

## **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 (Non-Profit Agency Required)

**Uniform Notice for Funding Opportunity**  
**SAFE FROM THE START EVALUATION**

	<b>Data Field</b>	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority (ICJIA)
2.	Agency Contact:	Mary Ratliff Program Manager Illinois Criminal Justice Information Authority 607 E. Adams, Suite 906 Chicago, Illinois 60606 <a href="mailto:CJA.StateViolencePrevention@Illinois.gov">CJA.StateViolencePrevention@Illinois.gov</a> 217.524.4745
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:	2116-1218
6.	Funding Opportunity Title:	Safe From the Start (SFS) Evaluation SFY20
7.	CSFA Number:	546-00-2116
8.	CSFA Popular Name:	SFSE SFY20
9.	CFDA Number(s):	N/A
10.	Anticipated Number of Awards:	One
11.	Estimated Total Program Funding:	\$123,900
12.	Award Range	Up to \$123,900
13.	Source of Funding:	<input type="checkbox"/> Federal or Federal pass-through <input checked="" type="checkbox"/> State <input type="checkbox"/> Private / other funding
14.	Cost Sharing or Matching Requirement:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15.	Indirect Costs Allowed	<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:	September 25, 2019
17.	Application Range:	September 25 – October 2, 2019
18.	Technical Assistance Session:	Session Offered: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  Session Mandatory: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

## **Notice of Funding Opportunity**

### **SAFE FROM THE START EVALUATION**

#### **A. Program Description**

The Illinois Criminal Justice Information Authority (ICJIA) is a state agency dedicated to improving the administration of criminal justice and violence prevention. 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))

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.).

#### **Safe From the Start Background**

Childhood exposure to violence (CEV), including physical abuse, neglect, or maltreatment, and witnessing domestic violence, sexual assault, or other violent crimes, is a pervasive and profoundly damaging epidemic in the United States.

It is estimated that between 3.3 and 10 million children are exposed to domestic violence annually (Family Violence Prevention Fund, 2006). In 2008, the first-ever National Children’s Exposure to Violence Survey, found that 60 percent of children and youth ages 0 to 17, had been directly or indirectly exposed to violence in the past year (Department of Justice, 2009). The U.S. Advisory Board on Child Abuse suggests that domestic violence may be the single major precursor to child abuse and neglect fatalities in the county (Family Violence Prevention Fund, 2006).

The impact of the violence varies by child, age, and degree of exposure, but it does have a profound effect. Negative effects may include developmental delays, eating and sleeping disturbances, cognitive difficulties, hyper-vigilance, anxiety, depression, attachment disorders, aggression associated with lack of empathy and poor impulse control, and inappropriate modeling of abusive adult behavior.

Without intervention, children who have been exposed to violence may exhibit worsening behaviors as they attempt to communicate they do not feel safe. In addition, attachment issues arise within families exposed to violence, especially when the primary caregiving adult is preoccupied with an abusive partner. These children often grow without developing the interpersonal skills and healthy coping strategies they need to succeed. This can lead to exacerbated interpersonal problems and even mental and physical illnesses as the child grows. A groundbreaking study, the Adverse Childhood Experiences Study (ACES), demonstrated that childhood maltreatment can be correlated to later adult health problems and early death

(<https://www.cdc.gov/violenceprevention/childabuseandneglect/acestudy/index.html>).

Children who are more resilient can live healthy lives despite the exposure, especially with at least one consistent, caring adult in their lives.

In 1999, the U.S. Department of Justice and the U.S. Department of Health and Human Services held Safe From the Start: The National Summit on Children Exposed to Violence in Washington, D.C. In 2000, the Illinois Attorney General held a Safe From the Start Illinois Summit. Since then, the state has funded sites throughout Illinois to develop, implement, and evaluate comprehensive and coordinated community models to identify and respond primarily to young children (ages 0-5) exposed to violence in the home or community. Illinois SFS programs have been implemented in five sites throughout the state. The University of Illinois at Chicago has been managing the SFS assessment tool collection and analysis since 2006.

### **Safe From the Start Program Model**

The SFS Program Model consists of coalition and collaboration building, direct services, and public awareness. ICJIA currently funds nine sites that implement this model. Proposals are requested to evaluate the following model.

#### **Coalition-Building and Collaboration**

Coalition building, collaboration, and coordination are central components of SFS. Sites are expected to demonstrate and continue coordination and collaboration among state and local agencies, as well as local community-based service providers. Renewal sites may continue a SFS Coalition whose purpose is exclusively focused on SFS or join another coalition, as long as the coalition can help inform the work of the program, focuses on childhood exposure to violence, and has membership from primary and secondary partners required of the model. To ensure that a comprehensive service delivery system is provided, key partnerships must be established and expanded.

Primary partners represent key points of entry for prevention and intervention and must be included in the coalition (to the extent available in the community). Secondary partners are recommended and can provide support resources as needed.

## **Direct Services**

### Services to the Target Population

SFS targets young children (primarily from birth to 5 years of age) who have been exposed to or have witnessed violence in the home or community and their families or other caregivers. “Exposure to violence” includes being a victim of abuse, neglect, or maltreatment or being a witness to domestic, physical, or sexual violence, or other violent crime. Children older than five years also may be served if the primary client is ages 0-5.

### Direct Services

While sites operate independently, a core group of trained case management and clinical staff provide direct services to children and their families. All sites have a referral/outreach system that addresses confidentiality issues, implement organizational change, enhance information sharing and management information systems and create protocols; intake and assessment process, including evaluation and post-service assessment; and clinical and family support services. Upon referral, SFS staff meets with the primary caregiver and child(ren) to assess their needs and offer services. During the first three visits, comprehensive assessment tools are completed with the primary caregiver for each child receiving services. These assessment tools, discussed below, allow the staff and the larger SFS program and evaluation team to identify what children exposed to violence are experiencing and how to best support them. They also serve as an educational tool for the caregiver and can facilitate relationship building between SFS staff and family.

### Assessment Tools

In 2001, a subcommittee of the SFS Advisory Committee was formed and advised by Joy Osofsky, a professor of pediatrics, psychiatry and public health at Louisiana State University, to develop a packet of appropriate assessment tools to be used by all SFS sites. Seven assessment tools were adopted and later adapted to the following tools now used to assess all consenting clients served by SFS sites:

- Child Behavior Checklist (CBCL)
- Ages and Stages Questionnaire (ASQ)
- Ages and Stages-Social and Emotional (ASQ-SE)
- Parenting Stress Index-Short Form (PSI)
- SFS Background Information Form (BIF)
- Caregiver Completion of Services Form
- Child Completion of Services Form

## **Public Awareness**

The third component to the SFS Program model is public awareness. Essential are efforts to involve community members, increase public awareness, incorporate community input and educate residents about the scope of the problem of childhood exposure to violence. These efforts include community presentations, community events, professional trainings, media campaigns, and other methods of increasing awareness on this important topic.

Sites should make use of a series of short animated videos with an accompanying coloring book entitled, “Stories for Children that Grown Ups Can Watch.” The first video, “Inside Him,” depicts a young boy’s response to violence in his life and how family and community members can best support him. The video also contains explanation of symptoms and positive things caring adults can do to support children. The second video, “Clingy Thing,” depicts a young girl’s response and regression to her parents’ fighting. The third, “Mobile,” depicts the impact of violence from an infant’s perspective. These videos, accessible in English and Spanish, can be found here: <http://lookthroughtheireyes.org/videos-2/> These should be used by the SFS sites where appropriate.

## **Evaluation**

Historically, the SFS evaluation of all sites has been conducted by the University of Illinois at Chicago (UIC). The evaluator is responsible for maintaining a central database that contains specific data on children and families from each site, gathered as part of the assessment process. The evaluator is responsible for training SFS staff at each site on data entry and database utilization. The sites are required to enter the information from the assessment tools into the database, without identifying information, on a monthly basis. Evaluators analyze specific data culled for their programs. This process provides a comprehensive statewide overview of SFS accomplishments and activities. SFS Sites contact the evaluator for technical assistance on assessment tools and outcome questions and data base training. SFS sites utilize the data for program model review, grant applications and reports. The SFS Evaluation grantee will be expected to apply this approach that has been used in prior years.

## **Program Requirements**

Grantee is required to follow the timeline and provide deliverables listed below:

<b>Timeline</b>	<b>Activity</b>
Ongoing	The evaluation team will meet at least twice a year with ICJIA and/or SFS grantees to discuss evaluation reports, evaluation protocols, data entry procedures, etc.
Ongoing	Provide evaluation training and technical assistance to grantees

<b>Timeline</b>	<b>Activity</b>
October 31, 2019	Submit Institutional Review Board review application to grantee's IRB and adhere to the Code of Federal Regulations, 45 CFR 46, as applicable.
Jan 15, 2020	Submit 1st Quarterly Fiscal Report and 1st Quarterly Evaluation Report to ICJIA. The evaluation report must detail the development of the study to date and major tasks completed as outlined in the proposal milestone chart. Summarize 1st Quarter Data from grantees; provide grantees with data receipts.
March 1, 2020	Convert online MSAccess data from sites into SPSS (or similar statistical software) data. Merge data from all sites together for each evaluation measure (BIF, ASQ, ASQ-SE, SSQ, PSI, CBCL, Child and Caregiver Completion of Services forms).
March 1 – April 30, 2020	Clean and organize SPSS (or similar statistical software) data. Match pre, interim, post, and follow-up data for each repeated measure (ASQ-SE, PSI, and CBCL). Examine data for out-of-range errors, outliers, and begin to analyze data for the Year End Report.
April 15, 2020	Submit 2nd Quarterly Fiscal Report and 2nd Quarterly Evaluation Report to ICJIA. The evaluation report must detail the development of the study to date and major tasks completed as outlined in the proposal milestone chart. Summarize 2nd Quarter Data from grantees; provide grantees with data receipts.
April 30, 2020	Submit draft aggregate Year End (covering SFY 2018) report comparing SFS data across sites and across years to ICJIA. The report must be of publishable quality. The interim report should be similar to the final report in design and substance and document progress and findings to date.
May 31, 2020	Review draft Year End (covering SFY 2018) reports with ICJIA to identify corrections, revisions, and suggestions for additional analyses and data summaries. Continue to review and revise as necessary with ICJIA.
May 31, 2020	Submit draft Individual Year End site reports to ICJIA.
May 31, 2020	Convert online MSAccess data from sites into SPSS (or similar statistical software) data. Merge data from all sites together for each evaluation measure (BIF, ASQ, ASQ-SE, SSQ, PSI, CBCL, Child and Caregiver Completion of Services forms).
May 31, 2020	Submit final aggregate Year End (covering SFY 2018) report. The report must be of publishable quality, and must include an executive summary, documentation of overall research findings and final policy recommendations.

<b>Timeline</b>	<b>Activity</b>
June 1, 2020	The SFS database will reflect any updated SFS protocol as approved by ICJIA.
June 30, 2020	Submit final individual Year end site reports (covering SFY 2018) to ICJIA
June 15, 2020	Clean and organize SPSS (or similar statistical software) data. Match pre, interim, post, and follow-up data for each repeated measure (ASQ-SE, PSI, and CBCL). Examine data for out-of-range errors, outliers, etc. in preparation for Promising Practices (covering SFY 2018) analyses.
June 15, 2020	Submit 3rd Quarterly Fiscal Report and 3rd Quarterly Evaluation Report to ICJIA. The evaluation report must detail the development of the study to date and major tasks completed as outlined in the proposal milestone chart. Summarize 3rd Quarter Data from grantees; provide grantees with data receipts.
June 30, 2020	A draft of Promising Practices (covering SFY 2018) report describing the relationship between treatment characteristics and child outcomes will be presented to ICJIA. The draft report should be similar to the final report in design and substance and document progress and findings to date.
June 30, 2020	Review draft Promising Practices report with ICJIA to identify corrections, revisions and suggestions for additional analyses. Continue to review and revise as necessary.
July 30, 2020	Submit closeout fiscal report.

## **B. Funding Information**

This program will be supported with state funds. This solicitation is open to State of Illinois Universities with extensive history researching state-funded childhood exposure to violence programs targeting children 0 to 5 and their families and with experience providing technical assistance to state-funded childhood exposure to violence grantees.

Applicants may apply for a grant in the amount of \$123,900 for the eight-month period beginning October 31, 2019, and ending June 30, 2020.

### ***Award period***

Grant awards resulting from this opportunity will have a target period of performance of October 31, 2019 to June 30, 2020. Grant program funding is not expected to exceed eight months.



## ***Available Funds***

A total of \$123,900 in funding is available through this solicitation.

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](http://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***

Universities within the State of Illinois with extensive history researching state-funded childhood exposure to violence programs targeting children 0 to 5 and their families and with experience providing technical assistance to state-funded childhood exposure to violence grantees.

### ***2. Cost Sharing or Matching***

No match is required.

**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 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.

## **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 "Safe From the Start Evaluation." Paper copies of the application materials may be requested from Mary Ratliff by calling (217) 524-4745; writing Mary Ratliff at 607 E.

Adams, Suite 906, Springfield, Illinois 62701; or via Telephone Device for the Deaf (TDD) (312) 793-4170. Applications, however, may only be submitted via email.

**2. Content and Form of Application Submission**

(a). Notice of Intent.

A Notice of Intent is not required.

(b). Forms and Formatting.

The application must be emailed to [CJA.StateViolencePrevention@Illinois.gov](mailto:CJA.StateViolencePrevention@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.

<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 (PDF), and provide a Word file as well	“Agency Name – Application”	X	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.	“Agency Name – Program Narrative”		X	
<b>Budget/Budget Narrative</b> – This document is a workbook, with several pages (tabs). The last tab has instructions if clarification is needed.	“Agency Name – Budget”			X
<b>Non-Profit Agency Required Documents</b>				
United States Internal Revenue Service 501(c)(3) determination letter.		X		

(c). Application Formatting

Program Narratives may not exceed 20 double spaced pages and must be written in Times New Roman, size 12 font. Do not delete template questions in your response.

**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](http://www.SAM.gov) and/or utilize this instructional link: How to Register in SAM from the [www.grants.illinois.gov](http://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 [www.dunandbradstreet.com](http://www.dunandbradstreet.com) or call 1-866-705- 5711.; and

(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 and, 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.StateViolencePrevention@Illinois.gov](mailto:CJA.StateViolencePrevention@Illinois.gov) by 11:59 p.m. on October 2, 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 Mary Ratliff at 217-524-4745 or emailing [CJA.StateViolencePrevention@Illinois.gov](mailto:CJA.StateViolencePrevention@Illinois.gov).

(c). How the receiving State office determines whether an application or pre-application has been submitted before the deadline. This includes the form of acceptable proof of mailing or system-generated documentation of receipt date and time. This section also may indicate whether, when, and in what form the applicant will receive an acknowledgement of receipt.

Applicants will receive an automatic reply to their email submission. Applicants that do not receive an automatic reply to their submission email should immediately contact Mary Ratliff at 217-524-4745 or emailing [CJA.StateViolencePrevention@Illinois.gov](mailto:CJA.StateViolencePrevention@Illinois.gov).

#### ***5. Application Questions***

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

## **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](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 funding opportunity:

- 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

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

- Staffing and related costs
- Indirect expenses
- Specific program-related assessment measures

(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, among other items:

- i. Brochures or publications (flyers do not require prior approval)

- ii. Out of State travel
- iii. Equipment over \$5,000
- iv. Certain Requests for Proposals and sub-contracts
- v. 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: Grant funds must be used to supplement existing funds for program activities and must not replace those funds that have been appropriated for the same purpose. If grant funds will be used for the expansion of an existing program, applicants must explain how proposed activities will supplement, not supplant, current program activities and staff positions. Agencies may not deliberately reduce local, federal, state funds, or other funds because of the existence of these grant funds. A written certification may be requested by ICJIA stating that these funds will not be used to supplant other state, local, federal, or other funds.

Supplanting will be the subject of application review, as well as pre-award review, post-award monitoring, and audit. If there is a potential presence of supplanting, the applicant or grantee will be required to supply documentation demonstrating that the reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

(h) Proposed Subawards and Subcontracts: 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.

## **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. Evaluation criteria include the following criteria categories:

- (a) Need – identification of stakeholders, facts and evidence that demonstrate the proposal supports the grant program purpose;
- (b) Capacity – the ability of an entity to execute the grant project according to project requirements;
- (c) Quality – the totality of features and characteristics of a service, project or product that indicated its ability to satisfy the requirements of the grant program; and
- (d) Other such as societal impact, economic impact, cost effectiveness, sustainability, and grant specific 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	
<b>Summary of the FY 2019 Program progress:</b>	<b>0</b>	
Achievement towards FY 2019 goals is expected or explanation for non-achievement is justified.		0
<b>FY 2020 Project Description</b>	<b>85</b>	
The response demonstrates applicant’s extensive history researching state-funded childhood exposure to violence programs targeting children 0 to 5 and their families and with experience providing technical assistance to state-funded childhood exposure to violence grantees.		10
The response demonstrates a sound understanding of the proposed research or program evaluation design and includes a review of relevant literature. Also includes the anticipated topic for the next Promising Practices Report.		10
The response clearly describes the potential utility of the research, including the potential for using the research findings to inform policy, decision-making and contribution to existing literature.		10
The response thoroughly describes the evaluation design, methodologies, and tools being employed. Includes a solid understanding of the design elements (such as the statistical analyses proposed and data required for analyses); addresses potential limitations and notes how they can be minimized. Response also outlines and addresses all research questions and employs appropriate methods for addressing them.		10
The response indicates what data will be collected, and provides details about the data collection plan and process including, when appropriate, development of data collection instruments, the protocol for client participation, etc.		10
The response clearly describes how the proposed design is a continuation of the currently funded efforts and explains if any modifications are proposed from what was previously funded.		10
The response clearly describes the degree to which human subjects may be at risk, how respondent confidentiality will be ensured, and the assurance that the project will be subject to initial and continuing review by the appropriate institutional review committees.		10
The response clearly describes the management or organizational plan that includes the tasks each team member will complete as well as the timelines by which those tasks will be completed. The management plan must be detailed enough to establish the management capabilities of prospective project managers.		15



<b>Scoring Criteria</b>	<b>Possible Points</b>	
<b>Deliverables and Milestones</b>	<b>5</b>	
FY 20 deliverables and timeline is clear and complete.		5
<b>Budget</b>	<b>10</b>	
Budget is complete. Budgeted items are cost-effective in relation to the proposed activities.		5
Budget narrative is complete for all line items, clearly detailing how the applicant arrived at and calculated the budget amounts.		5
<b>Total Possible Points</b>	<b>100</b>	

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

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

Selection of proposals that pass the screening process will be reviewed by a scoring panel of ICJIA staff. Scores will be based on the average of team scores. Past performance history and/or financial standing with ICJIA may also be considered.

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 the ICJIA Budget Committee for approval. Applicants will be notified of the Budget Committee's decision.

## ***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:

- 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)

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:

- a. Review of the appeal.
- b. Appeal determination.
- c. Rationale for the determination.
- d. 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:

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

Please send requests to:

Mary Ratliff  
Illinois Criminal Justice Information Authority  
[CJA.StateViolencePrevention@Illinois.gov](mailto:CJA.StateViolencePrevention@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***

<b>Task</b>	<b>Date</b>
Notice of Funding Opportunity posted	September 25, 2019
<b>Applications due</b>	<b>11:59 p.m. October 2, 2019</b>
Anticipated Budget Committee review/approval of recommended designations	October 17, 2019
Anticipated Program start date	October 31, 2019

## **F. Award Administration Information**

### ***1. State Award Notices***

The ICJIA Budget Committee is scheduled to review and approve designations in October 2019.

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:

- o Fiscal Information Sheet
- o Audit Information Sheet
- o Programmatic Risk Assessment
- o IRS 501(c)(3) determination (or redetermination) letter that is dated within the past five years

## ***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 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***

Grantees must submit electronic quarterly financial and progress reports and final financial and progress reports. Mandatory fiscal and progress reports will be distributed to each grantee for submission. Failure to comply with mandatory reporting requirements will cause immediate suspension of funding of this grant, any other grant that applicant has with ICJIA, and possible termination of the grant. If applicable, an annual audit report in accordance with the Part 200 Uniform Requirements must be submitted. Future awards and fund drawdowns may be withheld if reports are delinquent.

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

For questions and technical assistance regarding application submission, contact:

Mary Ratliff  
Illinois Criminal Justice Information Authority  
[CJA.StateViolencePrevention@Illinois.gov](mailto:CJA.StateViolencePrevention@Illinois.gov)

## **H. Other Information**

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

2. 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.