



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

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Memorandum

To: Authority Members

From: Robert Taylor

Date: August 19, 2003

Re: Federal and State Grants Unit Report – September 5, 2003 Authority Meeting

The 24 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 April through June 2003. During that time FSGU staff monitored approximately 499 grants, totaling approximately \$100,240,240. Monitoring includes the following:

- Reviewing (973) monthly or quarterly data and fiscal reports;
- Initiating disbursement of funds requested by grantees;
- Conducting (111) 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 (1,914 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 137 new agreements (grants), totaling \$8,147,506. 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 five meetings: one Violence Against Women Act (VAWA) AD HOC Meeting was held on June 17, 2003, one Budget Committee meeting was held on April 30, 2003, one Illinois Motor Vehicle Theft Prevention Council (IMVTPC) meeting was held in Springfield on May 15, 2003, one IMVTPC Grant Review Committee meeting was held in Chicago on June 18, 2003, one Motor Vehicle Task Force Directors' Association meeting was held in Downers Grove, Illinois on June 13, 2003. 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 is continuing planning of the Balanced And Restorative Justice (BARJ) Summit. The summit is scheduled for September 24-26 in Springfield. BARJ summit planning meetings were held on April 11, May 15, and June 11.
- Staff attended and presented information at an Information Systems Committee meeting.
- Applications for the Juvenile Accountability Incentive Block Grants (JAIBG) program Federal Fiscal Year 2003, Anti-Drug Abuse Act / Byrne (ADAA) Federal Fiscal Year 2003, Victims of Crime Act (VOCA) Federal Fiscal Year 2003, the National Criminal History Improvement Program (NCHIP) Federal Fiscal Year 2003, the National Forensic Sciences Improvement Act (NFSIA), and the Residential Substance Abuse Treatment (RSAT) program Federal Fiscal Year 2003 were completed. The final award documents were received and processed for ADAA Federal Fiscal Year 2003 and VAWA Federal Fiscal Year 2003. Progress was made on other federal program applications that will be submitted in the first quarter.
- Staff conducted a meeting with the Kane County Drug Court on June 3.
- Staff conducted six VOCA guideline trainings, serving 120 grantees. There were six trainings in all, four in Chicago and one in Bloomington and one in Mt. Vernon. The trainings were held June 19 & 20 and June 26 & 27, 2003.
- 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.
- Staff administered two Requests for Proposals (RFP): 1) the Victims of Crime Act (VOCA) Children's Advocacy Center/Sexual Assault Centers Collaborative Project was issued June 4th with a due date of August 1st, 2) the Innovative Probation RFP was issued on May 1st with proposals due July 2nd.
- Staff is working closely with Fiscal Management staff to close out the ADAA Federal Fiscal Years 1995 and 1996 and NCHIP Federal Fiscal Years 1995 through 1999.

Miscellaneous Activities

- The IMVTPC staff held Statewide Panel Hearings in Springfield, Illinois on May 14-15, 2003.
- 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.
- On an individual basis, staff has been handling increased grant loads, as well as other responsibilities, as vacant positions have not been filled.
- Planning commenced on a Budget Committee meeting that was held on July 30, 2003.
- Staff coordinated the placement of Attachment A's and fact sheets (program/fund information sheets) on the Authority's Internet site. Staff will continue to update and upgrade this information as necessary.
- Staff developed the Illinois Motor Vehicle Theft Prevention Statewide Strategy for the years 2004 through 2007.