groups and gay/straight alliances.
- Office supplies directly related to funded staff needs.

Food for program participants

- Grantees may use grant funds to provide food for program participants as a line in their budgets if it is necessary for the program and if the cost is reasonable. (*Appendix B*).

Indirect costs (must be approved in GATA portal for budget inclusion).

For additional Guidance see the Budget Allocation Guide of Allowable Expenses for State Violence Prevention Grants. (*Appendix C*).

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) <u>State Travel Guidelines.</u> 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.

<u>Supplanting.</u> 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 and state funds.

g) <u>Proposed Subawards and Subcontracts.</u> 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 Session. Applicants are advised to attend technical assistance session prior to application submission. The recorded session will be available for viewing beginning at 10:00 a.m. on June 20, 2022. You can view the recording here: Technical Assistance Recording.

D. 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.

Applications will be reviewed by ICJIA staff and external experts. All applicants may receive up to 10 additional points based on their responses to the Equity Bonus Questions, for a grand total of 110 points.

Scoring Criteria	Possible Points
Summary of the Program:	**10**
1. Response provides a clear and specific one-paragraph summary of the proposed program which includes: • Communities to be served • Population (including general demographic information) • Services that will be provided • Estimated number of clients to be served	
Statement of the Problem: Community * Description and Need	**15**
2. Response includes a clear and detailed description of the proposed community to be served, including: • A clear description of at least one challenge • A clear description of at least one strength • A clear description of the agency's role in the community to be	

served.	
Project Implementation:	**30**
3. Response includes a clear and detailed description of: • The school climate and/or community level program activities • How target populations needs will be met	15
4. Response includes a clear and detailed description of: • Proposed Supportive Services program activities • How the services will meet the target population's needs	15
Project Management and Agency Capacity:	**21**
5. Response includes a clear and detailed description of your agencies' experience conducting bullying prevention. Response includes topics such as types of programming, population served, and impact	5
6. Response includes a clear and detailed description of how this program will collaborate with other agencies, communities, and/or schools.	5
7. If applicable: If the agency is proposing subawards, the response clearly describes the capacity to serve as a "pass-through" entity and justify the need for the subaward.	**Not Scored**
8. Response lists and clearly describes all staff positions involved in the proposed project. The response includes: • Staff position: including the position that will work with ICJIA on grant execution and compliance. • Roles and responsibilities.	5
Implementation Schedule	6
Table: Response clearly includes defines each step in the implementation and operation of the proposed program and states staff position responsible for each task. Response includes a target due date.	6
Goals and Performance Metrics:	**4**
9. Response clearly describes the goal(s) of the program and what outcome(s) they aim to achieve during the grant period October 1, 2022, to June 30, 2023 (9-month performance period) by implementing the program or project	2
10. Response clearly describes the short-term activities that must be completed in order to achieve the program's objectives/goals.	2
Budget Detail:	**20**
Budgeted items are cost-effective in relation to the proposed activities.	10
Narrative is complete for all line items, clearly detailing how the applicant arrived at and calculated the budget amounts.	10
Total Possible Points	**100**

EQUITY QUESTIONS

1. Response states the agency headquarters address. Reponses includes clear and detailed description of where the agency's headquarters are in relation to the community to be served.	5
2. Response includes clear and detailed description of the staff with lived experience and/or staff who adequately reflect and represent the community to be served.	5

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. Applicants that receive an average score of below 70 will not be funded.

Applications will be reviewed within assigned geographic regions. These regions should not restrict applicants' communities to be served. These geographic regions include:

- City of Chicago
- Suburban Chicago counties (Suburban Cookand DeKalb, DuPage, Grundy, Kane, Kendall, Lake, McHenry, and Will counties)
- Other urban and suburban counties (excluding the Suburban Chicago counties listed above; 32 counties)
- Rural Counties (61 counties)

Applications will be selected and funding will be awarded based on the following priorities:

Scoring:
Top equity score
In the event of a tie:
Highest main score
Highest overall score from Project Management and Agency Capacity
Available funding

Preference will be given to applicants that receive equity points. Applications will initially be ranked by total equity points starting with the maximum equity score of 10. In the event two or more applicants receive the same equity score, ties will be broken by the highest main score. For example, an applicant with an equity score of 10 would be funded before an applicant with an equity score of 9. If two applicants receive an equity score of 10 and one has a main score of 100 while the other receives a 99, the applicant with the higher score will be funded. In the event that a tie persists with the highest main score, ties will be broken by the highest overall score earned in the "Project Management and Agency Capacity" section of the program narrative.

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.

ICJIA may reduce award amounts to adjust for funding requests deemed unallowable or unreasonable. 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 Budget Committee for approval. Applicants will be notified of the Budget Committee's decision.

3. *Implementing Agency vs. Program Agency*

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

A program agency:
- Is a subdivision of the implementing agency, such as a school.
- Carries out program operations.
- Is responsible for data and fiscal reporting.

4. *Anticipated Announcement and State Award Dates*

Task	Date
NOFO posted	June 20, 2022
Technical Assistance Recording	June 20, 2022
Notice of Intent due	July 6, 2022
NOFO question submission deadline	July 14, 2022
Applications due	**4:59 p.m., July 20, 2022**
Budget Committee review/approval of recommended designations	August 18, 2022
Performance Period	October 1, 2022, to June 30, 2023

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 and/or verbal 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:

Nathaniel Bossick
Illinois Criminal Justice Information Authority
CJA.StateViolencePrevention@illinois.gov

E. Award Administration Information

1. *State Award Notices*

The ICJIA Budget Committee is scheduled to review and approve designations in August 2022.

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 be must be accepted through the Grantee Portal unless another distribution is established. The NOSA is not an authorization to begin performance or incur costs.

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 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.

F. State Awarding Agency Contact(s)

For questions and technical assistance regarding application submission, contact:

Nathaniel Bossick
Illinois Criminal Justice Information Authority
CJA.StateViolencePrevention@illinois.gov

G. Other Information

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))

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.

[i] Olweus, D. (1994). Bullying at school: Basic facts and effects of a school based intervention program. The *Journal of Child Psychology & Psychiatry, 35*(7), 1171-1190. https://dx.doi.org/10.1111/j.1469-7610.1994.tb01229.x.

[ii] Ericson, N. (2001). *Addressing the problem of juvenile bullying.* Office of Juvenile Justice and Delinquency Prevention.; Olweus, D. (1994). Bullying at school: Basic facts and effects of a school based intervention program. The *Journal of Child Psychology & Psychiatry, 35*(7), 1171-1190. https://dx.doi.org/10.1111/j.1469-7610.1994.tb01229.x.; U.S. Department of Health and Human Services. (n.d.). *What is bullying?* https://bit.ly/2VWPTyW.

[iii] Wolke, D., & Lereya, S. T. (2015). Long-term effects of bullying. *Archives of Disease in Childhood, 100*(9), 879-885. https://dx.doi.org/10.1136/archdischild-2014-306667.

[iv] Garthe, R. C., Smith, D. C., & Freeman, S. (2020). *Illinois Criminal Justice Information Authority statewide violence prevention plan 2020-2024: Review of programs and strategies, needs assessment of violence in Illinois & recommendations for funding.* Illinois Criminal Justice Information Authority.; Weisner, L., & Mock, L. (2022). *Youth bullying: An overview and related interventions.* Illinois Criminal Justice Information Authority.

[v] Centers for Disease Control and Prevention. (n.d.). *Violence Prevention.* https://bit.ly/3sO1vTY.

[vi] Garthe, R. C., Smith, D. C., & Freeman, S. (2020). *Illinois Criminal Justice Information Authority statewide violence prevention plan 2020-202: Appendix #2. Needs assessment of violence in Illinois.* Illinois Criminal Justice Information Authority.

[vii] Ericson, N. (2001). *Addressing the problem of juvenile bullying.* Office of Juvenile Justice and Delinquency Prevention.

[viii] Escamilla, J. (2020). *Violence prevention: Basic ideas for approaches and coordination.* Illinois Criminal Justice Information Authority.

[ix] Abt, T. P. (2017). Towards a framework for preventing community violence among youth. *Psychology, Health, & Medicine, 22*(S1), 266-285. http://dx.doi.org/10.1080/13548506.2016.1257815; Escamilla, J. (2020). *Violence prevention: Basic ideas for approaches and coordination.* Illinois Criminal Justice Information Authority. https://icjia.illinois.gov/researchhub/articles/violence-prevention-basic-ideas-for-approaches-and-coordination#fn17.

[x] Abt, T. P. (2017). Towards a framework for preventing community violence among youth. *Psychology, Health, & Medicine, 22*(S1), 266-285. http://dx.doi.org/10.1080/13548506.2016.1257815; Escamilla, J. (2020). *Violence prevention: Basic ideas for approaches and coordination.* Illinois Criminal Justice Information Authority. https://icjia.illinois.gov/researchhub/articles/violence-prevention-basic-ideas-for-approaches-and-coordination#fn17.

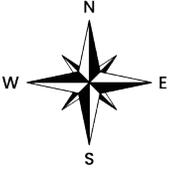[xi] Weisner, L. (2020). *Youth development: An overview of related factors and interventions.* Illinois Criminal Justice Information Authority. https://bit.ly/3vgWYuX.

Illinois Counties By Community Type
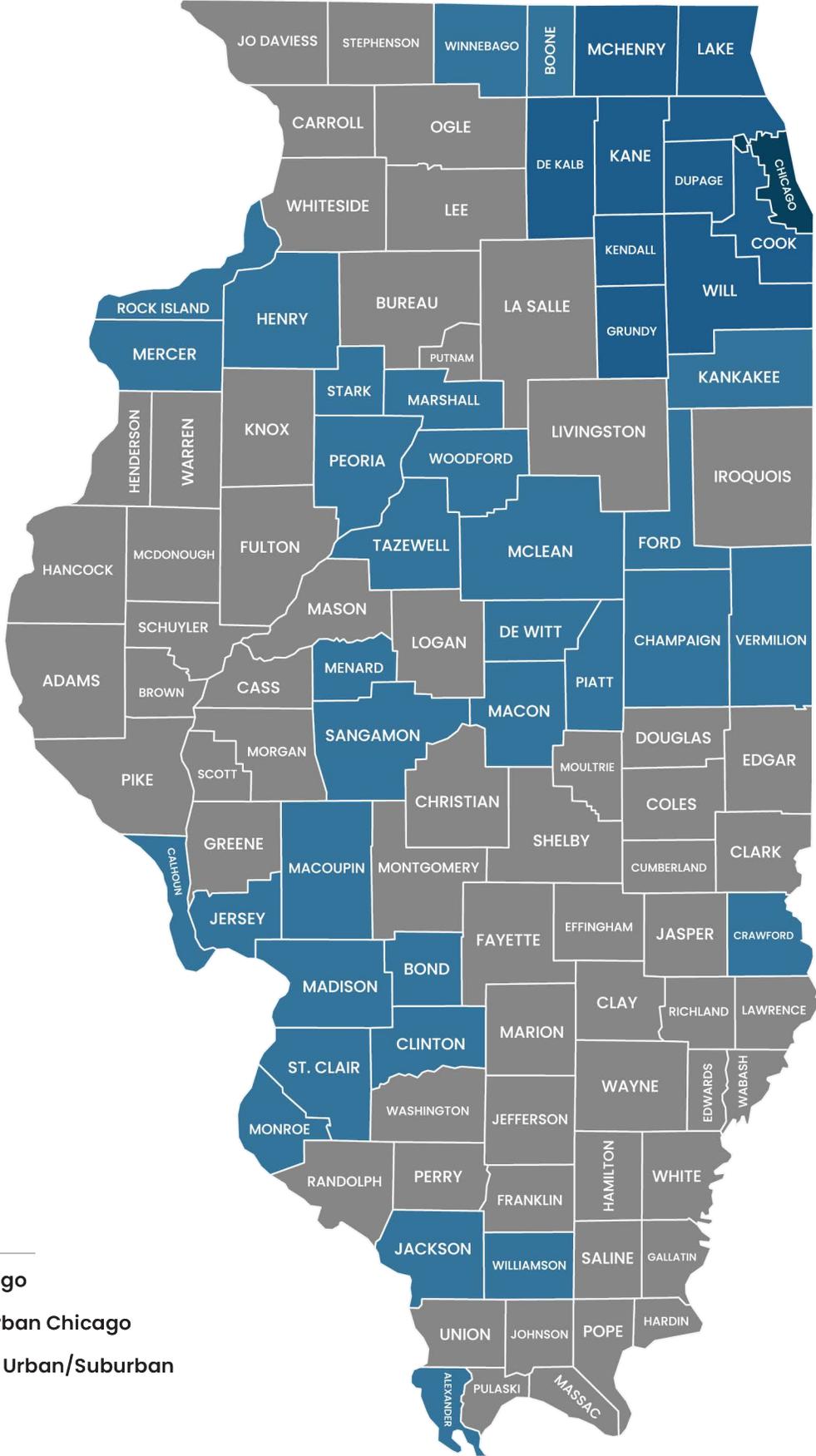
Legend
- Chicago
- Suburban Chicago
- Other Urban/Suburban
- Rural

Counties Alexander, Crawford, De Witt, Jackson and Williamson changed from "Rural" to "Other Urban/Suburban" (Census 2010).

Food Policy for State Grants

Grantees may include food for program participants as a line in their budget if it is allowed within the grant program, if it is necessary for the program and if the cost is reasonable. Examples of the food being necessary for a program include, but are not limited to:

- Grantees may provide a meal as an incentive to participate in a grant program where participants, especially youth, may not otherwise attend. These grant programs can include, but are not limited to, focus groups, workshops, trainings, and violence prevention events.
- Food may be an allowable cost when the event itself is based on a prosocial, relationship-building programmatic purpose within a community or between program participants. For example, a grantee for a violence prevention program may hold a block party to build community and provide food as part of the event, or a re-entry program may host a barbecue to re-introduce people to the neighborhood. Food may also be allowed at a capstone social activity marking the conclusion of a training or program. Employees may participate and eat at these events; however, grantees may not purchase food for events that are solely for employees.
- Programs that provide therapy and other one-on-one counseling may also keep snacks on hand, like granola bars, if necessary for participants to focus on the program, rather than on their hunger.
- Programs that address emergency needs, like re-entry programs, may provide temporary, emergency food for program participants as a bridge to other programs like TANF or SNAP when other sources of emergency food are not available. Grantees may not use ICJIA funds as a substitute for other food programs and allowances that are already available, such as TANF or SNAP.

Alcohol cannot be served at the same event where food is paid for with ICJIA funds, even if the alcohol is paid from another source of funds.

In the budget narrative, the applicant should describe how the per-person cost was calculated, why food is necessary for the program, and why the costs are reasonable. As a guideline for reasonable costs for program participants, snacks may be provided at $3 per person and meals for $10 per person. Reasonableness may be more or less than these amounts depending on the type or size of the event, location, or other factors, including the need to purchase pre-packaged food during the COVID-19 crisis.

Grantees may use grant funds to pay for their employees' meals if they are traveling in support of the grant program. The requirements for food related to travel for work are the same as the State of Illinois' policy for meals during work travel unless grantees have a food travel policy with lower rates of pay per meal, then that more restrictive policy applies.

Grantees must maintain records of the actual food costs and how the food supported its program. For events, grantees must maintain records of the event, including receipts for food and other costs and the number of program participants. For emergency food provision, grantees must maintain records of both the cost of the food provided and the program participant who received it.

Budget Allocation Guide of
Allowable Expenses for
State Violence Prevention Grants

September 30, 2021

This chart provides guidance on allowable costs for State of Illinois Violence Prevention grants to assist grantees build their budgets and, when needed amend them. **These costs are not allowable if they are not in an approved budget.** The chart outlines typical costs, but additional costs may be allowable. All costs must be reasonable and necessary[1] for the operation of the program and aligned with all restrictions on costs in the specific Notice of Funding Opportunity, grant agreement and funding source. Organizations should reach out to the NOFO lead or their grant monitor regarding any questions on allowable costs.

Personnel
1) Each position's current FTE and hourly/salary rate should be listed separately by line item in the budget.
2) Budget the gross pay for each position (not net pay).
3) A daily time tracking log is **required** for each position being paid using multiple sources of funding. A 100% Time Certification Form is required for each position that is reimbursed using funds under a single grant.
4) Grantee's employees should be listed on the Personnel sheet. Contractual staff should be listed on the Contractual page.
Eligible Expenses
Program staff hours (including overtime pay): • Direct Service Staff *(e.g., case manager, counselor, etc.)* • Grant Administration Staff (e.g., project coordinator, data analyst, etc.)
Compensation must be reasonable, conform to the grantee's policies, and those policies must apply to grant and non-grant funded staff. In other words, grantees cannot pay people more or increase their benefits because they are funded under the grant.
Raises that are agency wide and applied towards grant funded and non-grant funded staff.
Payout of paid leave balances upon end of employment in accordance with grantee's internal policies. Any other circumstances need grant manager approval.

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[1] 2 CFR §200.404

Payroll Taxes & Fringe Benefits (Employer-paid)

1) Fringe Benefits for Personnel should correspond to the salary amount on the Personnel sheet of the budget.

Eligible Expenses

Payroll taxes include federal/state tax, FICA, Medicare, worker's compensation, and unemployment insurance paid by the employer.

Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick, or military), employee insurance, pensions, and unemployment benefit plans.

Travel

Eligible Expenses

Transportation, mileage, parking, lodging and meals for program staff/volunteers to attend training or required meetings with ICJIA. See the State of Illinois' Travel Reimbursement Schedule for travel policies and reimbursement limits related to transportation/mileage, in-state lodging and meals, unless grantees have a travel policy with lower rates of reimbursement, then that more restrictive policy applies. See Per Diem Rates | GSA for reimbursement limits for out-of-state lodging.

Local travel expenses for program staff. Travel expenses for program participants (public transportation and gas cards) should be in the Supplies section of the budget.

Prorated operation costs of agency owned vehicles

Equipment Purchases ($5,000+)
1) Items that cost under $5,000 per unit are budgeted under Supplies
Eligible Expenses
Furniture for program services
Phone systems purchase

Supplies
Eligible Expenses
Printing of and postage for program related materials (e.g., client correspondence, brochures, program literature)
Office supplies – When grantees are budgeting for general office supplies, grantees are asked to write in the budget narrative, "Office supplies may include pens, paper, notebooks, toner, and other similar items. No costs under this budget line will have a per unit cost of more than $100 without specific written approval from ICJIA." Grantees may put line items of more than $100 in their budget; they must be listed separately.
Purchases under $5,000 per unit for program services, itemized (e.g., cell phone, computer, furniture, fax machine, photo copier, phone system)
Event Supplies – media material, decorations (banners, balloons), id cards, t-shirts, plastic utensils and plates, door prizes (sports equipment, school supplies, phone chargers), wireless speakers, etc.
Uniforms – Program staff uniforms, t-shirts for program participants when programmatically necessary, i.e., to identify participants at events, for safety purposes, or for some other reason based on programmatic need.
Promotional[2] items – Costs for program outreach are allowable when the costs promote the grant program. For example, an advertisement for an event funded by the grant is allowable while a general advertisement for the grantee's agency is unallowable. Promotional items that are used for programmatic purposes are also allowable. For example, if the grant supports a hotline, magnets promoting the use of the hotline phone number is allowed. Additionally, pens with the grantee's name on them that are used as office supplies by the grant funded staff are an allowable expense.
Resource/training materials, books, CDs & DVDs that are program related
Background checks & fingerprinting for employees/volunteers (some programs may have additional pre-hire requirements that may be covered, e.g. TB test.)

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[2] 2 CFR §200.421: Allowable advertising costs include goods and services procured for the performance of the award, program outreach and other specific purposes necessary to meet the requirements of the award.

Supplies (Direct Client Assistance)

Eligible Expenses

Food for program participants is allowed if food is necessary for the success of the program and the cost is reasonable. Examples of food being necessary for a program's success include but are not limited to:

- when food incentivizes attendance of participants, especially youth, who may not otherwise attend
- when food incentivizes attendance at focus groups that are necessary to the program
- when food incentivizes attendance at workshops, trainings, and violence prevention events
- when food supports an event with a prosocial, relationship-building programmatic purpose within a community or between program participants including a block party to build community, a re-entry event to re-introduce people to a neighborhood, and capstone social activities celebrating the completion of a program
- programs that provide therapy and other one-on-one counseling may also keep snacks on hand, like granola bars, if necessary for participants to focus on the program, rather than on their hunger

Programs that address emergency needs, like re-entry programs, may provide temporary, emergency food for program participants as a bridge to other programs like TANF or SNAP when other sources of emergency food are not available. Grantees may not use ICJIA funds as a substitute for other food programs and allowances that are already available, such as TANF or SNAP.

In the budget narrative, the applicant should describe how the per-person cost was calculated, why food is necessary for the program, and why the costs are reasonable. As a guideline for reasonable costs for program participants, snacks may be provided at $3 per person and meals for $10 per person.

See ICJIA's Food Policy for State Grants for additional guidance.

Public transportation cards/tickets - CTA cards, bus cards, Metra tickets, etc.

Gas cards - Grantees may purchase gas cards for program participants to use for allowable programmatic purposes. More economical methods of travel should be explored first, however gas cards may be distributed when more economical means of transportation are not available. A tracking system for the gas cards is required. See ICJIA's transportation policy for additional guidance.

At the end of the period of performance, grantees must return to ICJIA the monetary equivalent of any unused cards and tickets totaling over $100.

Incentives: Items purchased to encourage client participation in program activities and/or to reward clients for meeting goals. Incentives include, but are not limited to, vendor cards/gift cards, candy, movie theatre tickets, school spirt gear, etc.

At the end of the period of performance, grantees must return to ICJIA the monetary equivalent of any unused vendor cards/gift cards totaling over $100.

Client needs – emergency shelter, emergency clothes or clothes needed for a job interview, school supplies, school fees, etc. Grantees are required to track all items given to program participants under this budget line item.

Contractual (Program Expenses)
Eligible Expenses
Rental costs for events
Maintenance, repair, lease and insurance for equipment used for program services (e.g., cell phone, internet, computer, fax machine, photo copier, appliances, phone system, security system, vehicle insurance/repair)
Contracted specialized professional services for program (e.g., meeting facilitation, planning, accounting, etc.) or for individual program participants (e.g., interpreters) at a rate not to exceed a reasonable market rate
Subawardees responsible for the implementation of the violence prevention program.
Professional liability insurance
Vehicle Lease for transporting program participants
Program computer software for program use
Program participant stipends
Contracted trainer for program staff (leadership development, grant management training and trauma-informed/restorative justice practice trainings, etc.)
Conference registration fees for program staff
Training and registration costs for program participants

Contractual (Building Expenses)

1) All expenses should be prorated across all agency program areas.

Eligible Expenses
Recurring and routine building maintenance services
Rent
Utilities (e.g., gas, electric, water and sewer)
Cleaning service
Garbage collection
Snow removal and lawn/grounds service
Building liability and personal property insurance
Extermination
Signage for building
Maintenance, Repair, and replacement of essential items

Indirect Costs

Eligible Expenses
See the Illinois Indirect Cost Rate link if you plan to budget indirect costs to this grant. As a general rule, indirect costs are based on a percentage (indirect cost rate) of the modified direct total cost base[3], unless grantee has a different base as part of their indirect cost rate agreement.
Costs for the grantee that are not allocated directly to an individual grant program and support the general operation of the grantee, such as rent, utilities, cleaning service, or personnel costs for a receptionist. Costs budgeted as direct costs in the grantee's budget cannot also be reimbursed as indirect costs.

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[3] 2 CFR 200.68. Modified Total Direct Cost (MTDC). MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of $25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

Examples of Unallowable Costs (Not an Exhaustive List)	
Any costs that are not included in the budget approved by ICJIA. Budget revisions must be approved by ICJIA prior to the grantee incurring any costs.	Fundraising Activities
Anything described as unallowable in the Notice of Funding Opportunity.	New Construction
Staff bonuses that are not for incentive compensation related to a pre-existing employment agreement. Overall compensation must remain reasonable.	Land acquisition
Costs or payments that constitute a real or apparent conflict of interest	Capital expenditures
Alcohol and food at any event where alcohol is served	Staff hours for time working on another agency's board, even if related to the program.
Any benefit or expense for board members beyond those related to costs of board training	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
Lobbying	Appreciation, entertainment or social activity expenses for staff, board or multi-disciplinary team members
Raises that are specific to the grant funded program staff, are not applied to all agency staff and do not follow agency policy	