



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

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Memorandum

To: Authority Members

From: Robert D. Taylor

Date: February 19, 2003

Re: Federal and State Grants Unit Report – March 7, 2003 Authority Meeting

The 23 staff assigned to the Federal and State Grants Unit (FSGU) performed a variety of activities during the last quarter.

Grant Activities

Following is information on grant activity during the period of October through December 2002. During that time FSGU staff monitored an average of 548 grants, totaling an average of \$126,986,183. Monitoring includes the following:

- Reviewing 1,142 monthly or quarterly data and fiscal reports;
- Initiating disbursement of funds requested by grantees;
- Conducting 58 site visits;
- Processing budget revisions and/or amendments to existing agreements;
- Reviewing requests for proposals drafted by grantees and proposed subcontracts between grantees and other service providers or vendors; and
- Providing technical assistance to grantees 1,225 times; this includes telephonic, e-mail, and on site contacts with grantees that request assistance regarding issues relating to their grant(s). Staff also receives communications from non-grantees regarding types of grants available through the federal government, and/or how to complete forms for federal grants.

Additionally, during this same period, FSGU staff processed 104 new grant agreements, totaling \$8,093,946. Processing of a new agreement includes:

- Negotiating the program narrative, budget and budget narrative with the grantee;
- Processing the grant proposal for in-house Legal, Fiscal, and Research and Analysis reviews and comments;
- Making any necessary changes and then forwarding the agreement to the grantee for signature;

- Once returned, processing the agreement through the Office of General Counsel for the executive director's signature, and when signed returning a fully executed copy to the grantee as well as other contacts; and
- Initiating an obligation and disbursing any initial funds that are requested.

Administrative Activities

- Since the last Authority meeting in December 2002, FSGU staff have planned for and staffed two meetings: one Budget Committee meeting and a MVTPC Grant Review Committee meeting. This includes working with Research and Analysis staff on the presentation of program data, preparation and mailing of meeting materials, and coordinating logistics with the Office of Administrative Services.
- The FFY03 Juvenile Accountability Incentive Block Grant (JAIBG) application was completed.
- Semi-annual reports were completed for the following grant awards: JAIBG, National Criminal History Improvement Program (NCHIP), Violence Against Women—Rural, Violent Offender Incarceration/Truth in Sentencing (VOITIS), and Residential Substance Abuse Treatment (RSAT).
- Staff is continuing to work and meet with the Authority's Research and Analysis Unit and other state agencies, such as the Administrative Office of the Illinois Courts, to determine areas of greatest need for the funds set-aside for innovative probation initiatives, jail-based mental health services, community-based transitional services for female offenders, and juvenile reporting centers.
- Requests for Proposals (RFP): The VOITIS local juvenile detention center RFP is continuing to be prepared; 17 projects were funded through the Victims Of Crime Act RFP for law enforcement and prosecution based victim assistance. Training for these new grantees will be held March 4, 2003.
- Staff is working closely with Fiscal Management staff to close out the JAIBG program for Federal Fiscal Year 1999, Anti-Drug Abuse Act (Byrne) for Federal Fiscal Years 1995 and 1996, and the Violence Against Women Act program for Federal Fiscal Year 1997, and the Local Law Enforcement Block Grants program for Federal Fiscal Year 2000.

Miscellaneous Activities

- In support of the Authority's Strategic Plan, the staff continues to prioritize the projects and activities as well as develop strategies to best incorporate the Authority's Action Plan initiatives into unit operations.
- FSGU staff have conducted 9 interviews for several vacant victim services positions. Job offers have not been made due to the state hiring freeze.
- FSGU staff has continued a review and an update of the unit's policies and procedures manual.
- Staff staff began planning for a Balanced and Restorative Justice (BARJ) Summit to be held in September 2003. The summit is being funded through the JAIBG program.