

**EMERGENCY SUMMER VIOLENCE RESPONSE PILOT INSTRUCTIONS
NOFO # 2378-1894**

Task	Date
NOFO posted	May 21,2021
Virtual Bidder’s Conference	May 27, 2021
Notice of Intent due	May 28, 2021
NOFO question submission deadline	June 1, 2021
Applications due	11:59 p.m., June 7, 2021
R3 Board review/approval of recommended designations	June 2021
ICJIA Budget Committee review/approval of recommended designations	June 2021
Performance Period	July 1-September 30, 2021

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 \(EIN\)](#)
- [Complete registration in the Grantee GATA Portal](#)

Submission Checklist:

- Uniform Application for State Grant Assistance
 - Submitted in PDF (signed, and scanned)
 - Submitted in a Excel file ¹
- Program Narrative–Do not change the format of this document.
 - Submitted in a Word file.
- Budget/Budget Narrative
 - Submitted in Excel format (no signatures required at this time)

¹ Accessibility: A Word version of this document is available at <https://icjia.illinois.gov/gata>

The documents listed above should be zipped in a single folder. Each individual document should be title using the naming conventions listed on page 13 and emailed to:
cja.summervp@illinois.gov

Uniform Notice for Funding Opportunity (NOFO)
EMERGENCY SUMMER VIOLENCE RESPONSE PILOT

	Data Field	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority (ICJIA)
2.	Agency Contact:	Reshma Desai Strategic Policy Advisor Illinois Criminal Justice Information Authority 300 West Adams, Suite 200 Chicago, Illinois 60606 cja.summervp@illinois.gov 312.793.8550
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:	2378-1894
6.	Funding Opportunity Title:	Emergency Summer Violence Response Pilot
7.	CSFA Number:	546-00-2378
8.	CSFA Popular Name:	R3
9.	CFDA Number(s):	NA
10.	Anticipated Number of Awards:	15
11.	Estimated Total Program Funding:	\$3,000,000
12.	Award Range	\$50,000-300,000
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 Restrictions on Indirect Costs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
16.	Posted Date:	May 21, 2021
17.	Application Range:	May 21-June 7, 2021
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 It is recommended that applicants attend the live, virtual bidders conference that will be held May 27, 2021 from 10:00-11:30 a.m. Register

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Notice of Funding Opportunity

EMERGENCY SUMMER VIOLENCE REDUCTION PILOT

A. Program Description

The Restore, Reinvest and Renew (R3) program was established by enabling statute House Bill 1438. R3 funds for state fiscal year 2020 became available through Public Act 101-0007 (Article 10, Section 40 g.1) in which \$10 million was appropriated from the General Revenue Fund to ICJIA for administrative costs, awards, and grants for R3 programs. For fiscal year 2021, the Governor's budget requests an appropriation of \$35 million.

Of the requested total, 90%, or \$31.5 million is set aside for R3 grants. Of this amount, \$3 million has been set aside for this pilot project to respond to violent activity during the summer months.

1. Purpose

Chicago crime data trends indicate violent crime peaks during summer months. Chicago Police Department data on violent crime incidents recorded monthly from 2010-2020 show violent crime totals are routinely highest from June to August.² Given the consistency of this pattern, it can be expected to continue in 2021. Moreover, 2021 totals for key violence indicators, such as murder and aggravated battery with a firearm (non-fatal shooting incidents) are higher thus far in 2021 than they were during the same time period in 2020.³ summer murder and aggravated battery with firearm totals will be higher in 2021.

Chicago is not the only Illinois city in need of violence prevention resources. Other large urban areas across the state also experience high violent crime and may experience an increase in violent crime this summer. Therefore, this NOFO will be focused on the following cities and regions:

- Aurora
- Bloomington
- Champaign
- Chicago
- Decatur

² ICJIA analysis of crime incidents reported by the Chicago Police Department, made available on the City of Chicago Data Portal (<https://data.cityofchicago.org/Public-Safety/Crimes-2001-to-Present/ijzp-q8t2>). Data were extracted on May 4, 2021. The analysis included offenses categorized under the following codes, with the codes examined both in the aggregate and individually: (1) FBI Code 01A -Homicide, (2) FBI Code 02 – Criminal Sexual Assault, (3) FBI Code 03 – Robbery, (4) FBI Code 04A – Aggravated Assault, and (5) FBI Code 04B – Aggravated Battery.

³ ICJIA analysis of crime incidents reported by the Chicago Police Department, made available on the City of Chicago Data Portal. Data were extracted on May 4, 2021. The analysis compared January 1 – April 30 murder and aggravated battery with a firearm totals in 2020 and 2021.

- East St. Louis
- Joliet
- Peoria
- Rockford
- Springfield
- Suburban Cook County
- Waukegan

Please refer to the [R3 zone map](#) to determine if you are providing services to an R3 area. To find out if an address is within an R3 zone, or to get information on an R3 zone for application purposes, enter the address into the search bar (top left) or zoom in (+) on the address on the map. Any address appearing in a color-coded, shaded area is within an R3 zone and eligible for funding.

2. Program Design

This funding opportunity’s program design consists of an emergency expansion of existing violence response programs during the summer months to reach more youth and emerging adults through community-based agencies in eligible cities/regions. Programs should focus on young people and emerging adults that are approximately 10 to 25 years of age. Expansion efforts should engage more young people in pro-social activities that may reduce violence and victimization. This program will focus on two of the five R3 program areas; youth development and violence prevention.⁴

Youth Development: While there is no universally adopted definition, youth development programs typically seek to increase exposure to positive, supportive environments that allow for skill-building experiences. Youth development programming commonly targets the “Five C’s” of positive youth development: competence, confidence, character, connection, and caring.⁵

Youth and Emerging Adults Employment: Summer employment programming for youth and emerging adults can provide experiences that broaden individual’s perspectives. With these programs, young people are exposed to mentors, employers, and peers who provide exposure to new positive experiences and are given opportunities and supports for learning effective strategies for problem solving and communication. It is recommended that summer youth employment programs provide employers and mentors with tools and training to help them structure feedback, make space for reflection, and make skill development directly relevant to young people’s lives.⁶

Street Intervention/Outreach: Street Intervention/Outreach refers to actively working neighborhood blocks to engage individuals who are at immediate or high risk of being either

⁴ (410 ILCS 705/10-40(g)(2))

⁵ <http://www.icjia.state.il.us/publications/youth-development-an-overview-of-related-factors-and-interventions>

⁶ Lansing, J., Carreon, E., & Schlecht, C. (2018). Using qualitative research to uncover the mechanisms of One Summer Chicago: What makes summer youth employment programs meaningful for youth. Chicago, IL: Chapin Hall at the University of Chicago. <https://www.chapinhall.org/research/one-summer-chicago/>

victims or perpetrators of violence and gun violence. Outreach staff are credible messengers who engage with these individuals in a variety of settings, including parks, homes, street corners, community centers, schools, hospitals, or any place the at-risk individuals frequent. Outreach staff build trusting relationships with high-risk individuals so that they can mediate existing and potential conflicts to prevent incidents of violence and promote peace while helping direct them to employment and/or other meaningful youth development activities.

Outreach and support staff serve as service connectors and as supporters to high-risk individuals and their families. Services may include, but are not limited to, healthcare and mental health treatment, housing, substance abuse disorder treatment, and employment assistance. These services support an individual's growth and resiliency toward reaching their potential. In addition, connection to needed supportive services and networks can redirect a young person's trajectory toward being a more positive contributor to their families and communities. Outreach efforts are typically conducted in the afternoons/evenings and late at night when violence is most prevalent. Outreach staffing ensures that non-traditional work hours are well covered. Agency staffing is scheduled accordingly.

Some key outreach activities include:

- Community engagement.
- Engaging and support individuals, families, and groups at high risk of violence.
- Reclaiming public spaces for safe activities for the entire community.
- Responding to critical incidents, such as shootings and homicides, to de-escalate tension.
- Supporting victims and their families.
- Conducting proactive peace building activities.
- Mediating and resolve conflicts between street groups.
- Making referrals for services and support.

Selected applicants will implement the approved grant activity to achieve planned project performance.

3. Program Requirements

Applicants must meet the following program requirements:

- They must be currently operating a youth development, youth employment, or street intervention program that can expand quickly over the summer months.
- Organizations that have at least two years of experience providing violence prevention, intervention, or reduction services and the capacity and ability to independently operate the program.
- They must serve at least one R3 area within the following cities and regions:
 - Aurora
 - Bloomington
 - Champaign
 - Chicago-Northside
 - Chicago-Southside

- Chicago-Westside
- Decatur
- East St. Louis
- Joliet
- Peoria
- Rockford
- Springfield
- Suburban Cook County
- Waukegan

Please refer to the [R3 zone map](#) to determine if you are providing services to an R3 area. To find out if an address is within an R3 zone, or to get information on an R3 zone for application purposes, enter the address into the search bar (top left) or zoom in (+) on the address on the map. Any address appearing in a color-coded, shaded area is within an R3 zone and eligible for funding.

4. Goals, Objectives, and Performance Metrics

Funded programs will be required to submit progress reports that will minimally include the following information based on the applicant agency’s proposed outputs. Applicants may add additional measures. Selected applicants will be required to work with ICJIA on outcome measures.

Youth Development Goal: Protect youth and young adults from violence through positive behavior modifications and supportive environments that provide skill building experiences.	
Process Objectives	Performance Measures
___ youth served by _____ service (List projected numbers for each service provided.)	Estimate # served by each service.
__ youth will successfully complete program	Report # unduplicated participants who complete the program with at least 80% attendance.
Outcome Objectives	Performance Measures

Youth/Emerging Adults Employment Goal: Protect youth and young adults from violence through summer employment.	
Process Objectives	Performance Measures
Engage ___ employers.	# of employers that will participate.

___ of Mentors/support persons are trained and matched with youth	# of mentors/support persons trained and matched with youth
Provide employment training for ___ youth	# of trainings and number of youth to be trained.
___ Youth will be hired to work summer job	# of youth to be hired
	Total amount of all dollars earned by all employed youth and emerging adults.
Outcome Objectives	Performance Measures

Street Outreach Goal: Protect communities by increasing the number of conflict de-escalation and mediation.	
Process Objectives	Performance Measures
Objective 1a and 1b: Identify ___ encounters with the potential for violence or retaliation and provide mediation in all identified encounters.	Performance Indicator 1: <ul style="list-style-type: none"> • # encounters identified. • # of initial mediations performed. • # of follow up mediations performed
Objective 2.1: Maintain a caseload of ___ highest-risk individuals (per Outreach Worker),	Performance Indicator 2.1: <ul style="list-style-type: none"> • # participants in Outreach Worker caseload.
Objective 2.2: Maintain a caseload of ___ highest-risk individuals (per case manager), as participants in longer-term goal achievement, connections to resources, and behavior change work with case manager.	Performance Indicator 2.2: <ul style="list-style-type: none"> • # participants in caseload for each case manager. • # successful linkages to resources
Objective 2.3: Maintain an average of ___ hours and ___ contacts for individuals on caseload each month.	Performance Indicator 2.3: <ul style="list-style-type: none"> • Average # hours spent per participant • Average # contacts per participant
Reduce risk of engaging in violent behavior for highest-risk participants by implementing ___ risk reduction plans (including referrals for education, employment, anger management, substance abuse, etc.) for each participant on caseload.	Performance Indicator 3: <ul style="list-style-type: none"> • # risk reduction plans created • # participants administered a Quarterly Risk Reduction Plan Update • # referrals made

Outcome Objectives	Performance Measures

B. Funding Information

Funding will come from revenues collected through the legalization of adult use of cannabis. The R3 program receives 25% of cannabis revenues.

1. Award period

Grant awards resulting from this opportunity will have a three-month period of performance, from of July 1, 2021 to September 30,2021. Awards will not be renewed.

2. Available Funds

A total of \$3 million in funding is available through this solicitation. Applicants may request a minimum of \$50,000 and a maximum of \$300,000 in grant funding.

Agreements that result from this funding opportunity are contingent upon and subject to the availability of sufficient funds.

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

Before applying for any grant, all entities must be registered and pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal at www.grants.illinois.gov/portal. Registration and pre-qualification are required annually 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 will either indicate a “qualified” status or inform on 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. Go to <https://icjia.illinois.gov/gata> for a list of pre-qualification steps.

Applicants are also required to submit a financial and administrative risk assessment utilizing an Internal Controls Questionnaire (ICQ) for state fiscal year 22 before July 1, 2021 and obtain approval from their cognizant agencies before execution of the grant agreement. Delay in obtaining SFY22 ICQ approval will result in a delay in grant execution.

1. *Eligible Applicants*

This program is limited to:

- Organizations currently operating a youth development, youth or emerging adult employment, or street intervention program that can be expanded quickly beginning July 1, 2021, and continuing over the summer months.
- Organizations that have at least two years of experience providing violence prevention, intervention, or reduction services and the capacity and ability to independently operate the program. No collaboratives, sub-grantees, or fiscal agents will be accepted.
- Applicants must be serving at least one R3 area within the following cities and regions:
 - Aurora
 - Bloomington
 - Champaign
 - Chicago-Northside
 - Chicago-Southside
 - Chicago-Westside
 - Decatur
 - East St. Louis
 - Joliet
 - Peoria
 - Rockford
 - Springfield
 - Suburban Cook County
 - Waukegan

Please refer to the [R3 zone map](#) to determine if you are providing services to an R3 area. To find out if an address is within an R3 zone, or to get information on an R3 zone for application purposes, enter the address into the search bar (top left) or zoom in (+) on the address on the map. Any address appearing in a color-coded, shaded area is within an R3 zone and eligible for funding.

ICJIA grantees and sub-grantees with R3 funding that cover this period of performance **are not eligible** to apply.

Applicant's failure to meet any eligibility criterion by the application deadline will result in ICJIA returning the application without review or, even though an application may be reviewed, will preclude ICJIA from making a state award.

2. *Cost Sharing or Matching*

Cost sharing or matching is not required.

3. Indirect Cost Rate

In order to charge indirect costs to a grant, the applicant organization must either have an annually negotiated indirect cost rate agreement (NICRA) or elect to use a standard *de minimis* rate. There are three types of allowable indirect cost rates:

- 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.
- 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 the centralized indirect cost rate system 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 does not have a current negotiated 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.

Grant fund recipients are required to complete the indirect cost rate proposal process every state fiscal year. If you plan to include indirect costs in your budget, please select your indirect cost rate through the GATA Grantee portal prior to submitting your grant documents to ICJIA.

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. Indirect Cost election must be completed annually for every state fiscal year.

D. Application and Submission Information

1. Accessing Application Package

Applications must be obtained at <https://icjia.illinois.gov/gata> by clicking on the link titled "EMERGENCY SUMMER VIOLENCE RESPONSE PILOT." Paper copies of the application materials may be requested from Reshma Desai by calling 312.793.8550; mailing

Reshma Desai, 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, to: cja.summervp@illinois.gov.

2. Content and Form of Application Submission

a) Notice of Intent

Agencies interested in applying are strongly encouraged to complete an online Notice of Intent form by 11:59 p.m. on May 28, 2021. Submission of a Notice of Intent is nonbinding and will be used for internal planning purposes only. The online Notice of Intent is available at: https://icjia.az1.qualtrics.com/jfe/form/SV_esnu4CADf3g4Nz8

b) Forms and Formatting

The complete application must be emailed to cja.summervp@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 that are missing documents or pages will be rejected.

Document	Document Name	PDF	Word	Excel
Uniform Application for State Grant Assistance – This form must be completed and signed, and submitted in an excel file. ⁷	<i>“Agency Name – Application”</i>			X
Uniform Application for State Grant Assistance Signature Page – This signature page must be signed, and scanned (PDF)	<i>“Agency Name- Signature”</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.	<i>“Agency Name – Budget”</i>			X

c) Application Formatting

⁷ Applicants with accessibility concerns can comply with this section by submitting the Word version available at <https://icjia.illinois.gov/gata>

Program narratives may not exceed 8 pages (including the questions) and must be written in Times New Roman, size 12 font. Do not delete template questions in your response. Bonus equity questions do not count toward the 8-page limit.

3. Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM)

Applicants are required to:⁸

- a) Be registered in SAM before submitting its application. To establish a SAM registration, go to <http://www.SAM.gov/SAM> 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 <https://www.dnb.com/duns-number/get-a-duns.html> or call 1-866-705- 5711.
- c) Continue to maintain an active SAM registration with current information while it has an active award or application under consideration. 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.

4. Submission Dates, Times, and Method

Completed application materials must be received by and in possession of the email address cja.summervp@illinois.gov by 11:59 p.m., June 7, 2021, to be considered for funding. Upon receipt, an automated confirmation receipt will be emailed. Proposals will not be accepted by mail, fax, or in person. Late or incomplete submissions will not be reviewed, including email submissions delayed due to state email security clearance. Agencies are encouraged to submit their applications 24 hours in advance of the deadline to avoid unforeseen technical difficulties. Technical difficulties should be reported immediately to ICJIA at cja.summervp@illinois.gov.

5. Application Questions

Questions may be submitted via email to cja.summervp@illinois.gov. The deadline for submitted questions is 11:59 p.m. on June 1, 2021. All substantive questions and responses will be posted on the ICJIA website at <https://icjia.illinois.gov/gata>. Due to the competitive nature of this solicitation, applicants may not discuss the opportunity directly with any ICJIA employee other than via this email address.

⁸ Exempt from these requirements are individuals or agencies under 2 CFR § 25.110(b) or (c) and those with an exception approved by the federal or state awarding agency under 2 CFR § 25.110(d).

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 and 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 result in a change in its basic prior use or significantly change its size
 - Minor renovation or remodeling of a property either listed or eligible for listing on the National Register of Historic Places or located within a 100-year flood plain
 - Implementation of a new program involving the use of chemicals
 - Capital expenditures
 - Fundraising activities
 - Alcohol cannot be served at the same event where food is paid for with ICJIA funds, even if the alcohol is paid from another source of funds.
 - Lobbying
 - Sub-grant awards
- c) Allowable expenses

All expenses must be reasonable, necessary, and allowable to the program. To respond to this emergency quickly, only the following costs are allowable:

- Direct service, supervisor, administrative employee and related fringe costs
- Local travel expenses for staff and/or program participants
- Supplies:
 - Program supplies directly related to programming
 - Office supplies directly related to funded staff needs
- Food for program participants. Grantees may include food for program participants as a line in their budgets if it is necessary for the program and if the cost is reasonable. Examples of food being necessary for a program include, but are not limited to, the following:
 - Grantees may provide a meal as an incentive to participate in a grant program where participants, especially youth, may not otherwise attend. These grant programs can include, but are not limited to, focus groups, workshops, trainings, and violence prevention events.

- Food may be an allowable cost when the event itself is based on a prosocial, relationship-building programmatic purpose within a community or between program participants. For example, a grantee for a violence prevention program may hold a block party to build community and provide food as part of the event. Food may also be allowed at a capstone social activity marking the conclusion of a training or program. Employees may participate and eat at these events; however, grantees may not purchase food for events that are solely for employees.
- Programs that provide therapy and other one-on-one counseling may also keep snacks on hand, such as granola bars, if necessary for participants to focus on the program, rather than on their hunger.
- In the budget narrative, the applicant should describe how the per-person cost was calculated, why food is necessary for the program, and why the costs are reasonable. As a guideline for reasonable costs for program participants, snacks may be provided at a cost of \$3 maximum per person and meals for \$10 maximum per person. Reasonableness may be more or less than these amounts depending on the type or size of the event, location, or other factors, including the need to purchase pre-packaged food during the COVID-19 crisis.
- Grantees must maintain records of the actual food costs and how the food supported its program. For events, grantees must maintain records of the event, including receipts for food and other costs and the number of participants.
- Contractual expenses such as contractual employees, agency rent, utilities, rental costs for events, professional services, and program participant stipends. Agencies must follow minimum wage standards.
- Indirect costs (must be approved in GATA portal for budget inclusion)

Points will be deducted from applications that include items other than those listed above.

Sample justifications are included in the sample budget provided.

d) Pre-Award Costs. Pre-award costs will only be allowed if the costs are directly pursuant to the negotiation and in anticipation of the award, where such costs are necessary for efficient and timely performance of the project description and deliverables or milestones, both of which will be incorporated in the contract. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the Award. 2 CFR 200.458.

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.

h) Proposed Subawards and Subcontracts. Subawards are not allowed. Contractual agreements such as contractual employees, and professional services are allowed and should be listed on contractual budget page.

8. Requirement Prior to Submitting the Application

A live virtual bidder’s conference will be held from 10:00 a.m. to 11:30 a.m. on May 27, 2021. [Register here.](#)

If you cannot attend, the recorded bidder’s conference will be posted by COB June 1, 2021. It is highly recommended that applicants attend the bidder’s conference or watch the recording.

Application Review Information

1. Criteria

Applications will be reviewed by ICJIA staff and external experts. All applicants can receive a maximum of 100 points for the program narrative and budget. All applicants can receive up to 20 additional points based on their responses to the Equity Bonus Questions for a grand total of 120 points.

Application Section and Criteria	Maximum Points
Agency Information: 4 lines are complete. DUNS number is accurate.	0

Program Summary: Response includes one clear paragraph summarizing the program that includes focus population and all proposed services. Also includes anticipated age range of those to be served.	10
Community Description and Need (10 points total)	10
<ul style="list-style-type: none"> Response clearly describes the proposed community to be served, including the community’s challenges and strengths. Response also includes clear description of agency’s history and role in community. 	5
<ul style="list-style-type: none"> Response includes clear description of increased incidents of homicides or violent crimes (i.e., battery/assaults) in community. 	5
Project Implementation: (45 total)	45
<ul style="list-style-type: none"> Program description: applicant provides clear, detailed description of existing program. Increase in services is clearly explained, reasonable and includes description of all services and how these services will meet the focus populations’ needs. 	15
<ul style="list-style-type: none"> Program expansion: applicant’s response demonstrates reasonable program expansion and includes clear, detailed description of activities, services and how these will meet the focus populations needs. 	10
<ul style="list-style-type: none"> Direct Service Staff: applicant’s response clearly describes how direct service staff work will include in person (not remote) and in non-traditional work hours. 	10
<ul style="list-style-type: none"> Staffing Plan: applicant provides clear description of each funded position, including, at minimum, position names, roles and responsibilities and identifies the position that will work with ICJIA on grant execution and compliance. 	10
Deliverables or Milestones: Applicant completes required chart and includes enough detail to understand how program will be implemented.	5
Performance Measures: Applicant lists all proposed services, which seem reasonable based on previous work and time frame.	10
Budget: Applicant’s budget seems reasonable and justification is clear. In the budget narrative, the applicant describes how the costs were calculated.	20
Points will be deducted for budgets with unallowable costs.	
TOTAL POINTS	100
Equity Bonus Score: Applicant must provide clear, detailed responses to receive all points for each question.	20
Organization is headquartered in the community proposed to be served	5
Agency leadership, such as board members, directors, and managers, reflect the proposed community and residents to be served.	5
Program include mentors, credible messengers, or practitioners who are residents of the community being served.	5
Organization has an operating budget under \$2 million.	5
TOTAL POINTS	120

2. Review and Selection Process

Application reviewers will consist of ICJIA staff, external experts and community members of R3 zones. All applications will be screened for completeness including GATA pre-qualification and ICQ submission for the current state fiscal year. Applications that are not complete will not be reviewed. Applications received from applicants that are not GATA pre-qualified or have not submitted an ICQ for the current state fiscal year will not be reviewed.

Proposals must meet the eligibility criteria outlined in Section C1. Applications that pass the screening and eligibility process will be scored based on the process outlined in Section E1. In addition, ICJIA may take into account the location of the services, number of persons served and applicant experience.

With limited exception, applications will be selected from highest to lowest scoring until funds are exhausted.

- Applicants who receive more than 10 equity bonus points will receive priority over those who do not. For example, an applicant who scored 85 and received 15 equity bonus points will be funded before an applicant that scored 90 but did not receive equity points.
- Preference will be given to applicants with services in locations with a higher rate of violent crime. Preference will also be given to applicants who serve more project participants. Preference can account for a maximum spread of 10 points. For example, a score of 90 could be selected over a score of 100 if the applicant's service area had a higher rate of violent crime and/or the applicant served more persons.
- Tie scores will be reconciled by whichever applicant has more experience.
- Applications that receive 70/120 points or less shall not be funded.

ICJIA reserves the right to reject incomplete proposals, proposals that include unallowable activities, proposals that do not meet eligibility or program requirements, and proposals that are otherwise unsatisfactory. NOFO application budgets will be reviewed for allowability, completeness, and cost-effectiveness. ICJIA will perform an in-depth budget review of all grants awarded and may require budget modifications that do not materially change the nature of the program.

Successful applicants whose applications contained unallowable or unreasonable costs may have their awards reduced by the total amount of those costs. Upon applicant acceptance of the grant award, announcement of the grant award shall be published by ICJIA to the GATA portal. Review team recommendations will be forwarded to the R3 Board and the ICJIA Budget Committee for approval. Applicants will be notified of the R3 Boards' and ICJIA Budget Committees' decision.

3. 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 which carries out the program operations. PRAs completed for other state agencies will not be accepted.

4. Anticipated Announcement and State Award Dates

Task	Date
NOFO posted	May 21,2021
Virtual Bidder’s Conference	May 27,2021 at 10:00am-11:30am
Notice of Intent due	May 28,2021
NOFO question submission deadline	June 1,2021
Applications due	11:59 p.m., June 7, 2021
R3 Board review/approval of recommended designations	June 2021
ICJIA Budget Committee review/approval of recommended designations	June 2021
Performance Period	July 1-September 30, 2021

5. Appeal Process

Unsuccessful applicants may request a formal appeal of the evaluation process. 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:

- Statement indicating a request for a formal appeal
- The name and address of the appealing party
- Identification of the grant program
- The specific part of the evaluation process that is the reason for 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 explain why more time is required. ICJIA will resolve the appeal by a written determination, which will include:

- Review of the appeal.
- Appeal determination.
- Rationale for the determination.
- Standard description of the appeal review process and criteria.

6. Debriefing Process

Unsuccessful applicants may request a debriefing for feedback to improve future applications. Debriefings include written advice on the strengths and weaknesses of applications using 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:

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

Please send requests to:

Reshma Desai
Illinois Criminal Justice Information Authority
cja.summervp@illinois.gov

E. Award Administration Information

1. State Award Notices

The R3 Board and the ICJIA Budget Committee is scheduled to review and approve designations in June 2021.

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 another distribution is established. The NOSA is not an authorization to begin performance or incur costs.

The following documents must be submitted prior to the execution of an agreement:

- Fiscal Information Sheet
- Audit Information Sheet

- Programmatic Risk Assessment

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 the Restore, Reinvest and Renew Public Act 101-0007 (Article 10, Section 40 g.1), GATA, and the U.S. Department of Justice Grants Financial Guide.

Additional programmatic and administrative special conditions may be required.

3. Reporting

Recipients must submit financial reports, progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the 2 CFR Part 200 Uniform Requirements. Future awards and fund drawdowns may be withheld if reports are delinquent.

Grantees must maintain records of the actual food costs and how the food supported its program. For events, grantees must maintain records of the event, including receipts for food and other costs and the number of participants.

F. State Awarding Agency Contact(s)

For questions and technical assistance regarding application submission, contact:

Reshma Desai
Illinois Criminal Justice Information Authority
cja.summervp@illinois.gov

G. Other Information

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), (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.

This application is subject to the Illinois Freedom of Information Act (FOIA). 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.

See this website for more information about ICJIA: <http://www.icjia.state.il.us/>

This funding opportunity will support a one-time pilot project.