**Uniform Notice for Funding Opportunity (NOFO)**

Adult Redeploy Illinois – Planning Grants

*September 2018*

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|  | **Data Field** |  |
|  | Awarding Agency Name:  | Illinois Criminal Justice Information Authority |
|  | Agency Contact: | Adriana Pérez, Program ManagerAdult Redeploy Illinois Illinois Criminal Justice Information Authority300 West Adams, Suite 200Chicago, IL 60606Adriana.Perez@Illinois.gov 312-793-8406 |
|  | Announcement Type: | X Initial announcement □ Modification of a previous announcement |
|  | Type of Assistance Instrument: | Grant |
|  | Funding Opportunity Number:  | 1687-599 |
|  | Funding Opportunity Title: | Adult Redeploy Illinois – SFY19 Planning Grant |
|  | CSFA Number: | 546-00-1687  |
|  | CSFA Popular Name: | Adult Redeploy Illinois (ARI) SFY19 |
|  | CFDA Number(s): | N/A |
|  | Anticipated Number of Awards: | 3 – 6 |
|  | Estimated Total Program Funding: | $200,000 |
|  | Award Range | $10,000 - $30,000 |
|  | Source of Funding: | □ Federal or Federal pass-throughX State □ Private / other funding  |
|  | Cost Sharing or Matching Requirement: | □ Yes X No  |
|  | Indirect Costs AllowedRestrictions on Indirect Costs | X Yes □ No □ Yes X No If yes, provide the citation governing the restriction:  |
|  | Posted Date:  | September 26, 2018 |
|  | Closing Date for Applications: | October 26, 2018 |
|  | Technical Assistance Session: | Session Offered: □ Yes X No Session Mandatory: □ Yes X No  |

1. **Program Description**

Adult Redeploy Illinois (ARI) was established by the Illinois Crime Reduction Act of 2009 (Public Act 96-0761) to “increase public safety and encourage the successful local supervision of eligible offenders and their reintegration into the locality.” Under the Crime Reduction Act, ARI provides financial incentives (grants) to counties, groups of counties, and judicial circuits to increase local-level evidence-based programming for probation-eligible offenders who are at moderate to high risk of reoffending and are prison-bound.[[1]](#footnote-1) In exchange for the funding, jurisdictions agree to reduce the number of people they send to the Illinois Department of Corrections (IDOC), with penalties if they do not meet the reduction goal. Research has shown that community-based alternatives to incarceration, such as problem-solving courts, can reduce recidivism, decrease costs to taxpayers, increase public safety, and reintegrate offenders back into society.

ARI is housed at the Illinois Criminal Justice Information Authority (ICJIA), 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.

ARI offers planning grants for jurisdictions to convene stakeholders, review local data, and develop a local plan. To gain commitment and involvement from each of the local stakeholders that influence incarceration decisions, those engaged in planning processes must represent the local criminal justice court system (e.g., judiciary, prosecution, defense, probation) and the community (e.g., treatment providers, social services, business). Counties, groups of counties, and judicial circuits may apply for planning grants of up to $30,000 through this Notice of Funding Opportunity. A maximum of $200,000 will be made available for these grants.

1. **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.”

Section 1560 of the Illinois Administrative Code (20 Ill. Admin. Code, Section 1560.10) establishes ICJIA as the agency to “exercise its responsibility *to apply for, receive, establish priorities for, allocate, disburse and spend grant funds that are made available by private sources* [20 ILCS 3930/7(k)], *to receive, expend and account for such funds of the State of Illinois as may be made available to further the purposes of* *the* *Act* [20 ILCS 3930/7(1)], *to enter into contracts and to cooperate with units of general local government or combinations of such units,* *State* *agencies, and criminal justice system agencies of other states for the purpose of carrying out the duties of ICJIA* *imposed by* *the* *Act* [20 ILCS 3930/7(m)]…”

The grant making processes administered by ICJIA are subject to the rules and regulations enacted pursuant to the Grant Accountability and Transparency Act (GATA). 30 ILCS 708 et seq., and its associated Administrative Rules, 44 Ill. Admin. Code 7000 et seq., administered by the Grant Accountability and Transparency Unit (GATU) within the Governor’s Office of Management and Budget.

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.).

ARI’s enabling statute, the Crime Reduction Act (730 ILCS 190/), allows financial incentives to be provided to local jurisdictions for programs that allow diversion of probation-eligible offenders from state prisons by providing community-based services and supervision through the ARI program. Pursuant to the Crime Reduction Act, the General Assembly has obligated funds for the ARI program to provide financial incentives to local jurisdictions through ICJIA on behalf of the ARI Oversight Board. Funds will be made available pursuant to ICJIA’s rules entitled “Operating Procedures for the Administration of Non-Federal Funds” (20 Illinois Administrative Code 1560 et seq.) and pursuant to the ARI Oversight Board designating the Implementing Agency to receive funds for activities that plan for or implement a local ARI program.

ARI funds for State Fiscal Year 2019 became available through Public Act 100-0586 (Article 117, Section 10) in which $10,229,100, or so much thereof as may be necessary, was appropriated from the General Revenue Fund to ICJIA for administrative costs, awards, and grants for Adult Redeploy and Diversion Programs.

1. **Program-Specific Information**

***Background***

Adult Redeploy Illinois (ARI) was part of a package of criminal justice reform measures passed in 2009 to improve outcomes in the Illinois criminal justice system by requiring the use of validated assessments, evidence-based practices, and performance measurement and evaluation. The Crime Reduction Act, ARI’s enabling legislation, called for the adoption of a standardized validated assessment system as determined by the Risk, Assets, and Needs Assessment Task Force. Companion legislation created the Illinois Sentencing Policy Advisory Council to collect and analyze data on sentencing policies and practices to determine their outcomes and system-wide fiscal impact.

ARI is modeled after the successful Redeploy Illinois program of the Department of Juvenile Justice operating since 2005. Moreover, ARI is based on the “performance incentive funding” best practice, intended to align fiscal and operational responsibility for probation-eligible offenders at the local level to produce better public safety at a lower cost. ARI also draws on concepts of justice reinvestment, such as using data to implement strategies that drive down corrections costs and free up dollars for investment in community-based programs addressing recidivism.

The goals of ARI are to:

* Reduce crime and recidivism in a way that is cost efficient for taxpayers.
* Provide financial incentives to counties or judicial circuits to create effective local‑level evidence‑based services.
* Encourage the successful local supervision of eligible offenders and their reintegration into the locality.
* Perform rigorous data collection and analysis to assess the outcomes of the programs.

Since program inception, the ARI network has grown from 10 pilot sites in 10 counties, to 22 sites covering 44 counties. A map is included as *Appendix A*.

***Target Population***

ARI funds are directed toward prison-bound individuals whose diversion to community-based programs represents actual and immediate costs avoided by the state. To ensure that intensive interventions funded by ARI are targeted to higher risk and higher need clients who can benefit the most from them and for whom they are most cost-effective, the ARI Oversight Board established that at least 80 percent of those served at each ARI site must score moderate to high risk to reoffend according to a risk assessment instrument.

***Key Components***

Each ARI site is unique, reflecting the program’s emphasis on local control and design. Some sites use ARI funds to create or expand problem-solving (e.g., drug, mental health, veterans) courts; others operate intensive supervision programs combined with services that address criminogenic needs. Using the principles of the Risk-Need-Responsivity model, ARI invests in practices and programs that ensure ARI clients are assessed as to their risk to re-offend, needs, and assets; matched with the appropriate type, level, and intensity of treatment services; and provided with supportive services that leverage strengths and reduce barriers to compliance and successful completion.

All sites must incorporate the ARI key components, including:

* Validated assessment of risks, needs, and assets.
* Evidence-based practices.
* Performance measurement and evaluation.

***Cost-effectiveness***

To demonstrate cost-effectiveness and support the sustainability of the program, ARI-funded interventions must represent substantial savings from the cost of incarceration in state prisons.

1. **Application Design**

Per the Crime Reduction Act, “Each county or circuit participating in the Adult Redeploy Illinois program shall create a local plan describing how it will protect public safety and reduce the county or circuit’s utilization of incarceration in State facilities or local county jails by the creation or expansion of individualized services or programs”. (730 ILCS 190/20 (c))

ARI grants fund units of county government or judicial circuits, which can apply individually or as groups of counties or circuits. To request an ARI implementation grant, a jurisdiction must first complete a local plan using the standard plan template. Local plans must provide a detailed account of how jurisdictions intend to reduce probation-eligible admissions to prison. The plan must include a description of the program model, roles of the various stakeholders, efforts to support the successful reintegration of offenders through a community involvement component (e.g., community service, restorative justice board), and a commitment to reduce target population prison admissions 25 percent from the prior three year’s average.

ARI offers planning grants for jurisdictions to convene stakeholders, review local data, and develop a local plan. To gain commitment and involvement from each of the local stakeholders that influence incarceration decisions, those engaged in planning processes must represent the local criminal justice court system (e.g., judiciary, prosecution, defense, probation) and the community (e.g., treatment providers, social services, business).

In the preparation of their local plan, jurisdictions review localized research and data analysis to identify the target population and associated intervention. To aid in this process, data are available at the ARI website ([www.icjia.org/redeploy)](http://www.icjia.org/redeploy) which include demographics, offense classes, and offense types related to ARI-eligible offenders committed to IDOC by jurisdiction.

Sites must serve prison-bound individuals, employ evidence-based practices, and demonstrate significant cost savings compared to incarceration. Local plans are submitted to and evaluated by the ARI Oversight Board for alignment with ARI principles and cost-effectiveness.

Local plans must include full descriptions as to the incorporation of the following:

* *Evidence-based practices:* The applicant should identify the evidence-based practice being proposed, identify and discuss the evidence that shows the practice is effective, discuss the populations for which the practice has been shown to be effective, and show that it is appropriate for the proposed target population.
* *Community involvement:* To support the goal of successful reintegration of participant into the community, applicants must include the development of a community involvement piece in their local plans (e.g., Community Restorative Boards). For an overview of community involvement strategies, see “[Bridges to Justice: A Community Engagement Toolkit for Adult Diversion Programs.](https://ariallsites2017.icjia.cloud/static/summit_documents/Community_toolkit_bridges_to_justice_FINAL.pdf)”
* *Affordable Care Act:* The Affordable Care Act (ACA) and expanded Medicaid allow for unprecedented access to critical substance abuse and behavioral health services for vulnerable populations, including justice-involved people. If awarded, selected sites will be required to utilize the ACA as much as possible where applicable before utilizing ARI funds for substance abuse treatment and behavioral health services.

Awards resulting from this opportunity will have a projected period of performance of January 1, 2019, to June 30, 2019. Contingent on satisfactory performance and future appropriations, successful applicants may receive funding for implementation of the approved local plan through this solicitation.

***Application Requirements***

**Only county units of government or judicial circuits are eligible to apply for funds under this notice**. A county may submit on behalf of a group of counties or a judicial circuit. Private agencies or not-for-profit organizations are not eligible to apply. If a county/circuit is currently receiving ARI funds, the planning process may only be used to assess an expansion program or to fundamentally change the current program.

Mandatory Program Elements

*Planning Multi-Disciplinary Team*

Each applicant should identify a multi-disciplinary team (MDT) to oversee and execute the planning process, representing the criminal justice spectrum (e.g., judiciary, prosecution, defense, probation) and the community (e.g., treatment providers, social services, business) to guide planning. List the titles, organizations, and focus area of all partners; proper names are not required.

*Planning Activities*

Funds are to be used solely for developing a local plan to implement ARI to expand alternatives to incarceration. Uses of planning grant funds may include, but are not limited to:

* Employing an outside facilitator or strategic planning consultant.
* Performing an outside or in-house data analysis.
* Conducting site visits to observe successful diversion programs.
* Community resource mapping.

Funds may not be used for capital expenditures, renovations or remodeling, or any food and beverage purchases. In addition, ARI funds shall not be used to supplant existing federal, state, county, or locally funded programs.

*Local Plan*

At the end of the planning period of performance, funded jurisdictions must complete and submit a local ARI implementation plan using the standard plan template (available at <http://www.icjia.state.il.us/redeploy/standard-plan.cfm>). Jurisdictions are under no obligation to implement the plan; however, a letter stating why the plan will not be implemented, or a detailed explanation with supporting evidence as to why a plan was not developed, must be submitted by the end of the performance period in conjunction with periodic progress reports, on or before July 15, 2019.

Goals, Objectives, and Performance Metrics

Funded programs will be required to work in a data-driven, evidence-based, results-oriented fashion; and, upon implementation, submit quarterly participant-level data and performance progress reports to demonstrate accordance with the ARI performance standards included as *Appendix B.*

The following goals, objectives and metrics apply specifically to the planning process. Throughout the planning process, applicants are expected to document progress toward each objective according to defined performance measures.

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| **Goal:** Develop a strategy (local plan) to increase local capacity to provide supervision and services to a target population of probation-eligible offenders, at moderate to high risk of reoffending, who would otherwise be incarcerated. |
| **Process Objectives** | **Performance Measures** |
| Form multi-disciplinary team (MDT) in charge of planning | * Date MDT formed
* Number and types of membership
 |
| Convene regular (at minimum monthly) MDT meetings which include a majority of members in attendance.  | * Number of meetings held
* Number of members in attendance
* Percentage of members in attendance
 |
| Analyze data on use of prison for probation-eligible offenders | * Number of hours engaged in data analysis
* Number and types of data analyzed
 |
| Assess current community capacity and identify gaps in services | * Number of hours engaged in system mapping
* Number of stakeholder surveys / interviews
 |
| Perform site visits to learn about other jurisdictions’ use of alternatives to incarceration | * Number of site visits conducted
* Number of contacts made with other programs
 |
| Attend ARI trainings and information-sharing events hosted by ICJIA | * Number of ARI events attended
* Number of members in attendance
 |
| Draft a plan by the end of the grant period with an implementation strategy and demonstrated stakeholder buy-in | * Date of submission of plan that meets all ARI Oversight Board requirements
* Number of letters of support
 |
| **Outcome Objectives** | **Performance Measures** |
| Determine if an ARI program will be implemented, and how | * Submission of detailed local implementation plan, for ARI Oversight Board approval
 |

Required reports. Recipients must submit periodic fiscal reports, quarterly progress reports, final financial and final progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, ICJIA may require additional reports.)

**E. Funding Information**

***Award period***

Grant awards resulting from this opportunity will have a target period of performance of January 1, 2019, to June 30, 2019. No costs incurred before the start date of an agreement may be charged to the grant. ICJIA staff and the ARI Oversight Board must approve any resulting local plan(s) prior to implementation. To allow for this review and approval, the local plans will be due no later than July 15, 2019.

Below is a proposed schedule for the development and implementation of a local plan for ARI. Continuation of funding for plan implementation is contingent on satisfactory project performance, ICJIA and ARI Oversight Board approval, availability of funding, and term limitations imposed pursuant to GATA.

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| **Performance Phase** | **Performance Period**  |
| Planning Period (6 months)  | January 1, 2019 – June 30, 2019 |
| Initial Implementation (9 months) | October 1, 2019 – June 30, 2020 |
| Full Implementation (12 months) | July 1, 2020 – June 30, 2021 |

***Available Funds***

ARI funds became available through Public Act 100-0586 (Article 117, Section 10). A maximum of $200,000 will be made available through this funding opportunity.

Funding is available for the six-month period of January 1, 2019, to June 30, 2019. Following successful completion of the initial grant period, applicants may be eligible for continuation grants for implementation, subject to satisfactory project performance, ICJIA and ARI Oversight Board approval, availability of funding, and term limitations imposed pursuant to GATA.

Agreements that result from this funding opportunity are contingent upon and subject to the availability of funds. ICJIA, at its sole option, may terminate or suspend this agreement, in whole or in part, without penalty or further payment being required, if (1) the Illinois General Assembly 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 Agency will be notified in writing of the failure of appropriation or of a reduction or decrease.

Note that grantees funded under this NOFO will be required to work as a team that includes stakeholders in criminal justice agencies to complete a planning phase for their program, and after ARI Oversight Board approval, may be authorized to begin the implementation phase of their programs through a continuation grant. Therefore, applicants are required to submit an Implementation Schedule that describes how the program activities will be carried out if additional funding is approved. The Implementation Schedule (*Appendix C*) should include necessary detail to enable the ARI Oversight Board to assess grant activity relative to planned project performance.

***Cost Sharing or Matching***

There is no matching or cost-sharing requirement.

***Indirect Cost Rate***

To charge indirect costs to a grant, the applicant organization must have a valid negotiated indirect cost rate agreement (NICRA). There are three types of NICRAs:

1. Federally Negotiated Rate: Applicant organizations that receive direct federal funding may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. Illinois will accept the federally negotiated rate. The organization must provide a copy of the federal NICRA at the time of application.
2. State Negotiated Rate: The organization may negotiate an indirect cost rate with the State of Illinois if they do not have Federally Negotiated Rate or elect to use the De Minimis Rate. The indirect cost rate proposal must be submitted to the State of Illinois within 90 days of the notice of award. The applicant must provide a copy of the state negotiated rate at time of application.
3. De Minimis Rate: An organization that has never received a Federally Negotiated Rate may 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. Applicants must submit documentation of the MTDC calculation to ICJIA within 90 days of the execution of a grant agreement under this solicitation.

It is the organization’s responsibility to ensure that any indirect cost rate utilized is properly registered in the GATA Portal. Failure to register the rate properly may restrict an organization from charging indirect costs to a grant.

**F. Eligibility Information**

***Eligible Applicants***

This solicitation is open to county units of government or judicial circuits. A county may submit on behalf of a group of counties or a judicial circuit. *Other units of local government, private agencies or not-for-profit organizations* are not eligible to apply. Applicants for funding must be in good standing with the State of Illinois.

***GATA Compliance***

Agencies must be pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal, <https://www2.illinois.gov/sites/GATA/Grantee/Pages/default.aspx> 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. Applicants must have completed the GATA pre-qualification process by the date of application.

Applicants will also be required to submit a financial and administrative risk assessment utilizing an Internal Controls Questionnaire (ICQ) for SFY19 and obtain approval from their cognizant agencies before execution of the grant agreement. Delay in obtaining SFY19 ICQ approval will result in a delay in grant execution.

**G. Application and Submission Information**

***Address to Obtain Application Materials***

Applications must be obtained at <https://gata.icjia.cloud/> by clicking on the link titled “ARI Funding Opportunity.”

Paper copies of the application materials may be requested by calling Adriana Pérez at 312-793-8406, but applications may only be submitted via email.

***Content and Form of Application Submission***

Notice of Intent

Agencies interested in applying are strongly encouraged to complete an online Notice of Intent form by **11:59 p.m. on October 12, 2018**. Submission of a Notice of Intent is non-binding and will be used for internal planning purposes only. Agencies must have completed the GATA pre-qualification process 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://icjia.az1.qualtrics.com/jfe/form/SV_1EQaPVJ60UsJZ1H>

Application Submission

**The application must be emailed to** **CJA.ARI.SFY19NOFO2@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.

|  |
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| **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 provided as a Word file as well | “*Agency Name – Application”* | X | X  |  |
| **Program Narrative** – This document must meet the requirements outlined in Section A. The narrative must be provided the Program Narrative document. Do not change the format of this document. This section should not exceed 20 pages. | “*Agency Name – Program Narrative”* |  | X |  |
| **Budget/Budget Narrative**– This document is an Excel workbook, with several pages (tabs). The last tab has instructions if clarification is needed.  | “*Agency Name – Budget”* |  |  | X |

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

Each applicant is required to:

(i) Be registered in SAM.gov prior to application submission. If you are not registered in SAM.gov, 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, from Dun and Bradstreet, Inc., go to [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.

***Submission Dates and Times***

Application Questions

Questions may be submitted via email at CJA.ARI.SFY19NOFO2@Illinois.gov.

The deadline for submitting questions is 11:59 p.m., October 18, 2018. All substantive questions and responses will be posted on the ICJIA website at <https://gata.icjia.cloud/>. Questions and responses will be posted every Friday by 1:00 p.m. until October 19, 2018.

Deadline

All applications are due by **11:59 p.m., October 26, 2018**.

Completed application materials must be emailed to CJA.ARI.SFY19NOFO2@Illinois.gov by **11:59 p.m., October 26, 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.

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.ARI.SFY19NOFO2@Illinois.gov

***Intergovernmental Review***

Not applicable.

***Funding Restrictions***

Cost Principles

ARI Grants are subject to the cost principles as defined by GATA. Section 15 of GATA defines allowable costs as follows: “Allowable cost” means a cost allowable to a project if: (1) the costs are reasonable and necessary for the performance of the award; (2) the costs are allocable to the specific project; (3) the costs are treated consistently in like circumstances to both federally financed and other activities of the non-federal entity; (4) the costs conform to any limitations of the cost principles or the sponsored agreement; (5) the costs are accorded consistent treatment; a cost may not be assigned to a State or federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the award as an indirect cost; (6) the costs are determined to be in accordance with generally accepted accounting principles; (7) the costs are not included as a cost or used to meet federal cost-sharing or matching requirements of any other program in either the current or prior period; (8) the costs of one State or federal grant are not used to meet the match requirements of another State or federal grant; and (9) the costs are adequately documented. 30 ILCS 708/15. GATA further incorporates the cost principles in accordance with Subpart E of 2 CFR 200. 30 ILCS 708/20(a)(2). The Department of Justice Grants Financial Guide which details allowable and unallowable costs based on the 2 CFR 200, can be found at <https://ojp.gov/financialguide/doj/index.htm>.

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. Public agencies may not deliberately reduce local, federal or other state funds because of the existence of these funds. A written certification may be requested by ICJIA stating that these funds will not be used to supplant other state, local, or federal funds.

Prohibited Uses

Land acquisition and construction are prohibited uses of these funds. Funds may not be used for capital expenditures, renovations or remodeling, or any food and beverage purchases.

Pre-award costs

No costs incurred before the start date of the agreement may be charged to a grant award received as part of this funding opportunity.

Pre-approvals

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

(1) Requires prior written approval of 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. Prior approvals may affect project timelines. Requests for Proposals and subcontracts may only be executed and have an effective date after final approval by ICJIA.

(4) Requires prior written approval of conference, meeting, and training costs for grant recipients. These prior approvals may affect project timelines.

Submission of these materials for ICJIA review should be incorporated into the application Implementation Schedule.

State Travel Guidelines

All travel costs charged to ICJIA per contractual agreement must conform to State Travel Guidelines, which may be found here:

<https://www2.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx>

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

**H. Application Information**

***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.

The total number of points available is 100.

|  |  |  |
| --- | --- | --- |
| **Scoring Criteria** | **Possible Points** |  |
| **Summary of the Program:**  | **10** |
| * Provides a clear, concise summary of the proposal, stating the need to expand local alternatives to incarceration. Includes a summary of the planning activities and list of key partners.
 | 10 |  |
| **Statement of the Problem:**  | **20** |
| * Identifies gaps in the jurisdiction’s justice system and health and human services capacity affecting the ability to expand alternatives to incarceration.
 | 10 |  |
| * Describes why the jurisdiction needs additional resources to support the planning process.
 | 10 |  |
| **Key Partners:**  | **15** |
| * Lists members of a multi-disciplinary team (MDT) guiding program planning and implementation.
 | 5 |  |
| * Describes the membership and roles of the MDT members in the planning process.
 | 5 |  |
| * Includes letters of support from key stakeholders, including principal partners in the justice system.
 | 5 |  |
| **Program Strategy:** | **40** |
| * Describes how the planning MDT will be convened and how often they will meet.
 | 5 |  |
| * Describes plan to assemble and analyze relevant data.
 | 5 |  |
| * Describes plan to assess current alternatives to incarceration and resources, and identify gaps (e.g., system and community resource mapping)
 | 10 |  |
| * Identifies potential site visits to learn about alternatives to incarceration.
 | 5 |  |
| * Describes staffing for the planning process, how local plan will be completed and by whom.
 | 5 |  |
| * Includes completed and comprehensive implementation schedule.
 | 10 |  |
| **Goals, Objectives and Performance Indicators:** | **5** |
| * Describes an understanding of reporting requirements and how each of the objectives will be accomplished and measured.
 | 5 |  |
| **Budget:** | **10** |
| * Includes a detailed budget using the fillable, Excel-based template and forms provided by ICJIA. Attached as a separate Excel document.
 | 5 |  |
| * Includes a budget narrative clearly explaining every category of expense listed in the budget for program planning.
 | 5 |  |
| **Total Possible Points**  | **100** |

***Review and Selection Process***

All applications will be screened for completeness and successful GATA pre-qualification. Proposals that pass the screening process will be reviewed by a scoring panel of ICJIA staff, including ARI staff and members of the ARI Oversight Board’s Site Selection & Monitoring Committee.

Reviewers will score applications based on completeness, clear and detailed responses to program narrative questions, and inclusion of all mandatory program elements. The applicant must demonstrate that costs are reasonable, necessary, and allowable.

Selection will be based on an evaluation of compiled scores from the scoring, past performance history, and financial standing with ICJIA.

ICJIA staff, including ARI staff, and ARI Oversight Board committee members reserve 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.

Final approval of the grant will be made by the ARI Oversight Board following the recommendations of the scoring panel.

***Anticipated Announcement and State Award Dates***

|  |  |
| --- | --- |
| **Milestones** | **Target Date** |
| Release of NOFO and open application  | September 26, 2018 |
| Notice of Intent due | October 12, 2018 |
| Last date for submission of questions | October 18, 2018 |
| Application closes | October 26, 2018 |
| Oversight Board meeting | November 19, 2018 |
| Start of program performance period | January 1, 2019 |

***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. 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:

1. Statement indicating a request for a formal appeal.
2. The name and address of the appealing party.
3. Identification of the grant program.
4. A statement of reason for the appeal.

Please send your appeal to:

Appeals Review Officer

Illinois Criminal Justice Information Authority

Cja.aro@Illinois.gov

Once an appeal is received, ICJIA will acknowledge receipt of an appeal within 14 calendar days from the date the appeal was received. ICJIA will respond to the appeal, in writing, within 60 days or 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:

1. Review of the appeal.
2. Appeal determination.
3. Rationale for the determination.
4. Standard description of the appeal review process and criteria.

***Debriefings***

Unsuccessful applicants may request a debriefing for feedback that could help them improve future funding applications. Debriefings will take the form of written advice to applicants on the strengths and weaknesses of their applications in terms of the evaluation and review criteria.

Requests for debriefings must be made via email and submitted within seven calendar days after receipt of notice. Debriefing requests will not be granted if there is an active appeal, administrative action, or court proceeding. The written debriefing requests shall include at a minimum the following:

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

Please send requests to:

Adriana Pérez, Program Manager

Adult Redeploy Illinois

Illinois Criminal Justice Information Authority

Adriana.Perez@Illinois.gov

**I. Award Administration Information**

ICJIA will transmit a Notice of State Award (NOSA) and the grant agreement to successful applicants after the ARI Oversight Board reviews and approves designations at its meeting scheduled on November 19, 2018. The NOSA will detail specific conditions that will be included in the grant agreement. Applicant agencies must return the signed NOSA before the agreement is executed.

ICJIA also requires additional documents to be submitted prior to the execution of an agreement:

* + Fiscal Information Sheet
	+ Audit Information Sheet
	+ Programmatic Risk Assessment
	+ Civil Rights Compliance Questionnaire

***Administrative and National Policy 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, ICJIA Financial Guide and Policy and Procedure Manual, the Office of Management and Budget Grants Accountability and Transparency Act, and U.S. Department of Justice regulations which will be included in the award documents, incorporated into the award by reference, or are otherwise applicable to the award.

Additional programmatic and administrative special conditions may be required.

Code of Federal Regulations / Title 2 - Grants and Agreements / Vol. 1 / 2014-01-01194

***Reporting***

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

In addition to required reports, each award recipient upon implementation must also provide data that measure the results of the work done under the award. To demonstrate program progress and success, ICJIA requires award recipient, post award, to provide performance data as part of regular progress reporting. Successful applicants will be required to submit ARI’s performance measurement page via Qualtrics and secure site.

**J. State Awarding Agency Contact(s)**

For questions and technical assistance regarding application submission, contact:

Adriana Pérez, Program Manager

Adult Redeploy Illinois

Illinois Criminal Justice Information Authority

Adriana.Perez@Illinois.gov

**K. Other Information**

The State of Illinois, ICJIA, and ARI are not obligated to make any award from this announcement. The ICJIA Executive Director has sole authority to bind the state government to the expenditure of funds through the execution of an interagency grant agreement.

APPENDIX A



APPENDIX B

**ARI Performance Standards**

|  |  |
| --- | --- |
| **Contractual Performance Measure** | **Initiator for Corrective Action** |
| Reduction goal:* 25% reduction of ARI-eligible IDOC commitments from the identified target population for the grant period.
 | * Failure to meet or risk of failure to meet the contractual 25% reduction goal for the grant period.
 |
| Assessment tools:* Risk and needs assessment information utilized for enrollment determinations.
 | * No assessment tool in use.
* Assessment tool not used consistently.
* Assessment tool failing to guide enrollment or programming determinations.
 |
| Evidence-based practices (EBP):* Fidelity of EBP is documented.
* 100% of enrolled are receiving EBP.
* % high-risk/need engaged in appropriate programming (e.g. substance abuse treatment, mental health treatment, cognitive-behavioral therapy).
 | * Failure to use EBP (e.g., failure to assess and use information for enrollment and programming, failure to utilize risk-need-responsivity model, failure to use evidence-based programs or curricula).
* Failure to address technical assistance recommendations in a timely manner.
 |
| Appropriate ARI target/service population:* Participants are:
	+ Probation-eligible
	+ Prison-bound
	+ Moderate to high risk
* Local programs enroll appropriate target population as planned to match intervention (e.g., high-risk/low-need or high-risk/high-need).
 | * Analysis of program’s unsuccessful exits shows a lower than pre-determined threshold of program revocations committed to IDOC.
* Analysis of risk assessment scores shows program is not serving moderate to high-risk individuals according to pre-determined threshold.
* Analysis shows program is excessively overriding risk assessment scores.
 |
| Provision of program data as required in contracts:* Demographics
* Case information
* ARI information
	+ Probation/ARI conditions
	+ Drug testing results
	+ Diagnosis information
	+ Treatment providers
	+ Status/termination of conditions
	+ Changes in employment/education levels
	+ Technical violations, arrests, convictions
	+ Risk/other assessment information
	+ Client contacts
 | * Failure to provide requested data in the form/detail requested or in a timely manner.
 |

**Corrective action plan (CAP) remedies:**

1. Training (use of assessment tools, evidence-based practices, data collection, group dynamics)
2. Technical assistance
3. Assessment of mitigating circumstances
4. Sanctions
5. Termination of contract

APPENDIX C

**Implementation Schedule**

|  |  |  |
| --- | --- | --- |
| **Task** | **Partner Responsible** | **Date Task Completed** |
| Convene regular MDT meetings  |       | Monthly  |
| Analyze data on use of prison for probation-eligible offenders |       |       |
| Assess current community capacity and identify gaps in services |       |       |
| Perform site visits to learn about other jurisdictions’ use of alternatives to incarceration  |       |       |
| Attend ARI trainings and information-sharing events hosted by ICJIA |       |       |
| Draft and submit a local plan that describes proposed program model(s), goals and objectives, and evidence-based practices to be implemented.  |       | Due on or before July 15, 2019  |
| Submit periodic fiscal reports to ICJIA |       | Monthly, by the 15th of the following month  |
| Submit periodic progress reports to ICJIA |       | Quarterly, by 15th of the month following the end of the quarter |
|       |       |       |
|       |       |       |

1. Pursuant to Public Act 100-0999, effective January 1, 2019, the Crime Reduction Act of 2009 was amended to expand ARI eligibility to all probation-eligible offenses. [↑](#footnote-ref-1)