

**Illinois Family Violence Coordinating Council Implementation  
NOFO INSTRUCTIONS  
NOFO # 2096-2072**

Task	Date
NOFO & Technical Assistance Recording posted	March 14, 2022
Notice of Intent <a href="https://icjia.az1.qualtrics.com/jfe/form/SV_a3RoStpS4hzoCpM">https://icjia.az1.qualtrics.com/jfe/form/SV_a3RoStpS4hzoCpM</a>	April 4, 2022
NOFO question submission deadline	April 7, 2022
Applications due	5:00 p.m., April 15, 2022
ICJIA Budget Committee review/approval of recommended designations	June 23, 2022
Performance Period	July 1, 2022 – June 30, 2023

**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 unsigned Word file
- Program Narrative –Do not change the format of this document. Submitted in Word File
- Budget/Budget Narrative –Excel format (no signatures required for this document at this time)
- United States Internal Revenue Service 501(c)(3) determination letter - PDF (Non-Profit Agency Required)

**The documents listed above should be zipped in a single folder. Each individual document should be named following naming conventions listed on page 25 and emailed to: [cja.ifvccgrants@illinois.gov](mailto:cja.ifvccgrants@illinois.gov)**

**Notice for Funding Opportunity (NOFO)**  
**Illinois Family Violence Coordinating Council Implementation**  
**NOFO # 2096-2072**

	<b>Data Field</b>	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority (ICJIA)
2.	Agency Contact:	Mary Ratliff Criminal Justice Specialist Illinois Criminal Justice Information Authority 607 East Adams, Suite 906 Springfield, Illinois 62701 Mary.Ratliff@illinois.gov (217) 524- 4745
3.	Announcement Type:	<input checked="" type="checkbox"/> Initial announcement <input type="checkbox"/> Modification of a previous announcement
4.	Type of Assistance Instrument:	Grant
5.	Funding Opportunity Number:	2096-2072
6.	Funding Opportunity Title:	Illinois Family Violence Coordinating Council
7.	CSFA Number:	546-00-2096
8.	CSFA Popular Name:	Illinois Family Violence Coordinating Council
9.	CFDA Number(s):	N/A
10.	Anticipated Number of Awards:	10-11
11.	Estimated Total Program Funding:	\$467,500
12.	Award Range	One judicial circuit: \$10,000 - \$38,800 Two judicial circuits: \$54,000
13.	Source of Funding:	<input type="checkbox"/> Federal or Federal pass-through <input checked="" type="checkbox"/> State <input type="checkbox"/> Private / other funding
14.	Cost Sharing or Matching Requirement:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15.	Indirect Costs Allowed	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Restrictions on Indirect Costs	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
16.	Posted Date:	March 14, 2022
17.	Application Range:	March 14, 2022 – April 15, 2022
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

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**Illinois Family Violence Coordinating Council Implementation  
Notice of Funding Opportunity  
NOFO # 2096-2072**

**A. Program Description**

**1. Purpose**

The purpose of the Illinois Family Violence Coordinating Council (IFVCC) is to improve the justice system's institutional, professional, and community response to family violence, including intimate partner abuse, child abuse, teen dating violence, and abuse against older adults and people with disabilities.

**2. Program Design**

Family Violence Coordinating Councils (FVCCs) are designed to improve the criminal justice system's response to family violence issues. The councils support prevention, education, and service coordination efforts for victims and perpetrators of domestic abuse, child abuse, teen dating violence, and abuse against people with disabilities and older adults using a three-pronged approach that includes the following:

- a) Coordinating and convening committees and workgroups to make policy, protocol, practice, and system change.
- b) Improving knowledge of criminal justice and social service professionals on family/domestic violence related topics through trainings.
- c) Increasing awareness and knowledge on family violence issues in the community.

The three-pronged approach provides opportunity for impact and change at different levels within the criminal justice system.

Local FVCCs provide opportunities for communication between criminal justice professionals and community service providers and encourage the sharing of information and resources, thereby providing for development of a network of safety and assistance for family violence victims.

Members of FVCCs include, but are not limited to:

- 911/Dispatch
- Telecommunicators
- Child Abuse Victim Services/Prevention
- Circuit Clerk's Office
- Court Administrator
- Court Security/Bailiff
- Department of Children and Family Services
- Disability Services
- Domestic Violence Victim Services
- Education
- Emergency Medical Services
- Faith-Based Community
- Judges
- Law Enforcement
- Local Council Coordinator
- Medical Personnel
- Mental Health Professional
- Military
- Older Adult Services
- Partner Abuse Intervention Program Provider
- Person with lived domestic violence experience
- Private Attorney
- Probation
- Prosecutor
- Public Defender
- Self-Advocate (person with disability)
- Sexual Assault Victim Services

Each Council is judicially led and a local fiscal agent appointed by the judge administers an annual allocation of grant funds. Funds support a part-time local council coordinator in each council, as well as coordination of committee work, training, travel, and other related activities as determined by the local council planning/steering committees. The planning/steering committee establishes, along with the local council coordinator, the goals and objectives for the upcoming year.

For more information on the Illinois Family Violence Coordinating Council please visit: <http://www.icjia.state.il.us/ifvcc>

### **3. Program Requirements**

- Identify and describe the service area of the local family violence coordinating council. Examples of service areas are as follows:
  - Judicial Circuit(s)
  - County(ies)

In previous grant years, it was required that the service area for a local family violence coordinating council was a judicial circuit, however, we no longer require this. At the minimum, the service area should include a county.
- Incorporate a local council coordinator funded with IFVCC or other funds.
- The FVCC Local Council Coordinator is required to attend an all-day meeting in Springfield, IL.
- Coordinate efforts to improve the systems response to family violence (including but not limited to domestic violence, child abuse, teen dating violence, and abuse against older adults and persons with disabilities).

- This is done by coordinating and convening committees and workgroups.
  - Councils are required to form a steering committee that meets no less than three times per year.
  - Councils are encouraged to have at least two additional sub-committees and/or workgroups that meet quarterly at a minimum.
  - Council membership should include a diverse representation from disciplines.
- Improve the knowledge of criminal justice professionals on family violence and related topics.
  - This is done via trainings for criminal justice and social service professionals, including collection of pre/post tests and evaluations. These trainings include:
    - Protocol/Facilitator Toolkit training.
    - Promising Practice Mini-Toolkit training.
    - Non-arrest training on topics related to family violence and based on the council’s specific geographic region’s needs.
- Increase community awareness and knowledge of family violence issues (including, but not limited to, domestic violence, child abuse, teen dating violence, and abuse against older adults and persons with disabilities).
  - This is done through:
    - Community awareness events.
    - Information and resource sharing and outreach to both community members and agencies/organizations in the circuit.

#### **4. Performance Plan**

Funded programs will be required to submit quarterly progress reports that will minimally include the following information, based on the objectives the applicant agencies propose.

<b>Goal 1:</b> The local Circuit Family Violence Coordinating Council will work to improve the system’s response to family violence (including but not limited to domestic violence, child abuse, teen dating violence, and abuse against older adults and persons with disabilities) by developing multidisciplinary committees to provide oversight, guidance, and development of policies and procedures enforcing victim safety, abuser accountability, and community safety	
<b>Process Objectives</b>	<b>Performance Measures</b>
Coordinate and convene committees with criminal justice and family violence professionals that contribute to the improvement of the legal system and the administration of justice.	# of committees formed
Local Council Steering Committee will meet at least 3 times per year	# of local council steering committee meetings.

Subcommittees of the Steering Committee will be formed.	Name of committees and # of times each committee will meet.
<b>Goal 2:</b> Improve the knowledge of criminal justice professionals on domestic violence related topics.	
<b>Process Objectives</b>	<b>Performance Measures</b>
Provide trainings to local circuit criminal justice and family violence professionals. <b><u>At least 1 training from the Facilitator's Toolkit is required</u></b> <b><u>At least 1 Promising Practice Mini-Toolkit training is required.</u></b>	# of trainings provided to local circuit criminal justice and family violence professionals.
Educate criminal justice and family violence professionals through trainings.	# of attendees participating in trainings.
Collect evaluations or pre- and post-tests (ICJIA developed surveys) from trainings. (pre and post-tests only apply to Promising Practices Mini-Toolkits).	# of training evaluations collected.
Training participants indicate increased confidence on evaluation.	% of participants that indicate increased confidence after training based on number of attendees.
<b>Goal 3:</b> To increase the awareness and knowledge of family violence issues (including but not limited to domestic violence, child abuse, teen dating violence, and abuse against older adults and persons with disabilities) in the communities of the service area.	
<b>Process Objectives</b>	<b>Performance Measures</b>
Coordinate with local criminal justice professionals and community agencies to participate in public awareness regarding family violence related topics.	# of community awareness events and activities.
Educate and disseminate information to attendees at community awareness events and activities.	# of participants at community awareness events and activities.
Disseminate information to criminal justice and family violence professionals.  (This includes dissemination of trainings, webinars, community awareness events, research, tools, and articles. This does not include correspondence with committee members regarding committee meetings and committee work.)	# times information is disseminated to criminal justice and family violence professionals.



## **5. Priorities**

ICJIA prioritizes bringing together key leaders from the justice system and the public to identify critical issues facing the criminal justice system in Illinois, and proposing and evaluating policies, programs, and legislation that address those issues. The agency also works to ensure the criminal justice system in Illinois is efficient and effective.

## **6. Evidence-Based Programs or Practices**

Applicants are strongly urged to incorporate research-based best practices into their program design, when appropriate. Applicants should identify the evidence-based practice being proposed for implementation, identify and discuss the evidence that shows that the practice is effective, discuss the population(s) for which this practice has been shown to be effective, and show that it is appropriate for the proposed target population.

## **B. Funding Information**

### **1. Award period**

Grant awards resulting from this opportunity will have a target period of performance of July 1, 2022, to June 30, 2023. Additional funding of up to 24 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 \$467,500 in funding is available through this solicitation. Applicants may request a minimum of \$10,000 and a maximum of \$38,800 for one judicial circuit and \$54,000 for two judicial circuits.

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

Applications must include an Implementation Schedule that describes how the program activities will be carried out. The Implementation Schedule must include

information that will allow ICJIA to assess grant activity relative to planned project performance.

### **C. Eligibility Information**

Before applying for any grant, all entities must be registered through the Grant Accountability and Transparency Act (GATA) Grantee Portal at [www.grants.illinois.gov/portal](http://www.grants.illinois.gov/portal). During the open application period, a pre-qualification verification is performed in the GATA Implementation Website, this includes checking SAM.gov registration, Illinois Secretary of State standing, and status on Illinois Stop Payment List. The GATA Portal will indicate a “Good Standing” status or state the issue and steps on how to achieve “Good Standing”.

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

#### **1. Eligible Applicants**

Eligible applicants include public agencies and nonprofit organizations located within Illinois. All Services and activities planned must held be in Illinois. **Advocacy agencies are not eligible to apply due to judicial ethics rules.**

#### **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 in the GATA Grantee Portal. If an organization previously established an indirect cost rate, the organization must annually submit a new indirect cost proposal through the GATA Grantee Portal 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 has never negotiated an indirect cost rate with the Federal Government or the State of Illinois is eligible to elect a *de minimis* rate of 10% of modified total direct cost (MTDC). Once established, the *de minimis* Rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the *de minimis* rate.

Grant fund recipients are required to complete the indirect cost rate proposal process every 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 GATA Grantee Portal. Indirect Cost election must be completed annually, for every entity’s fiscal year.

## **D. Application and Submission Information**

### **1. Accessing Application Package**

Paper copies of the application materials may be requested from Mary Ratliff by calling 217-524-4745; writing Mary Ratliff at 524 S. 2<sup>nd</sup> Street, Suite 220, Springfield, Illinois 62701; or by email at [cja.ifvccgrants@illinois.gov](mailto:cja.ifvccgrants@illinois.gov). Application materials, however, must be submitted via email to: [cja.ifvccgrants@illinois.gov](mailto:cja.ifvccgrants@illinois.gov)

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

#### a) Notice of Intent to Apply

Agencies interested in applying are strongly encouraged to complete an online Notice of Intent form by 5:00 p.m. on **Monday, April 4, 2022**. 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.

Agencies that fail to submit a Notice of Intent by the deadline may not receive technical assistance with respect to GATA compliance, risking grant ineligibility.

The online Notice of Intent is available at:

[https://icjia.az1.qualtrics.com/jfe/form/SV\\_a3RoStpS4hzoCpM](https://icjia.az1.qualtrics.com/jfe/form/SV_a3RoStpS4hzoCpM)

#### b) Forms and Formatting

The application must be emailed to [cja.ifvccgrants@illinois.gov](mailto:cja.ifvccgrants@illinois.gov) by the **5:00 p.m., April 15, 2022**, for consideration. The applicant agency name should appear in the Subject line of the email. Each document attached to the email must be submitted in the manner and method described below. Applications will be rejected if any documents are missing. The applicant is responsible for ensuring that documents adhere to the instructions provided.

<b>The following materials MUST be submitted by all applicants. The applicant must submit the documents based on the instructions provided below.</b>				
<b>Document</b>	<b>Document Name</b>	<b>PDF</b>	<b>Word</b>	<b>Excel</b>
<b>Uniform Application for State Grant Assistance</b> – This form must be complete	<i>“Agency Name – Application”</i>		X	
<b>Program Narrative</b> – This document must meet the requirements outline in Section A. The narrative must be provided in this document. Do not change the format of this document.	<i>“Agency Name – Program Narrative”</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. Do not send a signed budget.	<i>“Agency Name – Budget”</i>			X

Uniform Application must be filled out and submitted in MS Word version only. Do not remove or update any field that have already been filled in.

c). Application Formatting.

The Program Narrative may not exceed 25 pages (including questions) and must be written in Arial font size 12. Do not delete template questions in your response.

d). 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:<sup>1</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

<sup>1</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).

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. 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 email address [cja.ifvccgrants@illinois.gov](mailto:cja.ifvccgrants@illinois.gov) by 5:00 p.m., April 15, 2022, 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 72 hours in advance of the deadline to avoid unforeseen technical difficulties. Technical difficulties should be reported immediately to ICJIA at [cja.ifvccgrants@illinois.gov](mailto:cja.ifvccgrants@illinois.gov).

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

Questions may be submitted via email at [cja.ifvccgrants@illinois.gov](mailto:cja.ifvccgrants@illinois.gov).

The deadline for submitted questions is 5:00 p.m. on April 15, 2022. All substantive questions and responses will be posted on the ICJIA website at <https://icjia.illinois.gov/gata>. 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 [cja.ifvccgrants@illinois.gov](mailto:cja.ifvccgrants@illinois.gov).

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

- a) Federal Financial Guide. Applicants must follow the current edition of the Department of Justice Grants Financial Guide which details allowable and unallowable costs is available at: [https://ojp.gov/financialguide/doj/pdfs/DOJ\\_FinancialGuide.pdf](https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf). Costs may be determined to be unallowable even if not expressly prohibited in the Federal Financial Guide.

- b) Prohibited Uses. The following is a non-exhaustive list of services, activities, goods, and other costs that cannot be supported through this 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
  - Most food and beverage costs
  - 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:
- Local council coordinator position
  - Pro-rated staff time for fiscal agent
  - Supplies
  - Travel to meetings, trainings, and required 2 trips to Springfield for bi-annual in-person training.
  - Travel for speakers and council members
  - Stipends to non-government agencies
  - A/V or venue rental
  - Indirect costs
- d) Pre-Award Costs. Pre-award costs are allowed only if the costs are directly pursuant to the negotiation and in anticipation of the award and where such costs are necessary for efficient and timely performance of the program deliverables, or milestones incorporated in the contract. Such costs are allowable only to the extent that they would have been allowable if incurred after the award start date. 2 CFR 200.458.
- e) Pre-approvals. Prior approvals may affect project timelines. Submission of materials for ICJIA approval should be incorporated into the application Implementation Schedules. ICJIA may require prior approval of the following:
- Out-of-state travel
  - Certain Requests for Proposals, procurements, and sub-contracts
  - Conference, meeting, and training costs

- f) State Travel Guidelines. travel costs charged to ICJIA must conform to State Travel Guidelines, found here: <https://www2.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx>. Out-of-state hotel rates are based on the General Service Administration (GSA) guidelines found here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Applicant agencies with lower cost travel guidelines than the State of Illinois must use those lower rates.

Supplanting.

Grant funds must be used to supplement existing funds for program activities and must not replace 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) Proposed Subawards and Subcontracts. Applicants may propose to enter into subawards or subcontracts under this award, each of which involve separate rules and applicant responsibilities. A subaward carries out a portion of the grant agreement while a subcontract 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.

**8. Prior to Submitting the Application**

All Applicants must register their organization at the Illinois Grant Accountability and Transparency Act (GATA) Grantee Portal: <https://grants.illinois.gov/portal/>

Applicant Technical Assistance Recording. Applicants are advised to view the following technical assistance recordings prior to application submission. All recordings are located on the [ICJIA YouTube channel](#).

Recordings that you might find helpful

- GATA compliance
- Budget Requirements
- Allowable expenses
- Indirect costs
- Required documents
- Supplanting

Technical Assistance Recording for IFVCC NOFO # 2096-2072 programmatic requirements is mandatory.

**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 mandatory 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
<b>Summary of the Program:</b>	<b>15</b>
Applicant provides a clear overview of the project, need for the project, area to be served, capacity to complete the project, and the projected numbers to be served within each program component.	5



The applicant describes the program's achievements and successes to-date, including objectives that were met or exceeded.	5
The applicant discusses each unmet program objective from SFY22 and include a description of barriers to service provision impacting the program's ability to meet objectives, what steps were taken to overcome these barriers, and what additional resources may be needed.	5
<b>Statement of the Problem:</b>	<b>15</b>
The applicant identifies the catchment/service area and includes a clear description and demographics of the community to be served (at the minimum, the service area should be a county).	5
The applicant provides a clear and accurate picture of the need for the project within the catchment area, including current trends or issues, service gaps or unmet needs in the community.	10
<b>Project Implementation:</b>	<b>45</b>
The applicant has listed their local Family Violence Coordinating Council members including their discipline, name, job title, and organization for each member.	5
The applicant explains how they plan to engage members in disciplines that they do not currently have as active members	5
The applicant lists their committees and member agencies on each committee, including discussion about how often each committee convenes, focus of the committee, and projects it will complete.	5
The applicant discusses the process their council will use to recruit and re-engage members to their committees, including who is responsible for recruiting committee members.	5
The applicant discusses potential topics and intended audiences for trainings their council will provide.	5
The applicant describes their plan to follow-up with attendees of trainings, including who is responsible for follow-up.	5
The applicant describes how evaluation results from council trainings are used.	5
The applicant discusses their process of sharing and distributing resources, including who is responsible for sharing and distributing resources and information.	5
The applicant completes the Implementation Schedule reflecting a realistic projection of how the program will proceed and the staff responsible for each task.	5
<b>Project Management:</b>	<b>10</b>
The applicant provides convincing evidence their agency is capable of carrying out the proposed program, including fiscal, administrative, and programmatic ability to manage grant. This should include experience, staffing patterns, and qualifications to comply with GATA fiscal and administrative requirements. The	5

applicant highlights any recent changes in policies and procedures to improve fiscal, administrative, or programmatic capacity.	
The application includes a description of the applicant organization's experience managing state and federal grants.	5
<b>Goals and Performance Metrics:</b>	<b>10</b>
The applicant provides clear and realistic performance metrics.	10
<b>Budget Detail:</b>	<b>5</b>
Budgeted items are cost-effective in relation to the proposed activities.	3
Narrative is complete for all line items, clearly detailing how the applicant arrived at and calculated the budget amounts.	2
<b>Total Possible Points</b>	<b>100</b>

## **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. Applications that are not complete will not be reviewed.

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.

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.

Awards of successful applicants whose applications contained unallowable or unreasonable costs may be 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 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**

Task	Date
NOFO & Technical Assistance Recording posted	March 14, 2022
Notice of Intent deadline <a href="https://icjia.az1.qualtrics.com/jfe/form/SV_a3RoStpS4hzoCpM">https://icjia.az1.qualtrics.com/jfe/form/SV_a3RoStpS4hzoCpM</a>	April 4, 2022
NOFO question submission deadline	April 7, 2022
Application deadline	5:00 p.m., April 15, 2022
ICJIA Budget Committee review/approval of recommended designations	June 23, 2022
Performance Period	July 1, 2022 – June 30, 2023

**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](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 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:

Mary Ratliff  
 Illinois Criminal Justice Information Authority  
[cja.ifvccgrants@illinois.gov](mailto:cja.ifvccgrants@illinois.gov)

## **F. Award Administration Information**

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

The ICJIA Budget Committee is scheduled to review and approve designations on June 23, 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 must be accepted through the Grantee Portal unless an alternative distribution has been established by ICJIA. The NOSA is not an authorization to begin performance or incur costs.

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

- o Audit Information Sheet
- o 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 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:

Mary Ratliff  
Illinois Criminal Justice Information Authority  
[cja.ifvccgrants@illinois.gov](mailto:cja.ifvccgrants@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.