

Notice of Funding Opportunity (NOFO)
Addressing Transportation Barriers in Illinois Communities
INSTRUCTIONS
NOFO # 2094-2139

Task	Date
NOFO posted	May 16, 2022
Technical Assistance Recording	May 16, 2022
Notice of Intent due	June 3, 2022
NOFO question submission deadline	June 9, 2022
Applications due	5:00 p.m., June 17, 2022
Budget Committee review/approval of recommended designations	August 18, 2022
Performance Period	October 1, 2022 to September 30, 2023

CHECKLIST

Prior to application due date:

- [Register with the System for Award Management \(SAM\), Obtain a Unique Entity ID #](#)
- [Apply for, update or verify the Employer Identification Number \(EIN\)](#)
- [Complete registration in the Grantee GATA Portal](#)
- [Complete SFY23 ICQ](#)

Submission Checklist:

- Uniform Application for State Grant Assistance
 - Submitted in a Word file & PDF
- Program Narrative –Do not change the format of this document.
 - Submitted in a Word File
- Budget/Budget Narrative
 - Submitted in Excel format (no signatures required for this document at this time)
- Memorandum of Understanding, if applicable
 - Submitted in a PDF. Documenting the support and cooperation of a religious group or community organization that will fulfill the transportation obligation.

The documents listed above should be zipped in a single folder. Each individual document should be named following naming conventions listed on page 11 and emailed to:

CJA.Transit@Illinois.gov

ICJIA encourages applicants to review this [Technical Assistance Recording](#) for more information on how to apply.

Uniform Notice for Funding Opportunity (NOFO)
Addressing Transportation Barriers in Illinois Communities, 2094-2139

	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:	<input checked="" type="checkbox"/> Initial announcement <input type="checkbox"/> Modification of a previous announcement
4.	Type of Assistance Instrument:	Grant
5.	Funding Opportunity Number:	2094-2139
6.	Funding Opportunity Title:	Addressing Transportation Barriers in Illinois Communities
7.	CSFA Number:	546-00-2094
8.	CSFA Popular Name:	Edward Byrne Justice Assistance Grant (JAG)
9.	CFDA Number(s):	16.738
10.	Anticipated Number of Awards:	Unknown
11.	Estimated Total Program Funding:	\$100,000
12.	Award Range	\$15,000 - \$20,000
13.	Source of Funding:	<input checked="" type="checkbox"/> Federal or Federal pass-through <input type="checkbox"/> State <input type="checkbox"/> Private / other funding
14.	Cost Sharing or Matching Requirement:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15.	Indirect Costs Allowed Restrictions on Indirect Costs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
16.	Posted Date:	May 16, 2022
17.	Application Range:	May 16, 2022, through June 17, 2022, at 5:00 p.m. CST
18.	Technical Assistance Session:	Session Offered: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Session Mandatory: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No It is recommended that applicants view the recorded technical assistance, which will be available beginning on May 16, 2022, at 10:00 a.m. https://illinois.webex.com/illinois/ldr.php?RCID=61d870d2166461bcf6acb3b68c7d26f2

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Notice of Funding Opportunity

Addressing Transportation Barriers in Illinois Communities

A. Program Description

ICJIA administers the federal Edward Byrne Memorial Justice Assistance Grant (JAG) Program in Illinois. The JAG program provides states and units of local government with critical funding to support programs in a range of areas including: law enforcement, prosecution and courts, prevention and education, corrections and community corrections, drug treatment and enforcement, crime victim and witness assistance, and planning, evaluation, and technology improvement.

1. Purpose

The Addressing Transportation Barriers in Illinois Communities Program was established as a funding goal in the 2019-2024 JAG Strategic Plan. ICJIA works to identify statewide needs through research, examination of state data sources, and collection of feedback from experts in the field. The ICJIA Board established the Ad Hoc Strategic Planning Committee to ensure the plan was designed in consultation with stakeholders from local governments and representatives of all segments of the criminal justice system. This funding opportunity is an effort to address an important need and service gap identified by the Ad Hoc Committee.

This funding opportunity will offer grants to local units of government in rural counties to support programs that address transportation barriers in Illinois communities, for justice-involved clients to meet their pre-trial, probation, and parole requirements or attend other needed programming. Funding will be used to support established programs whose clients are unable to connect to services due to lack of reliable transportation. This funding opportunity will favor programs that assist in transportation to court proceedings, court-ordered services, probation appointments, employment, community service, and treatment.

Justice-involved is defined as, **“anyone currently having interactions with the criminal justice system as a defendant”**

Justice-involved individuals across Illinois are grappling with significant barriers to accessing safe, affordable, and reliable transportation. The JAG Strategic Plan reveals that a lack of dependable transportation is a significant barrier to linking individuals to needed services, meeting their pretrial, probation, or parole requirements (e.g., drug testing, meeting with probation officer, obtaining/maintaining a job), and attending court hearings. This barrier is a concern in both rural and urban communities. In rural communities, the lack of local services in some areas creates longer distances of travel to attend treatment or obtain employment. A survey of rural criminal justice and treatment practitioners and jail detainees found a lack of transportation

2. Program Design

The applicant must submit a proposed program design that describes how the award will be executed. The proposed program must incorporate and perform the following main elements expand the access to transportation that would result in a barrier reduction for justice involved clients to meet their pre-trial, probation, and parole requirements or attending other needed programming. Applicants must:

- Clearly explain the proposed program, identify how the proposed program addresses the need, and identify the goals, objectives, outcomes, and measurements that will be used to maintain and evaluate the program.
- Justify their proposed approaches with supporting evidence from similar programs, accepted best practices in the field, and/or community-based knowledge and experience in their local service areas.

Geographic Distribution

This funding opportunity will support rural counties across Illinois. See Appendix A for a detailed list of eligible rural areas.

Counties are classified as rural based on the percentage of population living in a census block designated as rural within the county, according to the 2010 Census. Counties with more than 50% living in a rural area are classified as rural counties.¹

Considerations for awarding grants to applicants may include, but are not limited to, average score, program location, and score of individual sections of the Program Narrative. For more information, please refer to *Review and Selection Process* on pages 15-16.

3. Program Requirements

To be eligible for funding under this solicitation, the program must:

- Operate within rural county in Illinois and serve residents in rural county(ies) in Illinois.
- Provide transportation to those that are justice-involved.
- Demonstrate transportation need in the jurisdiction to be served.
- Identify current resources in the community that can be leveraged to address and reduce transportation barriers.
- Demonstrate diversity, equity, and inclusion in program design and implementation.
- Agree to maintain thorough records of services provided to allow for evaluation and improvement of the program.
- Agree to submit quarterly and final program and fiscal reports to ICJIA.

¹ United States Census Bureau / American FactFinder. "P12: Sex by Age." *2010 Census*. U.S. Census Bureau, 2010. Web. 1 January 2013 <<http://factfinder2.census.gov>>.

4. Performance Plan

The goal of program performance is to mitigate and alleviate the barrier of safe, affordable, and reliable transportation for the justice-involved individuals across Illinois with the provision of transportation vouchers, gift cards for gas, and other comprehensive responses to this barrier.

A goal is a broader vision of what the program wants to accomplish (i.e., safer community). Objectives are the measurable tasks the program will strive to achieve leading to the realization of their goal. Objectives can be expressed as a quantitative standard, value, or rate. The applicant should specify clear objectives, performance measures, or milestones, including timing and scope of expected performance as they relate to the outcomes to be achieved by the program. Performance should be measured in a way that helps the organization and the state improve program outcomes, share lessons learned, and spread the adoption of promising practices.

Funded programs will be required to submit quarterly progress reports that will minimally include the following information based on the applicant's proposed objectives. These goals, objectives, and performance measures will vary based on the proposed program and must be clearly defined and justified in the Program Narrative section of the application. These measures will be used to reflect the success of the proposed program.

The goals, objectives, and performance measures of your proposed program should be complimentary with the goals, objectives, and performance measure of all the collaborative partners, if applicable.

- **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, such as, "The overall goal is to reduce transportation barriers for justice-involved individuals."

- **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 obtain employment.

- □ [#] clients will successfully complete their court mandated requirements by [DATE].

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

▪ **Performance Measures:** 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 measures will be directly related to the process and outcome objectives. 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. Below is an example of a Goals, Process/Outcome Objectives, and Performance Measures table for a sample transportation program. Applicants may use similar goals or create others to describe what they proposed to achieve with their programs.

Goal 1: Provide transportation services to justice-involved individuals	
Performance Measures	Performance Standards
150 individuals will be screened for services	Number of clients screened for services
80 participants will attend supportive services	Number of participants attending counseling
Outcome Objectives	Performance Measures
80% of clients will participate in supportive services within # days of referral	#% of clients that participated in supportive services within #days of incident.
80% of participants will complete court mandated requirements	#% of participants that completed court mandated requirements
Goal 2: Access	
Performance Measures	Performance Standards
150 individuals will be screened for transportation services	Number of clients screened for services
Outcome Objectives	Performance Measures
80% of individuals screened will receive transportation services	#% of participants that required transportation services will receive transportation services
Goal 3: Service Provision	
Performance Measures	Performance Standards
100% of clients will be referred to additional supportive services	#% of clients referred to additional supportive services
Outcome Objectives	Performance Measures
#% of eligible referrals will obtain additional supportive services	#% of eligible referrals that completed additional supportive services.

Funded programs will be required to submit quarterly progress reports that will minimally include information based on the applicant’s proposed goals and metrics to measure those goals.

5. Priorities

The following JAG priority areas will be addressed by this funding opportunity: law enforcement programs, prosecution and court programs, corrections, community corrections, and reentry programs, mental health programs and services.

6. Evidence-Based Programs or Practices

ICJIA recognizes that research on transportation access for justice-involved individuals is limited. Applicants may cite supporting evidence from similar programs, accepted best practices in the field, and/or community-based knowledge and experience regarding transportation needs in their local service areas. Applicants are also urged to utilize the Rural Transportation Toolkit at <https://www.ruralhealthinfo.org/toolkits/transportation>. This toolkit offers models and guidance to localities on addressing transportation barriers. It also offers resources and information focused on developing, implementing, evaluating, and sustaining rural transportation programs.

B. Funding Information

1. Award period

Grant awards resulting from this opportunity will have a target period of performance of October 1, 2022, through September 30, 2023. Additional funding of up to 24 months may be awarded after the initial funding period, contingent upon satisfactory performance and availability of funds. The funding period for this grant program will not exceed 36 months.

2. Available Funds

A total of \$100,000 in funding is available through this solicitation. Applicants may request a minimum of \$15,000 and a maximum of \$20,000 in grant funding.

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

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. 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 via an Internal Controls Questionnaire (ICQ) for state fiscal year 2023 before application

submission and obtain approval from their cognizant agencies before execution of the grant agreement. Delay in obtaining SFY23 ICQ approval will result in a delay in grant execution.

1. *Eligible Applicants*

Eligible organizations are local units of government in rural counties of Illinois. For a complete list of eligible rural areas, please see Appendix A.

2. *Cost Sharing or Matching*

There is no cost sharing or match requirement for this program.

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

Application documents must be obtained at <https://icjia.illinois.gov/gata> by clicking on the link titled “Addressing Transpiration Barriers in Illinois Communities.” Paper copies of the application materials may be requested from Nathaniel Bossick by: calling 312-793-8550; mailing Nathaniel Bossick, 300 West Adams Street, Suite 200, Chicago, Illinois 60606; or via Telephone Device for the Deaf (TDD) (312)793-4170. Applications, however, may only be submitted via email, to: CJA.Transit@Illinois.gov.

2. Content and Form of Application Submission

a). Notice of Intent. Agencies interested in applying are strongly encouraged to complete an online Notice of Intent form by 11:59 p.m. on June 3, 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.

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

The online Notice of Intent is available at:
https://icjia.az1.qualtrics.com/jfe/form/SV_1YUIVp0B3XhjYN0.

b) Forms and Formatting.

The complete application must be emailed to CJA.Transit@Illinois.gov. The applicant agency name should appear in the Subject line of the email. Each document attached to the email must be submitted in the manner and method described below. Applications will be rejected if any documents or pages are missing.

Document	Document Name	PDF	Word	Excel
Uniform Application for State Grant Assistance – This form must be completed, signed, and scanned (PDF), and provide a Word file as well	“Agency Name – Application”	X	X	

Program Narrative – This document must meet the requirements outline in Section A. Do not change the format of this document.	<i>“Agency Name – Program Narrative”</i>		X	
Budget/Budget Narrative – This document is an Excel workbook, with several pages (tabs). The last tab has instructions if clarification is needed.	<i>“Agency Name – Budget”</i>			X
Additional Required Documents				
Memorandum of Understanding/Letters of Support		X		

a) Application Formatting:

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

3. Unique Entity Identification Number (UEI) and System for Award Management (SAM)

Applicants are required to:²

- a) Be registered in SAM before submitting its application. To establish a SAM registration, go to <http://www.SAM.gov/SAM>.
- b) Provide a valid Unique Entity Identification Number. Unique Entity Identifier (UEI) is now the primary means of identifying entities registered for federal awards government-wide in the [System for Award Management \(SAM\)](#).

If your entity is already registered in SAM, it has been assigned a UEI. Instructions regarding the migration from DUNS to UEI have been posted in the [GATA website](#).

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 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.Transit@Illinois.gov by **5:00 p.m., June 17, 2022**, to be considered for

² 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).

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 immediately reported to ICJIA at CJA.Transit@Illinois.gov.

5. Application Questions

Questions may be submitted via email at CJA.Transit@Illinois.gov. The deadline for submitted questions is 5:00 p.m. on June 9, 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 email to this address: CJA.Transit@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
 - 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:
 - Ride Share Vouchers
 - Taxi-Cab Vouchers

- Public Transit Passes
 - Gas Gift Cards – applicant must describe need for the use of Gas Gift cards and established parameters for distribution, eligibility, and termination of eligibility.
 - Renting a vehicle
 - Lease of Program Vehicle – applicant must demonstrate that other modes of transportation are not adequate.
 - Partnership with another entity (i.e., religious group or community organization) to provide transportation.
 - Other transportation to and from program activities and tasks related to stabilization (attending job interviews, medical/therapy appointments) and criminal justice proceedings.
- d) Pre-Award Costs. Are 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) 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
 - Equipment over \$5,000
 - 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 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) Proposed Subawards and Subcontracts. Applicants may propose to enter into subawards or subcontracts under this award, each of which involve different rules and applicant responsibilities. A subaward carries out a portion of the grant agreement while a contract is often for obtaining goods and services for the grantee's own use. (44 Ill. Admin Code 7000.240). If a third party will provide some of the essential services or develop or modify a product that the applicant has committed to provide or produce, ICJIA may consider the agreement with the third party a subaward for purposes of grant administration.

Applicants must classify each expense in the contractual budget as a subaward or subcontract. The substance of the agreement, not the title or structure of the agreement, will determine whether it is a subaward or 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. Other Submission Requirements

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

8. Requirement Prior to Submitting the Application

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

- GATA Compliance
- Budget Requirements

- Allowable Expenses
- Indirect Costs
- Supplanting

NOFO Programmatic Requirement recordings will be available for viewing beginning at **10:00 a.m. on May 16, 2022.**

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 30. Applications must receive an average score of 21 for funding consideration.

Scoring Criteria		Possible Points
Summary of the Program:		6
1. Response provides a clear summary of the proposed program that includes a description of the service area, description of agency experience with grant process/funds, a projection of the number of clients to be served during the grant period, including an explanation and justification of that projection, and any specific client eligibility criterion.	6	
Statement of the Problem:		9
1. Response clearly describes the problem in the geographic area, and response includes unmet needs related to the problem and how the program plans to address them.	3	
2. Response clearly details the additional service needs of population that will be accessed due to the proposed program.	6	
Project Implementation:		9
1. Response describes in detail how services will be provided. Response details the staffing involved, hours the services will be available, and tracking of these services.	9	
Project Management:		6

1. Response clearly describes the data that will be collected in order to report on program goals and outcomes, and how that data will be tracked.	6	
Performance Plan:		Not Scored
1. Applicant completes performance plan and includes enough detail to illustrate how program will be implemented.		
Budget Detail:		Not Scored
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.		
Total Possible Points		30

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.

Proposals that pass the screening process will be reviewed by evaluation panels of three or more professionals. Applications must receive an average score of 21 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 the program requirements. Applicants will be selected based on overall scoring. Proposals receiving the highest score will be considered first for funding. Secondary consideration is given to the project with the second highest scores. With limited exception, applications will be selected from highest to lowest scoring until funds are exhausted.

In cases where application scores are equal, funding decisions will be made based on the highest individual scores achieved in the applicant's Project Implementation section. Upon a tie in the Performance Implementation section, funding decisions will be based on highest individual scores on the Statement of the Problem section's Question #2, Additional Service Needs. If a tie persists in the Statement of the Problem's Question #2, funding decisions will be based on the highest individual scores on the Project Management section.

How Funding Decisions are Made:
Highest scoring Application
Second highest scoring application
Next highest scores
Available funding
If scores are equal, funding decisions will be made on the process below:
Highest score: Implementation
Highest score: Statement of the Problem – Question #2, Additional Service Needs
Highest score: Project Management

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. Submitted budgets will be reviewed for allowability, completeness, and cost-effectiveness. ICJIA will perform an in-depth budget review of all grants awarded and may require budget modifications that do not materially change the nature of the program.

Successful applicants whose applications contained unallowable or unreasonable costs may have their awards reduced by the total amount of those costs. 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 Budget Committee's decision.

4. Anticipated Announcement and State Award Dates

Task	Date
NOFO posted	May 16, 2022
Technical Assistance Recording	May 16, 2022
Notice of Intent due	June 3, 2022
NOFO question submission deadline	June 9, 2022
Budget Committee review/approval of recommended designations	August 18, 2022
Performance Period	October 1, 2022 to September 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

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:

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

F. Award Administration Information

1. State Award Notices

The ICJIA Budget Committee is scheduled to review and approve designations in August 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 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:

- Civil Rights Compliance Questionnaire and supporting documentation
- Equal Employment Opportunity online certification dated within the last year from the start date of the grant, EEOP Utilization Report dated within the last two years from the start date of the grant, and/or letter from USDOJ Office of Justice Programs approving the EEOP Utilization Report dated within the past two years from the start date of the grant,
- Lobbying and Debarment certification

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.Transit@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 propose and evaluate policies, programs, and legislation that address those issues. The statutory responsibilities of ICJIA fit into four areas: grants administration, research and analysis, policy and planning, and information systems and technology.

Section 7 of the Illinois Criminal Justice Information Act grants ICJIA authority “to apply for, receive, establish priorities for, allocate, disburse, and spend grants of funds that are made available by and received on or after January 1, 1983, from private sources or from the United States pursuant to the federal Crime Control Act of 1973, as amended, and similar federal legislation, and to enter into agreements with the United States government to further the purposes of this Act, or as may be required as a condition of obtaining federal funds” and “to receive, expend, and account for such funds of the State of Illinois as may be made available to further the purposes of this Act.” (20 ILCS 3930/7(k), (l))

ICJIA must comply with all applicable provisions of state and federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity, including, but not limited to: The Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), Public Works Employment Discrimination Act (775 ILCS 10/1 et seq.), United States Civil Rights Act of 1964 (as amended) (42 USC 2000a-and 2000H-6), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), Americans with Disabilities Act of 1990 (42 USC 12101 et seq.), and Age Discrimination Act (42 USC 6101 et seq.).

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.

Appendix A

Eligible Rural Counties

Alexander	Effingham	Jersey	Pike
Bond	Fayette	Jo Daviess	Pope
Bureau	Fulton	Johnson	Pulaski
Carroll	Gallatin	Lawrence	Putnam
Calhoun	Greene	Lee	Schuyler
Cass	Hamilton	Macoupin	Scott
Clark	Hancock	Marshall	Shelby
Clay	Hardin	Mason	Stark
Crawford	Henderson	Massac	Union
Cumberland	Henry	Menard	Washington
Douglas	Iroquois	Mercer	Wayne
Edgar	Jasper	Moultrie	White
Edwards	Jefferson	Piatt	Woodford