

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 unsigned Word file
- Program Narrative –Do not change the format of this document. Submitted in 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 for Funding Opportunity (NOFO)
 Illinois Family Violence Coordinating Council
 March 1, 2019

	Data Field	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority (ICJIA)
2.	Agency Contact:	Lacey Pollock Criminal Justice Specialist Illinois Criminal Justice Information Authority 607 East Adams, Suite 906 Springfield, Illinois 62701 Lacey.Pollock@illinois.gov (217) 524- 1917
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:	2096-988
6.	Funding Opportunity Title:	Illinois Family Violence Coordinating Council
7.	CSFA Number:	546-00-2096
8.	CSFA Popular Name:	Illinois Family Violence Coordinating Council
9.	CFDA Number(s):	N/A
10.	Anticipated Number of Awards:	10-15
11.	Estimated Total Program Funding:	\$435,000
12.	Award Range	1 judicial circuit: \$25,000 - \$33,000 2 judicial circuits: \$25,000 - \$45,000
13.	Source of Funding:	<input type="checkbox"/> Federal or Federal pass-through <input checked="" 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:	March 6, 2019
17.	Application Range:	March 6, 2019 - April 5, 2019
18.	Technical Assistance Session:	Session Offered: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Session Mandatory: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

		<p>It is recommended that applicants view the recorded technical assistance session, which will be available beginning on March 13, 2019, at 5:00 p.m.</p> <p>https://grants.icjia.cloud/</p>
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Notice of Funding Opportunity
Illinois Family Violence Coordinating Council
March 6, 2019

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))

The purpose of the local Family Violence Coordinating Council (FVCC) is to establish a forum to share and discuss information in order to promote a coordinated response to family violence in our communities. The councils work to improve the institutional and professional response to family violence issues. The councils engage in prevention, education, and the coordination of intervention and services for victims and perpetrators of child abuse, domestic violence, and abuse against people with disabilities and older adults. A goal of the councils is to contribute to the improvement of the legal system and the administration of justice.

Each Council is judicially led and a local fiscal agent appointed by the judge administers this annual allocation of funds. Funds are used to support a part-time local council coordinator (LCC) in each council, as well as coordination of committee work, training, travel, and other related activities as determined by the local council planning/steering committees. The planning/steering committee establishes, along with the local council coordinator, the goals and objectives for the upcoming year.

For more information on the Illinois Family Violence Coordinating Council please visit:
<http://www.icjia.state.il.us/ifvcc>

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.).

1. Purpose

The purpose of the IFVCC is to improve the justice system's institutional, professional, and community response to family violence, including intimate partner abuse, child abuse, teen dating violence, and abuse against older adults and people with disabilities.

2. Program Design

IFVCCs are designed to improve the criminal justice system's response to family violence issues. The councils support prevention, education, and service coordination efforts for victims and perpetrators of domestic abuse, child abuse, teen dating violence, and abuse against people with disabilities and older adults using a three-pronged approach that includes the following:

- a) Coordinating and convening committees and workgroups to make policy, protocol, practice, and system change.
- b) Improving knowledge of criminal justice and social service professionals on family/domestic violence related topics through trainings.
- c) Increasing awareness and knowledge on family violence issues in the community.

The three-prong approach provides opportunity for impact and change at different levels within the criminal justice system.

Local family violence coordinating councils provide opportunities for communication between criminal justice professionals and community service providers and encourage the sharing of information and resources, thereby providing for development of a network of safety and assistance for family violence victims.

3. Program Requirements

IFVCC requirements include:

- Coordinate efforts to improve the systems response to family violence (including but not limited to domestic violence, child abuse, teen dating violence, and abuse against older adults and persons with disabilities).
 - This is done through the coordinating and convening of committees and workgroups.
 - Councils are required to have a steering committee that meets no less than three times per year.
 - Councils are encouraged to have at least two additional sub-committees and/or workgroups that meet quarterly at a minimum.

- Council membership should include a diverse representation from disciplines not limited to those listed in Exhibit G in the program narrative.
- Improve the knowledge of criminal justice professionals on family violence related topics.
 - This is done through providing trainings to criminal justice and social service professionals and the collection of pre/post tests and evaluations. These trainings include:
 - Arrest Protocol trainings.
 - Arrest Promising Practice Mini-Toolkit trainings.
 - Non-arrest trainings that can be on topics related to family violence of interest based on the council’s specific geographic region’s needs.

Note: Councils are required to provide at least one of each type of the above trainings during the grant period.

- Increase community awareness and knowledge of family violence issues (including but not limited to domestic violence, child abuse, teen dating violence, and abuse against older adults and persons with disabilities).
 - This is done through:
 - Community awareness events.
 - Information and resource sharing and outreach to both community members and agencies/organizations in the circuit.

4. Evidence-Based Programs or Practices

Applicants are strongly urged to incorporate research-based best practices into their program design when appropriate. Applicants should identify the evidence-based practice being proposed for implementation, identify and discuss the evidence 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 1 Mandatory: Coordinate efforts to improve the systems response to family violence (including but not limited to domestic violence, child abuse, teen dating violence, and abuse against older adults and persons with disabilities).	
Note: Local Council Steering Committees are required to meet at least three times per year. Councils are encouraged to have at least two other committees that meet quarterly.	
Process Objectives	Performance Measures

<ul style="list-style-type: none"> ▪ Coordinate and convene ____ committees with criminal justice and family violence professionals that contribute to the improvement of the legal system and the administration of justice. 	<ul style="list-style-type: none"> ▪ Number of committees formed. 				
<ul style="list-style-type: none"> ▪ Local Council Steering Committee will meet at least ____ times per year (REQUIRED). At least 3 meetings required. 	<ul style="list-style-type: none"> ▪ Number of local council steering committee meetings. 				
<ul style="list-style-type: none"> ▪ ____ % of Local Council Steering Committee members that attend at least 60% of meetings. 	<ul style="list-style-type: none"> ▪ Percentage of committee members attending meetings based on total number of committee members. 				
<ul style="list-style-type: none"> ▪ ____ committee will meet at least ____ times per year. 	<ul style="list-style-type: none"> ▪ Number of committee meetings. 				
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<p>Goal 2 Mandatory: Improve the knowledge of criminal justice professionals on domestic violence related topics through implementation of training.</p>					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: left;">Process Objectives</th> <th style="width: 50%; text-align: left;">Performance Measures</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> ▪ Provide ____ Arrest Protocol trainings to local circuit criminal justice and family violence professionals. <ul style="list-style-type: none"> ○ At least 1 Protocol training is required ○ Training includes: <ul style="list-style-type: none"> ▪ Illinois Model Protocol for Law Enforcement and Prosecution: Responding to Victims of Domestic Violence ▪ Illinois Model Protocols for Law Enforcement and Prosecutors: Responding to Victims with Disabilities and Older Adults Who Experience Sexual Assault, Domestic Violence, Abuse, Neglect or Exploitation </td> <td> <ul style="list-style-type: none"> ▪ Number of trainings provided. </td> </tr> </tbody> </table>		Process Objectives	Performance Measures	<ul style="list-style-type: none"> ▪ Provide ____ Arrest Protocol trainings to local circuit criminal justice and family violence professionals. <ul style="list-style-type: none"> ○ At least 1 Protocol training is required ○ Training includes: <ul style="list-style-type: none"> ▪ Illinois Model Protocol for Law Enforcement and Prosecution: Responding to Victims of Domestic Violence ▪ Illinois Model Protocols for Law Enforcement and Prosecutors: Responding to Victims with Disabilities and Older Adults Who Experience Sexual Assault, Domestic Violence, Abuse, Neglect or Exploitation 	<ul style="list-style-type: none"> ▪ Number of trainings provided.
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<ul style="list-style-type: none"> ▪ Educate ____ criminal justice and family violence professionals through Arrest Protocol trainings. 	<ul style="list-style-type: none"> ▪ Number of attendees on training attendance sheets.
<ul style="list-style-type: none"> ▪ Collect ____ pre-tests from participants of Arrest Protocol trainings. 	<ul style="list-style-type: none"> ▪ Number of pre-tests collected.
<ul style="list-style-type: none"> ▪ Collect ____ post-tests from participants of Arrest Protocol trainings. 	<ul style="list-style-type: none"> ▪ Number of post-tests collected.
<ul style="list-style-type: none"> ▪ ____ % of attendees reporting increased confidence at post-test. 	<ul style="list-style-type: none"> ▪ Percentage of participants that indicate increased confidence after training based on number of attendees.
<ul style="list-style-type: none"> ▪ Provide ____ Arrest Promising Practice Mini-Toolkit trainings (including Probation, 911 Telecommunicators, Court Personnel and EMS) to local circuit criminal justice and family violence professionals. <ul style="list-style-type: none"> ○ At least 1 Arrest Promising Practice Mini-Toolkit training is required. 	<ul style="list-style-type: none"> ▪ Number of trainings provided.
<ul style="list-style-type: none"> ▪ Educate ____ criminal justice and family violence professionals through Arrest Promising Practice Mini-Toolkit trainings. 	<ul style="list-style-type: none"> ▪ Number of attendees on training attendance sheets.
<ul style="list-style-type: none"> ▪ Collect ____ pre-tests from participants of Promising Practices Mini-Toolkit trainings. 	<ul style="list-style-type: none"> ▪ Number of pre-tests collected.
<ul style="list-style-type: none"> ▪ Collect ____ post-tests from participants of Promising Practices Mini-Toolkit trainings. 	<ul style="list-style-type: none"> ▪ Number of post-tests collected.
<ul style="list-style-type: none"> ▪ ____% of attendees reporting increased confidence at post-test. 	<ul style="list-style-type: none"> ▪ Percentage of participants that indicate increased confidence after training based on number of attendees.
<ul style="list-style-type: none"> ▪ Provide ____ Non-Arrest trainings to local circuit criminal justice and family violence professionals. <ul style="list-style-type: none"> ○ At least 1 Non-Arrest training is required. 	<ul style="list-style-type: none"> ▪ Number of trainings provided.
<ul style="list-style-type: none"> ▪ Educate ____ criminal justice and family violence professionals through non-Arrest trainings. 	<ul style="list-style-type: none"> ▪ Number of attendees on training attendance sheets.
<ul style="list-style-type: none"> ▪ Collect ____ evaluations (ICJIA developed surveys) from non-Arrest trainings. 	<ul style="list-style-type: none"> ▪ Number of evaluations collected.

<ul style="list-style-type: none"> ▪ _____ % of participants indicate increased confidence on evaluation. 	<ul style="list-style-type: none"> ▪ Percentage of participants that indicate increased confidence after training based on number of attendees.
<p>Goal 3 Mandatory: Increase awareness and knowledge of family violence issues (including but not limited to domestic violence, child abuse, teen dating violence, and abuse against older adults and persons with disabilities) in communities.</p>	
Process Objectives	Performance Measures
<ul style="list-style-type: none"> ▪ Coordinate with local criminal justice professionals and community agencies to participate in _____ community awareness events and activities regarding family violence related topics. 	Number of community awareness events and activities.
<ul style="list-style-type: none"> ▪ Educate and disseminate information to _____ attendees at community awareness events and activities. 	Number of participants at community awareness events and activities.
<ul style="list-style-type: none"> ▪ Disseminate family violence resources to _____ criminal justice and family violence agencies. 	List of agencies reached.

B. Funding Information

1. Award period

Grant awards resulting from this opportunity will have a target period of performance of July 1, 2019, to June 30, 2020. Additional funding of up to 24 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 \$435,000 in funding is available through this solicitation. The minimum amount for each award is \$25,000. The maximum amount of each award is \$45,000.

Agreements that result from this funding opportunity are contingent upon and subject to the availability of funds of sufficient funds. ICJIA, may terminate or suspend this agreement, in whole or in part, without penalty or further payment being required, if (i) sufficient funds for the agreement have not been appropriated or otherwise made available to the grantor by the state or the federal funding source, (ii) the governor or grantor reserves funds, or (iii) the governor or ICJIA determines that funds will not or may not be available for payment. ICJIA will provide notice, in writing, to the grantee of any such funding failure and its election to terminate or suspend the agreement as soon

as practicable. Any suspension or termination pursuant to this Section will be effective upon the date of the written notice unless otherwise indicated.

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. 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 solicitation is open to public and not-for profit entities in Illinois. Advocacy agencies are not eligible to apply due to judicial ethic rules.

Eligible applicants include:

- Government agencies, including local and county government.
- Educational institutions and regional offices of education.
- Non- profit agencies, excluding advocacy agencies.

2. Cost Sharing or Matching

There is no required cost sharing, matching, or cost participation for this announcement.

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 CARS 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. Address to Request Application Package

Applications must be obtained at <https://grants.icjia.cloud/> by clicking on the link titled "Illinois Family Violence Coordinating Council (IFVCC)." Paper copies of the application materials may be requested from Lacey Pollock by calling 217-524-1917; mailing 607 East Adams Street, Suite 906, Springfield, Illinois 62701; 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 to Apply

Agencies interested in applying are strongly encouraged to complete an online Notice of Intent form by 11:59 p.m. on **Friday, March 20, 2019**. 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 which 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 online Notice of Intent is available at:

https://icjia.az1.qualtrics.com/jfe/form/SV_5vgq9ojdTws2NgN

(b). Forms and Formatting.

The application must be emailed to CJA.IFVCC.NOFO@Illinois.gov by the **11:59 p.m., April 5, 2019** for consideration. 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 are missing. The applicant is responsible for ensuring that documents adhere to the instructions provided.

The following materials MUST be submitted by all applicants. The applicant must submit the documents based on the instructions provided below.				
Document	Document Name	PDF	Word	Excel
Uniform Application for State Grant Assistance – This form must be complete	<i>“Agency Name – Application”</i>		X	
Program Narrative – 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.	<i>“Agency Name – Program Narrative”</i>		X	
Budget/Budget Narrative – This document is a workbook, with several pages (tabs). The last tab has instructions if clarification is needed. Do not send a signed budget.	<i>“Agency Name – Budget”</i>			X
Non-Profit Agency Required Documents				
United States Internal Revenue Service 501(c)(3) determination letter.		X		

(c). Application Formatting.

Uniform Application must be completely filled out and submitted in MS Word version only. Do not remove or update any field that have already been filled in.

Program Narrative must be written in Times New Roman, size 12 font. Do not delete template questions in your response. Include any agreements with or support letters from third parties required under this Notice.

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 and/or utilize this instructional link: [How to Register in SAM from the 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 or call 1-866-705- 5711.; and
- (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 CJA.IFVCC.NOFO@Illinois.gov by 11:59 p.m. on April 5, 2019, 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.** If the due date falls on a Saturday, Sunday, or Federal or State holiday, the reporting package is due the next business day.
- (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 Lacey Pollock at 217-524-1917 or emailing CJA.IFVCC.NOFO@Illinois.gov.

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 Lacey Pollock at 217-524-1917 or CJA.IFVCC.NOFO@Illinois.gov.

5. Application Questions

Questions may be submitted via email at CJA.IFVCC.NOFO@Illinois.gov. The deadline for submitted questions is 11:59 p.m. on March 29, 2019. 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. 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 (a) result in a change in its basic prior use or (b) significantly change its size
- Minor renovation or remodeling of a property either (a) listed or eligible for listing on the national register of historic places or (b) 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. The following is a non-exhaustive list of services, activities, goods, and other costs that can be supported through this NOFO:

- Local council coordinator position
- Pro-rated staff time for fiscal agent
- Supplies

- Travel to meetings, trainings, and required 2 trips to Springfield for bi-annual in-person training.
- Travel for speakers and council members
- Stipends to non-government agencies
- A/V or venue rental
- Indirect 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. In efforts to ensure the reasonableness, necessity and allowability of proposed uses of funds, ICJIA may require prior approval of the following, among other things:

- i. Out-of-state travel
- ii. Equipment over \$5,000
- iii. Certain requests for proposals and sub-contracts
- iv. Conference, meeting, and training costs for grant recipients.

Submission of materials for ICJIA approval should be incorporated into the application Implementation Schedules.

(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. Supplanting rules do not apply to not-for-profit agencies

(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.

7. Requirement Prior to Submitting the Application

Applicant Technical Assistance Recording. Applicants are advised to view the following technical assistance recordings prior to application submission. All recordings are located on the ICJIA website at <https://grants.icjia.cloud/>:

- ✓ NOFO programmatic requirements
- ✓ GATA compliance

- ✓ Budget Requirements
- ✓ Allowable expenses
- ✓ Indirect costs
- ✓ Required documents
- ✓ Supplanting

The recordings will be available for viewing beginning at **5:00 p.m. on March 13, 2019.**

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. 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. The minimum score is 75 to be considered for funding.

Scoring Criteria		Possible Points
Statement of the Problem		15
<ul style="list-style-type: none"> • Proposal clearly describes the problem to be addressed through the proposed program and uses data to indicate the scope of the need. 	5	
<ul style="list-style-type: none"> • Proposal identifies gaps in services and explains how the proposed project will compliment and not duplicate existing services. 	5	
<ul style="list-style-type: none"> • Proposal includes an overview of proposed project. 	5	
Agency Capacity and Management:		15
<ul style="list-style-type: none"> • Proposal describes fiscal experience and capacity to manage grants. 	5	
<ul style="list-style-type: none"> • Proposal describes how performance data will be collected, reported and used to inform ongoing projects. 	5	
<ul style="list-style-type: none"> • Proposal describes how applicant agency will sustain the funded program at the end 	5	

of the funding period.		
Target Population:		5
<ul style="list-style-type: none"> Proposal describes the judicial circuit for this local coordinating council and target population. Including the region, county(ies) and municipality(ies) where this program will be implemented. Provides information on the racial/ethnic and nationality composition of community's population and indicates the source of data. 	5	
Goals, Objectives and Performance Measures:		10
<ul style="list-style-type: none"> Applicant completed the goals and objectives chart with reasonable process objectives. Includes at least 3 steering committee meetings and at least 1 arrest protocol training, 1 mini-toolkit training, and 1 non- arrest training. 	10	
Project Implementation:		5
<ul style="list-style-type: none"> Proposal includes an implementation Schedule including the activity, month started, month completed, personnel responsible, and frequency. 	5	
Program Strategy:		40
<ul style="list-style-type: none"> Proposal includes a list of current/proposed council members including the name, job title and organization name of each member. 	5	
<ul style="list-style-type: none"> Proposal includes a list of committees, including member agency members, person responsible for staffing the committee, how often the committee meets, and a description of the committee's focus and projects. 	10	
<ul style="list-style-type: none"> Proposal includes discussion of the process the council will use to recruit and re-engage committee members, including who is responsible. 	5	
<ul style="list-style-type: none"> Proposal includes discussion of potential topics and intended audiences for trainings provided. 	5	
<ul style="list-style-type: none"> Proposal describes a plan for follow-up including how evaluation results will be used, attendee follow-up, and the person 	10	

responsible for follow-up.		
<ul style="list-style-type: none"> Proposal discusses a process of sharing and distributing resources, including person responsible for sharing and distributing resources and information. 	5	
Budget		10
<ul style="list-style-type: none"> Budgeted items are cost-effective, reasonable and necessary in relation to the proposed activities. Travel should include costs for two in-person local council coordinator meetings. 	5	
<ul style="list-style-type: none"> Narrative is complete for all line items, clearly detailing how the applicant arrive at the calculated budget amounts. 	5	
Total Possible Points		100

2. Review and Selection Process

All applications will be screened for completeness and GATA ICQ submission for the current state fiscal year. Applications from agencies do not have a current ICQ submitted by the date of application may not be reviewed.

Selection of proposals that pass the screening process will be reviewed by a scoring panel of ICJIA staff. Scores will be based on the average of team scores. 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.

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 the ICJIA Budget Committee for approval. Applicants will be notified of the 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:

- a. Statement indicating a request for a formal appeal
- b. The name and address of the appealing party
- c. Identification of the grant program
- d. 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 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:

- a. Review of the appeal.
- b. Appeal determination.
- c. Rationale for the determination.
- d. 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:

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

Please send requests to:

Lacey Pollock
Illinois Criminal Justice Information Authority
CJA.IFVCC.NOFO@Illinois.gov

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.

Task	Date
NOFO posted	March 6, 2019
Applicant webinar available	March 13, 2019
Notices of Intent due	March 20, 2019
NOFO question submission deadline	March 29, 2019
Applications due	11:59 p.m., April 5, 2019
Budget Committee review/approval of recommended designations	June 27, 2019
Program start date	July 1, 2019

F. Award Administration Information

1. State Award Notices

The Budget Committee is scheduled to review and approve designations in June 27, 2019

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:

- o Fiscal Information Sheet
- o Audit Information Sheet
- o Programmatic Risk Assessment
- o Civil Rights Compliance Questionnaire

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, but not limited to, 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, which will be included in the award documents, incorporated into the award by reference, or are otherwise applicable to the award.

Additional programmatic and administrative special conditions may be required.

3. Reporting

Grantees must submit electronic quarterly financial and progress reports and final financial and progress reports. Mandatory fiscal and progress reports will be distributed to each grantee for submission. Failure to comply with mandatory reporting requirements will cause immediate suspension of funding of this grant, any other grant that applicant has with ICJIA, and possible termination of the grant. If applicable, an annual audit report in accordance with the Part 200 Uniform Requirements must be submitted. 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:

Lacey Pollock
Illinois Criminal Justice Information Authority
CJA.IFCC.NOFO@illinois.gov

H. Other Information.

1. 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.
2. 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.