



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

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Memorandum

To: Authority Members
From: Mary L. Milano
Date: August 27, 2004
Re: Federal and State Grants Unit Report – September 10, 2004 Authority Meeting

The staff assigned to the Federal and State Grants Unit (FSGU) performed the following activities during the period of May 1, 2004, to July 31, 2004. During this period, the number of FSGU staff declined from 24 to 16. This diminution in staff strength is expected to be temporary.

Grant Activities

During the reporting period FSGU staff monitored 529 grants, representing approximately \$142,432,039 in grant funds. Monitoring included the following:

- Reviewing (1,134) monthly or quarterly reports: (556) data and (578) fiscal;
- Initiating disbursement of funds requested by grantees;
- Conducting (over 65) site visits;
- Processing budget revisions and/or amendments to existing agreements;
- Reviewing requests for proposals (RFPs) drafted by grantees and proposed subcontracts between grantees and other service providers or vendors; and
- Providing technical assistance to grantees (over 2,900 times). This included telephonic, e-mail, and on site contacts with grantees that requested assistance regarding issues relating to their grant(s). Staff also received communications from non-grantees regarding types of grants available through the federal government, and/or how to complete forms for federal grants.

During this reporting period, FSGU staff processed 72 new agreements (grants), representing \$28,698,734 in grant funds. 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 necessary changes and 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
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- Initiating an obligation and disbursing any initial funds that are requested.

Administrative Activities

Federal Applications and Awards

Applications were submitted for the following FFY04 federal programs:

- National Forensic Sciences Improvement Act (NFSIA) program - July 6, 2004.
- Local Law Enforcement Block Grants (LLEBG) program - July 13, 2004.

Awards were received for the following FFY04 federal programs:

Federal Program	Date Received	Award Amount
Victims of Crime Act (VOCA)	May 12	\$14,663,000
Stop Violence Against Women Formula Grant Program (VAWA)	May 20	\$4,300,000
Edward Byrne Memorial State & Local Assistance Formula Grant Program / Anti-Drug Abuse Act (ADAA)	May 26	\$18,800,637
Juvenile Accountability Block Grant (JABG)	June 7	\$1,830,200
President's Family Justice Center Initiative (PFJCI) Central District	June 25	\$341,253
President's Family Justice Center Initiative (PFJCI) Northern District	June 25	\$1,059,144
Local Law Enforcement Block Grants Program	July 21	\$765,573

Training Sessions Conducted

Staff planned and conducted a training session that focused on elder abuse on June 10 in Rosemont, Illinois. Approximately 180 service providers, prosecutors, and law enforcement professionals attended.

- Staff conducted three VOCA meetings in May:
 - May 18, Chicago, Illinois, approximately 28 attendees.
 - May 20, Bloomington, Illinois, approximately 25 attendees.
 - May 21, Mt. Vernon, Illinois, approximately 15 attendees.
- One staff member conducted two grantee Project Safe Neighborhood (PSN) trainings.

Other Activities

- In support of the Authority's Strategic Plan, staff continues to prioritize projects and activities as well as develop strategies to best incorporate the Authority's Action Plan initiatives into unit operations.
- Due to non-renewal of personal service contracts and resignations, FSGU lost roughly one third of its staff during the months of May and June. Executive staff took steps necessary to initiate and pursue the hiring process with expectations of returning the unit to full strength. On an individual basis, staff members have continued to handle increased grant loads, as well as other responsibilities, pending the filling of vacant positions.
- Staff continually updates and upgrades Attachment A's, fact sheets (program/fund information sheets), funding charts, and other items on the Authority's Internet and Intranet sites.
- Staff is examining ways to improve the public's access via the Internet to information relating to programs that receive funds from the Authority and to information about the individual grantees. This is part of an on-going process aimed at making the Authority's activities more open and transparent to the general public.
- Staff is continuing to work and meet with the Authority's Research and Analysis Unit as well as other state and local agencies, such as the Administrative Office of the Illinois Courts, jail-based mental health services, community-based transitional services for female offenders, and juvenile reporting centers to advance common goals and projects.
- Staff is working closely with Fiscal Management staff to close out the ADA Federal Fiscal Years 1995 and 1996 and NCHIP Federal Fiscal Years 1995 through 1999.
- Staff continues to be involved in post-BARJ Summit activities, including the Illinois BARJ initiative.
- Staff is working with Information Systems Unit staff toward integrating and sharing data stored in the Grants Management Information System with other statewide data systems maintained by Central Management Services and the Illinois Technology Office.
- Two staff members participated in meetings of the Illinois Victim Assistance Academy planning committee in Bloomington, Illinois and in Ottawa, Illinois.
- One staff member attended the Sexual Assault Nurse Examiner (SANE) curriculum meeting in Springfield, Illinois on July 28.
- One staff member attended the Safe to Live Advisory Committee Meeting on July 8th in Chicago, Illinois.
- Staff conducted interviews for JAIBG grant specialist positions as well as an additional criminal justice specialist to work on federal applications and reports, and a Motor Vehicle Theft Prevention Council vehicle acquisition specialist, between July 26 and August 9.
- One executive staff member participated in the strategic planning retreat for Girls' Link.

May, June, and July, 2004 – FSGU Activities

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- One staff member attended four Project Safe Neighborhood (PSN) Task Force and administrative meetings.