**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 Word File
* Budget/Budget Narrative –Excel format (no signatures required for this document at this time)
* United States Internal Revenue Service 501(c)(3) determination letter - PDF (Non-Profit Agency Required)

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

Violence Prevention and Street Intervention Programs (VP-SIP)

|  |  |  |
| --- | --- | --- |
|  | **Data Field** |  |
|  | Awarding Agency Name: | Illinois Criminal Justice Information Authority (ICJIA) |
|  | Agency Contact: | Shai Hoffman  Violence Prevention Grants Manager  Illinois Criminal Justice Information Authority  300 West Adams, Suite 200  Chicago, Illinois 60606  [Shai.Hoffman@Illinois.gov](mailto:Shai.Hoffman@Illinois.gov)  312.814.0706 |
|  | Announcement Type: | 🗹 Initial announcement  🞎 Modification of a previous announcement |
|  | Type of Assistance Instrument: | Grant |
|  | Funding Opportunity Number: | 2179-1183 |
|  | Funding Opportunity Title: | Violence Prevention and Street Intervention Programs |
|  | CSFA Number: | 546-00-2179 |
|  | CSFA Popular Name: | VP-SIP |
|  | CFDA Number(s): | N/A |
|  | Anticipated Number of Awards: | 1 |
|  | Estimated Total Program Funding: | Up to $2,250,000 |
|  | Award Range | Not applicable |
|  | Source of Funding: | 🞎 Federal or Federal pass-through  🗹 State  🞎 Private / other funding |
|  | Cost Sharing or Matching Requirement: | 🗹 No  🞎 Yes |
|  | Indirect Costs Allowed  Restrictions on Indirect Costs | 🗹 Yes  🞎 No  🞎 Yes  🗹 No |
|  | Posted Date: | July 8, 2019 |
|  | Application Range: | July 22, 2019 – August 6, 2019 |
|  | Technical Assistance Session: | Session Offered: 🗹No 🞎 Yes |

**Notice of Funding Opportunity**

Violence Prevention and Street Intervention Programs (VP-SIP)

1. **Program Description**

The Illinois Criminal Justice Information Authority (ICJIA) is a state agency dedicated to improving the administration of criminal justice and violence prevention. ICJIA brings together key leaders from the justice system and the public to identify critical issues facing the criminal justice system in Illinois, and to propose and evaluate policies, programs, and legislation that address those issues. The statutory responsibilities of ICJIA fit into four areas: grants administration; research and analysis; policy and planning; and information systems and technology.

Section 7 of the Illinois Criminal Justice Information Act grants ICJIA authority “to apply for, receive, establish priorities for, allocate, disburse, and spend grants of funds that are made available by and received on or after January 1, 1983 from private sources or from the United States pursuant to the federal Crime Control Act of 1973, as amended, and similar federal legislation, and to enter into agreements with the United States government to further the purposes of this Act, or as may be required as a condition of obtaining federal funds” and “to receive, expend, and account for such funds of the State of Illinois as may be made available to further the purposes of this Act.” (20 ILCS 3930/7(k), (l))

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

**1.** ***Purpose***

A total of $12 million in state fiscal year 2020 funds are available for state Violence Prevention and Street Intervention grants and administration. ICJIA anticipates allocating a maximum $2.25 million for violence prevention and street intervention services through this notice of funding opportunity.

Awarded funds will have a projected performance period of September 1, 2019, through June 30, 2020. It is not anticipated that these funds will be available beyond June 30, 2020.

**Background**

Community violence includes a wide range of crimes, such as murder, gun violence, interpersonal and domestic violence, sexual violence, robbery, and aggravated or simple assault and battery. While all violence occurring in communities is cause for concern and important to recognize and address, this notice of funding opportunity will support programs that address a narrower set of offenses, sometimes referred to as street-level violent crimes. These crimes include murders and aggravated assaults and non-domestic batteries that occur on the public way and often involve firearms. Street-level violent crime is important to address because experiencing or witnessing this type of violence can increase fear, distrust among community members, and feelings that communities are unsafe. Exposure to violent crime can also result in PTSD and other short- and long-term negative outcomes for individuals and communities.

A large body of research is available on street-level violence and focusing specifically on gang-involved homicides. These 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 (Decker and Curry, 2002). Several theoretical explanations have been offered for why gangs, their members, and gang associates are involved in a disproportionate amount of gun violence, particularly retaliatory violence, but two theories have been the focus of much of the literature: community-level factors and the role of collective behavior. Theories that focus on community-level factors, such as poverty, mobility, and neighborhood cohesion suggest that violence is a by-product of environmental conditions in which individuals live.

Locations that experience high levels of gun violence also often experience high concentrations of other social inequalities, including poverty and low social capital. Social capital is important to neighborhood cohesion as it represents the networks individuals depend on to help them meet basic needs, such as employment, model civil engagement, and where norms of reciprocity are communicated. In other words, social capital is an important producer of community-level informal social control and is associated with youth joining gangs (Decker and Van Winkle, 1996).

The theory of collective behavior posits violence is the result of threats or perceived threats. Threats of violence increase membership, solidifies group belonging, and escalates the incidence of violence as members respond and retaliate. Individuals fearing violence by others join gangs for protection from external threats. Threats, whether real or perceived, bond group members together while also intensifying the felt need to retaliate against threats of violence, even those that are perceived (Decker and Curry, 2002). This further normalizes violence among group members as an appropriate response to threats.

These theories collectively suggest that efforts to address street-level community violence consider strengthening the social capital of individuals living in disadvantaged communities while also reducing threats or perceived threats. This is further supported by research that indicates effective models to addressing street violence and, in particular, gang-related street violence are comprehensive and include suppression, prevention, and intervention activities (OJJDP, 2002).

**2.** ***Program Design*** ***and Requirements***

The proposed program must reflect evidence-based practices include the program design outlined below:

*Target Population*

Youth and young adults, including, but not limited to, those who are identified as being at heightened risk or those who engage in high risk behavior or violence.

The eligible applicant’s program narrative should reflect coalition and public awareness activities as well as street intervention services as described below:

* Convene, expand or join an existing community coalition to engage service providers, governmental agencies (local and/or statewide agencies), law enforcement, faith-based, and general community members. The purpose of the coalition is to 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.
  + The coalition should organize at least one community event during the grant period.
* Educate public about program services through wide distribution and various types of program materials, public presentations and awareness events.
* Implementation of **Street Intervention/Interruption-Active Outreach and Engagement** – Programs target at-risk youth and young adults to provide crisis intervention and de-escalation of high stress situations.
  + Examples of promising programs include Richmond Comprehensive Homicide Initiative, CureViolence, Operation Ceasefire, and Safe Streets.
* Staffing Requirements: Any staff or volunteers that work directly with participants must be able to document they have received trauma-informed training.
* Applicant must budget for one ICJIA-coordinated, full-day meeting in Chicago.
* Applicant must comply with all prescribed assessment tools and reporting requirements.

**3. *Evidence-Based Programs or Practices*** *Trauma-Informed Practices*

Applicants are strongly urged to increase their knowledge of trauma-informed practices and consider and, where appropriate, incorporate trauma-informed practices into proposed services. See *Appendix I: Trauma Informed Services* for an overview of trauma-informed services. Becoming trauma-informed is a continual process of organizational assessment and change. Applicants should describe their current practices and identify how trauma-informed practices will be integrated into their proposed services. ICJIA reserves the right to survey grantees to assess their knowledge of trauma-informed practices and implementation of these practices. 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 re-traumatization of victims.

**4. *Goals, Objectives, and Performance Metrics***

The funded program 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.

|  |  |
| --- | --- |
| **Objective** | **Performance Measure** |
| Collaborative Partners (Must Be Completed) | |
| Enlist       (#) collaborative partners by       (date). | Number of collaborative partners currently active (data report will list names, their roles and attendance at meetings) |
| Hold       (#) meeting(s) with collaborative partners | Number of meetings held (data report will list names, their roles and attendance at meetings) |
| If leading a coalition, maintain an active coalition by ensuring that       (%) of coalition members attend at least 75% of the meetings | Percent of coalition members who attend at least 75% percent of meetings |
| Staff Training (Must Be Completed) | |
| Hire and train       (#) staff in trauma informed care by       (date). | Number of staff hired and trained by the target date  (list staff position, type of training and dates) |
| Provide additional staff training by       (date). | Number of staff trained by \_\_\_2020.  (list staff position, type of training and dates) |
| Public Awareness (Must Be Completed) | |
| Engage in       (#) public awareness activities. | Number of public awareness activities |
| Reach       (#) persons through public awareness activities | Number of persons reached |
| (#) referrals received by our agency (from an external source) | Number of referrals received |
| Direct Services - Unduplicated (Must Be Completed) | |
| Reach       (#) of unduplicated persons through street intervention | # Persons reached |
| Reach       (#) persons through street intervention/case management | # Persons reached |

**B. Funding Information**

State fiscal year 2020 Violence Prevention and Street Intervention funds awarded by ICJIA will be used to support programs accepted through this funding opportunity.

***1. Award period***

Grant awards resulting from this opportunity will have a target period of performance of September 1, 2019, to June 30, 2020. It is not anticipated that these funds will be available beyond June 30, 2020.

***2. Available Funds***

A maximum of $2.25 million in funding is available through this solicitation.

An agreement that results from this funding opportunity are contingent upon and subject to the availability of funds of sufficient funds. ICJIA, may terminate or suspend this agreement, in whole or in part, without penalty or further payment being required, if (i) sufficient funds for the agreement have not been appropriated or otherwise made available to the grantor by the state funding source, (ii) the governor or grantor reserves funds, or (iii) the governor or ICJIA determines that funds will not or may not be available for payment. ICJIA will provide notice, in writing, to the grantee of any such funding failure and its election to terminate or suspend the agreement as soon as practicable. Any suspension or termination pursuant to this Section will be effective upon the date of the written notice unless otherwise indicated.

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

**C. Eligibility Information**

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

Applicants are also required to submit a financial and administrative risk assessment utilizing an Internal Controls Questionnaire (ICQ) for State Fiscal Year 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***

This solicitation is open only to not-for-profit organizations that currently utilize State of Illinois violence prevention funds to do **all** of the following:

1. Set program requirements;
2. Monitor the compliance of sub-recipients; and
3. Implement the coordination of a multi-pronged evidence-based street intervention program.

Each sub-recipient that is included in the eligible applicant’s application must currently be implementing **all** of the following coordinated services:

* 1. outreach services that utilize staff, at least one of whom has received, or is currently receiving, training through a curriculum designed to develop outreach and leadership skills;
  2. conflict intervention and mediation; and
  3. support services, including, at a minimum, employment, continued education, social service, mental health/substance abuse supports.

***2.*** ***Cost Sharing or Matching*** Not required.

***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 CARS within the earlier of: six (6) months after the close of the grantee’s fiscal year; and three (3) months of the notice of award.

(c) *De Minimis* Rate. An organization that has never negotiated an indirect cost rate with the Federal Government or the State of Illinois is eligible to elect a *de minimis* rate of 10% of modified total direct cost (MTDC). Once established, the *de minimis* Rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the *de minimis* rate.

All grantees must complete an indirect cost rate negotiation or elect the *de minimis* rate to claim indirect costs. Indirect costs claimed without a negotiated rate or a *de minimis* rate election on record in the State of Illinois’ centralized indirect cost rate system may be subject to disallowance. It is the organization’s responsibility to ensure that any indirect cost rate utilized is properly registered in the GATA Portal. Failure to register the rate properly may restrict an organization from charging indirect costs to a grant.

Grantees have discretion and can elect to waive payment for indirect costs. Grantees that elect to waive payments for indirect costs cannot be reimbursed for indirect costs. The organization must record an election to “Waive Indirect Costs” into the State of Illinois’ centralized indirect cost rate system.

**D. Application and Submission Information**

***1.* *Address to Request Application Package***

Applications must be obtained at https://gata.icjia.cloud/ by clicking on the link titled “Violence Prevention and Street Intervention.” Paper copies of the application materials may be requested from Shai Hoffman b: calling 312.814.0706, sending a request to his attention 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***

(b). Forms and Formatting.

The application must be emailed to [CJA.StateViolencePrevention@Illinois.gov](mailto: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 | | *“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. | | *“Agency Name – Program Narrative”* |  | X |  |
| **Budget/Budget Narrative** – This document is a workbook, with several pages (tabs). The last tab has instructions if clarification is needed. | | *“Agency Name – Budget”* |  |  | X |
|  | **Non-Profit Agency Required Documents** | | | | |
| United States Internal Revenue Service 501(c)(3) determination letter. | |  | X |  |  |

(c). Application Formatting

Program Narratives may not exceed 20 pages and must written in Times New Roman, size 12 font. Do not delete template questions in your response. Include any agreements with or support letters from third parties required under this Notice.

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

(a). Be registered in SAM before submitting its application. To establish a SAM registration, go to www.SAM.gov and/or utilize this instructional link: How to Register in SAM from the www.grants.illinois.gov Resource Links tab.

(b). Provide a valid DUNS number in its application. To obtain a DUNS number, visit from Dun and Bradstreet, Inc., online at www.dunandbradstreet.com or call 1-866-705- 5711.; and

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

***4.* *Submission Dates, Times, and Method***

(a). **All required application materials must be emailed to** [Shai.Hoffman@Illinois.gov](mailto:Shai.Hoffman@Illinois.gov) **by 11:59 p.m. on Tuesday, August 6, 2019, 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  [Shai.Hoffman@Illinois.gov](mailto:%20Shai.Hoffman@Illinois.gov).

Applicants will receive an automatic reply to their email submission. Applicants that do not receive an automatic reply to their submission email should immediately contact Shai Hoffman at 312.814.0706 or  [Shai.Hoffman@Illinois.gov](mailto:%20Shai.Hoffman@Illinois.gov).

***5.* *Application Questions***

Questions may be submitted via email at  [Shai.Hoffman@Illinois.gov](mailto:%20Shai.Hoffman@Illinois.gov).

***6.* *Funding Restrictions***

(a). Federal Financial Guide Applicants must follow the current edition of the Department of Justice Grants Financial Guide which details allowable and unallowable costs is available at: <https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf>. Costs may be determined to be unallowable even if not expressly prohibited in the Federal Financial Guide.

(b). Prohibited Uses: The following is a non-exhaustive list of services, activities, goods, and other costs that cannot be supported through this funding opportunity:

* + - Land acquisition
    - New construction
    - A renovation, lease, or any other proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size
    - Minor renovation or remodeling of a property either (a) listed or eligible for listing on the National Register of Historic Places or (b) located within a 100-year flood plain
    - Implementation of a new program involving the use of chemicals
    - Capital expenditures
    - Fundraising activities
    - Most food and beverage costs
    - Lobbying

(c). Allowable Expenses: The following is a non-exhaustive list of services, activities, goods, and other costs that can be supported through this funding opportunity:

* Staffing costs, staff supervision and coordination of approved program activities.
* Staff coordination and participation on the community coalition.
* Development and production of program materials, public presentations and awareness events to share program services
* Program-specific client engagement activities such as safe recreational time, family school and/or community based activities and events that foster social connectedness and positive environment
* Local transportation costs for service providers and for clients to receive services. However, direct payments of funds to clients for transportation costs are not allowed.
* Staff training costs of service providers which includes required training under this funding opportunity as well as additional training that would assist staff in serving clients.
* Reasonable and necessary technology costs for staff.

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

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

i. Out-of-state travel

ii. Equipment over $5,000

iii. Certain Requests for Proposals and sub-contracts

iv. Conference, meeting, and training costs for grant recipients

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

(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, federal, or state funds because of the existence of these grant funds. A written certification may be requested by ICJIA stating that these funds will not be used to supplant other state, local, or federal.

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.

(h) Proposed Subawards and Subcontracts Applicants may propose to enter into subawards or subcontracts under this award, each of which involve different rules and applicant responsibilities. A subaward carries out a portion of the grant agreement while a contract is often for obtaining goods and services for the grantee's own use. (44 Ill. Admin Code 7000.240). If a third party will provide some of the essential services, or develop or modify a product, that the applicant has committed to provide or produce, ICJIA may consider the agreement with the third party a subaward for purposes of grant administration.

Applicants must classify each expense in the contractual budget as a subaward or subcontract. The substance of the agreement, not the title or structure of the agreement, will determine whether it is a subaward of a subcontract. Applicants are advised to use the “Checklist for Contractor/Subrecipient Determinations” available at the GATA Resource Library for guidance: <https://www.illinois.gov/sites/gata/pages/resourcelibrary.aspx>.

Applicants are required to justify their use of subawards and explain their capacity to serve as “pass-through” entities in the program narrative. Applicants will monitor subaward compliance with grant terms, applicable federal and state law including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award, 2 C.F.R. Part 200, the Grant Accountability and Transparency Act, 44 Ill. Admin. Code 7000, and ICJIA policies. Proposed subawards must be identified, if possible, and their roles described in both the program and budget narratives.

For procurement contracts, applicants are encouraged to promote free and open competition in awarding contracts. All subcontracts must comply with federal and state requirements as well as the ICJIA Subcontract Policy. Some agreements may be entered into through a “sole source” process, however, other agreements must be competitively bid through a “Request for Proposal” process.

ICJIA may make the final determination whether a proposed agreement constitutes a subaward or a subcontract.

**E. Application Review Information**

***1. Criteria***

Application materials must address all components of this notice of funding opportunity and demonstrate both a need for the program and an ability to successfully implement the program. Evaluation criteria must include at a minimum the following criteria categories:

**Description of Problem (10 points).** Section demonstrates a clear understanding of the need in service area. The community characteristics chart is complete. The risk and protective factors relate to the proposed program.

**Agency Capacity and Experience (15 points).** Application provides a clear history of the applicant’s history of providing violence prevention and street intervention services, including quantitative and qualitative descriptions. The applicant demonstrates an ability to adjust service provision based on past lessons learned. The applicant describes their fiscal experience including other funding sources and both quantitative and qualitative descriptions.

**Proposed Program (40 points).** The response clearly describes all proposed program elements.

(1) Applicant adequately demonstrates either a strong background in leading community coalitions, or demonstrates they can build capacity to lead a coalition. The response requires the applicant to demonstrate a strong understanding of successful coalition building. The applicant sufficiently describes the coalition’s actual or anticipated makeup and activities and outlines the benefits of the collaboration to the proposed service model(s).

(2) Applicant sufficiently describes anticipated public awareness activities that will promote the service being described.

(3) Applicant describes the anticipated number of recipients of the direct service(s) being proposed.

The response clearly addresses all aspects of the Direct Services Program Design outlined in this notice of funding opportunity. The applicant must demonstrate a strong understanding of the services being proposed. The applicant must either adequately demonstrate the agency’s experience providing the service, or demonstrate they are able to build capacity to provide the service. The applicant must describe the proposed target population and describe the various ways that clients will be referred for the service(s) being offered. The applicant must provide an adequate description of the agency’s client intake process and, at a minimum, must include intake questions and criteria for acceptance. In addition, the applicant must provide at least one example of potential client challenges at the individual, family, and community level and describe how the program will address all three of those challenges.

**Staffing (15 points).** This section includes a clear staffing plan that matches the program design and includes at minimum position titles, reporting structure, roles and responsibilities, and reporting and supervision structure. The response describes how cases are assigned to staff and supervised within the agency. The applicant demonstrates that staff receive trauma skills training and ongoing consultation to enhance the trauma-informed response to clients.

**Implementation Schedule (5 points).** Applicant must complete an implementation schedule that is reflective of the major steps necessary to ensure successful program implementation.

**Goals/Objectives/Performance Indicators (5 points).** Applicants clearly document all process and outcome objectives and indicate a measurable indicator of success for each objective. These measurables should include ambitious yet realistic numbers for each objective based on the proposed program. Additional objectives and measurable performance indicators for street intervention that reflects the proposed program must be added into the appropriate table.

**Adequacy of Cost Estimates (10 points total)**. The proposed budget will be reviewed to ensure costs are adequately aligned with the program narrative. In addition, the budget table and budget narrative must demonstrate that items and amounts are allowable, reasonable, and necessary for the program.

Application materials must address all components of this notice of funding opportunity and demonstrate both a need for the program and an ability to successfully implement the program. Reviewers will determine eligibility and 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.

|  |  |
| --- | --- |
| **Scoring Criteria** | **Possible**  **Points** |
| **Statement of the Program:** | **10** |
| * Section demonstrates a clear understanding of the need in service area. The community characteristics chart is complete. The risk and protective factors relate to the proposed program. | 5 |
| * Describes strengths and weaknesses of the community to be served | 5 |
| **Agency Capacity and Experience:** | **15** |
| * Application provides a clear history of the applicant’s history of providing violence prevention and street intervention services, including quantitative and qualitative descriptions. | 5 |
| * The applicant demonstrates an ability to adjust service provision based on past lessons learned. | 5 |
| * The applicant describes their fiscal experience including other funding sources and both quantitative and qualitative descriptions. Adequately describes why entity must serve as pass-through for other organizations and includes information on special qualifications and area of expertise. Adequately explains how subawards will be monitored for compliance. | 5 |
| **Proposed Program:** | **40** |
| * Adequately describe the coalition that will work towards inter-agency collaboration for efficient and effective services; includes a list of the proposed members’ agencies, frequency of meetings, and the group’s activities. Response adequately describes if this is an existing group and if the group’s previous activities, accomplishments and how the proposed program needs will be incorporated into the existing group. | 5 |
| * Adequately describes the public awareness activities proposed which at minimum, include method, language(s), venues and past experience in this activity | 5 |
| * Adequately describes the proposed service, including but not limited to service model goals, associated research findings (if present), identified risk and protective factors addressed, anticipated service length, and related details. | 10 |
| * Adequately describes the proposed target population, including risk and protective factors most commonly observed. | 5 |
| * Adequately describes how clients will be referred for services offered and includes the referral sources. | 5 |
| * Adequately describes the client intake process, including but not limited to intake questions and criteria for acceptance. | 5 |
| * Adequately describes partnerships with other organizations that are essential to ensuring clients’ immediate needs are being addressed as part of the service plan. | 5 |
| **Staffing Plan:** | **15** |
| * Response lists and adequately describes all staff positions assigned to the proposed program. Include at minimum the response includes: name of position; roles and responsibilities; reporting and supervision structure. | **5** |
| * Adequately describes how cases are assigned to direct service staff and supervised within the agency. | **3** |
| * Adequately describes how the proposed program will include staff trauma skills training and ongoing consultation to improve trauma informed response to clients. | **2** |
| * Adequately describes the hiring and administrative policies and procedures that ensure a physically safe environment for clients and their families immediately before services, during services and immediately after services. | **5** |
| **Implementation Schedule** | **5** |
| * Completes the implementation table, defining each step in the implementation and operation of the proposed program and detailing the staff position responsible for each task and a target date for completion. |  |
| **Goals, Objectives and Performance Indicators:** | **5** |
| * Response includes completed metrics |  |
| * Metrics are ambitious yet realistic. |  |
| **Budget Detail:** | **5** |
| * Budget is complete. |  |
| * Budgeted items are cost-effective in relation to the proposed activities. |  |
| **Budget Narrative:** | **5** |
| * Narrative is complete for all line items, clearly detailing how the applicant arrived at and calculated the budget amounts. |  |
| **Total Possible Points** | **100** |

***2. Review and Selection Process***

Proposals will be reviewed by a panel of ICJIA staff.

All applications will be screened for completeness and GATA ICQ submission for the current state fiscal year. Applications from agencies do not have a current ICQ submitted by the date of application will not be reviewed.

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.

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:

1. Statement indicating a request for a formal appeal.
2. The name and address of the appealing party.
3. Identification of the grant program.
4. A statement of reason for the appeal.

Please send your appeal to:

Appeals Review Officer

Illinois Criminal Justice Information Authority

[Cja.aro@Illinois.gov](mailto: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:

1. Review of the appeal.
2. Appeal determination.
3. Rationale for the determination.
4. 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:

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

Please send requests to:

Shai Hoffman, Program Administrator

Illinois Criminal Justice Information Authority

300 W. Adams Street, Suite 200

Chicago, Illinois 60606

***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 | July 8, 2019 |
| NOFO question submission deadline | July 31, 2019 |
| **Applications due** | **11:59 p.m., Tuesday, August 6, 2019** |
| Anticipated Budget Committee review/approval of recommended designations | August 15, 2019 |
| Anticipated Program start date | September 1, 2019 |

**F. Award Administration Information**

***1. State Award Notices***

The ICJIA Budget Committee is scheduled to review and approve designations in August 15, 2019.

ICJIA will transmit a Notice of State Award (NOSA), and the grant agreement to successful applicants after the Budget Committee reviews and approves designations. 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 be 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:

o Fiscal Information Sheet

o Audit Information Sheet

o Programmatic Risk Assessment

o Civil Rights Compliance Questionnaire

***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 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**

For questions and technical assistance regarding application submission, contact:

Shai Hoffman, Program Administrator

Illinois Criminal Justice Information Authority

[Shai.Hoffman@Illinois.gov](mailto:Shai.Hoffman@Illinois.gov)

**H. Other Information**

1. Neither the State of Illinois nor ICJIA are obligated to make any award as a result of this announcement. The ICJIA Executive Director or designee has sole authority to bind ICJIA to the expenditure of funds through the execution of grant agreements.

2. This application is subject to the Illinois Freedom of Information Act. Any information that the applicant believes should be exempt under FOIA should clearly highlight the information that is exempt, and the basis of the exemption.