

CHECKLIST

Prior to application due date:

- [Obtain a Data Universal Numbering System \(DUNS\) number.](#)
- [Register with the System for Award Management \(SAM\).](#)
- [Apply for, update or verify the Employer Identification Number \(EIN\).](#)
- [Create a Grants.gov account with username and password.](#)
- [Complete registration in the Grantee GATA Portal.](#)

Submission Checklist:

- Uniform Application for State Grant Assistance – Submitted in PDF (signed, and scanned) AND Word file
- Program Narrative –Do not change the format of this document. Submitted in a Word file.
- Budget/Budget Narrative – Excel format (no signatures required for this document at this time)

Uniform Notice of Funding Opportunity (NOFO)
Expanding or Enhancing Existing Street Intervention Programming

	Data Field	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority (ICJIA)
2.	Agency Contact:	Shai Hoffman Program Manager Illinois Criminal Justice Information Authority 300 West Adams, Suite 200 Chicago, Illinois 60606 Shai.Hoffman@illinois.gov 312-814-0706
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:	2179-1291
6.	Funding Opportunity Title:	Violence Prevention and Street Intervention Programs (VP-SIP) – Expanding or Enhancing Existing Street Intervention Programming
7.	CSFA Number:	546-00-2179
8.	CSFA Popular Name:	VP-SIP
9.	CFDA Number(s):	N/A
10.	Anticipated Number of Awards:	Unknown
11.	Estimated Total Program Funding:	\$1,894,653
12.	Award Range	Between \$25,000 and \$75,000
13.	Source of Funding:	<input type="checkbox"/> Federal or Federal pass-through <input checked="" type="checkbox"/> State <input type="checkbox"/> Private / other funding
14.	Cost Sharing or Matching Requirement:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15.	Indirect Costs Allowed	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Restrictions on Indirect Costs	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
16.	Posted Date:	December 16, 2019
17.	Application Range:	December 16, 2019 – January 16, 2020
18.	Technical Assistance Session:	Session Offered: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Session Mandatory: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No It is recommended that applicants view the recorded technical assistance, “ Expanding or Enhancing Existing Street Intervention Programming NOFO Recording ,”

		which will be available beginning on December 17, 2019, at 12:00 p.m.
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Notice of Funding Opportunity

Violence Prevention and Street Intervention Programs (VP-SIP) Expanding or Enhancing Existing Street Intervention Programming

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.

A. Program Description

1. Purpose

In state fiscal year 2020, funds were appropriated to ICJIA for Violence Prevention and Street Intervention grants and administration. Under this solicitation, approximately \$1,894,653 is available to organizations that currently operate a street intervention program outside of the City of Chicago. Funds can be used for one or both of the following purposes:

- Enhance (provide additional services) an existing street intervention program model. Program and services should be aligned with the description of Street Intervention/Outreach provided in the *Background* section (Pages 6-7).
- Expand (provide existing services to additional participants) an existing street intervention program that is already aligned with the description of Street Intervention/Outreach provided in the *Background* section (Pages 6-7).

Funding is anticipated for a project period of March 15, 2020, to June 30, 2020. Funding for grants beyond the end of the current fiscal year will be dependent upon funding availability and may require adherence to additional program requirements (*Appendix II*).

Available Funding

Geographic Area	Approximate Total Available	Award Ranges
Suburban Cook, DuPage, Kane, Lake, McHenry and Will counties	\$336,225	Minimum: \$25,000 Maximum: \$75,000
Other counties	\$1,558,428	Minimum: \$25,000 Maximum: \$75,000

Note: Applicants are not required to submit proposals serving entire counties/geographic areas. See jurisdictions listed in *Appendix I*. Proposals for programs serving Cook County must exclude the City of Chicago as a service area.

2. Background

Community violence includes acts of violence, such as fights, gunshots, rape, and stabbings, experienced or witnessed by individuals outside of the home.¹ Community violence is considered a public health epidemic. Millions across the country are injured or die as a result of violence each year, which in turn affects families and communities. Immense costs are incurred by communities as they treat victims, support families, and arrest and prosecute perpetrators.²

While all violence occurring in communities is cause for concern and important to recognize and address, this Notice of Funding Opportunity (NOFO) will support programs that address a narrower set of violent offenses or street-level violent crimes, including murder, aggravated assault, and non-domestic battery that occur in the community and often involve a firearm. Addressing street-level violence is important as experiencing or witnessing this type of violence can increase fear and distrust among community members and reduce their feelings of safety. Exposure to violence may result in post-traumatic stress disorder and other negative short- and long-term outcomes for individuals and communities.

Research has consistently demonstrated violent occurrences are not evenly dispersed; they are concentrated in certain locations. This is true in Illinois. Analyses of murder, aggravated assault, and battery data reported by police and sheriffs' agencies indicate that eight municipalities accounted for approximately 65 percent of all murders and aggravated assaults and batteries in Illinois from 2013 to 2018.³ These municipalities include Aurora, Champaign, Chicago, East St. Louis, Joliet, Peoria, Rockford, and Springfield.

A large body of research is available on street-level violence and gang-involved homicides. Studies conducted in multiple cities in various sizes and regions of the United States have found that a significant portion of gun violence occurs over disputes and rivalries within and between gangs.⁴ Several theoretical explanations have been offered for why gangs, their members, and gang associates are involved in a disproportionate amount of gun violence, and particularly in retaliatory violence. Two theories in particular have been the focus of much of the literature: community-level factors and the role of collective behavior. Researchers argue gang violence is a by-

¹ Krug, E. G., Mercy, J. A., Dahlberg, L., & Zwi, A. B. (2002). The world report on violence and health. *The Lancet*, 360(9339), 1083-1088.

² Sumner, S. A., Mercy, J. A., Dahlberg, L. L., Hillis, S. D. Klevens, J., & Houry, D. (2015). Violence in the United States: Status, challenges, and opportunities. *Journal of the American Medical Association*, 314(5), 478-488.

³ Although no single data source on gun-related street violence exists, the Illinois State Police Uniform Crime Reporting (UCR) program offers aggregate data on murders and aggravated assaults and batteries reported to local police. While weapon types, motives, and exact locations of crime are not discernable from these data, the data do provide a glimpse into the extent of violent crime occurring in Illinois communities.

⁴ Decker, S., & Curry, G. D. (2002). Gangs, gang homicides, and gang loyalty: Organized crimes or disorganized criminals. *Journal of Criminal Justice*, 30(4), 343-352. [https://doi.org/10.1016/S0047-2352\(02\)00134-4](https://doi.org/10.1016/S0047-2352(02)00134-4)

product of community-level factors, such as poverty, mobility, and neighborhood cohesion. Others theorize gang violence is a form of collective behavior emerging from group processes of common actions with a defined purpose.⁵

In the past decade, practitioners have developed a public health approach to violence that addresses the underlying causes of violence. One strategy adopting this approach is street intervention and outreach. A review of 11 program evaluations on street outreach strategies for gangs, groups, or individuals at high risk for violence noted substantial reductions in homicides, gang-related homicide incidents, shootings, non-fatal shootings and calls to police about gunshots.⁶

Illinois communities experiencing high levels of gun violence have developed, to varying degrees, a variety of street violence suppression, prevention, and intervention strategies. Many of these efforts successfully engage participants, rally community support for preventing violence, and help mitigate the challenges of fluctuating budgets and staff training.

Description of Street Intervention/Outreach. A Chicago-based multi-sector collaboration of funders and programs has emerged to enhance program standards and stabilize funding for street intervention programs.⁷ Based on that collaboration, and for purposes of this NOFO, ICJIA is using the following description of *Street Intervention/Outreach*.

Street Intervention/Outreach refers to actively working in “the streets” to engage individuals who are at immediate or high risk of either being victims or perpetrators of violence. Outreach staff are credible messengers who engage with these individuals in a variety of settings, including parks, homes, street corners, community centers, schools, hospitals, or any place these at-risk individuals frequent. Outreach staff build trusting relationships with high-risk individuals so that they can mediate existing and potential conflicts to prevent incidents of violence and promote peace.

Outreach and support staff serve as connectors to services and as supporters to high-risk individuals and their families. Services can include, but are not limited to, healthcare and mental health treatment, housing, substance abuse disorder treatment, and employment assistance. These services enable individuals to live a life free of violence and as a positive contributor to their families and communities. Outreach efforts are typically conducted in the afternoons/evenings and late at night when violence is most prevalent.

⁵ Decker, S. H. (1996). Collective and normative features of gang violence. *Justice Quarterly*, 13(2), 243-264.

⁶ Petrosino, E., Campie, P., Pace, J., Fronius, T., Guckenburg, S., W., Wiatrowski, M., & Rivera, L. (2015). Cross-sector, multi-agency interventions to address urban youth firearms violence: A rapid evidence assessment. *Aggression and Violent Behavior*, 22, 87-96.

⁷ More information about this collaborative, Communities Partnering 4 Peace, can be found at <https://www.metrofamily.org/cp4p/>.

Some key outreach activities include:

- Community engagement.
- Engaging and support individuals, families, and groups at high risk of violence.
- Reclaiming public spaces for safe activities for the entire community.
- Responding to critical incidents, such as shootings and homicides, to de-escalate tension.
- Supporting victims and their families.
- Conducting proactive peace building activities.
- Mediating and resolve conflicts between street groups.
- Making referrals for services and support.

3. Program Design and Requirements

The purpose of this NOFO is to fund an expansion of an existing Street Intervention program (allowing additional participants) and/or an enhancement of an existing Street Intervention program (to provide additional services). Grantees will be required to:

- Demonstrate their Street Intervention/Outreach program either:
 - Is aligned at time of application with the description of Street Intervention/Outreach as defined above for the purposes of this funding opportunity; or
 - Will be aligned with the description of Street Intervention/Outreach as defined above for the purposes of this funding opportunity by June 30, 2020.
- Implement the program as approved.
- Prepare to adhere to additional requirements if funding becomes available in state fiscal year 2021 (contingent upon program performance) (*Appendix II*).

4. Evidence-Based Programs or Practices

Applicants are strongly urged to incorporate research-based best practices into their program design, when appropriate. Applicants should identify the evidence-based 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 based on the objectives the applicant agencies propose in their response to this solicitation.

3-Month Goal: Enhance or expand an existing street intervention program that will serve youth/young adults deemed at risk for perpetrating or experiencing violence.	
Objectives	Performance Measures
Hire outreach staff. Hire support staff as necessary	X staff hired. X support staff hired. Position title of hired staff
Fully prepare outreach staff to conduct street interventions. Fully prepare support staff to provide services.	X outreach staff trained. X support staff trained.
Offer crisis response on scene after homicide or shooting.	X crisis responses
Provide services to high risk individuals and their families	X individuals receiving services
If this is a program enhancement, offer additional services beyond what is currently offered.	X additional services

B. Funding Information

1. Award period

Grant awards resulting from this opportunity will have a target period of performance of March 15, 2020, to June 30, 2020. Additional funding may be awarded after the initial funding period, contingent upon a satisfactory performance, a legislative appropriation, and the availability of funds. Total funding for the grant program will not exceed 36 months.

2. Available Funds

Approximately \$1,894,653 in funding is available through this solicitation. Applicants may request a minimum of \$25,000 and a maximum of \$75,000.

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

Applications must include an Implementation Schedule that describes how 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

Prior to applying for any grant, all entities must be registered and pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal at www.grants.illinois.gov/portal. Registration and pre-qualification are required annually each

state fiscal year. 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 will either indicate a “qualified” status or inform on 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. Go to <https://grants.icjia.cloud/> for a list of pre-qualification steps.

Applicants are also required to submit a financial and administrative risk assessment utilizing an Internal Controls Questionnaire (ICQ) for state fiscal year 2020 and obtain approval from their cognizant agencies before execution of the grant agreement. Delay in obtaining SFY20 ICQ approval will result in a delay in grant execution.

1. Eligible Applicants

Applicants are eligible to apply if they meet the following criteria:

- a) The applicant must be a non-profit or governmental entity.
- b) The applicant must propose to expand or enhance their existing street intervention program.
 - 1) An applicant that is proposing to enhance (provide additional services) their existing street intervention program must be aligned with the description of Street Intervention/Outreach in the *Background* section (Pages 6-7) above by the end of the project period (June 30, 2020).
 - 2) An applicant that is proposing to expand (provide existing services to additional participants) their existing Street Intervention/Outreach program must already be aligned with the description of Street Intervention/Outreach in the *Background* section (Pages 6-7) above.
- c) The applicant must provide services within the State of Illinois, but outside of the City of Chicago. Award funds cannot be used to support programs providing services in the City of Chicago. Applicants that propose to fund services within Chicago will not be accepted.

2. Cost Sharing or Matching: Not applicable.

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 letter at 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 the centralized indirect cost rate system 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. Accessing Application Package

Applications must be obtained at <https://grants.icjia.cloud/> by clicking on the link titled "Expanding or Enhancing Existing Street Intervention Programming." Paper copies of the application materials may be requested from Shai Hoffman by calling (312) 814-0706; mailing Shai Hoffman at ICJIA, 300 West Adams Street, Suite 200, Chicago, Illinois 60606; or via 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 9, 2020. Submission of a Notice of Intent is nonbinding 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 on GATA compliance and risking grant eligibility.

The online Notice of Intent is available at: <https://grants.icjia.cloud/>.

b) Forms and Formatting.

The application must be emailed to CJA.StateViolencePrevention@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, signed, and scanned (PDF), and provide a Word file as well	<i>“Agency Name – Application”</i>	X	X	
Program Narrative – This document must meet the requirements outlined in Section A. The narrative must be provided in this document. Do not change the format of this document.	<i>“Agency Name – Program Narrative”</i>		X	
Budget/Budget Narrative – This document is a workbook, with several pages (tabs). The last tab has instructions if clarification is needed.	<i>“Agency Name – Budget”</i>			X

c) Application Formatting Program Narrative may not exceed 15 pages, single spaced, 1” margins, and must be written in Times New Roman, size 12 font. Do not delete template questions in your response and do not change the formatting of the document.

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 <http://www.sam.gov/>. For information about how to register, you can 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 Dun and Bradstreet, Inc., online at www.dnb.com/duns-number/get-a-duns.html or call 1-866-705-5711.
- c) Continue to maintain an active SAM registration with current information at all times while 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. 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.StateViolencePrevention@Illinois.gov by 11:59 p.m. on January 16, 2020, to be considered for funding. Proposals will not be accepted by mail, fax, or in person. Incomplete applications or those sent to another email address will not be reviewed. Late submissions will not be reviewed.**
- 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 Shai Hoffman at (312) 814-0706 or emailing CJA.StateViolencePrevention@Illinois.gov.

Applicants will receive an automatic reply to their email submission. Applicants that do not receive an automatic reply to their email submission should immediately contact Shai Hoffman at (312) 814-0706 or CJA.StateViolencePrevention@Illinois.gov.

5. Application Questions

Questions may be submitted via email at CJA.StateViolencePrevention@Illinois.gov. The deadline for question submission is 11:59 p.m. on January 9, 2020. 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, applicants 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, and 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 funding opportunity:
 - Land acquisition
 - New construction
 - A renovation, lease, or any other proposed use of a building or facility that will either result in a change in its basic prior use or significantly change its size
 - Minor renovation or remodeling of a property either listed or eligible for listing on the National Register of Historic Places or located within a 100-year flood plain
 - Implementation of a new program involving the use of chemicals
 - Capital expenditures
 - Fundraising activities
 - Lobbying
- c) Allowable expenses. All expenses must be reasonable, necessary, and allocable to the program. The following is a non-exhaustive list of services, activities, goods, and other costs that can be supported through this funding opportunity:
 - Reasonable staffing based on the services being proposed.
 - Local transportation costs for participants to receive services and other reasonable supports.
 - Local transportation costs for staff (see *Appendix III* for how to make the determination for which mode of transportation should be used).
 - Administrative costs, including reasonable and necessary technology costs for any new staff.
 - Child care to enable a client to attend grant-funded services. Assistance with child care must meet the following requirements:

Except as mentioned in 28 CFR 94.119(a)(6), “child care” means the temporary supervision of minors under the care of the client, provided by the service provider, during the period of time the client is receiving a grant-funded allowable service from the service provider. Child care services must be provided on location at the service provider and meet any additional federal, state and ICJIA requirements. Direct payments of funds to clients for child care costs are not allowed.

- The cost of food is allowable in certain, limited circumstances. The following guidelines must be followed:
 - The event where food is served must be part of the program-specific, client engagement activities.
 - The duration of the event (not including the time associated with eating) must last a minimum of two hours.
 - Food and beverage (not including consumable supplies) costs cannot exceed:
 1. \$5.50 per person if eating commences prior to 4 p.m.
 2. \$17.00 per person if eating commences at 4 p.m. or later.
 - Alcohol cannot be served at the same event where food is paid for with ICJIA funds, even if the alcohol is paid for with another source of funds.
 - In the budget narrative, the applicant must describe how the per-person cost was calculated and why food is necessary for the event.
- Costs for activities intended to encourage attendance at program-specific community engagement events may be allowable under this NOFO. Examples of such costs may include, but are not limited to, food or drink (see the dot point above regarding the allowability of food), music, and children’s activities. Any such cost should be reasonably priced and clearly identified, and the application should justify how the item is necessary for the performance of the program described in the program narrative. If an applicant chooses to purchase any community event item that can be used multiple times and can be rented, they should determine (and explain in the budget narrative) how buying the item is more cost-effective than renting based on the cost and the number of times the item would be used within the grant period of performance. ICJIA reserves the right to deem such costs unallowable or to limit the amount of such costs eligible to be supported under this grant award.

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. Submission of materials for ICJIA approval should be incorporated into the application Implementation Schedules. To ensure the reasonableness, necessity and

allowability of proposed uses of funds, ICJIA may require prior approval of the following, among other things:

- Out-of-state travel
 - Certain Requests for Proposals and sub-contracts
 - Conference, meeting, and training costs for grant recipients
- f) State Travel Guidelines. Travel costs charged to ICJIA 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. Grant funds must be used to supplement existing funds for program activities and must not replace those funds that have been appropriated for the same purpose. If grant funds will be used for the expansion of an existing program, applicants must explain how proposed activities will supplement, not supplant, current program activities and staff positions. Agencies may not deliberately reduce local government funds because of the existence of these grant 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. 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.

7. Other Submission Requirements: Not applicable.

8. Requirement Prior to Submitting the Application.

Applicant Technical Assistance Recording. Applicants are advised to view the following technical assistance recordings prior to application submission. All recordings are located on the [ICJIA YouTube channel](#).

- [Expanding or Enhancing Existing Street Intervention Programming NOFO Recording](#)
- [Indirect costs](#)

The recordings will be available for viewing beginning at 12:00 p.m. on December 17, 2019.

E. Application Review Information

1. Criteria

Application materials must address all components of this NOFO 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 as well as consideration of past performance history and/or financial standing with ICJIA. The applicant must demonstrate that costs are reasonable, necessary, and allowable.

The total number of points available is 100. Any question in the program narrative for which no point values have been assigned must still be answered by the applicant.

Scoring Criteria	Possible Points
Geographic Area <ul style="list-style-type: none">• High-risk geographic area*	25 25

Statement of the Problem	8
<ul style="list-style-type: none"> Applicant thoroughly described the extent of street violence in this geographic area. 	5
<ul style="list-style-type: none"> Applicant thoroughly described strengths and challenges of the community(ies) to be served. A minimum of two strengths and two challenges are required. 	3
Agency Capacity and Experience	11
<ul style="list-style-type: none"> Applicant stated their agency's current annual operating budget 	1
<ul style="list-style-type: none"> Applicant thoroughly described their agency's experience managing grants. 	5
<ul style="list-style-type: none"> Applicant thoroughly described all current funding sources that support street intervention. At a minimum, the response described each source of funds, including amount and anticipated expiration date of funds. 	5
Proposed Program	30
<ul style="list-style-type: none"> Applicant thoroughly described how their existing street intervention program, fits within the description of street intervention. 	6
<ul style="list-style-type: none"> Applicant thoroughly describes 1) the additional services provided through an enhanced program and/or 2) which services will be provided to new participants. 	6
<ul style="list-style-type: none"> Applicant thoroughly described any other violence prevention efforts. 	6
<ul style="list-style-type: none"> Applicant thoroughly described the relationship/interplay between the existing street intervention program and other violence prevention efforts – i.e., in what ways do they work together? 	6
<ul style="list-style-type: none"> Applicant thoroughly described the partnerships with other organizations that are essential to ensuring programmatic success, including how participant immediate needs are being addressed as part of the service plan. 	6
Staffing	12
<ul style="list-style-type: none"> Applicant listed and thoroughly described staff positions assigned to the proposed program. Include at minimum: name of position; roles and responsibilities; reporting and supervision structure. 	6
<ul style="list-style-type: none"> Applicant thoroughly described how cases and staff positions are supervised for this program. 	6
Goals, Objectives, and Performance Measures	4
<ul style="list-style-type: none"> Applicant's numbers appear to be realistic based on the program and agency capacity as described in other areas of the program narrative. 	4
Implementation Schedule	4
<ul style="list-style-type: none"> Applicant's Implementation Schedule appears reasonable 	4

Budget Detail	4
<ul style="list-style-type: none"> Budget is complete. 	2
<ul style="list-style-type: none"> Budgeted items are cost-effective in relation to the proposed activities. 	2
Budget Narrative:	2
<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. 	2
Total Possible Points	
100	

* Up to 25 points will be awarded based on Uniform Crime Reports data on violent offenses in the jurisdiction where most services will occur. ICJIA has assigned between 5 and 25 points to jurisdictions tallying the most violent offenses (those with at least 99 incidents per year) (*Appendix I*). Applicants in non-Chicago jurisdictions that are not listed in Appendix I may apply for funds, but those applications will not receive any points in the Geographic Area section.

2. Review and Selection Process

All applications will be screened for completeness, including GATA Pre-qualification, and GATA Internal Control Questionnaire (ICQ) have been submitted for the current state fiscal year. Applications that are not complete, or those that are received from applicants that are not GATA pre-qualified or have not submitted an ICQ for the current state fiscal year will not be reviewed.

Selection of proposals that pass the screening process will be reviewed by three staff and/or volunteers, including at least one expert in street intervention. All reviewers will be required to report conflicts of interest. After the proposals are reviewed, programs receiving the highest scores in each geographic area will be funded until all available funds are exhausted.

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. ICJIA also reserves the right to invite applicants to answer clarifying questions and modify budgets that include unallowable or unreasonable costs. NOFO application budgets will be reviewed for allowability, completeness and cost-effectiveness. ICJIA will perform an in-depth budget review of all grants awarded through this NOFO at a later date. ICJIA may require budget modifications after a grant is awarded, but the modifications will not materially change the nature of the program or services.

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 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 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:

- Statement indicating a request for a formal appeal
- The name and address of the appealing party
- Identification of the grant program
- A statement of reason for the appeal

Please send your appeal 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:

- Review of the appeal.
- Appeal determination.
- Rationale for the determination.
- Standard description of the appeal review process and criteria.

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:

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

Please send requests to:

Shai Hoffman
Illinois Criminal Justice Information Authority
CJA.StateViolencePrevention@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:

- Is a subdivision of the implementing agency, such as a county probation department.
- Carries out program operations.
- 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	December 16, 2019
Applicant webinar	December 17, 2019
Notices of Intent due	January 9, 2020
NOFO question submission deadline	January 9, 2020
Applications due	11:59 p.m., January 16, 2020
Budget Committee review/approval of recommended designations	March 12, 2020
Program start date (Approximate)	March 15, 2020

F. Award Administration Information

1. State Award Notices

The ICJIA Budget Committee is scheduled to review and approve designations on March 12, 2020.

ICJIA will transmit a Notice of State Award (NOSA), and the grant agreement to successful applicants after the Budget Committee reviews and approves designations. 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 unless an alternative distribution has been established by ICJIA. 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, including:

- United States Internal Revenue Service 501(c)(3) determination letter.
- Fiscal Information Sheet.
- Audit Information Sheet.
- Programmatic Risk Assessment.

2. Administrative and National Policy Requirements

In addition to implementing the funded project consistent with the 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, the Code of Federal Regulations (particularly 2 CFR 200), the Illinois Office of Management and Budget Grants Accountability and Transparency Act and related regulations, the ICJIA Financial Guide and Policy and Procedure Manual, the Grant Accountability and Transparency Act, and the U.S. Department of Justice Grants Financial Guide, 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 periodic 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:

Shai Hoffman
Illinois Criminal Justice Information Authority
CJA.StateViolencePrevention@Illinois.gov

H. Other Information

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.

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.

Appendix I
2018 Uniformed Crime Reports - Violent Indexes

The table below includes a list of jurisdictions, jurisdictional data on violent offenses reported to Illinois State Police (ISP) in 2018, and point values for the applications. Point values were assigned based on the total number of violent crimes reported into the ISP Uniform Crime Reporting (UCR) Program in 2018, ranked from highest to lowest. Jurisdictions in which the total number of violent crimes reported was 99 or higher are eligible for up to 25 points in the Geographic Area section of the application.

Applicants seeking to conduct services outside of these jurisdictions are eligible to apply, but no points will be awarded if most proposed services will be provided outside of these jurisdictions.

Data for this table was compiled from ISP UCR annual reports: <https://www.isp.state.il.us/crime/ucrhome.cfm#anlrpts>. Offenses were tallied for the violent Index crimes of homicide, rape, robbery and aggravated assault. Data for jurisdictions spanning more than one county (multi-county areas) reflect totals in all applicable counties as determined by ISP.

Jurisdictions within Suburban Cook, DuPage, Kane, Lake, McHenry and Will Counties		
<u>Jurisdiction</u>	<u>Total Number of Violent Offenses - 2018</u>	<u>Number of points</u>
Aurora	538	25
Joliet	485	20
Waukegan	355	20
Cicero	314	15
Elgin	276	15
Chicago Heights	260	15
Bolingbrook	222	10
Berwyn	191	10
Calumet City	187	10
Sauk Village	178	10
Skokie	172	5
Oak Park	150	5
Zion	146	5
Evanston	140	5
Maywood	135	5
Naperville	102	5
Riverdale	99	5
Not Listed Above	< 99	0

Jurisdictions within Other Illinois Counties

<u>Jurisdiction</u>	<u>Total Number of Violent Offenses - 2018</u>	<u>Number of points</u>
Rockford	2,025	25
Springfield	955	20
Peoria	860	20
Champaign	629	15
Danville	559	15
Decatur	358	10
Bloomington	339	10
East St. Louis	317	10
Quincy	252	10
Kankakee	230	10
Dekalb	228	10
Mt. Vernon	228	10
Moline	228	10
Granite City	219	10
Alton	202	10
Belleville	181	5
Centralia	157	5
Urbana	150	5
Pekin	136	5
Galesburg	131	5
Carbondale	120	5
Normal	119	5
East Peoria	114	5
Mattoon	99	5
Rock Island	99	5
Not Listed Above	< 99	0

Appendix II
Potential requirements for State Fiscal Year 2021

Available funding for this program is uncertain beyond June 30, 2020. However, if funding is appropriated for state fiscal year 2021 for Street Intervention/Outreach programming, some of the following may become additional programmatic requirements for the year.

- Provide staff with training that includes street outreach, trauma skills (including vicarious trauma), and red flag laws.
- Convene or expand an existing community coalition to engage service providers, governmental agencies (local and/or statewide agencies), law enforcement, faith-based, and general community members. The coalition will ensure that service providers and all potential participants are aware of violence prevention resources available in community; develop collaborative partnerships to ensure that clients' immediate needs are met; and provide pro-social activities for the community.
 - Grantee may assign a staff person to facilitate coalition meetings and activities. Meetings and/or activities should occur at least quarterly.
 - If more than one applicant is funded in a community, the funded agencies should collaborate to create or expand an existing coalition.
 - The coalition must organize at least one community event during the grant period.
- Public Awareness. Educate public about program services through wide distribution and various types of program materials, public presentations, and awareness events.
- Evaluation. Grantees may be required or encouraged to engage in program evaluation of their street intervention program to help better understand its effectiveness. This may include participant satisfaction or other surveys, needs assessments, or other studies that help to improve delivery of services. Funds may be used for staff time and/or the cost of an external evaluator.
- Draft goals/objectives/performance measures for one year of funding as described below:

Goal: Continue offering enhanced or expanded street intervention program that will serve individuals deemed at risk for perpetrating or experiencing violence.	
Objectives	Performance Measures
Outreach workers and supervisors receive training appropriate for their duties in the Street Intervention program.	X staff trained.
Staff conduct outreach.	X individuals contacted.
Outreach staff refer to services.	X referrals to services.
Offer ongoing support to youth/young adults	X follow up meetings/interventions.
Offer community engagement and networking events.	X events held.
Provide clients with _____ [insert service type here] each quarter.	X clients

Provide clients with _____ [insert service type here] each quarter.	X clients
Provide clients with _____ [insert service type here] each quarter.	X clients
Engage community service providers as part of a referral network.	X service providers engaged.
Meet with community leaders and key stakeholders to engage and obtain support.	X number of meetings with leaders/stakeholders.
Offer crisis response on scene after homicide or shooting.	X number of crisis responses
Client improvements in areas of behavioral and emotional functioning and overall health and well-being.	X clients showing improvement on pre- and post-measure.

Appendix III Travel Policy

In line with the State of Illinois Employee Travel rules, grantees are required to use the most economical mode of travel when engaging in grant-funded travel.

The State of Illinois Employee Travel Guide Travel Update 18-06 states as follows:

Section 3000.300(a) of the Travel Rules states “All travel shall be by the most economical mode of transportation available considering travel time, costs and work requirements.” In most cases, the use of an employee’s personal vehicle is not the most economical mode of transportation. Effective for travel that commences on or after the original date of this update (April 3, 2018) when it is determined that using a rental car is the most economical mode of transportation, employees are permitted to use their personal car for their own convenience. If an employee chooses to use his or her personal vehicle in lieu of a rental, the employee is entitled to claim a flat \$32.00 per travel day for this expense (\$32.00 for the day of departure and \$32.00 for the day of return). If an employee is on travel status for multiple days to the same destination, no additional days shall be reimbursed at the \$32.00 flat rate. If an employee chooses to drive their personal vehicle when a rental is most economical, the employee cannot claim personal mileage reimbursement or claim reimbursement for fuel.

If a grantee seeks to use grant funds for travel they must first compare the cost of using a rental car to that of using their personal vehicle. If it is more economical to take the rental car, then grantee **cannot** receive a mileage reimbursement. If it is more economical to take a rental car but grantee does not do so, grantee will receive a flat rate. If grantee determines that using a personal vehicle is the most economical mode of travel they **can** claim mileage reimbursement. Grantees are required to document and maintain on-site how they determined the most economical mode of travel for ICJIA review.

For all vehicle-based travel budget lines, Grantees shall include in the budget narrative that they “determined this to be the most economical mode of travel.”

Examples:

1. If a rental car is the most economical mode of transportation and grantee **rents** a car:
Grantee can be reimbursed for the car rental.
2. If a rental car is the most economical mode of transportation and grantee **does not rent** a car:
Grantee can be reimbursed \$32.00 for the first day of travel and \$32 for the last day of travel, or a maximum of \$64. If travel is longer than two days, Grantee **does not** receive any additional reimbursement.
3. If a personal vehicle is the most economical mode of transportation:
Grantee can be reimbursed for mileage up to a maximum of the current State of Illinois mileage rate.