

**COMMUNITY VIOLENCE INTERVENTION AND PREVENTION INITIATIVE  
(CVIP)  
INSTRUCTIONS  
NOFO # 3380 - 041624**

Task	Date
NOFO posted	April 16, 2024
Technical Assistance Recording posted	April 19, 2024
Notice of Intent Due	May 6, 2024
NOFO question submission deadline	May 9, 2024
<b>Applications due</b>	<b>2:00 p.m., May 17, 2024</b>
ICJIA Budget Committee review/approval of recommended designations	June 20, 2024
Performance Period	July 1, 2024, to June 30, 2025

**CHECKLIST**

Prior to applying:

- <https://www.dnb.com/duns-number/get-a-duns.html> 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](#)
- Maintain in “Good” standing with all GATA pre-qualification requirements

To be considered for funding, completed applications must be submitted via email to [CJA.CVIPINOFO@illinois.gov](mailto:CJA.CVIPINOFO@illinois.gov) by the application deadline of 2:00 p.m., May 17, 2024. ICJIA encourages applicants to review this Technical Assistance Recording for more information on how to apply.

**Notice for Funding Opportunity (NOFO) NOFO # 3380-041624**  
**Community Violence Intervention & Prevention Initiative (CVIPI)**

	<b>Data Field</b>	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority (ICJIA)
2.	Agency Contact:	Cydney M. Wessel Violence Prevention Program Manager Illinois Criminal Justice Information Authority 60 E. Van Buren Street, Suite 650 Chicago, Illinois 60604 <a href="mailto:Cydney.Wessel2@illinois.gov">Cydney.Wessel2@illinois.gov</a> 312-793-7260
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:	3380-040224
6.	Funding Opportunity Title:	<b>Community Violence Intervention and Prevention Initiative (CVIPI)</b> Sustaining, Expanding, or Enhancing Existing Community Violence Intervention Programming
7.	CSFA Number:	546-00-3380
8.	CSFA Popular Name:	CVIPI
9.	Assistance Listing Number(s):	NA
10.	Anticipated Number of Awards:	3-5
11.	Estimated Total Program Funding:	\$900,000
12.	Award Range	\$125,000 to \$300,000 Minimum and maximum award amount
13.	Source of Funding:	<input checked="" type="checkbox"/> Federal or Federal pass-through <input 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:	April 16, 2024
17.	Application Range:	April 16, 2024, through 2:00 p.m. May 17, 2024
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 April 19, 2024.

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## **Notice of Funding Opportunity**

### **Community Violence Intervention and Prevention Initiative (CVIPI)**

#### **A. Program Description**

In FY2022, the U.S. Department of Justice (DOJ) launched the [Community-Based](#), a historic federal investment in community violence intervention programs. This initiative seeks to [prevent and reduce violent crime](#) in communities by supporting comprehensive, evidence-based violence intervention and prevention programs based on partnerships among community residents, local government agencies, victim service providers, community-based organizations, law enforcement, hospitals, researchers, and other community stakeholders.

The U.S. DOJ Office of Justice Programs (OJP) and several of its program offices—the Bureau of Justice Assistance, National Institute of Justice, Office of Juvenile Justice and Delinquency Prevention, and Office for Victims of Crime—are taking a collaborative approach to help ensure jurisdictions have access to expertise and resources to address community violence.

In FFY22 and FFY23, OJP awarded nearly \$200 million in CVIPI grants, which are funded in part through dedicated resources from the Bipartisan Safer Communities Act. In FFY24, ICJIA was awarded a federal appropriation of \$2,509,791 to support CVIPI programs to prevent and reduce violent crime in communities with comprehensive, evidence-based violence intervention and prevention programs. Of this award, \$900,000 is available for SFY25 and a total of \$1.1 million is available in SFY26.

##### **1. Purpose**

Illinois' Coordinated Response to Violence: The Government Alliance for Safe Communities (GASC) is an unprecedented intergovernmental collaboration between state, Cook County, and Chicago leaders. GASC consists of the City of Chicago's Mayor's Office, the city's Department of Public Health-Office of Violence Prevention, Cook County Justice Advisory Council, ICJIA, and the Illinois Department of Human Services' Office of Firearm Violence Prevention. These government units are committed to and have aligned priorities for American Rescue Plan Act investments in violence prevention, mental health, infrastructure, and economic development.

GASC developed a coordinated plan for American Rescue Plan Act (ARPA) fund distribution among violence prevention and youth development organizations in Chicago, Cook County, and Illinois. GASC members share resources to support a public health approach to reducing violence that aligns with the CVIPI. The partnership leverages ARPA violence prevention investments to reduce violence and increase community safety; reduce funding duplication, maximize outcomes, and minimize burden on grantees across governmental entities.

About \$110 million in ARPA funding is committed to 45 agencies implementing CVI efforts in the greater Chicagoland area and additional funding distribution is underway. GASC CVI funding also supports data collection, capacity-building efforts, and the creation of a collaborative Community of Practice

## **2. Background**

Community violence has created a public health crisis in Illinois. Firearm violence has deeply harmed communities across Illinois, both through the immediate loss of life and the long-term impact of trauma experienced by victims, witnesses, and others. In 2021, the Centers for Disease Control and Prevention reported the Illinois homicide rate was 12.3 per 100,000. Illinois was ranked the 19<sup>th</sup> most dangerous state that year with the bulk of homicides occurring in 10 cities. Handgun violence was the number one form of homicide in Illinois, according to the National Incident-Based Reporting System.

Gang crime and high violence plague Illinois communities, with youth and young adults being the primary victims. According to the Chicago Violence Reduction Dashboard, even though Chicago populations are split almost evenly among its Black, Latinx, and White residents, violent crime disproportionately impacts people of color. In 2020, 79% of homicide or non-fatal shooting victimizations were Black and 15% were Latinx. In the majority of incidents in Chicago, the victims were male (84%) or between 20 and 39 years old (68%).

Violence prevention efforts seek to decrease vulnerability (i.e., factors that place individuals at a higher risk for violence) and increase resiliency (i.e., factors that protect individuals from violence) through various strategies. Evidence-based violence prevention strategies include supporting the healthy development of families, providing high-quality education, focusing on positive youth development, creating, and sustaining protective communities, and intervening and supporting those impacted by violence (Corinne, 2016).

## **3. Program Design**

**Community violence intervention (CVI):** is an approach that uses evidence-informed strategies to reduce violence through tailored community-centered initiatives. These multidisciplinary strategies engage individuals and groups to prevent and disrupt cycles of violence and retaliation and connect individuals with community assets to deliver services that save lives, address trauma, provide opportunity, and mitigate the physical, social, and economic conditions that drive violence.

**CVI Guiding Principles:** CVI programs must be community-centered, equitable, and inclusive. They must be evidence-informed, through research and evaluation, case studies, and expert opinions. Finally, CVI programs must be effective and sustainable.

- **Community-centered:** The CVI approach must be informed by, and tailored to, community residents and stakeholders and everyone involved must prioritize the needs of the community. This means social service partners are engaged to align and collaborate with residents and law enforcement partners in order to reduce violence and build community.
- **Equitable and inclusive:** Care must be taken to guarantee the most affected and disenfranchised community members are included in creating and benefiting from CVI solutions.
- **Evidence-informed:** Each CVI strategy should be built using evidence generated by multiple disciplines and a variety of methods. Evidence used to support a CVI program may include findings from research and evaluation as well as case studies,

expert opinions, or documented lessons learned from the field. Ideally, a CVI organization will engage in research and evaluation to help build the evidence base for what works.

- **Effective and sustainable:** CVI programs must demonstrate measurable impacts on violence and community well-being and include access to resources that enable responses to new and ongoing challenges over time.

**Outreach Staff:** Outreach staff actively work community streets to engage individuals who are at immediate and high risk of being either victims or perpetrators of violence. Street intervention staff engage with these individuals in a variety of settings, such as parks, homes, street corners, community centers, schools, or hospitals. Outreach staff build relationships with persons at high risk for violence and promote peace by mediating their potential and existing conflicts. Staff also serve as connectors to services and as a support to both the individuals and their families. Outreach efforts are typically conducted in the afternoons/evenings and late at night when violence is most prevalent. Some key street intervention activities include:

Engaging and supporting individuals and groups at high risk of violence.

- Reclaiming public spaces for safe activities for the entire community.
- Responding to critical incidents such as shootings and homicides to de-escalate tension and rumor control.
- Supporting victims and their families.
- Conducting proactive peace-building activities.
- Mediating and resolving conflicts between street groups.
- Making referrals for services and support.

### **The CVI approach includes or employs:**

- Trusted, credible messengers and practitioners to deliver key intervention elements.
- Representatives of the affected communities as full partners who provide input and guidance on the intervention's approach.
- A focus on those individuals at the highest risk of experiencing or perpetrating community violence in the near term.
- Data from multiple sources that are vetted for racial, ethnic, economic, or other biases to inform the approach.
- Practices that are informed by, and [respond](#) to, the impact of [trauma](#) on [individuals and the broader population](#) in historically underinvested communities.
- Public, private, and community stakeholders most impacted by violence, building authentic relationships to prevent violence, strengthen community resilience, and build social capital.
- [Racial, ethnic, and socioeconomic equity](#), including understanding the many social, demographic, economic, and institutional factors that perpetuate community violence, and bringing supportive responses directly to the neighborhoods and people with the greatest need.

#### 4. Program Requirements

The purpose of this NOFO is to sustain, expand, and/or enhance existing (for a minimum of two years) CVI street Intervention programs (allowing continued services including additional participants) and/or an enhancement of an existing CVI street intervention program (to provide additional services). Grantees will be required to:

- Demonstrate their CVI/Street Intervention/Outreach program:
  - Is aligned at time of application with the description (definition, staffing, approach, and guiding principles) of Street Intervention/Outreach purposes of this funding opportunity; and
  - Funds will support sustaining, expanding, and/or enhancing existing CVI/Street Intervention/Outreach as defined above for the purposes of this funding opportunity.
- Implement the program as approved.

#### 5. 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.

#### 6. Performance Measures

The following table provides some of the required performance metrics that will be required as a part of the CVIPI Quarterly Reporting Tool

<b>Goal:</b> <u>Sustain, enhance, or expand</u> an existing CVI street intervention program that will serve youth/young adults at risk for perpetrating or experiencing gun violence.	
<b>Objectives</b>	<b>Performance Measures</b>
Hire/retain street intervention staff. Hire/retain support staff as necessary.	Number of staff hired (enhance or expand) and/or retained (sustained) Number of support staff hired (enhance or expand) and/or retained (sustain) Position title of program specific staff
Fully prepare street intervention staff. prepared to conduct street interventions. Fully prepare support staff prepared to provide services.	Number of street intervention staff trained. Number of support staff trained.
Provide services to high-risk individuals and their families.	Number individuals retained in services Number new participants Number participants completing/exiting services

Provide participants crisis/mediation response on scene after homicide or shooting. Provide mediations regardless of location.	Number of crisis crisis/mediations responses on scene after shooting Number of mediations by status (resolved, resolved if conditions met, resolved temporarily, ongoing, unknown) Number of mediations resolved Number of hours spent mediating
Provide participants additional linkages and referrals (housing, food, employment, etc.)	Number of additional linkages and referrals Number of referrals internal Number of referrals external
Provide linkages to mental health services	Number of participants referred to mental health providers Number of participants placed on a waiting list for mental health services
Count of prompting incidents Count of non-prompting incidents	Number of non-fatal shootings Number of fatal shootings Number of non-fatal other weapons Number of fatal other weapons Number of outreach worker witnessed Number of notifications by community member Number of notifications by participant Number of notifications by community partners (agency, representative, provider type)
If this is a program enhancement, offer additional services beyond what is currently offered.	Number of additional services offered/developed Identification of promising practices in community violence intervention and lessons learned

Funded programs **will be required to submit progress reports via the CVIPI Quarterly Reporting Tool** (provided as a reference) that will minimally include information based on the applicant's proposed objectives.

### ***7. Priorities***

The applicant must propose serving individuals at highest risk of perpetrating or being a victim of gun violence.

## **B. Funding Information**

A total of \$900,000 in funding is available through this solicitation. Applicants may request a minimum of \$125,000 and a maximum of \$300,000 in grant funding.



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

### **1. Award period**

Grant awards resulting from this opportunity will have a target period of performance of July 1, 2024, to June 30, 2025. Additional funding to support programming for up to 15 months may be awarded after the initial funding period, contingent upon satisfactory performance and availability of funds. Funding support for the grant program will not exceed 27 months.

## **C. Eligibility Information**

Applicants are eligible to apply if they meet the following criteria:

- a) The applicant organization must be a non-profit or governmental entity.
- b) The applicant agency must be an ARPA grant recipient that has provided community-based violence prevention services for two years.
- c) The applicant must provide services focusing on communities at the highest risk for fatal and nonfatal shooting victimization within the City of Chicago, suburban Cook County, or Lake County. Award funds cannot be used to support programs providing services outside of these three geographical areas. Applicants that propose to fund services outside of these areas will not be accepted.
- d) The applicant must be or have been actively participating, based on attendance records, in the GASC Community Violence Intervention-Street intervention Community of Practice.
- e) The applicant must propose serving the highest-risk individuals, those mostly likely to shoot or be shot, through evidence-based street intervention services.
- f) The applicant must propose to sustain, expand, and/or enhance their existing CVI street intervention program.

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**

Match funding is not required.

## **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 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. More information regarding the indirect cost election process can be found [here](#).

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

### **1. Accessing Application Package**

Persons with disabilities needing special accommodations should contact by telephone, email, or letter John Klaer: (312) 793-8946, john.klaer@illinois.gov, Illinois Criminal Justice

Information Authority, 60 E. Van Buren Street, Suite 650, Chicago, Illinois, 60605. Paper copies of the application materials may be requested from Cydney Wessel by calling 312-793-7260; writing Cydney Wessel at 60 E Van Buren, Suite 650, Chicago, Illinois 60605; or by email at [CJA.CVIPIQuestions@illinois.gov](mailto:CJA.CVIPIQuestions@illinois.gov). Application materials, however, must be submitted via email to [CJA.CVIPINOFO@illinois.gov](mailto:CJA.CVIPINOFO@illinois.gov).

## 2. Content and Form of Application Document Submission

### a) Notice of Intent.

Agencies interested in applying are strongly encouraged to complete an online Notice of Intent form by 5:00 p.m. Monday May 6, 2024. Submission of a Notice of Intent is nonbinding and will be used for internal planning purposes only.

The online Notice of Intent is available at:

[https://icjia.az1.qualtrics.com/jfe/form/SV\\_6LveEcqDxlDm6ea](https://icjia.az1.qualtrics.com/jfe/form/SV_6LveEcqDxlDm6ea)

### b) Forms and Formatting.

The application must be emailed to [CJA.CVIPINOFO@illinois.gov](mailto:CJA.CVIPINOFO@illinois.gov).

**The applicant agency name should appear in the subject line with CVIPI Proposal.**

Example of Email Subject Line: {AGENCY NAME} CVIPI Proposal.

**Each document attached to the email must be submitted in the manner and method described below.** Applications will be rejected if any documents are missing. The applicant is responsible for ensuring that documents adhere to the instructions provided.

The following materials <b>MUST</b> be submitted by all applicants. The applicant must submit the documents based on the instructions provided below. 4 Documents Total.				
Document	Document Name	PDF	Word	Excel
<b>Uniform Application for State Grant Assistance –</b> This form must be completed, signed, and scanned/saved as (PDF), and provide a <b>Word file as well (2 documents total)</b>	{AGENCY NAME} <i>Application</i>	X	X	
<b>Program Narrative –</b> This document must meet the requirements outlined in Section A. The narrative must be provided in this document. Do not change the format of this document.	{AGENCY NAME} <i>Program Narrative</i>		X	
<b>Budget/Budget Narrative –</b> This document is an Excel workbook, with several pages (tabs). The first & second tab has instructions if clarification is needed.	{AGENCY NAME} <i>Budget</i>			X

- c) Application Formatting Program Narrative may not exceed 15 pages, single spaced, 1” margins, and must be written in Times New Roman, size 12 font. Do not delete template questions in your response and do not change the formatting of the document.

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

Applicants are required to:<sup>1</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***

- a) **All required application materials must be emailed to [CJA.CVIPINOFO@Illinois.gov](mailto:CJA.CVIPINOFO@Illinois.gov) by 2:00 p.m. on May 17, 2024, to be considered for funding. Proposals will not be accepted by mail, fax, or in person. Incomplete applications or those sent to another email address will not be reviewed. Late submissions will not be reviewed.**
- b) Applicants are encouraged to submit their applications 72 hours in advance of the deadline. State agency firewalls may delay the transfer and acceptance of emails with large documents. Technical difficulties experienced at any point during the process should be reported immediately to ICJIA by calling Cydney Wessel at 312-793-7260 or by emailing [CJA.CVIPIQuestions@Illinois.gov](mailto:CJA.CVIPIQuestions@Illinois.gov).

Applicants will receive an automatic reply to their email submission. Applicants that do not receive an automatic reply to their email submission should immediately contact Cydney Wessel at 312-793-7260 or [CJA.CVIPIQuestions@Illinois.gov](mailto:CJA.CVIPIQuestions@Illinois.gov).

### ***5. Application Questions***

Questions may be submitted via email at [CJA.CVIPIQuestions@illinois.gov](mailto:CJA.CVIPIQuestions@illinois.gov). The deadline for submitted questions is 5:00 p.m. (CST) on Thursday, May 9, 2024. All substantive questions and responses will be posted on the ICJIA website. Due to the competitive nature

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<sup>1</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).

of this solicitation, applicants may not discuss the opportunity directly with any ICJIA employee other than via this email address: CJA.CVIPIQuestions@illinois.gov.

## **6. Funding Restrictions**

### Federal Financial Guide.

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

- a) 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

- b) 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:

- Reasonable staffing based on the services being proposed.
- Local transportation costs for participants to receive services and other reasonable supports.
- Local transportation costs for staff. Administrative costs, including reasonable and necessary technology costs for any new staff.
- Food for program participants. Grantees may include food for program participants as a line in their budgets if it is necessary for the program and if the cost is reasonable.
  - In the budget narrative, the applicant should describe how the per-person cost was calculated, why food is necessary for the program, and why the costs are reasonable. As a guideline for reasonable costs for program participants, snacks may be provided at a cost of \$3 maximum per person and meals for \$10 maximum per person. Reasonableness may be more or less than these amounts depending on

the type or size of the event, location, or other factors.

- Examples of food being necessary for a program include, but are not limited to, the following:
  - Grantees may provide a meal as an incentive to participate in a grant program where participants, especially youth, may not otherwise attend. These grant programs can include, but are not limited to, focus groups, workshops, trainings, and violence prevention events.
  - Food may be an allowable cost when the event is based on a prosocial, relationship-building programmatic purpose within a community or between program participants. For example, a grantee for a violence prevention program may hold a block party to build community and provide food as part of the event. Food may also be allowed at a capstone social activity marking the conclusion of a training or program. Employees may participate and eat at these events; however, grantees may not purchase food for events that are solely for employees.
  - Programs that provide therapy and other one-on-one counseling may also keep snacks on hand, such as granola bars, if necessary for participants to focus on the program, rather than on their hunger.
- Grantees must maintain records of the actual food costs and how the food supported its program. For events, grantees must maintain records of the event, including receipts for food and other costs and the number of participants.
- Alcohol cannot be served at the same event where food is paid for with ICJIA funds, even if the alcohol is paid for with another source of funds.
- Costs for activities intended to encourage attendance at program-specific community engagement events may be allowable under this NOFO. Examples of such costs may include, but are not limited to, food or drink (see the dot point above regarding the allowability of food as allowable), music, and children's activities. Any such cost should be reasonably priced and clearly identified, and the application should justify how the item is necessary for the performance of the program described in the program narrative.

If an applicant chooses to purchase any community event item that can be used multiple times and can be rented, they should determine (and explain in the budget narrative) how buying the item is more cost-effective than renting based on the cost and the number of times the item would be used within the grant period of performance. ICJIA reserves the right to deem such costs unallowable or to limit the amount of such costs eligible to be supported under this grant award.

- c) **Pre-Award Costs. Programmatic costs incurred before the start date of the grant agreement dating back to July 1, 2024, may be charged to awards resulting from this funding opportunity.**

- d) Pre-approvals. Prior approvals may affect project timelines. Materials submitted 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
- e) State Travel Guidelines. travel costs charged to ICJIA must conform to State Travel Guidelines, found here: <https://cms.illinois.gov/employees/travel.html>. 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.
- f) 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 other state, local, federal, or other funds.
- g) 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 or 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.

### ***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 apply, approved individuals for an organization must be a registered via the GATA Grantee GATA Portal.

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](#)
- [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, including past performance history and/or financial standing with ICJIA. The applicant must demonstrate that costs are reasonable, necessary, and allowable.

Total possible points: 100

Scoring Criteria	Possible Points
<b>Geographic Area</b>	<b>25</b>
<ul style="list-style-type: none"><li>• High-risk geographic area* (City of Chicago, Cook County, Lake County)</li></ul>	25
<b>Statement of the Problem</b>	<b>8</b>
<ul style="list-style-type: none"><li>• Applicant thoroughly described the extent of street violence in this geographic area.</li></ul>	5
<ul style="list-style-type: none"><li>• Applicant thoroughly described strengths and challenges of the community(ies) to be served. A minimum of two strengths and two challenges are required.</li></ul>	3



<b>Agency Capacity and Experience</b>	<b>11</b>
<ul style="list-style-type: none"> <li>Applicant stated their agency's current annual operating budget.</li> </ul>	1
<ul style="list-style-type: none"> <li>Applicant thoroughly described their agency's experience managing grants.</li> </ul>	3
<ul style="list-style-type: none"> <li>Applicant thoroughly described all current funding sources that support CVI street intervention. At a minimum, the response described each source of funds, including amount and anticipated expiration date of funds.</li> <li>Applicant included receipt of American Rescue Fund Act funding to support street intervention/CVI services in the past two years (SFY22, SFY23, SFY24)</li> </ul>	7
<b>Proposed Program</b>	<b>30</b>
<ul style="list-style-type: none"> <li>Applicant thoroughly described how their existing CVI street intervention program, fits within the description of CVI street intervention.</li> </ul>	6
<ul style="list-style-type: none"> <li>Applicant thoroughly describes how funds will sustain, enhance, and/or expand current street intervention services</li> </ul>	6
<ul style="list-style-type: none"> <li>Applicant thoroughly described any other violence prevention efforts, including linkages to mental health services and how it tracks participants on waiting lists.</li> </ul>	6
<ul style="list-style-type: none"> <li>Applicant thoroughly described the relationship/interplay between the existing CVI street intervention program and other violence prevention efforts – i.e., in what ways do they work together?</li> </ul>	6
<ul style="list-style-type: none"> <li>Applicant thoroughly described the partnerships with other organizations that are essential to ensuring programmatic success, including how participant immediate needs are being addressed as part of the service plan.</li> </ul>	6
<b>Staffing</b>	<b>12</b>
<ul style="list-style-type: none"> <li>Applicant listed and thoroughly described staff positions assigned to the proposed program. Include at minimum: name of position; roles and responsibilities; reporting and supervision structure.</li> </ul>	6
<ul style="list-style-type: none"> <li>Applicant thoroughly described how cases and staff positions are supervised for this program.</li> </ul>	6
<b>Goals, Objectives, and Performance Measures</b>	<b>4</b>
<ul style="list-style-type: none"> <li>Applicant's numbers appear to be realistic based on the program and agency capacity as described in other areas of the program narrative.</li> </ul>	4
<b>Implementation Schedule</b>	<b>4</b>
<ul style="list-style-type: none"> <li>Applicant's Implementation Schedule appears reasonable</li> </ul>	4
<b>Budget Detail</b>	<b>4</b>
<ul style="list-style-type: none"> <li>Budget is complete.</li> </ul>	2
<ul style="list-style-type: none"> <li>Budgeted items are cost-effective in relation to the proposed activities.</li> </ul>	2

<b>Budget Narrative:</b>	<b>2</b>
<ul style="list-style-type: none"> <li>Narrative is complete for all line items, clearly detailing how the applicant arrived at and calculated the budget amounts.</li> </ul>	2
<b>Total Possible Points</b>	<b>100</b>

### ***1. Review and Selection Process***

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. Scoring will be based on the scoring criteria outlined in the previous section (Section E.1.). The highest-scoring proposal will be selected. Based on available funding, the next highest-scoring proposal(s) may be selected. Applications that score less than 70 points will not be funded. Proposals will be reviewed by a panel of ICJIA staff and stakeholders. Selected applicants will receive a notification announcing the award of a 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, ICJIA will publish the announcement on 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.

### ***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. The appeal must be submitted via email within 14 calendar days after receipt of a Funding Opportunity Declination Letter from ICJIA. The appeal must include, at a minimum, the following:

- Statement indicating a request for a formal appeal
- A statement of reason 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)

Once an appeal is received, ICJIA will acknowledge receipt of an appeal. 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.

### ***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 debriefing requests to:

Cydney Wessel

Illinois Criminal Justice Information Authority

[CJA.CVPIQuestions@illinois.gov](mailto:CJA.CVPIQuestions@illinois.gov)

## **F. Award Administration Information**

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

The ICJIA Budget Committee is scheduled to review and approve designations in June 2024.

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.

### ***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 the Department of Justice Appropriations Act, 2023 (Pub. L. No. 117-328; 136 Stat. 4459, 4537), Bipartisan Safer Communities

Supplemental Appropriations Act, 2022 (Pub. L. No. 117-159, 136 Stat. 1313, 1339), 28 U.S.C. 530C, 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.

### **4. *Additional Certifications Required for Federal Funding***

- Equal Employment Opportunity and Civil Rights Certification signed by the Implementing Agency
- Lobbying and Debarment certification signed by the Program Agency

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

For questions and technical assistance regarding application submission, contact:

Cydney Wessel  
Illinois Criminal Justice Information Authority  
[CJA.CVPIQuestions@illinois.gov](mailto:CJA.CVPIQuestions@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.

Applicants should take care to avoid including personally identifying or proprietary information in their applications. All applications are public documents and subject to release in accordance with relevant law and administrative rules governing state awarding agencies.