



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

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Memorandum

To: Authority Members

From: Robert D. Taylor

Date: November 19, 2002

Re: Federal and State Grants Unit Report – December 6, 2002 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 July through September 2002. During that time FSGU staff monitored an average of 461 grants, totaling an average of \$122,785,721. Monitoring includes the following:

- Reviewing 874 monthly or quarterly data and fiscal reports;
- Initiating disbursement of funds requested by grantees;
- Conducting 49 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 1188 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 173 new grant agreements, totaling \$23,031,909. 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 September 2002, FSGU staff have planned for and staffed three meetings: one Budget Committee meeting, a Motor Vehicle Theft Prevention Council (MVTPC) 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.
- An application was completed for a new federal program, the National Forensic Science Improvement Act program.
- The State Annual Report for the Anti-Drug Abuse Act (Byrne) program was completed.
- Staff is continuing to work and meet with the Authority's Research and Analysis Unit and other state agencies, such as 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): local juvenile detention centers is continuing to be prepared; the Victims Of Crime Act RFP for law enforcement and prosecution based victim assistance was completed and 20 proposals were received and sent out for review. Staff also conducted three bidders conferences for agencies eligible to submit proposals.
- Staff is working closely with Fiscal Management staff to close out the Juvenile Accountability Incentive Block Grants (JAIBG) program for Federal Fiscal Year 1999, Anti-Drug Abuse Act (Byrne) Federal Fiscal Years 1995 and 1996, and the Violence Against Women Act program for Federal Fiscal Year 1996. The JAIBG program for Federal Fiscal Year 1998 has been closed out.

Miscellaneous Activities

- FSGU and Office of General Counsel staff are continuing to train newly hired staff.
- 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 over the next 18 months.
- Staff attended a Violence Against Women Act meeting in Albuquerque, NM and a Victims of Crime Act meeting in Atlanta, GA.

- The administrator's position in the victims' services section has been filled. FSGU staff have conducted 16 interviews for several vacant victim services positions and additional interviews are being scheduled.
- Last, FSGU staff has continued a review and an update of the unit's policies and procedures manual.