

Uniform Notice of Funding Opportunity
Sex Offender Registration and Notification Act (SORNA)
November 6, 2017

1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority
2.	Awarding Agency Contact:	Shai Hoffman Shai.Hoffman@Illinois.gov
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:	953-383
6.	Funding Opportunity Title:	Sex Offender Registration and Notification Act (SORNA)
7.	CSFA Number:	546-00-0953
8.	CSFA Popular Name:	SORNA
9.	CFDA Number(s):	16.751
10.	Anticipated Number of Awards:	Unknown
11.	Estimated Total Program Funding:	\$463,307
12.	Award Range	\$10,000 - \$463,307
13.	Source of Funding:	<input checked="" type="checkbox"/> Federal or Federal pass-through <input type="checkbox"/> State <input type="checkbox"/> Private / other funding
14.	Cost Sharing or Matching Requirement:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15.	Indirect Costs Allowed	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Restrictions on Indirect Costs	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
16.	Posted Date:	November 8, 2017
17.	Closing Date for Applications:	December 21, 2017
18.	Technical Assistance Session:	Session Offered: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Session Mandatory: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Recording available 1:30 p.m. November 6, 2017 Link to Webinar: https://grants.icjia.cloud

A. Program Description

The Illinois Criminal Justice Information Authority administers the 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.

ICJIA administers grant funds available to Illinois under the Sex Offender Registration and Notification Act (SORNA), which is Title I of the Adam Walsh Act (the Act). The purpose of the Act is to protect children and adults from sexual exploitation and violent crime, prevent child abuse and child pornography, promote Internet safety, and honor the memory of Adam Walsh and other crime victims. SORNA was enacted to protect the public from convicted sex offenders by establishing a comprehensive national system for the registration and notification of those offenders. SORNA funding supports implementation of sex offender registration requirements in order to better protect their communities from sexual violence and exploitation.

B. Authorizing Statutes

Section 7(k) of the Illinois Criminal Justice Information Act (20 ILCS 3930/7(k)) establishes ICJIA as the agency "to apply for, receive, establish priorities for, allocate, disburse and spend grants of funds that are made available...from the United States pursuant to the federal Crime Control Act of 1973, as amended, and similar federal legislation, and to enter into agreements with the United States government to further the purposes of this Act, or as may be required as a condition of obtaining federal funds."

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

The Sex Offender Registration and Notification Act, provides a comprehensive set of minimum standards for sex offender registration and notification in the United States. SORNA program funds are used for the purpose of assisting the state of Illinois in complying with the Sex Offender Registration and Notification Act.

C. Program-Specific Information

Background

The acquisition of an Electronic Filing System (EFS) has allowed the Illinois State Police Sex Offender Registration and Registration Unit (ISP SORNU) to electronically collect and share registration documents in a more efficient manner by supporting file scanning, electronic storage, and file sharing. Scanned documents include, but are not limited to, notification/registration forms, correspondence to and from the offender, and court documents. While a large percentage of reporting agencies have the technical capacity to submit sex offender registration documents to ISP electronically, a significant number of departments lack capacity for electronic submission.

SORNA requires that the jurisdictions collect certain pieces of information from and for each offender that it registers, and requires that the jurisdiction keep that registration information, in a digitized form, in its registry. Illinois deviates from SORNA requirements in that law enforcement does not collect and maintain palm prints from offenders.

This funding opportunity seeks to support the acquisition of computer scanning and storage equipment to facilitate electronic transmission of sex offender documentation between local registration agencies and ISP, as well as the acquisition of Livescan stations that have the functionality to capture and transmit sex offender palm prints.

Program Design

This funding opportunity seeks to support the acquisition of computer scanning, storage, and transmission equipment to facilitate electronic of sex offender documents and Livescan palm prints between local law enforcement agencies and ISP. If selected for grant funding, applicant agencies will be expected to competitively procure approved equipment and install the equipment no later than June 30, 2018. Funded agencies must be capable of electronic transmission of sex offender documentation and/or Livescan palm prints by the end of the agreement period on July 31, 2018.

Funded agencies will responsible for procuring necessary software, but these costs may not be included in the application budget or charged to the agreement.

ISP SORNU is also eligible to apply for computer equipment to facilitate the receipt and transmission of electronic submissions and Livescan palm prints.

No staff costs may be budgeted.

Program Requirements

Funded projects must comply with all ICJIA procurement standards and may use the equipment required solely for the purpose of collecting and storing sex offender registration documentation, and the electronic transmission of those documents between reporting agencies and ISP SORNU. Use of Livescan stations with palm print functionality may be used to transmit prints for all offenders and is not limited to sex offenders.

Goals, Objectives and Performance Metrics

Applicants are required to complete the table by entering numbers for each objective based on the proposed program. Funded programs will be required to submit quarterly progress reports that will at a minimum include the objectives listed below.

Goal: To facilitate the electronic submission of sex offender registration documents and/or palm prints to the Illinois State Police.	
Process Objectives	Performance Measures
Procure equipment by May 2018	➤ Date equipment is procured
Install procured equipment by June 2018.	➤ Date equipment is installed
Begin electronic collection and transmission of 100% of sex offender registrations documents and/or palm prints between local law enforcement and ISP SORNU by July 31, 2018.	➤ Date 100% electronic collection and submission commences.

D. Funding Information

1. Award period

Grant awards resulting from this opportunity will have a target period of performance of February 1, 2018 through July 31, 2018.

2. Available Funds

A total of \$463,307 in funding is available through this solicitation.

Agreements that result from this funding opportunity are contingent upon and subject to the availability of funds. ICJIA, at its sole discretion, 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.

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.

3. *Cost Sharing or Matching*

There is no matching or cost-sharing requirement.

4. *Indirect Cost Rate.*

Applicants may elect to not budget any indirect costs, or may budget indirect costs to a grant proposal based on the 10% *de minimis* rate or one of two types of annually renewed Negotiated Indirect Cost Rate Agreements (NICRA). All three indirect cost methods are described below:

- 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. ICJIA will accept the federally negotiated rate. The applicant must provide a copy of the federal NICRA at time of application.
- b) State Negotiated Rate: An applicant organizations seeking indirect costs 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 applicant must provide a copy of the state negotiated rate at time of application.
- c) De Minimis Rate: Applicant organizations that has never received a Federally Negotiated Rate or State Negotiated Rate may elect a *de minimis* rate of 10% of modified total direct cost (MTDC). The *de minimis* rate may be used indefinitely. Applicants must submit an explanation of the base used to calculate the MTDC and an explanation of what the indirect cost will be used for in their budget.

E. Eligibility Information

1. *Eligible Applicants*

This solicitation is open to municipal, county, and state law enforcement agencies.

2. GATA Compliance

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 the application. Applications from agencies that have not received ICQ approval will not be reviewed.

F. Application and Submission Information

1. Obtaining Application Materials

Applications must be obtained at <https://grants.icjia.cloud/> by clicking on the link titled “**Sex Offender Registration and Notification Act.**” All required application materials must be emailed to CJA.SORNA@Illinois.gov by **11:59 p.m. on December 21, 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. Technical difficulties experienced at any point during the process should be reported immediately to ICJIA by calling Shai Hoffman at 312/814-0706 or emailing CJA.SORNA@Illinois.gov.

2. Notice of Intent and Required Document Submission

Notice of Intent

Agencies interested in submitting an application are strongly encouraged to complete an online Notice of Intent form by **11:59 p.m. on December 14, 2017**. Submission of a Notice of Intent is nonbinding and will be used for 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 with respect to GATA compliance, therefore risking grant ineligibility.

The online Notice of Intent is available at:

[Link to surveygizmo provided by DoIt \(Sal\).](#)

Required Document Submission

The following documents must be emailed as separate attachments to CJA.SORNA@Illinois.gov. The applicant 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 with missing documents will not be considered.

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.	<i>"Agency Name – Application"</i>	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.	<i>"Agency Name – Program Narrative"</i>		X	
Budget/Budget Narrative – This document is an Excel Workbook, with several pages/tabs. The last tab are instructions, if clarifications are need for a particular category.	<i>"Agency Name – Budget"</i>			X

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

Each applicant is required to:

(i) Be registered in SAM before submitting its application. If you are not registered in SAM, this link provides a connection for SAM registration:

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

(ii) 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.

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

Mandatory Applicant Technical Assistance Recording

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

- General Requirements.
- Budget
- Indirect costs.
- Prior Approvals.

The recordings will be available for viewing beginning at **1:30 p.m. November 6, 2017.**

Questions Submission

Questions may be submitted via email at CJA.SORNA@Illinois.gov.

The deadline for submitted questions is **11:59 p.m. December 18, 2017.** All substantive questions and responses will be posted on the ICJIA website at <https://icjia.state.il.us>.

Due to the competitive nature of this solicitation, ICJIA employees may not discuss the funding opportunity with applicants apart from answering NOFO questions submitted by applicants in writing.

Application Deadline

Applications are due by **11:59 p.m. on December 21, 2017.**

Completed application materials must be email to CJA.SORNA@Illinois.gov by **the deadline** 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.SORNA@Illinois.gov.

5. *Intergovernmental Review.*

Not applicable.

6. *Funding Descriptions.*

The 2015 Department of Justice Grants Financial Guide which details government-wide grant rules and allowable and unallowable costs is available at:

[https://ojp.gov/financialguide/DOJ/pdfs/2015 DOJ FinancialGuide.pdf](https://ojp.gov/financialguide/DOJ/pdfs/2015_DOJ_FinancialGuide.pdf).

Unallowable costs include, but are not limited to, land acquisition, capital expenditures including renovations, or remodeling, bonuses or commissions, lobbying and fundraising activities, and most entertainment food and beverage purchases.

In addition, costs may be determined unallowable even if they are not expressly prohibited in the federal financial guide.

Supplanting

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

Pre-Award Costs

No costs incurred before the start date of the interagency agreement may be charged to awards resulting from this funding opportunity.

Pre-approvals

In efforts to ensure the reasonableness, necessity, and allowability of the proposed uses of funds, ICJIA:

- 1) Requires prior written approval of equipment over \$5,000. Prior approvals may affect project timelines.
- 2) Requires prior written approval of Requests for Proposals and all subcontracts.

ICJIA review of these materials should be incorporated into application Implementation Schedule.

State Travel Guidelines

Travel is not an allowable expense.

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. Application selection will be made using the following criteria.

The total number of points available is 100.

Scoring Criteria		Possible Points	
Summary of the Program:			45
• Volume of registered offenders		45	
Statement of the Problem – Current Situation:			10
• Applicant describes registration process.		5	
• Applicant describes resource needs that limit offender access to registration.		5	
Statement of the Problem – Unmet Needs:			25
• Applicant lists all requested equipment		5	
• Applicant describes how the requested equipment will add efficiency to the registration process.		5	
• Applicant describes how the requested equipment will improve offender access to the registration process.		5	
• Applicant indicates whether the agency Livescan machine has palm print functionality.		5	
• Applicant indicates why the agency has not acquired the		5	

requested equipment.		
Project Implementation:		10
• Implementation Schedule is complete and sets realistic targets to complete funded tasks	5	
• Applicants describes agency procurement process and how target implementation dates will be met.	5	
Budget Detail:		5
• Budgeted items are allowable and cost-effective in relation to the proposed activities.	5	
Budget Narrative:		5
• Narrative is complete for all line items, clearly detailing how the applicant arrived at and calculated the budget amounts.	5	
Total Possible Points		100

2. Review and Selection Process

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

Proposals that pass the screening process will be reviewed by a panel of ICJIA staff. Selection will be based on the average of team scores. Proposal selection will be made using the following criteria hierarchy for the funding opportunity:

Highest average score
Highest submission volume
Available funds

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.

In addition to the cumulative scores, reviewers also will be considering cost-benefit analysis with respect to the volume of offenders registered by the applicant agency, and past performance history and/or financial standing with ICJIA, when making the final award decisions.

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. Debriefing Process

Unsuccessful applicants may request a debriefing. A debriefing is written feedback that can assist applicants in developing improved applications for future funding. A debriefing may include strengths and weaknesses of an application in terms of the evaluation and review criteria. Debriefings are not a part of the Appeals Process.

Requests for debriefings must be made in writing and submitted within seven (7) calendar days after receipt of a Funding Opportunity Declination Letter from ICJIA. 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:

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

Please email debriefing requests to:

Shai Hoffman
Grant Manager
Illinois Criminal Justice Information Authority
CJA.SORNA@Illinois.gov

4. 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 ICJIA's Appeals Review Officer (ARO). 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.

Please send your appeal to:

Appeals Review Officer
Illinois Criminal Justice Information Authority
CJA.ARO@Illinois.gov

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

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

5. Programmatic Risk

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 grant funds, such as a county. An implementing agency may also be the program agency.
- 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	November 6, 2017
Applicant technical assistance recording available	November 6, 2017
Notices of Intent due	December 14, 2017
NOFO question submission deadline	December 18, 2017
Applications deadline	11:59 p.m., December 21 2017
Budget Committee review/approval of recommended designations	January 2017
Program start date	February 2018

F. Award Administration Information

The ICJIA Budget Committee is scheduled to review and approve designations in January 2018.

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

The following documents must be received before an award may be issued.

- Fiscal Information Sheet in Word completed by the Implementing Agency.
- Audit Information Sheet in PDF format completed and signed by the Implementing Agency.
- Federal Debarment certification completed and signed by the Program Agency.
- EEOP and Civil Rights certification completed and signed by the Implementing Agency.
- Completed Authority Programmatic Risk Assessment completed for the Program Agency in Excel.

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

Administrative and Statutory 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, legislation, regulations and guidelines regarding the applicable federal or state grant program, ICJIA Financial Guide and Policy and Procedure Manual, the Illinois Office of Management and Budget Grants Accountability and Transparency Act, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards published in 2 CFR Part 200, and the U.S. Department of Justice Grant Financial Guide which will be included in the award documents, incorporated into the award by reference, or are otherwise applicable to the award.

Successful applicants will be required to enter into grant agreements for each funded component of the program. Additional programmatic and administrative special conditions may be required.

Reporting

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

G. State Awarding Agency Contact(s)

With questions and for technical assistance regarding application submission, contact:

Shai Hoffman
Grant Manager
Illinois Criminal Justice Information Authority
CJA.SORNA@Illinois.gov

H. Other Information

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