

Albany Park/Irving Park - Violence Prevention INSTRUCTIONS
NOFO # 3048-1222

Task	Date
NOFO posted	December 1, 2022
Technical Assistance Recording	December 1, 2022
NOFO question submission deadline	December 29, 2022
Applications due	5:00 p.m. CST, January 9, 2023
Budget Committee review/approval of recommended designations	February 16, 2023
Performance Period	April 1, 2023, to June 30, 2023

CHECKLIST

Prior to application due date:

- [Register with the System for Award Management \(SAM\), Obtain a Unique Entity ID #](#)
- [Apply for, update, or verify the Employer Identification Number \(EIN\)](#)
- [Complete registration in the Grantee GATA Portal](#)

AmpliFund Submission Checklist:

- Uniform Application for State Grant Assistance
- Program Narrative
- Budget/Budget Narrative
- If applicable, Memorandum of Understanding or Letters of Support

Submission Information

A two-step process will be required for application review.

Step 1: Applicants must register at the Illinois Grant Accountability and Transparency Act (GATA) Grantee Portal if they are not already registered: <https://grants.illinois.gov/portal/>.

Step 2: Applicants must submit their applications, including attachments, via Amplifund. To submit an application, go to: <https://il.amplifund.com/Public/Opportunities/Details/a531f7d2-51f4-4963-a265-119522e823b5>.

To be considered for funding, completed applications must be submitted via the above AmpliFund link by the application deadline of 5:00 p.m. January 9, 2023. ICJIA encourages applicants to review this [Technical Assistance Recording](#) for more information on how to apply.

Uniform Notice for Funding Opportunity (NOFO)

Albany Park/Irving Park Violence Prevention

	Data Field	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority
2.	Agency Contact:	Shai Hoffman Violence Prevention Grants Manager Illinois Criminal Justice Information Authority 60 East Van Buren, Suite 650 Chicago, Illinois 60605 Shai.Hoffman@Illinois.gov (312) 793-8422
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:	3048-1222
6.	Funding Opportunity Title:	Albany Park/Irving Park Violence Prevention Program
7.	CSFA Number:	546-00-3048
8.	CSFA Popular Name:	AP/IP
9.	CFDA Number(s):	Not Applicable
10.	Anticipated Number of Awards:	1
11.	Estimated Total Program Funding:	\$180,000
12.	Award Range	\$180,000
13.	Source of Funding:	<input type="checkbox"/> Federal or Federal pass-through <input checked="" 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:	December 1, 2022
17.	Application Period:	December 1, 2022, to January 9, 2023
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, which will be available beginning on December 1, 2022, at 10:00 a.m. https://illinois.webex.com/illinois/ldr.php?RCID=7ce356c70e325d6f1655e8846b3e482d
19.	AmpliFund Submission Link	https://il.amplifund.com/Public/Opportunities/Details/a531f7d2-51f4-4963-a265-119522e823b5

Table of Contents

A.	Program Description	4
1.	<i>Purpose</i>	4
2.	<i>Program Design</i>	5
3.	<i>Program Requirements</i>	6
4.	<i>Goals and Performance Metrics</i>	6
6.	<i>Evidence-Based Programs or Practices</i>	8
B.	Funding Information	8
1.	<i>Award period</i>	8
2.	<i>Available Funds</i>	9
C.	Eligibility Information	9
1.	<i>Eligible Applicants</i>	9
2.	<i>Cost Sharing or Matching</i>	9
3.	<i>Indirect Cost Rate</i>	9
4.	<i>Other</i>	10
D.	Application and Submission Information	10
1.	<i>Accessing Application Package</i>	10
2.	<i>Content and Form of Application Submission</i>	10
3.	<i>Unique Entity Identification Number (UEI) and System for Award Management (SAM)</i>	10
4.	<i>Submission Dates, Times, and Method</i>	11
5.	<i>Application Questions</i>	11
6.	<i>Funding Restrictions</i>	11
7.	<i>Other Submission Requirements</i>	13
8.	<i>Requirement Prior to Submitting the Application</i>	13
E.	Application Review Information	14
1.	<i>Criteria</i>	14
2.	<i>Review and Selection Process</i>	15
4.	<i>Anticipated Announcement and State Award Dates</i>	16
5.	<i>Appeal Process</i>	16
6.	<i>Debriefing Process</i>	17
F.	Award Administration Information	17
1.	<i>State Award Notices</i>	17
2.	<i>Administrative and National Policy Requirements</i>	17
3.	<i>Reporting</i>	17
G.	State Awarding Agency Contact(s)	18
H.	Other Information	18

Notice of Funding Opportunity

Albany Park/Irving Park Violence Prevention Program

A. Program Description

Through the FY23 Illinois State Budget appropriation utilizing American Rescue Plan Act (ARPA) funds, The Illinois Criminal Justice Information Authority (ICJIA) anticipates \$180,000 will be available to support the Albany Park/Irving Park Violence Prevention Program, to be administered through this notice of funding opportunity.

The ICJIA statute includes the requirement to “coordinate statewide violence prevention efforts and...shall develop, publish, and facilitate the implementation of a four-year statewide violence prevention plan, which shall incorporate public health, public safety, victim services, and trauma recovery centers and services.”¹ [The Statewide Violence Prevention Plan informed development of this NOFO.](#)

1. *Purpose*

Violence victimization is a substantial public health concern. Violence is defined as “the intentional use of physical force or power, threatened or actual, against oneself, another person, or against a group or community that results in or has a high likelihood of resulting in injury, death, psychological harm, maldevelopment, or deprivation” (World Health Organization, 2021). Violence can include child abuse and neglect, bullying and cyberbullying, teen dating violence, youth physical fighting, adult intimate partner violence, sexual assault and violence, crimes that include homicide, aggravated assault, sexual assault, robbery, and abuse against older adults and adults with disabilities. Many are exposed to these forms of violence within their homes, at school, and in their communities.

Victimization, perpetration, and exposure to violence can result in substantial health care, criminal justice, and child welfare costs. Violence and exposure to violence can have a significantly negative impact on an individuals’ mental health, causing depression, suicidal behavior, and posttraumatic stress disorder, and contribute to medical outcomes and conditions, such as chronic disease, cardiovascular disease, and asthma (Garthe, 2019; Gilbert et al., 2015; Mersky et al., 2013; Metzler et al., 2016; Rivera et al., 2019; Sumner et al., 2015). A substantial body of research documents the relationship between perpetration of violence and victimization; most perpetrators of violence have also been victims of violence (Delong & Reichert, 2019).

In addition, violence and trauma can stem from societal inequities resulting from discrimination, racism, oppression, and poverty. These inequities result in limited economic opportunities, a disinvestment in education, access to fewer social services, fewer affordable and quality housing options, and systemic oppression, all of which are examples of state violence and can lead to the likelihood of an individual experiencing trauma.

Research also demonstrate many factors can influence the likelihood of violence.² Violence prevention can involve any programming that increases protective factors and/or decreases risk factors. Risk and protective

¹ Garthe, R. C., Smith, D. C., & Freeman, S. (2020). Illinois Criminal Justice Information Authority statewide violence prevention plan 2020-2024: Review of programs and strategies, needs assessment of violence in Illinois & recommendations for funding. Illinois Criminal Justice Information Authority.

² Mercy, J. A., & Vivolo-Kantor, A. M. (2016). The center for disease control and prevention’s (CDC) youth violence prevention centers: Paving the way to prevention. *The Journal of Primary Prevention*, 37(2), 209-214

factors are characteristics at the personal, family, community or cultural level shown by research to either increase or decrease an individual's likelihood of successful life outcomes.³ For instance, living in a high poverty neighborhood and poor academic achievement are both risk factors for exposure to violence, but supportive adults and high school engagement are protective factors for reducing an individual's exposure to violence. Research also indicates violence can be cyclical, with victims or loved ones of victims retaliating in response to the initial violent act.⁴ Interventions that interrupt that cycle can prevent future violence.

This NOFO will provide funding for programs that seek to reduce financial hardships following traumatic exposure to violence. Applicants must use these funds to provide financial support for medical care and funeral expenses and case management.

Organizations/programs supported by these funds may provide referrals for counseling or other needed services as part of their programming to interrupt the cycle of violence. Second, poverty, both chronic and acute, is a risk factor for violent victimization and perpetration.⁵ Medical expenses are a significant source of debt in the United States and the cost of funeral services can be prohibitive.⁶ Victims of lower socio-economic status are particularly susceptible to the negative effects of a sudden unexpected expense.⁷ The financial stress in addition to the trauma of being a victim or being related to a victim of violence is significant.⁸ The programs funded by this NOFO will provide monetary relief to victims and alleviate the ancillary stressors of managing paperwork and burdensome decision-making during a difficult time. Another risk factor for violence is a low level of neighborhood cohesion.⁹ Funeral services have long served as a way for communities to collectively grieve and, as with other community gatherings, can improve neighborhood cohesion.¹⁰ Services provided through this NOFO could help increase community members' perceptions of neighborhood cohesion.

2. Program Design

The purpose of this NOFO is to fund an organization in Chicago's Albany Park and Irving Park neighborhoods that will utilize funds for funeral and medical expenses for families that have experienced violence and provide trauma-informed case management services to those families.

³ Weisner, L. (2020). *Youth development: An overview of related factors and interventions*. Illinois Criminal Justice Information Authority.

⁴ Butts, J. A., Roman, C. G., Bostwick, L., & Porter, J. R. (2015). Cure violence: a public health model to reduce gun violence. *Annual review of public health*, 36, 39-53.

⁵ Wilkins, N., Tsao, B., Hertz, M. F., Davis, R., & Kleven, J. (2014). Connecting the dots: An overview of the links among multiple forms of violence.

⁶ Dobkin, C., Finkelstein, A., Kluender, R. P., & Notowidigdo, M. J. (2018). Myth and measurement—the case of medical bankruptcies.

⁷ Leonard, T., Hughes, A. E., & Pruitt, S. L. (2017). Understanding how low-socioeconomic status households cope with health shocks: an analysis of multisector linked data. *The Annals of the American Academy of Political and Social Science*, 669(1), 125-145.

⁸ Dinisman, T., & Moroz, A. (2017). Understanding victims of crime. *London: Victim Support*.

⁹ DiClemente, C. M., Rice, C. M., Quimby, D., Richards, M. H., Grimes, C. T., Morency, M. M., ... & Pica, J. A. (2018). Resilience in urban African American adolescents: The protective enhancing effects of neighborhood, family, and school cohesion following violence exposure. *The Journal of Early Adolescence*, 38(9), 1286-1321.

¹⁰ Thurber, A. (2021). The Neighborhood Story Project: A practice model for fostering place attachments, social ties, and collective action. *Journal of Prevention & Intervention in the Community*, 49(1), 5-19.

The applicant must propose a program design of how the program will be implemented. This applicant will distribute funds directly to families that have experienced violence, establish or utilize an existing network of direct service providers that will refer families to this program, and provide timely and accurate financial and programmatic data to ICJIA.

The applicant must possess at minimum, subject matter expertise, an established record of providing services in the community as well as a network of direct service providers. The applicant must also comply with all applicable state and federal statutes, regulations, and terms and conditions of the grant.

Applicants must:

- Clearly explain their proposed program, identify how the proposed program addresses the need, and identify the goals, objectives, outcomes, and measurements that will be used to maintain and evaluate the program.
- Justify their proposed approaches with supporting evidence from similar programs, accepted best practices in the field, and/or community-based knowledge and experience in their local service area(s).

3. Program Requirements

- Applicants must demonstrate expertise in working with smaller, community-based agencies.
- Trauma-informed practices: The applicant is strongly urged to increase their knowledge of trauma-informed practices and, where appropriate, incorporate trauma-informed practices into proposed services. Becoming trauma-informed is a continual process of organizational assessment and change. The applicant should describe their current practices and identify how trauma-informed practices will be integrated into proposed services. ICJIA reserves the right to survey the grantee and sub-grantees to assess their knowledge of trauma-informed practices and implementation. With periodic assessments, agencies and ICJIA will identify areas of strength and growth for adopting a trauma-informed approach to services that help prevent victim re-traumatization.
- Restorative practices: The applicant is encouraged to incorporate restorative practices in community to resolve conflict and disputes before they escalate into crime or violence. Restorative practices are an effective approach to dealing with anti-social behaviors and neighbor disputes. It delivers effective outcomes owned by the local community and creates stable, positive community environments. Restorative approaches incorporate a range of models including community mediation, peace circles/facilitated meetings between victims and offenders. ICJIA reserves the right to survey the grantee and sub-grantees to assess their knowledge of restorative practices and implementation. With periodic assessments, agencies and ICJIA will identify areas of strength and growth for adopting restorative approaches to services that help build strong communities and ensure disputes and disagreements are dealt with positively and constructively.

4. Goals and Performance Metrics

The goal of program performance is to reduce violence in Chicago's Albany Park and Irving Park neighborhoods, through implementation of a violence prevention program that incorporates case management, funeral and medical cost coverage, and other necessary services.

A goal is a broader vision of what the program wants to accomplish (i.e., safer community).

Objectives are the measurable tasks the program must achieve to meet the realization of its goal. Objectives can be expressed as a quantitative standard, value, or rate. The applicant should specify clear objectives, performance measures, or milestones, including timing and scope of expected performance as they relate to

the outcomes to be achieved by the program. Performance should be measured in a way that helps the organization and the state improve program outcomes, share lessons learned, and spread adoption of promising practices.

Funded applicants will be required to submit quarterly progress reports that will minimally include information on the applicant's proposed objectives. These goals, objectives, and performance measures will vary based on the proposed program and must be clearly defined and justified in the Program Narrative section of the application. These measures will be used to reflect the success of the proposed program.

The goals, objectives, and performance measures of a proposed program should be complimentary with the goals, objectives, and performance measure of all collaborative partners, as applicable.

- **Overall Goal:** This goal is a broad statement about what can be achieved long-term as a result of the proposed program. The overall goal can be stated in a one sentence statement, such as, "The overall goal of this proposed program is to reduce violence in Chicago's Albany Park and Irving Park neighborhoods."
- **Process Objectives:** What steps do you plan to take to reach your goal? Process objectives should highlight substantial activities (steps) that will lead to achieving the program goal. Process objectives should describe specific tasks and provide a measure for each one. The tasks should lead to the accomplishment of the goal. The process objectives should include a reasonable and realistic marker that can be accomplished within the grant's period of performance. Make sure the marker is not too high or too low.
- **Outcome Objectives:** What positive outcomes do you hope to obtain for the community as a result of achieving your goal? These objectives are the desired results will support the program's overall goal, and, ultimately, benefit the community. Outcome objectives should describe specific and measurable results desired for the benefit of the community. Examples of outcome objectives include:

[#] clients will obtain employment.

[#] clients will successfully complete their court mandated requirements by [DATE].

In place of # and [DATE], place a reasonable and realistic marker of what can be accomplished within the period of performance.

- **Performance Measures:** These are the actual discrete, clear, and quantifiable measures that a program will track and count throughout the grant's period of performance. The performance measures will be directly related to the process and outcome objectives. The tally will indicate whether the program is achieving process or outcome objectives and, ultimately, whether the program is reaching its overall goal and producing positive outcomes for the benefit of the community. See below for a sample Violence Prevention Program Goals, Process/Outcome Objectives, and Performance Measures Table. Applicants may use similar goals or create others to describe what they propose to achieve.

Funeral Services Support: Participants will gain access to resources that provide support for funeral services. This goal prevents violence by supporting victims of violence.	
Performance Measures	Performance Standards/Frequency

Programs provide direct monetary support for funeral services.	The amount of money provided in total
Number of families supported	Number of families who received support

Medical Services Support: Participants will gain access to resources that provide support for medical services. This goal prevents violence by supporting victims of violence.	
Performance Measures	Performance Standards/Frequency
Programs provide direct monetary support for medical services.	The amount of money provided in total
Number of families supported	Number of families who received support

Additional Support Services: Participants will gain access to resources that support their additional needs, including case management. This goal prevents violence by supporting victims of violence.	
Performance Measures	Performance Standards/Frequency
Additional programs that provide resources connected to participants	Number of additional resources
Referrals to additional services	Number of referrals of successfully completed

Funded programs will be required to submit quarterly progress reports that will minimally include information based on the applicant’s proposed goals and metrics to measure those goals. See “Performance Metrics Sample and Instructions” in AmpliFund for more information.

5. Priorities

In alignment to the statewide violence prevention plan, this funding opportunity will reduce and prevent violence in Chicago’s Albany Park and Irving Park neighborhoods through coordination and provision of such services as trauma recovery and victim support.

6. 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, discuss the evidence that shows that the practice is effective and the population(s) for which this practice has been shown to be effective, and show that the practice is appropriate for the proposed target population.

B. Funding Information

This Notice of Funding Opportunity is supported by state fiscal year 2023 Albany Park/Irving Park Violence Prevention funds.

1. Award period

Grant awards resulting from this opportunity will have a target period of performance of April 1, 2023, to June 30, 2023 (3 months). Additional funding of up to 33 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.

2. Available Funds

A total of \$180,000 in funding is available through this solicitation. Applicants may request a maximum of \$180,000 in grant funding.

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

C. Eligibility Information

Before applying for any grant, all entities must be registered through the Grant Accountability and Transparency Act (GATA) Grantee Portal at www.grants.illinois.gov/portal. 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 a financial and administrative risk assessment utilizing an Internal Controls Questionnaire (ICQ) for state fiscal year 2023 before January 9, 2023 and obtain approval from their cognizant agencies before execution of the grant agreement. Delay in obtaining SFY23 ICQ approval will result in a delay in grant execution.

1. Eligible Applicants

Eligible organizations are non-profit organizations located **in** Albany Park or Irving Park and serving **both** the Albany Park and Irving Park neighborhoods.

2. Cost Sharing or Matching

There is no cost sharing or match requirement for this program.

3. 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 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 the centralized indirect cost rate 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 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.

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.

4. Other

Only one program application per agency may be submitted. If more than one application is submitted by an applicant or if an agency is party to more than one application, none of the applications will be reviewed.

D. Application and Submission Information

1. Accessing Application Package

Paper copies of the application materials may be requested from Shai Hoffman by calling 312-793-8550; writing Shai Hoffman at 60 East Van Buren St, Suite 650, Chicago, Illinois 60605; via Telephone Device for the Deaf (TDD) (312)793-4170 or by email at CJA.StateViolencePrevention@Illinois.gov. Application materials, however, must be submitted via the [AmpliFund](#) grant management system.

2. Content and Form of Application Submission

Applications must be submitted in [AmpliFund](#). If the applicant is proposing a partnership, all Memorandums of Understanding (MOUs) must be uploaded to [AmpliFund](#) within a single PDF document.

- a) Partnership Documents (Memorandum of Understanding):
- b) Applicants are expected to use person-centered language (PCL) within their applications, using references to "justice system-impacted individuals," "people," "individuals," "clients," and "participants," rather than "offenders" or "felons." PCL reduces stigmatization that is counter to rehabilitation and reintegration goals.

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

Applicants are required to:¹¹

¹¹ 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).

- 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 submitted in AmpliFund by 5:00 p.m., January 9, 2023, to be considered for funding. Upon receipt, an automated confirmation receipt will be emailed. Proposals will not be accepted by email, mail, fax, or in person. Late or incomplete submissions will not be reviewed, including email submissions delayed due to state email security clearance. Agencies are encouraged to submit their applications 72 hours in advance of the deadline to avoid unforeseen technical difficulties. Technical difficulties should be reported immediately to ICJIA at CJA.StateViolencePrevention@Illinois.gov.

5. Application Questions

Questions may be submitted via email at CJA.StateViolencePrevention@Illinois.gov. The deadline for submitted questions is 5:00 p.m. on December 29, 2022. All substantive questions and responses will be posted on the ICJIA website at <https://icjia.illinois.gov/gata> and on the [AmpliFund](#) grant management system. 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.StateViolencePrevention@Illinois.gov.

6. Funding Restrictions

- a) **Federal Financial Guide.** Applicants must follow the current edition of the Department of Justice Grants Financial Guide which details allowable and unallowable costs is available at: https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf. Costs may be determined to be unallowable even if not expressly prohibited in the Federal Financial Guide.
- b) **Prohibited Uses.** The following is a non-exhaustive list of services, activities, goods, and other costs that cannot be supported through this 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
 - Most food and beverage costs
 - Lobbying
- c) Allowable expenses. All expenses must be 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:
- Funeral costs up to \$5,000 per family
 - Medical expenses up to \$10,000 per family, \$100,000 maximum per program
 - Case management staffing
 - Program supplies
 - Office supplies

All other duplicate resources must be explored prior to utilizing these funds for the above allowable activities.

- d) Pre-Award Costs. Are only allowed if the costs are directly pursuant to the negotiation and in anticipation of the award, where such costs are necessary for efficient and timely performance of the project description and deliverables or milestones, both of which will be incorporated in the contract. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the Award. 2 CFR 200.458.
- 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
 - Equipment over \$5,000
 - 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://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.

Supplanting. Grant funds must be used to supplement existing funds for program activities and must not replace those funds that have been appropriated for the same purpose. If grant funds will be used for the expansion of an existing program, applicants must explain how proposed activities will supplement, not supplant, current program activities and staff positions. Agencies may not deliberately

reduce local, federal, 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 existing state, local, federal, or other funds.

Supplanting will be the subject of application review, as well as pre-award review, post-award monitoring, and audit. If presence of supplanting exists, 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.

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

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

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

Applicants are required to justify their use of subawards and explain their capacity to serve as “pass-through” entities in the program narrative. Applicants will monitor subaward compliance with grant terms, applicable federal and state law including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award, 2 C.F.R. Part 200, 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.

7. Other Submission Requirements

All Applicants must register their organization at the Illinois Grant Accountability and Transparency Act (GATA) Grantee Portal: <https://grants.illinois.gov/portal/>.

8. Requirement Prior to Submitting the Application

1. All applicant organizations must be registered within 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.

All recordings are located on the [ICJIA YouTube channel](#).

- <https://illinois.webex.com/illinois/ldr.php?RCID=7ce356c70e325d6f1655e8846b3e482d>
- [Register in the GATA Grantee Portal](#)
- [Creating a GATA Grantee User Account](#)
- [Getting to know GATA and the GATA Grantee Portal](#)
- Learn about the: Online Self-paced Grant Course: [YOUR RECIPE FOR GRANT SUCCESS](#)

The recordings will be available for viewing beginning at **10:00 a.m. on December 1, 2022.**

E. Application Review Information

1. Criteria

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.

A total of 100 points are available.

Scoring Criteria	Possible Points
Agency Information	Not Scored
Program Summary	5
Response provides a summary of the proposed program that includes the main elements of the program, focus communities and population served, and the services that will be provided.	5
Community Description and Need	10
Response clearly describes the proposed community to be served.	10
Agency Capacity	20
Response clearly describes the history of the agency and role in the community that it serves.	10
Response clearly describes the agencies commitment to trauma informed care and restorative justice practices and demonstrates commitment to implementing training received.	10
Project Implementation:	45
Response describes the proposed program, including program activities, services, and how the program activities will meet the focus population's needs.	15
Response describes how the program will attract participants and partner organizations. Response describes how it will maximize partner organization engagement.	15
Response lists and describe all staff positions involved in the proposed project. Response includes at a minimum of staff position, roles, and responsibilities and identifies the position that will work with ICJIA on grant execution and compliance.	15
Performance Plan:	10

Applicant completes performance plan and includes enough detail to illustrate how program will be implemented. Applicant completes performance plan in AmpliFund.	10
Budget Detail:	10
Budgeted items are cost-effective in relation to the proposed activities. Narrative is complete for all line items, clearly detailing how the applicant arrived at and calculated the budget amounts. Applicant completes performance plan in AmpliFund.	10
Total Possible Points	100

2. Review and Selection Process

All applications will be 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.

Proposals that pass the screening process will be reviewed by evaluation panels of three or more professionals. 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. Applicants will be selected based on overall scoring. Proposals receiving the highest score will be considered for funding first.

In cases where application scores are equal, funding decisions will be made based on the highest individual scores achieved in the applicant's Project Implementation section. Upon a tie in the Project Implementation section, funding decisions will be based on highest individual scores on the Program Summary question. If a tie persists in the Program Summary, funding decisions will be based on the highest individual scores on the Agency Capacity section.

How Funding Decisions are Made:
Highest scoring Application
If scores are equal, funding decisions will be made on the process below:
Highest score: Project Implementation
Highest score: Program Summary
Highest score: Agency Capacity

ICJIA reserves the right to reject incomplete proposals, proposals that include unallowable activities, proposals that do not meet eligibility or program requirements, and proposals that are otherwise unsatisfactory. 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 the ICJIA Budget Committee for approval. Applicants will be notified of the ICJIA Budget Committee's decision.

4. Anticipated Announcement and State Award Dates

Task	Date
NOFO posted	December 1, 2022
Technical Assistance Recording	December 1, 2022
NOFO question submission deadline	December 29, 2022
Applications due	5:00 p.m. CST, January 9, 2023
Budget Committee review/approval of recommended designations	February 16, 2023
Performance Period	April 1, 2023, to June 30, 2023

5. 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. The appeal must be via email and submitted within 14 calendar days after either the date the grant award notice is published or receipt of a Funding Opportunity Declination Letter from ICJIA, whichever comes first. The written appeal must include, at a minimum, the following:

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

Please send your appeal to:

Appeals Review Officer
Illinois Criminal Justice Information Authority
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 explain why more time is required. 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.

6. 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:

Shai Hoffman
Illinois Criminal Justice Information Authority
CJA.StateViolencePrevention@Illinois.gov

F. Award Administration Information

1. State Award Notices

The ICJIA Budget Committee is scheduled to review and approve designations in February 2023.

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

- Fiscal Information Sheet
- Audit Information Sheet

2. Administrative and National Policy Requirements

In addition to implementing the funded project consistent with the approved project proposal and budget, agencies selected for funding must comply with applicable grant terms and conditions and other legal requirements, including, but not limited to the ICJIA Financial Guide and Policy and Procedure Manual, the 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, 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:

Shai Hoffman
Illinois Criminal Justice Information Authority
CJA.StateViolencePrevention@Illinois.gov

H. Other Information

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.

This application is 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.

For reference only. Responses must be submitted via AmpliFund. Emailed, mailed, and hand-delivered applications will not be accepted.

Albany Park and Irving Park Violence Prevention Program (AP/IP)
PROGRAM NARRATIVE
NOFO # 3048-1222

Applicants are expected to use person-centered language (PCL), using references to “justice system-impacted individuals,” “people,” “individuals,” “clients,” and “participants,” rather than “offenders” or “abusers” or “victims”. Using PCL is about respecting the dignity, worth, unique qualities, and strengths of every individual.

Agency Information (required)

Current agency budget:

Program Summary (5 points)

1. Provide a summary of your proposed program which includes:

- Main elements of the program.
- Focus community(ies) and population.
- Services that will be provided.

Community Description and Need (10 points)

2. Describe the proposed community to be served.

Agency Capacity (20 points)

3. Describe the history of your agency, including your agency’s role in the community.
(10 point)

4. Discuss your agencies’ commitment to trauma informed and restorative justice practices and commitment to implement training received. (10 points)

Project Implementation (45 points)

5. Describe the proposed program. Include program activities, services, and how the program activities will meet focus population needs. (15 points)

6. Describe how the program will attract participants and partner organizations. Explain how these approaches maximizes engagement. (15 points)

7. List and describe all staff positions involved in the proposed project. Include at minimum: staff position, roles, and responsibilities. Identify the position that will work with ICJIA on grant execution and compliance. (15 points)

For reference only. Responses must be submitted via AmpliFund. Emailed, mailed, and hand-delivered applications will not be accepted.

Performance Plan – (10 points)

Funded programs will be required to submit quarterly progress reports that will minimally include information based on the applicant's proposed objectives. These goals, objectives, and performance measures will vary based on the proposed program and should be respective of the initial 3-month performance period. These measures will be used to reflect the success of the proposed program. **If the performance plan is incomplete, the application will not be scored.**

Budget Detail and Budget Narrative – (10 points)

Please complete the budget and the budget narrative for your proposed program. This initial funding opportunity will support 3 months of programming. Both the budget and budget narrative should reflect costs needed for a 3-month program. **If the budget detail and budget narrative is incomplete, the application will not be scored.**

Each Budget line item should have a completed budget narrative.

Cost Rate*

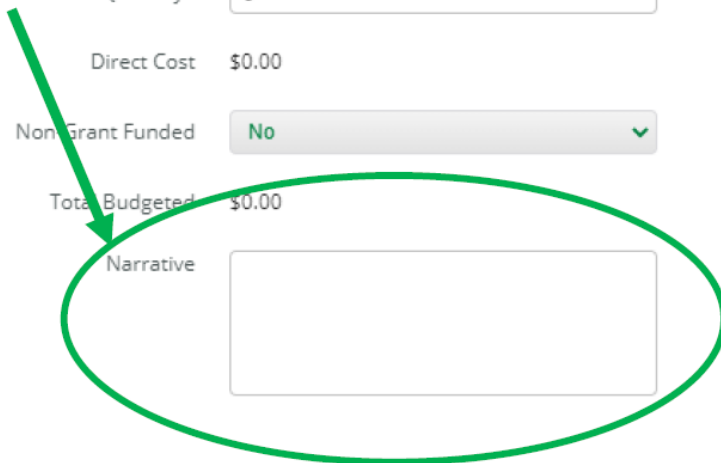
Quantity*

Direct Cost \$0.00

Non Grant Funded

Total Budgeted \$0.00

Narrative



How to restrict access to either the Grantee Portal or Amplifund

All users who need to access the Grantee Portal and/or the Amplifund Grant Management System must first have an Illinois.gov account. Please refer to this FAQ for assistance:

<https://www2.illinois.gov/sites/GATA/Grantee/GranteePortalFAQ/HowToAccessTheGranteePortal.pdf>

The first person to setup an organization on the Grantee Portal (the first to access a DUNS number) will automatically have access to the Grantee Portal and to the Amplifund Grant Management System. Subsequent users to that organization will need to be approved by existing users with Grantee Portal access.

The following will show how to give someone access to the Grantee Portal and/or Amplifund.

A new user signs into the Grantee Portal with their Illinois.gov account at <https://grants.illinois.gov/portal> and is prompted to accept the terms...

USAGE TERMS AND CONDITIONS

*** UNAUTHORIZED ACCESS IS PROHIBITED ***

Further access to this system is strictly limited to users authorized by the State of Illinois conducting official State business. Users of this system shall have no expectation of privacy. By accessing this system the user consents to monitoring and recording, which may be disclosed for administrative, disciplinary, civil, or criminal actions, penalties, or prosecution. Neither the State of Illinois nor any of its employees shall be liable for any damages arising in any way out of the use of this system or any information contained herein.

1. They enter the DUNS number of the organization and submits and validates that it is the correct information...

To associate your account with a grantee record in the Illinois Grant Accountability and Transparency (GATA) system, please enter the 9 digit Dun & Bradstreet DUNS number of your organization and press the 'Submit' button.

If you do not know your DUNS number please [click here for assistance](#).

Is this your organization?

Test Org
123 State Street
Springfield, IL 62706

DISCLAIMER
By clicking 'Yes' you certify that you are a legal member or representative of the organization listed.

2. At this point the waiting page appears and a person currently with access to the organization must grant access...

3. This is what an existing user at the organization will see at the top of the Grantee Portal Main Menu...

The following items require action

[View](#) Aaron Doty (██████████) is requesting access to this portal.

Organization: **Test Org** [Edit](#)

GATA ID: **689772**

4. Clicking the View button takes them to the user access page for the new user...

[Return to User List](#) [Delete User](#) [Cancel Edit](#) [Save Changes](#)

First Name	Aaron
Last Name	Doty
Email	
User Name	aaron.doty
Last Access	4/29/2021 12:02:20 PM

The above information is pulled from the Illinois.gov Public account system.
Administration of your account is available at <https://www.illinois.gov/sites/accounts>
Changes to your public account information may take up to a day to sync with this page.

Application Access

The following items require action

To give access, check the appropriate checkboxes and click the "Save Changes" button above.

- ☐ - Has access to this Grantee Portal
- ☐ - Has access to the Amplifund Grant Management System

5. Check the appropriate checkbox to give access to the Portal and/or Amplifund then click the "Save Changes" button at the top.
6. At this point if the new user has Grantee Portal access, they can refresh their browser or log back into the Portal. If they only have Amplifund access, then they will see a page similar to this if they attempt to access the Portal.

You are attempting to access: **zz Test Organization #1**

The following people can approve access for this organization:

- **Aaron D. Doty**

You do not have access to the Grantee Portal but you do have access to the Amplifund Grant Management System.

[Click here](#) to access Amplifund.

[Click here](#) to associate your account with a different DUNS number.

Your account also associated with the following organizations:

- [Test Org](#)

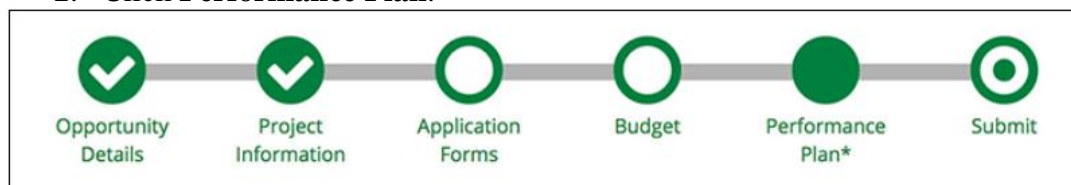
Please note that if you give access to the Grantee Portal and not to Amplifund the new user will have full access to the Portal with the exception of granting access to Amplifund. You can

change a user's access by clicking the "Manage" button on the Main Menu next to the Grantee Portal Access section.

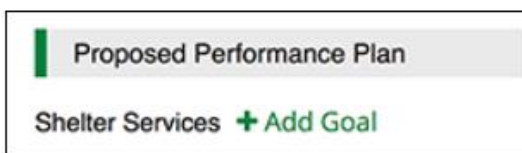
How To Add a Performance Goal

Depending on the opportunity settings, there may be a Performance Plan page. Funders may also include defined programmatic goals for applicants to meet through grant activities. If goals have been pre-defined, they will appear in the goal type dropdown.

1. Open the **opportunity**.
2. Click **Performance Plan**.



3. Click + **Add Goal**.



4. In the pop-up window, select a **Goal Type**. The available goal types may vary depending on the opportunity settings.
 - **Milestone:** Track completion of grant milestones (i.e. Will you complete X?)
 - **Narrative:** Capture a narrative response (i.e. How will you complete X?)
 - **Numeric:** Track discrete numbers to achieve (i.e. Will you achieve X number?)
 - **Percent Achieved:** Track a percent to achieve (i.e. Will you achieve X%?)
 - **Percent Change:** Track a percent increase or decrease (i.e. Will you achieve X% increase?)
 - **Reimbursement:** Track discrete units to achieve with a dollar rate per unit (i.e. Will you achieve X units with a reimbursement rate of \$Y/unit?)
5. Add a goal **Name**.
6. Add the **goal information**. The fields will vary depending on the goal type.
7. Click **Save**.