

CHECKLIST

Prior to application due date:

- Obtain a Data Universal Numbering System (DUNS) number.
- Register with the System for Award Management (SAM).
- Apply for, update or verify the Employer Identification Number (EIN).
- Create a Grants.gov account with username and password.
- Complete registration in the Grantee GATA Portal.

Submission Checklist:

- Uniform Application for State Grant Assistance – Submitted in PDF (signed, and scanned) AND Word file
- Program Narrative –Do not change the format of this document. Submitted in Word File
- Budget/Budget Narrative –Excel format (no signatures required for this document at this time)
- United States Internal Revenue Service 501(c)(3) determination letter - PDF (required for non-profit Profit Agencies)

Uniform Notice for Funding Opportunity (NOFO)
Paul Coverdell Forensic Science/National Forensic Science Improvement Act
(NFSIA) FFY 19

	Data Field	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority (ICJIA)
2.	Agency Contact:	Gregory Stevens Associate Director, Federal and State Grants Unit (SGU) Illinois Criminal Justice Information Authority 300 West Adams, Suite 200 Chicago, Illinois 60606 Gregory.Stevens@Illinois.gov (312)793-8550
3.	Announcement Type:	<input checked="" type="checkbox"/> Initial announcement <input type="checkbox"/> Modification of a previous announcement
4.	Type of Assistance Instrument:	Grant
5.	Funding Opportunity Number:	1742-1204
6.	Funding Opportunity Title:	Paul Coverdell Forensic Science/National Forensic Science Improvement Act (NFSIA)
7.	CSFA Number:	546-00-1742
8.	CSFA Popular Name:	National Forensic Science Improvement Act (NFSIA)
9.	CFDA Number(s):	16.742
10.	Anticipated Number of Awards:	Unknown
11.	Estimated Total Program Funding:	\$663,555
12.	Award Range	\$75,000-\$150,000 per lab. One application per agency and up to three labs per agency may be funded.
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:	October 29, 2019
17.	Application Range:	October 29, 2019 to November 29, 2019
18.	Technical Assistance Session:	Session Offered: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

		<p>Session Mandatory: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>It is recommended that applicants view the recorded technical assistance, which will be available beginning on October 29, 2019, at 5:00 <u>p.m.</u></p>
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Notice of Funding Opportunity
Paul Coverdell Forensic Science/National Forensic Science Improvement Act
(NFSIA) FFY 19

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.

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))

The Coverdell program is authorized by Title I of the Omnibus Crime Control and Safe Streets Act of 1968, Part BB, codified at 34 U.S.C. §§ 10561-10566 (the Coverdell law).

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.).

1. Purpose

The purpose of this Notice of Funding Opportunity is to fund selected State and local units of governments to improve the quality and timeliness of forensic science and medical examiner/coroner’s office services, including services provided by laboratories operated by states and/or units of local government. Among other things, funds may be used to eliminate backlogs in the analysis of general forensic evidence or to train and employ forensic laboratory personnel and medicolegal death investigators to eliminate such backlogs. Applicants may address emerging forensic science issues and technology through implementation of new technologies and processes into public laboratories. At least fifty-seven percent of the funding for your laboratory must specifically target opioid testing.

2. Program Design

The program narrative must specifically describe the way Coverdell grant funds will be used to improve forensic science or medical examiner/coroner services. The outcome of Coverdell grants is to demonstrate improvement over current operations in the quality and/or timeliness of forensic science or medical services provided. Reduction of forensic analysis backlogs is considered an improvement in timeliness of services.

If grant funds are requested for accreditation, the program narrative must describe accreditation activities and plans and, as applicable, the projected schedule for preparation for and application for accreditation.

At least fifty-seven percent of grant funds are to be used for projects to address the challenges to forensic science laboratories in Illinois posed by the opioid abuse crisis. The remaining funds may be used for accreditation and to eliminate backlogs in the analysis of general forensic evidence or to train and employ forensic laboratory personnel and medicolegal death investigators to eliminate such backlogs

3. Program Requirements

1. At least fifty-seven percent of funding must address the challenges to the forensic science community posed by the opioid abuse crisis.
2. Applicants must certify use of generally accepted laboratory practices.
3. Each forensic science laboratory must certify that it is accredited or use a portion of the grant to prepare and apply for such accreditation.
4. Each forensic science laboratory must have an appropriate process in place to conduct independent external investigations into allegations of serious negligence or misconduct.
5. Each line item in the budget and narrative must clearly identify which items are opioid or non-opioid related.

4. 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.

5. Goals, Objectives, and Performance Metrics

A state or unit of local government that receives a Coverdell grant must use the grant for one or more of these six purposes:

- 1) To carry out all or a substantial part of a program intended to improve the quality and timeliness of forensic science or medical examiner/coroner services in the State, including those services provided by laboratories operated by the State and those operated by units of local government within the State.

- 2) To eliminate a backlog in the analysis of forensic science evidence, including, among other things, a backlog with respect to firearms examination, latent prints, impression evidence, toxicology, digital evidence, fire evidence, controlled substances, forensic pathology, questioned documents, and trace evidence.

- 3) To train, assist, and employ forensic laboratory personnel and medicolegal death investigators, as needed to eliminate such a backlog.

- 4) To address emerging forensic science issues (such as statistics, contextual bias, and uncertainty of measurement) and emerging forensic science technology (such as high throughput automation, statistical software, and new types of instrumentation).

- 5) To educate and train forensic pathologists.

- 6) To fund and prepare for laboratory accreditation by the ANSI-ASQ National Accreditation Board (ANAB), National Association of Medical Examiners (NAME), the American Association for Laboratory Accreditation (A2LA), International Association of Coroners & Medical Examiners (IAC&ME) or other, appropriate, accrediting bodies. Funds also may be used for application and maintenance fees charged by appropriate accrediting bodies.

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. Additional objectives and program measures may be added.

Objective	Performance Measure(s)	Data Recipient Provides
To improve the quality and timeliness of forensic services and to reduce the number of backlogged cases in forensic laboratories.	Outcome Measure 1.Reduction in the average number of days from the submission of a sample to a forensic science laboratory to the delivery of test results to a requesting office or agency.	1. Average number of days to process a sample at the beginning of the grant period. 2.Average number of days to process a sample at the end of the grant period. 3.Number of backlogged cases at the beginning of the grant period.

	<p>2. Percent reduction in the number of backlogged forensic cases.</p> <p>Output Measure</p> <p>1. The number of appropriate training or educational opportunities provided with FY 2019 Coverdell funds for forensic science or medical examiner/coroner (if applicable to the grant)</p>	<p>4. Number of backlogged cases at the end of the grant period.</p> <p>5. Number of training opportunities for forensic science personnel.</p> <p>6. Number of training opportunities for medical examiner/coroner personnel.</p>
<p>To increase the number of agencies/organizations that are accredited with Coverdell funding</p>	<p>Percent of agencies/organizations that are accredited per FY 2019 Coverdell funding</p>	<p>Number of agencies/organizations/labs receiving funding.</p> <p>Number of agencies/organizations/labs currently accredited.</p> <p>Number of agencies/organizations/labs seeking initial accreditation with FY 2019 Coverdell funding.</p> <p>Number of agencies/organizations/labs obtaining initial accreditation with FY 2019 Coverdell funding.</p> <p>Number of agencies/organizations using FY 2019 Coverdell funding to maintain accreditation.</p>
<p>To increase the number of individuals certified with Coverdell funding</p>	<p>Percent of certified individuals.</p>	<p>Number of analysts currently employed.</p> <p>Number of analysts currently certified.</p> <p>Number of analysts seeking certification with FY 2019 Coverdell funding.</p>

6. Priorities

Fifty-seven percent of available funding will specifically target opioid testing. The remaining funds may be used to reduce backlog in other areas and for accreditation purposes.

B. Funding Information

1. Award period

Grant awards resulting from this opportunity will have a target period of performance of February 1, 2020, to December 31, 2020. An additional 24 months of funding may be awarded after the initial funding period, contingent upon a satisfactory performance and availability of funds. Total funding for the grant program will not exceed 36 months.

2. Available Funds

A total of \$663,555 in funding is available through this solicitation. ICJIA will award a minimum of \$75,000 and a maximum of \$150,000 to eligible labs. One application per agency and up to three labs per agency may be funded.

After the awards are made, if there are any remaining funds, those funds may be made available to the successful applicants on a prorated basis.

Agreements that result from this funding opportunity are contingent upon and subject to the availability of funds of sufficient funds. ICJIA, may terminate or suspend this agreement, in whole or in part, without penalty or further payment being required, if (i) sufficient funds for the agreement have not been appropriated or otherwise made available to the grantor by the state or the federal funding source, (ii) the governor or grantor reserves funds, or (iii) the governor or ICJIA determines that funds will not or may not be available for payment. ICJIA will provide notice, in writing, to the grantee of any such funding failure and its election to terminate or suspend the agreement as soon as practicable. Any suspension or termination pursuant to this Section will be effective upon the date of the written notice unless otherwise indicated.

Applications must include an Implementation Schedule that describes how the program activities will be carried out. The Implementation Schedule must include information that will allow ICJIA to assess grant activity relative to planned project performance.

C. Eligibility Information

An entity may not apply for a grant until the entity has registered and pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal, www.grants.illinois.gov/portal. Registration and pre-qualification are required each state fiscal year. During pre-qualification, verifications are performed including a check of

federal SAM.gov Exclusion List and status on the Illinois Stop Payment List. The Grantee Portal alerts the entity of “qualified” status or informs how to remediate a negative verification (e.g., inactive DUNS, not in good standing with the Secretary of State). Inclusion on the SAM.gov Exclusion List cannot be remediated.

Applicants are also required to submit a financial and administrative risk assessment utilizing an Internal Controls Questionnaire (ICQ) for state fiscal year 2020 and obtain approval from their cognizant agencies before execution of the grant agreement. Delay in obtaining SFY20 ICQ approval will result in a delay in grant execution.

1. Eligible Applicants. Eligible applicants include state/local government entities that perform forensic science services. An entity is considered a “forensic science laboratory” if it employs one or more full-time scientists (with a minimum of a bachelor’s degree in a natural science [e.g., chemistry, physics, biology, or a closely-related natural-science field]), and its principal function is to examine physical evidence in criminal matters and provide reports and testimony to courts of law regarding such evidence. Medical examiner and coroner offices that meet these criteria will be treated as forensic science laboratories.

Please note: “Police identification units” (units operating outside of the crime laboratory function), or entities that engage exclusively in evidence collection and documentation, **are not** forensic science laboratories for these purposes and therefore, not eligible for funds through this funding opportunity.

2. Cost Sharing or Matching. This program does not require cost sharing or match.

3. Indirect Cost Rate. In order to charge indirect costs to a grant, the applicant organization must have an annually negotiated indirect cost rate agreement (NICRA). There are three types of NICRAs:

(a) Federally Negotiated Rate. Organizations that receive direct federal funding, may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. Illinois will accept the federally negotiated rate. The organization must provide a copy of the federal NICRA letter at time of application.

(b) State Negotiated Rate. The organization may negotiate an indirect cost rate with the State of Illinois if they do not have a Federally Negotiated Rate. If an organization has not previously established an indirect cost rate, an indirect cost rate proposal must be submitted through the State of Illinois’ centralized indirect cost rate system no later than three months after receipt of a Notice of State Award (NOSA). If an organization previously established an indirect cost rate, the organization must annually submit a new indirect cost proposal through the Crowe Activity Review System (CARS) within the earlier of: six (6) months after the close of the grantee’s fiscal year; and three (3) months of the notice of award.

(c) *De Minimis Rate*. An organization that has never negotiated an indirect cost rate with the Federal Government or the State of Illinois is eligible to elect a *de minimis* rate of 10% of modified total direct cost (MTDC). Once established, the *de minimis* Rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the *de minimis* rate.

All grantees must complete an indirect cost rate negotiation or elect the *de minimis* rate to claim indirect costs. Indirect costs claimed without a negotiated rate or a *de minimis* rate election on record in the State of Illinois' centralized indirect cost rate system may be subject to disallowance. It is the organization's responsibility to ensure that any indirect cost rate utilized is properly registered in the GATA Portal. Failure to register the rate properly may restrict an organization from charging indirect costs to a grant.

Grantees have discretion and can elect to waive payment for indirect costs. Grantees that elect to waive payments for indirect costs cannot be reimbursed for indirect costs. The organization must record an election to "Waive Indirect Costs" into the State of Illinois' centralized indirect cost rate system.

Limitations on indirect costs

Indirect Cost Rate Agreement (if applicable) may be charged to the current grant if:

- (a) The recipient has a current (unexpired) federally/state approved indirect cost rate; or
- (b) The recipient is eligible to use, and elects to use, the "*de minimis*" indirect cost rate described in the Part 200 Uniform Requirements, as set out at 2 C.F.R. 200.414(f).

D. Application and Submission Information

1. Address to Request Application Package

Applications must be obtained at <https://gata.icjia.cloud/> by clicking on the link titled "Paul Coverdell Forensic Science/National Forensic Science Improvement Act (NFSIA) FFY19." Paper copies of the application materials may be requested from Lajuana Murphy by calling (312)793-1303; mailing 300 West Adams Street, Suite 200, Chicago, Illinois 60606; or via Telephone Device for the Deaf (TDD) (312)793-4170. Applications, however, may only be submitted via email.

Content and Form of Application Submission

- (a). Forms and Formatting.

Applications must be emailed to CJA.NFSIAFFY19@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.

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 , scanned as a PDF, and provided as a Word file as well	<i>“Agency Name – Application”</i>	X	X	
Program Narrative – This document must meet the requirements outlined in Section A. The narrative must be provided in this document. Do not change the format of this document.	<i>“Agency Name – Program Narrative”</i>		X	
Budget/Budget Narrative – This document is a workbook, with several pages (tabs). The last tab has instructions if clarification is needed.	<i>“Agency Name – Budget”</i>			X
Proof of Laboratory Accreditation	<i>“Agency Name- Proof of Accreditation”</i>	X		

(b). Application Formatting

Program Narratives may not exceed 30 pages and must be written in Times New Roman, size 12 font. Do not delete template questions in your response. Include any agreements with or support letters from third parties as required.

(c). Additional information that successful applicants must submit after notification maybe required prior to a state award. This could include evidence of compliance with requirements relating to human subjects or information needed to comply with the National Environmental Policy Act (NEPA) (42 U.S.C. 4321-4370h).

3. Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM) Each applicant (unless the applicant is an individual or federal or state awarding agency that is exempt from those requirements under 2 CFR § 25.110(b) or (c), or has an exception approved by the federal or state awarding agency under 2 CFR § 25.110(d)) is required to:

(a). Be registered in SAM before submitting its application. To establish a SAM registration, go to www.SAM.gov and/or utilize this instructional link: How to Register in SAM from the www.grants.illinois.gov Resource Links tab.

(b). Provide a valid DUNS number in its application. To obtain a DUNS number, visit from Dun and Bradstreet, Inc., online at <http://www.dunandbradstreet.com> or call (866)705- 5711.

(c). Continue to maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by a federal or state awarding agency. ICJIA may not make a federal pass-through or state award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time ICJIA is ready to make an award, ICJIA may determine that the applicant is not qualified to receive an award and may use that determination as a basis for making a federal pass-through or state award to another applicant.

4. Submission Dates, Times, and Method

(a). All required application materials must be emailed to CJA.NFSIAFFY19@Illinois.gov by 11:59 p.m. on November 29, 2019, to be considered for funding. Proposals will not be accepted by mail, fax, or in-person. Incomplete applications or those sent to another email address will not be reviewed. Late submissions will not be reviewed.

(b). Applicants are encouraged to submit their applications 72 hours in advance of the deadline. Technical difficulties experienced at any point during the process should be reported immediately to ICJIA by calling Lajuana Murphy at (312)793-1303 or emailing CJA.NFSIAFFY19@Illinois.gov

(c). The date and time the application was received will be the official application submission date and time.

5. Application Questions

Questions may be submitted via email at CJA.NFSIAFFY19@Illinois.gov. The deadline for submitted questions is 11:59 p.m. on November 22, 2019. All substantive questions and responses will be posted on the ICJIA website at <https://gata.icjia.cloud/>. Due to the competitive nature of this solicitation, applicant may not discuss the opportunity directly with any ICJIA employee other than the respondent of this email address.

6. Funding Restrictions

(a). Federal Financial Guide Applicants must follow the current edition of the Department of Justice Grants Financial Guide which details allowable and unallowable costs is available at: https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf. Costs may be

determined to be unallowable even if not expressly prohibited in the Federal Financial Guide.

(b). Prohibited Uses The following is a non-exhaustive list of services, activities, goods, and other costs that cannot be supported through this NOFO:

- Land acquisition
- New construction
- A renovation, lease, or any other proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size
- Minor renovation or remodeling of a property either (a) listed or eligible for listing on the National Register of Historic Places or (b) located within a 100-year flood plain
- Implementation of a new program involving the use of chemicals
- Capital expenditures
- Fundraising activities
- Most food and beverage costs
- Lobbying
- Research; however, applicants may address emerging forensic science issues and technology through implementation of new technologies and processes into public laboratories.
- Purchase and/or lease of vehicles

(c). Allowable Expenses-The following is a non-exhaustive list of services, activities, goods, and other costs that can be supported through this NOFO:

- Personnel. Funds may be used for forensic science or medical examiner/coroner office personnel, overtime, fellowships, visiting scientists, interns, consultants, or temporary staff.
- Computerization. Funds may be used to upgrade, replace, lease, or purchase computer hardware and software for forensic analyses and data management.
- Laboratory Equipment. Funds may be used to upgrade, lease, or purchase forensic laboratory or medical examiner/coroner office equipment and instrumentation.
- Supplies. Funds may be used to acquire forensic laboratory or medical examiner/coroner office supplies.
- Accreditation. Funds may be used to prepare for laboratory accreditation by the ANSI-ASQ National Accreditation Board (ANAB), National Association of Medical Examiners (NAME), the American Association for Laboratory Accreditation (A2LA), International Association of Coroners & Medical Examiners (IAC&ME) or other, appropriate, accrediting bodies. Funds also may be used for application and maintenance fees charged by appropriate accrediting bodies.
- Education, training, and certification. Funds may be used for appropriate internal and external training of staff that are involved directly and

substantially in providing forensic science or medical examiner/coroner services. In appropriate cases, funds also may be used for fees charged by appropriate certifying bodies for certification of staff in specific forensic discipline areas. All education, training, and certification activities must be designed to improve forensic science or medical examiner/coroner services.

(d). Pre-Award Costs **No costs incurred before the start date of the grant agreement may be charged to awards resulting from this funding opportunity.**

(e). Pre-approvals Prior approvals may affect project timelines. In efforts to ensure the reasonableness, necessity and allowability of proposed uses of funds, ICJIA may require prior approval of the following:

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

Submission of materials for ICJIA approval should be incorporated into the application Implementation Schedules.

(f). State Travel Guidelines travel costs charged to ICJIA must conform to State Travel Guidelines, found here:

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

Out-of-state hotel rates are based on the General Service Administration (GSA) guidelines found here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

Applicant agencies with lower cost travel guidelines than the State of Illinois must use those lower rates.

(g). Supplanting. Awarded funds must be used to supplement existing State and local funds for program activities and must not supplant (replace) those funds that have been appropriated for the same purpose. Supplanting shall 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-ICJIA funds occurred for reasons other than the receipt or expected receipt of ICJIA funds.

(h) Proposed Subawards and Subcontracts. Applicants may propose to enter into subawards or subcontracts under this award, each of which involve different rules and applicant responsibilities. A subaward carries out a portion of the grant agreement while a contract is often for obtaining goods and services for the grantee's own use. (44 Ill. Admin Code 7000.240). If a third party will provide some of the essential services, or develop or modify a product, that the applicant has committed to provide or produce, ICJIA may consider the agreement with the third party a subaward for purposes of grant administration.

Applicants must classify each expense in the contractual budget as a subaward or subcontract. The substance of the agreement, not the title or structure of the agreement, will determine whether it is a subaward of a subcontract. Applicants are advised to use the “Checklist for Contractor/Subrecipient Determinations” available at the GATA Resource Library for guidance:
<https://www.illinois.gov/sites/gata/pages/resourcelibrary.aspx>.

Applicants are required to justify their use of subawards and explain their capacity to serve as “pass-through” entities in the program narrative. Applicants will monitor subaward compliance with grant terms, applicable federal and state law including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award, 2 C.F.R. Part 200, the Grant Accountability and Transparency Act, 44 Ill. Admin. Code 7000, and ICJIA policies. Proposed subawards must be identified, if possible, and their roles described in both the program and budget narratives.

For procurement contracts, applicants are encouraged to promote free and open competition in awarding contracts. All subcontracts must comply with federal and state requirements as well as the ICJIA Subcontract Policy. Some agreements may be entered into through a “sole source” process, however, other agreements must be competitively bid through a “Request for Proposal” process.

ICJIA will make the final determination whether a proposed agreement constitutes a subaward or a subcontract. ICJIA’s determination is final and not subject to appeal.

7. Other Submission Requirements

Proposals may only be submitted via email. Proposals will not be accepted by mail, fax or in-person. Incomplete applications will not be reviewed. Applicants will not be notified, if their application is incomplete. Late submissions will not be reviewed.

8. Requirement Prior to Submitting the Application

Applicant Technical Assistance Recording. Applicants are advised to view the following technical assistance recordings prior to application submission. All recordings are located on the ICJIA website at <https://gata.icjia.cloud/>

- Budget Requirements
- General Requirements
- Program Information
- NOFO programmatic requirements
- GATA compliance
- Allowable expenses
- Indirect costs
- Required documents
- Supplanting

The recordings will be available for viewing beginning at **5:00 p.m. on October 29, 2019.**

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. Reviewers will score applications based on completeness, clear and detailed responses to program narrative questions, and inclusion of all mandatory program elements as well as consideration of past performance history and/or financial standing with ICJIA. The applicant must demonstrate that costs are reasonable, necessary, and allowable.

The total number of points available is 100.

Scoring Criteria		Possible Points
Summary of the Program:		30
Description of the agency	5	
Provides a clear, concise summary of the proposal and states outcomes to be gained.	5	
Description of Year Two activities.	5	
Description of Year Three activities.	5	
Accreditation	5	
Number/outcome of Serious Allegations	5	
Statement of the Problem –		10
Detailed description of the issue	5	
Clearly explains current strategies being implemented to address the stated need	5	
Project Implementation:		10
Describes a reasonable, achievable plan to implement the project that addresses the documented need. Clearly detail program components to be funded.	5	
Describes the agency procurement process and how the equipment&/or services will be procured, installed and operational by the target dates	5	
Goals, Objectives and Performance Indicators:		10
Sets reasonable benchmarks for the performance of both process and outcome objectives.	5	
Describes how each of the objectives will be	5	

accomplished and measured		
Project Management:		10
Describes plan for coordination and supervision of the project activities.	5	
Plan for collecting the data	5	
Implementation Schedule		10
Complete the implementation table, defining each step in the implementation and operation of the proposed program, detail the staff position responsible for each task, provide a target date for completion.	10	
Budget Detail: <i>Include the number of labs and the name of each lab, that is being funded ONLY. (Ex: If an agency has 6 labs and equipment is being purchased for two labs, only list the two labs that are being funded. This information must match the information in the program narrative).</i>		10
Budget is complete. Each line item classified as Opioid or Non-Opioid	2	
Budgeted items are cost-effective in relation to the proposed activities.	2	
Costs are allowable	2	
Cost do not appear to be supplanting	2	
Costs are reasonable	2	
Budget Narrative:		10
Narrative is complete for all line items, clearly detailing how the applicant arrived at and calculated the budget amounts.	5	
Narrative describe why each line item is necessary for program implementation. Narrative for each line item must be classified as Opioid or Non-Opioid	5	
Total Possible Points		100

2. Review and Selection Process

The application will be screened for completion of GATA pre-qualification for State Fiscal Year 2020. If it passes the GATA prequalification process, the application will be reviewed by a panel of ICJIA staff for appropriate programming and budgeted expenses, reasonableness, allocability and allowability. The applicant must provide complete, clear and detailed responses to program narrative questions and include all mandatory program elements. An application that fails to include required information or

mandatory elements or contains unallowable or unreasonable costs may be subject to revision before agreement execution or denied funding

ICJIA reserves the right to reject any or all incomplete proposals, proposals including unallowable activities, proposals that fail to meet eligibility or program requirements, or proposals that are otherwise deemed to be unsatisfactory. ICJIA also reserves the right to invite applicants to answer clarifying questions and modify budgets that include unallowable or unreasonable costs.

Successful applicants whose applications contained unallowable or unreasonable costs will have their award reduced by the total amount of those costs. Upon applicant acceptance of the grant award, announcement of the grant award shall be published by the awarding agency to the GATA portal. Review team recommendations will be forwarded to Budget Committee for approval. Applicants will be notified of the Budget Committee’s decision.

Highest scoring application
Next highest scores
Highest score: Statement of the Problem – Description of the issue
Highest score: Statement of the Problem – Current Situation

3. Appeal Process

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

- 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

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:

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

4. Debriefing Process

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

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

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

Please send requests to:

Lajuana Murphy
Criminal Justice Specialist II
Illinois Criminal Justice Information Authority
CJA.NFSIAFFY19@Illinois.gov

5. Programmatic Risk Assessment

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

Implementing Agency vs. Program Agency

An implementing agency is the legal entity that receives state funds, such as a county.

A program agency:

- Is a subdivision of the implementing agency, such as a county probation department.
- Carries out program operations.
- Is responsible for data and fiscal reporting.

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

6. Anticipated Announcement and State Award Dates

Task	Date
NOFO posted	October 29, 2019
NOFO question submission deadline	November 22, 2019
Applications due	11:59 p.m., November 29, 2019
Anticipated Budget Committee review/approval of recommended designations	January 2020
Program start date	After February 1, 2020

F. Award Administration Information

1. State Award Notices

The ICJIA Budget Committee is scheduled to review and approve designations recommended from this notice in January 2020.

ICJIA will transmit a Notice of State Award (NOSA), and the grant agreement to successful applicants after the Budget Committee reviews and approves designations. The NOSA will detail specific conditions resulting from pre-award risk assessments that will be included in the grant agreement. The NOSA will be provided and must be accepted through the Grantee Portal unless an alternative distribution has been established by ICJIA. The NOSA is not an authorization to begin performance or incur costs.

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

- Fiscal Information Sheet
- Audit Information Sheet
- Programmatic Risk Assessment
- EEOP & Civil Rights Certification

- Civil Rights Compliance Questionnaire
- Lobbying & Debarment
- NEPA Compliance

2. Administrative and National Policy Requirements

In addition to implementing the funded project consistent with the approved project proposal and budget, agencies selected for funding must comply with applicable grant terms and conditions and other legal requirements, including, but not limited to, the ICJIA Policy and Procedure Manual and related regulations, the ICJIA Financial Guide and Policy and Procedure Manual, the Grant Accountability and Transparency Act, and the U.S. Department of Justice Grants Financial Guide, which will be included in the award documents, incorporated into the award by reference, or are otherwise applicable to the award.

Additional programmatic and administrative special conditions may be required.

3. Reporting

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.

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G. State Awarding Agency Contact(s)

For questions and technical assistance regarding application submission, contact:

Lajuana Murphy
Criminal Justice Specialist II
Illinois Criminal Justice Information Authority
CJA.NFSIAFFY19@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 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. 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.