

# Notice of Funding Opportunity Webinar

Justice Assistance Grant (JAG)  
Comprehensive Law Enforcement Response to  
Drugs  
April 17, 2017

# JAG Strategic Plan

## Drug Enforcement and Treatment Programs:

*Goal:* To support research-informed and promising drug enforcement and treatment efforts by providing resources to programs that break the cycle of system involvement in the criminal justice system for people who abuse legal and illegal drugs and substances, that ensure the safety of the crime victim and the public, and that promote the payment of restitution to crime victims and to support evidence based programs that enhance public safety and reduce the amount of drugs and substances illegally manufactured and distributed.

# JAG Strategic Plan

## **Prosecution, Court Programs, and Indigent Defense:**

*Goal:* To support all public prosecutors, including appellate prosecutors, by providing the resources and training necessary to assist them in protecting public safety by holding offenders accountable while ensuring the constitutional rights of the accused and enforcing crime victims' constitutional and statutory rights.

# JAG Strategic Plan

## **Law Enforcement:**

*Goal:* To support law enforcement by providing them with the resources necessary to protect and serve the community through the development and implementation of data driven, promising, or research-informed policing strategies that protect public safety and reduce crime, particularly violent crime.

## Available Funds

\$4.2 million in FFY 13-16 JAG funding is available through this solicitation.

# Available Funds

Program Category	Available funds
Law enforcement-led substance abuse diversion and deflection programs	\$2,200,000
Multi-jurisdictional drug prosecution programs	\$1,500,000
Multi-jurisdictional large scale drug trafficking enforcement	\$500,000
<b>Totals:</b>	<b>\$4,200,000</b>

# Eligibility

This solicitation is open to Illinois municipalities, counties and State agencies.

Private and non-profit entities are *not* eligible to apply.

## Eligibility

# Compliance with Illinois Grant Accountability and Transparency Act (GATA)

## GATA compliance includes:

- Implementing Agency Registration
- Approval of the Internal Control Questionnaire (ICQ)
- Pre-qualification, including:
  - Dun and Bradstreet verifications.
  - Check of Debarred and Suspended status.

## GATA Compliance

**ICJIA may only review grant applications from agencies which have registered with GATA and have an approved GATA ICQ.**

ICQs approvals are valid for one year.

Register now at:

<https://www.illinois.gov/sites/GATA/Grantee/Pages/default.aspx>

# Projected Funding Period

- October 1, 2017 through September 30, 2018.
- Contingent on satisfactory performance, the Authority may recommend to its Board a maximum of 24 additional months of funding for each project.

# Funding Range: Category 1

<b>Deflection/Diversion</b>	
<b>Minimum</b>	\$30,000
<b>Maximum</b>	\$75,000

# Funding Range: Category 2

<b>Prosecution</b>	<b>Tier One</b>	<b>Tier Two</b>	<b>Tier Three</b>	<b>Tier Four</b>
<b>Population</b>	0-499,999	500,000-1,499,999	1,500,000 – 4,999,999	5,000,000 +
<b>Available Funding Range</b>	\$75,000 - \$100,000	\$75,000 – \$ 150,000	\$75,000 - \$500,000	\$75,000 - \$750,000

# Funding Range: Category 3

<b>Enforcement</b>	<b>Tier One</b>	<b>Tier Two</b>	<b>Tier Three</b>
<b>Population</b>	0-499,999	500,000- 749,999	750,000 +
<b>Available Funding Range</b>	\$50,000 - \$150,000	\$75,000 – \$ 200,000	\$75,000 - \$225,000

# No Match Requirement

## Indirect Costs

- Costs that are not easily assigned to a small number of people or a specific program, but are necessary to the operation of the program.
- Indirect costs often refer to administrative expenses such as utilities and office space and can include salaries of executive staff.

## Indirect Costs – Four Options

- Federally approved indirect cost rate.
- State negotiated indirect cost rate.
- *De minimis* rate of 10%.
- No indirect costs charged.

## Federal Indirect Cost Rate (ICR)

- Applicants that budget indirect costs based on a Federally approved rate are required to provide a letter from their federal cognizant agency documenting that rate.
- The letter will be requested after the applicant has been selected for funding.

## State-negotiated ICR

Applicant agencies which have completed the grantee registration, pre-qualification and fiscal and administrative risk assessment (ICQ) will receive an electronic invitation from Crowe Horwath to submit an indirect cost rate proposal for purposes of negotiating a State rate.

## State negotiated indirect cost rate

- Not available to agencies which have a Federal Indirect Cost Rate (ICR).
- Negotiation of a State ICR is not mandatory

## *10% De minimis* indirect cost rate

*De minimis* may not be charged by agencies that:

- Have a current negotiated indirect cost rate, or
- Have *ever* had a negotiated indirect cost rate.

## *De minimis* indirect cost rate

Grantees electing to charge the 10% *de minimis* indirect cost rate should detail the calculation of the Modified Total Direct Costs (MTDC) in the budget narrative.

## *MTDC inclusions*

Modified total direct costs (MTDC) may include:

- All direct salaries and wages;
- Applicable fringe benefits;
- Materials and supplies;
- Travel;
- Subcontracts up to the first \$25,000 of each subcontract.

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## *MTDC exclusions*

MTDC excludes:

- Equipment;
- Capital expenditures;
- Tuition remission, scholarships and fellowships;
- Participant support costs; and
- The portion of each subcontract in excess of \$25,000

## *MTDC example*

	<u>Total Cost</u>	<u>MTDC eligible</u>	<u>MTDC inelible</u>
Personnel	\$40,000	\$40,000	\$0
Fringe benefits	\$10,000	\$10,000	\$0
Travel	\$400	\$400	\$0
Equipment	\$5,000	\$0	\$5,000
Supplies	\$600	\$600	\$0
Contractual	\$50,000	\$25,000	\$25,000
Subtotal	\$106,000	\$76,000	\$30,000
Indirect @ 20% of MTDC	<u>\$15,200</u>	\$15,200	\$0
TOTAL COST	\$121,200		

# Application Materials

<http://www.icjia.state.il.us/>

## Substantive Questions and Answers

Substantive questions and answers are posted weekly at:

<http://www.icjia.state.il.us/sites/jag-law-enforcement-response-to-drugs-nofo>

# Due Date

**Tuesday, May 30, 2017**  
**11:59 p.m.**

Only emailed submissions will be  
accepted

[CJA.2017DrugNOFO@Illinois.gov](mailto:CJA.2017DrugNOFO@Illinois.gov)

# Report technical issues

[Gregory.Stevens@Illinois.gov](mailto:Gregory.Stevens@Illinois.gov)

## Letters of Intent

Requested, but not required.

Completed online.

No formal letter required.

# Important Dates

Task	Date
NOFO posted	Friday, March 31, 2017
Applicant webinar registration deadline	Thursday, April 13, 2017
Applicant webinar available	Monday, April 17, 2017
Letters of Intent due	Friday, April 28, 2017
NOFO question submission deadline	Wednesday, May 24, 2017
<b>Applications due</b>	<b>11:59 p.m., Tuesday, May 30, 2017</b>
Notices of State Award released	Monday, July 24, 2017
Budget Committee review/approval of recommended designations	September, 2017
Projected Program start date	<b>October 1, 2017</b>

# Application documents

Document	PDF	Word	Excel
Completed and signed Uniform State Grant Application. <u><i>This document will need to be signed and scanned.</i></u>	X		
Completed Program Narrative in Word that meets program requirements outlined in Section A. <i>Applicant narrative must be submitted in Word and formatted in the posted Program Narrative. Application should be 30 pages maximum, drafted in Times New Roman 12-point font and double-spaced with 1 inch margins.</i>		X	
One completed Budget/Budget Narrative in Excel.			X

# Uniform Application for State Grant Assistance

*Completed for the Implementing Agency*

- An implementing agency is the legal entity that receives federal funds, such as a town or city.
- A program agency is an entity that is subdivision of the implementing agency that carries out program operations and is responsible for data and fiscal reporting, such as a city police department.

# Program narrative

- Documents the need for the program.
- Describes current efforts.
- Demonstrates an understanding of the required components.
- Describes how program components will be implemented.
- Describes program coordination.

## Implementation Schedule

- Details each of the steps necessary to build and implement the program.
- Details who will be responsible for submitting required fiscal and data reporting.

# GATA Budget and Certification

- Complete all tabs.
- Fill in blue-shaded cells
- Grayed-out cells are not applicable.
- Submit the completed Excel file as part of the application.
- No signatures necessary at the time of application

# Critical Budget Concepts

# Allowable Costs

Grant allowability follows federal guidelines available here:

<https://ojp.gov/financialguide/DOJ/index.htm>

*Costs may be determined to be unallowable even if not expressly prohibited in the Federal Financial Guide.*

## Cost allowability

Program costs must be:

- Necessary to the performance of the project.
- Reasonable.
- Incurred during the grant period of performance.
- Adequately documented.

## Cost allowability

Program costs must be:

- Permissible under state and federal laws and regulations.
- Not resulting in profit.
- Claimed only against one award.

## *Question*

Agency A has budgeted JAG grant funds to procure a new laptop computer for the funded staff member. The grant period of performance begins October 1, 2017. Can Agency A place the order for the computer in August 2017?

## *Answer*

No. All costs must be incurred and all activities must take place after the start date and before the end of the agreement period of performance.

## Unallowable Costs

- Costs to lease implementing agency-owned equipment.
- Rent of agency-owned space.
- Interest.
- Costs incurred before or after the period of performance.
- Fundraising.
- Lobbying.

## JAG prohibited and controlled expenses

FFY15-16:

- <https://www.bja.gov/Funding/JAGControlledPurchaseList.pdf>
- Page one chart lists all expenditures which are strictly prohibited.
- These expenditures may not be approved under any circumstances.

## JAG prohibited and controlled expenses

FFY13-14:

- No strictly prohibited expenditures.
- Prior approval by the U.S. Department of Justice Bureau of Justice Assistance is required to expend JAG funds on any projects and/or items listed within the following JAG Waiver Required List.
- <https://www.bja.gov/funding/JAGpriorwaiverlist.pdf>

# Supplanting

- Definition: To deliberately reduce or reallocate state or local funds due to the existence of federal funds.
- Federal funds must increase or supplement the funding available for victim services.
- Grantees must maintain a level of state or local financial support that is equal to or greater than the level prior to receiving the federal funds.

## *Supplanting example*

*County A has been receiving JAG funding to support a drug prosecutor whose salary is charged 50% to JAG funds and 50% to local matching funds. JAG no longer requires matching funds.*

*Can the County apply to receive 100% funding for this prosecutor's salary?*

## *Supplanting example*

*It would be supplanting to charge the grant any more than 50% of the prosecutor's salary because it would save the County the cost of 50% of the salary, thereby reducing local funds to the existence of the federal funding.*

*The only time more than 50% of the salary could be charged the grant is when the County can document that the local funds are no longer available.*

# Procurement requirements

All procurements must be competitive.

Minimum requirements for competitive bids:

- Publically post employment opportunities.
- At least three quotes from vendors must be obtained for purchases and subcontracts under \$100,000.
- Procurements and subcontracts over \$100,000 must be bid through an Invitation to Bid (IFB) or Request for Proposal (RFP).

## Procurement requirements

- Records must be maintained detailing the procurement.
- If the grantee's internal requirements are more competitive than the above mentioned requirements, the more competitive requirements must be followed.

## Sole Source Procurements

- Additional justification is required when there is only one vendor from which the grantee can procure the necessary goods or services.
- Sole source justification is also necessary when the RFP process results in only one bid.
- **Sole source justification does not document that the vendor is the *best* choice; it documents that the vendor is the *only* choice.**

## Grantee Procurements

*The rule to remember:*

All procurement transactions must be conducted by the grantee in a manner to provide, to the maximum extent practical, **open and free competition.**

## Travel Costs

### State Travel Guidelines:

[https://www.illinois.gov/cms/Employees/travel/Documents/travelguide\\_FY2017.pdf](https://www.illinois.gov/cms/Employees/travel/Documents/travelguide_FY2017.pdf)

## Current Travel Rates

- Mileage reimbursement is 53.5 cents per mile.
- Per diem is only paid for overnight travel.
- In-state per diem is charged at \$7 per quarter of the day.
- Out-of-state travel is charged at \$8 per quarter of the day.

## Maximum Lodging Rates

- State travel guidelines establish maximum lodging rates in Illinois
- Maximum lodging rates outside of Illinois are governed by the federal General Services Administration (GSA).
- <https://www.gsa.gov/portal/content/104877>
- *Federal per diem rates do not apply.*

## Food and Beverage Costs

Food and beverages may not be purchased with either federal or match grant funding.

## Prior Approvals and Additional Justification

The following items require additional justification and/or explicit prior Authority approval even if though they are detailed in the agreement narrative and budget

## Prior Approvals

- All of out state travel.
  - Submit a letter requesting travel and detailing the travelers and all estimated costs.
  - Attach conference/meeting/training agenda and description
  - Do not incur these travel costs until you have received a letter from the Authority detailing the costs that may be charged to the agreement.

# Prior Approvals and Additional Justification

## Subcontracts:

- Submit the subdraft contract before execution.
- Do not execute the subcontract until receiving a letter from the Authority explicitly approving the subcontract.
- Submit a copy of the executed subcontract to the Authority as soon as it is signed.

## Prior Approvals and Additional Justification

- All sole source subcontracts:
  - Submit the draft subcontract.
  - Submit the Sole Source Checklist.
  - Do not execute the subcontract until receiving a letter from the Authority explicitly approving the subcontract.
  - Submit a copy of the executed subcontract to the Authority as soon as it is signed.

## Prior Approvals and Additional Justification

- Contractors:
  - Submit the completed “Required Documentation for Contractor Payment” form.
  - Submit the “Contractor Rate of Pay” and/or “Contractor Compensation Certifications”
  - Do not execute the subcontract until receiving a letter from the Authority explicitly approving the subcontract.

## Prior Approvals and Additional Justification

- Trainings and conferences conducted with grant funds:
  - Submit the completed “Training Proposal”.
  - Submit any subcontract documentation, detailed above.
  - Submit any sole source documentation, detailed above.
  - Submit any Contractor documentation, detailed above.
  - Submit any Food and beverage cost documentation, detailed above.

## Application Scoring

- Reviewed and scored by a team of program, research, and grant professionals.
- Minimum score to be recommended for funding is 75.
- Maximum total number of points available is 100

## Funding recommendations

- Based on the scoring guidelines outlined in the NOFO.
- Recommendations will be submitted to the Authority Budget Committee for approval before the start date of the agreement.

**Do not incur any costs before you receive a copy of the fully executed grant agreement.**

## Reporting Requirements

- Quarterly financial reports and time keeping certifications.
- Quarterly progress reports. Quarterly Progress reports will be based on these performance measures and grantees may be asked to collect additional measures to track program progress and outcomes.

## Reporting Requirements

- Recipients must also submit:
  - Federal performance measures
  - U.S. Department of Justice Bureau of Justice Assistance portal at <https://bjapmt.ojp.gov>

## Questions regarding content

For questions regarding the content of this solicitation and application submissions, contact:

[Gregory.Stevens@Illinois.gov](mailto:Gregory.Stevens@Illinois.gov)

## Please note

Neither the State of Illinois nor the Authority are obligated to make any state award as a result of this announcement. The Authority Executive Director has sole authority to bind the state government to the expenditure of funds through the execution of interagency grant agreements.