

REQUEST FOR PROPOSALS
for
EXPANDING MULTI-JURISDICTIONAL NARCOTICS UNITS
under the
ANTI-DRUG ABUSE ACT OF 1988 (EDWARD BYRNE MEMORIAL FUND)
Administered by the
Illinois Criminal Justice Information Authority

GENERAL INFORMATION

- Program Duration:** Maximum of 12 months beginning on or about April 15, 2002. Funding beyond the initial period, up to a maximum of 48 months, is dependent on performance and availability of funds.
- Available Funds:** A maximum of \$977,885 is available for all programs. Funds will be allocated based on the number and quality of responses received. These funds are a portion of a federal grant from the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice to the Illinois Criminal Justice Information Authority.
- Match:** Grant funds may not be used for more than **75%** of the total cost of the program. The remaining portion (**25%** of the program) must be met through a **cash** match contributed to the program from non-federal sources.
- Eligibility:** Eligible applicants include units of government on behalf of multi-jurisdictional narcotics units currently funded by the Authority with Fiscal Year (FFY) 2001 Anti-Drug Abuse Funds.
- Proposal Deadline:** Proposals (one unbound original and five copies) must be received by **noon (12:00 PM) on Tuesday, January 15, 2002.** Facsimile transmissions are not acceptable. **Late proposals will not be accepted.** To be accepted for consideration, proposals must meet the requirements set forth in this Request for Proposals (RFP).
- Questions:** Call the Illinois Criminal Justice Information Authority's toll-free number 1-888-425-4248. This RFP may also be downloaded from the Authority's web site: www.icjia.state.il.us.

(Please read and follow all directions carefully.)

PART I: OVERVIEW

The federal Anti-Drug Abuse Act of 1988 created the Edward Byrne Memorial State and Local Law Enforcement Assistance Formula Grant Program to assist states in funding programs that reduce and prevent crime, violence, and drug abuse. The Illinois Criminal Justice Information Authority (Authority) administers this federal fund in Illinois. To plan for this and other funds administered by the Authority, the Authority launched an 18-month planning process. That process began with an assembly of criminal justice system practitioners, service and treatment providers, community leaders and elected officials. Assembly attendees “recognized that law enforcement efforts, particularly multi-jurisdictional efforts, are necessary to control crime and impact the supply and demand for drugs”... “it was also noted that violent crime task forces have been beneficial, and success reinforces the importance of collaborating and sharing information to identify offenders. The notion of task forces was supported by the Authority evaluation studies of multi-jurisdictional task forces and by experiences of group participants. Programs that focus on one specific type of violence and enforce a no-tolerance policy against that crime can reduce not only the targeted activity, but also other criminal activity.” In addition, one of the objectives of the *State Criminal Justice Plan* which resulted from the assembly and subsequent work groups is to “continue the support and operation of Illinois’ multi-jurisdictional drug and violent crime enforcement units to maintain the ability of the system to identify, apprehend and prosecute offenders.” The importance of multi-jurisdictional task forces is further affirmed in another section of the plan which lists “encourage local departments to participate in multi-jurisdictional drug units” as one of its priorities. To that end the Authority has

earmarked \$977,885 in Federal Fiscal Year 2000 (FFY 2000) Anti-Drug Abuse Act funds to be allocated through this Request for Proposals (RFP) for the expansion of multi-jurisdictional task forces. Funded programs: (1) must focus on the implementation of programs and strategies that expand efforts to address an already defined problem, and (2) must thoroughly explain why that problem cannot be addressed with current resources. **Funding must be used to expand existing services in the form of new personnel and equipment (only equipment related to the expansion will be allowable) in collaborative drug law enforcement, anti-gang, or anti-violence efforts.**

Proposal development must carefully adhere to the following requirements:

- A. Be as **concise** as possible, yet include all required details and address the requirements set forth herein;
- B. Use language that is clear to persons who are not expert in the field of criminal justice; and
- C. Clearly and fully explain how the applicant intends to fulfill the RFP requirements.

PART II: BACKGROUND

The Illinois Criminal Justice Information Authority is the state agency charged with the administration of Anti-Drug Abuse Act (Byrne Memorial formula grant) funds. In 1970 under the auspices of the Law Enforcement Assistance Administration (LEAA) the first narcotics enforcement unit in Cook County, Illinois was funded. No other units were created until 1973 when the Illinois Law Enforcement Commission (the predecessor of the Illinois Criminal Justice Information Authority) made funding available for additional units. In 1977 state funded narcotics units were statutorily authorized through the passage of what is now the Intergovernmental Drug Laws Enforcement Act (30 ILCS 715/1).

From the outset the Illinois State Police has been an integral part of the development, administration and staffing of these narcotic units. Since 1987, a portion of Byrne funds administered by the Authority has been used for expanding multi-jurisdictional narcotics units, which is supported by annual appropriations from Congress to the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice.

Approximately 65% of the Byrne award must be passed through to local units of government. A key requirement of this award is the development of a statewide strategy to improve the functioning of the criminal justice system in Illinois. This strategy and the Illinois Criminal Justice Plan, calls for programs that specifically address drug offenses that may be beyond the scope of currently funded enforcement efforts.

PART III: ELIGIBILITY

Eligible applicants include units of local government currently maintaining established multi-jurisdictional narcotics units funded by FFY 2001 Anti-Drug Abuse Act funds.

PART IV: REPORTING REQUIREMENTS

Quarterly fiscal and progress reports will be required of all successful applicants. The nature and format of these reports will be determined by the Authority prior to the implementation of the program. The purpose of these reports is to monitor the progress of the program and program expenditures. In addition, final summary reports will be required for both fiscal and programmatic activity.

PART V: LEVEL AND DURATION OF FUNDING

A maximum of \$977,885 in federal funds is being made available through this RFP to be distributed among multiple programs depending on the number and quality of responses. Each program will have an initial term of 12 months, commencing on or about April 15, 2002. Funding beyond the initial 12-month period is dependent on program performance and availability of funds. Under no circumstances will this program's funding go beyond 48 months. Grant funds may not be used for more than **75%** of the total cost of the program. The remaining portion of the program costs must be met through a cash contribution by the program agency from non-federal sources. **Matching funds must be new additional dollars, and not involve the reassignment of current personnel or resources to the proposed program.** These funds are a portion of a federal grant for Federal Fiscal Year 2000 to the Illinois Criminal Justice Information Authority from the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice.

PART VI: SUPPLANTING

Byrne funds and matching funds may not be used to supplant or replace existing state, local or other non-federal funds. **Federal and matching funding must be used to expand existing services or add to the current effort in multi-jurisdictional collaborative drug law enforcement, anti-gang or anti-violence efforts.**

PART VII: PROPOSAL DEADLINE

Proposals must be received by noon (12:00 PM), Tuesday, January 15, 2002.

Facsimile transmissions will not be accepted. Late proposals will not be accepted.

Proposals must be mailed or delivered to:

Mr. Gary Kupsak
Federal and State Grants Unit
Illinois Criminal Justice Information Authority
120 S. Riverside Plaza, Suite 1016
Chicago, Illinois 60606-3997
ATTN: EMJNU-RFP

Proposal packages will be opened at 2:00 P.M. on Tuesday, January 15, 2002 at the Authority's Chicago office. All proposals not submitted in sealed envelopes will be rejected. Submissions which do not include the COMPLETE (unbound) original proposal, including attachments, and five COMPLETE copies of the proposal (original and copies must include all items as outlined in Section VIII, below), will be rejected.

PART VIII: PROPOSAL CONTENT

To be accepted for consideration, proposals must meet the requirements set forth in this RFP. The total federal award to each program will be determined by perceived need and applicant justification. Federal funds may not be used for more than **75%** of the total cost of the program. The remaining portion of the program costs must be met through a cash matching contribution by the applicant from non-federal sources. **Funds may only be used for multi-jurisdictional enforcement units presently receiving ADAA funds from the Authority to expand operations. Applicants must submit a sealed envelope (marked Attn: EMJNU-RFP) containing an original (unbound) proposal and five**

copies of the proposal. Copies may be bound. Submissions must be on 8 ½ x 11 paper, single sided, 12 pt font, double-spaced, with margins of not less than 1.0 each and include, in the order indicated:

- A) A completed cover page that includes the name, address and Federal Identification Number (FEIN) for the applicant unit of local government; the full name and telephone, fax and e-mail numbers of all contact persons; and other pertinent information requested by the Authority must be included with the application (ATTACHMENT A).
- B) A signed certification that the applicant is not barred from contracting with any unit of state or local government as a result of a violation of 720 ILCS 5/33E-4, and the applicant shall notify the Authority's Ethics Officer if the applicant solicits or intends to solicit for employment any of the Authority's employees during any part of the application process or during the term of any contract awarded. [form attached – ATTACHMENT 1].
- C) A signed certification regarding the State of Illinois Drug Free Workplace Act (30 ILCS 580). [form attached – ATTACHMENT 2].
- D) Signed Federal Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters. [Federal OJP Form 4061/6 (3-91) – ATTACHMENT 3].
- E) A program narrative (not including the cover sheet, budget detail and budget narrative) **not to exceed 12 pages**, which includes the following components:

Section 1: Summary of the Program

Provide a brief description of your agency and the program that you propose for the expansion of services. Include a description of the services your agency currently provides, the geographical area (include all counties in which service is provided) served by the unit, the population served, and your current staffing levels (include a list of all current members of the unit and their parent agency).

Section 2: Statement of the Problem

This component must provide a detailed description of the problem that will be addressed by the expansion of the existing program, and why current resources are insufficient to address the problem. It is imperative that the applicant provides a minimum of three years data to indicate why the expansion of the existing program (currently funded with Anti-Drug Abuse Act 2001 funds) is warranted. Included should be the circumstances that have changed in your jurisdiction over the last three years that warrant the expansion of your program, why current resources are unable to keep pace with these changes, and what major drugs or activities will be targeted by the program. Recently, all MEGs and task forces in Illinois were provided with copies of unit profiles that were developed for their benefit and were intended to provide unit directors with a useful tool to assist in assessing drug and violent crime trends in the geographic regions in which their units operate. It is **strongly** recommended that units utilize and make reference to these profiles to identify specific priority issues that need to be addressed in their respective jurisdictions and guide them in preparing this component. Additionally, profiles of each of Illinois' 102 counties are available on

the Authority's website. Using the profiles and their own experiences, each unit must be able to:

- articulate what is perceived to be the nature and extent of the drug and violent crime within their respective jurisdictions;
- identify the unit's role in their jurisdiction, especially drug enforcement (does the unit have the primary drug enforcement responsibility in their region, or, is it more narrowly focused in their enforcement efforts);
- identify what is perceived as priority issues and what the unit is doing to address those issues;
- identify to what extent the caseload has increased to justify the requested expansion;
- identify what, if anything, the local agencies are or are not able to do to address those issues; and
- state why the unit is best qualified to address these problems.

The desire to seek funding for unit expansion, without a quantifiable caseload increase is not sufficient justification for funding. Funding decisions will be made on demonstrated need.

Section 3: Goals, Objectives and Performance Indicators

The proposed goals and objectives are the planned outcomes that will result from the proposed program expansion. Goals are general statements of the projected accomplishments of the proposed program. Objectives are the specific, measurable and realistic benchmarks toward these goals. Applicant agencies must supply at least one goal, and at least two objectives for each goal. Performance indicators will be

used to assess the performance of the program and will serve as the basis for the quarterly performance report. These performance indicators must be closely related to the objectives in this section, and be listed under the objectives for the program.

Section 4: Program Strategies

The problem statement has described the issue(s) to be addressed. The goals and objectives have defined the ends to be achieved. The program strategy must detail how these ends will be accomplished, by describing the process that will be used to implement the proposed program expansion. In clear and logical detail, this component must supply the reader with a picture of how the program will operate.

The strategy must also discuss:

- how this program will fit into the overall scope of the current operations;
- how items in the budget relate to the operation of the program;
- how the program will attain the specific goals and objectives;
- how the intended impact of the requested expansion will be measured; and
- **how the program will be funded when federal funding expires (after the 48 month funding cycle or sooner).**

Section 5: Implementation Schedule

The implementation schedule is a program tool, and should reflect a realistic projection of how the program will proceed and develop. This section must:

- describe the activities that will be undertaken to accomplish each objective;
- identify the staff member(s) responsible for each activity;
- indicate when each identified activity will begin; and
- indicate the expected completion date of each activity.

A format for the Program Narrative with instructions and guidance is attached (ATTACHMENT B).

Section 6: Proposed Budget

The attached budget detail and budget narrative pages (ATTACHMENT C) must be completed. The budget detail specifies proposed program expenses by line item, including both federal and matching funds. Matching funds must be in the form of cash from a non-federal source, and the applicant must explicitly state the source of the non-federal matching funds. **Matching funds must be new additional dollars: it is not sufficient to reassign current personnel or resources to the proposed program.** Matching funds must support at least **25%** of the total program budget; that is, for every \$3 in federal expenses, the applicant must contribute \$1 in local matching funds to the program. The budget narrative must include an explanation of how the budgeted items are related and necessary to the program, must specify how the costs were calculated, and must state the source(s) of matching funds.

NOTE: THESE FEDERAL OR MATCHING FUNDS CANNOT BE USED TO PAY FOR ANY PERSONNEL CURRENTLY ASSIGNED TO A MULTI-JURISDICTIONAL NARCOTICS UNIT. THESE FUNDS CAN ONLY BE USED TO INCREASE EXISTING STAFF LEVELS AND TO EQUIP THE NEW PERSONNEL.

PART IX: REVIEW CRITERIA AND PROCEDURES

The Authority reserves the right to reject any or all proposal(s) if it is determined that the submission(s) is/are not satisfactory. The Authority also reserves the right to invite one or more applicants to resubmit amended proposals. Proposals that are submitted by eligible

applicants, that adhere to requirements outlined in Section VII, and that include items 1 through 6 listed in Section VIII of this RFP will be evaluated using the following criteria:

Need for the Program (50 points)

The narrative explains the need for the program, why the existing program needs to be expanded (empirical data necessary to justify) or why the expansion of a multi-jurisdictional task force would be of benefit to the community/jurisdiction.

Responsiveness of the Proposal (30 points)

The narrative addresses **all** parts of the RFP, relates various components of the proposal to one another, includes data, anecdotal information or other material which objectively documents the need or describes the problem to be addressed, and demonstrates an ability to successfully implement the program. It is imperative that applicants include in their proposals goals, objectives and performance indicators that are realistic, are related to the program being proposed, are achievable, and can readily be measured. The proposal should clearly indicate how the program will be implemented/funded after the 48-month funding cycle has been completed.

Implementation Plan (10 points)

The plan is complete, clear, reasonable, and sufficiently detailed to guide a third party in implementing the proposed program.

Adequacy of cost estimate (10 points)

Proposed program costs are realistic and necessary to implement the program. Allocation of resources has been planned in a cost-effective manner, and the calculation of all costs is explained.

Failure to follow RFP guidelines (Up to 10 points may be deducted)

The **COMPLETE** original and five **COMPLETE** copies of the proposal must be on 8 1/2 x 11 paper, single sided, 12 pt font, double-spaced, with margins of not less than 1.0 each. Please use the format provided in Attachment A for the Cover Page, Attachment B for the Program Narrative, and the budget detail and narrative format provided after Attachment C.

Proposals will be reviewed by a panel of Authority staff and external reviewers with expertise in criminal justice. Recommendations will be forwarded to the Authority's Executive Director. The recommendations will then be forwarded to the Authority for final decisions. Preliminary award decisions will be made and applicants will be notified of the Authority's decision at the earliest possible date.

PROGRAM TITLE:

AGREEMENT NUMBER:

PREVIOUS AGREEMENT NUMBER(S):

ESTIMATED START DATE:

SOURCES OF PROGRAM FUNDING:

Anti-Drug Abuse Act (FFY00) Funds: \$

Matching Funds: \$

Total: \$

IMPLEMENTING AGENCY:

ADDRESS:

IRS TAX IDENTIFICATION NUMBER:

AUTHORIZED OFFICIAL:

TITLE:

TELEPHONE:

PROGRAM FINANCIAL OFFICER:

TITLE:

TELEPHONE:

PROGRAM AGENCY:

ADDRESS:

PROGRAM DIRECTOR:

TITLE:

TELEPHONE:

EMAIL:

FISCAL CONTACT PERSON:

AGENCY:

TITLE:

TELEPHONE:

FAX:

EMAIL:

PROGRAM CONTACT PERSON:

TITLE:

TELEPHONE:

FAX:

EMAIL:

PROGRAM NAME
PROGRAM AGENCY
EXHIBIT A: PROGRAM NARRATIVE{PRIVATE }

- I. SUMMARY OF PROGRAM**
- II. STATEMENT OF PROBLEM**
- III. GOALS, OBJECTIVES and PERFORMANCE INDICATORS**
- IV. PROGRAM STRATEGIES**
- V. IMPLEMENTATION SCHEDULE**

I. SUMMARY

*Please provide a **brief** description of your organization (include the jurisdictions served and the populations of those jurisdictions), the number of officers currently assigned to the unit and the agencies to which each of the officers belong, the programs and services currently provided and the proposed program.*

II. STATEMENT OF PROBLEM

*Please supply a specific, detailed problem statement which describes the problem(s) your organization is facing in XXXX (enforcing Illinois' drug laws, etc.). Use as much data as possible to substantiate the problem, supplementing with anecdotal information where necessary. Be sure to include statements regarding current efforts to address the problem(s) and an explanation of why these efforts aren't adequately reducing or eliminating the problem. Include factors or circumstances that have occurred over the last three years that have given rise to the need for expansion. Explain why the unit has not been able to adapt or keep up the change in operations, and what drugs or major activities will be targeted by the proposed initiative. Recently, all MEGs and task forces in Illinois were provided with copies of unit profiles that were developed for their benefit and were intended to provide unit directors with a useful tool to assist in assessing drug and violent crime trends in the geographic regions in which they operate. As such, it is **STRONGLY** recommended that*

units utilize and make reference to these profiles to identify specific priority issues that need to be addressed in their respective jurisdictions and guide them in composing this component.

III. GOALS, OBJECTIVES and PERFORMANCE INDICATORS

The proposed goals and objectives should offer some relief of the problem(s) defined in the previous section. Goals are general statements of what your project hopes to accomplish. Objectives are the specific, measurable, and realistic changes you intend to bring about. Please supply at least one goal and two objectives of the program to be implemented. The performance indicators to be approved by the Authority will be used as the basis for the monthly performance report form and for gauging the performance of your program. You should identify at least one indicator for each objective. The format for this section should be as follows:

Goal

Example: To reduce the manufacturing of illegal methamphetamine in the jurisdiction.

Objective 1.

Example: Arrest a minimum of 100 persons for the illegal manufacturing of methamphetamine.

Performance Indicator for Objective 1.

Example: The number of persons arrested for the illegal manufacturing of methamphetamine.

Objective 2.

Example: To dismantle 50 clandestine methamphetamine laboratories.

Performance Indicator for Objective 2.

Example: The number of clandestine methamphetamine laboratories dismantled.

IV. PROGRAM STRATEGY

The problem statement has described the issue(s) to be addressed. Goals/objectives have defined the ends to be achieved. This section should indicate how these ends are going to be accomplished by describing how the program will be implemented in clear, logical, detail and should provide the reader with a clear picture of how the program will operate. The strategy should discuss how this program will fit into the overall scope of the organization's current operations and how the budgeted items are related to the strategy. As you think about the strategies you are proposing consider if these are the best ways to accomplish the ends you wish to achieve. You must insure that in this section you fully explain how this expansion program will supplement the regularly funded program, how this program will fit into the overall scope of current operations, and how the program will be funded after the 48 month funding cycle is over.

V. IMPLEMENTATION SCHEDULE

The implementation schedule should be used as a planning tool for the program and should reflect a realistic projection of how the program will proceed. Special attention should be given to office procedures or other circumstances which may affect program start-up. The implementation schedule will be used to measure the program's progress. Strict adherence to it will be expected unless the Authority is advised of problems which necessitate revision of the schedule. Therefore, it is in your best interest to prepare an implementation schedule that is realistic, detailed and thorough.

| Task | Month Begun | Month Completed | Personnel Responsible |
|------------------------------------|------------------------|----------------------------|----------------------------------|
| <i>Example: Hire Personnel</i> | <i>Month 1</i> | <i>Month 3</i> | <i>Director</i> |

BUDGET DETAIL INSTRUCTIONS {PRIVATE }

GENERAL INSTRUCTIONS: If space on these forms is insufficient, use additional pages. Fractions of dollars should be omitted. If no costs are anticipated in a section of the budget itemization, write "not applicable" in that section.

Make sure that each budget category is totaled correctly and that the total line for each budget category reflects both a federal and a matching total. Remember that the entire budget for the project includes both federal and matching funds.

DETAIL OF ITEMIZED BUDGET:

Personnel Services:

Job Title - Identify the personnel to be used in this project by job title (e.g. officer, assistant state's attorney, secretary, probation officer, etc.), and briefly describe that position's activities.

Salary Rate and Time - Enter the salary of each individual listed, the amount of time he or she will spend working on project business, and the number of months he or she will be assigned to the project.

Fringe benefits -- Detail each fringe benefit to be charged to the agreement, including both the dollar amount and the rate used to calculate this amount (for example, FICA @ 7.65% of salary). Fringe benefits are allowable as long as they are comparable to those granted to other employees of the organization, and allowable under state and federal guidelines.

Federal Amount and Match Contribution - Indicate that portion of each person's salary and fringe benefits to be paid from federal funds or match contributions.

Equipment: Enter any equipment that is to be purchased and which has a unit cost of \$50 or more. Detail each item of equipment, including the number of units and the estimated cost per unit.

The cost for each item should include taxes, delivery, installation and all related costs. Lease or rental equipment belongs under the contractual category. Equipment items of less than \$50 should be listed under Commodities.

Commodities: This section applies to consumable supplies and any equipment items with initial prices of less than \$50. Itemize all commodities to be used for the project; avoid the designation "miscellaneous".

Travel: This section applies to *project personnel only*. These expenses include mileage, per diem, lodging and transportation expenses for employees who are on official business related to the goals and objectives of the project. Reimbursement may not exceed the rates and conditions established for state employees by the Governor's Travel Control Board and must also be consistent with your agency's policies. All out-of-state travel must have prior written Authority approval.

Attachment C

Contractual: List all costs which are to be incurred as a result of an agreement, letter of intent, contract or lease. This section includes facility costs, utilities, telephone, equipment rentals and hourly personnel. The Authority, prior to execution, must approve all subcontracts of \$25,000 or more that are entered into pursuant to this agreement. Contractor rates in excess of \$450 per 8-hour day require additional documentation and prior Authority approval.

Other Costs: This section applies to other program costs not included in the above categories.

BUDGET NARRATIVE INSTRUCTIONS

General Instructions: The Budget Narrative accompanies the “Budget Detail” to provide the justification and information necessary to 1) determine the manner in which the budget detail was computed, and 2) the relationship between major budget components and the achievement of the project goals.

Personnel: List the personnel to be paid for with agreement funds and explain job duties in relation to program and any unusual salary levels. Specify the fringe benefits that will be charged to the agreement and how they were calculated. Use percentage and total for each fringe benefit. *For example: FICA 15%, \$3,250.* Include job descriptions and current resumes for **all** staff positions included in budget.

Equipment: If equipment is to be purchased, its proposed use and relationship to the project should be described. All equipment purchased must be necessary to the program and used by personnel in the project budget. Please note: Any equipment purchased to be used by the agency as a whole, must be pro-rated based on usage by project staff. *For example: if a copier is purchased for \$10,000 and will be used by 5 officers in the unit, but only one officer is funded by the program then only 20% of the cost of the copier can be charged to the grant fund $\$10,000/5 = \$2,000$.*

Note: Purchases of \$25,000 or more must be procured according to the procedures which minimally adhere to state and federal regulations; such purchases may be bid according to local rules and regulations if such standards meet or exceed state and federal regulations. Applicants must solicit quotes from at least three sources for purchases of less than \$25,000 for a single equipment item; if local rules and regulations require quotes or bids from a greater number of sources for such purchases, local rules and regulations must be followed.

Commodities: Enter the basis for computation of consumable item costs and explain any types or quantities of consumable items. Explain how estimate of cost was determined, such as last year’s use or amount use for similar projects. *For example: office supplies, such as paper, pens, staples and envelopes at \$50 per month. These cost estimates are based on actual cost of last year’s commodities.*

Travel: Describe, in detail, travel costs related to each staff function. Include computation of mileage and explain how the estimate was determined. *For example: 2,500 miles per month x 12 months x \$.345/mile. Estimate was based on average monthly travel from last year.*

Contractual: Enter the cost and time basis (i.e. rate per hour, week, month, etc.) of all contractual costs such as facility costs, utilities, telephone, equipment rentals, and hourly personnel. Explain in detail all expenses, why they are necessary for the program and how costs were calculated. *For example: cell-phone to be used by grant funded position to contact officers while traveling. Cost, \$45 per month x 12 months = \$540. Calculations were estimated using costs for other like positions.*

For each person contracted by the program, specify the following:

- a) Rate of pay per hour:
- b) Number of hours to be worked each week or month;
- c) Number of months to be employed by the project;
- d) Detailed job duties; and
- e) Minimum educational requirements, training and/or prior experience required.
- f) Include current job description.

Other Costs: Describe any other costs necessary for the program that are not specific to previous categories and explain why such items are necessary to the program. Please provide sufficient detail and calculations.

Exhibit B - Budget

Program Title:
Agreement #

Equipment

Federal Match
Amount Contribut. Total Cost

\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00

***Competitive procurement procedures must be followed.**

TOTAL EQUIPMENT COST

=====
\$0.00 \$0.00 \$0.00

Exhibit B - Budget

Program Title:
 Agreement #

Contractual

| <u>Description</u> | <u>Federal Amount</u> | <u>Match Contribut.</u> | <u>Total Cost</u> |
|------------------------|-----------------------|-------------------------|-------------------|
| | | | \$0.00 |
| | | | \$0.00 |
| | | | \$0.00 |
| | | | \$0.00 |
| | | | \$0.00 |
| | | | \$0.00 |
| | | | \$0.00 |
| | | | \$0.00 |
| | | | \$0.00 |
| | | | \$0.00 |
| | | | \$0.00 |
| | | | \$0.00 |
| | | | \$0.00 |
| | | | \$0.00 |
| | | | \$0.00 |
| TOTAL CONTRACTUAL COST | \$0.00 | \$0.00 | \$0.00 |

***Competitive procurement procedures must be followed.**

Exhibit B - Budget

Program Title:
Agreement #

Other Costs

Description

Federal
Amount

Match
Contribut.

Total Cost

\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00

TOTAL OTHER COSTS

=====
\$0.00 \$0.00

=====
\$0.00

Exhibit B - Budget

Program Title:
Agreement #

| GRAND TOTAL | Federal Amount | Match Contribut. | Total Cost |
|--------------------|-------------------|---------------------|---------------|
| PERSONNEL SERVICES | \$0.00 | \$0.00 | \$0.00 |
| EQUIPMENT | \$0.00 | \$0.00 | \$0.00 |
| COMMODITIES | \$0.00 | \$0.00 | \$0.00 |
| TRAVEL | \$0.00 | \$0.00 | \$0.00 |
| CONTRACTUAL | \$0.00 | \$0.00 | \$0.00 |
| OTHER COSTS | \$0.00 | \$0.00 | \$0.00 |
| TOTAL COST | <u>\$0.00</u> | <u>\$0.00</u> | <u>\$0.00</u> |

**Implementing Agency
Program Agency
AGREEMENT**

EXHIBIT B: BUDGET NARRATIVE

CERTIFICATION

The applicant certifies:

- (1) that it is not barred from contracting with any unit of state or local government as a result of 720 ILCS 5/33E-3 or 5/33E-4; and
- (3) that it shall notify the Authority's Ethics Officer if the applicant solicits or intends to solicit for employment any of the Authority's employees during any part of the application process or during the term of any contract awarded.

Name and Title of Authorized Representative

Signature

Date

Name of Organization

Address of Organization

STATE OF ILLINOIS
DRUG FREE WORKPLACE CERTIFICATION

This certification is required by the Drug Free Workplace Act. The Drug Free Workplace Act, effective January 1, 1992, requires that no grantee or contractor shall receive a grant or be considered for the purposes of being awarded a contract for the procurement of any property or services from the State unless that grantee or contractor has certified to the State that the grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of the contract or grant and debarment of contracting or grant opportunities with the state for at least one (1) year but not more than five (5) years.

For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership, or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division, or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

a) Publishing a statement:

- 1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
- 2) Specifying the actions that will be taken against employees for violations of such prohibition.
- 3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:

(A) abide by the terms of the statement; and

(B) notify the employer of any criminal drug statute conviction

for a

violation occurring in the workplace no later than five (5)

days

after such conviction.

b) Establishing a drug free awareness program to inform employees about:

- 1) the dangers of drug abuse in the workplace;

- 2) the grantee's or contractor's policy of maintaining a drug free workplace;
 - 3) any available drug counseling, rehabilitation, and employee assistance programs; and
 - 4) the penalties that may be imposed upon an employee for drug violations.
-
- c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
 - d) Notifying the contracting or granting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
 - e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by section 5 of the Drug Free Workplace Act.
 - f) Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.
 - g) Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

THE UNDERSIGNED AFFIRMS, UNDER PENALTIES OF PERJURY, THAT HE OR SHE IS AUTHORIZED TO EXECUTE THIS CERTIFICATION ON BEHALF OF THE DESIGNATED ORGANIZATION.

Printed Name of Organization

Signature of Authorized Representative
ID #

Printed Name and Title

Requisition/Contract/Grant

Date



CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date
