

**Illinois Family Violence Coordinating Council Implementation  
NOFO INSTRUCTIONS  
NOFO # 2096-0125**

<b>Task</b>	<b>Date</b>
NOFO & Technical Assistance Recording posted	January 24, 2025
NOFO question submission deadline	February 20, 2025
<b>Applications due</b>	<b>5:00 p.m., February 24, 2025</b>
ICJIA Budget Committee review/approval of recommended designations	June 16, 2025
Performance Period	July 1, 2025 – June 30, 2026

**CHECKLIST**

**Prior to applying:**

- Obtain a Unique Entity ID #.
- Register with the System for Award Management (SAM).
- Apply for, update, or verify the Employer Identification Number (EIN)
- Complete registration in the Grantee GATA Portal
- Identify primary contact and obtain Single Sign-On for application submission in AmpliFund.
- Maintain in “Good” standing with all GATA pre-qualification requirements.

**AmpliFund Download/Upload Checklist:**

- [United States Internal Revenue Service 501\(c\)\(3\) determination letter - PDF \(Non-Profit Agency Required\)](#)
- [Memorandum of Understanding or Letters of Support \(at least 2 letters must be submitted\)](#)
- [Uniform Application for State Grant Assistance,](#)
- [Budget/Budget Narrative](#)

**Application Submission via AmpliFund**

The following process is required:

**Step 1:** The applying organization must register in the Illinois Grant Accountability and Transparency Act (GATA) Grantee Portal: <https://grants.illinois.gov/portal/>.

**Step 2:** The applying organization must identify an individual(s) who will submit the application via AmpliFund. This person will serve as the primary contact for this application. However, more than one individual may have access to and complete

components of the application via AmpliFund. The primary contact must submit the applications, including attachments, via Amplifund. To submit an application, go to: <https://il.amplifund.com/Public/Opportunities/Details/59308db5-d6ba-440f-ac81-1c1b65994d8e>.

To be considered for funding, completed applications must be submitted via the above AmpliFund link by the application deadline of February 24, 2025. ICJIA encourages applicants to review the Technical Assistance Webinar of that webinar which will be posted at 3:00 P.M. on January 23, 2025, for more information on how to apply.

**Notice for Funding Opportunity (NOFO)**  
**Illinois Family Violence Coordinating Council Implementation**  
**NOFO #2096-0125**

	<b>Data Field</b>	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority (ICJIA)
2.	Agency Contact:	Jashay Fisher-Fowler Program Manager Illinois Criminal Justice Information Authority 524 S 2 <sup>nd</sup> St, Suite 220 Springfield, IL 62705 <a href="mailto:jashay.fisher-fowler@illinois.gov">jashay.fisher-fowler@illinois.gov</a> (217) 720-4577
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:	2096-0125
6.	Funding Opportunity Title:	Illinois Family Violence Coordinating Council
7.	CSFA Number:	546-00-2096
8.	CSFA Popular Name:	Illinois Family Violence Coordinating Council
9.	Assistance Listing Number(s):	NA
10.	Anticipated Number of Awards:	10
11.	Estimated Total Program Funding:	\$494,000
12.	Award Range	\$30,000-\$49,000
13.	Source of Funding:	<input type="checkbox"/> Federal or Federal pass-through <input checked="" type="checkbox"/> State
14.	Match Requirement:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15.	Indirect Costs Allowed Restrictions on Indirect Costs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
16.	Posted Date:	January 24, 2025
17.	Application Range:	January 24, 2025 – February 24, 2025
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 It is recommended that applicants view the recorded technical assistance. <a href="https://illinois.webex.com/illinois/ldr.php?RCID=706c0c086e3eb9be7e0bd8544e8ce678">https://illinois.webex.com/illinois/ldr.php?RCID=706c0c086e3eb9be7e0bd8544e8ce678</a>
19.	AmpliFund Application Submission Link:	<a href="https://il.amplifund.com/Public/Opportunities/Details/59308db5-d6ba-440f-ac81-1c1b65994d8e">https://il.amplifund.com/Public/Opportunities/Details/59308db5-d6ba-440f-ac81-1c1b65994d8e</a>

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# Notice of Funding Opportunity

## Illinois Family Violence Coordinating Council Implementation

### A. Program Description

#### 1. Purpose

The purpose of the Illinois Family Violence Coordinating Council (IFVCC) is to improve the justice system's institutional and community response to family violence, including intimate partner abuse, child abuse, teen dating violence, and abuse against older adults and people with disabilities. The IFVCC program consists of both a centralized steering committee and individual local councils that work together to identify a community response to family violence. Research indicates bringing various stakeholders to address intimate partner violence can improve understanding of the roles and limitations of systems and better facilitate institutional change.<sup>1,2</sup> For example, councils play a critical role in building relationships with local victim service programs and criminal justice entities, enhancing information exchange, and promoting best practices in prevention and intervention efforts.<sup>3</sup> The steering committee uses the network of councils throughout the state to organize training opportunities and develop standardized protocols. An evaluation study of four professions receiving training via their local councils found that the training generally improved knowledge and were well-received by their audiences.<sup>2</sup>

#### 2. Program Design

Research has found that IFVCCs engage in six main activities: discussing issues, sharing information, identifying weaknesses in system response, providing training for key stakeholders, engaging in public/community education, and conducting outreach to nonmember stakeholders to improve their response to violence.<sup>3</sup> The councils accomplish those main activities using a three-pronged approach that includes:

- **System's Response:** Coordinating and convening committees and workgroups to make policy, protocol, practice, and system change.
- **Training:** Improving knowledge of criminal justice and social service professionals on family/domestic violence related topics through trainings.
- **Community Awareness:** Increasing awareness and knowledge on family violence issues in the community.

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<sup>1</sup> Allen, N. E., Watt, K., & Hess, J. Z. (2008). The outcomes and activities of domestic violence coordinating councils. *American Journal of Community Psychology*, 41 (1-2), 63-73.

<sup>2</sup> Mock, L. (2018). *Illinois Integrated Protocol Initiative Training evaluation report, 2015-2017*. Illinois Criminal Justice Information Authority.

<sup>3</sup> Allen, N.E., Javdani, S., Anderson, C.J., Rana, S., Newman, D., Todd, N., Lehrner, A., Walden, A., Larsen, S., Davis, S. (2010). *Coordinating the criminal justice response to intimate partner violence: The effectiveness of councils in producing change*. U.S. Department of Justice.

The three-pronged approach provides opportunity for impact and change at different levels within the criminal justice system.

Local FVCCs provide opportunities for communication between criminal justice professionals and community service providers and encourage the sharing of information and resources, thereby providing for development of a network of safety and assistance for family violence victims.

Local FVCCs should make every effort to ensure membership is balanced. For example, both prosecution and defense counsel/public defender should be represented. When victims' services are being considered, services for abusers should also be discussed. Balanced membership on local FVCCs assists in promoting a coordinated response to family violence/domestic violence.

Members of FVCCs include, but are not limited to:

- 911/Dispatch Telecommunicator
- Circuit Clerk's Office
- Court Administrator
- Court Security/Bailiff
- Department of Children and Family Services
- Disability Services
- Domestic Violence Victim Services
- Education
- Emergency Medical Services
- Faith-Based Community
- Judges
- Law Enforcement
- Local Council Coordinator
- Medical Personnel
- Mental Health Professional
- Military
- Older Adult Services
- Partner Abuse Intervention Program Provider
- Person with lived domestic violence experience.
- Private Attorney
- Probation
- Prosecutor
- Public Defender
- Self-Advocate (person with disability)
- Sexual Assault Victim Services

Each Council is judicially led, and a local fiscal agent appointed by the judge administers annual grant funds. Funds support a part-time local council coordinator for each council, as well as coordination of committee work, training, travel, and other related activities as determined by the local council. The Council and local council coordinator establishes, annual goals and objectives.

For more information on the Illinois Family Violence Coordinating Council please visit: <http://www.icjia.state.il.us/ifvcc>

## **1. Program Requirements**

IFVCC Implementation Grant requirements include:

- Identification and description of the service area of the local family violence coordinating council. Examples of service areas are as follows:
  - Judicial Circuit(s)
  - County(ies)
- Incorporation of a local council coordinator funded with IFVCC or other funds.
  - Local coordinator on average will work for at least 15 hours a week. Time will vary based on reporting, projects, events, and other priorities.
- The FVCC Local Council Coordinator's required attendance at:
  - an all-day meeting in Springfield, IL.
  - monthly virtual meetings host by ICJIA
  - at least one state IFVCC Steering Committee meeting
  - active participation in State IFVCC activities such as workgroups, trainings, and other meetings facilitated by ICJIA.
- Adherence to the program design:
  - Coordinate efforts to improve the systems response to family violence (including but not limited to domestic violence, child abuse, teen dating violence, and abuse against older adults and persons with disabilities).
  - This is done by coordinating and convening committees and workgroups.
    - Councils are required to form a steering committee that meets no less than three times per year.
    - Councils are encouraged to have at least two additional sub-committees and/or workgroups that meet quarterly at a minimum.
  - Efforts to improve the knowledge and skillset of criminal justice professionals on family violence and related topics.
    - This is done via trainings for criminal justice and social service professionals, including collection of pre/post-tests and evaluations.
    - Training topics include but not limited to – driven by community needs assessments.
    - Follow-up from trainings – implementation
- Events and programming to increase community awareness and knowledge of family violence issues (including, but not limited to, domestic violence, child abuse, teen dating violence, and abuse against older adults and persons with disabilities).
  - This is done through:
    - Community Awareness Events

- Information and resource sharing and outreach to both community members and agencies/organizations in the circuit
- Reporting

## 2. Performance Measures

Funded programs will be required to submit progress reports that will minimally include information based on the applicant's proposed objectives.

**Goal 1: The local Circuit Family Violence Coordinating Council will work to improve the system's response to family violence (including but not limited to domestic violence, child abuse, teen dating violence, and abuse against older adults and persons with disabilities) by developing multidisciplinary committees to provide oversight, guidance, and development of policies and procedures enforcing victim safety, abuser accountability, and community safety.**

Process Objectives	Performance Measures
Local Council Steering Committee will meet at least 3 times per year	# of local council steering committee meetings. •
Subcommittees of the Steering Committee will be formed.	• Name of committees and # of times each committee will meet.
Name of subcommittee:	• # of time committee will meet:
Name of subcommittee:	• # of time committee will meet:
Name of subcommittee:	• # of time committee will meet:
Name of subcommittee:	• # of time committee will meet:
Name of subcommittee:	• # of time committee will meet:

**Goal 2: Improve the knowledge and skillset of criminal justice professionals on domestic violence related topics.**

Process Objectives	Performance Measures
Provide trainings to local circuit criminal justice and family violence professionals.	• # of trainings provided to local circuit criminal justice and family violence professionals.
Develop, expand, or revise training materials.	• # of newly developed, expanded, or revised training materials.
Educate criminal justice and family violence professionals through trainings.	• # of attendees participating in trainings.
Collect evaluations or pre- and post-tests from trainings.	• # of training evaluations collected.
Follow-up with training attendees.	• # of follow-up contacts made after training.
Training participants indicate increased confidence on evaluation.	• % of participants that indicate increased confidence after training based on number of attendees.



**Goal 3: To increase the awareness and knowledge of family violence issues (including but not limited to domestic violence, child abuse, teen dating violence, and abuse against older adults and persons with disabilities) in the communities of the service area.**

<b>Process Objectives</b>	<b>Performance Measures</b>
Coordinate with local criminal justice professionals and community agencies to participate in public awareness regarding family violence related topics.	<ul style="list-style-type: none"> <li>• # of community awareness events and activities.</li> </ul>
Educate and disseminate information to attendees at community awareness events and activities.	<ul style="list-style-type: none"> <li>• # of participants at community awareness events and activities.</li> </ul>
Create products or materials for community awareness events and activities.	<ul style="list-style-type: none"> <li>• # of products or materials created for community awareness events and activities.</li> </ul>

### **3. Priorities**

While this funding opportunity responds to several priorities established by the 2022 ICJIA Victim Services Planning Committee,<sup>4</sup> it most directly addresses the following priority areas: public awareness, multidisciplinary responses, and evidence-informed practices.

### **4. Evidence-Based Programs or Practices**

Applicants are strongly urged to incorporate research-based best practices into their program design, when appropriate. Applicants should identify the evidence-based 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.

## **B. Funding Information**

A total of \$490,000 in funding is available through this solicitation. Applicants may request a minimum of \$30,000 and a maximum of \$49,000 in grant funding.

Agreements that result from this funding opportunity are contingent upon and subject to the availability of 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.

### **1. Award period**

Grant awards resulting from this opportunity will have a target period of performance of July 1, 2025, to June 30, 2026. Additional funding of up to 24 months may be awarded after the initial funding period, contingent upon satisfactory performance and availability of funds. Total funding for the grant program will not exceed 36 months.

## **C. Eligibility Information**

Applicants must be pre-qualified to do business with the State of Illinois. All organizations must be registered through the Grant Accountability and Transparency Act (GATA) Grantee Portal at [www.grants.illinois.gov/portal](http://www.grants.illinois.gov/portal) and in Good Standing for all pre-qualification requirements. During the open application period, a pre-qualification verification is performed in the GATA Implementation Website, this includes checking SAM.gov registration, Illinois Secretary of State standing, and status on Illinois Stop Payment List. The GATA Portal will indicate a “Good Standing” status or state the issue and steps on how to achieve “Good Standing”.

Applicants are also required to submit and obtain approval of a financial and administrative risk assessment utilizing an Internal Controls Questionnaire (ICQ) before execution of the grant agreement. Delay in obtaining ICQ approval will result in a delay in grant execution.

### **1. Match Requirement**

There is no cost sharing or matching fund requirements.

### **2. Indirect Cost Rate**

In order to charge indirect costs to a grant, the applicant organization must either have an annually negotiated indirect cost rate agreement (NICRA) or elect to use a standard *de minimis* rate. There are three types of allowable indirect cost rates:

- 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.
- 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 in the GATA Grantee Portal. If an organization previously established an indirect cost rate, the organization must annually submit a new indirect cost proposal through the GATA Grantee Portal system 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 15% 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.

Grant fund recipients are required to complete the indirect cost rate proposal process every fiscal year. If you plan to include indirect costs in your budget, please select your indirect cost rate through the GATA Grantee portal prior to submitting your grant documents to ICJIA.

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 GATA Grantee Portal. Indirect Cost election must be completed annually, for every entity's fiscal year. More information regarding the indirect cost election process can be found [here](#).

## D. Application and Submission Information

### 1. Accessing Application Package

Paper copies of the application materials may be requested from Jashay Fisher-Fowler by calling 217-720-4577 or writing Jashay Fisher-Fowler at 524 S. St, Suite 220, Springfield, IL 62705; via Telephone Device for the Deaf (TDD) (312)793-4170 or by email at [cja.ifvccgrants@Illinois.gov](mailto:cja.ifvccgrants@Illinois.gov). Application materials, however, must be submitted via the AmpliFund <https://il.amplifund.com/Public/Opportunities/Details/59308db5-d6ba-440f-ac81-1c1b65994d8e> grant management system.

### 2. Content and Form of Application Submission

**Applications must be submitted in AmpliFund.**

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>United States Internal Revenue Service 501(c)(3) determination letter - (Non-Profit Agency Required)</b>	<i>"Agency Name – IRS 501c3"</i>	X		
<b>Uniform Application for State Grant Assistance</b> – This form must be complete	<i>"Agency Name – Application"</i>		X	
<b>Budget and Budget Narrative – This form must be complete.</b>	<i>"Agency Name – Budget"</i>			X
<b>Letters of Support</b> - Applicants must submit at least 2 letters of support from local FVCC member agencies.	<i>"Agency Name – Letter of Support"</i>	X		

### **3. Unique Entity Identification Number (UEI) and System for Award Management (SAM)**

Applicants are required to:<sup>4</sup>

- a) Be registered in SAM before submitting its application. To establish a SAM registration, go to <http://www.SAM.gov/SAM>.
- b) Provide a valid Unique Entity Identification Number. Unique Entity Identifier (UEI) is now the primary means of identifying entities registered for federal awards government-wide in the [System for Award Management \(SAM\)](#).

If your entity is already registered in SAM, it has been assigned a UEI. Instructions regarding the migration from DUNS to UEI have been posted in the [GATA website](#).

- c) Continue to maintain an active SAM registration with current information while it has an active award or application under consideration. ICJIA may not make a federal pass-through or state award to an applicant until the applicant has complied with all applicable SAM requirements. 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 state award to another applicant.

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

Completed application materials must be received by and in possession of the AmpliFund grant management system by 5:00 p.m., February 24, 2025, to be

<sup>4</sup> Exempt from these requirements are individuals or agencies under 2 CFR § 25.110(b) or (c) and those with an exception approved by the federal or state awarding agency under 2 CFR § 25.110(d).

considered for funding. Applications must be submitted via AmpliFund <https://il.amplifund.com/Public/Opportunities/Details/59308db5-d6ba-440f-ac81-1c1b65994d8e>. Upon receipt, an automated confirmation will be emailed. Proposals will not be accepted by email, mail, fax, or in person. AmpliFund will not permit late submissions. Agencies are encouraged to submit their applications 24-72 hours in advance of the deadline to avoid unforeseen technical difficulties. Technical difficulties with the grant management system should be reported immediately to ICJIA at [cja.ifvccgrants@illinois.gov](mailto:cja.ifvccgrants@illinois.gov).

## **5. Application Questions**

Questions may be submitted via email at [cja.ifvccgrants@illinois.gov](mailto:cja.ifvccgrants@illinois.gov). The deadline for submitted questions is 5:00 p.m. (CST) on February 20, 2024. All substantive questions and responses will be posted on the ICJIA website at <https://icjia.illinois.gov/gata> and on the AmpliFund <https://il.amplifund.com/Public/Opportunities/Details/59308db5-d6ba-440f-ac81-1c1b65994d8e>. Due to the competitive nature of this solicitation, applicants may not discuss the opportunity directly with any ICJIA employee other than via this email address [cja.ifvccgrants@illinois.gov](mailto:cja.ifvccgrants@illinois.gov).

## **6. Funding Restrictions**

- a) Federal Financial Guide. Applicants must follow the current edition of the Department of Justice Grants Financial Guide which details allowable and unallowable costs and 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:
  - Land acquisition
  - New construction
  - A renovation, lease, or any other proposed use of a building or facility that will either result in a change in its basic prior use or significantly change its size.
  - Minor renovation or remodeling of a property either listed or eligible for listing on the National Register of Historic Places or located within a 100-year flood plain.
  - Implementation of a new program involving the use of chemicals
  - Capital expenditures.
  - Fundraising activities
  - Lobbying

- c) Allowable expenses. All expenses must reasonable, necessary, and allocable to the program. The following is a non-exhaustive list of services, activities, goods, and other costs that can be supported through this NOFO:
- Local council coordinator position
  - Pro-rated staff time for fiscal agent
  - Supplies
  - Travel to meetings, trainings, and required 2 trips to Springfield for bi-annual in-person training.
  - Travel for speakers and council members
  - Stipends to non-government agencies
  - A/V or venue rental
  - Indirect costs
- 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. Submission of materials for ICJIA approval should be incorporated into the application Implementation Schedules. ICJIA may require prior approval of the following:
- Out-of-state travel
  - Certain Requests for Proposals, procurements, and sub-contracts
  - Conference, meeting, and training costs
- f) State Travel Guidelines. travel costs charged to ICJIA must conform to State Travel Guidelines, found here: <https://cms.illinois.gov/employees/travel.html> which 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) Executive Compensation. All personnel costs are subject to ICJIA's Executive Compensation policy, found here: [https://agency.icjia-api.cloud/uploads/Grantee\\_Executive\\_Pay\\_Policy\\_1\\_12\\_GC\\_ED\\_Executed\\_0891a2fb26.pdf](https://agency.icjia-api.cloud/uploads/Grantee_Executive_Pay_Policy_1_12_GC_ED_Executed_0891a2fb26.pdf)
- h) Conflict of Interest. All grants are subject to ICJIA's Conflict of Interest Policy, located here: [https://agency.icjia-api.cloud/uploads/Conflict\\_of\\_Interest\\_Policy\\_August\\_2023\\_ED\\_Signed\\_8452f2e1b6.pdf](https://agency.icjia-api.cloud/uploads/Conflict_of_Interest_Policy_August_2023_ED_Signed_8452f2e1b6.pdf)
- i) Supplanting. Grant funds must be used to supplement existing funds for program activities and must not replace funds that have been appropriated for the same purpose. If grant funds will be used for the expansion of an existing program, applicants must explain how proposed activities will supplement, not

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

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

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

<https://gata.illinois.gov/content/dam/soi/en/web/gata/documents/archived-forms/support-legacy/subcontractor-checklist-final-08-19-15-fillable.pdf>.

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, GATA, 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.

- k) Subject to ICJIA Rules. Even where not mentioned above, all grantees are subject to ICJIA's rules and policies, found here:  
<https://icjia.illinois.gov/grants/rules-regs-policies>

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

1. All Applicants must register their organization at the Illinois Grant Accountability and Transparency Act (GATA) Grantee Portal: <https://grants.illinois.gov/portal/> .
2. To submit an application, approved individuals for an organization must be a registered via the GATA Grantee GATA Portal and identified as an AmpliFund user.

[Applicant Technical Assistance Recording](#). Applicants are advised to view the following technical assistance recordings prior to application submission.

Additional resources are:

- [Register in the GATA Grantee Portal](#)
- [Creating a GATA Grantee User Account](#)
- [Register in AmpliFund](#)
- [Complete the application in AmpliFund.](#)
- [Getting to know GATA and the GATA Grantee Portal](#)
- [Learn about the: Online Self-paced Grant Course: Your Recipe for Grant Success](#)

## E. Application Review Information

Application materials must address all components of this NOFO 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 as well as past performance history and/or financial standing with ICJIA. The applicant must demonstrate that costs are reasonable, necessary, and allowable.

The total number of points available: 100

Scoring Criteria	Possible Points
<b>Summary of the Program:</b>	<b>10</b>
Applicant provides a clear overview of the project, need for the project, area to be served, capacity to complete the project, and the projected numbers to be served within each program component.	10
<b>Statement of the Problem:</b>	<b>15</b>
The applicant identifies the catchment/service area and includes a clear description and demographics of the community to be served (at the minimum, the service area should be a county).	5
The applicant provides a clear and accurate picture of the need for the project within the catchment area, including current trends or issues, service gaps, outdated/ineffective policies/procedures, and/or unmet needs in the community.	10
<b>Project Implementation:</b>	<b>45</b>
The applicant has listed their local Family Violence Coordinating Council (FVCC) members including their discipline, name, job title, and organization for each member. At the minimum, members from 5 disciplines must be included. <b>Applicants must submit at least 2 letters of support from local FVCC member agencies.</b>	5



The applicant explains how they plan to engage members in disciplines that they do not currently have as active members	5
The applicant lists potential sub-committees and member agencies on each committee, including the focus of each committee, and projects it will complete.	5
The applicant discusses the process their council will use to recruit, engage, and maintain members to their committees, including who is responsible for recruiting, engaging, and maintaining committee members.	5
The applicant discusses potential topics and intended audiences for trainings their council will provide.	5
The applicant describes their plan to follow-up with attendees of trainings, including who is responsible for follow-up.	5
The applicant describes how evaluation results from council trainings are used.	5
The applicant discusses their process of sharing and distributing resources with both criminal justice/family violence professionals as well as for purposes of community awareness, including who is responsible for sharing and distributing resources and information.	5
The applicant completes the Implementation Schedule reflecting a realistic projection of how the program will proceed and the staff responsible for each task.	5
<b>Project Management:</b>	<b>15</b>
The applicant provides convincing evidence their agency is capable of carrying out the proposed program, including fiscal, administrative, and programmatic ability to manage grant. This should include experience, staffing patterns, and qualifications to comply with GATA fiscal and administrative requirements. The applicant highlights any recent changes in policies and procedures to improve fiscal, administrative, or programmatic capacity.	5
The applicant describes their strategy for developing and/or updating bylaws, mission/vision/values statements, and strategic planning.	5
The application includes a description of the applicant organization's experience managing state and federal grants.	5
<b>Goals and Performance Metrics:</b>	<b>10</b>
The applicant provides clear and realistic performance metrics.	10
<b>Budget Detail:</b>	<b>5</b>
Budgeted items are cost-effective in relation to the proposed activities.	3
Narrative is complete for all line items, clearly detailing how the applicant arrived at and calculated the budget amounts.	2
<b>Total Possible Points</b>	<b>100</b>

## 1. Review and Selection Process

Applications must receive an average score of 70 points for funding consideration. Funding recommendations will be based on an evaluation of compiled scores from the evaluation panels, as well as the incorporation of all the program requirements.

Selection of proposals that pass the screening process will be based on:

<b>Sequence of the scoring criteria used</b>	<b>Scoring Criteria</b>
1	Highest-scoring application for each region
2	Second highest-scoring application for each region
3	Applications with next highest score regardless of region
4	Available funding
5	Highest score: Program Design
6	Highest score: State of the Problem
7	Highest score: Project Management
8	Highest score: Goals, Objectives, and Performance Indicators

In the chart above, categories 5, 6, 7, and 8 will be used if there is a tie in scoring for category 3.

For the purposes of this NOFO, the geographic regions (see Attachment 1) include:

- Northern outside Cook and Collar counties
- Collar counties
- Cook County
- Central counties
- Southern counties

All applications are screened for completeness including GATA pre-qualification and ICQ submission for the current state fiscal year. Applications that are not complete will not be reviewed and will be denied.

Selection of proposals that pass the screening process will receive an automated AmpliFund notification stating that the application has been “approved” and designated for scoring and review. Scoring will be based on the scoring criteria outlined in the previous section (Section E.1.). The highest scored proposal will be selected. Based on available funding, the next highest scored proposal(s) may be selected. Proposals will be reviewed by a panel of ICJIA staff and stakeholders.

Selected applicants will receive a separate automated AmpliFund notification announcing the award of the grant.

ICJIA may invite applicants to answer clarifying questions and modify budgets that include unallowable or unreasonable costs. NOFO application budgets will be reviewed for allowability, completeness, and cost-effectiveness. ICJIA will perform

an in-depth budget review of all grants awarded and may require budget modifications that do not materially change the nature of the program.

Successful applicants whose applications contained unallowable or unreasonable costs may have their awards reduced by the total amount of those costs. Upon applicant acceptance of the grant award, announcement of the grant award shall be published by ICJIA to the GATA portal. Review team recommendations will be forwarded to ICJIA Budget Committee for approval. Applicants will be notified of the ICJIA Budget Committee's decision.

## **2. Appeal Process**

Unsuccessful applicants may request a formal appeal of the evaluation process. Evaluation scores and funding determinations may not be contested and will not be considered by ICJIA's Appeals Review Officer. Appeals must be received in writing within 14 calendar days after the date of publication of the grant award. The appeal must include, at a minimum, the following:

- the name and address of the appealing party;
- an identification of the grant (i.e., CSFA number); and
- a statement of reasons for the appeal.

The appeal will be sent to:

Appeals Review Officer  
Illinois Criminal Justice Information Authority  
[CJA.ARO@Illinois.gov](mailto:CJA.ARO@Illinois.gov)

ICJIA will acknowledge receipt of an appeal within 14 days of receipt. ICJIA will respond to the appeal, in writing, within 60 days or explain why more time is required.

The appealing party must supply to the State awarding agency any additional information requested within the time period identified in the request for additional information.

ICJIA will resolve the appeal by a written determination, which will include:

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

## **3. Debriefing Process**

Unsuccessful applicants may request a debriefing for feedback to improve future applications. Debriefings include written advice on the strengths and weaknesses of applications using 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:

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

Please send requests to:

Jashay Fisher-Fowler

Illinois Criminal Justice Information Authority

[cja.ifvccgrants@Illinois.gov](mailto:cja.ifvccgrants@Illinois.gov)

## **F. Award Administration Information**

### **1. State Award Notices**

The ICJIA Budget Committee is scheduled to review and approve designations on June 16, 2025.

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

The following documents must be submitted prior to the execution of an agreement:

- Audit Information Sheet
- Programmatic Risk Assessment

### **2. Administrative and National Policy Requirements**

In addition to implementing the funded project consistent with the approved project proposal and budget, agencies selected for funding must comply with applicable grant terms and conditions and other legal requirements, including GATA, and the U.S. Department of Justice Grants Financial Guide.

Additional programmatic and administrative special conditions may be required.

### **3. Reporting**

Recipients must submit periodic financial reports, periodic performance reports, final financial and performance 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:

Jashay Fisher-Fowler  
Illinois Criminal Justice Information Authority  
[cja.ifvccgrants@Illinois.gov](mailto:cja.ifvccgrants@Illinois.gov)

## **H. Other Information**

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))

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.

Applications submitted in response to this Notice of Funding Opportunity are subject to the Illinois Freedom of Information Act (FOIA). 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.

**Attachment 1**  
**Regional Classifications of Counties**

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

