



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

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Memorandum

To: Candice Kane
From: Robert D. Taylor
Date: May 21, 2003
Re: Federal and State Grants Unit Report – June 6, 2003 Authority Meeting

The 23 staff assigned to the Federal and State Grants Unit (FSGU) performed a variety of activities during the last quarter.

Grant Activities

Following is information on grant activity during the period of January through March 2003. During that time FSGU staff monitored an average of 389 grants, totaling an average of \$128,255,794. Monitoring includes the following:

- Reviewing 1,164 monthly or quarterly data and fiscal reports;
- Initiating disbursement of funds requested by grantees;
- Conducting 54 site visits;
- Processing budget revisions and/or amendments to existing agreements;
- Reviewing requests for proposals drafted by grantees and proposed subcontracts between grantees and other service providers or vendors; and
- Providing technical assistance to grantees 1,467 times; this includes telephonic, e-mail, and on site contacts with grantees that request assistance regarding issues relating to their grant(s). Staff also receives communications from non-grantees regarding types of grants available through the federal government, and/or how to complete forms for federal grants.

Additionally, during this same period, FSGU staff processed 47 new agreements (grants), totaling \$7,199,922. Processing of a new agreement includes:

- Negotiating the program narrative, budget and budget narrative with the grantee;
- Processing the grant proposal for in-house Legal, Fiscal, and Research and Analysis reviews and comments;
- Making any necessary changes and then forwarding the agreement to the grantee for signature;

- Once returned, processing the agreement through the Office of General Counsel for the executive director's signature, and when signed returning a fully executed copy to the grantee as well as other contacts; and
- Initiating an obligation and disbursing any initial funds that are requested.

Administrative Activities

- Since the last Authority meeting in March 2003, FSGU staff have planned for and staffed four meetings: one Budget Committee meeting, a Metropolitan Enforcement Group (MEG) Funding Committee meeting, an Illinois Motor Vehicle Theft Prevention Council (IMVTPC) Strategy Development Panel Hearings, an IMVTPC Quarterly Meeting, and an IMVTPC Special Telephonic meeting. Meeting preparation often involves coordination with other Authority units such as Research and Analysis, mailing of materials, and coordinating logistics with the Office of Administrative Services.
- Staff participated in an Information Systems Committee meeting.
- The application for the Juvenile Accountability Incentive Block Grants (JAIBG) program was completed. Progress was made on three other federal program applications that will be submitted in the fourth quarter: the Anti-Drug Abuse Act (ADAA), the National Criminal History Improvement Program (NCHIP), and the Victims of Crime Act (VOCA). The final award documents were processed for the National Forensic Sciences Improvement Act (NFSIA).
- Staff is continuing to work and meet with the Authority's Research and Analysis Unit and other state agencies, such as Administrative Office of the Illinois Courts, jail-based mental health services, community-based transitional services for female offenders, juvenile reporting centers, and other projects.
- Requests for Proposals (RFP): Victims of Crime Act (VOCA) Law Enforcement & Prosecutor Victim's Assistance, Multi-Jurisdictional Narcotics Enforcement Equipment Supplement, and Local Law Enforcement Block Grants (LLEBG) RFP's completed; an Innovative Probation RFP has been issued with proposals due by July 2, 2003.
- Staff is working closely with Fiscal Management staff to close out the Anti-Drug Abuse Act (Byrne) for Federal Fiscal Years 1995 and 1996, the Violence Against Women Act program for Federal Fiscal Year 1997, and the Local Law Enforcement Block Grants program for Federal Fiscal Year 2000.

Miscellaneous Activities

- Staff planned for the IMVTPC Strategy Development Panel Hearings and prepared grant materials for the International Association of Auto Theft Investigator's Training Conference.
- In support of the Authority's Strategic Plan, staff continues to prioritize projects and activities as well as develop strategies to best incorporate the Authority's Action Plan initiatives into unit operations.
- Staff planned and delivered a VOCA RFP training to 18 grantees at the ICJIA offices.

- On an individual basis, staff has been handling increased grant loads as hiring for vacant positions has been frozen.
- Staff is continuing planning of the Balanced And Restorative Justice (BARJ) Summit. The summit is scheduled for September 24-26 in Springfield.
- Two staff attended the Women in Leadership training in Oakbrook, Illinois.
- One staff person attended the Introduction to Supervision training in Chicago.
- Two staff attended the 18th Annual Symposium on Child Sexual Abuse in Huntsville, Alabama.
- Staff is planning for a VOCA grantee training, scheduled for June 19 & 20 and June 26 & 27, 2003.
- Staff is planning for a VAWA Ad Hoc Committee meeting, scheduled for June 17, 2003.