

REQUEST FOR APPLICATIONS
for
EQUIPMENT TO HELP PROSECUTORS,
PROBATION DEPARTMENTS and DETENTION CENTERS
HOLD JUVENILE OFFENDERS ACCOUNTABLE
funded by
The Illinois Criminal Justice Information Authority
in conjunction with
The Juvenile Crime Enforcement Coalition

(Please read this RFA in its entirety before beginning to prepare your application.)

Project Duration: 30 days beginning September 1, 2001.

Available Funds: \$1 million or more will be allocated among multiple jurisdictions across Illinois in amounts ranging from \$15,000 to \$35,000. These funds are a portion of federal fiscal year 1999 Juvenile Accountability Incentive Block Grant funds made available to Illinois by the Office of Juvenile Justice and Delinquency Prevention of the U.S. Department of Justice. Funds may only be used to purchase specific equipment identified in this solicitation to assist in holding juvenile offenders accountable for their behavior.

Match: Grant funds may not be used for more than 90% of the total cost of the equipment. The remaining portion must be met through a cash match contribution to the equipment purchase from non-federal sources.

Eligibility: Any unit of local government on behalf of a prosecutor's office, probation department or juvenile detention center engaged in activities related to juvenile accountability in Illinois is eligible to apply for these funds. If you have questions about whether your organization is eligible to submit an application, please call 1-888-425-4248.

Application Deadline: Applications must be received by **12:00 noon on Wednesday, August 15, 2001.** Facsimile transmissions are not acceptable. Late applications will be accepted until September 1, 2001 but only considered if funds remain after applications received by the deadline are approved or rejected. To be accepted for consideration, applications must meet the requirements set forth in this solicitation.

Questions: Call the Illinois Criminal Justice Information Authority's toll-free number -- 1-888-425-4248. The Authority's web site, www.icjia.state.il.us, also provides information on this RFA.

Section I: OVERVIEW

The Illinois Criminal Justice Information Authority, a state agency dedicated to the improvement of Illinois' justice system, is seeking applications from units of local government on behalf of prosecutors, probation departments and juvenile detention centers in Illinois to purchase equipment which will assist those organizations in holding juvenile offenders accountable for their behavior. Funds for this initiative are made available to the States through the federal Juvenile Accountability Incentive Block Grant Program administered by the Office of Juvenile Justice and Delinquency Prevention of the U.S. Department of Justice. An estimated \$1,000,000 is available for distribution between August 15 and September 15, 2001. Equipment purchases must be obligated by September 30, 2001, but can be delivered after September 30th. Equipment must be received and vendors must be paid by November 15, 2001.

Section II: BACKGROUND

The Juvenile Accountability Incentive Block Grants (JAIBG)¹ program was created by Congress to promote greater accountability in the juvenile justice system. The law authorizes the Attorney General to provide grants to the States to strengthen their policies, programs, and administrative systems that foster the creation of safe communities. The underlying supposition is that young people, their families, and the juvenile justice system must be accountable for improving the quality of life in every community.

In fiscal year 1999, the U.S. Department of Justice received \$250 million for the new JAIBG program. Grants are made to eligible States on a formula basis (based on the State's population under age 18), with at least 75 percent of the funds to be passed through to or used by the States to benefit units of local government.

In Illinois, the governor has named the Illinois Criminal Justice Information Authority to administer the JAIBG program. The Authority, working in partnership with the Illinois Juvenile Justice Commission, the body with statutory responsibility for Illinois' juvenile justice and delinquency

¹ Public Law 105-119 (Nov. 26, 1997).

prevention program, formed the Juvenile Crime Enforcement Coalition to oversee the block grant program. The Coalition has chosen to utilize remaining federal fiscal year 1999 funds to support the purchase of equipment to assist prosecutors, probation officers who work in juvenile courts and juvenile detention center staff.

Funds may be used to purchase:

- ?? Computers (desk top and laptop) and printers
- ?? Off the shelf software to create documents for court or to track juvenile cases or youth.
- ?? Cell phones
- ?? Upgrades to file servers and network stations
- ?? Fax machines
- ?? Drug testing materials
- ?? Vehicles (Note: vehicles will be funded only after requests for the above items have been filled.)

All equipment must be used exclusively for activities related to holding juveniles accountable.

Section III: ELIGIBLE APPLICANTS

Units of local government on behalf of prosecutors offices, probation departments and juvenile detention centers in Illinois.

Section IV: REPORTING REQUIREMENTS

A final fiscal report with a copy of the receipt(s) for the purchased equipment must be submitted no later than November 15, 2001.

Section V: LEVEL AND DURATION OF FUNDING

An estimated \$1,000,000 is being made available to be distributed among multiple sites statewide. All funds must be obligated by September 30, 2001 and requested equipment received and paid for by November 15, 2001.

Section VI: APPLICATION DEADLINE

Applications must be received by **12:00 noon on Wednesday, August 15, 2001**. Facsimile transmissions will not be accepted. Late submissions will be accepted until September 1, 2001 but not considered unless funds remain available after applications received by the deadline are approved or rejected. Applications may be mailed or delivered to:

Federal and State Grants Unit
 Illinois Criminal Justice Information Authority
 120 South Riverside Plaza, Suite 1016
 Chicago, Illinois 60606-3997
 Attention: **JAIBG Program**

Section VII: APPLICATION CONTENT

To be accepted for consideration applications must include:

- 1) a completed cover sheet that includes all the requested information (ATTACHMENT 1);
- 2) a completed copy of Chart 1: JAIBG Equipment Detail which includes an itemized list of equipment requested; cost of each item, and rationale for purchase. (ATTACHMENT 2) Federal funds requested must be a minimum of \$15,000 and may not exceed \$35,000;
- 3) a signed certification that (a) the applicant is not barred from contracting with any unit of state or local government as a result of violation of 720 ILCS 5/33E-3 or 5/33E-4, and (b) 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. [form attached - ATTACHMENT 3];
- 4) a signed certification regarding the State of Illinois Drug Free Workplace Act (30 ILCS 580) [form attached - ATTACHMENT 4];
- 5) Federal Debarment Certification [form attached - ATTACHMENT 5]; and
- 6) a certification that equipment purchased under this program will only be used for activities to assist in holding juvenile offenders accountable for their behavior [form attached – ATTACHMENT 6].

Applications will be opened at 2:00 p.m. on Wednesday, August 15, 2001, at the Authority.

Submissions that do not include the complete unbound original proposal (including items 1

through 5, as outlined above) and three copies will not be considered until all other applications have been accepted or rejected.

Section VIII: ALLOWABLE ITEMS OF EXPENDITURE

Grant funds may be used only for the purchase of the following items for use by persons who work with juveniles:

- ?? Computers (desk top and lap top) and printers
- ?? Off the shelf software to create documents for court or to track cases or youth.
- ?? Cell phones
- ?? Upgrades to file servers and network stations
- ?? Fax machines
- ?? Drug testing materials
- ?? Vehicles (Note: Vehicles will be funded only after requests for the above items have been filled.

All equipment must be used exclusively for activities related to holding juveniles accountable.

Section IX: REVIEW CRITERIA AND PROCEDURES

Application selection will be made using the following criteria. The Authority reserves the right to reject any or all applications if it is determined that submission(s) are not satisfactory.

- (1) **Need for Equipment** – (30 points) – A reasonable justification has been provided for each piece of equipment requested, and how it relates to holding juvenile offenders accountable.
- (2) **Responsiveness to Proposal** – (25 points) – All parts of the application are completed; the materials were submitted by the deadline.
- (3) **Adequacy of Cost Estimates** – (25 points) – Proposed costs for the requested equipment items will be reviewed to determine if they are reasonable.
- (4) **Inclusion of Match** – (20 points) – The budget includes the amount and source of matching funds, and includes an itemization of the costs to which matching funds will be applied. The JAIBG Program has a 10% cash match requirement from non-federal sources. The federal amount must not exceed 90% of the total equipment cost.

Use the following formula to calculate federal and match amounts.

To calculate the federal amount:

total equipment cost x .9 = federal amount

To calculate the match amount:

total equipment cost – federal amount = match amount

Applications will be reviewed by Authority staff. Their recommendations will be forwarded to the Executive Director of the Authority. A preliminary award decision will be made and applicants will be notified of the Authority's decision at the earliest possible date.

Section X: GRANT CONTENT

The content of the selected application, including possible modifications, will be appended to a grant awarded to the applicant. In addition, other grant obligations include, but are not limited to, an anti-bribery clause, drug-free workplace certification, subcontractor limitation, international boycott certification, debarment certification, equal employment opportunity, assurance of compliance to standards that minimally adhere to the Illinois Procurement Code, nondiscrimination certifications and an assurance equipment will be used only for activities that assist in holding juvenile offenders accountable for their behavior. Failure of the selected applicant to accept grant obligations may result in cancellation of the selection.

**JUVENILE ACCOUNTABILITY INCENTIVE
BLOCK GRANT PROGRAM - FFY99
REQUEST FOR EQUIPMENT TO HOLD
JUVENILE OFFENDERS ACCOUNTABLE**

Organization Name: _____

Organization Address: _____

Organization FEIN: _____

Contact Person: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

Amount of Federal Funds Requested: \$ _____

Amount of Match Funds: \$ _____

Total Equipment Cost (Federal and Match):\$ _____

Application Checklist:

___ One original unbound proposal and three copies, including all of the following items:

___ Completed Cover Page (**Attachment 1**)

___ Completed Chart 1: Equipment Request (**Attachment 2**)

___ Signed Certification (**Attachment 3**)

___ Signed Drug Free Workplace Act Certification (**Attachment 4**)

___ Signed Federal Lobbying/Debarment Certification (**Attachment 5**)

JAIBG Equipment Detail

Attachment 2

Column 1	Column 2	Column 3	Column 4	Column 5
Quantity	Item(s)	Cost of Single Item Indicate if Estimate or Actual	Total Cost	Provide Justification for Each Item i.e. Why is it necessary?

Column 1	Column 2	Column 3	Column 4	Column 5
Quantity	Item(s)	Cost of Single Item Indicate if Estimate or Actual	Total Cost	Provide Justification for Each Item i.e. Why is it necessary?

Total Funds _____

Federal _____

Match _____ (Source of match: _____)

Note: All equipment must be used exclusively for activities related to holding juveniles accountable.

EQUIPMENT DETAIL INSTRUCTIONS

Column 1 & 2 Indicate the equipment item(s) and quantity of each you are proposing to purchase.

Column 3 Indicate the cost of each item(s) and whether it is an estimated or an actual price.

All equipment must be purchased using a competitive process. For equipment under \$25,000 it is sufficient to obtain prices from several vendors. For equipment \$25,000 and over the local unit of government's procedure for competitive procurement of goods must be followed. If no such procedure exists, the State's procurement rule must be followed.

Column 4

- a) Enter total cost of all proposed purchases.
- b) Show calculations that were used to figure the cost of the equipment that is to be purchased.
- c) Identify amount of federal funds, matching funds and source of matching funds

Column 5 Provide a justification for the purchase of each item. Why is it necessary? Is it a new purchase? Does it replace an outdated item or one that is no longer functional? How will the item improve the ability of staff to do their jobs?

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
- (2) 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 (30 ILCS 580). The Drug Free Workplace Act 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 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

Requisition/Contract/Grant ID #

Printed Name and Title

Date

JUVENILE ACCOUNTABILITY CERTIFICATION

The applicant certifies that any equipment purchased with Juvenile Accountability Incentive Block Grant federal or matching funds will only be used for activities that assist in holding juvenile offenders accountable for their behavior.

Name and Title of Authorized Representative

Signature

Date

Name of Organization

Address of Organization

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions
(Sub-Recipient)**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67, Section 67.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211)

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON PAGE 19)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

Name of Organization

Instructions for Certification

1. By entering and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.