

**Uniform Notice of Funding Opportunity**  
**JAG Operations NOFO**  
*February 28, 2018*

	<b>Data Field</b>	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority
2.	Awarding Agency Contact:	Greg Stevens <a href="mailto:Gregory.Stevens@Illinois.gov">Gregory.Stevens@Illinois.gov</a>
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:	1469-385
6.	Funding Opportunity Title:	JAG Operations
7.	CSFA Number:	Edward Byrne Memorial Justice Assistance Grant FY16
8.	CSFA Popular Name:	JAG FFY16
9.	CFDA Number(s):	16.738
10.	Anticipated Number of Awards:	Unknown
11.	Estimated Total Program Funding:	<b>\$600,000</b>
12.	Award Range	\$40,000-\$225,000
13.	Source of Funding:	<input checked="" type="checkbox"/> Federal or Federal pass-through <input type="checkbox"/> State <input type="checkbox"/> Private / other funding
14.	Cost Sharing or Matching Requirement:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15.	Indirect Costs Allowed	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Restrictions on Indirect Costs	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
16.	Posted Date:	February 28, 2018
17.	Closing Date for Applications:	<b>April 16, 2018</b>
18.	Technical Assistance Session:	Session Offered: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Session Mandatory: <input checked="" type="checkbox"/> X <input type="checkbox"/> No  <b>The technical assistance recordings will be available beginning at 1:30 p.m. on Wednesday, February 28, 2018</b>  <b>Link to technical assistance recording:</b> <a href="https://grants.icjia.cloud">https://grants.icjia.cloud</a>

## **A. Program Description**

The Illinois Criminal Justice Information Authority (ICJIA) is a state agency dedicated to improving the administration of criminal justice. ICJIA brings together key leaders from the justice system and the public to identify critical issues facing the criminal justice system in Illinois, and to propose and evaluate policies, programs, and legislation that address those issues. The statutory responsibilities of ICJIA fit into four areas: grants administration; research and analysis; policy and planning; and information systems and technology.

The Illinois Criminal Justice Information Authority administers the Edward Byrne Memorial Justice Assistance Grant (JAG) Program, which allows state and local governments to support a broad range of activities to prevent and control crime, and to improve the criminal justice system. JAG funds have supported government programs that enabled the enforcement of Illinois drug laws, worked to decrease the likelihood of violent crime, and improved the criminal justice system and its outcomes.

### **Priorities**

The following JAG Goals/Priorities will be addressed by this funding opportunity:

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

*Indigent Defense Goal:* To support public and appellate defenders by providing resources and training necessary to assist public and appellate defenders in protecting the fundamental rights, liberties and due process of the accused and to assist public and appellate defenders in connecting defendants with community based services when possible and appropriate in order to reduce recidivism.

*Court Program Goal:* To support problem solving, specialty and other courts by providing resources for court programs that provide offender rehabilitation without endangering public safety and afford crime victims' their constitutional and statutory rights.

## **B. Authorizing Statutes**

Section 7(k) of the Illinois Criminal Justice Information Act (20 ILCS 3930/7(k)) establishes ICJIA as the agency "to apply for, receive, establish priorities for, allocate, disburse and spend grants of funds that are made available...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."

The agency 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.).

In addition, pursuant to ICJIA's rules entitled "Operating Procedures for the Administration of Federal Funds," (20 Illinois Administrative Code 1520 et seq.), ICJIA awards federal funds received by the State of Illinois pursuant to the Omnibus Crime Control and Safe Streets Act of 2002 and agency agreements with state agencies and units of local government for the use of these federal funds.

### **C. Program-Specific Information**

\$600,000 is available through this opportunity. Awards resulting from this opportunity will have a projected period of performance of July 1, 2018 through June 30, 2019. The value of individual awards will range from \$40,000 to \$225,000 in federal funds. At ICJIA's sole discretion, a maximum of 24 additional months of funding may be awarded with ICJIA Board approval.

#### *Background*

The goal of this solicitation is to increase public safety by offering mid-system agencies resources for operations. According to the Justice Policy Institute, "Overburdened, underfunded, inefficient and inadequate public defense systems lead to more incarceration, in the form of unnecessary pretrial detention, excessive sentences and wrongful convictions."<sup>1</sup> Studies indicate that a high prosecutor workload "...interferes with providing quality representation, endangers the interests of justice in fairness, accuracy, or the timely disposition of charges, or has a significant potential to lead to the breach of professional obligations."<sup>2, 3</sup>

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<sup>1</sup> "Overloaded Public Defense Systems Result in More Prison Time, Less Justice", <http://www.justicepolicy.org/news/2757>.

<sup>2</sup> American Bar Association "Criminal Justice Standards for the Prosecution Function", [https://www.americanbar.org/groups/criminal\\_justice/standards/ProsecutionFunctionFourthEdition.html](https://www.americanbar.org/groups/criminal_justice/standards/ProsecutionFunctionFourthEdition.html)

<sup>3</sup> "The State (Never) Rests: How Excessive Prosecutor Caseloads Harm Criminal Defendants", <http://scholarship.law.wm.edu/cgi/viewcontent.cgi?article=2283&context=facpubs>.

Research and experience indicates that programs developed through a coordinated planning process have a better chance at achieving long-term sustainability and expansion because program planning and development in that manner involves a wider-range of criminal justice stakeholders.<sup>4</sup> The planning process may involve activities including, but not limited to, data analysis and collection, assessment of services offered, and developing pilot programs.

This NOFO was originally planned to support a three-pronged strategy designed to offer mid-system agencies resources for planning, operations, and implementation of new plan-based programming. With the delay in the receipt of the Federal Fiscal Year 2017 JAG award to the state of Illinois, this NOFO is now limited to the continuing support of the operational effectiveness of prosecution, public defense, and court functions currently operating with ICJIA-administered JAG funds. A list of eligible applicants is listed on pages six and seven of this NOFO. A NOFO for planning and plan-based implementation projects will be issued as JAG funds become available.

### **Program Requirements**

Applicants may request funding for up to 12-months of program activity. Applications must:

- Demonstrate the effectiveness of the current program; and
- Include the agency's active participation in a data-driven planning process that objectively assesses jurisdictional or agency needs.

Support for program beyond this bridge funding is contingent on:

- Completion of a planning component.
- Demonstrated ongoing need for the program.
- Satisfactory performance.
- Availability of JAG funds.

### **Evidence-Based Programs or Practices**

Applicants are encouraged to describe any best practices that will be incorporated in the proposed program, citing the practices and how they will be used to inform the program design.

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

Applicants are required to set reasonable, quantifiable benchmarks for program performance by completing the Goals, Objectives and Performance Metrics table for the requested project. As

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<sup>4</sup> Cushman, R. (2002). Guidelines for developing a criminal justice coordinating committee. National Institute of Corrections, Bureau of Justice Assistance. Retrieved from <https://s3.amazonaws.com/static.nicic.gov/Library/017232.pdf>

this opportunity may continue support for a range of program types, the objectives and performance measures must be crafted to address the unique activities of each project. Applicants should be cognizant of supplanting restrictions discussed below. However, all projects funded must address the common goal detailed below. Funded programs will be required to submit quarterly progress reports that will at a minimum include these objectives. Applicants may list additional support service objectives for the program.

<b>Goal:</b> To maximize the efficiency and effectiveness of the criminal justice system.	
<b>Process Objectives</b>	<b>Performance Measures</b>
	➤
	➤
<b>Outcome Objectives</b>	<b>Performance Measures</b>
	➤
	➤

## D. Funding Information

### 1. Award period

Grant awards resulting from this opportunity will have a target period of performance of July 1, 2018 to June 30, 2019. Additional funding for a maximum of 24 months may be awarded after the initial funding period of performance.

### 2. Available Funds

A total of \$600,000 in funding is available through this solicitation.

Funding minimum and maximum values are based on the population served, according to the following standards:

<b>Population of Area Served</b>	<b>Minimum Award</b>	<b>Maximum Award</b>
1-499,999	\$40,000	\$75,000
500,000 -1,499,999	\$40,000	\$125,000
1,500,000 -4,999,999	\$40,000	\$175,000
5,000,000 +	\$40,000	\$225,000

Agreements that result from this funding opportunity are contingent upon and subject to the availability of funds. ICJIA, at its sole discretion, may terminate or suspend this agreement, in whole or in part, without penalty or further payment being required, if (1) the Illinois General

Assembly or the federal funding source fails to make an appropriation sufficient to pay such obligation, or if funds needed are insufficient for any reason (30 ILCS 500/20-60), (2) the Governor decreases ICJIA's funding by reserving some or all of ICJIA appropriation(s) pursuant to power delegated to the Governor by the Illinois General Assembly; or (3) ICJIA determines, in its sole discretion or as directed by the Office of the Governor, that a reduction is necessary or advisable based upon actual or projected budgetary considerations. The Implementing Entity will be notified in writing of the failure of appropriation or of a reduction or decrease.

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.

### **3. *Cost Sharing or Matching***

There is no matching or cost-sharing requirement.

### **4. *Indirect Cost Rate.***

Applicants may elect to not budget any indirect costs, or may budget indirect costs to a grant proposal based on the 10% De Minimis rate or one of two types of annually renewed Negotiated Indirect Cost Rate Agreements (NICRA). All three indirect cost methods are described below:

- a) Federally Negotiated Rate: Applicant organizations that receive direct federal funding may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. ICJIA will accept the federally negotiated rate. The applicant must provide a copy of the federal NICRA at time of application.
- b) State Negotiated Rate: Applicant organizations seeking indirect costs may negotiate an indirect cost rate with the State of Illinois if they do not have Federally Negotiated Rate. The applicant must provide a copy of the state negotiated rate at time of application.
- c) De Minimis Rate: Applicant organizations that has never received a Federally Negotiated Rate or State Negotiated Rate may elect a de minimis rate of 10% of modified total direct cost (MTDC). The de minimis rate may be used indefinitely. Applicants must submit an explanation of the base used to calculate the MTDC and an explanation of what the indirect cost will be used for in their budget.

## **E. Eligibility Information**

### **1. *Eligible Applicants***

Eligible applicants are limited to counties and State agencies requesting continuing funding for prosecution and public defense programs currently supported by ICJIA-administered JAG funds. The eligible programs are:

- Office of the State Appellate Defender Rural Defense Program
- Office of the State Appellate Prosecutor Systemic Sentencing Appeals Program
- Office of the Cook County State’s Attorney Human Trafficking Program
- Office of the Cook County State’s Attorney Community Justice Center Program
- Office of the Cook County Public Defender DNA Program
- Office of the Cook County Public Defender Mitigation Program
- Winnebago County Youth Recovery Court
- Center of Excellence
- Coles/Cumberland Sex Offender Supervision program.

### **2. *GATA Compliance***

Agencies must be pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal, [www.grants.illinois.gov](http://www.grants.illinois.gov), to become eligible to apply for an award. During pre-qualification, Dun and Bradstreet verifications are performed, including a check of Debarred and Suspended status and good standing with the Secretary of State. The pre-qualification process also includes a financial and administrative risk assessment utilizing an Internal Controls Questionnaire (ICQ).

**Applicants must have completed the GATA pre-qualification process and received approval of their ICQ from a State cognizant agency by the date of the application. Applications from agencies that have not received ICQ approval will not be reviewed.**

## **F. Application and Submission Information**

### **1. *Obtaining Application Materials***

Applications must be obtained at <https://grants.icjia.cloud/> by clicking on the link titled “JAG Operations, Planning and Plan-based Implementation” All required application materials must be emailed to [CJA.JAGNOFO@Illinois.gov](mailto:CJA.JAGNOFO@Illinois.gov) by **11:59 p.m. on April 16, 2018**, to be considered for funding. Proposals will not be accepted by mail, fax, or in-person. Incomplete applications will not be reviewed. Late submissions will not be reviewed.

Paper copies of the application materials may be requested by calling Greg Stevens at 312-793-0890, but applications may only be submitted via email.

Agencies are encouraged to submit their applications 72 hours in advance of the deadline. Technical difficulties experienced at any point during the process should be reported immediately to ICJIA by calling Greg Stevens at 312-793-0890 or emailing [CJA.JAGNOFO@Illinois.gov](mailto:CJA.JAGNOFO@Illinois.gov).

## **2. Notice of Intent and Required Document Submission**

### Notice of Intent

Agencies interested in submitting an application are strongly encouraged to complete an online Notice of Intent form by **11:59 p.m. on March 28, 2018**. Submission of a Notice of Intent is nonbinding and will be used for internal planning purposes only. Agencies must have completed the GATA pre-qualification process and received ICQ approval from a State cognizant agency by the date of application. Upon receipt of a Notice of Intent, ICJIA will offer technical assistance to agencies which have not yet demonstrated GATA compliance.

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

The online Notice of Intent is available at:

<https://grants.icjia.cloud/>

### Required Document Submission

The following documents must be emailed as separate attachments to [CJA.JAGNOFO@Illinois.gov](mailto:CJA.JAGNOFO@Illinois.gov). The applicant agency's 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 with missing documents will not be considered.

<b>The following materials MUST be submitted by all applicants. The applicant must submit the documents based on the instructions provided below.</b>				
<b>Document</b>	<b>Document Name</b>	<b>PDF</b>	<b>Word</b>	<b>Excel</b>
<b>Uniform Application for State Grant Assistance</b> - This form must be completed, signed, and scanned.	<i>“Agency Name – Application”</i>	X		



<b>Program Narrative</b> – 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	
<b>Budget/Budget Narrative</b> – This document is an Excel Workbook, with several pages/tabs. The last tab are instructions, if clarifications are need for a particular category.	<i>“Agency Name – Budget”</i>			X
Copy of Negotiated Indirect Cost Rate Agreement (NICRA), if applicable. See page five of this NOFO for more detail.	<i>“Agency Name – NICRA”</i>	X		

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

Each applicant is required to:

- (i) Be registered in SAM before submitting its application. If you are not registered in SAM, this link provides a connection for SAM registration:  
<https://governmentcontractregistration.com/sam-registration.asp>.
- (ii) Provide a valid DUNS number in its application. To obtain a DUNS number, visit from Dun and Bradstreet, Inc., online at [www.dunandbradstreet.com](http://www.dunandbradstreet.com) or call 1-866-705-5711.
- (iii) Maintain an active SAM registration throughout the application and grant period. 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. If an applicant has not fully complied with the requirements by the time ICJIA is ready to make a federal pass-through or state award, ICJIA may determine that the applicant is not qualified to receive an award and may use that determination as a basis for making a federal pass-through or state award to another applicant.

**4. *Submission Requirements.***

Mandatory Applicant Technical Assistance Recording

Applicants must view the following mandatory technical assistance recordings prior to application submission. All recordings are located on the ICJIA website at <https://grants.icjia.cloud/>:

- NOFO programmatic requirements.
- General requirements.
- Budget
- Indirect costs.
- Prior approvals.

The recordings will be available for viewing beginning at **1:30 p.m. February 28, 2018.**

### Questions Submission

Questions may be submitted via email at [CJA.JAGNOFO@Illinois.gov](mailto:CJA.JAGNOFO@Illinois.gov).

The deadline for submitted questions is **11:59 p.m. on April 9, 2018.** All substantive questions and responses will be posted on the ICJIA website at <https://grants.icjia.cloud/>.

Due to the competitive nature of this solicitation, ICJIA employees may not discuss the funding opportunity with applicants apart from answering NOFO questions submitted by applicants in writing.

### Application Deadline

Applications are due by **11:59 p.m. on April 16, 2018.**

Completed application materials must be emailed to [CJA.JAGNOFO@Illinois.gov](mailto:CJA.JAGNOFO@Illinois.gov) by the **deadline** to be considered for funding. Proposals will not be accepted by mail, fax, or in-person. Incomplete applications will not be reviewed. Late submissions will not be reviewed.

Agencies are encouraged to submit their applications 72 hours in advance of the deadline to avoid unforeseen technical difficulties. Technical difficulties should be reported immediately to ICJIA at [CJA.JAGNOFO@Illinois.gov](mailto:CJA.JAGNOFO@Illinois.gov).

### **5. Intergovernmental Review.**

Not applicable.

### **6. Funding Descriptions.**

The 2015 Department of Justice Grants Financial Guide which details government-wide grant rules and allowable and unallowable costs is available at: [https://ojp.gov/financialguide/DOJ/pdfs/2015\\_DOJ\\_FinancialGuide.pdf](https://ojp.gov/financialguide/DOJ/pdfs/2015_DOJ_FinancialGuide.pdf).

Unallowable costs include, but are not limited to, land acquisition, capital expenditures including renovations or remodeling, bonuses or commissions, lobbying and fundraising activities, and most entertainment food and beverage purchases.

### Supplanting

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. Grant funds received by organizations and public agencies 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, local, or other non-federal funds.

### Pre-Award Costs

No costs incurred before the start date of the agreement may be charged to awards resulting from this funding opportunity.

### Pre-approvals

In efforts to ensure the reasonableness, necessity, and allowability of the proposed uses of funds, ICJIA:

- 1) Requires prior written approval Out of State travel.
- 2) Requires prior written approval of equipment over \$5,000. Prior approvals may affect project timelines.
- 3) Requires prior written approval of Requests for Proposals and all subcontracts.

ICJIA review of these materials should be incorporated into application Implementation Schedules.

### State Travel Guidelines

Travel costs charged to ICJIA per the grant agreement must conform to State Travel Guidelines, found here:

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

Out of state travel rates are based on a combination of federal General Service Administration (GSA) guidelines found here: <https://www.gsa.gov/travel/plan-book/gsalodging174> and [state travel guidelines](#).

**Federal rates apply to out-of- state lodging rates only. Federal per-diem rates do not apply.**

Applicant agencies with lower cost travel guidelines must use those lower rates.

## E. Application Review Information

### 1. Criteria.

Application materials must address all components of this Notice of Funding Opportunity and demonstrate both a need for the program and an ability to successfully implement the program. Application selection will be made using the following criteria, which are specific to each funding component:

Please note: The total number of points available is **125**.

Scoring Criteria	Possible Points	
<b>Statement of the Problem – Description of Service Area:</b>		<b>5</b>
<ul style="list-style-type: none"> <li>Applicant stated the geographic area to be served and provided the population and urban/suburban/rural characteristics of the area to be served. Applicant provided additional descriptive information relevant to the statement of the need and the program design.</li> </ul>		
<b>Statement of the Problem – Current Situation:</b>		<b>25</b>
<ul style="list-style-type: none"> <li>Applicant clearly stated the problem to be addressed through the proposed program.</li> </ul>	5	
<ul style="list-style-type: none"> <li>Applicant provided a table that provided data that demonstrates the problem to be addressed.</li> </ul>	5	
<ul style="list-style-type: none"> <li>Applicant clearly described how these data demonstrate an ongoing need for the program.</li> </ul>	5	
<ul style="list-style-type: none"> <li>Applicant clearly described the currently funded program, detailing how it address the stated need.</li> </ul>	5	
<ul style="list-style-type: none"> <li>Applicant described the state or local resources available to meet the identified programmatic needs, and identified why the jurisdiction may lack adequate resources to implement the program without JAG funding.</li> </ul>	5	
<b>Review of Progress</b>		<b>20</b>
<ul style="list-style-type: none"> <li>Applicant completed the goals/objectives/performance measures</li> </ul>	20	

table and provided a thorough discussion of the program’s progress to-date, reviewing why objectives were met, not met or exceeded.		
<b>Project Implementation:</b>		<b>45</b>
<ul style="list-style-type: none"> <li>Applicant described proposed changes or refinements to the current program which are based on past program performance.</li> </ul>	5	
<ul style="list-style-type: none"> <li>Applicant clearly explained how the proposed program will plan, organize, staff, direct and use the requested resources to address the problem.</li> </ul>	5	
<ul style="list-style-type: none"> <li>Applicant clearly described the data-driven planning process in which it will actively participate to identify jurisdiction or agency needs, detailing the data to be examined, planning participants, and any planning models that will be employed.</li> </ul>	10	
<ul style="list-style-type: none"> <li>Applicant described how the proposed program will incorporate any best practices for defense or prosecution.</li> </ul>	5	
<ul style="list-style-type: none"> <li>Applicant described other barriers to program implementation, other than funding, which are foreseen.</li> </ul>	5	
<ul style="list-style-type: none"> <li>Applicant described how the proposed program will address these barriers.</li> </ul>	5	
<ul style="list-style-type: none"> <li>Applicant completed the staffing table and described the proposed staffing changes and how they will enhance program outcomes.</li> </ul>	5	
<ul style="list-style-type: none"> <li>Applicant completed the Implementation Schedule and set reasonable timelines to complete program activities.</li> </ul>	5	
<b>Goals, Objectives and Performance Indicators:</b>		<b>5</b>
<ul style="list-style-type: none"> <li>Applicant completed the table and set reasonable, countable objectives.</li> </ul>		
<b>Project Management and Sustainability:</b>		<b>15</b>
<ul style="list-style-type: none"> <li>Applicant described a plan for coordination and supervision of the project activities.</li> </ul>	5	
<ul style="list-style-type: none"> <li>Applicant described how project success will be measured, detailing how and when data will be collected and reported.</li> </ul>	5	
<ul style="list-style-type: none"> <li>Applicant described how program data will be used to sustain the program when federal funding ends.</li> </ul>	5	
<b>Budget:</b>		<b>10</b>
<ul style="list-style-type: none"> <li>Budgeted items are cost-effective, reasonable and necessary in relation to the proposed activities.</li> </ul>	5	
<ul style="list-style-type: none"> <li>Narrative is complete for all line items, clearly detailing how the applicant arrived at and calculated the budget amounts.</li> </ul>	5	
<b>Total Possible Points</b>		<b>125</b>

## **2. Review and Selection Process**

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

Proposals that pass the screening process will be reviewed by a panel of ICJIA staff. Selection will be based on the average of team scores. Proposal selection will be made using the following criteria hierarchy:

Highest scoring applications
Highest score: Project Implementation
Highest score: Statement of the Problem – Unmet Needs

ICJIA reserves the right to reject any or all incomplete proposals, proposals including unallowable activities, proposals that fail to meet eligibility or program requirements, or proposals that are otherwise deemed to be unsatisfactory. Reviewers also reserve the right to invite one or more applicants to resubmit amended applications and modify budgets that include unallowable or unreasonable costs.

In addition to the cumulative scores, reviewers also will be considering cost-benefit analysis with respect to geographic distribution of proposed services areas, and past performance history and/or financial standing with ICJIA, when making the final award decisions.

Successful applicants whose applications contained unallowable or unreasonable costs will have their award reduced by the total amount of those costs. Upon applicant acceptance of the grant award, announcement of the grant award shall be published by the awarding agency to the GATA portal.

Review team recommendations will be forwarded to ICJIA’s Budget Committee for approval. Applicants will be notified of the Budget Committee's decision.

## **3. Debriefing Process**

Unsuccessful applicants may request a debriefing. A debriefing is written feedback that can assist applicants in developing improved applications for future funding. A debriefing may include strengths and weaknesses of an application in terms of the evaluation and review criteria. Debriefings are not a part of the Appeals Process.

Requests for debriefings must be made in writing and submitted within seven (7) calendar days after receipt of a Funding Opportunity Declination Letter from ICJIA. Debriefing requests will not be granted if there is an active appeal, administrative action, or court proceeding. The written debriefing request shall include at a minimum the following:

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

Please email debriefing requests to:

Greg Stevens  
Program Manager  
Illinois Criminal Justice Information Authority  
[CJA.JAGNOFO@Illinois](mailto:CJA.JAGNOFO@Illinois).

#### **4. Appeals Process**

Unsuccessful applicants may request a formal appeal. Only the evaluation process is subject to appeal. Evaluation scores and funding determinations may not be contested and will not be considered by ICJIA's Appeals Review Officer (ARO). The appeal must be via email and submitted within fourteen (14) calendar days after either the date the grant award notice is published or receipt of a Funding Opportunity Declination Letter from ICJIA, whichever comes first. The written appeal must include, at a minimum, the following:

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

Please send your appeal to:

Appeals Review Officer  
Illinois Criminal Justice Information Authority  
[CJA.ARO@Illinois.gov](mailto:CJA.ARO@Illinois.gov)

ICJIA will acknowledge an appeal within 14 calendar days of receipt. ICJIA will respond to the appeal within 60 days or supply a written explanation as to why additional time is required. The appealing party must supply any additional information requested by ICJIA within the time

period set in the request. ICJIA will resolve the appeal by means of written determination. The determination will include:

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

## 5. Programmatic Risk

All applicant agencies recommended for funding will be required to submit a completed ICJIA Programmatic Risk Assessment (PRA). This assessment will identify elements of fiscal and administrative risk at the program level and will be used to determine required specific conditions to the interagency agreement.

The PRA must be completed for the program agency.

### Implementing Agency vs. Program Agency

- An implementing agency is the legal entity that receives grant funds, such as a county. An implementing agency may also be the program agency.
- A program agency:
  - Is a subdivision of the implementing agency, such as a county state’s attorney’s office;
  - Carries out program operations; and
  - Is responsible for data and fiscal reporting.

PRAs completed for other state agencies will not be accepted by ICJIA.

## 6. Anticipated Announcement and State Award Dates

Task	Date
NOFO posted	<b>February 28, 2018</b>
Technical assistance recordings available	February 28, 2018
Notices of Intent due	March 28, 2018
NOFO question submission deadline	April 9, 2018



<b>Applications due</b>	<b>11:59 p.m., April 16, 2018</b>
Budget Committee review/approval of recommended designations	June 2018
Projected program start date	July 1, 2018

## **F. Award Administration Information**

The ICJIA Budget Committee is scheduled to review and approve designations in June 2018. ICJIA will provide a Notice of State Award (NOSA) to successful applicants after the ICJIA Budget Committee Board reviews and approves the designations. No costs incurred before the start date of the agreement may be charged to the grant. The NOSA will detail specific conditions that will be included in the grant agreement. Applicant agencies must return the signed NOSA before the start of the agreement.

The following documents must be received before an award may be issued.

- Fiscal Information Sheet in Word completed by the Implementing Agency.
- Audit Information Sheet in PDF format completed and signed by the Implementing Agency.
- Federal Debarment certification completed and signed by the Program Agency.
- EEO and Civil Rights certification completed and signed by the Implementing Agency
- Completed Authority Programmatic Risk Assessment completed for the Program Agency in Excel.

**No costs incurred before the start date of the agreement may be charged to the grant.**

### ***Administrative and Statutory Requirements***

In addition to implementing the funded project consistent with the agency-approved project proposal and budget, agencies selected for funding must comply with applicable grant terms and conditions and other legal requirements, including, but not limited to, legislation, regulations and guidelines regarding the applicable federal or state grant program, ICJIA Financial Guide and Policy and Procedure Manual, the Illinois Office of Management and Budget Grants Accountability and Transparency Act, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards published in 2 CFR Part 200, and the

U.S. Department of Justice Grant Financial Guide which will be included in the award documents, incorporated into the award by reference, or are otherwise applicable to the award.

Successful applicants will be required to enter into grant agreements for each funded component of the program. Additional programmatic and administrative special conditions may be required.

### ***Reporting***

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

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

With questions and for technical assistance regarding application submission, contact:

Greg Stevens  
Program Manager  
Illinois Criminal Justice Information Authority  
[CJA.JAGNOFO@Illinois.gov](mailto:CJA.JAGNOFO@Illinois.gov)

### **H. Other Information**

Neither the State of Illinois nor ICJIA are obligated to make any award as a result of this announcement. The ICJIA Executive Director or his designee has sole authority to bind ICJIA to the expenditure of funds through the execution of grant agreements.