**Improving Criminal Justice Responses to Domestic Violence, Dating Violence, Sexual Assault, and Stalking Grant Program  
  
CREST IL Pilot Program - INSTRUCTIONS**

**NOFO # 2357-1812**

|  |  |
| --- | --- |
| **Task** | **Date** |
| NOFO posted | July 6, 2021 |
| Technical Assistance Recording | 10:00 a.m., July 9, 2021 |
| Notice of Intent | 5:00 p.m., July 19, 2021 |
| NOFO question submission deadline | 5:00 p.m., July 29, 2021 |
| **Applications due** | **5:00 p.m., August 6, 2021** |
| Estimated date for Authority Budget Committee approval of recommended designations | October 21, 2021 |
| Estimated program start date | December 1, 2021 |
| Performance Period | December 1, 2021 – September 30, 2022 |

**CHECKLIST**

Prior to application due date:

* [Obtain a Data Universal Numbering System (DUNS) number](https://www.dnb.com/duns-number/get-a-duns.html)
* [Register with the System for Award Management (SAM)](http://www.sam.gov/SAM/)
* [Apply for, update or verify the Employer Identification Number (EIN)](https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online)
* [Complete registration in the Grantee GATA Portal](https://grants.illinois.gov/portal/)

Submission Checklist:

* Uniform Application for State Grant Assistance – Submitted in PDF (signed, and scanned) AND Word file
* Program Narrative –Submitted in a Word file. Do not change the format of this file.
* Budget/Budget Narrative –Excel format (no signatures required for this file at this time)
* Memorandum of Understanding (MOU) (required for each member agency of the collaborative)

The documents listed above should be zipped in a single folder. Each individual document should be named following naming conventions listed on page 14 and emailed to: [cja.crestilpilot@illinois.gov](mailto:cja.crestilpilot@illinois.gov)

**Uniform** **Notice for Funding Opportunity**

Improving Criminal Justice Responses to Domestic Violence, Dating Violence, Sexual Assault, and Stalking Grant Program (ICJR): CREST IL Pilot Program

|  |  |  |
| --- | --- | --- |
|  | **Data Field** |  |
|  | Awarding Agency Name: | Illinois Criminal Justice Information Authority (ICJIA) |
|  | Agency Contact: | Mary Ratliff  Program Manager  Illinois Criminal Justice Information Authority  607 East Adams, Suite 906  Springfield, Illinois 62701  [Mary.Ratliff@illinois.gov](mailto:Mary.Ratliff@illinois.gov)  (217) 524- 4745 |
|  | Announcement Type: | X Initial announcement  □ Modification of a previous announcement |
|  | Type of Assistance Instrument: | Grant |
|  | Funding Opportunity Number: | 2357-1812 |
|  | Funding Opportunity Title: | CREST IL Pilot Program |
|  | CSFA Number: | 546-00-2357 |
|  | CSFA Popular Name: | CREST IL Pilot Program |
|  | CFDA Number(s): | 16.590 |
|  | Anticipated Number of Awards: | unknown |
|  | Estimated Total Program Funding: | $120,000 |
|  | Award Range | $20,000 - $40,000 |
|  | Source of Funding: | X Federal or Federal pass-through  □ State  □ Private / other funding |
|  | Cost Sharing or Matching Requirement: | □ Yes X No |
|  | Indirect Costs Allowed  Restrictions on Indirect Costs | X Yes □ No  □ Yes X No |
|  | Posted Date: | July 6, 2021 |
|  | Application Range: | July 6, 2021 – August 6, 2021 |
|  | Technical Assistance Session: | Session Offered: X Yes □ No  Session Mandatory: □ Yes X No  It is recommended that applicants view the recorded technical assistance session, which will be available beginning on July 9th at 10am. |

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**Notice for Funding Opportunity**CREST IL Pilot Program

# **Program Description**

Illinois’ large, unified court system makes it difficult to develop one protocol that works for all 102 counties. Protocol implementation requires a multi-level, multi-disciplinary, localized approach, including continued follow-up and monitoring after implementation, for which the local Family Violence Coordinating Council (FVCC) structure is well qualified. Professionals in every aspect of the criminal justice system have multiple training mandates, little time for training, and limited resources. Providing a curriculum of training modules with an option for online access offers professionals statewide a viable option for training.

Local Family Violence Coordinating Councils (FVCCs) establish forums to share information and form a coordinated response to family violence in our communities. The councils work to improve the institutional and professional responses to family violence issues. The councils engage in prevention, education, and the coordination of intervention and services for people who experience violence and people who perpetrate violence, such as child abuse, domestic violence, and abuse against people with disabilities and older adults. For more information on the Illinois Family Violence Coordinating Council please visit: <http://www.icjia.state.il.us/ifvcc>.

The Illinois Family Violence Coordinating Council (IFVCC) Integrated Protocol Initiative (IPI) works to improve the criminal justice system response to domestic violence in communities across Illinois by promoting policy and procedural change, coordinated community response, and cross-training to encourage safety for people who have experienced violence and accountability of people who perpetrated violence. Improving Criminal Justice Responses to Domestic Violence, Dating Violence, Sexual Assault, and Stalking Grant Program funding supports development and implementation of training programs on best practices for prosecutors and other prosecution-related personnel to ensure accountability of people who perpetrated domestic violence and safety and consultation for people who experienced domestic violence, dating violence, sexual assault, and stalking. IFVCC has named this project Coordination, Response, Education, Systems change, and Training Illinois (CREST IL). Through the CREST IL Project, a Responding to Domestic Violence Facilitator’s Toolkit was created based on [Protocols for Law Enforcement and Prosecutors: Responding to Victims of Domestic Violence](http://www.icjia.state.il.us/assets/ifvcc/DV%20Protocols%20FINAL.pdf).

**1.** ***Purpose***

The purpose of the CREST IL Project is to improve the criminal justice system response to domestic violence in communities across Illinois by promoting policy and procedural change, coordinated community response, and cross-training to encourage safety for people who experience family violence and accountability for people who perpetrate family violence.

**Coordinated Community Response to Domestic Violence**

A Coordinated Community Response (CCR) team joins multidisciplinary community partners to provide interagency, coordinated responses to domestic violence (DV). CCR team partners may include community-based organizations, hospitals and clinics, educators, government agencies, court system agencies (e.g., public defense, prosecution, judicial offices), batterer intervention programs, law enforcement, community leaders, and any other agency necessary to implement coordinated responses to DV.[[1]](#endnote-1) Historically, law enforcement has been the primary response to intervene in DV; however, over the past few decades there is increased awareness that DV is complex and requires responses that involve agencies and services beyond the legal system.[[2]](#endnote-2) CCRs have been established to improve community responses to DV by bringing together key players to identify and address gaps in the system of support and to develop strategies and approaches to enhance the response to DV.[[3]](#endnote-3)

To best address both holding the person who has perpetrated DV accountable and the safety of the person who has experienced DV, a variety of agencies and efforts need to be employed.[[4]](#endnote-4) Many communities have shifted from a primarily law enforcement approach to a broad-based, systemic approach to address DV.[[5]](#endnote-5) CCRs (when effectively implemented) are widely accepted as an effective method for intervening on DV.[[6]](#endnote-6) Initially, CCR models placed an emphasis on increased accountability for the person who perpetrated DV and improved safety responses for the person who experienced DV through the development and coordination of agency responses, including criminal legal case-management procedures and increased access to legal (e.g., protective orders) and social services (e.g., shelter).[[7]](#endnote-7) CCR models have since moved away from coordinated *agency* response to a coordinated *community* response that includes agencies not traditionally associated with addressing DV, such as faith and community leaders, medical institutions, and behavioral health treatment providers.[[8]](#endnote-8) This shift was largely due to an increased understanding of the complex nature of DV and to provide comprehensive supportive services to people who have experienced DV, including housing, childcare, employment protections, transportation, and monetary assistance.[[9]](#endnote-9)

The process to establish responses to DV in CCR teams is to:

1) Develop the team.

2) Identify and prioritize areas for action.

3) Develop a work plan.

4) Develop CCR response protocols.

5) Progress through monitoring and reviewing of the implemented

protocols and processes.[[10]](#endnote-10)

The collaborative nature of CCRs assists in meeting the needs of people who have experienced DV and more effectively holds people who have perpetrated DV accountable through better use of limited resources, the implementation of more coherent and integrated policies and procedures, linked trainings to enhance inter-disciplinary coordination, greater attention to neglected issues through community response, and better information sharing across agencies.[[11]](#endnote-11)

CCRs operate with a belief that DV is complex and recurring, which requires a comprehensive and coordinated response that includes both community service providers and criminal legal agencies.[[12]](#endnote-12) The CCR approach often emphasizes judicial oversight of people who have perpetrated DV and the provision of legal and social services for people who experienced DV.[[13]](#endnote-13) The objectives of CCR teams are to improve system effectiveness, delineate services across agencies, deliver appropriate services to people who experienced DV with minimal distress, protect people who experienced DV, and successfully sanction people who perpetrated DV.[[14]](#endnote-14) CCR teams place the responsibility of ending and responding to DV on the community rather than on those who have experienced violence.[[15]](#endnote-15) Ultimately, the goal of a CCR is to create an infrastructure that will facilitate system-level and societal change.[[16]](#endnote-16)

CCR teams lay a foundation for long-term change in the community.[[17]](#endnote-17) CCRs often implement approaches to DV that are trauma-informed, focused on accountability of the person who has perpetrated DV, and centered on the needs of the person who experienced DV with a commitment to believing their experience.[[18]](#endnote-18) CCR teams implement a variety of strategies to address DV. These strategies differ across each CCR team because teams determine strategies based on their local needs and available resources.[[19]](#endnote-19) Strategies may include, but are not limited to:

* Internal information-sharing and training.
* Community partnering, intervening, and organizing.
* Implementing task forces or coordinating councils.
* Training and technical assistance projects.
* Community awareness and prevention campaigns.
* Development of CCR response protocols.[[20]](#endnote-20)

The factors associated with DV should be addressed as one coherent process by responders and service providers.[[21]](#endnote-21) It's important to take collective responsibility for the needs of the person who experienced DV and the behavior of the person who perpetrated DV in every stage of the process.[[22]](#endnote-22) The incidence of DV can be further aggravated by separate service systems that inconsistently communicate and coordinate efforts.[[23]](#endnote-23) Services that are not streamlined or coordinated amongst service agencies can create a disjointed and overwhelming situation for those who have experienced DV.[[24]](#endnote-24) The establishment of CCR teams and response protocols can ensure that people who have experienced DV receive consistent and comprehensive services and referrals.[[25]](#endnote-25)

While Illinois has a history of collaboration and coordination regarding family violence, many jurisdictions lack an updated approach, particularly on new laws and best practices. Law enforcement needs ongoing training and procedures to better respond to people who experience DV, including, human trafficking, sexual assault, and stalking. Advocates and law enforcement are often frustrated by pleas to lesser charges and low number of prosecutions. Guidelines for how prosecutors determine charge, investigate, and prosecute instances of DV are unclear and inconsistent from jurisdiction to jurisdiction. However, criminal legal system professionals struggle to find time and resources to attend four-to-eight-hour trainings. CCR teams can provide communities with an opportunity to bring together various partners to significantly enhance the effectiveness and efficiency of the community’s response to DV.[[26]](#endnote-26)

**2.** ***Program Design***

**CREST IL Pilot Program**

The CREST IL Pilot Sites will work to improve the systems response to family violence by developing multidisciplinary committees to provide oversight, guidance, and development of policies and procedures enforcing safety for people who have experienced violence, accountability for people who have perpetrated violence, and community safety. Pilot sites will use the Responding to Victims of Domestic Violence Facilitator’s Toolkit to train criminal justice and social service professionals on topics related to family violence. Additionally, sites will provide peer mentoring to local FVCCs across the state.

Grantees will be chosen as a pilot site based on demonstrated need, chosen crime area(s), focus population(s), and program design.

* Sites must focus on one or two of the following crime area(s):
* Firearms
* Human trafficking
* Intimate partner sexual violence
* Stalking
* Strangulation
* Sites must focus on one or two of the following populations:
* Abuse in immigrant communities
* People who identify as LGBTQ
* People with disabilities and older adults
* People who experienced violence involved in gangs
* People who experienced violence in rural areas
* People who experienced violence with substance use disorders
* People who experienced violence and homelessness
* People who experienced violence with literacy and language barriers
* Sites will develop a CREST IL Project Team to oversee implementation of the workplan. This team will meet separately from an IFVCC Steering Committee or other subcommittees. Members from IFVCC Committees can serve on both committees/training teams; however, the CREST IL activities must be tracked and reported separately, if applicable.
* Sites shall coordinate and convene committees with criminal justice and family violence professionals that contribute to the improvement of the legal system and the administration of justice. These committees will develop and implement trainings based on the CREST IL Responding to Victims of Domestic Violence Facilitator’s Toolkit.
* Local CREST IL Committees/Teams will meet at least 6 times per year.
* CREST IL Pilot sites will provide peer technical assistance/mentoring to local FVCCs on development, implementation and evaluation of trainings from the CREST IL Responding to Victims of Domestic Violence Facilitator’s Toolkit.
* Evaluations (ICJIA-developed surveys) will be collected from Facilitator Toolkit trainings.
* Sites will develop, implement, and record webinars and/or podcasts based on the CREST IL Facilitator’s Toolkit.
* CREST IL Pilot Sites will provide peer technical assistance/mentoring to Local FVCCs on development, implementation and evaluation of trainings from the CREST IL Facilitator’s Toolkit.
* Sites will participate on the CREST IL Evaluation Committee to develop pre- and post-tests, evaluations, and critical feedback of the Facilitator’s Toolkit.

## 3. *Program Requirements*

The applicant’s completed program narrative should be reflective of the program requirements outlined below. The applicant is responsible for including related costs in the budget and budget narrative should funds be needed to accomplish these requirements.

Staffing requirements

Applicant must staff a CREST IL Pilot Program Coordinator.

Collaboration requirements

The committee/team is multi-disciplinary including, but not limited to, the following members/representation:

* Law enforcement
* Prosecutor
* Domestic violence victim services
* Probation
* Judge
* Partner abuse intervention provider
* Public defender
* Disability/older adult service provider
* Person with lived domestic violence experience
* Disability self-advocate
* Sexual assault victim services
* 911/dispatch telecommunicator
* Circuit clerk's office
* Court administrator
* Court security/bailiff

At least four committee members of different disciplines are required. Submission of a Memorandum of Understanding for each member of the committee/team is required with the application.

Training Requirements

CREST IL Pilot Sites will be required to attend a two-day orientation training within the first 30 days of program start date. All collaborative members will be required to attend the training. Within 30 days of the training, sites will be required to submit a workplan detailing the trainings to be implemented, webinars/podcasts to be recorded, and evaluation goals.

Budget Requirements

Travel and lodging accommodations for collaborative members for a two-day training in central Illinois must be included within the proposed budget.

## 4. *Goals, Objectives, and Performance Metrics*

Funded programs will be required to submit quarterly progress reports that will minimally include the following information based on the objectives the applicant agencies propose in their response to this solicitation.

|  |  |  |  |
| --- | --- | --- | --- |
| **Goal 1 Mandatory:** The CREST IL Pilot Site will work to improve the systems response to family violence (including, but not limited to, domestic violence, child abuse, teen dating violence, and abuse against older adults and persons with disabilities) by developing multidisciplinary committees that will provide oversight, guidance, and development of policies and procedures ensuring safety for people who have experienced violence, accountability for people who have perpetrated violence, and community safety. | | | |
| **Performance Measures** | | **Performance Standards** | |
| * Number of local CREST IL Committee meetings held | | * \_\_\_ Number of times Local CREST IL Committee met | |
| * Number of committee organizations attending meetings based on total number of committee members attending and meetings held | | * \_\_\_% of committee members attended meeting | |
| **Goal 2 Mandatory:** Demonstrate increased knowledge of criminal justice professionals on domestic violence-related topics, and implement policies, procedures, and practices that represent model protocols at the organization/agency level as well as the participant level. | | | |
| **Performance Measures** | | **Performance Standards** | |
| * Number of Facilitator’s Toolkit trainings provided to criminal justice and family violence professionals in identified catchment area. | | * \_\_\_ Number of Facilitator’s Toolkit trainings held. | |
| * Number of participants that indicate increased confidence after training based on number of participants in attendance and number of participants that completed survey. | | * \_\_\_% of participants indicated increased confidence on a specific topic after training (based on # that attended training, # completed survey) | |
| **Goal 3 Mandatory:** To provide technical assistance to Local Family Violence Coordinating Councils and participate in State CREST IL Evaluation Committee meetings. | | | |
| * Number of technical assistance meetings held regarding development, implementation, and evaluation of trainings from the CREST IL Facilitator’s Toolkit with Local FVCCs. | | * \_\_\_ Number of technical assistance meetings held w/Local FVCC | |
| * Number of CREST IL Evaluation Committee meetings attended where technical assistance and feedback for the project was provided. | | * \_\_\_ % of State CREST IL Committee meetings attended. | |

**5. *Priorities***

ICJIA prioritizes bringing together key leaders from the justice system and the public to identify critical issues facing the criminal justice system in Illinois, and proposing and evaluating policies, programs, and legislation that address those issues. The agency also works to ensure the criminal justice system in Illinois is efficient and effective.

## 6. *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.

# **Funding Information**

This program will be supported with FFY19 Improving Criminal Justice Responses to Domestic Violence, Dating Violence, Sexual Assault, and Stalking Grant Program (ICJR) grant funds appropriated to the Illinois Criminal Justice Information Authority.

## 1. *Award period*

Grant awards resulting from this opportunity will have a target period of performance of December 1, 2021, to September 30, 2022. Additional funding to support the program for up to 24 months may be awarded after the initial funding period contingent upon satisfactory performance and availability of funds. Funding support for this program will not exceed a period of 36 months.

## 2. *Available Funds*

Grants available through this funding opportunity are supported by FFY19 Improving Criminal Justice Responses to Domestic Violence, Dating Violence, Sexual Assault, and Stalking Grant Program. A total of $120,000 dollars will be made available through this funding opportunity. Applicants must request a minimum of $20,000 and a maximum of $40,000 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.

# **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](http://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 2022 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 solicitation is open to public and not-for profit entities in Illinois. Advocacy agencies are not eligible to apply due to judicial ethic rules.

Eligible applicants include:

* Government agencies, including local and county governments.
* Educational institutions and regional offices of education.
* Non-profit agencies, excluding advocacy agencies.[[27]](#footnote-1)

## 2. *Cost Sharing or Matching*

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

## 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:

1. 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.
2. 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.
3. *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.

A recipient of grant funds must register its indirect cost rate election through the [Grantee Portal](http://www.grants.illinois.gov/portal), [Crowe Activity Review System (CARS) system](https://solutions.crowe.com/CARS/StateofIllinoisGOMB/Login.aspx), or other appropriate system. It is the organization’s responsibility to ensure that any indirect cost rate utilized is properly registered.

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 “CREST Illinois Pilot Program.” Paper copies of the application materials may be requested from Mary Ratliff by calling 217-524-4745 or mailing Mary Ratliff, 607 E. Adams, Suite 906, Springfield, Illinois 62701. Applications, however, may only be submitted via email, to: [cja.crestilpilot@illinois.gov](mailto:cja.crestilpilot@illinois.gov)

## 2. Content and Form of Application Submission

1. Notice of Intent. Agencies interested in applying are strongly encouraged to complete an online Notice of Intent form by 5:00 p.m. on **July 19, 2021**. Submission of a Notice of Intent is nonbinding and will be used for internal planning purposes only. Upon receipt of a Notice of Intent, ICJIA will offer technical assistance to agencies which have not yet demonstrated GATA compliance.

Failure to submit a Notice of Intent by the deadline above may result in an agency not receiving technical assistance with respect to GATA compliance, thereby risking their grant eligibility.

The online Notice of Intent is available at:

<https://icjia.az1.qualtrics.com/jfe/form/SV_dd1PRwBMrk4y8aa>

1. Forms and Formatting. The complete application must be emailed to [cja.crestilpilot@illinois.gov](mailto:cja.crestilpilot@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. Follow the submission checklist for a complete list of all documents for this solicitation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **The following materials MUST be submitted by all applicants.**  **The applicant must submit the documents based on the instructions provided below.** | | | | |
| **Document** | **Document Name** | **PDF** | **Word** | **Excel** |
| **Uniform Application for State Grant Assistance** – This form must be completed, signed, and scanned (PDF), and provide a Word file as well | *“Agency Name – Application”* | X | X |  |
| **Program Narrative** – This document must meet the requirements outlined in Section A. Do not change the format of this document. | *“Agency Name – Program Narrative”* |  | X |  |
| **Budget/Budget Narrative** – This document is a workbook, with several pages (tabs). The last tab has instructions if clarification is needed. | *“Agency Name – Budget”* |  |  | X |
| Memorandum of Understanding (MOU): These documents must be uploaded as a single PDF or in a zipped folder. | *“Agency name -MOUs”* |  | X |  |

1. Application Formatting.

Program Narrative, should be single-spaced in Arial, 12-point font, placed within 1” margins, and must not exceed 20 pages total. Do not delete questions or sections from the program narrative form. Complete the program narrative using the text boxes provided. The document must be submitted in Word format.

Applicants are expected to use **person-centered language (PCL)**, using references to “people,” “individuals,” “clients,” and “participants,” versus “offenders,” “abusers,” or “victims”. PCL demonstrates respect for the dignity, worth, unique qualities, and strengths of every individual.

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

Applicants are required to:[[28]](#footnote-2)

1. 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](file:///C:\Users\RMurphy\AppData\Local\Packages\Microsoft.Office.Desktop_8wekyb3d8bbwe\AC\INetCache\Content.Outlook\UJR1YR6B\www.grants.illinois.gov) Resource Links tab.
2. 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.
3. 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 [cja.crestilpilot@illinois.gov](mailto:cja.crestilpilot@illinois.gov) by 5:00 p.m., August 6, 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 sent to a different email or 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.crestilpilot@illinois.gov](mailto:cja.crestilpilot@illinois.gov).

## 5. *Application Questions*

Questions may be submitted via email to [cja.crestilpilot@illinois.gov](mailto:cja.crestilpilot@illinois.gov). The deadline for submitted questions is 5:00 p.m. on Thursday, July 29, 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.

## 6. *Funding Restrictions*

1. Federal Financial Guide. Applicants must follow the current edition of the Department of Justice Grants Financial Guide which details allowable and unallowable costs is available at: <https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf>. Costs may be determined to be unallowable even if not expressly prohibited in the Federal Financial Guide.
2. 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
* Audits (agencies receiving less than $750,000 in cumulative federal funds)
* Capital expenses; property losses and expenses, real estate purchases, mortgage payments, construction, and most capital improvements
* Compensation for victims of crime
* Crime prevention
* Food and beverage costs
* Fundraising activities
* Lobbying and advocacy with respect to legislation, regulations or administrative policy
* Most medical care costs
* Tort or criminal defense services
* Active investigation and prosecution of criminal activities, and witness activities
* Research and studies, except for project evaluations
* Salaries and expenses for management, unless expressly allowed in the VOCA Final Rule

1. Allowable expenses. All expenses must reasonable, necessary, and allocable to the program. The following is a non-exhaustive list of services, activities, goods, and other costs that can be supported through this NOFO:

* Personnel and fringe
* Training and office supplies
* Travel
* Contractual
* Indirect costs

1. Pre-Award Costs. **No costs incurred before the start date of the grant agreement may be charged to awards resulting from this funding opportunity.**
2. Pre-approvals. Prior approvals may affect project timelines. Submission of materials for ICJIA approval should be incorporated into the application Implementation Schedules. ICJIA may require prior approval of the following:

* Out-of-state travel
* Certain Requests for Proposals, procurements, and sub-contracts
* Conference, meeting, and training costs

1. 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.

Supplanting. Supplanting is to deliberately reduce use of state or local funds because of the existence of federal funds. Supplanting rules do not apply to not-for-profit agencies.

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. 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. For certain programs, a written certification may be requested by the awarding agency or recipient agency stating that federal funds will not be used to supplant state or local funds.

If funds will be used for the expansion of an already implemented program, applicants must explain how proposed activities will supplement—not supplant—current program activities and staff positions.

1. 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, GATA, 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.

## 6. *Requirement Prior to Submitting the Application*

Applicant Technical Assistance Recording. Applicants are advised to view the following mandatory technical assistance recordings prior to application submission. All recordings are located on the ICJIA YouTube channel <https://www.youtube.com/channel/UCtZMzk8D3P4OixYTwsfPeKA>.

* NOFO Programmatic Requirements
* GATA Compliance
* Budget Requirements
* Allowable Expenses
* Indirect Costs
* Required Documents
* Supplanting

The recordings will be available for viewing July 7, 2021, beginning at 10:00 a.m.

# **Application Review Information**

## 1. *Criteria*

Application materials must address all components of this NOFO 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:

* Need: Identification of stakeholders, facts, and evidence that demonstrate the proposal supports the grant program purpose.
* Capacity: The ability of an entity to execute the grant project according to project requirements.
* 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.
* Other: Societal impact, economic impact, cost effectiveness, sustainability, and grant specific criteria.

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 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. Applicants must earn at least 70 points for funding consideration.

|  |  |
| --- | --- |
| **Scoring Criteria** | **Possible Points** |
| **Executive Summary – Total 10** | |
| Applicant provides a clear overview of the project, need for the project, area to be served, capacity to complete the project, and the projected numbers to be served within each program component. | 10 |
| **Statement of the Problem/Description of Need – Total 15** | |
| The applicant identifies the catchment/service area and includes a clear description and demographics of the community to be served. | 2 |
| The applicant provides a clear and accurate picture of the need for the project within the catchment area. | 2 |
| The applicant provides a comprehensive description of issues professionals encounter when working with domestic violence cases. | 3 |
| The applicant describes proposed or established partnerships with other agencies in their community. | 3 |
| The application includes a justification for the population area(s) and type(s) of crime/violence on which they chose to focus. | 3 |
| The applicant describes current trends or issues, service gaps or unmet needs in the community or target population to be served | 2 |
| **Project Management – Total 25** | |
| The applicant provides convincing evidence that their agency is capable of carrying out the proposed program, including fiscal, administrative and programmatic ability to manage grant. This should include experience, staffing patterns, and qualifications to comply with GATA fiscal and administrative requirements. This section should include an explanation of any recent changes in policies and procedures to improve fiscal, administrative or programmatic capacity. | 5 |
| The application includes a description of the applicant organization’s experience managing state and federal grants. | 5 |
| The applicant details their organization’s history and expertise with and/or capacity to produce webinars and podcasts. | 8 |
| The application includes a description of the applicant organization’s past and present experience coordinating community stakeholders and facilitating change. | 7 |
| **Project Implementation – 10 Total** | |
| The application includes a list and description of all staff positions (funded, non-funded, interns, and volunteers) assigned to the proposed program. This section should include, at a minimum, name of position, required experience, roles, and responsibilities and reporting and supervision structure. | 3 |
| The applicant provides a comprehensive description of the need for coordinated community response to domestic violence in their community(ies). | 5 |
| The applicant describes any anticipated barriers or challenges to implementation of the proposed project, as well as strategies to address them. | 5 |
| The application includes a discussion of how the program will impact the applicant’s community(ies) including changes in policies, procedures, and practices. | 5 |
| A list of each collaboration member of the CREST IL Pilot Project including their job title and agency is included in the application. Additionally, a memorandum of understanding from each member agency is attached. | 4 |
| Outreach, education, and systems advocacy efforts and community partnerships to support the CREST IL Pilot Project are described in the application. | 3 |
| **Implementation Schedule – 10 Total** | |
| The applicant provides clear and realistic steps in the implementation and operation of the proposed program, detailing the staff position responsible for each task, and including a target date for completion. | 10 |
| **Goals and Performance Metrics – 10 Total** | |
| The applicant provides clear and realistic performance metrics. | 10 |
| **Budget** **– 5 Total** | |
| Budgeted items are cost-effective in relation to the proposed activities. | 3 |
| Budget Narrative is complete for all line items, clearly detailing how the applicant arrived at and calculated the budget amounts. | 2 |
| **Total Possible Points** | **100** |

## 2. *Review and Selection Process*

All applications will be screened for completeness including GATA pre-qualification and ICQ submission for the current state fiscal year. 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. Applications that are not complete will not be reviewed. Proposals will be reviewed by a panel of ICJIA staff and stakeholders with expertise in domestic violence in the criminal justice system, coordinated community response and training.

Proposals that pass the screening process will be reviewed by a panel of ICJIA staff and the Improving Criminal Justice Response (ICJR) Advisory Committee. Once regional applicants are selected, applicants will be selected based on overall scoring, with secondary consideration given to geographic and focus area diversity. Decisions on which projects to fund among applications with equivalent scores will be selected based on individual scores of the project implementation section.

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. ICJIA may invite applicants to answer clarifying questions and modify budgets that include unallowable or unreasonable costs. 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 ICJIA Budget Committee for approval. Applicants will be notified of the ICJIA Budget Committee's 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.

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.

## 4. *Anticipated Announcement and State Award Dates*

|  |  |
| --- | --- |
| **Task** | **Date** |
| NOFO posted | July 6, 2021 |
| Technical Assistance Recording | 10:00 a.m., July 9, 2021 |
| Notice of Intent | 5:00 p.m., July 19, 2021 |
| NOFO question submission deadline | 5:00 p.m., July 29, 2021 |
| **Applications due** | **5:00 p.m., August 6, 2021** |
| Estimated date for Authority Budget Committee approval of recommended designations | October 21, 2021 |
| Estimated program start date | December 1, 2021 |
| Performance Period | December 1, 2021 – September 30, 2022 |

## 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
* 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 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:

Mary Ratliff

Illinois Criminal Justice Information Authority

607 E. Adams, Suite 906

Springfield, Illinois 62701

[**mary.ratliff@illinois.gov**](mailto:NOFOemail@Illinois.gov)

# **Award Administration Information**

## 1. *State Award Notices*

The ICJIA Budget Committee is scheduled to review and approve designations in October 21, 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 be 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
* Civil Rights Compliance Questionnaire
* Equal Employment Opportunity and Civil Rights Certification signed by the Implementing Agency
* Lobbying and Debarment certification signed by the Program Agency

## 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 OVW Federal Fiscal Year 2019 Improving Criminal Justice Responses to Domestic Violence, Dating Violence, Sexual Assault, and Stalking Grant Program (2019-WE-AX-0009), 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 periodic 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.

# **State Awarding Agency Contact(s)**

For questions and technical assistance regarding application submission, contact:

Mary Ratliff

Illinois Criminal Justice Information Authority

[cja.crestilpilot@illinois.gov](mailto:cja.crestilpilot@illinois.gov)

# **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), (l))

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.

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.).

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27. An **Advocacy** Agency is a group or organization that aims to influence decisions within political, economic, and social institutions. Advocacy includes activities and publications to influence public policy, laws, budgets and court case outcomes. [↑](#footnote-ref-1)
28. 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). [↑](#footnote-ref-2)