

**COMMUNITY BASED VIOLENCE INTERVENTION AND PREVENTION INSTRUCTIONS**  
**NOFO # 2117-1996**

<b>Task</b>	<b>Date</b>
NOFO posted	September 30, 2021
Virtual Bidder's Conference	October 7, 2021 10 a.m. to 12:00 p.m.
Notice of Intent due	October 19, 2021
NOFO question submission deadline	October 28, 2021
<b>Applications due</b>	<b>4:59 p.m., November 1, 2021</b>
ICJIA Budget Committee review/approval of recommended designations	December 16, 2021
Performance Period	February 1-June 30, 2022

**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 \(EIN\)](#)
- [Complete registration in the Grantee GATA Portal](#)

Submission Checklist:

- Uniform Application for State Grant Assistance
  - Submitted in PDF (signed, and scanned)
  - Submitted in an Excel file <sup>1</sup>
- Program Narrative–Do not change the format of this document.
  - Submitted in a Word file.
- Budget/Budget Narrative
  - Submitted in Excel format (no signatures required at this time)
- Agency's most current budget that includes total revenue and sources.

**The documents listed above should be zipped in a single folder. Each individual document should be titled as listed under *Application and Submission Information* and emailed to:**  
[CJA.StateViolencePrevention@illinois.gov](mailto:CJA.StateViolencePrevention@illinois.gov)

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<sup>1</sup> Accessibility: A Word version of this document is available at <https://icjia.illinois.gov/gata>

**Uniform Notice for Funding Opportunity (NOFO)**  
**COMMUNITY-BASED VIOLENCE INTERVENTION AND PREVENTION**

	<b>Data Field</b>	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority
2.	Agency Contact:	Reshma Desai Strategic Policy Advisor Illinois Criminal Justice Information Authority 300 West Adams, Suite 200 Chicago, Illinois 60606 <a href="mailto:CJA.StateViolencePrevention@illinois.gov">CJA.StateViolencePrevention@illinois.gov</a> 708.613.7098
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:	2117-1996
6.	Funding Opportunity Title:	Community-Based Violence Intervention and Prevention Program
7.	CSFA Number:	546-00-2117
8.	CSFA Popular Name:	CBVIP
9.	CFDA Number(s):	NA
10.	Anticipated Number of Awards:	Track One: 15 Track Two: 1
11.	Estimated Total Program Funding:	\$2,833,000
12.	Award Range	Track One: \$50,000-200,000 (estimated max) Track Two: \$100,000-\$125,000 (estimated max)
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 Restrictions on Indirect Costs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
16.	Posted Date:	September 30, 2021
17.	Application Range:	30 days
18.	Technical Assistance Session:	Session Offered: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Session Mandatory: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  It is recommended that applicants attend the live, virtual bidders conference that will be held on October 7 from 10:00-12:00 p.m. <a href="#">Register</a>

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## **Notice of Funding Opportunity**

### **FY22 Community-Based Violence Intervention and Prevention Program**

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

The FY22 Illinois State budget includes \$7,541,300 for Community-Based Violence Prevention and Intervention Program grants and administration. The Illinois Criminal Justice Information Authority (ICJIA) anticipates \$2,833,000 million will be available for grants to be administered through this funding opportunity. The ICJIA statute includes the requirement to “coordinate statewide violence prevention efforts and assist in the implementation of trauma recovery centers and analyze trauma recovery services.” It also states ICJIA “shall develop, publish, and facilitate the implementation of a four-year statewide violence prevention plan, which shall incorporate public health, public safety, victim services, and trauma recovery centers and services.”<sup>i</sup> The [Statewide Violence Prevention Plan informed this Notice of Funding Opportunity](#). Applicants should review the plan when developing their proposals to ensure proposals address the goals and needs identified in the plan.

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

**Experiencing forms of violence is a substantial public health concern.** Violence is defined as “the intentional use of physical force or power, threatened or actual, against oneself, another person, or against a group or community, that results in or has a high likelihood of resulting in injury, death, psychological harm, maldevelopment, or deprivation” (World Health Organization, 2021). Violence can include child abuse and neglect, bullying and cyberbullying, teen dating violence, youth physical fighting and, adult intimate partner violence, sexual assault and violence, violent crime (e.g., homicide, aggravated assault, sexual assault, robbery), and abuse against older adults and adults with disabilities. Many are exposed to these forms of violence within their homes, at school, and in their communities.

A staggering 3.5 million children in the United States in 2017 were reported to child protective services for maltreatment concerns (ACF, 2019). One study estimated 15.5 million children are exposed to interpersonal violence annually (McDonald et al., 2006). Approximately one in three youth are victimized by their peers at school and one in four experience a form of teen dating violence (CDC, 2018). The FBI reported approximately 368.9 violent crimes per 100,000 people in the United States in 2018.

Across most forms of violence, Illinois had higher rates of violence in 2018 compared to rates in the United States. Specifically, in Illinois, about one in four youth experienced bullying in the past year, about one in five youth reported engaging in physical fighting in the past year, and an estimated one in three women experienced sexual or physical violence from an intimate partner in their lifetime. Rates of violence were higher among racial, ethnic, sexual, and gender minority groups. Disparities were also seen within community types and counties within Illinois. For a full description of violence in Illinois, please see [Appendix #2: Needs Assessment of Violence in Illinois](#) (Garthe, Smith, & Freeman, 2021).

Victimization, perpetration, and exposure to violence can result in enormous costs to society, including substantial health care, criminal justice, and child welfare costs. Violence and exposure to violence can have a significantly negative impact on an individuals’ mental health, causing depression, suicidal behavior, and posttraumatic stress disorder, as well as contributing to medical outcomes and conditions, such as chronic disease, cardiovascular disease, and asthma (Garthe, 2019; Gilbert et al., 2015; Mersky et al., 2013; Metzler et

al., 2016; Rivera et al., 2019; Sumner et al., 2015). There is also substantial research that documents the relationship between the perpetration of violence and victimization; most perpetrators of violence have also been victims of violence (Delong & Reichert, 2019).

In addition, violence and trauma can stem from societal inequities resulting from discrimination, racism, oppression, and poverty. These inequities result in limited economic opportunities, a disinvestment in education, access to fewer social services, fewer affordable and quality housing options, and systemic oppression, all of which are examples of state violence and can lead to the likelihood of an individual experiencing trauma.

**These alarming statistics and compounding outcomes reveal with utmost urgency the need to prevent violence from occurring.** In addition, trauma-informed services that recognize the impact of trauma on an individuals' development and emotional, behavioral, and relational outcomes are critical for recovery. For more information on trauma-informed care, please see:

[https://ncsacw.samhsa.gov/userfiles/files/SAMHSA\\_Trauma.pdf](https://ncsacw.samhsa.gov/userfiles/files/SAMHSA_Trauma.pdf)

#### a) Violence Prevention Framework

Evidence-informed violence prevention efforts seek to decrease vulnerability (i.e., factors that place individuals at a higher risk for violence) and increase resiliency (i.e., factors that protect individuals from experiencing violence). Risk and protective factors exist at various levels, including individual, relational, community, and structural or systemic factors (Weisner, 2020; Wilkins et al., 2014).

multiple forms of violence can share many of the same risk and protective factors. **By considering these shared factors, programs can be expanded or enhanced to prevent multiple forms of violence by addressing risk factors and increasing protective factors.**

- **Individual risk factors** include impulsiveness/poor emotional and behavioral control, substance use and abuse, aggressive beliefs, norms, and attitudes, weak school achievement, access to illegal firearms, witnessing violence, history of violent victimization, and mental health concerns.
- **Individual protective factors** include academic achievement, commitment to sports and other prosocial activities, social skills and emotion regulation, opportunities for recognition, and effective de-escalation and conflict resolution behaviors and skills.
- **Relationship risk factors** include peers who engage in violent or illegal gang activity, parental conflict and domestic violence, lack of connection to school, exposure to violence in relationships, and lack of social support.
- **Relationship protective factors** include positive family relationships and involvement, high parental monitoring, messages promoting nonviolence, positive friendships and peer groups, healthy dating relationship skills, and relationships with caring adults.
- **Community risk factors** include residential instability, lack of resources and opportunities, lack of positive relationships and connections between neighbors, crime and illegal gang activity, drug sales, and lack of accessibility to quality supportive services.

- **Community protective factors** include collective efficacy (neighbors would intervene if something were happening; strong connections), attachment to one's community, well-resourced community, and community norms of nonviolence.
- **Societal risk factors** include cultural norms that support violence, violence in the media, economic inequities, and structural racism.
- **Societal protective factors** include making investments in community building and community engagement, creating economic opportunities, and dismantling structural racism.

Adapted from the CDC's Prevention Strategies (David-Ferdon, 2016), the following recommendations have been made by experts to address these shared risk and protective factors (*See figure on page 8*):

- Support healthy development in families.
- Provide high-quality education.
- Focus on youth development.
- Create and sustain protective communities.
- Intervene and support.



Information on shared risk and protective factors are here:

[https://www.cdc.gov/violenceprevention/pdf/connecting\\_the\\_dots-a.pdf](https://www.cdc.gov/violenceprevention/pdf/connecting_the_dots-a.pdf)

This comprehensive approach is replicated in ICJIA's 2020-2024 Statewide Violence Prevention Plan. View the plan here <https://vpp.icjia.cloud/>

In summary, the plan has five main goals:



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

This funding opportunity's program design consists of a comprehensive two-track approach that respects each community's expertise in best meeting their needs. Applicants may apply for either Track One or Track Two. **Applicants may not apply for both.**

### **Track One**

Under Track One, smaller and localized, community-based organizations, with a current operating budget of \$3 million or less are eligible to apply. The program design includes a comprehensive array of community-based prevention and intervention services.

Applicants should propose violence reduction services that include **at least one of the three components** outlined below:

- **Community engagement and support**, such as pro-social programming, available to the whole community. This may include, for example, recreational activities or community events promoting peace and non-violence.
- **Prevention supports for children, youth, and families at risk** for being harmed or harming others, such as social-emotional programming for children and youth, youth development, and family programming, as well as violence interruption and interventions to reduce retaliation.
- **Long-term or ongoing trauma-informed support and services** to victims or people harmed by violence, as well as accountability and services for those who have harmed others. This can involve

case management, healing arts (i.e. art, body movement, musical and peace circles), and trauma-informed clinical services to address the impact of violence on children, youth and families.

The programming should include which risk and protective factors will be addressed, be rooted in the community(ies) landscape, and minimize barriers to access and engagement.

Applicants should propose the violence types they want to address based on the needs identified in the County Plan State Violence Prevention Plan-County Data Profiles<sup>2</sup>. Applicants can also provide data that is not reflected in the profiles.

The award range for this track is a minimum of \$50,000 to a maximum of \$200,000. It is anticipated that approximately 15 applicants will be selected. The expected period of performance will be February 1, 2022, to June 30, 2022. Future award amounts may be prorated for the number of months. Additional funding of up to 31 months may be awarded after the initial funding period, contingent upon satisfactory performance and availability of funds. Total funding for the grant program will not exceed 36 months.

## **Track Two**

Track Two is directed to agencies with expertise in providing training and technical assistance on trauma-informed and restorative justice practices and implementation. One applicant will be selected to work with all selected Track One applicants (approximately 15). The award amount for the first five months is expected to be approximately \$100,000-\$125,000. The expected period of performance will be February 1, 2022, to June 30, 2022. Future award amounts may be prorated for the number of months. Additional funding of up to 31 months may be awarded after the initial funding period, contingent upon satisfactory performance and availability of funds. Total funding for the grant program will not exceed 36 months.

This track is designed to allow the selected agency sufficient capacity to work with the CBVIP grantees on trauma-informed and restorative justice practice implementation.

ICJIA reserves the right to revise the number or amount of awards under Track Two based on the number of Track One applicants selected. All selected applicant/s will implement the approved grant activity to achieve planned project performance.

## ***3. Program Requirements***

### **Track One**

Programmatic requirements are as follows:

- Selected grantees must attend a virtual ICJIA grantee orientation training series.
- Applicants should have a designated person who is responsible for coordinating with ICJIA on grant initiation, monitoring, and reporting. ICJIA recommends at least .5 FTE position to meet these responsibilities.
- Applicants must include travel and lodging costs in their proposed budgets for a two-day violence prevention grantee meeting in central Illinois. Meeting location and type (in-person, online, or other) may vary based on state travel restrictions. **Such costs are in addition to proposed program costs and are not considered in the maximum award amount.**

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<sup>2</sup> Illinois Criminal Justice Information Authority Four Year Statewide Violence Prevention Plan weblink coming

- Applicants must comply with the three-prong approach outlined on page 9.

These requirements are included in the scoring criteria.

### Track Two

Programmatic requirements are as follows:

- Applicants must demonstrate expertise in providing training and technical assistance in trauma-informed practices and trauma-informed agency implementation.
- Applicants must demonstrate expertise in providing training and technical assistance in restorative justice practices and implementation.
- Applicants must demonstrate expertise in working with smaller, community-based agencies with operating budgets of less than three million.
- Selected grantees must attend a virtual ICJIA grantee orientation training series.
- Applicants should have a designated person who is responsible for coordinating with ICJIA on grant initiation, monitoring, and reporting. ICJIA recommends at least .5 FTE position to meet these responsibilities.
- Applicants must include travel and lodging costs in their proposed budgets for a two-day violence prevention grantee meeting in central Illinois. Meeting location and type (in-person, online, or other) may vary based on state travel restrictions. **Such costs are in addition to proposed program costs and are not considered in the maximum award amount.**

These requirements are included in the scoring criteria.

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

Grantees will be required to submit progress reports that will minimally include performance measures.

### Track One

For Track One violence prevention services, create a goal for each proposed area: (1) community engagement and support, (2) prevention supports for youth, children, and families at risk, or (3) long-term or ongoing trauma-informed support and services. For each proposed area, the tables below already include one performance measure. These measurement topics are mandatory. Applicants should add to the tables with performance measures that are specific to their programs. For information on how to create performance measures, please refer to Appendix B.

Under *Performance Measures*, write what objectives you would need to complete to meet or make progress towards the goal.

Under *Performance Standards/Frequency*, indicate how you will complete the objective using quantifiable standards; and in what time period (month, quarter, or year). **This NOFO will have quarterly reporting periods.**

Selected applicants will be required to work with ICJIA on outcome measures. Once applicants are selected, ICJIA staff will review and revise goals, performance measures, and performance standards in collaboration with grantee staff to finalize the following tables.

<b>Community Engagement and Support Goal:</b>	
<b>Performance Measures</b>	<b>Performance Standards/Frequency</b>
Provide #___ of events for the whole community that promote peace and non-violence. <ul style="list-style-type: none"> <li>List types of pro-social events.</li> </ul>	# of people reached through events February 1-June 30,2022.

<b>Prevention Supports Goal:</b>	
<b>Performance Measures</b>	<b>Performance Standards/Frequency</b>
Implement preventive programs. <ul style="list-style-type: none"> <li>List types of prevention programming and target population.</li> </ul>	# of participants served February 1-June 30,2022.

<b>Trauma-informed Support and Services Goal:</b>	
<b>Performance Measures</b>	<b>Performance Standards/Frequency</b>
Provide #___ of trauma-informed support/services. <ul style="list-style-type: none"> <li>List types of trauma informed support/services provided.</li> </ul>	# of individuals served February 1-June 30,2022.

## Track Two

For Track Two training and technical assistance on trauma-informed and restorative justice practices and implementation, create a goal for each training topic. For each proposed area, the tables below already include one performance measure. These measurement topics are mandatory. Applicants should add to the tables with performance measures that are specific to their training proposal.

Under *Performance Measures*, write what objectives your organization would need to complete to meet or make progress toward the goal.

Under *Performance Standards/Frequency*, indicate how your organization will complete the objective using quantifiable standards.

<b>Trauma Informed Training and Technical Assistance Goal:</b>	
<hr/>	
<b>Performance Measures</b>	<b>Performance Standards/Frequency</b>
Provide trauma-informed training and technical assistance. <ul style="list-style-type: none"> <li>List types of trauma-informed training.</li> </ul>	# of organizations received that received trauma-informed technical assistance during February 1-June 30,2022.

<b>Restorative Justice Technical Assistance Goal:</b>	
<hr/>	
<b>Performance Measures</b>	<b>Performance Standards/Frequency</b>
Provide restorative justice training. <ul style="list-style-type: none"> <li>List types of restorative justice trainings.</li> </ul>	# of restorative justice trainings provided February 1-June 30,2022.  # of organizations that received restorative justice training provided February 1-June 30, 2022.

## B. Funding Information

This Notice of Funding Opportunity is supported by state fiscal year 2022 Community-Based Violence Intervention & Prevention Program funds.

### 1. Award period

Grant awards resulting from this opportunity will have a five-month period of performance, from of February 1, 2022, to June 30, 2022. Future award amounts may be prorated for the number of months. Additional funding of up to 31 months may be awarded after the initial funding period, contingent upon

satisfactory performance and availability of funds. Total funding for the grant program will not exceed 36 months.

## **2. Available Funds**

A total of \$2.833 million in funding is available through this solicitation. Track One applicants may request a minimum of \$50,000 and a maximum of \$200,000 in grant funding. Track Two applicants may request a minimum of \$100,000 and a maximum of \$125,000.

Agreements that result from this funding opportunity are contingent upon and subject to the availability of sufficient funds.

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

## **C. Eligibility Information**

Before applying for any grant, all entities must be registered and pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal at [www.grants.illinois.gov/portal](http://www.grants.illinois.gov/portal). Registration and pre-qualification are required annually each state fiscal year. During pre-qualification, verifications are performed, including a check of federal SAM.gov Exclusion List and status on the Illinois Stop Payment List. The Grantee Portal will either indicate a “qualified” status or inform on how to remediate a negative verification (e.g., inactive DUNS, not in good standing with the Secretary of State). Inclusion on the SAM.gov Exclusion List cannot be remediated. Go to <https://icjia.illinois.gov/gata> for a list of pre-qualification steps.

Applicants are also required to submit a financial and administrative risk assessment utilizing an Internal Controls Questionnaire (ICQ) for state fiscal year 2022 and obtain approval from their cognizant agencies **before execution of the grant agreement**. Delay in obtaining SFY22 ICQ approval will result in a delay in grant execution.

### **1. Eligible Applicants**

#### Track One

Track One is limited to agencies that meet the following criteria:

- GATA Grantee Pre-qualification
- A current operating budget of \$3 million or less.

#### Track Two

Track Two is limited to agencies that meet the following criteria:

- GATA Grantee Pre-qualification

- Applicants must demonstrate expertise in providing training and technical assistance in trauma-informed practices and trauma-informed agency implementation.
- Applicants must demonstrate expertise in providing training and technical assistance in restorative justice practices and implementation.
- Applicants must demonstrate expertise in working with smaller, community-based agencies.

Applicants of either track can include subawards and subcontracts. See Section 6G for an explanation of the difference. If proposing a sub award with a known entity, include the entities name in the application and budget. Also include a Statement of Commitment, signed by both parties, that explains this is an agreed upon collaboration. See Appendix C for sample Statement of Commitment. If the entity is not known, a competitive process is required.

ICJIA will not review any application that fails to meet the eligibility criteria by application deadline. In addition, state awards will not be granted to applicants that do not meet eligibility requirements.

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

Cost sharing or matching is not required.

## ***3. Indirect Cost Rate***

In order to charge indirect costs to a grant, the applicant organization must either have an annually negotiated indirect cost rate agreement (NICRA) or elect to use a standard *de minimis* rate. There are three types of allowable indirect cost rates:

- 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.
- 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 centralized indirect cost rate system within the earlier of: six (6) months after the close of the grantee's fiscal year; and three (3) months of the notice of award.
- c) De Minimis Rate. An organization that does not have a current negotiated 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.

Grant fund recipients are required to complete the indirect cost rate proposal process every state fiscal year. If you plan to include indirect costs in your budget, please select your indirect cost rate through the GATA Grantee portal prior to submitting your grant documents to ICJIA.

Grantees have discretion and can elect to waive payment for indirect costs. Grantees that elect to waive payments for indirect costs cannot be reimbursed for indirect costs. The organization must record an election to “Waive Indirect Costs” into the State of Illinois’ centralized indirect cost rate system. Indirect Cost election must be completed annually for every state fiscal year.

## D. Application and Submission Information

### 1. Accessing Application Package

Applications must be obtained at <https://icjia.illinois.gov/gata> by clicking on the link titled, “COMMUNITY-BASED VIOLENCE INTERVENTION AND PREVENTION.” Paper copies of the application materials may be requested from Reshma Desai by calling 708.613.7098; mailing Reshma Desai at 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 to: CJA.StateViolencePrevention@illinois.gov.

### 2. Content and Form of Application Submission

#### a) Notice of Intent.

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

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

The online Notice of Intent is available at:

[https://icjia.az1.qualtrics.com/jfe/form/SV\\_ba5csFm9duzBnMi](https://icjia.az1.qualtrics.com/jfe/form/SV_ba5csFm9duzBnMi)

#### b) Forms and Formatting

The complete application must be emailed to 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 that are missing documents or pages will be rejected.

Document	Document Name	PDF	Word	Excel
<b>Uniform Application for State Grant Assistance</b> – This form must be completed and signed, and submitted in an Excel file. <sup>3</sup>	“Agency Name – Application”	X		X

<sup>3</sup> Applicants with accessibility concerns can comply with this section by submitting the Word version available at <https://icjia.illinois.gov/gata>

<b>Program Narrative</b> – This document must meet the requirements outline in Section A. The narrative must be provided in this document. Do not change the format of this document.	<i>“Agency Name – Program Narrative”</i>		X	
<b>Agency Current Fiscal Year Budget-</b> This document must include total revenue with sources	<i>“Agency Name-Current Agency Budget”</i>	X		
<b>Budget/Budget Narrative</b> – This document is a workbook, with several pages (tabs). The last tab has instructions if clarification is needed.	<i>“Agency Name – Budget”</i>			X

c) Application Formatting

Track One

Track One program narratives may not exceed 12 pages (including questions) and must be written in Times New Roman, size 12 font. Do not delete template questions in your response. Equity questions do not count towards page limit.

Track Two

Track Two program narratives may not exceed 8 pages (including questions) and must be written in Times New Roman, size 12 font. Do not delete template questions in your response. Equity questions do not count towards page limit.

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

Applicants are required to:<sup>4</sup>

- a) Be registered in SAM before submitting its application. To establish a SAM registration, go to <http://www.SAM.gov/SAM> and/or utilize this instructional link: How to Register in SAM from the [www.grants.illinois.gov](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 <https://www.dnb.com/duns-number/get-a-duns.html> or call 1-866-705-5711.
- c) Continue to maintain an active SAM registration with current information while it has an active award or application under consideration. ICJIA may not make a federal pass-through or state award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements.

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<sup>4</sup> Exempt from these requirements are individuals or agencies under 2 CFR § 25.110(b) or (c) and those with an exception approved by the federal or state awarding agency under 2 CFR § 25.110(d).

#### **4. Submission Dates, Times, and Method**

Completed application materials must be received by and in possession of the email address [CJA.StateViolencePrevention@illinois.gov](mailto:CJA.StateViolencePrevention@illinois.gov) by 4:59 p.m., November 1, 2021, to be considered for funding. Upon receipt, an automated confirmation receipt will be emailed. Proposals will not be accepted by mail, fax, or in person. Late or incomplete submissions will not be reviewed, including email submissions delayed due to state email security clearance. Agencies are encouraged to submit their applications 24 hours in advance of the deadline to avoid unforeseen technical difficulties. Technical difficulties should be reported immediately to ICJIA at [CJA.StateViolencePrevention@illinois.gov](mailto:CJA.StateViolencePrevention@illinois.gov).

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

Questions about this funding opportunity may be submitted via email to [CJA.StateViolencePrevention@illinois.gov](mailto:CJA.StateViolencePrevention@illinois.gov). The deadline for submitted questions is 4:59 p.m. on October 28, 2021. All substantive questions and responses will be posted on the ICJIA website at: [www.icjia.gov](http://www.icjia.gov). Due to the competitive nature of this solicitation, applicants may not discuss the opportunity directly with any ICJIA employee other than via this email address.

#### **6. Funding Restrictions**

- a) Federal Financial Guide. Applicants may consult follow the current edition of the Department of Justice Grants Financial Guide which details allowable and unallowable costs and is available at: [https://ojp.gov/financialguide/doj/pdfs/DOJ\\_FinancialGuide.pdf](https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf). All final decisions on allowable and unallowable costs are reserved to the Illinois Criminal Justice Information Authority.
- 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 result in a change in its basic prior use or significantly change its size
  - Minor renovation or remodeling of a property either listed or eligible for listing on the National Register of Historic Places or located within a 100-year flood plain
  - Implementation of a new program involving the use of chemicals
  - Capital expenditures
  - Fundraising activities
  - Alcohol cannot be served at the same event where food is paid for with ICJIA funds, even if the alcohol is paid from another source of funds.
  - Lobbying
- c) Allowable expenses

**Applications must include budgeting for the following:**

- Costs related to travel for a grantee meeting (tentatively planned for late winter/early spring of 2022) in a central location. This would include mileage and/or car rental costs, hotel costs, and/or per diem costs. **Such costs are in addition to proposed program costs and are not considered in the maximum award amount. See below for additional information on state travel guidelines.**

All expenses must be reasonable, necessary, and allowable to the program. A non-exhaustive list of potential costs includes:

- Start-up costs such as consultants (for meeting facilitation, planning, relationship building, logic modeling) technology, space rental.
- Staff leadership development and grant management training. This is a broad phrase that encompasses a variety of trainings and projects that assist grantee staff in building their skills in leading and managing a grant, a project, and/or an agency.
- Staff time (ICJIA recommends a minimum of .5FTE) to coordinate with ICJIA on grant execution, monitoring and reporting.
- Staff time to attend required trauma-informed/restorative justice practice trainings. It is anticipated that the trainings will not exceed five sessions. At this time, it is anticipated that these trainings will occur virtually, and that each module is lasts between an hour and half and three hours.
- Direct service, supervisor, and related fringe costs.
- Local travel expenses for staff and/or program participants.
- Supplies:
  - Program supplies directly related to programming.
  - Office supplies directly related to funded staff needs.
- Food for program participants. Grantees may include food for program participants as a line in their budgets if it is necessary for the program and if the cost is reasonable. Examples of food being necessary for a program include, but are not limited to, the following:
  - Grantees may provide a meal as an incentive to participate in a grant program where participants, especially youth, may not otherwise attend. These grant programs can include, but are not limited to, focus groups, workshops, trainings, and violence prevention events.
  - Food may be an allowable cost when the event itself is based on a prosocial, relationship-building programmatic purpose within a community or between program participants. For example, a grantee for a violence prevention program may hold a block party to build community and provide food as part of the event. Food may also be allowed at a capstone social activity marking the conclusion of a training or program. Employees may participate and eat at these events; however, grantees may not purchase food for events that are solely for employees.

- Programs that provide therapy and other one-on-one counseling may also keep snacks on hand, such as granola bars, if necessary for participants to focus on the program, rather than on their hunger.
- In the budget narrative, the applicant should describe how the per-person cost was calculated, why food is necessary for the program, and why the costs are reasonable. As a guideline for reasonable costs for program participants, snacks may be provided at a cost of \$3 maximum per person and meals for \$10 maximum per person. Reasonableness may be more or less than these amounts depending on the type or size of the event, location, or other factors, including the need to purchase pre-packaged food during the COVID-19 crisis.
- Grantees must maintain records of the actual food costs and how the food supported its program. For events, grantees must maintain records of the event, including receipts for food and other costs and the number of participants.
- Contractual expenses, such as contractual employees, agency rent, utilities, rental costs for events, professional services, and program participant stipends. Agencies must follow minimum wage standards.
- Indirect costs (must be approved in GATA portal for budget inclusion).

Sample justifications are included in the sample budget provided.

d) Pre-Award Costs. Pre-award costs will only be allowed if the costs are directly pursuant to the negotiation and in anticipation of the award, where such costs are necessary for efficient and timely performance of the project description and deliverables or milestones, both of which will be incorporated in the contract. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the Award. 2 CFR 200.458.

e) 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.

f) 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 and state funds.

g) Subawards and Proposed Subcontracts. Applicants can enter into subawards with collaborators or may propose to enter into subcontracts with contractors 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). Collaborators will provide some of the essential services or develop or modify a product that the applicant has committed to providing or producing. ICJIA may consider the agreement with the collaborator 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://www2.illinois.gov/sites/GATA/Pages/ResourceLibrary.aspx>

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

A live virtual bidder’s conference will be held October 7, 2021 from 10:00 a.m. to 12:00 p.m. on [Register here](#).

**If you cannot attend**, the recorded bidder’s conference will be posted within one day. It is highly recommended that applicants attend the bidder’s conference or watch the recording.

## **E. Application Review Information**

### **1. Criteria**

Applications will be reviewed by ICJIA staff and external experts. All applicants can receive up to 20 additional points based on their responses to the Equity Bonus Questions for a grand total of 120 points.

<b>Track One Application Section and Criteria</b>	<b>Maximum Points</b>
<b>Program Summary:</b> Response includes one clear paragraph summarizing the main elements of the program that includes focus community (ies), population and all proposed services. Also includes anticipated age range of those to be served.	<b>5</b>
<b>Community Description and Need (15 points total)</b>	<b>20</b>
<ul style="list-style-type: none"> <li>Response clearly describes the proposed community to be served, including the community’s challenges and strengths. Response also includes clear description of agency’s role in community.</li> </ul>	10
<ul style="list-style-type: none"> <li>Response includes clear understanding of the communities’ needs and connects it to the data profile and/or another source. Response may include discussion of additional local data that justifies the need for your program. If present, includes citations also.</li> </ul>	5
<ul style="list-style-type: none"> <li>Response includes clear understanding of a systemic issue demonstrated in the State Violence Prevention Plan-County Data Profiles and how the program plans to bring awareness to it.</li> </ul>	5
<b>Agency Capacity: (15 total)</b>	<b>10</b>
<ul style="list-style-type: none"> <li>Response includes the history of the agency.</li> </ul>	5

<ul style="list-style-type: none"> <li>Response includes applicant's commitment with trauma informed and restorative justice practices as well as their commitment to implement the training received. Response includes what staff position will coordinate the training and technical assistance with the statewide training agency selected from Track 2 applicants.</li> </ul>	5
<b>Project Implementation (35 points)</b>	<b>35</b>
<ul style="list-style-type: none"> <li>Response clearly describes the proposed program and includes program activities, services, focus population, and how the program activities will meet focus population needs. Response includes at least one of the three components.</li> </ul>	15
<ul style="list-style-type: none"> <li>Response clearly describes how the program will attract participants. Response clearly explains how this approach maximize engagement.</li> </ul>	10
<ul style="list-style-type: none"> <li>Response lists and describes all staff positions involved in the proposed project. Includes at minimum: name of position, roles, and responsibilities and identifies the position that will work with ICJIA on grant execution and compliance.</li> </ul>	10
<b>Implementation Schedule:</b> Applicant completes required chart and includes enough detail to understand how program will be implemented.	5
<b>Performance Measures:</b> Applicant lists process and outcome performance measures, which seem reasonable based on implementation plan activities and program time frame.	5
<b>Budget:</b> Applicant's budget seems reasonable and justification is clear. In the budget narrative, the applicant describes how the costs were calculated. Costs for two-day training are included.	20
<b>TOTAL POINTS</b>	<b>100</b>
Equity Bonus Score: Applicant must provide clear, detailed responses to receive all points for each question.	20
Response includes address and description of location in the community proposed to be served.	5
Response includes a description of how agency leadership, such as board members, directors, and managers, reflect the proposed community and residents to be served.	5
Response includes description of how agency includes mentors, credible messengers, or practitioners who are residents of the community being served.	5
Response includes explanation of how proposed program includes coordinated efforts amongst community agencies.	5
<b>TOTAL POINTS</b>	<b>120</b>

<b>Track Two Application Section and Criteria</b>	<b>Maximum Points</b>
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Program Summary: Response includes one clear paragraph summarizing the main elements of the program, the anticipated variety of communities, agencies and services that are proposed.	5
Need (15 points total)	<b>15</b>
<ul style="list-style-type: none"> <li>Response clearly describes the anticipated communities and agencies to be served, including their challenges and strengths.</li> </ul>	5
<ul style="list-style-type: none"> <li>Response includes clear understanding of how the Statewide Violence Prevention Plan data profiles relates to trauma and the need for trauma-informed services and restorative justice programs. In addition, the response includes additional data or research integrated into the training.</li> </ul>	5
<ul style="list-style-type: none"> <li>Response includes clear understanding of a systemic issue demonstrated in the State VP Plan data profiles and how it is integrated into the training and technical assistance.</li> </ul>	5
Agency Capacity: (10 total)	<b>10</b>
<ul style="list-style-type: none"> <li>Response includes clear description of the applicant's experience in providing trauma informed and restorative justice training and technical assistance implementation.</li> </ul>	5
<ul style="list-style-type: none"> <li>Response includes clear description of the previous experience the applicant has in working with community based agencies.</li> </ul>	5
Project Implementation (40 points)	<b>40</b>
<ul style="list-style-type: none"> <li>Response clearly describes the proposed training in detail including the content, method and number of sessions.</li> </ul>	15
<ul style="list-style-type: none"> <li>Response clearly describes the proposed technical assistance.</li> </ul>	15
<ul style="list-style-type: none"> <li>Response clearly describes any assessment or evaluation tools utilized.</li> </ul>	5
<ul style="list-style-type: none"> <li>Response clearly lists and describes all staff positions involved in the proposed project. The response includes at minimum: position title, roles, and responsibilities. The response also identifies the position that will work with ICJIA on grant execution and compliance.</li> </ul>	5
Implementation Schedule: Applicant completes required chart and includes enough detail to understand how program will be implemented.	<b>5</b>
Performance Measures: Applicant lists process and outcome performance measures, which seem reasonable based on implementation plan activities and program time frame.	<b>5</b>
Budget: Applicant's budget seems reasonable and justification is clear. In the budget narrative, the applicant describes how the costs were calculated. Costs for two-day training are included.	<b>20</b>
<b>TOTAL POINTS</b>	<b>100</b>

Equity Bonus Score: Applicant must provide clear, detailed responses to receive all points for each question.	20
Response includes clear description the previous experience the applicant has in working with community based agencies with an annual budget of \$3 million or less.	5
Response includes a description of how agency leadership, such as board members, directors, and managers, reflect the communities with high rates of victimization.	5
Response includes description of how agency will include trainers with lived experience of violence.	5
Response includes explanation of how proposed program includes coordinated efforts amongst other trauma informed and restorative justice training efforts.	5
<b>TOTAL POINTS</b>	<b>120</b>

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

Application reviewers will consist of ICJIA staff, external experts and community members. All applications will be screened for completeness including GATA pre-qualification and ICQ submission for the current state fiscal year. Applications that are not complete will not be reviewed. Applications received from applicants that are not GATA pre-qualified will not be reviewed. Applicants that receive an average score of below 70 will not be funded.

Proposals must meet the eligibility criteria outlined in Section C1. Applications that pass the screening and eligibility process will be scored based on the process outlined in Section E1.

Track One proposals will be reviewed within assigned geographic regions. These regions should not restrict applicants' communities to be served. These geographic regions include:

- Chicago-East side
- Chicago-North side
- Chicago-South side
- Chicago-West side
- Suburban Cook
- Other Urban/Suburban
- Rural

Tracks One and Two applicants will be selected and funding awarded based on the following priorities:

Top equity score
Proposals from communities with high rates of violence
Available funding

Preference will be given to applicants that receive equity points. Applications will initially be ranked by total equity points starting with the maximum equity score of 20. In the event two or more applicants receive the same equity score, ties will be broken by the highest main score. For example, an applicant with an equity score of 20 would be funded before an applicant with an equity score of 19. If two applicants both receive an equity score of 20 but one has a main score of 100 while the other receives a 99 then the applicant with a score of 100 would be funded.

ICJIA reserves the right to reject incomplete proposals, proposals that include unallowable activities, proposals that do not meet eligibility or program requirements, and proposals that are otherwise unsatisfactory. NOFO application budgets will be reviewed for allowability, completeness, and cost-effectiveness. ICJIA will perform an in-depth budget review of all grants awarded and may require budget modifications that do not materially change the nature of the program.

Successful applicants whose applications contained unallowable or unreasonable costs may have their awards reduced by the total amount of those costs. Review team recommendations will be forwarded to the ICJIA Budget Committee for approval. Applicants will be notified of the ICJIA Budget Committee's decision.

### ***3. Programmatic Risk Assessment***

All applicant agencies recommended for funding will be required to submit a completed ICJIA Programmatic Risk Assessment (PRA). This assessment will identify elements of fiscal and administrative risk at the program level and will be used to determine required specific conditions to the interagency agreement. The PRA must be completed for the program agency which carries out the program operations. PRAs completed for other state agencies will not be accepted.

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

<b>Task</b>	<b>Date</b>
NOFO posted	September 30, 2021
Virtual Bidder's Conference	October 7, 2021 10 a.m. to 12:00 p.m.
Notice of Intent due	October 19, 2021
NOFO question submission deadline	October 28, 2021
<b>Applications due</b>	<b>4:59 p.m., November 1, 2021</b>
ICJIA Budget Committee review/approval of recommended designations	December 16, 2021
Performance Period	February 1-June 30, 2022

### ***5. Appeal Process***

Unsuccessful applicants may request a formal appeal of the evaluation process. Evaluation scores and funding determinations may not be contested and will not be considered by ICJIA's Appeals Review Officer. The appeal must be via email and submitted within 14 calendar days after either the date the grant award notice is published or of the date noted on the Funding Opportunity Declination Letter from ICJIA. 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
- The specific part of the evaluation process that is the reason for appeal

Please send your appeal to:  
 Appeals Review Officer  
 Illinois Criminal Justice Information Authority  
[CJA.ARO@Illinois.gov](mailto:CJA.ARO@Illinois.gov)

Once an appeal is received, ICJIA will acknowledge receipt of an appeal within 14 calendar days from the date the appeal was received. ICJIA will respond to the appeal, in writing, within 60 days or explain why more time is required. ICJIA will resolve the appeal by a written determination, which will include:

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

## ***6. Debriefing Process***

Unsuccessful applicants may request a debriefing for feedback to improve future applications. Debriefings include written or verbal advice on the strengths and weaknesses of applications using the evaluation and review criteria.

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

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

Please send requests to:

Reshma Desai  
 Illinois Criminal Justice Information Authority  
[CJA.StateViolencePrevention@illinois.gov](mailto:CJA.StateViolencePrevention@illinois.gov)

## **F. Award Administration Information**

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

The ICJIA Budget Committee is scheduled to review and approve designations in December 2021.

ICJIA will transmit a Notice of State Award (NOSA) and the grant agreement to successful applicants after the Budget Committee reviews and approves designations. The NOSA will detail specific conditions resulting from pre-award risk assessments that will be included in the grant agreement. The NOSA will be

provided and must be accepted through the Grantee Portal unless another distribution is established. The NOSA is not an authorization to begin performance or incur costs.

The following documents must be submitted prior to the execution of an agreement:

- Fiscal Information Sheet
- Audit Information Sheet
- Programmatic Risk Assessment

## ***2. Administrative and National Policy Requirements***

In addition to implementing the funded project consistent with the approved project proposal and budget, agencies selected for funding must comply with applicable grant terms and conditions and other legal requirements, including the Restore, Reinvest and Renew Public Act 101-0007 (Article 10, Section 40 g.1), GATA, and the U.S. Department of Justice Grants Financial Guide.

Additional programmatic and administrative special conditions may be required.

## ***3. Reporting***

Recipients must submit 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.

Grantees must maintain records of the actual food costs and how the food supported its program. For events, grantees must maintain records of the event, including receipts for food and other costs and the number of participants.

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

For questions and technical assistance regarding application submission, contact:

Reshma Desai  
Illinois Criminal Justice Information Authority  
[CJA.StateViolencePrevention@illinois.gov](mailto:CJA.StateViolencePrevention@illinois.gov)

## **H. Other Information**

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

Section 7 of the Illinois Criminal Justice Information Act grants ICJIA authority “to apply for, receive, establish priorities for, allocate, disburse, and spend grants of funds that are made available by and received on or after January 1, 1983 from private sources or from the United States pursuant to the federal Crime Control Act of 1973, as amended, and similar federal legislation, and to enter into agreements with the United States

government to further the purposes of this Act, or as may be required as a condition of obtaining federal funds” and “to receive, expend, and account for such funds of the State of Illinois as may be made available to further the purposes of this Act.” (20 ILCS 3930/7(k), (l))

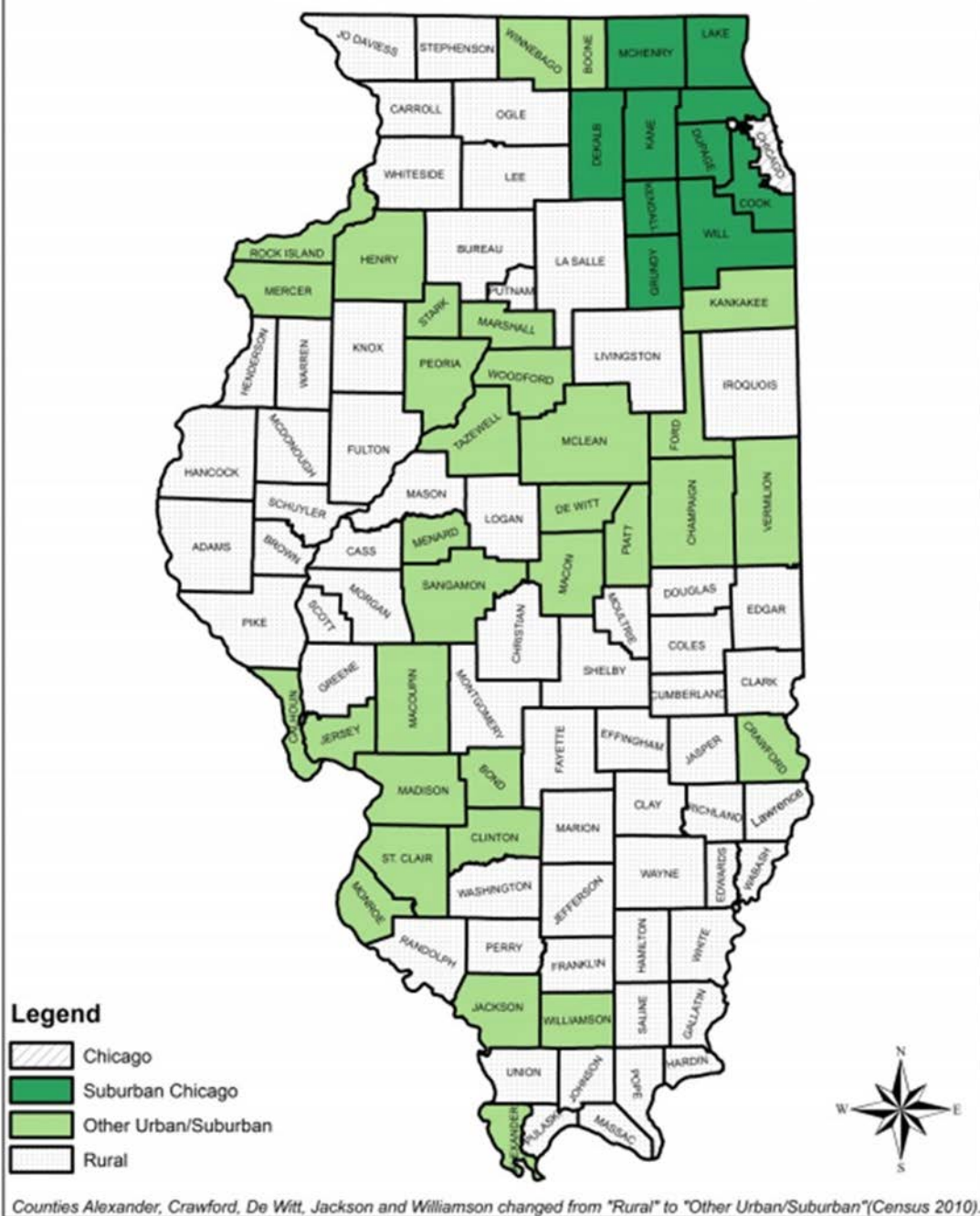
Neither the State of Illinois nor ICJIA are obligated to make any award as a result of this announcement. The ICJIA Executive Director or designee has sole authority to bind ICJIA to the expenditure of funds through the execution of grant agreements.

This application is subject to the Illinois Freedom of Information Act (FOIA). Any information that the applicant believes should be exempt under FOIA should clearly highlight the information that is exempt and the basis of the exemption.

See this website for more information about ICJIA: <http://www.icjia.state.il.us/>

## APPENDIX A

## ILLINOIS COUNTIES BY COMMUNITY TYPE



## APPENDIX B: How to Write Performance Measures

A performance measure is the articulation of a performance goal. Once identified, grantees will collect information related to those goals, providing a description of a change. Performance measurement is an ongoing process.<sup>5</sup> Performance measures define the short-term indicators that demonstrate progress toward goal attainment and that describe who or what will change, by how much, and over what period of time.

An ideal performance measurement system must be manageable; as such, the number of performance measures for each goal should be limited. Generally, there should be no more than *three or four* performance measures per goal. Choose measures that are the strongest indicators of performance and for which data already exist or for which the capacity for the data to be collected is in place. In refining the list, it is important to consider the following seven questions for each performance measure:

1. Is it logical and directly related to goals?
2. Is it easy to understand (i.e., would a reasonable person agree that the performance measure accurately represents what it is intended to measure)?
3. Can it be monitored regularly?
4. Is the data necessary for measurement readily available?
5. Can it be measured against a specific benchmark (i.e., is there a baseline against which performance can be assessed)?
6. Is it quantified and measurable?
7. Can specific performance targets be described?<sup>6</sup>

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<sup>5</sup> National Institute of Corrections, Evidence-Based Decision Making in State and Local Criminal Justice Systems, 6a: Measuring Your Performance <https://info.nicic.gov/ebdm/node/77>

<sup>6</sup> Ibid

### APPENDIX C: Statement of Commitment

This document is a statement of commitment between \_\_\_\_\_ and \_\_\_\_\_ . Should the application be selected, these entities will collaborate to implement the program activities as follows:

- Add summary of program activities from program narrative
- Explanation of how collaboration will be managed.

If selected, the applicant and sub-applicant's responsibilities and deliverables will be outlined in a sub-award.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

