

**Uniform Notice for Funding Opportunity (NOFO)**  
Law Enforcement Personnel Training

	<b>Data Field</b>	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority (ICJIA)
2.	Agency Contact:	Greg Stevens Grant Manager Illinois Criminal Justice Information Authority 300 West Adams, Suite 200 Chicago, Illinois 60606 <a href="mailto:Greg.Stevens@Illinois.gov">Greg.Stevens@Illinois.gov</a> 312-793-0890
3.	Announcement Type:	<input checked="" type="checkbox"/> Initial announcement <input type="checkbox"/> Modification of a previous announcement
4.	Type of Assistance Instrument:	Grant
5.	Funding Opportunity Number:	1710-607
6.	Funding Opportunity Title:	Law Enforcement Personnel Training
7.	CSFA Number:	546-00-1710
8.	CSFA Popular Name:	Death Penalty Abolition Fund (DPA) SFY19
9.	CFDA Number(s):	Not applicable
10.	Anticipated Number of Awards:	Unknown
11.	Estimated Total Program Funding:	\$4,500,000
12.	Award Range	\$10,000 - \$1,000,000
13.	Source of Funding:	State
14.	Cost Sharing or Matching Requirement:	No
15.	Indirect Costs Allowed	Yes
	Restrictions on Indirect Costs	No
16.	Posted Date:	January 30, 2019]
17.	Application Range:	[January 30, 2019 – March 18, 2019]
18.	Technical Assistance Session:	Session Offered: Yes Session Mandatory: No The recorded webinar will be available beginning on Wednesday, Thursday, January 30, 2019, at 1:30 p.m.  <a href="https://grants.icjia.cloud">https://grants.icjia.cloud</a>

## A. Program Description

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

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

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

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

1. ***Purpose.***

Through this Notice of Funding Opportunity (NOFO), ICJIA is soliciting proposals for the training of law enforcement personnel.

2. ***Program Design.***

Proposals will be accepted from state and local law enforcement agencies, educational institutions, and non-profit agencies providing law enforcement training in the five Illinois regions detailed below. Agencies may propose to provide training in any or all five regions.

Cook				
Collar Counties				
DuPage	Lake	Kane	Will	
Northern Counties, Non-Cook, Non-Collar				
Boone	Carroll	DeKalb	Grundy	Jo Daviess
Kendall	LaSalle	Lee	Ogle	Stephenson
Whiteside		Winnebago	McHenry	
Central Counties				
Adams	Brown	Bureau	Cass	Champaign
Christian	Coles	DeWitt	Douglas	Edgar
Ford	Fulton	Greene	Hancock	Henderson
Henry	Iroquois	Kankakee	Knox	Livingston
Logan	McDonough	McLean	Macon	Macoupin
Marshall	Mason	Menard	Mercer	Montgomery
Organ	Moultrie	Peoria	Piatt	Pile
Putnam	Rock Island	Sangamon	Schuyler	Scott
Shelby	Stark	Tazewell	Vermilion	Warren
Woodford				
Southern Counties				
Alexander	Bond	Calhoun	Clark	Clay
Clinton	Crawford	Cumberland	Edwards	Effingham
Fayette	Franklin	Gallatin	Hamilton	Hardin
Jackson	Jasper	Jefferson	Jersey	Johnson
Lawrence	Madison	Marion	Massac	Monroe
Perry	Pope	Pulaski	Randolph	Richland
St. Clair	Saline	Union	Wabash	Washington
Wayne		White	Williamson	

### 3. Program Requirements. [

Proposals must be received from the agencies that will be delivering all three of the following components of the training program:

#### a) Planning and provision of training

Applicant agencies must develop a training plan that meets objectively identified needs for law enforcement personnel training. Data sources may include, but are not limited to, surveys of law enforcement personnel and law enforcement departments and advisory board and committee guidance. The training plan also must include training delivery methods (e.g., in-person training, distance learning) that address existing barriers to training participation.

Applicant agencies must implement this training, including training delivery, selection of training sites, trainee registration, and trainee lodging and travel reimbursement, as needed. Proposals also may include Buy Back, that is,

reimbursement to the training participant's department for salary or overtime costs incurred to cover the training participant's shift(s) while in training.

If your agency hires contractors for any part of your proposal, please review section D)6(h), Proposed Subawards and Subcontracts, of this NOFO.

b) Training supervision and oversight

Applicant agencies will be responsible for assuring the provision of quality training through supervision and oversight of the training delivered. Proposals must detail how this training and oversight will be provided and how deficiencies will be addressed.

c) Assessment of training effectiveness

All funded training must include pre- and post-testing of law enforcement personnel participating in training and must include a survey of participating law enforcement personnel regarding the effectiveness of the training delivery. Proposals must detail how this information will be used to inform future training delivery.

**4. Evidence-Informed Programs or Practices.** Applicants are strongly urged to incorporate research-based best practices into their program design. Applicants should identify the evidence-informed practice being proposed for implementation, identify and discuss the evidence that shows that the practice is effective, discuss the population(s) for which this practice has been shown to be effective, and show that it is appropriate for the proposed target population.

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

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

<b>GOAL:</b> To provide Illinois law enforcement personnel with the training necessary to maximize law enforcement personnel and community safety and well-being.	
<b>Process Objectives</b>	<b>Process Performance Measures</b>
Hire funded training and administrative staff by ____ month of the period of performance.	➤ Month funded staff hired.
Develop training plan by ____ month of the program.	➤ Month training plan developed.
Conduct ____ training sessions.	➤ Number of training sessions conducted by training topic, location, and training method.

_____ # of law enforcement personnel will participate in training.	➤ Number of law enforcement personnel participating in training by training topic, department and training method.
Administer pre- and post-tests to 100% of participating law enforcement personnel.	➤ Percentage of participating law enforcement personnel completing pre- and post-tests, by training topic, department and training method.
Survey 100 % of participating law enforcement personnel.	➤ Percentage of participating law enforcement personnel surveyed.
<b>Outcome Objectives</b>	<b>Performance Measures</b>
Participating law enforcement personnel will average a _____% increase in content knowledge between pre- and post-tests.	➤ Percentage increase in training content between pre- and post-tests by training topic and training method.
Surveyed law enforcement personnel will rate training at an average of _____ on a _____ point scale.	➤ Average training rating by training topic and delivery method.

## **B. Funding Information**

### ***1. Award period***

Grant awards resulting from this opportunity will have a target period of performance of May 1, 2019, to June 30, 2019. Additional funding of up to 34 months may be awarded after the initial funding period, contingent upon a satisfactory performance and availability of funds.

### ***2. Available Funds***

A total of in \$4.5 million in funding is available through this solicitation.

#### **State Fiscal Year 2019 (SFY19)**

Awards totaling a minimum of \$10,000 and maximum of \$1 million will be made through this NOFO.

Agreements that result from this funding opportunity are contingent upon and subject to the availability of funds of sufficient funds. ICJIA, may terminate or suspend this Agreement, in whole or in part, without penalty or further payment being required, if (i) sufficient funds for the agreement have not been appropriated or otherwise made

available to the Grantor by the State or the Federal funding source, (ii) the Governor or Grantor reserves funds, or (iii) the Governor or ICJIA determines that funds will not or may not be available for payment. ICJIA will provide notice, in writing, to the Grantee of any such funding failure and its election to terminate or suspend the agreement as soon as practicable. Any suspension or termination pursuant to this Section will be effective upon the date of the written notice unless otherwise indicated.

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

## **C. Eligibility Information**

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

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

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

- Applicants must have experience providing training to law enforcement personnel.
- Applicants must be one of these types of agencies or institutions:
  - Governmental agencies, including state and local law enforcement agencies, the Illinois Law Enforcement Training and Standards Board.
  - Educational institutions.
  - Non-profit agencies, including the mobile training units.

### **2. Cost Sharing or Matching.**

- No matching or cost-sharing requirement.

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

(a) Federally Negotiated Rate. Organizations that receive direct federal funding, may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. Illinois will accept the federally negotiated rate. The organization must provide a copy of the federal NICRA at the time of application.

(b) State Negotiated Rate. The organization may negotiate an indirect cost rate with the State of Illinois if they do not have a Federally Negotiated Rate. If an organization has not previously established an indirect cost rate, an indirect cost rate proposal must be submitted through the State of Illinois' centralized indirect cost rate system no later than three months after receipt of a Notice of State Award (NOSA). If an organization previously established an indirect cost rate, the organization must annually submit a new indirect cost proposal through CARS within the earlier of: six (6) months after the close of the grantee's fiscal year; and three (3) months of the notice of award.

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

All grantees must complete an indirect cost rate negotiation or elect the De Minimis Rate to claim indirect costs. Indirect costs claimed without a negotiated rate or a De Minimis Rate election on record in the State of Illinois' centralized indirect cost rate system may be subject to disallowance.

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

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

## **D. Application and Submission Information**

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

Applications must be obtained at <https://grants.icjia.cloud> by clicking on the link titled “Law Enforcement Training.”

Paper copies of the application materials may be requested from Greg Stevens by: calling 312-793-0890; mailing Greg Stevens at ICJIA, 300 West Adams Street, Suite 200, Chicago, Illinois 60606; or via Telephone Device for the Deaf (TDD) (312)793-4170.

Applications may only be submitted via email, however.

## 2. Content and Form of Application Submission.

(a). Notice of Intent. Agencies interested in applying are strongly encouraged to complete an online Notice of Intent form by 11:59 p.m. on **February 7, 2019**. Submission of a Notice of Intent is non-binding and will be used for internal planning purposes only. Upon receipt of a Notice of Intent, ICJIA will offer technical assistance to agencies which have not yet demonstrated GATA compliance.

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

The online Notice of Intent is available at:

[https://icjia.az1.qualtrics.com/jfe/form/SV\\_9KPhmB5xuKakbaZ](https://icjia.az1.qualtrics.com/jfe/form/SV_9KPhmB5xuKakbaZ)

### (b). Forms and Formatting.

The application must be emailed to [CJA.DPAtrainingNOFO@Illinois.gov](mailto:CJA.DPAtrainingNOFO@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 <b>MUST</b> be submitted by all applicants. The applicant must submit the documents based on the instructions provided below.				
Document	Document Name	PDF	Word	Excel
<b>Uniform Application for State Grant Assistance</b> – This form must be completed and provided as a Word file. No signatures are necessary at the application stage.	<i>“Agency Name – Application”</i>		X	
<b>Program Narrative</b> – This document must meet the requirements outline in Section A. The narrative must be provided in this	<i>“Agency Name – Program Narrative”</i>		X	



document. Do not change the format of this document or delete the questions.				
<b>State Fiscal Year 2019 Budget/Budget Narrative</b> – This document is a workbook, with several pages (tabs). The last tab has instructions if clarification is needed.	<i>“Agency Name – SFY19Budget”</i>			X
<b>Non-Profit Agency Required Documents</b>				
United States Internal Revenue Service 501(c)(3) determination letter.		X		

(c). The application must be submitted in Times New Roman 12pt font. The program narrative must be limited to 30 pages, including template questions and instructions. Applications will only be accepted via email. No hard copy or faxed submissions will be accepted. |

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

(a). Be registered in SAM before submitting its application. To establish a SAM registration, go to [www.SAM.gov](http://www.SAM.gov) and/or utilize this instructional link: How to Register in SAM from the [www.grants.illinois.gov](http://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](http://www.dunandbradstreet.com) or call 1-866-705- 5711.; and

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

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

(a). **All required application materials must be emailed to [CJA.DPAtrainingNOFO@Illinois.gov](mailto:CJA.DPAtrainingNOFO@Illinois.gov) by 11:59 p.m. on Monday, March 4, 2019, to be considered for funding. Proposals will not be accepted by mail, fax, or in-**

**person. Incomplete applications or those sent to other email addresses will not be reviewed. Late submissions will not be reviewed.** If the due date falls on a Saturday, Sunday, or Federal or State holiday, the reporting package is due the next business day.

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

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

Applicants will receive an automatic reply to their email submission. Applicants that do not receive an automatic reply to their submission email should immediately contact Greg Stevens at 312-793-0890 or [CJA.DPAtrainingNOFO@Illinois.gov](mailto:CJA.DPAtrainingNOFO@Illinois.gov).

1. **Application Questions.** Questions may be submitted via email at [CJA.DPAtrainingNOFO@Illinois.gov](mailto:CJA.DPAtrainingNOFO@Illinois.gov). The deadline for submitted questions is 11:59 p.m. on February 7, 2019. All substantive questions and responses will be posted on the ICJIA website at <https://grants.icjia.cloud/>.

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

## **6. Funding Restrictions.**

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

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

- i. Land acquisition.
- ii. New construction.
- iii. Renovation, lease, or any other proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size.
- iv. Minor renovation or remodeling of a property either (a) listed or eligible for

listing on the National Register of Historic Places or (b) located within a 100-year flood plain.

- v. Implementation of a new program involving the use of chemicals.
- vi. Capital expenditures.
- vii. Lobbying activities.
- viii. Most food and beverage cost.
- ix. Fundraising activities.

(c). Allowable Expenses. Funds can be used for costs of the Program Design components as well:

- Transportation, lodging, and per diem for law enforcement personnel to enable them to attend funded training. Per diem may only be charged if overnight lodging is required.
- Reimbursement to the training participants' agencies to support salary or overtime pay for other law enforcement personnel to cover the time the training participant attends funded training (Buy Back).

(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 Schedule.

(f). State Travel Guidelines. travel costs charged to ICJIA including contractual agreement must conform to State Travel Guidelines, found here: <https://www2.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx>.

Out-of-state hotel rates are based on the General Service Administration (GSA) guidelines found here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

Applicant agencies with lower cost travel guidelines than the State of Illinois must use those lower rates.

(g). Supplanting If funds will be used for the expansion of an already implemented program, applicants must explain how proposed activities will supplement—not

supplant—current program activities and staff positions. Public agencies may not deliberately reduce local, federal, or other state funds because of the existence of these funds. A written certification may be requested by ICJIA stating that these funds will not be used to supplant other state, local, or federal funds.

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

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

<https://www.illinois.gov/sites/gata/pages/resourcelibrary.aspx>.

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

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

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

## **9. Requirement Prior to Submitting the Application.**

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

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

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

## **E. Application Review Information**

### **1. Criteria.**

Application materials must address all components of this Notice of Funding Opportunity and demonstrate both a need for the program and an ability to successfully implement the program. Reviewers will score applications based on completeness, clear and detailed responses to program narrative questions, and inclusion of all mandatory program elements. The applicant must demonstrate that costs are reasonable, necessary, and allowable.

The total number of points available is 100.

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

Scoring Criteria		Possible Points
<b>Need:</b>		<b>15</b>
<ul style="list-style-type: none"> <li>Proposal clearly describes the problem to be addressed through the proposed program and uses objective data to indicate the need for training, and barriers to the provision of training.</li> </ul>	5	
<ul style="list-style-type: none"> <li>Proposal described current services and resources available to address the training need.</li> </ul>	5	
<ul style="list-style-type: none"> <li>Proposal demonstrates an understanding of law enforcement personnel training and identifies gaps between need and resources.</li> </ul>	5	
<b>Program Design</b>		<b>65</b>
<ul style="list-style-type: none"> <li>Proposal describes a training plan that addresses the identified training gaps and barriers.</li> </ul>	15	
<ul style="list-style-type: none"> <li>Training plan discusses the selected methods of training administration, e.g. classroom learning, web-based instruction, or other distance learning methods, and why the selected methods are the best choice for each training topics.</li> </ul>	10	
<ul style="list-style-type: none"> <li>Proposal describes a plan to provide sufficient qualified training administration and supervisory staff to assure the provision of high-quality training.</li> </ul>	10	
<ul style="list-style-type: none"> <li>Proposal describes a clear plan for the selection or assignment of trainers.</li> </ul>	10	
<ul style="list-style-type: none"> <li>Proposal describes a clear plan to manage training logistics, including the selection of training sites, any training participant travel or buy back reimbursement, and any vendor contracts.</li> </ul>	10	
<ul style="list-style-type: none"> <li>Applicant completed the Goals/Objectives/Performance Measures table, and set reasonable, measurable objectives.</li> </ul>	10	
<b>Capacity and Management:</b>		<b>10</b>
<ul style="list-style-type: none"> <li>Proposal includes a complete and reasonable implementation schedule and describes agency capacity to implement the proposed program.</li> </ul>	5	
<ul style="list-style-type: none"> <li>Applicant describes how project success will be measured, detailing how and when data will be collected and reported, and how program data will be used to sustain the program when federal funding ends.</li> </ul>	5	

<b>Budget:</b>		<b>10</b>
• Budgeted items are cost-effective, reasonable and necessary in relation to the proposed activities.	5	
• Narrative is complete for all line items, clearly detailing how the applicant arrived at and calculated the budget amounts.	5	
<b>Total Possible Points</b>		<b>100</b>

## 2. Review and Selection Process.

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

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

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

Highest scoring application in each region
Next highest scores in each region
Available funding
Highest number of personnel projected to receive training
Highest score: Statement of the Problem – Unmet Needs

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

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

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

### **3. Appeal Process.**

Unsuccessful applicants may request a formal appeal. Only the evaluation process is subject to appeal. Evaluation scores and funding determinations may not be contested, and will not be considered by ICJIA's Appeals Review Officer. The appeal must be via email and submitted within fourteen (14) calendar days after either the date the grant award notice is published or receipt of a Funding Opportunity Declination Letter from ICJIA, whichever comes first. The written appeal must include, at a minimum, the following:

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

Appeals must be sent to:

Appeals Review Officer  
Illinois Criminal Justice Information Authority  
[cja.aro@Illinois.gov](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:

- 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.

### **4. Debriefing Process.**

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

Requests for debriefings must be made via email and submitted within seven calendar days after receipt of notice. Debriefing requests will not be granted if there



is an active appeal, administrative action, or court proceeding. The written debriefing requests shall include at a minimum the following:

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

Please send requests to:

Greg Stevens  
Illinois Criminal Justice Information Authority  
[CJA.DPAtrainingNOFO@Illinois.gov](mailto:CJA.DPAtrainingNOFO@Illinois.gov)

## **5. Programmatic Risk Assessment.**

All applicant agencies recommended for funding will be required to submit a completed ICJIA Programmatic Risk Assessment (PRA). This assessment will identify elements of fiscal and administrative risk at the program level and will be used to determine required specific conditions to the interagency agreement. The PRA must be completed for the program agency.

### Implementing Agency vs. Program Agency

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

A program agency:

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

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

## **6. Anticipated Announcement and State Award Dates |**

<b>Task</b>	<b>Date</b>
NOFO posted	Wednesday, January 30, 2019
Applicant webinars available	Wednesday, January 30, 2019
Notices of Intent due	Thursday, February 7, 2019

NOFO question submission deadline	Monday, March 11, 2019
<b>Applications due</b>	<b>11:59 p.m., Monday, March 18, 2019</b>
Budget Committee review/approval of recommended designations	April 18, 2019
Program start date	May 1, 2019

## F. Award Administration Information

### 1. State Award Notices.

The ICJIA Budget Committee is scheduled to review and approve designations in April 18, 2019

ICJIA will transmit a Notice of State Award (NOSA), and the grant agreement to successful applicants after the Budget Committee reviews and approves designations on or about April 18, 2019. The NOSA will detail specific conditions resulting from pre-award risk assessments that will be included in the grant agreement. The NOSA will be provided and must be accepted through the Grantee Portal before the agreement is executed. The NOSA is not an authorization to begin performance or incur costs.

ICJIA also requires additional documents to be submitted prior to the execution of an agreement:

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

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

### 2. Administrative and National Policy Requirements.

In addition to implementing the funded project consistent with the agency-approved project proposal and budget, agencies selected for funding must comply with applicable grant terms and conditions and other legal requirements, including, but not limited to, ICJIA Financial Guide and Policy and Procedure Manual, the Office of Management and Budget Grants Accountability and Transparency Act, and U.S. Department of

Justice regulations which will be included in the award documents, incorporated into the award by reference, or are otherwise applicable to the award.

Additional programmatic and administrative special conditions may be required.

### **3. Reporting.**

Recipients must submit financial reports, progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the 2 CFR Part 200 Uniform Requirements. Future awards and fund drawdowns may be withheld if reports are delinquent.

## **G. State Awarding Agency Contact(s)**

For questions and technical assistance regarding application submission, contact:

Greg Stevens  
Illinois Criminal Justice Information Authority  
[CJA.DPAtrainingNOFO@Illinois.gov](mailto:CJA.DPAtrainingNOFO@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.