

**Safe From the Start Implementation
NOFO INSTRUCTIONS
NOFO # 2116-2146**

Task	Date
NOFO and Technical Assistance Recording posted	March 14, 2022
Notice of Intent Due https://icjia.az1.qualtrics.com/jfe/form/SV_1LmrAhCUgWVvI0u	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 PDF (signed, and scanned)
 - Submitted in a Word file
- 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)
- United States Internal Revenue Service 501(c)(3) determination letter - PDF (Non-Profit Agency Required)
- Memorandum of Understanding/Letters of Support from at least 4 of the Required Partners listed on page 7.

The documents listed above should be zipped in a single folder. Each individual document should be named following naming conventions listed on page 13 and emailed to: CJA.Safefromthestartgrants@illinois.gov

**Notice for Funding Opportunity (NOFO)
SAFE FROM THE START - NOFO # 2116-2146**

Data Field		
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority (ICJIA)
2.	Agency Contact:	Mary Ratliff Program Manager Illinois Criminal Justice Information Authority 524 S. 2 nd Street, Suite 220 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:	2116-2146
6.	Funding Opportunity Title:	Safe From the Start (SFS) SFY23
7.	CSFA Number:	546-00-2116
8.	CSFA Popular Name:	SFS SFY23
9.	CFDA Number(s):	N/A
10.	Anticipated Number of Awards:	9
11.	Estimated Total Program Funding:	\$907,500
12.	Award Range	\$75,000-\$121,500
13.	Source of Funding:	<input type="checkbox"/> Federal or Federal pass-through <input checked="" type="checkbox"/> State <input type="checkbox"/> Private / other funding
14.	Cost Sharing or Matching Requirement:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15.	Indirect Costs Allowed Restrictions on Indirect Costs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
16.	Posted Date:	March 14, 2022
17.	Application Range:	March 14 – 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
19.	Application Submission	Via email to: CJA.Safefromthestartgrants@illinois.gov By: 5:00pm, April 15, 2022

Table of Contents

A. Program Description	4
1. <i>Purpose</i>	4
2. <i>Program Design</i>	5
3. <i>Program Requirements</i>	8
4. <i>Performance Plan</i>	8
6. <i>Evidence-Based Programs or Practices</i>	10
B. Funding Information	10
C. Eligibility Information	11
2. <i>Cost Sharing or Matching</i>	11
3. <i>Indirect Cost Rate</i>	11
D. Application and Submission Information	12
1. <i>Accessing Application Package</i>	12
2. <i>Content and Form of Application Submission</i>	12
3. <i>Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM)</i>	13
4. <i>Submission Dates, Times, and Method</i>	14
5. <i>Application Questions</i>	14
6. <i>Funding Restrictions</i>	14
7. <i>Requirement Prior to Submitting the Application</i>	16
E. Application Review Information	17
1. <i>Criteria</i>	17
2. <i>Review and Selection Process</i>	20
3. <i>Programmatic Risk Assessment</i>	20
4. <i>Anticipated Announcement and State Award Dates</i>	20
5. <i>Appeal Process</i>	21
6. <i>Debriefing Process</i>	21
F. Award Administration Information	22
2. <i>Administrative and National Policy Requirements</i>	22
3. <i>Reporting</i>	23
G. State Awarding Agency Contact(s)	23
H. Other Information	23

Notice of Funding Opportunity

Safe From the Start Implementation

A. Program Description

Safe From the Start Implementation Program

The Safe from the Start (SFS) Program is designed to assist in the development, implementation, and evaluation of comprehensive and coordinated community-based models to identify, assess, and serve children, primarily ages 0 to 5, who have been exposed to violence in their home and/or community.

The Safe From the Start (SFS) Program Model consists of three major components: Coalition and Collaboration Building, Direct Services, and Public Awareness. The applications funded through this renewal application must comply with the SFS Program Model.

SFS Implementation Program grant applications must be submitted by April 15, 2022.

1. Purpose

Safe From the Start Background

Childhood exposure to violence (CEV) is a pervasive and profoundly damaging epidemic in the United States. CEV includes a wide range of violence, including physical abuse, neglect, or maltreatment, and witnessing domestic violence, sexual assault, or other violent crimes. It is estimated that between 3.3 and 10 million children are exposed to domestic violence annually (Family Violence Prevention Fund, 2006). In 2008, National Children's Exposure to Violence Survey, the first survey of its kind, found that 60% of children and youth ages 0 to 17, were exposed to violence in the preceding year, either directly or indirectly (Department of Justice, 2009). The U.S. Advisory Board on Child Abuse suggests that domestic violence may be the single major precursor to child abuse and neglect fatalities in this county (Family Violence Prevention Fund, 2006).

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

Without intervention, the child's behaviors may become worse as he or she attempts to communicate that he or she does not feel safe. In addition, there are often attachment issues within families exposed to violence, as the primary caregiving adult, usually the mother, may be preoccupied with an abusive partner. As these children develop, they are often without the interpersonal skills and healthy coping strategies that allow them to

succeed. This can lead to exacerbated interpersonal problems and even mental and physical illnesses as the child grows. A groundbreaking study, the Adverse Childhood Experiences Study (ACES), demonstrated that childhood maltreatment or ACES can be correlated to later adult health problems and early death

<https://www.cdc.gov/violenceprevention/aces/index.html>

Many children are resilient and can continue to have healthy lives despite the exposure. These resilient children often have at least one consistently caring adult in their lives.

In 1999, the U.S. Department of Justice and the U.S. Department of Health and Human Services held Safe From the Start: The National Summit on Children Exposed to Violence in Washington D.C. In 2000, the Illinois Attorney General held a Safe From the Start Illinois Summit. Since then, Illinois has funded sites throughout the state to develop, implement, and evaluate comprehensive and coordinated community models to identify and respond to primarily young children (ages 0-5) exposed to violence in the home or community. Currently, the program funds nine SFS implementation sites throughout the state.

2. Program Design

Coalition-Building and Collaboration

The first and most central component of the Safe from the Start is coalition building, collaboration, and coordination. Sites are expected to demonstrate and continue coordination and collaboration among state and local agencies, as well as local community-based service providers. Renewal sites may continue as a SFS Coalition exclusively focused on SFS or they may join another coalition that helps inform the work of the program, focuses on childhood exposure to violence, and has membership from primary and secondary partners as outlined below. To ensure that a comprehensive service delivery system is provided, key partnerships must be established and expanded.

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

Required Partners:

- Child advocacy centers
- child welfare agencies
- Domestic violence agencies
- Head Start; pre-school and early childhood programs; and childcare providers
- Healthy Families Illinois sites
- Illinois Department of Children and Family Services
- Illinois Family Violence Coordinating Councils
- Law enforcement agencies
- Local Area Networks

- Public health departments
- Sexual assault agencies

Recommended Partners:

- Partner Abuse Intervention Programs
- Community leaders/stakeholders
- Courts: judges, attorneys, guardian ad litem, court appointed special advocates, victim-witness advocates, administrative staff of dependency/juvenile, family, domestic violence, and drug courts
- Crisis nurseries
- Early intervention programs, such as your local Child and Family Connections for ages 0 to 3
- Faith-based leaders
- Family case management; e.g., WIC, child protective services, family support services, child welfare agencies, foster care programs
- Hospitals, emergency medical services, primary health care providers
- Housing authorities
- Local parent groups (e.g., PTA)
- Mental health services
- Schools, including special education programs
- Social service agencies
- Substance abuse prevention and treatment services

Required and recommended partners may vary based on the particular needs and existing service delivery systems of individual communities.

Direct Services

Direct services is the second component of the Safe From the Start program.

Services to the Target Population

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

Services to the Targeted Community Area

The application must include adequate justification for the targeted community area in terms of need. The targeted geographic areas must represent identifiable cities, communities, or neighborhoods where the investment of Safe From the Start resources will result in appreciable improvements in the community’s response to young children exposed to violence.

Direct Services

Although each site operates slightly differently, a core of trained case management and clinical staff must provide direct services to children and their families. Sites must have a referral/outreach system that addresses confidentiality issues; implementing organizational change; enhance information sharing and management information systems; create protocols, and other related tasks; an intake and assessment process (including evaluation and post-service assessment); and clinical and family support services. Upon referral, a SFS staff member will meet with the primary caregiver and child(ren) to share SFS services and assess their needs. During the first few visits, comprehensive assessment tools must be completed with the primary caregiver for each child receiving services. These assessment tools, discussed below, allow the staff and the larger SFS program and evaluation team to best understand what children exposed to violence are experiencing and how to best support them. They also serve as an educational tool for the caregiver and can facilitate relationship building between SFS staff and family. Clinical supervision of therapists is required for this program.

Assessment Tools

Assessment tools have been adapted to the following and are used for all consenting clients served by SFS sites:

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

Public Awareness

The third component to the SFS Program model is public awareness. Efforts to involve community members, increase public awareness, incorporate community input into the planning process, and educate residents about the scope of the problem are essential. These efforts range from community presentations, community events, professional trainings, media campaigns, and other methods of increasing awareness on this important topic.

Evaluation

A Safe from the Start evaluation will be conducted by the Research & Analysis Unit of the Illinois Criminal Justice Information Authority (ICJIA). The unit maintains a central database that contains specific data on children and families from each site, gathered as part of the assessment process (described above). Each site will be provided training on data entry and utilization of the database. Sites will be required to enter information gathered from the assessment tools into the database (without identifying information) monthly for analysis. Each site is able to analyze specific data culled from these instruments for their program. This process provides a comprehensive statewide overview of SFS' accomplishments and activities. Sites may contact UIC for

assessment tools, database training, and outcome information. SFS sites may also use the data collected for program model review, grant applications, and reports.

3. Program Requirements

- Follow the SFS program model as described in the Program Design section.
- Comply with the evaluation protocol.
- Hire a Program Coordinator with SFS or other funds.
- Attend in-person SFS coordinators meeting.
- Submit all quarterly and year-end reports.

4. Performance Plan

Funded programs will be required to submit quarterly progress reports that will minimally include the following information based on the objectives listed in the applicant’s proposal.

It is recognized that each program may have different needs, goals, and client populations.

Goal 1:	
Performance Measure	Performance Standard/Frequency (FY23 12-month projection)
Provide developmentally and culturally appropriate direct services to young children (ages 0-5) exposed to violence.	# of children ages 0-5 yrs. to be served
Provide developmentally and culturally appropriate direct services to children 6 years and older exposed to violence.	# of children ages 6yrs - over to be served
Provide developmentally and culturally appropriate direct services to adults.	# of adults to be served
Provide developmentally and culturally appropriate direct services to families.	# of families to be served
Receive referrals by from an external source for families with children, ages 0-5, exposed to violence	# of referrals to be received
Complete evaluation tools per the SFS Evaluation Protocol for children	# of Time One Assessments Completed

(and caregivers) receiving SFS services.	
Complete evaluation tools per the SFS Evaluation Protocol for children (and caregivers) receiving SFS services.	# of Time Two Assessments Completed
Complete evaluation tools per the SFS Evaluation Protocol for children (and caregivers) receiving SFS services.	# of Time Three Assessments Completed
Goal 2: Ensure local governmental, social service and community engagement in the SFS program	
Objectives/Standards	Performance Measures
Convene and maintain the SFS coalition to ensure better collaboration among service providers by holding coalition meetings.	# of coalition meetings in which, among other items, the SFS referral systems and services are discussed.
Provide on-going education to coalition members through professional development trainings using the SFS modules.	# of professional development trainings provided to coalition members.
Goal 3: Provide public awareness regarding children exposed to violence	
Objectives/Standards	Performance Measures
Implement community presentations.	# of community presentations
Implement community presentations to individuals.	# Number of individuals
Implement community events.	# Number of community events
Implement community events to individuals	# Number of Individuals

5. Priorities

ICJIA prioritizes youth development and violence prevention. The financial burden of children's exposure to violence on other public systems, including child welfare,

social services, law enforcement, juvenile justice, and education is staggering when combined with the loss of productivity over children's lifetimes.¹ Without intervention, young children exposed to violence are at risk for cognitive delays and emotional and social difficulties that can lead to additional victimization and later juvenile justice involvement.

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

Award period

Grant awards resulting from this opportunity will have a target period of performance of July 1, 2022-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 support for the grant program will not exceed 36 months.

Available Funds

A total of \$907,500 in funding is available through this solicitation. Applicants may request up to a minimum of \$75,000 and a maximum of \$121,500. Chicago based sites, such as Family Focus, Metropolitan Family Services, Casa Central, and Heartland Human Care Services, may receive \$75,000. Applicants outside of Chicago may receive \$121,500.

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 ICJIA 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.

¹ Listenbee, R. L., Jr., et al. 2012. Report of the Attorney General's National Task Force on Children Exposed to Violence. Washington, DC: U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention.

C. Eligibility Information

Eligible applicants include public agencies and nonprofit organizations located within Illinois. Only applicants with Safe From the Start programs established in SFY22 are eligible to apply. Services must be provided in Illinois.

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 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. Services must be provided within 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 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.

A recipient of grant funds must register its indirect cost rate election through the [Grantee Portal](#). It is the organization's responsibility to ensure that any indirect cost rate utilized is properly registered.

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

D. Application and Submission Information

1. Accessing Application Package

Application documents must be obtained at <https://icjia.illinois.gov/gata> by clicking on the link titled "Safe From the Start Implementation." Paper copies of the application materials may be requested from Mary Ratliff by calling 217-524-4745; writing Mary Ratliff at 524 S. 2nd Street, Suite 220, Springfield, Illinois 62701; or by email at CJA.Safefromthestartgrants@illinois.gov. Application materials may only be submitted via email.

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 5:00 p.m. on 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.

The online Notice of Intent is available at:
https://icjia.az1.qualtrics.com/jfe/form/SV_1LmrAhCUgWVvI0u

- b) Forms and Formatting
The complete application must be emailed to
CJA.Safefromthestartgrants@illinois.gov

Program Narratives may not exceed 25 pages, including questions in the template, and must be written in Arial 12-point font. Program Narrative is 6 pages, 6 + 19 pages = 25 total pages.

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	<i>“Agency Name – Application”</i>	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

c) Person Centered Language

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:²

- 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.

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).

- 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.

4. Submission Dates, Times, and Method

Completed application materials must be received by and in possession ICJIA via email to CJA.Safefromthestartgrants@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.Safefromthestartgrants@illinois.gov.

5. Application Questions

Questions may be submitted via email at CJA.Safefromthestartgrants@illinois.gov.

Questions must be submitted by 5:00 p.m. on April 7, 2022. All substantive questions and responses will be posted on the ICJIA website at [hQuessttps://icjia.illinois.gov/gata](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.Safefromthestartgrants@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 be 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:
- Staffing and related costs
 - Staff training and consultation
 - Program related supplies and expenses
 - Indirect expenses
- 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.
- g) 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.

- h) Proposed Subawards and Subcontracts. Applicants may propose to enter into subawards or subcontracts under this award, each of which involve different rules and applicant responsibilities. A subaward carries out a portion of the grant agreement while a contract is often for obtaining goods and services for the grantee's own use. (44 Ill. Admin Code 7000.240). If a third party will provide some of the essential services or develop or modify a product that the applicant has committed to provide or produce, ICJIA may consider the agreement with the third party a subaward for purposes of grant administration.

Applicants must classify each expense in the contractual budget as a subaward or subcontract. The substance of the agreement, not the title or structure of the agreement, will determine whether it is a subaward of a subcontract. Applicants are advised to use the “Checklist for Contractor/Subrecipient Determinations” available at the GATA Resource Library for guidance:

<https://www.illinois.gov/sites/gata/pages/resourcelibrary.aspx>.

Applicants are required to justify their use of subawards and explain their capacity to serve as “pass-through” entities in the program narrative. Applicants will monitor subaward compliance with grant terms, applicable federal and state law including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award, 2 C.F.R. Part 200, 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

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 Safe from the Start Implementation NOFO # 2116-2146 programmatic requirement 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
Summary of the Program:	15
1. Applicant provides 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
2. The applicant describes the program’s achievements and successes to-date, including objectives that were met or exceeded.	5
3. 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
Statement of the Problem/Description of Need:	15

1. The applicant identifies the catchment/service area and includes a description and demographics of communities served.	5
2. 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
Project Implementation:	50
1. The applicant provides an explanation of how the Safe From the Start program fits within their agency's work.	3
2. The applicant describes any anticipated barriers or challenges to implementation of the proposed project, as well as strategies to address them.	3
3. The applicant describes the processes by which children exposed to violence and their families are identified in the community by their agency.	3
4. The applicant describes how the identification and referral system reaches traditionally underserved (e.g., ethnic, or racial minority) populations.	3
5. The applicant indicates whether their SFS coalition's purpose is solely focused on SFS or is part of a larger coalition and purpose. If the coalition's purpose is a part of a large coalition and purpose, an explanation is given.	3
6. Coalition member agencies are listed including their roles in the program.	3
7. Applicant describes how their coalition helps inform the work of the program.	3
8. The applicant discusses how they plan to engage additional coalition partners.	3
9. The applicant describes how assessments are completed, including which staff administer them; number of sessions needed to complete the assessments; how the assessments are used to engage and educate parents; and how the assessment results are used in service planning.	4
10. The applicant describes the clinical modality(ies) utilized and the rationale for this/these approach(es). They indicate which staff provide these services, their language proficiencies, and locations and times the services are offered.	3

11. The applicant describes the case management model utilized and the rationale for this approach. They indicate which staff provide these services, their language proficiencies, and the locations and times case management services are offered.	3
12. The applicant describes the case tracking and record keeping processes as well as how information is shared among providers and how confidentiality is maintained when such information sharing occurs	3
13. The applicant describes plans to provide public awareness, including types of activities, frequency, and audience.	3
14. They applicant describes how the project is staffed, including responsibilities for project coordination, case management, assessment, service provision, and data entry into the SFS database.	3
15. The applicant describes the clinical supervision that SFS staff receive, including approach and frequency, and if the supervision is conducted in-house or contracted to an outside agency.	3
16. The applicant provides clear and realistic steps in the implementation and operation of the proposed program, detailing the staff position responsible for each task, and including a target date for completion.	4
Project Management:	10
1. The applicant provides convincing evidence that 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. This section should include an explanation of any recent changes in policies and procedures to improve fiscal, administrative or programmatic capacity.	5
2. The applicant describes organization's experience managing state and federal grants.	5
Goals and Performance Metrics:	5
1. The applicant provides clear and realistic performance metrics.	5
Budget Detail:	5
1. Budgeted items are cost-effective in relation to the proposed activities.	3
2. Narrative is complete for all line items, clearly detailing how the applicant arrived at and calculated the budget amounts.	2
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. 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 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.

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 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 and Technical Assistance Recording posted	March 14, 2022
Notice of Intent due	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

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:

Mary Ratliff
Illinois Criminal Justice Information Authority
CJA.Safefromthestartgrants@illinois.gov

F. Award Administration Information

1. 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
- o 501c3 determination (or redetermination) letter that is dated within the past five years

2. Administrative and National Policy Requirements

Selected applicants will be required to utilize and provide information to the Safe from the Start database as a condition of funding. Information provided to the database may be used by ICJIA to conduct research, evaluative, or statistical activities.

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

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

G. State Awarding Agency Contact(s)

For questions and technical assistance regarding application submission, contact:

Mary Ratliff
Illinois Criminal Justice Information Authority
CJA.Safefromthestartgrants@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.