

Uniform Notice for Funding Opportunity
Community-Based Violence Intervention and Prevention Program
July 19, 2017

	Data Field	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority
2.	Agency Contact:	Shai Hoffman, Program Administrator Illinois Criminal Justice Information Authority 300 West Adams, Suite 200 Chicago, IL 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:	
6.	Funding Opportunity Title:	Community-Based Violence Intervention and Prevention
7.	CSFA Number:	
8.	CSFA Popular Name:	CB-VIP
9.	CFDA Number(s):	N/A
10.	Anticipated Number of Awards:	Unknown
11.	Estimated Total Program Funding:	\$6,700,000 – \$7,200,000
12.	Award Range	\$100,000 - \$1,000,000
13.	Source of Funding:	<input type="checkbox"/> Federal or Federal pass-through <input checked="" type="checkbox"/> State <input type="checkbox"/> Private / other funding Mark all that apply
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 If yes, provide the citation governing the restriction:
16.	Posted Date:	July 19, 2017

17.	Closing Date for Applications:	11:59 p.m., August 18 , 2017
18.	Technical Assistance Session:	<p>Session Offered: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Session Mandatory: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Applicants must view and certify that that they have watched the recorded webinar which will be available beginning at July 19, 2017.</p> <p>View the webinar at: https://gata.icjia.cloud/ </p>

A. Program Description

The Illinois Criminal Justice Information Authority (ICJIA) is a state agency dedicated to improving the administration of criminal justice. ICJIA brings together key leaders from the justice system and the public to identify critical issues facing the criminal justice system in Illinois, and to propose and evaluate policies, programs, and legislation that address those issues. The statutory responsibilities of ICJIA fit into four areas: grants administration; research and analysis; policy and planning; and information systems and technology. The FY18 Illinois State budget includes \$8 million for Community-Based Violence Prevention and Intervention grants and administration. ICJIA anticipates between \$6.7 million and 7.2 million – \$7,200,000 will be available through this funding opportunity, which is contingent upon an appropriation to ICJIA.

Awarded funds will have a projected performance period of October 1, 2017, through June 30, 2018. Contingent on future state fiscal year appropriations and satisfactory performance, ICJIA staff may recommend to its Board a maximum of an additional two 12-month grants for each project. Funding amounts in future years may be reduced depending on appropriation.

Authorizing Statutes

Section 7(k) of the Illinois Criminal Justice Information Act (20 ILCS 3930/7(k)) establishes the Authority 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."

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.), Public Works Employment Discrimination Act (775 ILCS 10/1 et seq), 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), Americans with Disabilities Act of 1990 (42 USC 12101 et seq.), and Age Discrimination Act (42 USC 6101 et seq.).

Pursuant to Public Act 100-0021 (Article 20, Section 70) The amount of \$8,000,000, or so much thereof as may be necessary, is to be appropriated from the General Revenue Fund to ICJIA for administrative costs, awards and grants for Community-Based Violence Prevention Programs.

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 in particular 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.

Research has consistently demonstrated that murders and shootings are not evenly dispersed; they are heavily concentrated in particular places. This is true in Illinois. Analyses of murder and aggravated assault and battery data reported by police agencies and sheriffs¹ indicate that eight municipalities in Illinois accounted for approximately 64 percent² of the murders and aggravated assaults and batteries in Illinois from 2013 to 2015. These municipalities include Aurora, Champaign, Chicago, East St. Louis, Joliet, Peoria, Rockford, and Springfield. The top six of these municipalities reported numbers notably

¹ Although no single data source on gun-related street violence exists, one source of data on murders and aggravated assaults and batteries is the Illinois Uniform Crime Reporting (UCR) program maintained by the Illinois State Police. These data reflect the aggregate number of murders and aggravated assaults and batteries reported to police each year. The data cannot be broken out by weapon type or motive or in a manner that would allow more refined analyses of micro-places within jurisdictions. However, the data are useful in that they provide a glimpse into the extent of violent crime occurring in Illinois communities.

² Percentage was based on a weighted three year average of murders and aggravated assaults and batteries reported in 2013, 2014, and 2015.

above the state's average,³ even after controlling for population size.⁴ Chicago alone accounted for about 43 percent⁵ of the murders and aggravated assaults and batteries in Illinois during that period.

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, and 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 it 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 community street-level 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).

Over the last 40 years, great advancements have been made in the field of violence prevention. Violence is now seen as a learned behavior that can be addressed through focused attention on reducing risk factors and increasing protective factors. Risk factors, such as exposure to violence, create a vulnerability to violence while protective factors, such as positive connections to family and friends, can foster a resilience to violence. Both risk and protective factors exist within the individual, peer, family, community, and societal domains.⁶ See *Appendix I: Risk and Protective Factors* for a comprehensive list of both.

³ Notable was defined as having weighted averages that were one standard deviation above the average.

⁴ The following cities had rates that were one standard deviation higher than the state average rate: Chicago, Aurora, Rockford, Springfield, East St. Louis, and Champaign. Calculations based on a three year weighted average.

⁵ Percentage was based on a weighted three year average of murders and aggravated assaults and batteries reported in 2013, 2014, and 2015.

⁶ <https://www.cdc.gov/violenceprevention/youthviolence/riskprotectivefactors.html>

Violence Prevention and Intervention

The Centers for Disease Control cites the following evidence-based youth violence prevention and intervention strategies:

- Build children's and adolescents' skills and competencies to choose nonviolent, safe behaviors.
- Foster safe, stable, nurturing relationships between young people and their parents and caregivers.
- Build and maintain positive relationships between young people and caring adults in their community.
- Develop and implement school-wide activities and policies to foster social connectedness and positive environment.
- Improve and sustain a safe physical environment in communities and create spaces to strengthen social relationships.
- Build viable and stable communities by promoting economic opportunities and growth
- Facilitate the social cohesion and collective efficacy of the community.
- Change societal norms about the acceptability of violence and willingness to intervene
- Change the social and structural conditions that affect youth violence and lead to healthy inequity (p. 18-20).⁷

For specific evidence-based programs, see Office of Juvenile Justice Delinquency Prevention's Model Programs Guide at <https://www.ojjdp.gov/mpg> or Blueprints for Health Youth Development at <http://www.blueprintsprograms.com>.

Program Design

For the purposes of this solicitation, these strategies will also be applied to young adults. Programs shown to be effective reflect a range of efforts. Proposed program must reflect the evidence-based practices outlined above and 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.

⁷ <https://www.cdc.gov/violenceprevention/youthviolence/pdf/opportunities-for-action.pdf>

Elements

ICJIA is interested in funding community-based violence prevention initiatives. Completed applications must be reflective of the following mandatory elements:

- 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 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.
 - If more than one applicant is funded in a community, the funded agencies should collaborate to create or expand an existing coalition.
 - 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 at least one of the following direct service categories (additional points will be given to applications that reflect more than one category):
 - **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.
 - **Counseling and Therapy**-Developmentally and culturally appropriate therapeutic services provided by a mental health professional. Effective programs incorporate cognitive behavioral therapy (CBT) and/or include contingency management approaches. These programs are often individual or family-based, such as multisystemic therapy, functional family therapy, multidimensional family therapy, aggression replacement training, assisted outpatient treatment, the Coping Power Program, CBT for Trauma in Schools, and the Good Behavior Game.
 - **Case Management**-Supporting youth and their families in identifying and accessing resources. Individuals at risk for involvement in street-level violence can be difficult to engage in services. Case management approaches that actively engage youth and families (i.e., active reaching out, meeting youth/families in the home, community engagement) are more effective at long-term client retention and developing trust than more passive case

management approaches (i.e., requiring youth/families to meet in office locations).⁸

- **Youth Development**-Engaging young people to develop their emotional, physical, social, and intellectual selves. Program provides opportunities for youth to practice conflict resolution and prosocial life skills. Promising programs include the Life Skills Training.
- **Staffing Requirements**-Any staff or volunteers that work directly with participants must be able to document they have received trauma-informed training. Staff providing counseling or therapy must be a licensed counselor, licensed social worker, or the equivalent.
- Applicant must budget for one ICJIA-coordinated, full-day meeting in Chicago.
- Applicant must comply with all prescribed assessment tools and reporting requirements.

Evidence-Based Programs or Practices

Trauma-Informed Practices

Applicants are strongly urged to increase their knowledge of trauma-informed practices consider and, where appropriate, incorporate trauma-informed practices into proposed services. See *Appendix II: 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, which may serve as 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.

Goals, Objectives, and Performance Metrics

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

Selected programs will be required to submit quarterly reports on the following objectives and must identify the number of clients they aim to serve during the performance period. Objectives should estimate the number of clients that will receive each of the listed services in order to produce meaningful, tangible changes in clients' lives.

⁸ <https://www.ncjrs.gov/pdffiles1/ojdp/231200.pdf>

Objective	Performance Measure
Collaborative Partners	
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)
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	
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 ____2017. (list staff position, type of training and dates)
Public Awareness	
Engage in (#) public awareness activities.	Number of public awareness activities
Reach (#) persons through public awareness activities	Number of persons served
(#) referrals received by our agency (from an external source)	Number of referrals received
Direct Services - Unduplicated	
Objective	Performance Measure
Reach (#) of unduplicated persons through one or more direct service models	# Persons reached
Direct Service Model*	
Objective	Performance Measure
Enter the process and outcome objectives outlined in the proposed evidence informed model	Enter the process and outcome performance measures outlined in the proposed evidence informed model

***For each direct service model implemented, the applicant will be required to add additional objectives and performance measures that are outlined in the evidence-informed model that is chosen.**

B. Funding Information

State fiscal year 2018 Community-Based Violence Prevention funds awarded by ICJIA will be used to support programs accepted through this funding opportunity.

Awards resulting from this opportunity are anticipated to have a projected period of performance of October 1, 2017, through June 30, 2018. Contingent on future state fiscal year appropriations and satisfactory performance, ICJIA staff may recommend to its Board a maximum of an additional two 12-month grants for each project. Applicants may request a minimum of \$100,000 and a maximum of \$1 million in funding to support programming for an initial 10-month period. 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 12 months. See *Section D* of this Notice of Funding Opportunity for a list of allowable and unallowable costs.

Agreements that result from this funding opportunity are 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.

Applicants 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.

C. Eligibility Information

Agencies must be pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal, 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).

Applicants must have completed the GATA pre-qualification process and received approval of their ICQ from a State cognizant agency by the date of application. Applications from agencies that have not received ICQ approval will not be reviewed.

1. *Eligible Applicants*

This solicitation is open to public and not-for-profit entities providing community-based violence prevention and intervention services in the State of Illinois.

This solicitation is not open to Cure Violence/CeaseFire (University of Illinois at Chicago) and its sub-grantees for similar activities for the same population.

2. *Cost Sharing or Matching*

Not Applicable.

3. *Indirect Cost Rate*

In order to charge indirect costs to a grant, the applicant must have an annually negotiated indirect cost rate agreement (NICRA). The three types of NICRAs include:

- a) Federally Negotiated Rate: Applicant 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 federally NICRA.
- b) State Negotiated Rate: The organization must 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.
- c) De Minimis Rate: An organization that has never received a NICRA 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 State of Illinois must verify the calculation of the MTDC annually in order to accept the de minimis rate.

D. Application and Submission Information

1. *Obtaining Application Package and Application Deadline*

Applications may be obtained at <https://gata.icjia.cloud/>.

All required application materials must be emailed to CJA.StateViolencePrevention@Illinois.gov by **11:59 p.m. August 18, 2017**, 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.

Paper copies of the application materials may be requested by calling Shai Hoffman at (312) 814-0706, but applications may only be submitted via email.

Agencies are encouraged to submit their applications 72 hours in advance of the deadline to avoid unforeseen technical difficulties. Technical difficulties should be reported immediately to ICJIA at CJA.StateViolencePrevention@Illinois.gov

2. Notice of Intent and Required Application Submission

a. Notice of Intent

Agencies interested in submitting an application are required to complete an online Notice of Intent form by **11:59 p.m., August 8, 2017**. Submission of a Notice of Intent is nonbinding and will be used for the provision of technical assistance and internal planning purposes only. Agencies must have completed the GATA pre-qualification process and received ICQ approval from a State cognizant agency by the date of application. 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 from ICJIA prior to the application deadline and may result in an agency not being GATA compliant and therefore ineligible for an award upon application submission. ICJIA technical assistance is not a guarantee of GATA compliance or funding eligibility.

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

b. Application Submission

The application must be emailed to CJA.StateViolencePrevention@illinois.gov. Your agency's 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.

Document	Document Name	PDF	Word	Excel
The following materials MUST be submitted by all applicants. The applicant must submit the documents based on the instructions provided below.				
Uniform Application for State Grant Assistance – This form must be completed, signed, and scanned.	<i>“Agency Name – Application”</i>	X		
Program Narrative – This document must meet the requirements outlined in Section A. The narrative must be provided on this document. Do not change the format of this document.	<i>“Agency Name – Program Narrative”</i>		X	
Budget/Budget Narrative	<i>“Agency Name – Budget”</i>			X
United States Internal Revenue Service 501(c)(3) determination letter for nonprofit organizations	<i>“Agency Name – IRS Letter”</i>	X		

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

Each 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. The Authority 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 the Authority is ready to make a federal pass-through or state award, the Authority 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. Mandatory Applicant Informational Presentation

Applicants must view a mandatory pre-recorded informational presentation on the ICJIA website at <https://gata.icjia.cloud/>. The recording will be available for viewing beginning on

Wednesday, July 19, 2017. The applicant must certify that they viewed the recording. Information provided during this recording will be unofficial and not binding on the state.

Completed application materials must be emailed to CJA.StateViolencePrevention@Illinois.gov by **11:59 p.m., August 18, 2017**, 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.

Agencies are encouraged to submit their applications 72 hours in advance of the deadline to avoid unforeseen technical difficulties. Technical difficulties should be reported immediately to ICJIA at CJA.StateViolencePrevention@Illinois.gov.

4. Intergovernmental Review

Not applicable.

5. Funding Descriptions

To support applicants in requesting all necessary and allowable program costs, a non-exhaustive list of suggested costs is provided below:

- a. Staffing costs, staff supervision and coordination of approved program activities.
- b. Staff coordination and participation on the community coalition.
- c. Development and production of program materials, public presentations and awareness events to share program services
- d. 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
- e. 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.
- f. 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.
- g. Administrative costs including reasonable and necessary technology costs for staff.
- h. 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.

- i. The cost of food is only allowable in certain, limited circumstances if it meets the following criteria:
 - a. The duration of the event (not including the time associated with eating) must last a minimum of two hours.
 - b. The event must be part of the program-specific, client engagement activities
 - c. Food and beverage (not including consumable supplies) costs cannot exceed:
 - i. \$5.50 per person if eating commences prior to 4pm
 - ii. \$17.00 per person if eating commences at 4pm or later
 - d. Alcohol cannot be served at the same event where food is paid for with ICJIA funds, even if the alcohol is paid from another source of funds
 - e. In the budget narrative, the applicant should describe how the per-person cost was calculated and why food is necessary for the event.

Federal guidelines will determine grant allowability. The Federal Financial Guide which details allowable and unallowable costs is available at:

<http://ojp.gov/financialguide/index.htm>.

In addition, costs may be determined to be unallowable even if they are not expressly prohibited in the Federal Financial Guide.

Supplanting

If funds will be used for the expansion of an already implemented program, applicants must explain how proposed activities will supplement—not supplant—current program activities and staff positions. Public agencies may not deliberately reduce local, federal or other state funds because of the existence of these Community Based Violence Prevention funds. A written certification may be requested by ICJIA stating that these funds will not be used to supplant other state, local, or federal funds.

Prohibited Uses

Land acquisition and construction are prohibited uses of these funds.

Pre-award costs

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

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 grant recipients. These prior approvals may affect project timelines.
- (3) Sets cost limits, including a general prohibition of all food and beverage costs.

E. Application Review Information

1. Criteria.

Application selection will be made using the following criteria, which provides the point breakdown for each major section of the proposal narrative and budget documents.

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. There are at least two examples of the community's strengths and challenges and each example is tied to the problem.

Agency Capacity and Experience (15 points). Application provides a clear history of the applicant's history of providing violence prevention and 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 that they are able to 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 the Notice of Funding Opportunity. The applicant must demonstrate a strong understanding of each service being proposed. The applicant must either adequately demonstrate the agency's experience providing the service, or demonstrate that 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 (for a total of three challenges) at the individual, family, and community level and describe how the program will address those challenges. Last, any applicant that will be applying to ICJIA for *Services To Victims of Community Violence* that was released on June 26, 2017, must demonstrate that services being provided under the *Services To Victims of Community Violence* will not be duplicative of services being proposed here under this *Community-Based Violence Intervention and Prevention* Notice of Funding Opportunity.

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 (10 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 each of the selected evidence informed model(s) 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.

2. Review and Selection Process

Proposals will be reviewed by a panel of ICJIA staff, as well as key stakeholders with expertise in violence intervention and prevention. Proposals will be reviewed by focus area within assigned geographic regions. These geographic regions include:

- Northern region.
- Cook County region
- Collar Counties region: DuPage, Kane, Lake, Will
- Central region.
- Southern region.
- Multi-region: For applicants whose proposed service area includes more than one of the regions listed above.

See the state map in *Appendix III*.

Agencies may submit one application per region. Agencies that serve multiple regions may apply under the Multi-Region category or under separate region categories.

Proposal selection will be made using the previously described scoring criteria. If possible, ICJIA will fund the highest scoring applicant in each geographic region before funding successive applicants.

After applicants are selected from each region, additional applicants will be selected based on the highest scoring applicant that is proposing service in each of the high risk areas. These areas are highlighted in Appendix IV.

After applicants are selected from each region and each high risk area, applicants will be selected based on overall score, with secondary consideration given to geographic diversity and proposed program design. Applicants with equivalent scores will be selected based on scores in the Proposed Program category.

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 one or more applicants to provide necessary clarifications prior to scoring, and to invite successful applicants to submit amended proposals and modify budgets that include unallowable or unreasonable costs.

Review team recommendations will be forwarded to ICJIA's Budget Committee for preliminary approval and applicants will be notified of the Committee's decision. A panel of ICJIA staff will conduct a final review of applications for cost allowability. Successful applicants whose applications contained unallowable costs will have their award reduced by the total amount of all unallowable or unreasonable costs. Upon acceptance of the grant award, announcement of the grant award shall be published by the awarding agency to <https://www.illinois.gov/sites/GATA/Pages/default.aspx>.

3. Appeals 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 the ICJIA's Appeals Review Officer. The appeal must be in writing 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:

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

Please send your appeal to:

Illinois Criminal Justice Information Authority
Attn: Appeals Review Officer
300 W. Adams Street, Suite 200
Chicago, IL 60606

Once an appeal is received, ICJIA will acknowledge receipt of an appeal within 14 calendar days from the date the appeal was received. ICJIA will respond to the appeal in writing, within 60 days or supply a written explanation as to why additional time is required. The appealing party must supply any additional information requested by ICJIA within the time period set in the request. ICJIA will resolve the appeal by means of written determination. The determination will include:

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

Debriefings

Unsuccessful applicants also may request a debriefing, which will provide feedback that can assist applicants in developing improved applications for future funding. Debriefings will take the form of advice to applicants on the strengths and weaknesses of their applications in terms of the evaluation and review criteria. Debriefings are not a part of the Appeal Process.

Requests for debriefings must be made in writing 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 request 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, Program Administrator
Illinois Criminal Justice Information Authority
300 W. Adams Street, Suite 200
Chicago, Illinois 60606

4. Anticipated Announcement and State Award Dates.

<u>Milestones</u>	<u>Target Date</u>
Release of RFP and open application	Wednesday, July 19, 2017
Posting of pre-application TA session	Wednesday, July 19, 2017
Notice of Intent due	August 8, 2017
Last date for submission of questions	August 15, 2017
Application Closes	August 18, 2017
Authority Budget Committee Meeting	September 28, 2017
Start Program Performance Period	October 1, 2017

F. Award Administration Information

- 1. State Award Notices.*** ICJIA will send a Notice of State Award to grantees along with the grant agreement once the ICJIA Budget Committee reviews and approves designations on or about September 28, 2017. No costs incurred before the effective date of the agreement may be charged to the grant.
- 2. Administrative and National Policy Requirements.*** In addition to implementing the funded project consistent with the agency-approved project proposal and budget, the grantees selected for funding must comply with grant terms and conditions, and other legal requirements, including, but not limited to, the Office of Management and Budget Grants Accountability and Transparency Act and other federal

regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. Additional programmatic and administrative special conditions may be required.

3. **Reporting.** Grantees must submit quarterly financial and progress reports and final financial and progress reports. Mandatory fiscal and progress reports will be distributed to each grantee for submission. Failure to comply with mandatory reporting requirements will cause immediate suspension of funding of this grant, any other grant that applicant has with ICJIA, and possible termination of the grant. If applicable, an annual audit report in accordance with the Part 200 Uniform Requirements must be submitted. Future awards and fund drawdowns may be withheld if reports are delinquent.

G. State Awarding Agency Contact(s)

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

Shai Hoffman
CJA.StateViolencePrevention@Illinois.gov

The deadline to submit questions is 11:59 p.m., August 15, 2017.

H. Other Information

Neither the State of Illinois nor ICJIA are obligated to make any award as a result of this announcement. ICJIA's Executive Director has sole authority to bind the state government to the expenditure of funds through the execution of interagency grant agreements.