

## 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 PDF (signed, and scanned) AND 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)**  
SAFE FROM THE START

	<b>Data Field</b>	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority (ICJIA)
2.	Agency Contact:	Shai Hoffman Program Manager Illinois Criminal Justice Information Authority 300 West Adams, Suite 200 Chicago, Illinois 60606 Shai.hoffman@Illinois.gov 312.814.0706
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:	2116-1041
6.	Funding Opportunity Title:	Safe From the Start (SFS) SFY20
7.	CSFA Number:	546-00-2116
8.	CSFA Popular Name:	SFS SFY20
9.	CFDA Number(s):	N/A
10.	Anticipated Number of Awards:	Ten
11.	Estimated Total Program Funding:	\$907,500
12.	Award Range	\$75,000 to \$121,500
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:	April 11, 2019
17.	Application Range:	April 11, 2019 – May 13, 2019
18.	Technical Assistance Session:	Session Offered: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  Session Mandatory: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

## **Notice of Funding Opportunity**

### **SAFE FROM THE START**

#### **A. Program Description**

The Illinois Criminal Justice Information Authority (ICJIA) is a state agency dedicated to improving the administration of criminal justice and violence prevention. 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))

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.).

#### **Safe From the Start Background**

Childhood exposure to violence (CEV) is a pervasive and profoundly damaging epidemic in the United States. CEV includes a wide range of violence, including physical abuse, neglect, or maltreatment, and witnessing domestic violence, sexual assault, or other violent crimes. It is estimated that between 3.3 and 10 million children are exposed to domestic violence annually (Family Violence Prevention Fund, 2006). In 2008, the first ever national survey, National Children’s Exposure to Violence Survey, found that 60% of children and youth ages 0-17, were exposed to violence in the past year, either directly or indirectly (Department of Justice, 2009). The U.S. Advisory Board on Child Abuse suggests that domestic violence may be the single major precursor to child abuse and neglect fatalities in this county (Family Violence Prevention Fund, 2006).

The impact of the violence varies by child, age and degree of exposure but it does have a profound effect on children. Some of the negative effects may include developmental delays, eating and sleeping disturbances, cognitive difficulties, hyper-vigilance, anxiety,

depression, attachment disorders, and aggression associated with lack of empathy and poor impulse control, and inappropriate modeling of abusive adult behavior.

Without intervention, the child's behaviors may become worse as he or she attempts to communicate that he or she does not feel safe. In addition, there are often attachment issues within families exposed to violence, as the primary care-giving adult, usually the mother, may be preoccupied with an abusive partner. As these children develop they are often without the interpersonal skills and healthy coping strategies that allow them to succeed. This can lead to exacerbated interpersonal problems and even mental and physical illnesses as the child grows. A groundbreaking study, the Adverse Childhood Experiences Study (ACES), demonstrated that childhood maltreatment or ACES can be correlated to later adult health problems and early death (<https://www.cdc.gov/violenceprevention/childabuseandneglect/acesstudy/index.html>). The hopeful news is that many children are resilient and can continue to have healthy lives despite the exposure. These resilient children often have at least one consistent, caring adult in their lives.

In 1999, the U.S. Department of Justice and the U.S. Department of Health and Human Services held Safe From the Start: The National Summit on Children Exposed to Violence in Washington D.C. In 2000, the Illinois Attorney General held a Safe From the Start Illinois Summit. Since then, the State has funded sites throughout Illinois to develop, implement, and evaluate comprehensive and coordinated community models to identify and respond to primarily young children (ages 0-5) exposed to violence in the home or community. Currently, the program funds nine implementation SFS sites throughout the State.

### **Safe From the Start Program Model**

The Safe From the Start (SFS) Program Model consists of three major components, Coalition and Collaboration building; Direct Services and Public Awareness. The applications funded through this renewal application must comply with the SFS Program Model outlined below.

### **Coalition-Building and Collaboration**

Coalition building, collaboration, and coordination are central components of Safe From the Start. Sites are expected to demonstrate and continue coordination and collaboration among state and local agencies, as well as local community-based service providers. Renewal sites may continue a SFS Coalition whose purpose is exclusively focused on SFS or they may join with another coalition, as long as the coalition can help inform the work of the program, focuses on childhood exposure to violence, and has membership from primary and secondary partners as outlined below. To ensure that a comprehensive service delivery system is provided, key partnerships must be established and expanded.

Primary partners represent key points of entry for prevention and intervention and must be included in the coalition (to the extent available in your community). Secondary partners are recommended and can provide support resources as needed.

Primary Partners:

- Child Advocacy Centers (CACs)
- Child Welfare agencies
- Domestic violence agencies
- Head Start; pre-school and early childhood programs; and childcare providers
- Healthy Families Illinois sites
- Illinois Department of Children and Family Services (DCFS)
- Illinois Family Violence Coordinating Councils (FVCCs)
- Law enforcement agencies
- Local Area Networks (LANs)
- Public health departments
- Sexual assault agencies

#### Secondary Partners:

- Batterers treatment programs
- Community leaders/stakeholders
- Courts: judges, attorneys, guardians ad litem, court appointed special advocates, victim-witness advocates, administrative staff in the dependency/juvenile courts, family courts, domestic violence courts, and drug courts
- Crisis nurseries
- Early Intervention Programs, such as your local Child and Family Connections for ages 0-3
- Faith-based leaders
- Family case management; e.g., WIC, child protective services, family support services, child welfare agencies, foster care programs
- Hospitals, Emergency Medical Services (EMS), primary health care providers
- Housing authorities
- Local parent groups (e.g., PTA)
- Mental health services
- Schools, including Special Education Programs
- Social service agencies
- Substance abuse prevention and treatment services

Primary and secondary partners may vary based on the particular needs and existing service delivery systems of individual communities.

### **Direct Services**

#### Services to the Target Population

Safe From the Start targets young children (primarily from birth to 5 years of age) who have been exposed to, or have witnessed violence in the home or community, and their families or other caregivers. “Exposure to violence” is defined as being a victim of abuse, neglect, or maltreatment or a witness to domestic, physical, or sexual violence, or other violent crime. Children older than 5 years can also be served, if the primary client is ages 0-5.

#### Services to the Targeted Community Area

The application must include adequate justification for the targeted community area in terms of need. The targeted geographic areas must represent identifiable cities, communities, or neighborhoods where the investment of Safe From the Start resources will result in appreciable improvements in the community's response to young children exposed to violence.

### Direct Services

Although each site operates slightly differently, there is a core of trained case management and clinical staff who provide the direct services to children and their families. All sites have a referral/outreach system (that addresses confidentiality issues; implementing organizational change; enhance information sharing and management information systems; create protocols, etc.); intake and assessment process (including evaluation and post-service assessment); clinical and family support services. Once the referral is received, a SFS staff member meets with the primary caregiver and child(ren) to share SFS services and assess their needs. During the first 1-3 visits, comprehensive assessment tools are completed with the primary caregiver for each child receiving services. These assessment tools, discussed below, allow the staff and the larger SFS program and evaluation team to best understand what children exposed to violence are experiencing, and how to best support them. They also serve as an education tool for the caregiver and can facilitate relationship building between SFS staff and family.

### Assessment Tools

In 2001, a subcommittee of the Advisory Committee was formed and advised by Joy Osofsky, Professor of Pediatrics, Psychiatry and Public Health at Louisiana State University, to develop a packet of appropriate assessment tools to be used by all SFS sites. After review and discussion of a number of existing assessment tools, the subcommittee recommended, and the project adopted seven assessment tools. During implementation, the number of assessment tools has been adapted to the following four tools that are used with all consenting clients served by SFS sites:

- Child Behavior Checklist (CBCL)
- Ages And Stages Questionnaire
- Ages and Stages-Social and Emotional
- Parenting Stress Index-Short Form (PSI)
- SFS Background Information Form
- Caregiver Completion of Services Form
- Child Completion of Services Form

### **Public Awareness**

The third component to the SFS Program model is public awareness. Efforts to involve community members, increase public awareness, incorporate community input into the planning process, and educate residents about the scope of the problem are essential. These efforts range from community presentations; community events; professional trainings, media campaigns; and other methods of increasing awareness on this important topic. More recently, ICJIA has collaborated with the Illinois Child Trauma Coalition to create a series of short animated videos with an accompanying coloring book entitled, "Stories for Children that Grown Ups Can Watch." The first video, "Inside Him" depicts a young boy's

response to violence in his life and how family and community members can best support him. The video also contains an accessible explanation of symptoms and positive things caring adults can do to support children. The second, “Clingy Thing” depicts a young girl’s response and regression to her parent’s fighting. The third, “Mobile” depicts the impact of violence from an infant’s perspective. These videos in English and Spanish can be found here: <http://lookthroughtheireyes.org/videos-2/>

**Evaluation**

The Safe from the Start evaluation is conducted by University of Illinois at Chicago (UIC) across all SFS sites. UIC maintains a central database that contains specific data on children and families from each site that is gathered as part of the assessment process (described above). Each site has been provided training on data entry and utilization of the database. The sites enter the information from the assessment tools into the database, (without identifying information) on a monthly basis where it will be analyzed across sites. All sites must continue to use this on-line database. Each site is able to analyze specific data culled from these instruments for their program. This process provides a comprehensive overview of the accomplishments and activities of the project statewide. SFS Sites may contact UIC for assessment tools, data base training and outcome questions. SFS sites should utilize the data for program model review, grant applications and reports.

**Program Requirements**

Renewal sites are required to:

- Follow the SFS program model as described in the Program Design section
- Comply with the evaluation protocol
- Include 50 % FTE Program Coordinator (for non-Chicago sites) funded with SFS or other funds
- Attend SFS coordinator’s meeting (to be held in the 2nd Quarter) in Central Illinois
- Submit all quarterly and year end reports

***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.

***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.

<b>Goal 1: Provide assessment and direct services to children who have been exposed to violence in their home and/or communities.</b>	
<b>Process Objectives</b>	<b>Performance Measures</b>
Provide developmentally and culturally appropriate direct services to (#) young	Number of adults, children and families to be served

children, (ages 0-5) exposed to violence, (#) adults, and (#) families	
# referrals received by our agency (from an external source) for families with children, ages 0-5, exposed to violence	Number of referrals to be received
Complete evaluation tools per the SFS Evaluation Protocol for children (and caregivers) receiving SFS services. Grantee will complete: # Time One Assessments; # Time Two Assessments; and # Time Three assessments.	Number of Time One, Time Two and Time Three Assessments completed
<b>Goal 2: Ensure local governmental, social service and community engagement in the SFS program</b>	
<b>Process Objectives</b>	<b>Performance Measures</b>
Convene and maintain the SFS coalition to ensure better collaboration among service providers by holding # coalition meetings	Number of coalition meetings in which, among other items, the SFS referral systems and services are discussed
Maintain an active coalition by ensuring that % of coalition members attend at least 75% of the meetings	Percent of coalition members who attend at least 75% percent of meetings;
Provide on-going education to coalition members through # professional development trainings using the SFS modules	Number of professional development trainings (using the SFS modules) provided to coalition members.
<b>Goal 3: Provide public awareness regarding children exposed to violence</b>	
<b>Process Objectives</b>	<b>Performance Measures</b>
Implement # community presentations (using the SFS modules) to # individuals.	Number of community presentations Number of individuals
Objective/Standard 2: Implement # community events to approximately # individuals	Number of community events Number of individuals

## **B. Funding Information**

This award is utilizing state funds. This solicitation seeks renewal application from existing Safe From the Start sites.

### ***Award period***

Grant awards resulting from this opportunity will have a target period of performance of July 1, 2019 – June 30, 2020. Total funding for the grant program is not expected to exceed 12 months. A competitive NOFO is expected to be released for State Fiscal Year 2021.

### ***Available Funds***

A total of \$1,080,000 in funding is available through this solicitation. The amount each applicant can request is \$75,000 for Chicago sites and \$121,500 for non-Chicago sites.

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](http://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** Eligible applicants include FY 19 Safe From the Start funded programs. See sites and geographic areas below.

<b>Implementing Agency</b>	<b>Maximum Funding Amount</b>	<b>Geographic Area</b>
Children's Advocacy Center of North & Northwest Cook County	\$121,500	Cook/Kane (Elk Grove, Hanover, Maine, Palatine, Schaumburg, and Wheeling Townships; Prospect Heights; Carpentersville; E. Dundee)
Center for Prevention of Abuse	\$121,500	Peoria, Tazewell and Woodford

Casa Central	\$75,000	Chicago (Austin, Belmont Cragin, Hermosa, Humboldt Park, Logan Square, Near West Side, South Lawndale, West Town)
Child Abuse Council	\$121,500	Rock Island, Henry and Mercer
Children's Home + Aid Society of Illinois	\$121,500	McLean
Family Focus, Inc.	\$75,000	Cook (Englewood and W Englewood)
Heartland Human Care Services	\$75,000	Cook (Pilsen, Little Village, Brighton Park, Back of the Yards, McKinley Park)
Metropolitan Family Services	\$75,000	Cook (Roseland, Pullman, West Pullman)
South Suburban Family Shelter, Inc.	\$121,500	Cook and Will (Townships include: Bloom, Bremen, Calumet, Orland, Palos, Rich, Thornton, Worth, Crete, Frankfort, Manhattan, Monee, New Lenox, Peotone and Washington)

## 2. Cost Sharing or Matching

No match is required.

**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://gata.icjia.cloud/> by clicking on the link titled “Safe From the Start.” Paper copies of the application materials may be requested from Shai Hoffman by: calling 312.814.0706; mailing 300 West Adams Street, Suite 200, Chicago, Illinois 60606; 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.

A Notice of Intent is not required.

(b). Forms and Formatting.

The application must be emailed to [CJA.StateViolencePrevention@Illinois.gov](mailto:CJA.StateViolencePrevention@Illinois.gov). 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.

<b>The following materials MUST be submitted by all applicants. The applicant must submit the documents based on the instructions provided below.</b>				
<b>Document</b>	<b>Document Name</b>	<b>PDF</b>	<b>Word</b>	<b>Excel</b>
<b>Uniform Application for State Grant Assistance</b> – This form must be completed, signed, and scanned (PDF), and provide a Word file as well	<i>“Agency Name – Application”</i>	X	X	
<b>Program Narrative</b> – This document must meet the requirements outline in	<i>“Agency Name – Program Narrative”</i>		X	

Section A. The narrative must be provided in this document. Do not change the format of this document.				
<b>Budget/Budget Narrative</b> – This document is a workbook, with several pages (tabs). The last tab has instructions if clarification is needed.	<i>“Agency Name – Budget”</i>			X
<b>Non-Profit Agency Required Documents</b>				
United States Internal Revenue Service 501(c)(3) determination letter.		X		

(c). Application Formatting

Program Narratives may not exceed 20 pages and 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](http://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](http://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.StateViolencePrevention@Illinois.gov](mailto:CJA.StateViolencePrevention@Illinois.gov) by 11:59 p.m. on May 13, 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.**

(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 Shai Hoffman at 312.814.0706 or emailing [CJA.StateViolencePrevention@Illinois.gov](mailto:CJA.StateViolencePrevention@Illinois.gov).

(c). How the receiving State office determines whether an application or pre-application has been submitted before the deadline. This includes the form of acceptable proof of mailing or system-generated documentation of receipt date and time. This section also may indicate whether, when, and in what form the applicant will receive an acknowledgement of receipt.

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 Shai Hoffman at 312.814.0706 or emailing [CJA.StateViolencePrevention@Illinois.gov](mailto:CJA.StateViolencePrevention@Illinois.gov).

## ***5. Application Questions***

Questions may be submitted via email at [CJA.StateViolencePrevention@Illinois.gov](mailto:CJA.StateViolencePrevention@Illinois.gov). The deadline for submitted questions is 11:59 p.m. on May 6, 2019. All substantive questions and responses will be posted on the ICJIA website at <https://gata.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](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:

- Staffing and related costs
- Staff training and consultation
- Coalition, direct service and public awareness related supplies and expenses
- Indirect expenses

(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. Brochures or publications (flyers do not require prior approval)
- ii. Out of State travel
- iii. Equipment over \$5,000
- iv. Certain Requests for Proposals and sub-contracts
- v. 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

Supplanting rules do not apply to these funds.

(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.

**8. Requirement Prior to Submitting the Application. N/A**

**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. Evaluation criteria must include at a minimum the following criteria categories:

- (a) Need – identification of stakeholders, facts and evidence that demonstrate the proposal supports the grant program purpose;
- (b) Capacity – the ability of an entity to execute the grant project according to project requirements;
- (c) Quality – the totality of features and characteristics of a service, project or product

that indicated its ability to satisfy the requirements of the grant program; and

(d) Other such as societal impact, economic impact, cost effectiveness, sustainability, and grant specific criteria.

Program scoring criteria vary by NOFO and/or funding source. Criteria should reflect mandatory program elements.

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.

<b>Scoring Criteria</b>	<b>Possible Points</b>	
<b>Goals, Objectives and Performance Measures</b>	<b>5</b>	
<ul style="list-style-type: none"> <li>• FY 2020 projected indicators are reasonable based on FY 2019 outputs to date.</li> </ul>		5
<b>Summary of the FY 2019 Program progress:</b>	<b>10</b>	
<ul style="list-style-type: none"> <li>• Achievement towards FY 2019 goals is expected or explanation for non-achievement is justified.</li> </ul>		5
<ul style="list-style-type: none"> <li>• Staff trainings and staff turnover are described and explained.</li> </ul>		5
<b>FY 2020 Project Description</b>	<b>75</b>	
<ul style="list-style-type: none"> <li>• Counties that the program will serve are listed. If serving Cook County, the neighborhoods are listed.</li> </ul>		5
<ul style="list-style-type: none"> <li>• Program design thoroughly describes how program fits within applicant agency; how it fits the needs of your community and the systems that benefit from the program; how children are identified and how the program ensures that it reaches traditionally underserved children and families.</li> </ul>		10
<ul style="list-style-type: none"> <li>• Assessment section thoroughly describes the assessment process including staff administering, number of sessions in each assessment, how they are used in service planning. Additionally, challenges or barriers and how they are addressed are described.</li> </ul>		10

Scoring Criteria	Possible Points	
<ul style="list-style-type: none"> <li>Narrative thoroughly describes clinical modalities used and rationale for the approach. Description should include identification of staff providing services, language proficiencies and location and time services are offered.</li> </ul>		10
<ul style="list-style-type: none"> <li>Narrative thoroughly describes case management model used and rationale for the approach. Description should include identification of staff providing services, language proficiencies and location and time services are offered.</li> </ul>		10
<ul style="list-style-type: none"> <li>Narrative describes how cases are closed, cases are tracked and record keeping processes. Description must include discussion of how confidentiality is kept.</li> </ul>		10
<ul style="list-style-type: none"> <li>Narrative thoroughly describes coalition meetings and public awareness activities; answering all the questions in sections 5 Coalition and 6 Public Awareness</li> </ul>		10
<ul style="list-style-type: none"> <li>Thoroughly describes how project is staffed, including percent of time on program, responsibilities for project coordination, case management, assessment, service provision, and data entry into the SFS database. Also includes the clinical supervision that SFS staff receive, including approach and frequency, and if the supervision is conducted in-house or contracted to an outside agency. Specify the clinical supervisor's training in childhood exposure to violence. Also includes the clinical supervision that SFS staff receive, including approach and frequency, and if the supervision is conducted in-house or contracted to an outside agency. Specify the clinical supervisor's training in childhood exposure to violence.</li> </ul>		10
<b>Deliverables and Milestones</b>	<b>5</b>	
<ul style="list-style-type: none"> <li>Implementation schedule is complete and provides sufficient detail to demonstrate how program will be implemented</li> </ul>		5
<b>Budget</b>	<b>5</b>	
<ul style="list-style-type: none"> <li>Budget is complete. Budgeted items are cost-effective in relation to the proposed activities. Narrative is complete for all line items, clearly detailing how the applicant arrived at and calculated the budget amounts.</li> </ul>		5
<b>Total Possible Points</b>		<b>100</b>

## 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 will 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 Budget 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](mailto: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:

Shai Hoffman  
Illinois Criminal Justice Information Authority  
**CJA.StateViolencePrevention@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**

<b>Task</b>	<b>Date</b>
NOFO posted	April 11, 2019
Applicant webinar registration deadline	N/A
Applicant webinar	N/A
Notices of Intent due	N/A
NOFO question submission deadline	May 6, 2019
<b>Applications due</b>	<b>11:59 p.m., May 13, 2019</b>
Budget Committee review/approval of recommended designations	June 20, 2019
Program start date	July 1, 2019

**F. Award Administration Information**

**1. State Award Notices**

The ICJIA Budget Committee is scheduled to review and approve designations on June 20, 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, including:

- o Fiscal Information Sheet
- o Audit Information Sheet
- o Programmatic Risk Assessment
- o 501c3 determination (or redetermination) letter that is dated within the past five years

**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 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:

Shai Hoffman  
Illinois Criminal Justice Information Authority  
[CJA.StateViolencePrevention@Illinois.gov](mailto:CJA.StateViolencePrevention@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.