Services to Assist Chicago Families INSTRUCTIONS
NOFO # 2162-2012

Task	Date
NOFO & Technical Assistance Recording posted	December 3, 2021
NOFO question submission deadline	December 27, 2021
Applications due	**5:00 p.m., January 7, 2022**
Budget Committee review/approval of recommended designations	February 17, 2022
Performance Period	April 1, 2022 – 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

This Notice of Funding Opportunity (NOFO) offers grants under two population tiers. Applicants may only apply for funding under one population tier.

AmpliFund Submission Checklist:
- Uniform Application for State Grant Assistance
- Program Narrative
- Budget/Budget Narrative
- Memorandum of Understanding
    - Documenting the support and cooperation of the local law enforcement, county, or municipal agency which will notify the applicant of the homicide.

Submission Information
A two-step process will be required for application review.

Step 1: Applicants must register at the Illinois Grant Accountability and Transparency Act (GATA) Grantee Portal: https://grants.illinois.gov/portal/.

Step 2: Applicants must submit their applications, including attachments, via Amplifund. To submit an application, go to:
https://il.amplifund.com/Public/Opportunities/Details/5aac7141-964e-4f11-b61f-02b76fb6d346.

To be considered for funding, completed applications must be submitted via the above AmpliFund link by the application deadline of 5:00 p.m., January 7, 2022. ICJIA encourages applicants to review this Technical Assistance Recording for more information on how to apply.

Uniform Notice for Funding Opportunity (NOFO)
Services to Assist Chicago Families NOFO # 2162-2012

	Data Field	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority (ICJIA)
2.	Agency Contact:	Nathaniel Bossick Strategic Project Coordinator Illinois Criminal Justice Information Authority 300 West Adams, Suite 200 Chicago, Illinois 60606 Nathaniel.Bossick@Illinois.gov 312-793-8550
3.	Announcement Type:	X Initial announcement □ Modification of a previous announcement
4.	Type of Assistance Instrument:	Grant
5.	Funding Opportunity Number:	2162-2012
6.	Funding Opportunity Title:	Services to Assist Chicago Families
7.	CSFA Number:	546-00-2162
8.	CSFA Popular Name:	Death Penalty Abolition Fund (DPA)
9.	CFDA Number(s):	NA
10.	Anticipated Number of Awards:	Unknown
11.	Estimated Total Program Funding:	$1,750,000
12.	Award Range	$175,000 (minimum) - $350,000 (maximum) Tier 1: Up to $225,000 Tier 2: Up to $350,000
13.	Source of Funding:	□ Federal or Federal pass-through X State □ Private / other funding
14.	Cost Sharing or Matching Requirement:	□ Yes X No
15.	Indirect Costs Allowed Restrictions on Indirect Costs	X Yes □ No □ Yes X No
16.	Posted Date:	December 3, 2021
17.	Application Range:	December 3, 2021 – January 7, 2022
18.	Technical Assistance Session:	**Session Offered**: X Yes □ No **Session Required**: □ Yes X No It is recommended that applicants view the recorded technical assistance, which will be available beginning on December 3, 2021 at 10:00 a.m.
19.	Application Submission Link:	https://il.amplifund.com/Public/Opportunities/Details/5aac7141-964e-4f11-b61f-02b76fb6d346

Table of Contents

Notice of Funding Opportunity
Services to Assist Chicago Families NOFO # 2162-2012

A. Program Description

ICJIA administers the Death Penalty Abolition Fund, created by Public Act 725 ILCS 5/119-1(b), which requires funds to be expended for services for families of victims of homicide or murder and for training of law enforcement personnel.

1. *Purpose*

The purpose of this NOFO is to solicit applications proposing programs that offer comprehensive services for families of victims of homicide. Funding available through this solicitation will support the expansion of existing programs. These trauma-informed programs address both the psychological and tangible needs of family members of victims of homicide.

For purposes of this funding opportunity, family members of victims of homicide are defined as "any individual related by blood or affinity whose close association with the victim of homicide is the equivalent of a family relationship."

2. *Program Design*

Funding through this NOFO must create a comprehensive services response for families of victims of homicide or murder. The proposed program design must clearly outline the integration of trauma-informed services.

While annual Chicago homicide totals decreased following a spike in 2016, they increased in 2020 and 2021.[1] In the past 12 months, Chicago has experienced approximately 784 homicides.[2] Of them, almost 95% were shooting-related. This gun violence is most concentrated on the West and South sides of the city, disproportionately affecting communities of color.[3]

Research indicates experiencing the loss of a loved one to homicide can impact several facets of life for remaining friends and family members with negative psychological, social, academic, and vocational effects.[4] Services intended to assist this population should be comprehensive and address the often-wide-ranging needs of these individuals.

    a)   The applicant agency is expected to provide all of the following direct services:

---

[1] Northwestern Neighborhood & Network Initiative (N3). (2020). *A network analysis of three weekends of shootings in Chicago, June18-July 5*. Institute for Policy Research Rapid Research Report. https://www.ipr.northwestern.edu/documents/reports/ipr-n3-rapid-research-reports-network-analysis-shootings-jan-8-2021.pdf

[2] Chicago Sun Times. (2021). *Homicides in Chicago: A list of every victim*. https://graphics.suntimes.com/homicides/

[3] City of Chicago. (2020). *Our city, our safety: A comprehensive plan to reduce violence in Chicago*. https://www.chicago.gov/content/dam/city/sites/public-safety-and-violenc-reduction/pdfs/OurCityOurSafety.pdf

[4] Connolly, J., & Gordon, R. (2015). Co-victims of homicide: A systematic review of the literature. *Trauma, Violence, & Abuse*, *16*(4), 494-505. https://doi.org/10.1177/1524838014557285

<u>**Crisis Intervention**</u>

Victim de-escalation using retaliation assessments, emotional support, and guidance provided by advocates, counselors, or mental health professionals. This may occur at the crime scene or immediately after a crime or provided on an ongoing basis. The crisis intervention component includes accompanying clients to the hospital and the medical examiner's office and provision of or linkage to financial, housing, and relocation services providing for the immediate safety and stability of the families.

<u>**Case Management**</u>

Case management refers to assisting client(s) in identifying and achieving their needs and goals, including, but not limited to, the assessment and development of a service plan to facilitate a client's progress and information and referrals to needed services.

For the purposes of this NOFO, the Case Management component also includes personal and legal advocacy services to support the family members of homicide victims. Advocacy services include:

- Assisting clients in securing rights and services from other agencies.
- Notifying and assisting with victim compensation paperwork.
- Obtaining criminal or civil protection orders.
- Relocation services.
- Intervening with employers, creditors and others on behalf of clients.
- Assisting in filing for losses covered by public and private insurance programs.
- Assisting clients with life skill development that was impaired as a direct result of the family homicide. Life skills advocacy includes activities that address the client's economic, educational, and employment needs that directly result from a victimization.

<u>**Counseling**</u>

- <u>Individual Counseling</u>: Emotional support, guidance, and counseling provided by advocates, counselors, or mental health professionals.
- <u>Group Support</u>: The coordination and provision of support group activities including self-help, peer, and social support. Group activities also may include skill building development to address physical, psychological, and interpersonal impacts of victimization.
- <u>Therapy</u>: Intensive professional psychological/psychiatric treatment, including evaluation of mental health needs, through evidence-informed, developmentally appropriate individual, family, or group therapy that addresses the impact of the victimization. Therapy should be trauma-focused where available and provided by licensed professionals.
- <u>Substance Use Disorder Counseling</u>: Outpatient treatment for alcohol and drug use disorder directly related to the victimization. Treatment must be provided at a licensed treatment facility and/or by a licensed or certified professional.

To serve minors: Applicant must provide intensive professional psychological/psychiatric treatment, including evaluation of mental health needs, through evidence-informed, developmentally appropriate individual, family, or group therapy that addresses the impact of the victimization. Therapy should be trauma-focused where available and provided by licensed professionals.

3. *Program Requirements*

The applicant's completed program narrative should be reflective of the program requirements outlined below. If funds are needed to meet these requirements, the applicant is responsible for including related costs in both the budget document and budget narrative.

a) **Supervisors and Direct Service Staff**: Sufficient staffing to provide the proposed services. Staffing plan should include ability to serve clients with various levels and lengths of service needs. The intent is to encourage engagement in long-term services, when needed and appropriate.

b) **Trauma Awareness**: At a minimum, program agency must demonstrate trauma awareness, including completion of at least one training on trauma-informed care for all staff working on the funded activity. Agencies are strongly encouraged to take additional steps toward building organizational capacity for engaging in trauma-informed practices, such as the development and use of trauma screening tools, policies, and practices that address compassion fatigue and self-care among staff and the use of program assessment to gauge agency trauma readiness.

c) **Training & Supervision**: Initial and ongoing training is a critical component of any program. Within the program narrative, applicants should outline the training needed for program staff (e.g., training in evidence-based treatment modalities), noting which program staff are already trained and/or trainings that will be sought for staff who do not possess the core skills or competencies or who have yet to be hired. In addition, applicants must explain how ongoing clinical supervision will be provided to staff to ensure the highest quality of care is delivered, how self-care will be incorporated, opportunities for professional development, and to ensure fidelity to chosen evidence-based practice(s) (EBPs). *See pages 6-7 for a non-exhaustive list of EBPs.*

d) **Comprehensive Mental Health and Support Services**: Mental health and support services must be comprehensive, structured, evidence based and related to the victimization. Mental health clinicians shall adhere to established evidence-based practices, including, but not limited to, motivational interviewing, seeking safety, cognitive-behavioral therapy, and dialectical behavioral and cognitive processing therapy.

   Comprehensive services may include crisis intervention, individual and group treatment, medication management, outpatient substance use disorder counseling, case management, and assertive outreach. Methods of delivery must be flexible, increase service access, and remove barriers by providing services in locations that meet the victim' ongoing needs: on site, in the home, in the community, at the site of victimization (crime scene), or in other locations.

   Mental health counseling and care such as outpatient therapy/counseling and substance use disorder treatment must be provided by a person who meets the professional standards to provide these services in Illinois. This can include, but is not limited to, a licensed clinical social worker (LCSW), a licensed professional counselor (LPC), a certified alcohol and other drug abuse counselor (CADC), or a licensed clinical psychologist.

Additional positions that enhance service delivery or strengthen the implementation of the model may be included in the program design, such as:

a) **Peer Support Provider**: A peer support provider (e.g. certified peer specialist, peer support specialist) is a person who uses their personal experience of recovering from victimization and/or exposure to

violence and skills learned in formal training to deliver services to promote recovery and resiliency. This non-clinical position can assist in the identification, engagement, and facilitation of community resources. This position must be integrated into the team structure (e.g. a participating member of the multidisciplinary team).

4. *Performance Plan*

The overall performance goal is to mitigate the impact of trauma on family members of homicide victims through the provision of age and culturally appropriate crisis responses, supportive counseling, follow-up care, and comprehensive resources and referral services.

Information on the following goals must be included in the Performance Plan. The performance plan is located in AmpliFund.

1) **Milestone**: To track completion of grant milestones.

   Example: 150 clients will be served over the course of the grant period.
   Example: All staff members will be trained on trauma-informed care.

2) **Narrative**: To capture a narrative response.

   Example: To ensure all staff are trained on trauma-informed care, we will allow staff to use work time to attend trauma-informed training. We will disseminate dates, times, and locations of free virtual or in-person training throughout the city. Staff who have not received training within three months of the grant period will be contacted and reminded weekly.

3) **Numeric**: To track numbers achieved.

   Example: 90 clients will be referred to external services.

4) **Percent Achieved**: To track percentages achieved.

   Example: 95% of clients will be assessed for PTSD symptoms.

5) **Percent Change**: To track a percentage increase or decrease.

   Example: 90% of clients will receive TANF benefits, an increase of 10% over compared to last year's total.

It is recognized that each program may have different needs, goals, and client populations. Below is an example to help you formulate your own Performance Plan, but you will need to generate your own goals that best fit your program.

Goal Title	Required?	Goal Information	Type of Goal	Program's Goal
Goal 1: Persons Served/Referrals	Yes	The number of clients receiving referrals to services will be increased.	Percent Change	XX% increase in number of clients receiving referrals to services (XX% to XX%).

Goal 1: Persons Served/Referrals	Yes	Homicide survivors in Chicago will receive comprehensive, supportive services.	Milestone	XX clients served over the grant period.
Goal 2: Service Provision	Yes	Clients will be provided with supportive counseling.	Numeric	XX clients will receive supportive counseling.
Goal 2: Service Provision	Yes	Clients' PTSD symptoms will be reduced.	Percent Achieved	XX% of clients will see reductions in PTSD symptoms.
Goal 3: Training	Yes	Staff will receive specialized training on how to best serve underserved populations.	Numeric	XX staff.
Goal 3: Training	Yes	Staff will receive training on trauma-informed care.	Percent Achieved	XX% of staff will receive trauma-informed care training.
Goal 4: Other Mainstream Benefits	Yes	Clients will receive crime scene clean-up services.	Percent Achieved	XX% of clients.
Goal 4: Other Mainstream Benefits	Yes	Clients will be connected with SNAP benefits.	Numeric	XX clients will be connected with SNAP benefits.
Goal 5: Crisis Intervention	Yes	Staff will respond rapidly after a homicide occurs to provide crisis intervention services.	Percent Achieved	XX% of clients will be contacted within 3 hours of the homicide occurring.
Goal 5: Crisis Intervention	Yes	Clients will be assessed for retaliatory violence.	Percent Achieved	XX% of clients will be assessed for retaliatory violence.

Funded programs will be required to submit quarterly progress reports that will minimally include information based on the applicant's proposed objectives. For more information on how to create a performance plan template in AmpliFund, please see "Performance Metrics Sample and Instructions" in AmpliFund for additional information.

5. *Evidence-Based Programs or Practices*

Becoming trauma-informed is a continual process of organizational assessment and change. Applicants are strongly urged to increase their knowledge of trauma-informed practices and, where appropriate, incorporate trauma-informed practices into proposed services and design. Applicants should identify the evidence-based practice and/or promising interventions being proposed for implementation, discuss the population(s) for which this practice has been shown to be effective, and show that it is appropriate for the proposed target population. Applicants must clearly outline the integration of EBP(s) into the trauma-informed practices of the proposed program.

The trauma-informed care model assumes that individuals are likely to have a history of trauma and acknowledges how trauma impacts one's life and needed care. A trauma-informed approach is guided by multiple principles that support an individual's emotional and physical health.[5] These principles include:[6]

- **Safety:** Staff ensure clients feel physically, emotionally, and psychologically safe. Common areas are welcoming, private, secure, and designed in a safe or comforting style (e.g., proper lighting, proper temperature, simple to navigate).

- **Trustworthiness & Transparency:** Organizational decision-making is transparent, and all decisions are communicated among staff and clients to build trust. Client boundaries are respected.

- **Peer Support:** Peers or trauma survivors may be integral in helping clients build hope and self-help skills by sharing their stories of recovery. Peer supporters can promote trust in an organization.

- **Collaboration & Mutuality:** Programs acknowledge the power difference between staff and clients and make efforts to level those differences. This level of collaboration also applies within and between program staff (including clerical and housekeeping personnel to administrators and professional staff). Clients are active participants in their care.

- **Empowerment Voice & Choice:** Clients' strengths are noted and built upon. Staff believe in their clients and services are organized to empower both staff and clients. Clients are encouraged to make decisions, set goals, and share their stories. Program staff are well-supported by administrators and made to feel safe.

- **Cultural, Historical, & Gender Issues:** Organizations move past stereotypes or biases (based on gender, sexual orientation, race, ethnicity, age, etc.). Organizations provide responsive services that respect an individual's culture, religion, or other factors that may affect their services. Organizations recognize and address historical trauma.

Below is a non-exhaustive list of evidence-based approaches and specific interventions for victims of trauma and violence which may be applicable to survivors of homicide.[7] [8]

Evidence-based interventions

- Cognitive-behavioral therapies (CBT) (including, but not limited to, Dialectical Behavior Therapy, Seeking Safety, Culturally Modified Trauma-Focused CBT, Prolonged Exposure Therapy, Cognitive-

---

[5] Substance Abuse and Mental Health Services Administration. SAMHSA's Concept of Trauma and Guidance for a Trauma-Informed Approach. HHS Publication No. (SMA) 14-4884. Rockville, MD: Substance Abuse and Mental Health Services Administration, 2014.

[6] "What Is Trauma-Informed Care?" 2020. Buffalo.Edu. May 1, 2020. http://socialwork.buffalo.edu/social-research/institutes-centers/institute-on-trauma-and-trauma-informed-care/what-is-trauma-informed-care.html.

[7] Turner, Heather A., David Finkelhor, and Megan Henly. 2021. "Losing a Loved One to Homicide: What We Know About Homicide Co-Victims From Research and Practice Evidence." *Journal of Interpersonal Violence* 36 (7–8): NP4413–42.

[8] Robertson, Katie, Sara Bastomski, and Marina Duane. 2018. "We Need to Do More for Homicide Co-Victims." Urban Institute. December 26, 2018. https://www.urban.org/urban-wire/we-need-do-more-homicide-co-victims.

Behavioral Intervention for Trauma in Schools). Other cognitive therapies (including, but not limited to, Cognitive Processing Therapy, Mindfulness-based Cognitive Therapy)

- Motivational Interviewing
- Skills Training in Affect and Interpersonal Regulation (STAIR)

Promising or evidence-supported interventions

- Attachment, Regulation, and Competency (ARC) Framework
- Restorative Retelling[9]
- Eye Movement Desensitization and Reprocessing
- Narrative Exposure Therapy

ICJIA reserves the right to survey grantees to assess their knowledge of trauma-informed practices and implementation of these practices as part of a grant monitoring function. With periodic assessments, agencies and ICJIA can identify areas of strength and growth for adopting a trauma-informed approach to services that help to prevent re-traumatization.

B. Funding Information

This program will be supported with state General Revenue funds appropriated by Public Act 725 ILCS 5/119-1(b) to the Illinois Criminal Justice Information Authority to support crisis response and recovery services to family members of homicide and murder.

1. *Award period*

Grant awards resulting from this opportunity will have a target period of performance of April 1, 2021, to June 30, 2022 (3 months). Additional funding of up to 33 months may be awarded after the initial funding period, contingent upon a satisfactory performance and availability of funds. Total funding for the grant program will not exceed 36 months.

2. *Available Funds*

A total of $1,750,000 in funding is available through this solicitation. Funding will be based on population being served. Earmarks for each tier are detailed below. ICJIA reserves the right to award grants to applicants with the highest scores, irrespective of tier.

Tier One: Applicants may request up to $225,000 if proposing a program with a service area population of less than 449,999.

Tier Two: Applications may request up to $350,000 if proposing a program with a service area population greater than 500,000.

Funding Ranges by Tier

---

[9] Saindon, C., Rheingold, A. A., Baddeley, J., Wallace, M. M., Brown, C., & Rynearson, E. K. (2014). Restorative retelling for violent loss: an open clinical trial. *Death studies*, *38*(1-5), 251–258. https://doi.org/10.1080/07481187.2013.783654

ICJIA established minimum and maximum funding limits for each population tier. Funding ranges are based on populations of police district service areas, as detailed below. **ICJIA will not accept applications that include grant requests for amounts outside of these funding ranges.**

	Tier One	**Tier Two**
Population	1 - 499,999	500,000 or more
Available Funding Range	$175,000 - $225,000	Up to $350,000

Agreements that result from this funding opportunity are contingent upon available 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.

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. 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 before January 7, 2022 (NOFO Close Date), 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*

Eligible applicants include public agencies and nonprofit organizations located within the City of Chicago. Services must be provided within the City of Chicago. Applicants must have existing established referral relationships with Chicago Police Department (CPD). Memorandums of Understanding (MOUs) between the application organization and CPD will be required.

Applicants must be pre-qualified to do business with the State of Illinois.

2. *Cost Sharing or Matching*

There are no cost sharing or matching fund requirements.

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 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.

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.

4. *Other*

Only one program application per applicant may be submitted. If more than one application is submitted by an applicant or if an applicant is party to more than one application, none of the applicant's applications will be reviewed.

D. Application and Submission Information

1. *Accessing Application Package*

Paper copies of the application materials may be requested from Nathaniel Bossick by calling 312-793-8550; writing Nathaniel Bossick at 300 West Adams Street, Suite 200, Chicago, Illinois 60606; via Telephone

Device for the Deaf (TDD) (312)793-4170 or by email at CJA.SACF@Illinois.gov. Application materials, however, must be submitted via the AmpliFund grant management system.

2. *Content and Form of Application Submission*

Applications must be submitted in AmpliFund. All Memorandums of Understanding (MOUs) with CPD must be uploaded to AmpliFund within a single PDF document.

a) Partnership Documents (Memorandum of Understanding):
b) Applicants are expected to use person-centered language (PCL) within their applications, using references to "people," "individuals," "clients," and "participants," rather than "offenders" or "felons." PCL reduces stigmatization that is counter to rehabilitation and reintegration goals.

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

Applicants are required to:[10]

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 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. 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 state award to another applicant.

4. *Submission Dates, Times, and Method*

Completed application materials must be received by and in possession of the AmpliFund grant management system by **5:00 p.m., January 7, 2022**, to be considered for funding. Applications must be submitted via AmpliFund here. Upon receipt, an automated confirmation will be emailed. Proposals will not be accepted by email, mail, fax, or in person. AmpliFund will not permit late submissions. Agencies are encouraged to submit their applications 24-72 hours in advance of the deadline to avoid unforeseen technical difficulties. Technical difficulties with the grant management system should be reported immediately to ICJIA at CJA.SACF@Illinois.gov.

---

[10] 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).

5. *Application Questions*

Questions may be submitted via email at CJA.SACF@Illinois.gov. The deadline for submitted questions is 5:00 p.m. on December 27, 2021. All substantive questions and responses will be posted on the ICJIA website at https://icjia.illinois.gov/gata and on the AmpliFund grant management system. Due to the competitive nature of this solicitation, applicants may not discuss the opportunity directly with any ICJIA employee other than via email to this address: CJA.SACF@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. Costs may be determined to be unallowable even if not expressly prohibited in the Federal Financial Guide.

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

- Land acquisition
- New construction
- A renovation, lease, or any other proposed use of a building or facility that will either 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
- Lobbying

c) Allowable expenses. All expenses must reasonable, necessary, and allocable to the program. The following is a non-exhaustive list of services, activities, goods, and other costs that can be supported through this NOFO:

- Personnel providing direct services to family members of victims and supervisory personnel to the extent that they provide direct services to family members of victims or provide direct supervision to staff who provide direct services to family members of victims.
- Hiring and training costs for the above personnel that provide for their professional growth, development, and ways to identify and mitigate vicarious trauma.
- Equipment and supplies integral to providing mental health treatment
- All program operating costs related to providing services and prorated to use for this program, including
  - Rent for program space
  - Billing
  - Supplies
  - Staff travel related to other allowable expenses
- Costs to address needs of family members of victims, including:
  - Housing, food, clothing, prescriptions, assistive devices, and other expenses to meet immediate needs on an emergency basis to promote safety and stability.

- Childcare when participating in program activities.
- Transportation to and from program activities and tasks related to stabilization (attending job interviews, medical/therapy appointments) and criminal justice proceedings related to their victimization.
- Relocation expenses when related to establishing a safe and stable living environment.
- Funeral and burial expenses up to $1,000.

Applicants may propose additional services and activities; however, only those that are deemed allowable for the category of the application may be funded.

d) <u>Pre-award Costs.</u> 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) <u>Pre-approvals.</u> Prior approvals may affect project timelines. Submission of materials for ICJIA approval should be incorporated into the application Work Plan. ICJIA may require prior approval of the following:

- Out-of-state travel
- Equipment over $5,000
- Certain Requests for Proposals, procurements, and sub-contracts
- Conference, meeting, and training costs

f) <u>State Travel Guidelines.</u> 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.

<u>Supplanting.</u> 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.

g) <u>Proposed Subawards and Subcontracts.</u> 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, GATA, 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.

7. *Requirement Prior to Submitting the Application*

<u>Applicant Technical Assistance Recording.</u> Applicants are advised to view the following technical assistance recordings prior to application submission. All recordings are located on the <u>ICJIA YouTube channel</u>.

- NOFO Programmatic Requirements
- GATA Compliance
- Budget Requirements
- Allowable Expenses
- Indirect Costs
- Required Documents
- Supplanting

The recordings will be available for viewing beginning at **10:00 a.m. on December 3, 2021.**

E. Application Review Information

1. *Criteria*

Application materials must address all components of this NOFO 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 required program elements as well as past performance history and/or financial standing with ICJIA. The applicant must demonstrate that costs are reasonable, necessary, and allowable.
The total number of points available is 100.

Scoring Criteria	Possible Points

Summary of the Program:	10
1. Response provides a clear summary of the proposed program that includes a description of the service area and population size, the clients that the proposed program will serve, agency history and qualifications, number of clients to be served, summary of services that will be provided, and how the agency performs continuous program improvement.	10
Statement of the Problem:	**15**
1. Response clearly describes the issue of violence and homicide in service area and uses data to support need for proposed program.	10
2. Response describes the service needs of population.	5
Project Implementation:	**25**
1. Response clearly details how crisis response services will be provided, including staffing hours and the services that will be available.	10
2. Response clearly describes the case management services available, including staffing hours and how clients will transition from crisis services to case management services.	10
3. Response clearly states the service area and Police Districts where services are proposed, and current relationship with Chicago Police Department. Response clearly details history of collaborating and each partner's role in the proposed program, and if gaps are identified, how program will collaborate with other service providers to coordinate care.	5
Project Management:	**20**
1. Response clearly describes how applicant will oversee the implantation of the program, what data will be collected to report goals and objectives and how it the information is tracked.	10
2. Response clearly states what program management tracking platform is used and how data is collected, analyzed, and used.	10
Performance Plan Template	**20**
1. Applicant completes performance plan in AmpliFund and includes enough detail to illustrate how program will be implemented.	20
Budget & Budget Narrative	**10**
1. Budgeted items are cost-effective in relation to the proposed activities. Narrative is complete for all line items, clearly detailing how the applicant arrived at and calculated the budget amounts.	10
Total Possible Points	**100**

2. Review and Selection Process

All applications will be screened for completeness including GATA pre-qualification and ICQ submission for the current state fiscal year. Incomplete application packets will not be reviewed. Documents received from applicants that are not GATA pre-qualified or have not submitted an ICQ for the current state fiscal year will not be reviewed.

Proposals that pass the screening process will be reviewed by evaluation panels of three or more internal and/or external reviewers. Each panel is trained to review applications for this NOFO.

Applications must receive an average score of 70 points for funding consideration. Funding recommendations will be based on an evaluation of compiled scores from the evaluation panels, as well as the incorporation of all of the program requirements. Applicants will be selected based on overall scoring, with secondary consideration given to project implementation. Decisions on which projects to fund among applications with equivalent scores will be selected based on highest individual scores on question four of the project implementation section. With limited exception, applications will be selected from highest to lowest scoring until funds are exhausted.

Highest scoring application
Next highest scores >70 points: Until funding is exhausted
Decision to fund among equivalent highest scores: Until funds are exhausted
Highest score: Project Implementation – Crisis Response
Highest score: Statement of the Problem – Unmet Needs
Highest score: Project Management – Referral/engagement of underserved groups

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. ICJIA may invite applicants to answer clarifying questions and modify budgets that include unallowable or unreasonable costs. 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 contain unallowable or unreasonable costs may have their awards reduced by the total amount of those costs. Upon applicant acceptance of the grant award, announcement of the grant award shall be published by ICJIA to the GATA portal. Review team recommendations will be forwarded to 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.

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.

4. *Anticipated Announcement and State Award Dates*

Task	Date
NOFO & Technical Assistance Recording posted	December 3, 2021
NOFO question submission deadline	December 27, 2021
Applications due	**5:00 p.m., January 7, 2022**
Budget Committee review/approval of recommended designations	February 17, 2022
Performance Period	April 1, 2022 – 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 receipt of a Funding Opportunity Declination Letter from ICJIA, whichever comes first. The written appeal must include, at a minimum, the following:

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

Please send your appeal to:

Appeals Review Officer
Illinois Criminal Justice Information Authority
CJA.ARO@Illinois.gov

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

Nathaniel Bossick
Illinois Criminal Justice Information Authority
CJA.SACF@Illinois.gov

F. Award Administration Information

1. *State Award Notices*

The ICJIA Budget Committee is scheduled to review and approve designations in February 2022.

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 be 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, but not limited to the ICJIA Financial Guide and Policy and Procedure Manual, the Grant Accountability and Transparency Act (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 periodic financial reports, progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the 2 CFR Part 200 Uniform Requirements. Future awards and fund drawdowns may be withheld if reports are delinquent.

G. State Awarding Agency Contact(s)

For questions and technical assistance regarding application submission, contact:

Nathaniel Bossick
Illinois Criminal Justice Information Authority
CJA.SACF@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.

Each Budget line item should have a completed budget narrative.

Death Penalty Abolition Fund (DPA)
Services to Assist Chicago Families
PROGRAM NARRATIVE
NOFO # 2162-2012

ICJIA administers the Death Penalty Abolition Fund, created by Public Act 725 ILCS 5/119-1(b), which requires funds to be expended for services for families of persons directly impacted by homicide or murder and for training of law enforcement personnel.

Applicants are expected to use **person-centered language (PCL)**, using references to "people," "individuals," "clients," and "participants," rather than "offenders" or "abusers" or "victims". Using PCL is about respecting the dignity, worth, unique qualities, and strengths of every individual.

Program narrative must be submitted via AmpliFund.

Summary of the Program – 10 Points

> 1. Please provide a summary of your program. This summary should include a description of the service area, including size of population and the clients that the proposed program will serve on a regular basis; how the proposed program will serve adults, and minors, within a family structure; a description of agency qualifications to serve that client population; a projection of the number of clients to be served during the grant period, including an

explanation and justification of that projection; and a summary of the services your program will offer to address the needs of these families. Please include how your agency collects data and performs continuous program improvement.

Statement of the Problem– 15 Points

1. Describe the issue of violence and homicide in your service area demonstrating the need for your proposed program. Provide data to assist reviewers in understanding the magnitude and frequency of the problem you want to address. Data can be found on the ICJIA website, local agency data, or other resources. Data must justify and be applicable to your proposed program.
2. Describe the service needs of your population, which may include trauma services, grief counseling, mental health or substance use disorder treatment, anger management, family mediation, etc.

Project Implementation – 25 Points

1. Describe in detail how crisis response services will be provided, including staffing and hours the services will be available.
2. Describe the proposed case management services, detailing required staffing and the process used to transition clients from crisis response services.
3. List all police districts where you are proposing to provide services. Detail any history of collaboration with the district/s and each partner's role in the proposed program. Be sure to describe the current relationship with the Chicago Police Department. If there is an anticipated gap of services, describe how your program will collaborate with other service providers to coordinate care.

Project Management – 20 Points

1. Please describe how you will oversee the implementation of the program. What data will be collected to report on program goals and objectives. How will the program outcomes be tracked and reported?
2. What program management tracking platform does your agency use? Detail how data is collected, analyzed, and used.

Performance Plan Template – 20 Points

Funded programs will be required to submit quarterly progress reports that will minimally include information based on the applicant's proposed objectives. These goals, objectives, and performance measures will vary based on the proposed program and should be respective of the initial 3-month performance period. These measures will be used to reflect the success of the proposed program.

Overall Goal:
This goal is a broad statement about what can be achieved long-term as a result of the proposed program. The overall goal can be stated in a one sentence statement.

Process Objectives:
What steps do you plan to take to reach your goal? There are many steps to reaching a goal and process objectives should highlight substantial activities in the program that lead to achieving your goal. Process

objectives should describe specific tasks and provide a measure for each. The tasks should lead to the accomplishment of the goal. The process objectives should include a reasonable and realistic marker that can be accomplished within the grant's period of performance of the grant. Make sure the marker is not too high or too low.

Outcome Objectives:

What positive outcomes do you hope to obtain for the community as a result of achieving your goal? These objectives are results that your program seeks to create that support your overall goal, and ultimately benefit the community. Outcome objectives should describe the specific and measurable result that you want to reach for the benefit of the community. Examples of outcome objectives include:

➢ [#] clients will enroll and complete at least five counseling sessions by [DATE].
➢ [#] clients will be served within seven days of homicide incident
➢ [%] clients who received other mainstream benefits within 60 days.

In place of # and [DATE], place a reasonable and realistic marker of what can be accomplished within the period of performance.

Performance Metrics:

These are the actual discrete, clear, and quantifiable measures that a program will keep track of and count throughout the grant's period of performance. The performance metrics will be directly related to the process and outcome objectives. Objectives should measure meaningful, tangible changes resulting from program implementation or expansion. The tally will indicate whether you are achieving process or outcome objectives and, ultimately, whether you are reaching the overall program goal and producing positive outcomes for the benefit of the community.

Budget Detail and Budget Narrative – **10** Points

Please complete the budget form for your proposed program in the grant management software AmpliFund. This initial program is for three months and the budget/budget narrative should reflect three months of programming.

Submission Information

A two-step process will be required for application review.

Step 1: Applicants must register at the Illinois Grant Accountability and Transparency Act (GATA) Grantee Portal: https://grants.illinois.gov/portal/.

Step 2: Applicants must submit their applications, including attachments, via Amplifund. To submit an application, go to:
 https://il.amplifund.com/Public/Opportunities/Details/5aac7141-964e-4f11-b61f-02b76fb6d346.

To be considered for funding, completed applications must be submitted via the above AmpliFund link by the application deadline of 5:00 p.m., January 7, 2022. ICJIA encourages applicants to review this Technical Assistance Recording for more information on how to apply.

How to restrict access to either the Grantee Portal or Amplifund

All users who need to access the Grantee Portal and/or the Amplifund Grant Management System must first have an Illinois.gov account. Please refer to this FAQ for assistance:
https://www2.illinois.gov/sites/GATA/Grantee/GranteePortalFAQ/HowToAccessTheGranteePortal.pdf

The first person to setup an organization on the Grantee Portal (the first to access a DUNS number) will automatically have access to the Grantee Portal and to the Amplifund Grant Management System. Subsequent users to that organization will need to be approved by existing users with Grantee Portal access.

The following will show how to give someone access to the Grantee Portal and/or Amplifund.

1. A new user signs into the Grantee Portal with their Illinois.gov account at https://grants.illinois.gov/portal and is prompted to accept the terms…

> **USAGE TERMS AND CONDITIONS**
> ***** UNAUTHORIZED ACCESS IS PROHIBITED *****
>
> Further access to this system is strictly limited to users authorized by the State of Illinois conducting official State business. Users of this system shall have no expectation of privacy. By accessing this system the user consents to monitoring and recording, which may be disclosed for administrative, disciplinary, civil, or criminal actions, penalties, or prosecution. Neither the State of Illinois nor any of its employees shall be liable for any damages arising in any way out of the use of this system or any information contained herein.
>
> [Decline]   [Accept]

2. They enter the DUNS number of the organization and submits and validates that it is the correct information…

> To associate your account with a grantee record in the Illinois Grant Accountability and Transparency (GATA) system, please enter the 9 digit Dun & Bradstreet DUNS number of your organization and press the 'Submit' button.
>
> If you do not know your DUNS number please click here for assistance.
>
> [555555555] [Submit]
>
> **Is this your organization?**
>
> Test Org
> 123 State Street
> Springfield, IL 62706
>
> **DISCLAIMER**
> By clicking 'Yes' you certify that you are a legal member or representative of the organization listed.
>
> [No]   [Yes]

3. At this point the waiting page appears and a person currently with access to the organization must grant access…

4. This is what an existing user at the organization will see at the top of the Grantee Portal Main Menu…

5. Clicking the View button takes them to the user access page for the new user…

6. Check the appropriate checkbox to give access to the Portal and/or Amplifund then click the "Save Changes"
button at the top.

7. At this point if the new user has Grantee Portal access, they can refresh their browser or log back into the Portal. If they only have Amplifund access, then they will see a page similar to this if they attempt to access the Portal.

Please note that if you give access to the Grantee Portal and not to Amplifund the new user will have full access to the Portal with the exception of granting access to Amplifund. You can change a user's access by clicking the "Manage" button on the Main Menu next to the Grantee Portal Access section.
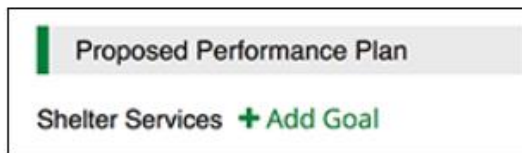
How To Add a Performance Goal

Depending on the opportunity settings, there may be a Performance Plan page. Funders may also include defined programmatic goals for applicants to meet through grant activities. If goals have been pre-defined, they will appear in the goal type dropdown.

1. Open the **opportunity**.
2. Click **Performance Plan**.
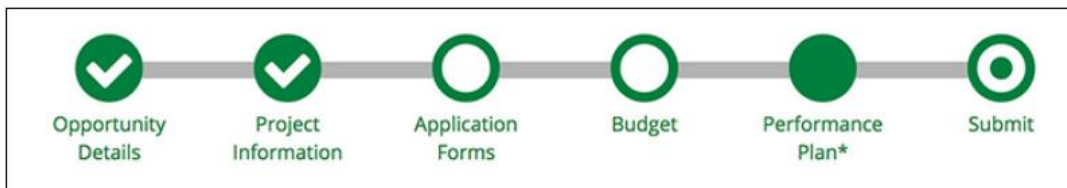
3. Click + **Add Goal**.

4. In the pop-up window, select a **Goal Type**. The available goal types may vary depending on the opportunity settings.
   - **Milestone:** Track completion of grant milestones (i.e. Will you complete X?)
   - **Narrative:** Capture a narrative response (i.e. How will you complete X?)
   - **Numeric:** Track discrete numbers to achieve (i.e. Will you achieve X number?)
   - **Percent Achieved:** Track a percent to achieve (i.e. Will you achieve X%?)
   - **Percent Change:** Track a percent increase or decrease (i.e. Will you achieve X% increase?)
   - **Reimbursement:** Track discrete units to achieve with a dollar rate per unit (i.e. Will you achieve X units with a reimbursement rate of $Y/unit?)
5. Add a goal **Name**.
6. Add the **goal information**. The fields will vary depending on the goal type.
7. Click **Save**.