

Uniform Notice for Funding Opportunity (NOFO)
 Services to Families of Homicide Victims

	Data Field	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority (ICJIA)
2.	Agency Contact:	[Greg Stevens] [Grant Manager] Illinois Criminal Justice Information Authority 300 West Adams, Suite 200 Chicago, Illinois 60606 [Greg.Stevens@Illinois.gov] [312-793-0890]
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:	1710-606
6.	Funding Opportunity Title:	Services to Families of Homicide Victims
7.	CSFA Number:	546-00-1710
8.	CSFA Popular Name:	Death Penalty Abolition Fund (DPA) SFY19
9.	CFDA Number(s):	[Not applicable]
10.	Anticipated Number of Awards:	Unknown
11.	Estimated Total Program Funding:	\$2,000,000
12.	Award Range	\$25,000 - \$250,000
13.	Source of Funding:	State
14.	Cost Sharing or Matching Requirement:	No
15.	Indirect Costs Allowed	Yes
	Restrictions on Indirect Costs	No
16.	Posted Date:	January 11, 2019
17.	Application Range:	[January 11, 2019 - February 12, 2019]
18.	Technical Assistance Session:	Session Offered: Yes Session Mandatory: No The recorded webinar will be available beginning on Friday, January 11, 2019, at 1:30 p.m. https://grants.icjia.cloud

A. Program Description

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))

ICJIA must comply with all applicable provisions of state and federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity, including, but not limited to: The Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), The Public Works Employment Discrimination Act (775 ILCS 10/1 et seq.), The United States Civil Rights Act of 1964 (as amended) (42 USC 2000a-and 2000H-6), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), The Americans with Disabilities Act of 1990 (42 USC 12101 et seq.), and The Age Discrimination Act (42 USC 6101 et seq.).

ICJIA administers the Death Penalty Abolition Fund, created by Public Act [725 ILCS 5/119-1\(b\)](#), which requires funds to be expended for services for families of victims of homicide or murder and for training of law enforcement personnel.

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1. **Purpose.**

Through this Notice of Funding Opportunity (NOFO), ICJIA is soliciting applications proposing the provision of comprehensive services for families of victims of homicide or murder.

2. **Program Design.**

Funding through this NOFO must create a comprehensive response to families of victims of homicide or murder. Applicants may propose to provide a comprehensive program that provides all three of the service components detailed below, or may

propose to provide one or more components that meet the needs of the identified target population and complements existing services to create a comprehensive response. Proposals that do not request funding for all three program components must detail how the applicant will assure that the new program will coordinate services with the exiting program components to create the three-pronged response.

Applicants must provide letters(s) documenting the support and cooperation of the local law enforcement, county or municipal agency which will notify the applicant of the homicide.

Applicants proposing to provide fewer than three program components must provide letters documenting coordination with the agencies providing the other program components.

PROGRAM COMPONENTS

a) Crisis Intervention: Refers to victim de-escalation, emotional support, and guidance provided by advocates, counselors, or mental health professionals. Services may occur at the scene of a crime, immediately after a crime, or be provided on an ongoing basis. The Crisis Intervention component includes accompanying clients to the hospital and to the medical examiner's office; and the provision of or linkage to financial, housing, and relocation services which provide for the immediate safety and stability of the client families.

b) Case Management: Refers to assisting client(s) in identifying and achieving their needs and goals; including but not limited to the assessment and development of a service plan to facilitate a client's progress, and information and referral to needed services.

For the purposes of this NOFO, the Case Management component also includes personal and legal advocacy services to support the family members of homicide victims. Advocacy services include:

- Assisting clients in securing rights and services from other agencies;
- Notifying and assisting with victim compensation paperwork;
- Obtaining criminal or civil protection orders;
- Relocation services;
- Intervening with employers, creditors and others on behalf of clients;
- Assisting in filing for losses covered by public and private insurance programs;
- Assisting clients with life skill development that was impaired as a direct result of the family homicide, etc. Life skills advocacy includes activities to address the client's economic, educational, and employment needs that directly result from a victimization.

c) Counseling

The Counseling component of the program includes Individual Counseling, Group Support, and Therapy.

- Individual Counseling: Refers to in-person emotional support and guidance and counseling provided by advocates, counselors, or mental health professionals.
- Group Support: Refers to the coordination and provision of support group activities including self-help, peer, and social support. The group activities can also include skill building development to address physical, psychological and interpersonal impacts of victimization.
- Therapy: Refers to intensive professional psychological/psychiatric treatment, including evaluation of mental health needs, through evidence-informed, developmentally-appropriate individual, family or group therapy that addresses the impact of the victimization. Therapy should be trauma focused and provided by licensed professionals.

TRAUMA AND TRAUMA-INFORMED CARE

Approximately 60 percent of men and 51 percent of women living in the United States have experienced a traumatic event in their lifetime.¹

While much debate exists about what qualifies as a traumatic event, at minimum, traumatic events are those that cause significant distress or harm, whether physical, emotional, or psychological, for individuals.² These experiences can have a severe impact on well-being by impairing people's daily functioning and emotional health, contributing to higher rates of hospitalization, suicide attempts, substance abuse,³ and emotional responses, such as anger.⁴

A trauma-informed approach acknowledges the radiating impact of trauma, recognizes that people's actions and symptoms may be a result of traumatic experiences, and creates policies that are sensitive to such actions and symptoms.

¹ Davidson, J. R. T. (2000). Trauma: the impact of post-traumatic stress disorder. *Journal of Psychopharmacology*, 14, S5-S12.

² Norris, F. H. (1992). Epidemiology of trauma: frequency and impact of different potentially traumatic events on different demographic groups. *Journal of Consulting and Clinical Psychology*, 60, 409-418. ³ See Davidson, 2000.

⁴ Riggs, D. S., Dancu, C. V., Gershuny, B. S., Greenberg, D., & Foa, E. B. (1992). Anger and post-traumatic stress disorder in female crime victims. *Journal of Traumatic Stress*, 5, 613-625.

Key components of trauma-informed care are:

- Recognizing the impact of trauma on multiple areas of life and different paths to recovery.
- Being aware of the signs and symptoms of trauma.
- Structuring policies and practices that account for and are sensitive to people's potential trauma histories.
- Seeking to prevent re-traumatization.⁵

Key principles of trauma-informed care further build on the key components by emphasizing principles that create a trauma-informed setting. They include:

- Safety
- Trustworthiness and transparency
- Peer support
- Collaboration and mutuality
- Empowerment, voice and choice
- Cultural, historical, and gender issues.⁶

Taken together, these practices work to honor a survivor's history of trauma and the different pathways that survivors may find toward healing and recovery.

⁵ Substance Abuse and Mental Health Services Administration. (2015). *Trauma-informed approach and trauma-specific interventions*. National Center for Trauma-Informed Care and Alternatives to Seclusion and Restraint.

⁶ See SAMSHA, 2015.

3. Program Requirements.

Staffing and Training Requirements

The proposal program narrative must detail how the program requirements outlined in the Program Design section will be met, with funding requested through this opportunity and/or existing resources. The proposal budget must detail the funding requested through this opportunity that will be needed to accomplish these requirements.

Direct Service Staff: Sufficient staffing to provide the proposed services for all clients to be served. The staffing plan should include ability to serve clients with various levels and length of service needs. The intent is to anticipate engagement in long-term services when needed.

Supervision of direct service staff: Ongoing supervision of direct service staff to ensure program fidelity and staff support.

Mental health services: Mental health counseling and care such as out-patient therapy/counseling and substance-use disorder treatment related to the victimization, must be provided by a person who meets the professional standards to provide these services in Illinois. This can include, but is not limited to, a licensed clinical social worker (LCSW), a licensed professional counselor (LPC), a certified alcohol and other drug abuse counselor (CADAC), or a licensed clinical psychologist.

Trauma awareness: At minimum, the agency must demonstrate trauma awareness, including completion of at least one training on trauma for all funded staff during the grant period or within the last two years.

Agencies are strongly encouraged to take additional steps toward building internal capacity for engaging in trauma-informed practices, such as the development and use of trauma screening tools, policies and practices that address compassion fatigue and self-care among staff, and the use of program assessment to gauge agency trauma readiness. |

4. Evidence-Informed Programs or Practices. Applicants are strongly urged to incorporate research-based best practices into their program design. Applicants should identify the evidence-informed 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.

5. Goals, Objectives, and Performance Metrics

Funded programs will be required to submit quarterly progress reports that will minimally include the following information.

GOAL: To mitigate the impact of trauma on the family members of homicide victims through the provision of age and culturally appropriate crisis response, supportive counseling, follow-up care, and comprehensive resources and referral services.	
Process Objectives	Process Performance Measures
Hired funded staff by month ____ of the period of performance.	➤ Month funded staff hired.
Complete training of funded staff by month ____ of the period of performance.	➤ Month staff training completed.
Complete specialized training addressing needs of underserved victims by month ____ of the period of performance.	➤ Month specialized training addressing needs of underserved victims completed.

Crisis Response Services	
Respond to ____% of homicide notifications within ____ hours/days	<ul style="list-style-type: none"> ➤ Number of homicide notifications ➤ Number of homicide notifications responded to within hours/days
Provide crisis intervention services to ____% of victims' families at crime scene or hospital	<ul style="list-style-type: none"> ➤ Number of victim homicide victim families ➤ Number of victim homicide victims' families provided crisis intervention services at crime scene or hospital
Provide short-term financial assistance to ____ client families to provide for client safety and stability	<ul style="list-style-type: none"> ➤ Number of client families receiving short-term financial assistance by type of assistance.
Provide short-term housing and relocation assistance to ____ client families to provide for client safety and stability	<ul style="list-style-type: none"> ➤ Number of client families receiving short-term housing and relocation assistance by type of assistance
Complete practical needs and daily functioning assessments of ____% of client families.	<ul style="list-style-type: none"> ➤ Number of clients completing practical needs and daily functioning assessments
Complete warm transfer to supportive services for ____% of client families	<ul style="list-style-type: none"> ➤ Number of client families for whom a warm to transfer to supportive services is completed.
Case Management Services	
Create service plan for ____% of clients within 30 days of warm transfer to supportive services	<ul style="list-style-type: none"> ➤ Number of clients for whom service plans are created within 30 days
Complete PTSD assessment for ____% of clients	<ul style="list-style-type: none"> ➤ Number of clients for whom PTSD assessments are completed.
Provide ____ months of supportive case management services to ____ % of clients with service plan	<ul style="list-style-type: none"> ➤ Percentage of clients receiving ____ months of supportive case management services; ➤ Number of adults and minor children served; ➤ Number of referrals by referral type.
Assist ____% of client with Victims Compensation Fund applications	<ul style="list-style-type: none"> ➤ Number of clients provided assistance completing application for Crime Victims Compensation
____ clients will receive individual advocacy (e.g., assistance applying for public benefits).	<ul style="list-style-type: none"> ➤ Number of clients provided individual advocacy ➤ Number of times staff provided individual
____ clients will receive assistance intervening with an	<ul style="list-style-type: none"> ➤ Number of clients provided with

employer, creditor, landlord, or academic institution.	<p>assistance intervening with an employer, creditor, landlord, or academic institution.</p> <ul style="list-style-type: none"> ➤ Number of times staff provided assistance intervening with an employer, creditor, landlord, or academic institution.
___ clients will receive child or dependent care assistance.	<ul style="list-style-type: none"> ➤ Number of clients provided with child or dependent care assistance. ➤ Number of times staff provided child or dependent care assistance.
___ clients will receive transportation assistance.	<ul style="list-style-type: none"> ➤ Number of clients provided with transportation assistance. ➤ Number of times staff provided transportation assistance.
___ clients will receive interpreter services.	<ul style="list-style-type: none"> ➤ Number of clients provided with interpreter services. ➤ Number of times staff provided interpreter services.
___ clients will receive emergency financial assistance.	<ul style="list-style-type: none"> ➤ Number of clients provided with emergency financial assistance.
___ clients will receive relocation assistance.	<ul style="list-style-type: none"> ➤ Number of clients provided with relocation assistance.
Complete daily functioning assessments at ___ months for ___% of clients	<ul style="list-style-type: none"> ➤ Number of daily functioning assessments conducted at ___ months for clients
Document referral gaps and capacity limitations for 100% of client families	<ul style="list-style-type: none"> ➤ Number of referral gaps and capacity limitations by referral type
Contact ___% of clients when cases move to court	<ul style="list-style-type: none"> ➤ Number of cases moved to court ➤ Number of client families contacted when cases move to court
Provide court accompaniment for ___ of client families contacted about court	<ul style="list-style-type: none"> ➤ Number of clients accompanied to court.
Counseling Services	
___ clients will receive group support.	<ul style="list-style-type: none"> ➤ Number of clients provided with group support. ➤ Number of group support sessions provided by staff or through contracted services.
___ clients will receive substance use disorder counseling.	<ul style="list-style-type: none"> ➤ Number of clients provided with substance use disorder counseling. ➤ Number of substance use disorder

	counseling sessions provided by staff or through contracted services.
_____ client family adults will receive therapy.	<ul style="list-style-type: none"> ➤ Number of adult and minor clients provided with therapy. ➤ Number of therapy sessions provided by staff or through contracted services.
_____ of client family minors will be provided with therapy.	<ul style="list-style-type: none"> ➤ Number client family minors provided with therapy. ➤ Number of therapy sessions for minor victims provided by staff.
Outcome Objectives	Outcome Performance Measures
_____ % of clients who were working at the time of the homicide return to work within four weeks of the homicide.	<ul style="list-style-type: none"> ➤ Number of clients who were working at the time of the homicide ➤ Number of clients who were working at the time of the homicide who return to work within four weeks; ➤ Number of clients who were working at the time of the homicide who return to work within six months of homicide.
_____ % of school age children in survivor families who return to school within four weeks of homicide	<ul style="list-style-type: none"> ➤ Number of school age children in survivor families ➤ Number of school age children in survivor families who return to school within four weeks of homicide; ➤ Number of school age children in survivor families who return to school within six months of homicide
_____ % of primary adult clients assessed at _____ months experience reduction in PTSD symptoms	<ul style="list-style-type: none"> ➤ Number of adult clients assessed for PTSD symptoms at _____ months; ➤ Number of adult clients assessed at for PTSD symptoms at _____ months who experience a reduction in PTSD symptoms
Primary adult clients assessed at _____ months experience an increase in daily functioning	<ul style="list-style-type: none"> ➤ Number of adult clients assessed for daily functioning at _____ months; ➤ Number of adult clients assessed for daily functioning at five months demonstrating an increase in daily functioning

B. Funding Information

1. Award period

Grant awards resulting from this opportunity will have a target period of performance of April 1, 2019 - June 30, 2019. Additional funding of up to 33 months may be awarded after the initial funding period, contingent upon a satisfactory performance and availability of funds.

2. Available Funds

A total of \$2,000,000 in funding is available through this solicitation.

State Fiscal Year 2019 (SFY19)

The minimum amount for each award is \$25,000. The maximum amount of each award is \$250,000.

Agreements that result from this funding opportunity are contingent upon and subject to the availability of funds of sufficient 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 the Grantor 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.

Applications must include an Implementation Schedule that describes how the program activities will be carried out. The Implementation Schedule must include information that will allow ICJIA to assess grant activity relative to planned project performance.

C. Eligibility Information

An entity may not apply for a grant until the entity has registered and pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal, www.grants.illinois.gov/portal. Registration and pre-qualification are required annually. During pre-qualification, verifications are performed including a check of federal SAM.gov Exclusion List and status on the Illinois Stop Payment List. The Grantee Portal alerts the entity of “qualified” status or informs how to remediate a negative verification (e.g., inactive DUNS, not in good standing with the Secretary of State). Inclusion on the SAM.gov Exclusion List cannot be remediated.

Applicants are also required to submit a financial and administrative risk assessment utilizing an Internal Controls Questionnaire (ICQ) for State Fiscal Year 2019 and obtain approval from their cognizant agencies before execution of the grant agreement. Delay in obtaining SFY19 ICQ approval will result in a delay in grant execution.

1. Eligible Applicants. Eligible applicants must meet the following requirements:

Public Agency and Nonprofit Organizations. Operated by a public agency or nonprofit organization, or a combination of such organizations, and provides direct services to families of victims of homicide. Nonprofit organizations must submit proof of 501(c)(3) status as determined by the Internal Revenue Service.

2. Cost Sharing or Matching.

- No matching or cost-sharing requirement

3. Indirect Cost Rate. In order to charge indirect costs to a grant, the applicant organization must have an annually negotiated indirect cost rate agreement (NICRA). There are three types of NICRAs:

(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. The organization must provide a copy of the federal NICRA at the time of application.

(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 CARS 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.

All grantees must complete an indirect cost rate negotiation or elect the De Minimis Rate to claim indirect costs. Indirect costs claimed without a negotiated rate or a De

Minimis Rate election on record in the State of Illinois' centralized indirect cost rate system may be subject to disallowance.

It is the organization's responsibility to ensure that any indirect cost rate utilized is properly registered in the GATA Portal. Failure to register the rate properly may restrict an organization from charging indirect costs to a grant.

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.

D. Application and Submission Information

1. Address to Request Application Package.

Applications must be obtained at <https://grants.icjia.cloud> by clicking on the link titled ["DPA Services to Survivors of Homicide Victims."]

Paper copies of the application materials may be requested from Greg Stevens by: calling 312-793-0890; mailing 300 West Adams Street, Suite 200, Chicago, Illinois 60606; or Telephone Device for the Deaf (TDD) (312)793-4170. Applications, however, 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 11:59 p.m. on **January 23, 2019**. Submission of a Notice of Intent is non-binding 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.

Failure to submit a Notice of Intent by the deadline above may result in an agency not receiving technical assistance with respect to GATA compliance, therefore risking grant ineligibility.

The online Notice of Intent is available at:
https://icjia.az1.qualtrics.com/jfe/form/SV_b2XTIkFxFR0807z

(b). Forms and Formatting.

The application must be emailed to CJA.DPAservicesNOFO@Illinois.gov. 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 are missing. The applicant is responsible for ensuring that documents adhere to the instructions provided.

The following materials MUST be submitted by all applicants. The applicant must submit the documents based on the instructions provided below.				
Document	Document Name	PDF	Word	Excel
Uniform Application for State Grant Assistance – This form must be completed and provided as a Word file. No signatures are necessary at the application stage.	<i>“Agency Name – Application”</i>		X	
Program Narrative – This document must meet the requirements outline in Section A. The narrative must be provided in this document. Do not change the format of this document or delete the questions.	<i>“Agency Name – Program Narrative”</i>		X	
State Fiscal Year 2019 Budget/Budget Narrative – This document is a workbook, with several pages (tabs). The last tab has instructions if clarification is needed.	<i>“Agency Name – SFY19Budget”</i>			X
<u>Letters of Support and Coordination:</u>				
<ul style="list-style-type: none"> • Applicants must provide letter(s) documenting the support and cooperation of the local law enforcement, county or municipal agency which will notify the applicant of the homicide. • In addition, applicants proposing to provide fewer than three program components must provide letters documenting coordination with the agencies providing the other program components. 	<i>“Agency Name Letters”</i>	X		
Non-Profit Agency Required Documents				
United States Internal Revenue Service 501(c)(3) determination letter.		X		

(c). The application must be submitted in Times New Roman 12pt font. The program narrative is limited to 30 pages, including the narrative template questions and

instructions. Applications will be accepted via email only. No hard copy or faxed submissions will be accepted. |

3. Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM). Each applicant (unless the applicant is an individual or Federal or State awarding agency that is exempt from those requirements under 2 CFR § 25.110(b) or (c), or has an exception approved by the Federal or State awarding agency under 2 CFR § 25.110(d)) is required to:

(a). Be registered in SAM before submitting its application. To establish a SAM registration, go to www.SAM.gov 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 www.dunandbradstreet.com or call 1-866-705- 5711.; and

(c). Continue to maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by a Federal or State awarding agency. 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 and, if an applicant has not fully complied with the requirements by the time ICJIA is ready to make an award, ICJIA may determine that the applicant is not qualified to receive an award, and may use that determination as a basis for making a federal pass-through or state award to another applicant.

4. Submission Dates, Times, and Method. [[]]

(a). **All required application materials must be emailed to CJA.DPAServicesNOFO@Illinois.gov by 11:59 p.m. on Monday, February 8, 2019, to be considered for funding. Proposals will not be accepted by mail, fax, or in-person. Incomplete applications or those sent to other email addresses will not be reviewed. Late submissions will not be reviewed.** If the due date falls on a Saturday, Sunday, or Federal or State holiday, the reporting package is due the next business day.

(b). Applicants are encouraged to submit their applications 72 hours in advance of the deadline. Technical difficulties experienced at any point during the process should be reported immediately to ICJIA by calling Greg Stevens at 312-793-0890 or emailing CJA.DPAServicesNOFO@Illinois.gov.

(c). The date and time of the application was sent will be the official application submission date and time.

Applicants will receive an automatic reply to their email submission. Applicants that do not receive an automatic reply to their submission email should immediately contact Greg Stevens at 312-793-0890 or CJA.DPAservicesNOFO@Illinois.gov.

1. **Application Questions.** Questions may be submitted via email at CJA.DPAservicesNOFO@Illinois.gov. The deadline for submitted questions is 11:59 p.m. on February 4, 2019. All substantive questions and responses will be posted on the ICJIA website at <https://grants.icjia.cloud/>.

Due to the competitive nature of this solicitation, applicant may not discuss the opportunity directly with any ICJIA employee other than the respondent of this email address`

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:

- i. Land acquisition;
- ii. New construction;
- iii. Renovation, lease, or any other proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- iv. Minor renovation or remodeling of a property either (a) listed or eligible for listing on the National Register of Historic Places or (b) located within a 100-year flood plain; and
- v. Implementation of a new program involving the use of chemicals; and
- vi. Capital expenditures;
- vii. Lobbying activities;
- viii. Most food and beverage cost; and
- ix. Fundraising activities

(c). Allowable Expenses. Funds can be used for costs of the Program Design components as well as transportation for clients to attend court, and job interviews, and to participate in program services, and counseling.

- Financial Assistance: The focus of the financial assistance as part of crisis intervention is to stabilize and provide for the safety of the client family.

Financial assistance is limited to the purchase of meals for client families for a maximum of two days, and groceries for the client family for a maximum of one month, payment of utility bills for a maximum of one month, and transportation cards for the client families. Disbursal of all financial assistance must be made on behalf of client families. No cash disbursals to the client families for financial assistance may be made.

- Housing assistance: Housing assistance is limited to payment of a maximum of one month rent or mortgage on behalf of the client family. No cash disbursals to the client families for housing assistance may be made.

(d) Pre-Award Costs. No costs incurred before the start date of the grant agreement may be charged to awards resulting from this funding opportunity.

(e). Pre-approvals. Prior approvals may affect project timelines. In efforts to ensure the reasonableness, necessity and allowability of proposed uses of funds, ICJIA may require prior approval of the following, among other things:

- i. out-of-state travel;
- ii. equipment over \$5,000;
- iii. certain Requests for Proposals and sub-contracts; and
- iv. conference, meeting, and training costs for grant recipients.

Submission of materials for ICJIA approval should be incorporated into the application Implementation Schedule.

(f). State Travel Guidelines. travel costs charged to ICJIA including contractual agreement 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 If funds will be used for the expansion of an already implemented program, applicants must explain how proposed activities will supplement - not supplant - current program activities and staff positions. Public agencies may not deliberately reduce local, federal, or other state funds because of the existence of these funds. A written certification may be requested by ICJIA stating that these funds will not be used to supplant other state, local, or 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, the Grant Accountability and Transparency Act, 44 Ill. Admin. Code 7000, 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 as well as the ICJIA Subcontract Policy. Some agreements may be entered into through a “sole source” process, however, other agreements must be competitively bid through a “Request for Proposal” process.

ICJIA will make the final determination whether a proposed agreement constitutes a subaward or a subcontract. ICJIA’s determination is final and not subject to appeal.

9. Requirement Prior to Submitting the Application.

Applicant Technical Assistance Recordings. Applicants are encouraged to view the following mandatory technical assistance recordings prior to application submission. All recordings are located on the ICJIA website at <https://grants.icjia.cloud/>:

- ✓ NOFO programmatic requirements.
- ✓ GATA compliance.
- ✓ Budget Requirements
- ✓ Allowable expenses.
- ✓ Indirect costs.
- ✓ Required documents.
- ✓ Supplanting.

The recordings will be available for viewing beginning at **1:30 p.m.** on Friday, January 11, 2018.

E. Application Review Information

1. Criteria.

Application materials must address all components of this Notice of Funding Opportunity 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. The applicant must demonstrate that costs are reasonable, necessary, and allowable.

The total number of points available is 100.

All applications must receive a minimum average score of 75 to be recommended for funding.

Scoring Criteria		Possible Points
Need:		15
<ul style="list-style-type: none"> Proposal clearly describes the problem to be addressed through the proposed program and uses data to indicate the scope of need. 	5	
<ul style="list-style-type: none"> Proposal described current services and resources available to address the stated problem. 	5	
<ul style="list-style-type: none"> Proposal demonstrates an understanding of client needs and identifies gaps between need and resources. 	5	
Program Design		65
<ul style="list-style-type: none"> Proposal describes how clients will be identified and how all three program components will be implemented. 	5	
<ul style="list-style-type: none"> Proposal includes letters of support demonstrating support and coordination of essential partner agencies. 	5	
<ul style="list-style-type: none"> Proposal describes specialized needs of underserved clients and a plan to provide specialized services. 	5	
<ul style="list-style-type: none"> <u>Crisis Response</u>: Proposal describes a clear plan to provide crisis response services, including immediate assistance for client stabilization and safety, and transition to case management services. 	10	
<ul style="list-style-type: none"> <u>Case Management</u>: Proposal describes a clear plan to provide comprehensive case management services, including advocacy, victim's compensation, financial and relocation assistance, and transition to counseling services. 	10	
<ul style="list-style-type: none"> <u>Counseling</u>: Proposal describes a clear plan to provide counseling services to victims, including trauma-informed care. 	10	
<ul style="list-style-type: none"> <u>Staffing Plan</u>: Proposal describes a plan to provide sufficient qualified direct service and supervisory staff, provide training to staff and any program volunteers, and a plan for staff self-care. 	10	
<ul style="list-style-type: none"> Applicant completed the table and set reasonable, measurable objectives. 	10	
Capacity and Management:		10
<ul style="list-style-type: none"> Proposal describes agency capacity implement the proposed program and provides a complete and reasonable implementation schedule. 	5	

<ul style="list-style-type: none"> Applicant described how project success will be measured, detailing how and when data will be collected and reported, and how program data will be used to sustain the program when federal funding ends. 	5	
Budget:		10
<ul style="list-style-type: none"> Budgeted items are cost-effective, reasonable and necessary in relation to the proposed activities. 	5	
<ul style="list-style-type: none"> Narrative is complete for all line items, clearly detailing how the applicant arrived at and calculated the budget amounts. 	5	
Total Possible Points		100

2. Review and Selection Process.

[All applications will be screened for completeness and GATA ICQ submission for the current state fiscal year. Applicant agencies must have approved ICQs for SFY19 before the state date of any agreements that result from this funding opportunity.]

Proposals that pass the screening process will be reviewed by a panel of ICJIA grant and research staff and other subject matter experts.

Selection of successful applications will be based on the average of team scores. Proposal selection will be made using the following criteria hierarchy and consideration of past performance history and/or financial standing with ICJIA.

Highest scoring application
Next highest scores
Available funding
Highest score: Statement of the Problem – Unmet Needs
Highest score: Project Implementation
Highest score: Statement of the Problem – Current Situation
Highest score: Statement of the Problem – Description of Service Area

ICJIA reserves the right to reject any or all incomplete proposals, proposals including unallowable activities, proposals that fail to meet eligibility or program requirements, or proposals that are otherwise deemed to be unsatisfactory. Reviewers also reserve the right to invite one or more applicants to resubmit amended applications and modify budgets that include unallowable or unreasonable costs.

Successful applicants whose applications contained unallowable or unreasonable costs will have their award reduced by the total amount of those costs. Upon applicant acceptance of the grant award, announcement of the grant award shall be published by the awarding agency to the GATA portal.

Review team recommendations will be forwarded to ICJIA's Budget Committee for approval. Applicants will be notified of the Budget Committee's decision.

3. Appeal Process.

Unsuccessful applicants may request a formal appeal. Only the evaluation process is subject to appeal. 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 fourteen (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:

- (a) statement indicating a request for a formal appeal;
- (b) the name and address of the appealing party;
- (c) identification of the grant program; and
- (d) A statement of reason for the appeal.

Appeals must be sent 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 supply a written explanation as to why additional time is required. The appealing party must supply any additional information requested by ICJIA within the time period set in the request. ICJIA will resolve the appeal by means of written determination.

The determination will include:

- (a) review of the appeal;
- (b) appeal determination;
- (c) rationale for the determination; and
- (d) standard description of the appeal review process and criteria.

A person or organization aggrieved by the agency determination may seek judicial review only through the Circuit Courts of the State of Illinois within 35 days from the date that the agency determination was issued.

4. Debriefing Process.

Unsuccessful applicants may request a debriefing for feedback that could help them improve future funding applications. Debriefings will take the form of written advice to applicants on the strengths and weaknesses of their applications in terms of 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 at a minimum the following:

- a. The name and address of the requesting party.
- b. Identification of grant program.
- c. Reasons for the debrief request.

Please send requests to:

[Greg Stevens |
Illinois Criminal Justice Information Authority
CJA.DPAservicesNOFO@Illinois.gov

5. 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.

Implementing Agency vs. Program Agency

An implementing agency is the legal entity that receives state funds, such as a county.

A program agency:

1. Is a subdivision of the implementing agency, such as a county probation department.
2. Carries out program operations.
3. Is responsible for data and fiscal reporting.

PRAs completed for other state agencies will not be accepted by ICJIA.

6. Anticipated Announcement and State Award Dates.

Task	Date
NOFO posted	Friday, January 11, 2019
Applicant webinars available	Friday, January 11, 2019
Notices of Intent due	Friday, January 18, 2019
NOFO question submission deadline	Wednesday, February 6, 2019
Applications due	11:59 p.m., Tuesday, February 12, 2019
Budget Committee review/approval of recommended designations	February 28 2019
Program start date	April 1, 2019

F. Award Administration Information

1. State Award Notices.

The ICJIA Budget Committee is scheduled to review and approve designations in February 28, 2019

ICJIA will transmit a Notice of State Award (NOSA), and the grant agreement to successful applicants after the Budget Committee reviews and approves designations on or about February 28, 2019. 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 before the agreement is executed. 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:

- Fiscal Information Sheet
- Audit Information Sheet
- Programmatic Risk Assessment
- Civil Rights Compliance Questionnaire

No costs incurred before the start date of the agreement may be charged to the grant.

2. Administrative and National Policy Requirements.

In addition to implementing the funded project consistent with the agency-approved project proposal and budget, agencies selected for funding must comply with applicable grant terms and conditions and other legal requirements, including, but not limited to, ICJIA Financial Guide and Policy and Procedure Manual, the Office of Management and Budget Grants Accountability and Transparency Act, and U.S. Department of Justice regulations which will be included in the award documents, incorporated into the award by reference, or are otherwise applicable to the award.

Additional programmatic and administrative special conditions may be required.

3. Reporting.

Recipients must submit financial reports, progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the 2 CFR Part 200 Uniform Requirements. 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:

Greg Stevens |
Illinois Criminal Justice Information Authority
CJA.DPAservicesNOFO@Illinois.gov

H. Other Information.

1. 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.
2. This application is subject to the Illinois Freedom of Information Act. 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.