Trauma Recovery and Community Healing Resource Centers
INSTRUCTIONS
NOFO # 3049-2447

Task	Date
NOFO posted	December 27, 2022
Technical Assistance Recording	December 27, 2022
Notice of Intent due	January 3, 2023
NOFO question submission deadline	January 5, 2023
Applications due	**5:00 p.m. CST,** January 11, 2023
Budget Committee review/approval of recommended designations	February 16, 2023
Performance Period	March 1, 2023, to June 30, 2023

CHECKLIST

Prior to application due date:

- 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
- Maintain in "Good" standing with all GATA pre-qualification requirements

Submission Checklist:

- Uniform Application for State Grant Assistance
  - Submitted in PDF (signed, and scanned)
  - Submitted in a Word file
- Program Narrative –Do not change the format of this document
  - Submitted in a Word file.
- Budget/Budget Narrative
  - Submitted in Excel format (no signatures required for this document at this time)
- Memorandum of Understanding(s) if utilizing a collaborative partnership.

The documents listed above should be zipped in a single folder. Each individual document should be named following naming conventions listed on pages 14-15 and emailed to: CJA.StateViolencePrevention@Illinois.gov

Uniform Notice for Funding Opportunity (NOFO)
Trauma Recovery and Community Healing Resource Centers

	Data Field	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority (ICJIA)
2.	Agency Contact:	Nathaniel Bossick Strategic Project Administrator Illinois Criminal Justice Information Authority 60 E Van Buren Street, Suite 650 Chicago, Illinois 60605 Nathaniel.Bossick@Illinois.gov (312) 793-8550
3.	Announcement Type:	X Initial announcement □ Modification of a previous announcement
4.	Type of Assistance Instrument:	Grant
5.	Funding Opportunity Number:	3049-2447
6.	Funding Opportunity Title:	Trauma Recovery and Community Healing Resource Centers
7.	CSFA Number:	546-00-3049
8.	CSFA Popular Name:	CHRC
9.	CFDA Number(s):	Not Applicable
10.	Anticipated Number of Awards:	1
11.	Estimated Total Program Funding:	$1,900,000
12.	Award Range	$1,000,000 - $1,900,000
13.	Source of Funding:	□ Federal or Federal pass-through X State □ Private / other funding
14.	Cost Sharing or Matching Requirement:	□ Yes X No
15.	Indirect Costs Allowed Restrictions on Indirect Costs	X Yes □ No □ Yes X No
16.	Posted Date:	December 27, 2022
17.	Application Range:	December 27, 2022 – January 11, 2023
18.	Technical Assistance Session: https://illinois.webex.com/recordingservice/sites/illinois/recording/d2eda2606439103b9bff8a7032db3c20/playback	Session Offered: X Yes □ No Session Mandatory: □ Yes X No It is recommended that applicants view the recorded technical assistance, which will be available beginning on December 27, 2022, at 10:00 a.m.

Table of Contents

Notice of Funding Opportunity
Community Healing Resource Centers

A. Program Description

The FY23 Illinois State Budget includes a $1.9 million appropriation for trauma recovery center grants. This appropriation will be administered by the Illinois Criminal Justice Information Authority (ICJIA) through this notice of funding opportunity (NOFO) to support the Community Healing Resource Centers Program.

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

1. *Purpose*

The purpose of this NOFO is to fund a Community Healing Resource Center (CHRCs) pilot project. Funds must be used to implement aspects of the evidence-informed Community Trauma Recovery Center (TRC) and Advocate models, incorporating a culturally competent and community-centered approach.

Creating CHRCs across greater Illinois will support communities that are most impacted by gun violence. These CHRCs will operate as community-based trauma recovery and healing centers and offer consistent support individualized to the needs of the trauma survivor. The CHRCs will provide three tiers of support through a multidisciplinary support team skilled in community outreach and resource connection, mental/trauma health, and spiritual healing.

This program will provide trauma support to survivors who often go without the necessary individualized resources to heal and subsequent communities who also experience high levels of violence . Support services may include victim advocacy, mental health, somatic activities (yoga, creative arts, disciplined self-defense activities), resource referrals and linkages, and crisis support. Resource linkage must include partnerships that include such services as legal assistance, education, faith-based institutions, and specialized mental health providers.

Survivors often do not seek help as a result of their cultural beliefs, a lack of service awareness, fear of additional traumatization from providers who lack cultural awareness, and past negative interactions with formal criminal justice institutions. Communities most impacted by violence have historically been under-resourced and lack appropriate trauma and healing centered service models.

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

Community-based credible messengers are effective communicators in terms of reaching residents and educating them on issues that are of significant impact and accessing local resources and supports. Strengthening the capacity of community service providers increases the likelihood of survivors engaging in services and receiving intentional support to heal.

CHRCs will specifically address the psychological and tangible needs of trauma survivors with effective and trauma-informed outreach and support methods and community engagement strategies to educate residents on neighborhood supports. CHRCs will also link survivors to support services.

2. *Program Design*

Applicants are encouraged to review the University of California-San Francisco (UC San Francisco) Trauma Recovery Center Manual for an example of elements that could be integrated to create a comprehensive program. Download the manual here: https://divisionoftraumarecoveryservices.org/wp-content/uploads/2022/02/TRC-Manual-A-Model-for-Removing-Barriers-to-Care-and-Transforming-Services-for-Survivors-of-Violent-Crime.pdf.

Applicants must describe how specific elements will be implemented and how that implementation is appropriate for the setting. Applications that fail to address one or more elements may not be scored.

CHRCs must be anchored in and operate within a community-centered location such as a community organization, church, park district, school, or any other community center. **Successful applicants will provide services in at least 3 community areas with high rates of gun violence, homicides, community violence, and/or violent assaults.**

3. *Program Requirements*

In addition to incorporating the core elements of the Community TRC model (TRC Core Elements), applicants must incorporate the following components in their proposed program structure.

a) Supervisors and Direct Service Staff

A staffing plan is required to ensure essential program functions while allowing flexibility to fit the applicant's organizational structure. Position titles can be changed to match agency structure. Staff shall consist of a multidisciplinary team that includes, at minimum:

- **Program Director**: This position oversees the entire program, manages relationships with other service providers, and can conduct trainings and provide supervision of direct service providers. This position must have a clinical orientation. The program director promotes the program and advocates for resources to ensure trauma-informed programming.

- **Clinical Supervisor**: This position supervises direct service staff and services, fosters inter-agency coordination, and conducts trainings. The role includes providing direct services.
- **Clinicians**: These positions may include psychologists, social workers, counselors, and marriage and family therapists. Clinical staff must hold master's degrees and clinical licenses (clinical psychologist, LCPC, LCSW, LMFT) or be engaged in supervised practice to meet the requirements of clinical licensure. Team members must have expertise in or acquire the necessary training to serve the proposed program's target population.
- **Psychiatrist** for medication management and case consultation.
- **Project Evaluator**: This position requires a person with experience analyzing data, producing reports, and performing quality assurance activities. In coordination with the program director, the project evaluator manages programmatic documentation, reports and statistics, and assessment completion, and monitors services to ensure the TRC Core Elements are followed. The project evaluator may also serve as a liaison and work alongside ICJIA's research and evaluation staff.

Additional positions that enhance service delivery or strengthen the implementation of the model may be included in the program design. Examples include, but are not limited to:

- **Peer Support Provider**: A peer support provider (e.g., certified peer specialist, peer support specialist) is a person who uses their personal experience of recovering from victimization and/or exposure to violence and skills learned in formal training to deliver services that promote recovery and resiliency.[14] This non-clinical position is supervised by either the Program Director or Clinical Supervisor and can assist in the identification, engagement, and facilitation of community resources. This position must not replace clinical staff and must be integrated into the team structure (e.g., a participating member of the multidisciplinary team).

  See the UC [San Francisco's TRC Program Model](#) for an example of staffing structure and proposed trainings. TRC staff should be equipped and trained in culturally humble services to the underserved and marginalized clients their program will serve.

b) Training

   Initial and ongoing training is a critical component of any TRC model. Within the program narrative, applicants should outline required training for program staff (e.g., training in evidence-based treatment modalities), outlining which program staff are trained and/or which trainings will be sought for staff that do not possess core skills or competencies. In addition, applicants must explain how clinical supervision will be provided to staff to ensure the highest quality of care, including how self-care and opportunities for professional development will be incorporated.

c) Direct Services

   CHRC staff will directly provide an array of clinical and other services, including client

assessment and service planning, individualized psychotherapy, outpatient substance use disorder counseling, group psychotherapy, medication management, and clinical case management. Additional services that must be directly provided by CHRC staff or by other community providers, including advocacy, accompaniment, transportation to services, and referrals to partner agencies.   Legal advocacy, housing assistance, and support groups may also be made accessible to CHRC clients and may be provided by CHRC staff or through individual referral to qualified external partners.

d) Peer Support

CHRCs are well positioned to create opportunities for clients to receive support from their peers, those with lived experiences, and for those who have experienced victimization to support others. This can take many forms, including participation in   public awareness and outreach work and paid direct service work as a peer support provider.

Current CHRC clients should **not** be considered for paid direct service work and should be encouraged to participate in public awareness and outreach activities. Examples of public awareness and outreach work include, but are not limited to, participation in panel discussions or presentations with clinical program staff.

Opportunities to participate should be presented to clients only when the clinical case manager, supervisor, and client agree that participation would benefit the client in their recovery. CHRC staff are responsible for creating a supportive environment and responding to the needs that arise for volunteers as the result of their engagement in peer support work.

4. *Goals and Performance Metrics*

The goal of program performance is to reduce violence in Illinois by educating community members on trauma and toxic stress, connecting to mental health providers, and providing community led healing services that equip communities with the tools to be the architects of their own healing.

A goal is a broader vision of what the program will accomplish (i.e., safer community). Objectives are the measurable tasks the program must achieve to meet the realization of its goal. Objectives can be expressed as a quantitative standard, value, or rate. The applicant should specify clear objectives, performance measures, or milestones, including timing and scope of expected performance as they relate to the outcomes to be achieved by the program. Performance should be measured in a way that helps the organization and the state improve program outcomes, share lessons learned, and spread adoption of promising practices.

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

- **Overall Goal**: This goal is a broad statement about what can be achieved long-term as a result of the proposed program. The overall goal can be stated in a one sentence statement, such as, "The overall goal of this proposed program is to address trauma in Chicago and surrounding neighborhoods."

- **Process Objectives**: What steps do you plan to take to reach your goal? Process objectives should highlight substantial activities (steps) that will lead to achieving the program goal. Process objectives should describe specific tasks and provide a measure for each one. The tasks should lead to the accomplishment of the goal. The process objectives should include a reasonable and realistic marker that can be accomplished within the grant's period of performance. Make sure the marker is not too high or too low.

- **Outcome Objectives**: What positive outcomes do you hope to obtain for the community as a result of achieving your goal? These objectives are the desired results will support the program's overall goal, and, ultimately, benefit the community. Outcome objectives should describe specific and measurable results desired for the benefit of the community.

Examples of outcome objectives include:
[#] clients will obtain employment.
[#] clients will successfully complete their court mandated requirements by [DATE].

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

- **Performance Measures**: These are the actual discrete, clear, and quantifiable measures that a program will track and count throughout the grant's period of performance. The performance measures will be directly related to the process and outcome objectives. The tally will indicate whether the program is achieving process or outcome objectives and, ultimately, whether the program is reaching its overall goal and producing positive outcomes for the benefit of the community. See below for a sample Violence Prevention

Program Goals, Process/Outcome Objectives, and Performance Measures Table. Applicants may use similar goals or create others to describe what they propose to achieve.

Goal: To provide comprehensive advocacy and mental health services to victims of violent crime.	
Objective	Performance Measure
OUTREACH ACTIVITIES	
# outreach meetings held with community organizations to provide information about CHRC program and services.	# of meetings held with community organizations to provide information about CHRC program and services.
	# of community organizations provided with information about CHRC program and services.
# public awareness events to provide information about CHRC program and services to the community.	# of public awareness events to provide information about CHRC program and services to the community.
	# of community residents provided with information about CHRC program and services.

# clients that will be contacted through individual outreach and informed about CHRC program and services.	# of clients provided information about the CHRC program and services.
	# of times staff provided information about the CHRC programs and services.
INFORMATION & REFERRAL	
# clients will receive information about the criminal justice process.	# of clients provided information about the criminal justice process.
	# of times staff provided information about the criminal justice process.
# clients will receive information about victim rights, how to obtain notifications, etc.	# of clients provided information about victim rights, how to obtain notifications, etc.
	# of times staff provided information about victim rights, how to obtain notifications, etc.
# clients will receive referrals to other victim service providers.	# of clients provided with referrals to other victim service providers.
	Please list the agencies to which you referred.
	# of times staff provided referrals to other victim service providers.
# clients will receive referrals to other services, supports, and resources (includes legal, medical, faith-based organizations, etc.)	# of clients provided with referrals to other services, supports, and resources.
	# of times staff provided referrals to other services, supports, and resources.
PERSONAL ADVOCACY/ACCOMPANIMENT	
# clients will receive individual advocacy (e.g., assistance applying for public benefits).	# of clients provided individual advocacy (e.g., assistance applying for public benefits).
	# of times staff provided individual advocacy (e.g., assistance applying for public benefits).
# clients will receive victim advocacy/accompaniment to emergency medical care.	# of clients provided victim advocacy/accompaniment to emergency medical care.
	# of times staff provided victim advocacy/accompaniment to emergency medical care.
# clients will receive victim advocacy/accompaniment to medical forensic exam.	# of clients provided victim advocacy/accompaniment to medical forensic exam.
	# of times staff provided victim advocacy/accompaniment to medical forensic exam.
# clients will receive law enforcement interview advocacy/accompaniment.	# of clients provided law enforcement interview advocacy/accompaniment.
	# of times staff provided law enforcement interview advocacy/accompaniment.
# clients will receive assistance filing for victim compensation.	# of clients provided assistance filing for victim compensation.

	# of times staff provided assistance filing for victim compensation.
# clients will receive immigration assistance (e.g., special visas, continued presence application, and other immigration relief).	# of clients provided immigration assistance.
	# of times staff provided immigration assistance.
# clients will receive assistance intervening with an employer, creditor, landlord, or academic institution.	# of clients provided with assistance intervening with an employer, creditor, landlord, or academic institution.
	# of times staff provided assistance intervening with an employer, creditor, landlord, or academic institution.
# clients will receive child or dependent care assistance.	# of clients provided with child or dependent care assistance.
	# of times staff provided child or dependent care assistance.
# clients will receive transportation assistance.	# of clients provided with transportation assistance.
	# of times staff provided transportation assistance.
# clients will receive interpreter services.	# of clients provided with interpreter services.
	# of times staff provided interpreter services.
# clients will receive employment assistance (e.g., help creating a resume or completing a job application).	# of clients provided with employment assistance (e.g., help creating a resume or completing a job application).
	# of times staff provided employment assistance (e.g., help creating a resume or completing a job application).
# clients will receive education assistance (e.g., help completing a GED or college application).	# clients provided with education assistance (e.g., help completing a GED or college application).
	# of times staff provided education assistance (e.g., help completing a GED or college application).
# clients will receive economic assistance (e.g., help creating a budget, repairing credit, providing financial education).	# of clients provided with economic assistance (e.g., help creating a budget, repairing credit, providing financial education).
	# of times staff provided economic assistance (e.g., help creating a budget, repairing credit, providing financial education).
EMOTIONAL SUPPORT OR SAFETY SERVICES	
# clients provided with counseling, case management, or therapy services in a non-program location (e.g. homes, libraries, parks).	# of clients provided with counseling, case management, or therapy services in a non- program location.
	# of sessions provided by staff in a non-program location.
# clients will receive crisis intervention.	# of clients provided with crisis intervention.
	# of crisis intervention sessions provided by staff.
# clients will receive individual counseling (Non-crisis counseling or follow-up either in-person or over the phone (or via email, Facebook, etc.).	# of clients provided with individual counseling.
	# of individual counseling sessions provided by staff.
# clients will receive therapy.	# of clients provided with therapy.

	# of therapy sessions provided by staff.
# clients will receive group support.	# of clients provided group support.
	# of group support sessions provided by staff.
CRIMINAL/CIVIL JUSTICE SYSTEM ASSISTANCE	
# clients will receive criminal advocacy/accompaniment.	# of clients provided criminal advocacy/accompaniment.
	# of times staff provided criminal advocacy/accompaniment.

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

5. *Priorities*

In alignment to the statewide violence prevention plan, this funding opportunity will reduce and prevent violence through coordination and provision of such services as trauma recovery services and victim support.

6. *Evidence-Based Programs or Practices and Trauma-Informed Approaches*

 The TRC model utilizes evidence-based practices (EBPs) developed through research and with implementation shown to improve client outcomes. Applicants are strongly urged to incorporate research-based best practices into their program design, when appropriate.

Applicants must clearly outline the integration of EBPs and trauma-informed practices into the proposed program. Applicants should identify the evidence-based practice being proposed for implementation, identify, and discuss the evidence that demonstrates the effectiveness of the practice, discuss the population(s) for which the practice has been shown to be effective, and show that the practice is appropriate for the proposed target population.

Applicants must describe how they will implement a model that is trauma-informed in policy and practice. In addition to direct service practices previously discussed, applicants must address staff well-being, facility accessibility, cultural relevance, room design issues (e.g., lighting, noise, messaging/signage), and how policies and practices will be adapted to provide clients with trauma-informed experiences. Some examples of trauma-informed models include the Sanctuary Model and the Substance Abuse and Mental Health Services Administration's Trauma-Informed Approach.

Examples of evidence-based approaches and specific interventions appropriate for a TRC program include:

- **Addressing risk due to problems with regulation of emotions and impulses.** Clinicians focus on therapeutic interventions that address the way clients manage

their emotional experience, seeking to mitigate reactions that put them at risk for re-victimization, self-harm, and other adverse experiences. Example interventions include dialectical behavior therapy, skills training in affective and interpersonal regulation, Seeking Safety, and motivational interviewing.

Examples of using a trauma-informed approach include:

- **Using a culturally humble approach.**
  In this approach, clinicians exercise self-awareness and invest in honoring the client's cultural and individual identity, history, and beliefs in psychotherapy and consider how they may impact treatment engagement. Stigmas around mental health issues, being victimized, receiving mental health services, or taking psychotropic medication are often culturally prescribed beliefs that should be recognized and addressed early in treatment.

- **Addressing threats to safety in the client's environment and behavior.**
  Clinicians address client safety concerns that are due to a risk of re-victimization and severe psychiatric symptoms by addressing continuous traumatic stress. The clinician focuses on helping the client reduce current threats to safety and well-being by providing case management assistance (e.g., moving to a safe location, obtaining a restraining order, making a police report) and safety planning.

B. Funding Information

1. *Award period*

Grant awards resulting from this opportunity will have a target period of performance of March 1, 2023, to June 30, 2023 (four months). Additional funding support of up to 32 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 36 months.

2. *Available Funds*

A total of $1.9 million in funding is available through this solicitation. Applicants may request a minimum of $1 million and a maximum of $1.9 million in grant funding. Please provide a 12-month budget that includes the initial four-month grant period supported by this notice of funding opportunity.

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

C. Eligibility Information

Before applying for any grant, all entities must be registered through the Grant Accountability and Transparency Act (GATA) Grantee Portal at www.grants.illinois.gov/portal. During the open application period, a pre-qualification verification is performed in the GATA

Implementation Website. The verification includes a review of an entity's SAM.gov registration, standing with the Illinois Secretary of State's Business Services Department, and status on the 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".

On or before January 11, 2023, applicants must submit a financial and administrative risk assessment that includes a completed Internal Controls Questionnaire (ICQ) for the state fiscal year 2023. An applicant's cognizant agency must review and approve the risk profile generated by the scoring of the ICQ and any resulting specific conditions. Delay in obtaining approval of the risk profile and specific conditions from the cognizant agency will result in a delay in grant execution.

1. *Eligible Applicants*

Eligible applicants must meet the following requirements:

- **Public Agency and Nonprofit Organization:** CHRC programs must be operated by a public agency or nonprofit organization, or a combination of such organizations, and provide direct services.

- **Record of Effective Services:** Applicant organization must include staffing and/or partner organizations that demonstrate a record of providing effective direct trauma recovery services or similar services for a minimum of 5 years.

- **Collaborative Network**: Applicant organization must have a proven track record of engaging in formal partnerships with public and non-profit organizations that provide trauma recovery services and provide evidence of an existing provider network.

2. *Cost Sharing or Matching*

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

3. *Indirect Cost Rate*

In order to charge indirect costs to a grant, the applicant entity 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. Entities that receive direct federal funding, may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. Illinois will accept the federally negotiated rate.

b) State-Negotiated Rate. The organization may negotiate an indirect cost rate with the State of Illinois if they do not have a Federally Negotiated Rate. If an organization has not previously established an indirect cost rate, an indirect cost rate proposal must be submitted through the State of Illinois' centralized indirect cost rate system no

later than three months after receipt of a Notice of State Award (NOSA). If an organization previously established an indirect cost rate, the organization must annually submit a new indirect cost proposal through the centralized indirect cost rate system within the earlier of: six (6) months after the close of the grantee's fiscal year; and three (3) months of the notice of award.

c) *De Minimis* Rate. An organization that has never negotiated an indirect cost rate with the Federal Government or the State of Illinois is eligible to elect a *de minimis* rate of 10% of modified total direct cost (MTDC). Once established, the *de minimis* rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the *de minimis* rate.

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

Grantees have discretion and can elect to waive payment for indirect costs. Grantees that elect to waive payments for indirect costs cannot be reimbursed for indirect costs. The organization must record an election to "Waive Indirect Costs" in 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.

4. *Other*

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

D. Application and Submission Information

1. *Accessing Application Package*

Application documents must be obtained at https://icjia.illinois.gov/grants/funding/ by clicking on the link titled "Community Healing Resource Centers." Paper copies of the application materials may be requested from Nathaniel Bossick via phone, (312) 793-8550, or post, 60 E Van Buren Street, Suite 650, Chicago, Illinois 60605; or via Telephone Device for the Deaf (TDD) (312)793-4170.

Please note, applications, may only be submitted via email, to:
CJA.StateViolencePrevention@Illinois.gov.

2. *Content and Form of Application 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. on January 3, 2023. Submission of a Notice of Intent is nonbinding and will be used for internal planning purposes only.

Upon receipt of a Notice of Intent, ICJIA will offer technical assistance to agencies which have not yet demonstrated GATA compliance. Failure to submit a Notice of Intent by the deadline above may result in an agency not receiving technical assistance with respect to GATA compliance, therefore risking grant ineligibility. The online Notice of Intent is available at:
https://icjia.az1.qualtrics.com/jfe/form/SV_aVKVNHMDSzZSRDM

b) Forms and Formatting.

The complete application must be emailed to CJA.StateViolencePrevention@Illinois.gov. The applicant agency name should appear in the subject line of the email. Each document attached to the email must be submitted in the manner and method described below. Applications will be rejected if documents or pages are missing.

Document	Document Name	PDF	Word	Excel
Uniform Application for State Grant Assistance – This form must be completed and signed. Provide copies in .PDF and Word formats.	*"Agency Name – Application"*	X	X	
Program Narrative – This document must meet the requirements outlined in Section A. Do not change the format of this document.	*"Agency Name – Program Narrative"*		X	
Budget/Budget Narrative – This document is an Excel workbook with several pages (tabs). The last tab has instructions if clarification is needed.	*"Agency Name – Budget"*			X

c) Application Formatting

Program Narratives may not exceed 10 pages (this includes the questions) and must be written in Times New Roman, size 12 font. Do not delete template questions in your response.

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

Applicants are required to:[2]

a) Register on SAM.gov before submitting an application. http://www.SAM.gov/SAM.

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[2] 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).

b) Provide a valid Unique Entity Identification Number (UEI). As of April 4, 2022, the UEI is the primary means of identifying entities registered for federal awards on SAM.gov.

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.gov 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 email address CJA.StateViolencePrevention@Illinois.gov by 5:00 p.m. CST, January 11, 2023, to be considered for funding. Upon receipt, an automated confirmation receipt will be emailed. Proposals will not be accepted by mail, fax, or in person. Late or incomplete submissions will not be reviewed, including email submissions delayed due to state email security clearance. Agencies are encouraged to submit their applications 72 hours in advance of the deadline to avoid unforeseen technical difficulties. Technical difficulties should be reported immediately to ICJIA at CJA.StateViolencePrevention@Illinois.gov.

5. *Application Questions*

Questions may be submitted via email at CJA.StateViolencePrevention@Illinois.gov. The deadline for submitted questions is 5:00 p.m. CST on January 5, 2023. All substantive questions and responses will be posted on the ICJIA website at https://icjia.illinois.gov/gata. 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.

6. *Funding Restrictions*

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

b) Prohibited Uses. The following is a non-exhaustive list of services, activities, goods, and other costs that cannot be supported through this NOFO:

- Land acquisition
- New construction
- A renovation, lease, or any other proposed use of a building or facility that will either result in a change in its basic prior use or significantly change its size
- Minor renovation or remodeling of a property either listed or eligible for listing on the National Register of Historic Places or located within a 100-year flood plain
- Implementation of a new program involving the use of chemicals
- Capital expenditures
- Fundraising activities
- Most food and beverage costs[3]
- Lobbying

c) Allowable expenses. All expenses must reasonable, necessary, and allocable to the program. The following is a non-exhaustive list of services, activities, goods, and other costs that can be supported through this NOFO:

- Personnel providing direct services to victims and supervisory personnel to the extent that they provide direct services to victims or provide direct supervision to staff who provide direct services to victims.
- Hiring and training costs for the above personnel that provide for their professional growth and development.
- Equipment and supplies integral to providing mental health treatment, including:
    o Art/yoga supplies for expressive therapies.
    o Assistive tools and sensory devices, workbooks, and toys for activities.
- All program operating costs related to providing services and prorated to use for this program, including:
    o Rent for program space.
    o Billing.
    o Supplies.
- Staff travel related to other allowable expenses.
- Costs to address needs of victims, including:
    o Housing, food, clothing, prescriptions, and other expenses to meet immediate needs on an emergency basis to promote safety and stability.
    o Childcare when participating in program activities.
    o Transportation to and from program activities and tasks related to stabilization (attending job interviews, medical/therapy appointments) and criminal justice proceedings related to their victimization.
    o Relocation expenses when related to establishing a safe and stable living environment.

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[3] Please see ICJIA's food policy for guidance on specific food allowability and maintaining records to document food costs.

- Equipment and supplies that enhance the trauma-informed nature of the program by adding to the safety, comfort, and supportive environment of program areas. Examples include snacks and culturally appropriate artwork and décor.
- Outreach work to create partnerships with community-based organizations and to increase awareness of the program.
- Activities and supports to address vicarious trauma and other impacts from providing services to clients experiencing trauma.

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

e) <u>Pre-approvals.</u> 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) <u>State Travel Guidelines.</u> Travel costs charged to ICJIA must conform to State Travel Guidelines, found here: https://www2.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx.

Out-of-state hotel rates are based on the General Service Administration (GSA) guidelines found here: https://www.gsa.gov/travel/plan-book/per-diem-rates.

Applicant agencies with lower cost travel guidelines than the State of Illinois must use those lower rates.

g) <u>Supplanting.</u> Supplanting is to deliberately reduce state or local funds because of the existence of federal funds. Supplanting rules do not apply to not-for-profit agencies.

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

If funds will be used for the expansion of an already implemented program, applicants must explain how proposed activities will supplement—not supplant—current program activities and staff positions.

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 governmental 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.

Supplanting will be the subject of application review, as well as pre-award review, post-award monitoring, and audit. If there is a potential presence of supplanting, the applicant or grantee will be required to supply documentation demonstrating that the reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

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

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

Applicants are required to justify their use of subawards and explain their capacity to serve as "pass-through" entities in the program narrative. Applicants will monitor subaward compliance with grant terms, applicable federal and state law including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award, 2 C.F.R. Part 200, GATA, and ICJIA policies. Proposed subawards must be identified, if possible, and their roles described in both the program and budget narratives.

For procurement contracts, applicants are encouraged to promote free and open competition in awarding contracts. All subcontracts must comply with federal and state requirements.

7. *Other Submission Requirements*

None.

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, registered Organizations must be in Good Standing with all GATA pre-qualification requirements.

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

All recordings are located on the ICJIA YouTube channel.

- https://illinois.webex.com/recordingservice/sites/illinois/recording/d2eda2606439103b9bff8a7032db3c20/playback
- Register in the GATA Grantee Portal
- Creating a GATA Grantee User Account
- Getting to know GATA and the GATA Grantee Portal
- Learn about the ICJIA's self-paced Grant Course: YOUR RECIPE FOR GRANT SUCCESS

E. Application Review Information

1. *Criteria*

Application materials must address all components of this NOFO and demonstrate both a need for the program and an ability to successfully implement the program. Evaluation criteria must include at a minimum the following criteria categories:

- Need: Identification of community partners, facts and evidence that demonstrate the proposal supports the grant program purpose.
- Capacity: The ability of an entity to execute the grant project according to project requirements.
- Quality: The totality of features and characteristics of a service, project or product that indicated its ability to satisfy the requirements of the grant program.
- Other: Societal impact, economic impact, cost effectiveness, sustainability, and grant specific criteria.

Reviewers will score applications based on completeness, clear and detailed responses to program narrative questions, and inclusion of all mandatory program elements as well as past performance history and/or financial standing with ICJIA. The applicant must demonstrate that costs are reasonable, necessary, and allowable.

The total number of points available is 130.

Scoring Criteria	Possible Points
Summary of the Program:	**10**
1. Applicant provides a full summary of the work the applicant organization would conduct if awarded. Response does not exceed 1 page.	10
Statement of the Problem:	**15**
2. Response provides demographic information on the population area(s) to be served.	5
3. Response clearly provides a summary of any CHRC programming or planning to date. Response describes the planning work that has been completed and evidence toward implementation.	10
Project Implementation:	**45**
4. Response clearly states what services and supports are provided that are beyond typical services and supports provided in an outpatient setting.	15
5. Response describes each step that is taken to ensure that the program services are offered in a safe, warm, welcoming, and culturally appropriate environment.	15
6. Response describes all existing community partnerships and how the organization will expand its network to include additional relationships to meet community need.	15
Project Management:	**30**
7. Response describes the support available to staff that will mitigate vicarious trauma and reduce turnover.	15
8. Response describes how management will implement the program, including what data will be collected in order to accurately report on program goals and objectives.	10
9. Response clearly states which program management system the applicant uses or which program it intends to utilize if awarded funding. Response clearly describes how data will be collected, analyzed, and used.	5
Goals and Performance Metrics:	**Not Scored**
Applicant completes performance plan and includes enough detail to illustrate how program will be implemented. Applicant completes performance plan in AmpliFund.	
Budget Detail:	**Not Scored**
Budgeted items are cost-effective in relation to the proposed activities.	
Narrative is complete for all line items, clearly detailing how the applicant arrived at and calculated the budget amounts.	
Total Possible Points	**100**
Equity Scoring Criteria	**Possible Points**
Agency Leadership:	**10**
10. Response describes how agency leadership reflects the proposed	5

community to be served, and if agency leaders have lived or work experience in the community.	
11. Response described history in the community and how it used its roots to improve the organizations programming. This response provided at least 1 real life example.	5
Front-Line Staff:	**10**
12. Response clearly describes how the program employs mentors, credible messengers, practitioners, or other similar front-line program staff.	5
Community to be Served:	**10**
14. Response provides a success story of how the program was able to help one family or individual in the community and one of the overall program.	10

2. *Review and Selection Process*

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

Proposals that pass the screening process will be reviewed by evaluation panels of three or more professionals. **Applications must receive an average score of 80 points for funding consideration**. Funding recommendations will be based on an evaluation of compiled scores from the evaluation panels, as well as the incorporation of all the program requirements. Applicants will be selected based on overall scoring. Proposals receiving the highest score will be considered for funding first. The total number of points available is 100 for the technical program section and 30 points for the equity section for a total of 130 points. Applications with at least 10 equity points will be ranked higher than those with fewer than 10 equity points.

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

How Funding Decisions are Made:
Highest Scoring Application with at least 10 Equity Points
Highest scoring Application
If scores are equal, funding decisions will be made on the process below:
Highest score: Project Implementation
Highest score: Program Summary
Highest score: Program Management

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

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

4. *Anticipated Announcement and State Award Dates*

Task	Date
NOFO posted	December 27, 2022
Technical Assistance Recording	December 27, 2022
Notice of Intent due	January 3, 2023
NOFO question submission deadline	January 5, 2023
Applications due	**5:00 p.m. CST,** January 11, 2023
Budget Committee review/approval of recommended designations	February 16, 2023
Performance Period	March 1, 2023, to June 30, 2023

5. *Appeal Process*

Unsuccessful applicants may request a formal appeal of the evaluation process. Evaluation scores and funding determinations may not be contested and will not be considered by ICJIA's Appeals Review Officer.

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

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

Please send your appeal to:

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

Once an appeal is received, ICJIA will acknowledge receipt of an appeal within 14 calendar days from the date the appeal was received. ICJIA will respond to the appeal, in writing, within 60 days or explain why more time is required. ICJIA will resolve the appeal by a written determination, which will include:

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

6. *Debriefing Process*

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

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

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

Please send requests to:

Nathaniel Bossick
Illinois Criminal Justice Information Authority
CJA.StateViolencePrevention@Illinois.gov

F. Award Administration Information

1. *State Award Notices*

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

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

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

- Fiscal Information Sheet
- Audit Information Sheet

2. *Administrative and National Policy Requirements*

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

Additional programmatic and administrative special conditions may be required.

3. *Reporting*

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

G. State Awarding Agency Contact(s)

For questions and technical assistance regarding application submission, contact:

Nathaniel Bossick
Illinois Criminal Justice Information Authority
CJA.StateViolencePrevention@Illinois.gov

H. Other Information

The Illinois Criminal Justice Information Authority (ICJIA) is a state agency dedicated to improving the administration of criminal justice. ICJIA brings together key leaders from the justice system and the public to identify critical issues facing the criminal justice system in Illinois, and to propose and evaluate policies, programs, and legislation that address those issues.

The statutory responsibilities of ICJIA fit into four areas: grants administration; research and analysis; policy and planning; and information systems and technology.

Section 7 of the Illinois Criminal Justice Information Act grants ICJIA authority "to apply for, receive, establish priorities for, allocate, disburse, and spend grants of funds that are made available by and received on or after January 1, 1983 from private sources or from the United States pursuant to the federal Crime Control Act of 1973, as amended, and similar federal legislation, and to enter into agreements with the United States government to further the purposes of this Act, or as may be required as a condition of obtaining federal funds" and "to receive, expend, and account for such funds of the State of Illinois as may be made available to further the purposes of this Act." (20 ILCS 3930/7(k), (l)).

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

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.