**Uniform Notice of Funding Opportunity**

Victims of Crime Act Statewide InfoNet Program

July 22, 2019

**Table of Contents**

**Program Description 3**

**Authorizing Statutes 4**

**Program Specific Information 5**

**Requirements 8**

**Goals, Objectives and Performance Metrix 10**

**Funding Information 12**

**Eligibility Information 15**

**Application Submission Information 16**

 **Award Administration Information 19**

**State Awarding Agency Contact(s) 20**

**Other Information 20**

**Uniform Notice for Funding Opportunity (NOFO)**

Victims of Crime Act Statewide InfoNet Program

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|  | **Data Field** |  |
|  | Awarding Agency Name:  | Illinois Criminal Justice Information Authority |
|  | Agency Contact: | Ronnie J. Reichgelt, Victim Services AdministratorIllinois Criminal Justice Information Authority300 West Adams, Suite 200Chicago, IL 60606ronnie.reichgelt@illinois.gov312-793-0835 |
|  | Announcement Type: | X Initial announcement □ Modification of a previous announcement |
|  | Type of Assistance Instrument: | Grant |
|  | Funding Opportunity Number:  | 1564-1219 |
|  | Funding Opportunity Title: | Victims of Crime Act Statewide InfoNet Program |
|  | CSFA Number: | 546-00-1564 |
|  | CSFA Popular Name: | VOCA FFY17 |
|  | CFDA Number(s): | 16.575 |
|  | Anticipated Number of Awards: | 1 |
|  | Estimated Total Program Funding: | $556,024 |
|  | Award Range | N/A |
|  | Source of Funding: | X Federal or Federal pass-through□ State □ Private / other funding  |
|  | Cost Sharing or Matching Requirement: | X Yes □ No **Sub-recipient/grantees must meet the program match requirement. Detail how the match requirement will be met in your budget narrative.** |
|  | Indirect Costs AllowedRestrictions on Indirect Costs | X Yes □ No □ Yes X No If yes, provide the citation governing the restriction:  |
|  | Posted Date:  | July 22, 2019 |
|  | Closing Date for Applications: | **August 25, 2019** |
|  | Technical Assistance Session: | Session Offered: □ Yes X No Session Mandatory: □ Yes □ No  |

1. **Federal Grant 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.

The federal Victims of Crime Act (VOCA) was passed in 1984 to compensate and assist victims of crime and providing funds for training and technical assistance.

ICJIA is the state agency charged with the administration of Illinois’ Victims of Crime Act Victim Assistance Formula Grant Program. This program is supported by fines and penalties levied against criminals convicted of federal crimes and allocated to states by formula by the Office for Victims of Crime of the U.S. Department of Justice. In federal fiscal year 2018, Illinois received a VOCA award of $128.7 million.

VOCA grants must support the provision of direct services to victims of crime. States are required to allocate a minimum of 10 percent of funds received for services to each of the following: victims of sexual assault, domestic violence, child abuse, and underserved victims of violent crime. **VOCA funds may not be used to supplant or replace state and local funds that would otherwise be available for crime victim services and must be used to develop new projects or expand existing projects.**

For more information on the VOCA Program please visit: <http://ojp.gov/ovc/about/victimsfund.html>.

In 2016, ICJIA completed a statewide assessment of victim services in Illinois. The report was presented to the Ad Hoc Victim Services Committee for consultation and coordination with other state agencies and victim stakeholder groups. The final report’s recommendations were approved by ICJIA Board in January 2017. These recommendations outline a comprehensive plan to address victims’ needs in Illinois and are reflected in this funding opportunity where appropriate. Please see the following link to access the report and
recommendations. <http://www.icjia.state.il.us/articles/ad-hoc-victim-services-committee-research-report>

1. **Authorizing Statutes**

The Victims of Crime Act of 1984 established the Crime Victims Fund (34 U.S.C. 20101(c)) for the purpose of creating a special mandatory spending account dedicated to helping victims of all types of crimes. Programs authorized by the Victims of Crime Act are:

* Children’s Justice Act grants
* U.S. Attorney’s victim/witness coordinators
* FBI victim assistance specialists
* Federal victim notification system
* OVC discretionary grants
* State compensation formula grants
* State victim assistance formula grants
* Antiterrorism Emergency Reserve

The Illinois Criminal Justice Information Act (20 ILCS 3930/7(k)) established ICJIA as the agency “to apply for, receive, establish priorities for, allocate, disburse and spend grants of funds that are made available…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.”

In addition, distribution of federal funds through the Victims of Crime Act of 1984 by ICJIA is authorized by 20 Ill. Admin. Code 1520.40, stating in pertinent part that [ICJIA] will annually review Section 1404 of the Victims of Crime Act of 1984 (P.L. 98-473, effective October 12, 1984) and based on the requirements of Section 1404(a) and (b), the need for services to victims and the services available to address that need, as evidenced by oral and written comment and testimony received at public meetings conducted pursuant to the Open Meetings Act (Ill. Rev. Stat. 1983, ch. 102, par. 41 et seq.), select program priorities for each federal fiscal year.”

The agency 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.).*

1. **Program-Specific Information**

**Victim Needs Background**

As part of the recommendations established by the Victim Services Ad Hoc Committee, encouraging the use of evidence-informed (or promising) and evidence-based practices and programming was established as a priority. Evidence-informed or based programs aim to increase the healing, health and overall well-being of victims. Emphasis for funding should be placed on defining the outcomes intended for the programs and employing programming most likely to ensure these outcomes. Collection and analysis of outcome and other data that inform about which services and programs are effective is essential to carrying out this priority. Therefore, ICJIA has made $556,024 available in FY17 VOCA funds to enhance and expand its InfoNet System.

InfoNet is a web-based, centralized statewide case management system for domestic and sexual violence centers and is used by over 100 service providers throughout the state. This system is overseen and operated by ICJIA, while its use and requirements are collaboratively governed with the Illinois Coalition Against Domestic Violence (ICADV), the Illinois Coalition Against Sexual Assault (ICASA), Children’s Advocacy Centers of Illinois (CACI), and the Illinois Department of Human Services (IDHS). The system allows service providers to track individual victims served and services provided, and easily produce standardized program and funding reports. InfoNet has been instrumental for enhancing not only services supported with VOCA funds, but all services provided to victims of domestic and sexual violence in Illinois for over 20 years. With its wealth of non-identifying data about victim characteristics, incidents, needs, services received, and interactions with healthcare and legal systems, the data have informed state and local stakeholders about funding priorities, programming needs, policies, and legislation.

InfoNet has three distinct interfaces, each tailored to meet the unique data collection and reporting needs of domestic violence, sexual assault, and child advocacy centers. While InfoNet tracks many process outcomes, there is room to expand and build on the data collected to include more meaningful outcomes that inform how victim services can be enhanced in Illinois. ICJIA is working to strengthen and expand InfoNet in two key ways. First, ICJIA, its funder partners, and local provider staff are working to identify and define more meaningful outcome data that inform how services are impacting victims’ lives. Once complete, these elements will be incorporated into the data collection process and into InfoNet. Second, in partnership with the Illinois Attorney General’s Office, ICJIA is beginning work with law enforcement and prosecutor based victim service providers to design a new, fourth InfoNet interface that meets their case management, data tracking, and reporting needs, potentially doubling InfoNet’s user base within the next two years. These additional funds will ensure ICJIA keeps pace with the increasing number of service providers and users needing secure access, technical support, and training. The strengthened case management features will not only improve providers’ ability to deliver services at the individual level, but also InfoNet’s utility for demonstrating service impact, evaluate programming, and move Illinois forward with developing evidence-informed programming for all types of victims across Illinois.

**II.** **Program Design**

The purpose of this Notice of Funding Opportunity is to fund statewide victim services data collection through the Illinois Criminal Justice Information Authority (ICJIA).

**Program Design Requirements**

To qualify, the applicant must manage a statewide victim service data reporting and case management system in Illinois. The applicant must also possess expertise about the data collection and reporting needs of Illinois victim service providers, an established record of designing and supporting victim service programming to the VOCA grant, long-standing partnerships with organizations that fund victim services in Illinois and direct service providers, and the capacity to oversee the work. The applicant must also comply with all applicable State and Federal statutes, regulations, and the terms and conditions of this grant. The applicant must comply with Grant Accountability and Transparency Act requirements and submit quarterly fiscal and quarterly data reports to ICJIA.

**Program Activities**

Applicant must provide the additional support needed to accommodate InfoNet’s growth in more meaningful outcome data and expansion to other victim service provider types. Applicant must also strengthen and enhance support to InfoNet users with providing case management services to victims. Applicant will be responsible for the fiscal oversight and quality assurance of expended funds. The applicant will also ensure all current and new users have secure access to the system and technical support for using new components and features. Applicant will conduct regular InfoNet trainings for users/service providers about entering data and generating reports; using data to inform case management, internal decisions, and strategic planning; and using the system’s new measures to assess impact of service. Finally, the applicant will conduct research using InfoNet’s data that informs ICJIA and its stakeholders about the implementation and effectiveness of victim service programming.

**Program Staffing**

Applicant will use funds to increase staff devoted to the InfoNet program with new hires and/or allocating more of existing staff time. These additional staff resources will accommodate InfoNet’s growth, increase its utility for program evaluation and strategic planning, and strengthen the system as a case management tool for victim service providers. Increased staff resources will be in project management, application development, technical and research support to keep pace with the increasing number of service providers needing secure access to InfoNet, technical support, and training. Application development staff will modify and build upon InfoNet’s application code with new data elements and reporting features that facilitate case management and program evaluation. Research and project management staff will provide user trainings and assistance about using InfoNet’s data to inform planning and decisions, host ongoing forums with users to learn how the practice is progressing and how it could be improved, and conduct research with additional data. Technical support staff will accommodate InfoNet’s growing number of users needing secure access. All staff roles will help meet the increased training and support needs.

**Trauma-Informed Practices:**

The applicant is strongly urged to increase their knowledge of trauma-informed practices and, where appropriate, incorporate trauma-informed practices into proposed services. See provided materials for an overview of trauma-informed services. ICJIA understands that becoming trauma-informed is a continual process of organizational assessment and change. The applicant should describe its current practices and identify how trauma-informed practices will be integrated into its proposed services. ICJIA reserves the right to survey the grantee and sub-grantees to assess their knowledge of trauma-informed practices and their implementation of these practices, which may serve a grant monitoring function. Through conducting periodic assessments, agencies and ICJIA can identify areas of strength and growth for adopting a trauma-informed approach to services that help to prevent the re-traumatization of victims.

While InfoNet contains some features to aid case management, service providers have traditionally used the system more so for programmatic purposes such as identifying trends and service gaps, strategic planning, and reporting to funders. These functions are essential for improving services at the organizational level, but case management is critical at the individual (victim) level and applying service approaches that are trauma-informed. Case management paves victim pathways to wellness and healing through advocacy, education, identification of resources, and service facilitation. Case management is more efficient and client focused when provider staff can easily generate reports displaying a client’s service history and how their unique circumstances, needs, and goals have evolved while engaged in services. Such reports are helpful conversation tools for staff to explore and discuss with clients how to develop or adapt care plans driven by their assessment and priorities.

**Goals, Objectives and Performance Metrics**

The following table depicts objectives linked to performance indicators that show progress toward the proposed program goal. Complete the tables by entering ambitious yet realistic numbers for each objective based on your proposed program.

The applicant will be required to submit quarterly data reports reflecting information about these performance measures and may be asked to collect additional measures to track program progress and outcomes.

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| **Goal**: Work to move Illinois’ victim services field more toward more evidence-informed and evidence-based programming by increasing resources for Illinois InfoNet System and accommodating its growth and expansion.  |
| **Objective** | **Performance Measure** |
| *Increase secure access for direct service providers (users)*  |
| Applicant will provide assist 15 new direct service provider staff (users) with secure access to their organization’s InfoNet database.  | # \_\_\_\_ direct service provider staff (users) provided with secure access to their organization’s InfoNet database. |
| *Increase direct support to direct service providers (users) with using InfoNet for case management* |
| Applicant will provide direct support to at least 100 direct service provider staff (users) on using the InfoNet system for entering data, generating reports, and facilitating case management. | # \_\_\_\_ direct service provider staff (users) will receive direct support on using the InfoNet system for entering data, generating reports, and facilitating case management. |
| *Increase training to direct service providers (users) with using InfoNet for case management and evaluation.* |
| Applicant will provide two (2) web-based trainings for each group of users (domestic violence, sexual assault, and children’s advocacy centers) about how they can generate InfoNet’s canned reports at organizational and record levels.  | # \_\_\_\_ of trainings provided on this topic.  |
| Applicant will provide one (1) web-based training for all users about using InfoNet’s new Ad Hoc Reporting Tool, which allows more options and flexibility for building their own reports. | # \_\_\_\_ of trainings provided on this topic. |
| Applicant will provide at least two (2) trainings (in-person and/or web-based) for users about how they can use InfoNet’s data for case management and evaluation.  | # \_\_\_\_ of trainings provided on this topic. |
| *Application Development* |
| Applicant will hire and train one new developer to assist with building new components and features into InfoNet’s application that accommodates its growth and facilitates case management.  | # \_\_\_\_ Application developer will be hired and trained.  |
| *Research/evaluation support* |
| Applicant will complete one research article that informs about the evaluability and/or effectiveness of victim services.  | # \_\_\_\_ One research article on this topic will be published.  |
| *Project management* |  |
| Applicant will host at least two group forums with direct service provider users to learn how InfoNet serves as a case management tool and garner feedback for improvement.  | # \_\_\_\_ Number of forums held. |

1. ***Funding Information***
2. ***Award period***

Federal fiscal year 2017 Victims of Crime Act funds awarded by the U.S. Office for Victims of Crime to ICJIA will be used to support the program accepted through this funding opportunity. A designation of $556,024 will be made available to the Illinois Criminal Justice Information Authority through this notice to support programming for 12 months, from October 1, 2019, to September 30, 2020. The term of the grant agreement will commence upon its effective date. Based on program performance and fund availability, ICJIA may recommend allocation of funding to support an additional 24 months.

The agreement that results from this funding opportunity is contingent upon and subject to the availability of funds. ICJIA, at its sole option, may terminate or suspend this agreement, in whole or in part, without penalty or further payment being required, if (1) the Illinois General Assembly or the federal funding source fails to make an appropriation sufficient to pay such obligation, or if funds needed are insufficient for any reason (30 ILCS 500/20-60), (2) the Governor decreases ICJIA’s funding by reserving some or all of ICJIA appropriation(s) pursuant to power delegated to the Governor by the Illinois General Assembly, or (3) ICJIA determines, in its sole discretion or as directed by the Office of the Governor, that a reduction is necessary or advisable based upon actual or projected budgetary considerations. The implementing entity will be notified in writing of the failure of appropriation or of a reduction or decrease.

The applicant will be required to submit an Implementation Schedule that describes how the program activities will be carried out. The Implementation Schedule should include necessary detail to enable ICJIA to assess grant activity relative to planned project performance.

1. ***Pre-award costs***

No costs incurred before the start date of a subgrant agreement may be charged to a subgrant award received as part of this funding opportunity.

1. ***Cost Sharing or Matching***

A 20-percent match is required for the subgrant resulting from this Notice of Funding Opportunity. Match is calculated as 20 percent of the total cost of the project funded. Federal grant funds requested under this application may not exceed 80 percent of the total cost of the project. Match can be made in both cash and/or in-kind contributions. Cash, or in-kind resources used as match must be spent in support of the program’s goals and objectives.

In-kind match includes volunteered professional or personal services, office materials and equipment, work space and facilities, and non-program funded victim assistance activities. Any reduction or discount provided to a sub-recipient shall be valued as the difference between what the sub-recipient paid and what the provider’s nominal or fair market value is for the good or service. The value placed on volunteered services must be consistent with the rate of compensation paid for similar work in the program or the labor market. The value of donated space may not exceed the fair rental value of comparable space. The value placed on loaned or donated equipment may not exceed its fair rental or market value.

Refer to 28 CFR 200.306 for more information on match types and match requirements.

**Example:**

**Total Project Cost**: $100,000

20 percent matching funds ($100,000 x .20): $ 20,000

Federal funds requested ($100,000 x .80): $ 80,000

1. ***Indirect Cost Rate***

To charge indirect costs to a subgrant, the subgrantee must have an annually negotiated indirect cost rate agreement (NICRA). The three types of NICRAs include:

a) Federally Negotiated Rate: Subgrantees that receive direct federal funding may have an indirect cost rate that was negotiated with their Federal Cognizant Agencies. The applicant will accept the federally negotiated rate. The subgrantee must provide a copy of the federally NICRA at time of application.

b) State Negotiated Rate: Subgrantees may negotiate an indirect cost rate with the State of Illinois if they do not have federally negotiated rate or elect to use the de minimis rate. The indirect cost rate proposal must be submitted to the State of Illinois within 90 days of the notice of award. The subgrantee must provide a copy of the state negotiated rate, if available, at time of application.

c) De Minimis Rate: Subgrantees that have never received a Negotiated Indirect Cost Rate Agreement from either the federal government or the State of Illinois may elect a de minimis rate of 10 percent of modified total direct cost (MTDC). Once established, the de minimis rate may be used indefinitely. The applicant must verify the calculation of the MTDC annually in order to accept the de minimis rate.

1. ***Unallowable Costs***

The following is a non-exhaustive list of services, activities and costs that cannot be supported with VOCA Victim Assistance Formula Grant Program funding:

* Active investigation and prosecution of criminal activities, and witness activities.
* Audits (agencies receiving less than $750,000 in cumulative federal funds).
* Capital expenses, including property losses and expenses, real estate purchases, mortgage payments, construction and most capital improvements.
* Compensation for victims of crime.
* Crime prevention.
* Food and beverage costs, except for emergency food.
* Fundraising activities.
* In-patient mental health care including in-patient substance abuse counseling.
* Lobbying and advocacy with respect to legislation, regulations or administrative policy.
* Most medical care costs.
* Research and studies, except for project evaluations
* Salaries and expenses for management, except for supervisors of direct service providers
* Training of allied professionals
* Tort or criminal defense services
* Vehicle purchase or leasing and related personnel costs
1. ***Proposed Subawards and Subcontracts***

Applicants may propose to make subawards or subcontracts under this award, each of which involve different rules and applicant responsibilities. A subaward carries out a portion of a grant agreement while a contract is 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, must determine whether it is a subaward of a subcontract. Applicants are advised to use ICJIA’s “Checklist for Contractor/Subrecipient Determinations” (attached). Applicants are required to complete this checklist for all proposed contracts (not including contracts for supplies or utilities). Applicants’ subaward/subcontract determinations will be subject to ICJIA review.

**Subawards**

Applicants are required to justify their use of subawards and explain their capacity to serve as a “pass-through” entity in the program narrative. Applicants will monitor subaward compliance with program terms, applicable federal and state law including 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 subrecipients must be identified, if possible, and their roles described in both the program and budget narratives.

Grantees acting as pass-throughs must ensure subrecipients:[[1]](#footnote-1)

1. Maintain an active System Award Management (SAM) registration and are not on the federal debarred list;
2. Provide all required certifications;
3. Receive all information required under 2 CFR 200.210 and 200.331(a), if applicable;
4. Comply with all federal and State grant laws, regulations, and requirements as well as conditions in grantee’s ICJIA agreement;
5. Undergo a risk assessment to determine appropriate monitoring levels;
6. Provide performance data and financial reports for grantee’s reports to funders;
7. Are subject to equivalent levels of monitoring as would be performed by ICJIA;
8. Are accountable to the grantee for how it uses the subgrant funds;
9. Are allowed to claim an indirect cost rate; and
10. Do not earn a profit.

Program Narrative Questions:

If the applicant’s budget includes proposed subawards, answer the following questions:

1. Explain why your agency must serve as a pass-through for other organizations carrying out part of the grant program. Include information on special qualifications and areas of expertise.
2. Describe your agency’s ability to comply with FFATA reporting and collection of certifications and financial and performance reports from subrecipients.
3. Explain how the applicant agency will monitor subawards for compliance with program terms and Federal and State regulations, detailing monitoring frequency and corrective action procedures, and agency ability to provide any needed technical assistance.

**Subcontracts**

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.

**Pre-approvals**

In compliance with federal guidance, ICJIA:

(1) Encourages minimization of conference, meeting, and training costs.

(2) Requires prior written approval of conference, meeting, and training costs for subgrant recipients. These prior approvals may affect project timelines.

(3) Sets cost limits, including a general prohibition of all food and beverage costs.

1. **Eligibility Information**
2. ***Eligible Applicants***

This solicitation is open to the Illinois Criminal Justice Information Authority, 300 West Adams Street, Suite 200, Chicago, Illinois 60606.

1. ***GATA Compliance***

Applicant must be pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal, [www.grants.illinois.gov](http://www.grants.illinois.gov), to become eligible to apply for an award. During pre-qualification, Dun and Bradstreet verifications are performed, including a check of Debarred and Suspended status and good standing with the Secretary of State. The pre-qualification process also includes a financial and administrative risk assessment utilizing an Internal Controls Questionnaire (ICQ).

Applicant must have completed the GATA pre-qualification process at time of application and received approval of their SFY20 ICQ from a State cognizant agency prior to Agreement execution.

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1. **Application and Submission Information**
2. ***Obtaining Application Materials***

Application materials will be provided to the Illinois Criminal Justice Information Authority.

1. ***Document Submission***

The application must be emailed to ronnie.reichgelt@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.

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| **The following materials MUST be submitted by the applicant. 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. | *[Agency Name] – Application* | X | 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. Maximum of 30 pages. | *[Agency Name] – Program Narrative* |  | X |  |
| **Budget/Budget Narrative** – This document is an Excel Workbook, with several pages/tabs. The last tab are instructions, if clarifications are need for a category. | *[Agency Name] – Budget* |  |  | X |

1. ***Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM) registration***

Applicant is required to:

(i) Be registered in SAM prior to application submission. Click here for SAM registration:

<https://governmentcontractregistration.com/sam-registration.asp>

(ii) Provide a valid DUNS number.

(iii) Maintain an active SAM registration throughout the application and grant period. ICJIA may not make a federal pass-through to the applicant until the applicant has complied with all applicable DUNS and SAM requirements. If the applicant has not fully complied with the requirements by the time ICJIA is ready to make a federal pass-through 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.

1. ***Submission Requirements***

Completed application materials must be emailed to ronnie.reichgelt@illinois.gov by **11:59 p.m., August 25, 2019,** to be considered for funding. Proposals will not be accepted by mail, fax, or in-person. Incomplete applications will not be reviewed. Late submissions will not be reviewed.

1. ***Intergovernmental Review***

Not applicable.

1. ***Funding Descriptions***

Supplanting

Federal funds received by public agencies must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. Supplanting will be the subject of application review, as well as pre-award review, post-award monitoring, and audit. If there is a potential presence of supplanting, the applicant or grantee will be required to supply documentation demonstrating that the reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds. For certain programs, a written certification may be requested by the awarding agency or recipient agency stating that federal funds will not be used to supplant state or local funds.

See the DOJ Grants Financial Guide (Part II, Chapter 3) at: <http://ojp.gov/financialguide/DOJ/pdfs/2015_DOJ_FinancialGuide.pdf>

1. **Application Review Information**

***1. Review Process and Criteria***

The application will be screened for completion of GATA pre-qualification for State Fiscal Year 2019. If it passes the GATA prequalification process, the application will be reviewed by a panel of ICJIA staff for appropriate programming and budgeted expenses, reasonableness, allocability and allowability. The applicant must provide complete, clear and detailed responses to program narrative questions and include all mandatory program elements. An application that fails to include required information or mandatory elements, or contains unallowable or unreasonable costs may be subject to revision before agreement execution or denied funding.

***2. Debriefing Process***

An unsuccessful applicant may request a debriefing. A debriefing is written feedback that can assist the applicant in developing improved applications for future funding. A debriefing may include strengths and weaknesses of an application in terms of the evaluation and review criteria.

Requests for debriefings must be made in writing and submitted within seven (7) calendar days after receipt of a Funding Opportunity Declination Letter from ICJIA. The written debriefing request shall include at a minimum the following:

* + - 1. The name and address of the requesting party.
			2. Identification of grant program.
			3. Reasons for the debrief request.

Please email debriefing requests to:

Ronnie J. Reichgelt,

Victim Services Programs Administrator

Illinois Criminal Justice Information Authority

cja.vocagrantsunit@illinois.gov

***3.******Programmatic Risk***

The applicant will be required to submit a completed ICJIA Programmatic Risk Assessment (PRA). This assessment will identify elements of fiscal and administrative risk at the applicant agency level and will be used to determine required specific conditions to the grant agreement.

***4. Anticipated Announcement and State Award Dates***

Milestones Target Date

Release of NOFO July 22, 2019

Application Closes August 25, 2019

Authority Budget Committee Meeting August 2019

Start Program Performance Period October 1, 2019

1. **Award Administration Information**

The ICJIA Budget Committee is scheduled to review and approve designations in August 2019.

ICJIA will provide a Notice of State Award (NOSA) to the successful applicant after the ICJIA Budget Committee reviews and approves the designation. No costs incurred before the start date of the agreement may be charged to the grant. The NOSA will detail specific conditions that will be included in the grant agreement. The applicant must return the signed NOSA before the start of the agreement.

***Administrative and National Policy Requirements***

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

***Reporting***

Recipients must submit financial reports, progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the CFR Part 200 Uniform Requirements. Future awards and fund drawdowns may be withheld if reports are delinquent.

1. **State Awarding Agency Contact(s)**

For questions and technical assistance regarding submission of an application, contact:

Ronnie J. Reichgelt

Victim Services Programs Administrator

ronnie.reichgelt@illinois.gov

312-793-8550

1. **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 has sole authority to bind the state government to the expenditure of funds through the execution of interagency grant agreements.

1. See 2 CFR 200.331 for comprehensive pass-through entity requirements. [↑](#footnote-ref-1)