

**Community-Based Violence Intervention and Prevention Program**  
**NOFO INSTRUCTIONS**  
**NOFO # 2117-0501**

Task	Date
NOFO & Technical Assistance Recording posted	May 1, 2025
NOFO question submission deadline	May 22, 2025
<b>Applications due</b>	<b>4:59 p.m., June 02, 2025</b>
Budget Committee review/approval of recommended designations	August 21 2025
Performance Period	September 1, 2025, to June 30. 2026

**CHECKLIST**

Prior to applying:

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

## AmpliFund Download/Upload Checklist:

- [United States Internal Revenue Service 501\(c\)\(3\) determination letter - PDF \(Non-Profit Agency Required\)](#)
- [Memorandum of Understanding or Letters of Support \(specify # to be submitted\)](#)
- Budget/Budget Narrative
- [Additional Forms \(as required for program at time of application\)](#)

## Application Submission via AmpliFund

The following process is required:

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

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

<https://il.amplifund.com/Public/Opportunities/Details/56c34ff7-dd99-46cc-8b4a-ed9cf65267>

Criminal Justice Information Authority - 2117-0501 Community-Based Violence Intervention and Prevention (CB-VIP)

Criminal Justice Information Authority - 2117-0501 Community-Based Violence Intervention and Prevention (CB-VIP)

To be considered for funding, completed applications must be submitted via the above AmpliFund link by the application deadline of June 2, 2025. ICJIA encourages applicants to review the Technical Assistance Webinar of that webinar which will be posted at X, for more information on how to apply.

**Notice for Funding Opportunity (NOFO)**  
Community-Based Violence Intervention and Prevention Program  
**NOFO #2117-0501**

	<b>Data Field</b>	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority (ICJIA)
2.	Agency Contact:	Lajuana Murphy Acting Public Service Administrator Illinois Criminal Justice Information Authority 60 E Van Buren Street, Suite 650 Chicago, IL 60605 Lajuana.Murphy@illinois.gov 312-793-8550
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:	2117-0501
6.	Funding Opportunity Title:	Community-Based Violence Intervention and Prevention Program
7.	CSFA Number:	546-00-2117
8.	CSFA Popular Name:	CB-VIP
9.	Assistance Listing Number(s):	N/A
10.	Anticipated Number of Awards:	Unknown
11.	Estimated Total Program Funding:	\$16,342,700
12.	Award Range	\$50,000-\$200,000
13.	Source of Funding:	<input type="checkbox"/> Federal or Federal pass-through <input checked="" type="checkbox"/> State
14.	Match Requirement:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15.	Indirect Costs Allowed Restrictions on Indirect Costs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
16.	Posted Date:	May 1, 2025
17.	Application Range:	32 Days
18.	Technical Assistance Session:	Session Offered: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Session Mandatory: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No It is recommended that applicants view the recorded technical assistance. <a href="https://youtu.be/sxd60kx_AGE">https://youtu.be/sxd60kx_AGE</a>
19.	AmpliFund Application Submission Link:	<a href="https://il.amplifund.com/Public/Opportunities/Details/56c34ff7-dd99-46cc-8b4a-ed9cf6526717">https://il.amplifund.com/Public/Opportunities/Details/56c34ff7-dd99-46cc-8b4a-ed9cf6526717</a>

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## Notice of Funding Opportunity

### Community-Based Violence Intervention and Prevention Program (CB-VIP)

#### Program Description

The FY26 Illinois State budget includes \$16,342, 700 for SFY26 Community-Based Violence Prevention and Intervention Program grants and administration. ICJIA is making these funds available for programs that reduce violence by addressing risk factors and strengthening protective factors. Funding supports primary prevention through family support, education, youth development, and community investment; secondary prevention by intervening with high-risk individuals via mentorship, conflict resolution, and early intervention; and tertiary prevention by aiding recovery through trauma-informed services, case management, and street intervention. The ICJIA statute includes the requirement to “coordinate statewide violence prevention efforts and assist in the implementation of trauma recovery centers and analyze trauma recovery services.” It also states ICJIA “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.”

#### *Purpose*


Experiencing forms of violence 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 and, adult intimate partner violence, sexual assault and violence, violent crime (e.g., 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.

A staggering 3.5 million reports were made to child protective services for maltreatment concerns in 2017 (ACF, 2019). An estimated 8.5 million women in the U.S. (7%) and over 4 million men (4%) reported experiencing physical violence, rape (or being made to penetrate someone else), or stalking from an intimate partner in their lifetime and indicated that they experienced these or other forms of violence by that partner before the age of 18 (CDC, 2023). Approximately one in three youth are victimized by their peers at school and one in four experience a form of teen dating violence (CDC, 2018). The FBI reported approximately 364 violent crimes per 100,000 people in the United States in 2023.

The total reported violent crime rate for Illinois in 2023 was 310.1 per 100,000, lower than the national average of 374.4. However, violence still affects many Illinoisans. In a study of Illinois residents, about one in four had youth experienced bullying in the past year, about one in five youth had reported engaging in physical fighting in the past year, and an estimated one in three women experienced sexual or physical violence from an intimate partner in their lifetime. Rates

of violence were higher among racial, ethnic, sexual, and gender minority groups. Disparities were also seen within community types and counties within Illinois. (Garthe, Smith, & Freeman, 2021).

Victimization, perpetration, and exposure to violence can result in enormous costs to society, including substantial health care, criminal justice, and child welfare expenses. Violence and exposure to violence can have a significantly negative impact on an individuals' mental health, causing depression, suicidal behavior, and posttraumatic stress disorder. They also 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). There is also substantial research documenting the relationship between the 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 barriers to social services, fewer affordable and quality housing options, and systemic oppression,  of which are examples of collective violence and can lead to the likelihood of an individual experiencing trauma (Escamilla, 2020).

These alarming statistics and compounding outcomes reveal with utmost urgency the need to prevent violence from occurring. In addition, trauma-informed services that recognize the impact of trauma on an individuals' development and emotional, behavioral, and relational outcomes are critical for recovery. For more information on trauma-informed care, please see: <https://www.samhsa.gov/mental-health/trauma-violence/trauma-informed-approaches-program>

## Violence Prevention Framework

Evidence-informed 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 experiencing violence). Risk and protective factors exist at various levels, including individual, relational, community, and structural or systemic factors (Weisner, 2020; Wilkins et al., 2014).

Several forms of violence share risk and protective factors. **By considering these shared factors, programs can be expanded or enhanced to prevent multiple forms of violence.**

- **Individual risk factors** include impulsiveness/poor emotional and behavioral control, substance use and abuse, aggressive beliefs, norms, and attitudes, weak school achievement, access to illegal firearms, witnessing violence, history of violent victimization, and mental health concerns.
- **Individual protective factors** include academic achievement, commitment to sports and other prosocial activities, social skills and emotion regulation, opportunities for recognition, and effective de-escalation and conflict resolution behaviors and skills.

- **Relationship risk factors** include peers who engage in violent or illegal gang activity, parental conflict and domestic violence, lack of connection to school, exposure to violence in relationships, and lack of social support.
- **Relationship protective factors** include positive family relationships and involvement, high parental monitoring, messages promoting nonviolence, positive friendships and peer groups, healthy dating relationship skills, and relationships with caring adults.
- **Community risk factors** include residential instability, lack of resources and opportunities, lack of positive relationships and connections between neighbors, crime and illegal gang activity, drug sales, and lack of accessibility to quality supportive services.
- **Community protective factors** include collective efficacy (neighbors would intervene if something were happening; strong connections), attachment to one's community, well-resourced community, and community norms of nonviolence.
- **Societal risk factors** include cultural norms that support violence, violence in the media, economic inequities, and structural racism.
- **Societal protective factors** include making investments in community building and community engagement, creating economic opportunities, and dismantling structural racism.

Information on shared risk and protective factors are here: [Connecting the Dots: An Overview of the Links Among Multiple Forms of Violence](#)

### ***Program Design***

This funding opportunity's program design consists of a comprehensive approach that respects each community's expertise in best meeting their needs. Applicants should propose violence reduction and/or prevention services for children, youth, and families at risk for being harmed or harming others. Programs must clearly identify whether their services align with primary, secondary, and/or tertiary prevention strategies.

### **Primary Prevention (Preventing violence before it occurs)**

Programs in this category focus on reducing risk factors and strengthening protective factors for individuals and communities. Examples include:

- Supporting healthy development in families through early childhood programs or parenting and family support.
- Providing high-quality education through pre-school enrichment, tutoring, mentoring, or after-school programs.
- Focusing on youth development, including universal programs and social-emotional development.
- Creating and sustaining protective communities by investing in community resources, promoting economic growth opportunities, or fostering entrepreneurship.

### **Secondary Prevention (Intervening with individuals or groups at high risk)**

These programs target those who are at an elevated risk of experiencing or perpetrating violence. Examples include:

- Early intervention programs for youth who have experienced trauma or are at risk of gang involvement.
- Conflict resolution and mediation services to address escalating disputes before they lead to violence.
- Mentorship programs that connect at-risk youth with positive role models and support systems.
- 

### **Tertiary Prevention (Reducing the long-term impact of violence and preventing recurrence)**

Tertiary prevention efforts focus on supporting individuals and communities that have already experienced violence, helping them recover and reducing the likelihood of future harm.

Examples include:

- Providing victim-centered services, such as trauma-informed counseling and support groups.
- Hospital-based violence intervention programs that engage victims of violence in services to prevent retaliation or re-injury.
- Case management services that assist individuals in navigating resources such as housing, employment, and mental health care.
- Street intervention programs that work to de-escalate conflicts and prevent further violence.

If applicable, services should be grounded in trauma-informed practices. Agencies are also encouraged to demonstrate experience in restorative justice practices where relevant.

Applicants may request a minimum of \$50,000 and a maximum of \$200,000 in grant funding. The expected period of performance will be **September 1, 2025, to June 30, 2026**. Additional funding of up to 24 months may be awarded after the initial funding period, contingent upon satisfactory performance and availability of funds. Total funding for the grant program will not exceed 36 months.



## ***Program Requirements***

Programmatic requirements are as follows:

- Applicants must have a designated representative responsible for coordinating with ICJIA on grant initiation, monitoring, and reporting. ICJIA recommends dedicating at least a .5 FTE position to meet these responsibilities.
- As a condition of funding, applicants must acknowledge that they may be required to participate in research and evaluation efforts lead or supported by the University of Illinois Urbana-Champaign under contract with ICJIA. Evaluation efforts may include, and are not limited to, program effectiveness studies, client outcome tracking, and impact assessments. Participation in these research activities is intended to strengthen violence prevention strategies and inform best practices.
- If an applicant doesn't have current staff with accounting and/or fiscal experience, the budget must include funds for a subcontractor to provide accounting services.
- If the applicant is new to receiving grant funds, the grantee will be referred to ICJIA's i2i program to assist them in capacity building efforts.
- Applicants must indicate whether their program applies an evidence-based practice. If so, they must identify the practice and provide a brief description, including its effectiveness in violence prevention. Evidence-based practices in violence prevention are interventions that have been rigorously evaluated and demonstrate effectiveness in reducing violence-related outcomes.
- Applicants must specify whether their program provides primary, secondary, and/or tertiary violence prevention services. Programs addressing multiple levels of prevention should describe how they integrate these approaches. Applicants should describe how their services align with the definitions below.

For reference, the definitions of these service levels are as follows:

- **Primary Prevention:** Strategies aimed at preventing violence before it occurs by addressing risk and protective factors (e.g., youth development programs, community engagement initiatives).
- **Secondary Prevention:** Strategies that target individuals or groups at high risk of experiencing or perpetrating violence (e.g., conflict mediation, mentorship programs).
- **Tertiary Prevention:** Strategies focused on reducing the long-term impact of violence and preventing recurrence (e.g., trauma recovery services, reintegration support).

## ***Performance Measures***

Grantees will be required to submit progress reports on their performance metrics.

As part of the application:

1. Applicants must select at least two performance metrics the list provided.
2. Applicants must provide additional, discretionary metrics specific to their particular program activity.
3. If the applicant proposes to serve youth, risk and protective factors for youth violence must be provided.
4. If the applicant proposes staff and/or volunteer training around trauma-informed care and/or restorative justice practices, they must provide specific performance metrics related to the trainings. These may include details on the number of individuals trained, training hours completed, and evidence of training completion (such as certificates or attendance records) where applicable.

Once applicants are selected, ICJIA staff will review and revise goals, performance measures, and performance standards in collaboration with grantee staff.

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

## **A. Funding Information**

A total of \$16,342,700 in funding is available through this solicitation. Applicants may request a minimum of \$50,000 and a maximum of \$200,000 in grant funding.

Agreements that result from this funding opportunity are contingent upon and subject to the availability of funds. ICJIA may terminate or suspend this agreement, in whole or in part, without penalty or further payment being required, if (i) sufficient funds for the agreement have not been appropriated or otherwise made available to the grantor by the state or the federal funding source, (ii) the governor or grantor reserves funds, or (iii) the governor or ICJIA determines that funds will not or may not be available for payment.

ICJIA will provide notice, in writing, to the grantee of any such funding failure and its election to terminate or suspend the agreement as soon as practicable. Any suspension or termination pursuant to this Section will be effective upon the date of the written notice unless otherwise indicated. Applications must include an Implementation Schedule that describes how the program activities will be carried out. The Implementation Schedule must include information that will allow ICJIA to assess grant activity relative to planned project performance.

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

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

## B. Eligibility Information

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

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

Funding eligibility is limited to agencies that meet the following criteria:

- GATA Grantee Pre-qualification
- A current operating budget of \$3 million or less.

ICJIA will not review applications that fail to meet the eligibility criteria by application deadline. State awards will not be granted to applicants that do not meet eligibility requirements.

### 1. Match Requirement

Cost sharing or matching is not required.

### 2. Indirect Cost Rate

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

- a) Federally Negotiated Rate. Organizations that receive direct federal funding, may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. Illinois will accept the federally negotiated rate.
- b) State Negotiated Rate. The organization may negotiate an indirect cost rate with the State of Illinois if they do not have a Federally Negotiated Rate. If an organization has not previously established an indirect cost rate, an indirect cost rate proposal must be submitted through the State of Illinois centralized indirect cost rate system in the GATA Grantee Portal. If an organization previously established an indirect cost rate, the organization must annually submit a new indirect cost proposal through the

GATA Grantee Portal system within the earlier of six (6) months after the close of the grantee's fiscal year; and three (3) months of the notice of award.

- c) *De Minimis Rate*. An organization that has never negotiated an indirect cost rate with the Federal Government or the State of Illinois is eligible to elect a *de minimis* rate of 15% of modified total direct cost (MTDC). Once established, the *de minimis* Rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the *de minimis* rate.

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

Grantees have discretion and can elect to waive payment for indirect costs. Grantees that elect to waive payments for indirect costs cannot be reimbursed for indirect costs. The organization must record an election to "Waive Indirect Costs" into the GATA Grantee Portal. Indirect Cost election must be completed annually, for every entity's fiscal year. More information regarding the indirect cost election process can be found [here](#).

Indirect Cost election must be completed annually for every state fiscal year.

## C. Application and Submission Information

### 1. Accessing Application Package

Paper copies of the application materials may be requested from **Lajuana Murphy** by calling **312-793-1303** or writing **Lajuana Murphy** at 60 E Van Buren, Suite 650, Chicago, Illinois 60605; via Telephone Device for the Deaf (TDD) (312)793-4170, or by email at **CJA.CBVIPSFY26NOFO@Illinois.gov**. Application materials, however, must be submitted via the AmpliFund grant management system:

<https://il.amplifund.com/Public/Opportunities/Details/56c34ff7-dd99-46cc-8b4a-ed9cf6526717>

### 2. Content and Form of Application Submission

Applications must be submitted in AmpliFund.

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

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

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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).

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

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

- c) Continue to maintain an active SAM registration with current information while it has an active award or application under consideration. ICJIA may not make a federal pass-through or state award to an applicant until the applicant has complied with all applicable SAM requirements. If an applicant has not fully complied with the requirements by the time ICJIA is ready to make an award, ICJIA may determine that the applicant is not qualified to receive an award and may use that determination as a basis for making a state award to another applicant.

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

Completed application materials must be received by and in possession of the AmpliFund grant management system by 5:00 p.m., June 2, 2025, to be considered for funding.

Applications must be submitted via AmpliFund:

<https://il.amplifund.com/Public/Opportunities/Details/56c34ff7-dd99-46cc-8b4a-ed9cf6526717>

Upon receipt, an automated confirmation will be emailed. Proposals will not be accepted by email, mail, fax, or in person. AmpliFund will not permit late submissions. Agencies are encouraged to submit their applications 24-72 hours in advance of the deadline to avoid unforeseen technical difficulties. Technical difficulties with the grant management system should be reported immediately to ICJIA at [CJA.CBVIPSFY26NOFO@Illinois.gov](mailto:CJA.CBVIPSFY26NOFO@Illinois.gov)

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

Questions may be submitted via email at [CJA.CBVIPSFY26NOFO@Illinois.gov](mailto:CJA.CBVIPSFY26NOFO@Illinois.gov). The deadline for submitted questions is 5:00 p.m. (CST) on May 22, 2025. All substantive questions and responses will be posted on the ICJIA website at <https://icjia.illinois.gov/gata> and on the AmpliFund link <https://grants.icjia.cloud/> <https://gata.icjia.cloud/>. 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.CBVIPSFY26NOFO@Illinois.gov](mailto:CJA.CBVIPSFY26NOFO@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](https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf). Costs may be determined to be unallowable even if not expressly prohibited in the Federal Financial Guide.

- b) Prohibited Uses. The following is a non-exhaustive list of services, activities, goods, and other costs that cannot be supported through this NOFO:
- Land acquisition
  - New construction
  - A renovation, lease, or any other proposed use of a building or facility that will either result in a change in its basic prior use or significantly change its size
  - Minor renovation or remodeling of a property either listed or eligible for listing on the National Register of Historic Places or located within a 100-year flood plain
  - Implementation of a new program involving the use of chemicals
  - Capital expenditures
  - Fundraising activities
  - Lobbying
- c) Allowable expenses. All expenses must reasonable, necessary, and allocable to the program.
- d) Pre-Award Costs. **No costs incurred before the start date of the grant agreement may be charged to awards resulting from this funding opportunity.**
- e) Pre-approvals. Prior approvals may affect project timelines. Submission of materials for ICJIA approval should be incorporated into the application Implementation Schedules. ICJIA may require prior approval of the following:
- Out-of-state travel
  - Certain Requests for Proposals, procurements, and sub-contracts
  - Conference, meeting, and training costs
- f) State Travel Guidelines. Travel costs charged to ICJIA must conform to State Travel Guidelines, found here: <https://cms.illinois.gov/employees/travel.html> which are based on the General Service Administration (GSA) guidelines found here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Applicant agencies with lower cost travel guidelines than the State of Illinois must use those lower rates.
- g) Executive Compensation. All personnel costs are subject to ICJIA's Executive Compensation policy, found here: <https://agency.icjia->

[api.cloud/uploads/Grantee\\_Executive\\_Pay\\_Policy\\_1\\_12\\_GC\\_ED\\_Executed\\_0891a2fb26.pdf](https://api.cloud/uploads/Grantee_Executive_Pay_Policy_1_12_GC_ED_Executed_0891a2fb26.pdf)

- h) Conflict of Interest. All grants are subject to ICJIA's Conflict of Interest Policy, located here: [https://agency.icjia-api.cloud/uploads/Conflict\\_of\\_Interest\\_Policy\\_August\\_2023\\_ED\\_Signed\\_8452f2e1b6.pdf](https://agency.icjia-api.cloud/uploads/Conflict_of_Interest_Policy_August_2023_ED_Signed_8452f2e1b6.pdf)
- i) Program Income. Program income means gross income earned by the grantee or a subrecipient that is directly generated by supported activity or earned as a result of the award during the period of performance, subject to 2 CFR 200.307(c). The grantee or subrecipient is encouraged to earn income to defray program costs when appropriate. Program income must be used for the original purpose of the award. Program income earned during the period of performance may only be used for costs incurred during the period of performance or allowable closeout costs. Program income is added to the total allowable costs, increasing the overall total amount of the award. Applicants must consider whether their program will generate program income as part of the application phase. Upon award, the applicant must discuss potential program income with ICJIA staff.
- j) Proposed Subawards and Subcontracts. Applicants may propose to enter subawards or subcontracts under this award, each of which involve different rules and applicant responsibilities. A subaward carries out a portion of the grant agreement while a contract is often for obtaining goods and services for the grantee's own use. (44 Ill. Admin Code 7000.240). If a third party will provide some of the essential services or develop or modify a product that the applicant has committed to provide or produce, ICJIA may consider the agreement with the third party a subaward for purposes of grant administration.

Applicants must classify each expense in the contractual budget as a subaward or subcontract. The substance of the agreement, not the title or structure of the agreement, will determine whether it is a subaward 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.

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

## **7. Other Submission Requirements**

Applications must be submitted in Amplifund.

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

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

Applicant Technical Assistance Recording. Applicants are advised to view the following technical assistance recordings prior to application submission.

Additional resources are:

- [Register in the GATA Grantee Portal](#)
- [Creating a GATA Grantee User Account](#)

Scoring Criteria		Possible Points
<b>Program Summary (5)</b>		
1. Provide a one-paragraph summary of your proposed program, including the main elements of the program, the focus community(ies), population (including anticipated age range), and services that will be provided. Indicate whether your program aligns with primary, secondary, and/or tertiary prevention strategies and briefly describe how. (5 points)		5
<b>Community Description and Need (10)</b>		
2. Describe the proposed community to be served, including demographics, challenges and strengths. Include your agency's role in the community. Clearly identify whether your services align with primary, secondary, and/or tertiary prevention strategies and explain how your activities fit within these categories. Be as specific as possible. (5 points)		5
3. Describe how you intend to engage difficult to reach populations. Examples of difficult-to-reach populations can be a rural population, people with mental health issues, people who are gender fluid, immigrants, or racial minorities (if you are in a community without a		5



significant number of racial minorities). The response should include the population, justification for why the population is difficult-to-reach, a description of the outreach efforts, and how you've determined that these outreach efforts will be successful. Discuss how your engagement strategies align with your program's primary, secondary, and/or tertiary prevention focus. (5 points)	
<b>Agency Capacity (5)</b>	
4. Describe the history of your agency. Include experience in receiving private, foundation, and/or government grants. Explain how your program will sustain its primary, secondary, and/or tertiary prevention services over time (5 points)	5
<b>Project Implementation (45)</b>	
5. Discuss your agencies' commitment to trauma informed and, if applicable, restorative justice practices (5 points)	5
6. Describe the proposed program. Include program activities, services, focus population, and how the program activities will meet focus population needs. Additionally, discuss any evidence-based practices the program will incorporate and how client outcomes will be tracked. Specify whether the program conducts pre/post assessments or engages in other forms of research or data collection to measure effectiveness. (10 points) (10 points)	10
7. Describe community engagement to ensure that the program will attract participants. Explain how these approaches maximizes engagement. (10 points)	10
8. List and describe all staff positions (both employees and contractual staff) involved in the proposed project. Include at minimum: staff position, roles, and responsibilities. Identify the position(s) that will work with ICJIA on grant execution and compliance. (10 points)	10
9. Funding will be for an initial 12 months and then a potential additional 24 months. If that occurs, how will you ensure this program will continue beyond the total 36 months of funding? (10 points)	10
<b>Implementation Schedule (5)</b>	5
<b>Performance Metrics (10)</b>	10
<b>Budget (20)</b>	
Budget Detail	10
Budget Narrative	10
<b>Total Possible Points</b>	
<b>100</b>	

### **Bonus Equity Questions (20 pts)**

Scoring Criteria	Possible Points
1. Please describe how your agency leadership, including board members, directors, and managers, reflect the proposed community and residents to	5

be served. If agency leaders have lived or work experience in the community to be served, please describe that experience. (5 Points)	
2.Describe at least one real-life situation regarding how your agency's leadership has used their roots in the community to be served to improve the organization's programming. Be as specific as possible. (5 Points)	5
3.Please describe how your program employs mentors, credible messengers, practitioners, or other front-line program staff who are residents of the community being served. Please explain how they ensure their activities are responsive to the community they serve. (5 points)	5
4.Describe at least one real-life situation regarding how your program staff have used their roots in the community to be served to inform or improve their work with individuals in the community. Be as specific as possible. (5 points)	5
<b>Total Possible Points</b>	
<b>20</b>	

- <https://www.youtube.com/watch?v=3yWlyoqmxzQ><https://www.youtube.com/watch?v=k46JIDcoLCE>

### 1. Review and Selection Process

Proposals that pass the merit review process will be awarded based on the following criteria:

All

Sequence of Scoring Criteria Used	
1	Highest Scoring Application
2	Available Funding
Sequence of Tie Breakers Used	
1	Highest Score: Program Design
2	Highest Score: Statement of the Problem
3	Highest Score: Project Management
4	Highest Score: Goals, objectives and Performance Indicators

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

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

stakeholders.

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

ICJIA may invite applicants to answer clarifying questions and modify budgets that include unallowable or unreasonable costs. NOFO application budgets will be reviewed for allowability, completeness, and cost-effectiveness. ICJIA will perform an in-depth budget review of all grants awarded and may require budget modifications that do not materially change the nature of the program.

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

## ***2. Appeal Process***

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

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

The appeal will be sent to:

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

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

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

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

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

### ***3. Debriefing Process***

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

Requests for debriefings must be made via email and submitted within seven calendar days after receipt of notice. Debriefing requests will not be granted if there is an active appeal, administrative action, or court proceeding. The written debriefing requests shall include:

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

Please send debriefing requests to:

Lajuana Murphy  
Illinois Criminal Justice Information Authority  
CJA.CBVIPSFY26NOFO@Illinois.gov

## **D. Award Administration Information**

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

The ICJIA Budget Committee is expected to review and approve designations in August 2025.

ICJIA will transmit a Notice of State Award (NOSA) and the grant agreement to successful applicants after the August 2025 Committee reviews and approves designations. The NOSA will detail specific conditions resulting from pre-award risk assessments that will be included in the grant agreement. The NOSA will be provided and must be accepted through the Grantee Portal unless another distribution is established. The NOSA is not an authorization to begin performance or incur costs.

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

- Fiscal Information Sheet
- Audit Information Sheet
- Programmatic Risk Assessment

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

In addition to implementing the funded project consistent with the approved project proposal and budget, agencies selected for funding must comply with applicable grant terms and conditions and other legal requirements, including Senate Bill 251; Public Act 103-0589, 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.

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.

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

For questions and technical assistance regarding application submission, contact:

Lajuana Murphy  
Illinois Criminal Justice Information Authority  
CJA.CBVIPSFY26NOFO@Illinois.gov

## **F. Other Information**

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

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

Applications submitted in response to this Notice of Funding Opportunity are subject to the Illinois Freedom of Information Act (FOIA). Any information that the applicant believes should be exempt under FOIA should clearly highlight the information that is exempt and the basis of the exemption.

See this website for more information about ICJIA: <http://www.icjia.state.il.us/>