

**Government Alliance for Safe Communities (GASC) Capacity Building Network for
Community Safety NOFO # 2762 – 2934**

Task	Date
NOFO & Technical Assistance Recording posted	2:00pm., November 4, 2024
NOFO question submission deadline	November 15, 2024
Applications due	2:00 p.m., December 2, 2024
ICJIA Budget Committee review/approval of recommended designations	December 19, 2024
Performance Period	January 1, 2025, to December 31, 2025

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
- Maintain in “Good” standing with all GATA pre-qualification requirements

To be considered for funding, completed applications must be submitted via email to CJA.i2iNOFO@illinois.gov by the application deadline of 2:00 p.m. CST, December 2, 2024, ICJIA encourages applicants to review this Technical Assistance Recording for more information on how to apply.

Notice for Funding Opportunity (NOFO)
GASC Capacity Building Network for Community Safety
 NOFO #2762- 2934

	Data Field	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority (ICJIA)
2.	Agency Contact:	Cydney M. Wessel Violence Prevention Program Manger Illinois Criminal Justice Information Authority 60 E Van Buren Street, Suite 650 Chicago, IL 60605 Cydney.Wessel2@Illinois.gov 312-793-7260
3.	Announcement Type:	<input checked="" type="checkbox"/> Initial announcement <input type="checkbox"/> Modification of a previous announcement
4.	Type of Assistance Instrument:	Grant
5.	Funding Opportunity Number:	2762- 2934
6.	Funding Opportunity Title:	ARPA Government Alliance for Safe Communities Capacity Building Network for Community Safety
7.	CSFA Number:	546-00-2762
8.	CSFA Popular Name:	Government Alliance for Safe Communities Capacity Building Network for Community Safety
9.	Assistance Listing Number(s):	NA
10.	Anticipated Number of Awards:	1
11.	Estimated Total Program Funding:	\$2,500,000
12.	Award Range	up to \$2.5M
13.	Source of Funding:	<input checked="" type="checkbox"/> Federal or Federal pass-through <input type="checkbox"/> State
14.	Match Requirement:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15.	Indirect Costs Allowed Restrictions on Indirect Costs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
16.	Posted Date:	October 29, 2024
17.	Application Range:	October 29, 2024, through 2:00 p.m. CST December 2, 2024
18.	Technical Assistance Session:	Session Offered: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Session Mandatory: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No It is recommended that applicants view the recorded technical assistance.

Table of Contents

A. Program Description	4
<i>Program Requirements</i>	5
2. <i>Performance Measures</i>	11
B. Funding Information	13
1. <i>Award period</i>	13
C. Eligibility Information	13
1. <i>Match Requirement</i>	14
2. <i>Indirect Cost Rate</i>	14
D. Application and Submission Information	15
1. <i>Accessing Application Package</i>	15
2. <i>Content and Form of Application Submission</i>	15
3. <i>Unique Entity Identification Number (UEI) and System for Award Management (SAM)</i>	16
4. <i>Submission Dates, Times, and Method</i>	16
5. <i>Application Questions</i>	17
6. <i>Funding Restrictions</i>	17
7. <i>Requirement Prior to Submitting the Application</i>	19
E. Application Review Information	20
1. <i>Review and Selection Process</i>	21
2. <i>Appeal Process</i>	21
3. <i>Debriefing Process</i>	22
F. Award Administration Information	23
1. <i>State Award Notices</i>	23
2. <i>Administrative and National Policy Requirements</i>	23
3. <i>Reporting</i>	23
G. State Awarding Agency Contact(s)	23
H. Other Information	24
Appendix A: GASC Capacity Building Model	25
Appendix B: CVI Capacity Building Key Areas	25
Appendix C: Differences between a Fiscal Agent and a Fiscal Sponsor	26
Appendix D: CBO Support Areas	26

Notice of Funding Opportunity

Government Alliance for Safe Communities Capacity Building Network for Community Safety

A. Program Description

The Illinois Criminal Justice Information Authority (ICJIA), in collaboration with the Government Alliance for Safe Communities (GASC), is issuing this Notice of Funding Opportunity (NOFO) to address the critical need for improved capacity building among community-based organizations (CBOs) in Cook County. The new GASC Capacity Building Network for Community Safety (“the Network”) will provide centralized, coordinated, and accessible capacity-building support to empower CBOs in their efforts to strengthen community safety and respond effectively to the challenges posed by gun violence.

Through this NOFO, ICJIA is seeking applications from eligible organizations to serve as the Anchor for the Network. The Anchor organization will be responsible for the implementation and contractual oversight of a one-stop capacity building hub for CBOs to access on-demand, targeted capacity building services, training, and technical assistance to strengthen their ability to deliver impactful services in Community Violence Intervention (“CVI”) and Violence Prevention. In addition to the contractual oversight, the Anchor will also be expected to offer a range of direct and indirect supports, including conducting program assessments, planning, data analysis/evaluation of the program, and collection/dissemination of best practices to support the overall success of the Network.

Our Unified Committed Response

In recent years, communities across the greater Chicago region have faced significant challenges related to gun violence and public safety. Recognizing the urgent need for action, the GASC was established in 2021 in response to the rising tide of violence and the opportunities presented by federal COVID-19 American Rescue Plan (ARPA) funding. The GASC represents a groundbreaking three-year intergovernmental collaboration between the City of Chicago, Cook County Justice Advisory Council (JAC), Illinois Criminal Justice Information Authority (ICJIA), and the Illinois Department of Human Services (IDHS) to streamline grant funding, unify data collection, and increase capacity-building support for local organizations working to reduce violence.¹ Since its inception, the GASC has facilitated nearly \$350 million in public investments focused on improving community safety. Although considerable progress has been made to expand the community safety ecosystem, many CBOs remain under-resourced and lack the capacity to effectively implement and sustain violence prevention programs including CVI.

Current public sector capacity-building efforts are fragmented and inconsistent, leading to gaps in support for organizations that are essential to community safety and well-being. Building on the foundation established by ICJIA’s Institute to Innovate (i2i) and previous

¹ See: <https://www.ilgovalliance.org/>

capacity-building efforts provided by GASC agencies including a Community of Practice for GASC-funded CVI CBOs and Cook County’s Starting Block Capacity Building Grant program that provides capacity-building funding to improve the organizational health of CBOs across sectors, the Network will provide coordinated, accessible, and comprehensive support tailored to the specific needs of CBOs. This model will be the first of its kind in Cook County, paving the way for a more integrated approach that prioritizes sustainable, long-term solutions to community safety challenges.

This NOFO is seeking applications from eligible organizations to serve as an Anchor organization to administer this first-of-its-kind, comprehensive capacity-building initiative in partnership with ICJIA and GASC. The Anchor organization will be responsible for connecting CBOs with specialized Subject Matter Experts (SMEs) who will provide individualized, structured support. This opportunity is designed to strengthen the infrastructure of CBOs across Cook County by providing a centralized hub for tailored technical assistance, coaching, and support to improve organizational sustainability, program delivery, and long-term impact.

Program Requirements

The selected Anchor organization will play an integral role in the implementation of the centralized Network as designed by ICJIA/GASC (see Appendix A). As the primary administrator of the Network, the Anchor is responsible for the operational and contractual oversight and management of the Network including the execution of all compliance and reporting requirements. The Anchor will collaborate closely with ICJIA who will serve as the contracting lead. Together, they will make key decisions regarding the day-to-day operations of the Network, with input from the GASC in key priority areas including but not limited to, material modifications to the program/operational design of the Network, the process and selection of SMEs, and evaluation and funding decisions.

To ensure transparency and the cultivation of trusting relationships between the Anchor, SMEs, and the CBOs served by the Network, the Anchor must clearly state in their proposal any interest they may have in providing direct capacity-building services to CBOs and whether they currently serve as a fiscal agent or fiscal sponsor for CBOs in Cook County.² The decision to allow for the direct provision of services, above and beyond their contractual responsibilities as the Anchor, will be determined by ICJIA/GASC based in part on the identified needs of the CBOs, the availability and capacity of qualified SMEs in the market and/or other operational factors.

² Fiscal Agent - A fiscal agent arrangement is usually between a larger nonprofit entity (which becomes the agent because they have capacity/expertise to manage the books), and another entity, usually a smaller nonprofit
Fiscal Sponsor - A fiscal sponsorship is an arrangement where a 501(c)(3) nonprofit (that is tax exempt) shares its tax-exempt status with another entity, who does not have tax-exempt status

Eligible CBOs connected to the Network

In general, approximately 400+ CBOs will be eligible to receive capacity building services and support through the Network. They include but are not limited to:

- Organizations that receive funding from GASC entities to deliver violence prevention and CVI services.
- Organizations participating in the “Scaling Community Violence Intervention for a Safer Chicago” (SC2) initiative that have not received public funding.
- Organizations that have never received funding from GASC entities and are identified as needing more intensive readiness and capacity building supports.

The final list of CBOs will be identified and prioritized by the selected Anchor in collaboration with ICJIA/GASC and will be connected to the Network in a phased approach. The scope of CBOs eligible for capacity building services and supports through the Network will expand in the future, subject to available funding, the capacity of the Anchor and SMEs and/or other resource and operational considerations.

Qualified Applicants must demonstrate:

- An established track record designing and/or implementing effective capacity building, training, and technical assistance, with a particular focus on serving a diverse range of CBOs who are in various stages of their organizational growth;
- Cultural competency and an organizational commitment to equity;
- A clear track record of building trust and facilitating meaningful partnerships with diverse CBOs and key stakeholders within the community safety arena;
- Expertise in creating, delivering and/or facilitating a wide range of technical assistance and training resources, individually or by group cohort;
- Experience collecting, tracking, and analyzing data related to program activities and outcomes; and
- An ability to ramp up its operations to begin serving CBOs within six months of contract execution. The anticipated launch of the Network is planned for July 1, 2025.

Program Deliverables

The Anchor will facilitate access to a diverse range of SMEs and coordinate the delivery of tailored capacity-building services to CBOs. In addition, the Anchor is responsible for the following key deliverables: (see the Network design and list of capacity building topics in Appendix A-B)

1. **Development of CBO Assessment:** Development of a standardized assessment tool to identify the capacity-building needs of CBOs. This tool will be utilized during the intake process established the Anchor, in partnership with ICJIA/GASC.

2. **Application Process to identify SMEs:** Development of an open application process for identifying a diverse range of SMEs, implementing an orientation process and connecting them to CBOs, in partnership with ICJIA/GASC. This collaborative effort will ensure that CBOs receive appropriate support based on their identified needs.
3. **Intake and Referral Process/Protocols:** Development of an intake process for CBOs to request and receive individualized or group capacity building services based on their baseline identified needs and a referral process to manage the network of SMEs identified through the application process must be established by the applicant.
4. **Facilitation of Training/Workshops:** Coordination and/or facilitation of a range of training sessions/workshops that are tailored to meet the needs of CBOs, in partnership with ICJIA/GASC and/or the SMEs. It is not the expectation that the Anchor will develop the trainings, however they will be required to partner with available SMEs within the Network to deliver upon request.
5. **Reporting on Performance Data:** Facilitating the collection of performance data from CBOs and SMEs for reporting to ICJIA, helping to track the effectiveness of the capacity-building efforts being provided.
6. **Evaluation and Impact:** Evaluate the impact of technical assistance and capacity building services provided through qualitative and quantitative analysis (e.g., pre-, mid-, and post evaluation of organizational knowledge, feedback surveys, etc.). Provide written recommendations to ICJIA/GASC to improve the Network and individual CBOs' capacity to sustain and provide high-quality services. Given the significant collaboration between GASC, its evaluation partner the Center for Neighborhood Engaged Research and Science (CORNERS) and partners under the Scaling Community Violence Intervention for a Safer Chicago Coalition (SC2), the Anchor will need to have the necessary data infrastructure to collect/share data, work to align shared performance data and metrics and be available upon request to present the Network's outcomes and impact to help inform the broader work of the public-private partnership.
7. **Information Sharing:** Engage in frequent communication with ICJIA for planning and the delivery of timely information sharing. Conduct and prepare presentations, ad hoc reports, and documents for publication and dissemination to ICJIA/GASCs internal and external stakeholder groups.
8. **Strategic Advisor:** Collaborate with ICJIA/GASC on strategic discussions related to the continued success of the Network, scaling CVI efforts and/or other program decisions based on data and information collected from all stakeholders.

Program Design

The Network is structured to provide centralized, coordinated, and accessible support to CBOs dedicated to improving community safety. Applicants are required to submit a detailed

project plan outlining how they will ramp up their operations during the six-month period after contract execution. The Network's anticipated launch is July 1, 2025. This plan must include the following components:

1. **Overview of Services:** Provide an overview of your organization, including organization type, mission statement, and eligibility under this funding announcement. Describe your organization's history and experience working in collaboration with CBOs, government agencies (federal, state, local), civic groups, and other stakeholders to support the capacity and growth of CBOs. If applicable, describe the specific capacity-building services the applicant is interested in providing CBOs by agreement of ICJIA (see Appendix A for Capacity Building visual).
2. **Organizational and Service Delivery Structure:** Provide details on your organizational framework and your organization's experience and qualifications in designing and/or implementing capacity building, training and technical assistance program. The applicant must demonstrate its ability to support the efficient delivery of services to CBOs through a network of SMEs. The ideal structure should facilitate quick communication, coordination, and collaboration among all stakeholders involved in the capacity-building process.
3. **Management Oversight:** Describe the systems and processes that will be employed to oversee the operations of the Network, including intake processes, referral process for SMEs and the tracking and reporting on performance metrics. The applicant is expected to establish accountability frameworks and communication protocols with CBOs, SMEs, and ICJIA/GASC.
4. **Personnel Infrastructure:** Provide an overview of the organization's capacity to undertake this project, such as the number of staff and/or partners that will be dedicated to the project. The applicant must have a dedicated team capable of supporting the program's operational and contractual oversight. While the exact positions may vary, the applicant should ensure that personnel possess the necessary skills and expertise to effectively connect CBOs with SMEs based on identified needs, oversee the deployment of capacity-building services, and manage program compliance and reporting requirements.
5. **Methodology:** Conceptualize your proposed project design, including the approach that will be taken to deliver the services. This should include:
 - **Assessment Process:** Explain how the applicant will assess the capacity needs of CBOs to tailor support effectively. The final assessment tool will be drafted in collaboration with ICJIA/GASC.
 - **Delivery Mechanisms:** Describe the methods for delivering training and technical assistance —this could include more specifics on formats (e.g., workshops, webinars, coaching) and the practical logistics for different settings.

- **Monitoring and Evaluation:** Outline how the applicant will track project performance and outcomes, including specific metrics and indicators that will be used to measure the success of capacity-building services delivered to CBOs and overall engagement from CBOs
 1. Tracking Key Metrics - Identify specific metrics or indicators that will be tracked to assess program success. These might include:
 1. Capacity Improvement - Number of CBOs that show measurable improvements in organizational infrastructure, staffing, or program delivery (e.g., CBOs individualized goals/needs assessed)
 2. Training Effectiveness - Pre- and post-training evaluation scores to measure knowledge and skills gained by participants
 3. SME Engagement - Number of CBOs matched with Subject Matter Experts (SMEs) and the number of engagements or sessions completed
 4. Service Delivery - Number of workshops, webinars, or coaching sessions conducted, and the number of attendees.
 2. Data Collection Methods - Describe how you will collect data to measure these metrics. Examples include:
 1. Surveys -Conduct pre- and post-training surveys to capture the effectiveness of the capacity-building services.
 2. Interviews and/or Focus Groups - Regularly gather qualitative feedback from CBOs on the relevance and usefulness of the training or technical assistance.
 3. Program Assessments - Develop standardized tools to evaluate the growth in CBO capacity, such as scoring criteria for organizational health.
 3. Evaluation Framework - Explain the framework or approach you'll use to evaluate progress. Common models include:
 1. Logic Models - A logic model will help visually map out the inputs, activities, outputs, outcomes, and impact.
 2. Theory of Change -This model explains the causal link between program activities and expected outcomes (e.g., how providing tailored capacity building leads to sustainable improvements in CBO operations).
 3. Continuous Improvement Approach - Highlight the use of regular feedback loops to adjust and improve the delivery of capacity-building services based on CBO and SME feedback.
 4. Reporting and Accountability - Explain how the data will be reported to ICJIA and GASC:
 1. Regular Reports: Quarterly or semi-annual reports that provide a summary of key performance metrics, challenges faced, and any changes in the strategy based on evaluation findings.

2. Ad Hoc Reports: Special reports as needed by ICJIA or GASC to evaluate the program's ongoing performance.
5. Technology and Tools - Specify any software or platforms that will be used to track and analyze data (e.g., a data management system for tracking SME-CBO engagement, online survey platforms for feedback collection, etc
6. **Implementation Timeline:** Provide a timeline detailing each phase of the project, including milestones and deadlines for service delivery. The outline should detail how the applicant will ramp up its operations to begin serving CBOs within six months from the execution of the awarded contract. At a minimum, the implementation plan should explain how the applicant will execute on the following deliverables within the timeframe; 1- development of a standardized assessment tool, 2- a written application process to identify, contract and onboard SMEs, 3- the creation of an intake/referral process to screen and connect CBOs to SMEs, leveraging the standardized assessment tool.

Budget Overview: Provide a high-level budget that aligns with the project plan, detailing the allocation of resources for each component of the program. This should include but not limited to personnel/fringe benefit costs, administrative expenses, and other direct/indirect costs associated with operating the Network as the Anchor. Applicants **should not** include any capacity building cost estimates that will be provided to eligible CBOs in their budget, as those costs will be funded by ICJIA/GASC per the section below. However, **if the applicant is seeking to also deliver direct capacity-building services to eligible CBOs**, please also provide supporting materials demonstrating your subject matter expertise in the desired capacity-building areas and a detailed per/hour cost breakdown for delivering those services, whether individually or through a group cohort model.

Funding of the SMEs

Upon the execution of the contract and during the anticipated six-month ramp-up phase, ICJIA/GASC will work with the Anchor to determine the application and contracting process for onboarding SMEs and the funding parameters to set the average capacity building cost per CBO factoring in the stated per/hour compensation rates of the SMEs. The Anchor will be responsible for developing an individualized capacity-building plan and associated budget for each CBO based on the information garnered during the intake/assessment process and the agreed-upon funding parameters. Capacity building services provided to CBOs will be funded by ICJIA/GASC and the decision on funding structure—whether through advance payment as part of the Anchor's contract or through a reimbursement model upon the delivery of those services—will be negotiated before the execution of the awarded contract.

Conflicts Provision

The primary responsibility of the Anchor is to provide operational and contractual oversight and management of the program, along with compliance and reporting requirements. In the interest of transparency and the need for the Anchor to establish trusting relationships with both SMEs and CBOs, the Anchor must clearly state in their proposal any interest they may have in providing capacity-building services directly to CBOs and whether they currently serve as a fiscal agent or fiscal sponsor to CBOs in Cook County. The decision to allow for the direct provision of services by the Anchor will be determined by IJCIA/GASC based on the operational needs of the Network and the overall goals of the program. Note that these disclosures will not be substantively factored into the evaluation process and are only intended to inform the successful implementation of the Network.

2. Performance Measures

As part of the application process, applicants will be required to outline their strategies for achieving the following performance milestones associated with the Network. These milestones are designed to ensure accountability and effectiveness in meeting program goals and may be modified by agreement with ICJIA after contract execution. The successful applicant will be measured against these specific benchmarks with the expectation that they will be responsible for developing and reporting on additional performance and programmatic data and metrics in partnership with GASC, its evaluation partner, and/or its SC2 partners :

Objectives	Performance Measures
Establish a dedicated team to support capacity building.	<ul style="list-style-type: none">• Number of staff members dedicated to capacity building initiatives.• Staff retention rate over the program period.• Diversity of skills and backgrounds of the dedicated team.
Develop Intake Protocol and connect Community-Based Organizations (CBOs).	<ul style="list-style-type: none">• Total number of individual organizations referred and screened• Total number served and/or engaged by SMEs• Number of new organizations served, reached, and/or engaged
Implement an assessment process for CBOs.	<ul style="list-style-type: none">• Number of assessments conducted with CBOs.

	<ul style="list-style-type: none"> • Percentage of CBOs completing the assessment process. • Number of capacity building plans developed based on assessments • Identification of key areas for improvement for each CBO assessed.
Facilitate connections to Subject Matter Experts (SMEs).	<ul style="list-style-type: none"> • Number of SMEs identified and engaged through the Anchor. • Number of connections made between CBOs and SMEs. • Satisfaction rating from CBOs regarding SME support.
Monitor and evaluate capacity building efforts.	<ul style="list-style-type: none"> • Number of performance reports generated on capacity building outcomes. • Percentage of goals achieved as outlined in the capacity building plan. • Lessons learned documented and shared with stakeholders.
Provide training and technical assistance to CBOs. (upon request)	<ul style="list-style-type: none"> • Number of training sessions conducted for CBOs. • Number of organizations participating in trainings <ul style="list-style-type: none"> ○ • Number of one-on-one technical assistance and capacity building training hours provided to individual organizations • Pre- and post-training evaluation demonstrating knowledge gained. (Examples include number of organizations reporting increased capacity, confidence, and skills as a result of participation in technical assistance capacity building services, success in implementing

	projects, and accomplishing funded deliverables)
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B. Funding Information

Applicants may request up to the total \$2,500,000 of available funding under this funding announcement to serve as the Anchor. The specific costs associated with the provision of capacity building services to the CBOs will be funded by ICJIA/GASC as outlined in the Budget and Funding SMEs sections. Agreements that result from this funding opportunity are contingent upon and subject to the availability of funds.

1. Award period

Grant awards resulting from this opportunity will have a target period of performance of January 1, 2025, to December 31, 2025. Additional funding of up to 15 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 27 months.

C. Eligibility Information

This section clearly identifies the types of organizations eligible to apply for the Anchor organization role in the GASC Capacity Building Model.

Eligibility Criteria:

All types of entities organized for business in good standing with the Illinois Secretary of State, for-profit or not-for-profit, provided they have been in good standing for the past three consecutive years

Additional Requirements:

- **Disclosure Reminders:** Applicants must disclose if they currently serve as a fiscal agent or have existing capacity-building relationships.
- **Headquarters:** Organizations must be headquartered in Illinois to qualify for this funding opportunity.
- **GATA Requirements:** All applicants must comply with the requirements outlined in the Grant Accountability and Transparency Act (GATA).

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 and in Good Standing for all pre-qualification requirements. During the open application period, a pre-qualification verification is performed in the GATA

Implementation Website, this includes checking SAM.gov registration, Illinois Secretary of State standing, and status on Illinois Stop Payment List. The GATA Portal will indicate a “Good Standing” status or state the issue and steps on how to achieve “Good Standing”.

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

1. Match Requirement

Match funding is not required.

2. Indirect Cost Rate

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

- a) Federally Negotiated Rate. Organizations that receive direct federal funding, may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. Illinois will accept the federally negotiated rate.
- b) State Negotiated Rate. The organization may negotiate an indirect cost rate with the State of Illinois if they do not have a Federally Negotiated Rate. If an organization has not previously established an indirect cost rate, an indirect cost rate proposal must be submitted through the State of Illinois centralized indirect cost rate system in the GATA Grantee Portal. If an organization previously established an indirect cost rate, the organization must annually submit a new indirect cost proposal through the GATA Grantee Portal system within the earlier of six (6) months after the close of the grantee’s fiscal year; and three (3) months of the notice of award.
- c) De Minimis Rate. An organization that has never negotiated an indirect cost rate with the Federal Government or the State of Illinois is eligible to elect a *de minimis* rate of 15% of modified total direct cost (MTDC). Once established, the *de minimis* Rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the *de minimis* rate.

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

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

D. Application and Submission Information

1. Accessing Application Package

Persons with disabilities needing special accommodations should contact by telephone, email, or letter John Klaer: (312) 793-8946, john.klaer@illinois.gov, Illinois Criminal Justice Information Authority, 60 E. Van Buren Street, Suite 650, Chicago, Illinois, 60605.

Paper copies of the application materials may be requested from Cydney Wessel by calling 312-793-7260; writing Cydney Wessel at 60 E Van Buren, Suite 650, Chicago, Illinois 60605; via Telephone Device for the Deaf (TDD) (312)793-4170 or by email at CJA.I2INOFO@Illinois.gov. Application materials, however, must be submitted via email to CJA.I2INOFO@illinois.gov.

2. Content and Form of Application Submission

A. Forms and Formatting

The application must be emailed to **CJA.I2INOFO@illinois.gov**.

The applicant agency name should appear in the subject line with "GASC Capacity Building Proposal."

Example of Email Subject Line: {AGENCY NAME} GASC Capacity Building Proposal

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

The following materials **MUST** be submitted by all applicants. The applicant must submit the documents based on the instructions provided below. **4 Documents Total.**

Document	Document Name	PDF	Word	Excel
Uniform Application for State Grant Assistance – This form must be completed, signed, and scanned/saved as a PDF, and provide a Word file as well (2 documents total).	{AGENCY NAME}	X	X	
Program Narrative – This document must meet the requirements outlined in Section A. The narrative must be provided in this document. Do not change the format of this document.	{AGENCY NAME}		X	

Document	Document Name	PDF	Word	Excel
Budget/Budget Narrative – This document is an Excel workbook, with several pages (tabs). The first & second tab has instructions if clarification is needed.	{AGENCY NAME}			X

B. Application Formatting

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

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

Applicants are required to:³

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

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

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

4. Submission Dates, Times, and Method

- a) **All required application materials must be emailed to CJA.I2INFO@Illinois.gov by 2:00 p.m. CST on December 2, 2024, to be considered for funding. Proposals will not be accepted by mail, fax, or in person. Incomplete applications or those sent to another email address will not be reviewed. Late submissions will not be reviewed.**

³ 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) Applicants are encouraged to submit their applications 72 hours in advance of the deadline. State agency firewalls may delay the transfer and acceptance of emails with large documents. Technical difficulties experienced at any point during the process should be reported immediately to ICJIA by calling Cydney Wessel at 312-793-7260 or by emailing CJA.I2INFO@Illinois.gov.

5. Application Questions

Questions may be submitted via email at CJA.I2INFO@Illinois.gov. The deadline for submitted questions is 2:00 p.m. (CST) on November, 7, 2024. 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 [CJA. I2I@Illinois.gov](mailto:CJA.I2I@Illinois.gov).

6. Funding Restrictions

- a) Federal Financial Guide. Applicants must follow the current edition of the Department of Justice Grants Financial Guide which details allowable and unallowable costs is available at: https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf. Costs may be determined to be unallowable even if not expressly prohibited in the Federal Financial Guide.
- b) Prohibited Uses. The following is a non-exhaustive list of services, activities, goods, and other costs that cannot be supported through this NOFO:
- Land acquisition
 - New construction
 - A renovation, lease, or any other proposed use of a building or facility that will either result in a change in its basic prior use or significantly change its size
 - Minor renovation or remodeling of a property either listed or eligible for listing on the National Register of Historic Places or located within a 100-year flood plain
 - Implementation of a new program involving the use of chemicals
 - Capital expenditures
 - Fundraising activities
 - 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:

- Salaries and wages for dedicated staff involved in capacity building and program management.
 - Costs associated with training sessions, workshops, and professional development for staff and CBOs.
 - Fees for external trainers or Subject Matter Experts (SMEs) engaged for capacity-building activities.
 - Office supplies and materials necessary for program implementation.
 - Communication expenses, including phone and internet services used for program-related activities.
 - Purchase or rental of equipment necessary for capacity-building activities, such as computers, projectors, and training materials.
 - Travel costs for staff to attend training sessions, conferences, or site visits related to capacity building, including mileage, lodging, and meals.
 - Costs associated with conducting evaluations and assessments to measure program effectiveness.
 - Development of evaluation tools and surveys.
 - Expenses related to community outreach and engagement efforts to involve local stakeholders in capacity-building initiatives.
 - Costs for materials promoting the capacity-building initiatives, including brochures, flyers, and social media campaigns.
- 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
- 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

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

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

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

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

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

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

7. Requirement Prior to Submitting the Application

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

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

Additional resources are:

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

E. Application Review Information

Application materials must address all components of this NOFO and demonstrate both a need for the program and an ability to successfully implement the program.

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

The total number of points available: 100

Scoring Criteria	Possible Points
Program Design	30
Applicant clearly articulated a comprehensive project plan detailing how they will deliver capacity-building services, including training workshops and technical assistance.	15
Applicant demonstrated a well-defined and feasible structure that connects CBOs to Subject Matter Experts (SMEs), ensuring effective delivery of tailored services.	10
Applicant demonstrated a detailed plans for tracking and reporting on performance metrics, ensuring accountability throughout the program.	5
Organizational Capacity	20
Applicants demonstrated the qualifications and experience of key staff members designated for the project, showcasing their ability to manage and implement the Capacity Building Model.	10
Applicant demonstrated evidence of the organization's overall capacity to successfully manage and implement the Capacity Building Model.	10
Implementation Timeline	20
Applicant must propose a realistic timeline outlining key milestones leading up to the target date of July 1, 2025. Applicants should demonstrate their ability to meet these deadlines.	12
Applicants are expected to outline effective strategies for quickly ramping up support to CBOs within the initial months of the contract.	8
Evaluation and Sustainability Plan	20
Applicants must provide a comprehensive plan for measuring key performance metrics, including capacity improvements, service delivery outcomes, and overall program effectiveness. This should include specific indicators to track the success of capacity-building services and	10

engagement levels with CBOs	
Applicants must outline how they will use data collected from CBOs, SMEs, and program evaluations to make real-time adjustments and improvements. This section should detail feedback loops, how data will be analyzed, and how ongoing program refinement will be carried out.	10
Budget Detail	10
Applicants should demonstrate how their proposed budget aligns with the project plan and the services they intend to provide.	5
Clear justification for all requested expenses, including staffing, materials, and support for SMEs, must be provided.	5
Total Possible Points	100

1. Review and Selection Process

All applications are screened for completeness including GATA pre-qualification and ICQ submission for the current state fiscal year. Applications that are not complete will not be reviewed and will be denied. Selection of proposals that pass the screening process will receive an automated 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. Applications that score less than 70 points will not be funded. Proposals will be reviewed by a panel of ICJIA staff and stakeholders. Selected applicants will receive 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 the ICJIA Budget Committee for approval. Applicants will be notified of the ICJIA Budget Committee's decision.

2. Appeal Process

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

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

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

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

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

3. Debriefing Process

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

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

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

Please send requests to:
Cydney Wessel
Illinois Criminal Justice Information Authority
CJA.I2INOFO@illinois.gov

F. Award Administration Information

1. State Award Notices

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

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

2. Administrative and National Policy Requirements

In addition to implementing the funded project consistent with the approved project proposal and budget, agencies selected for funding must comply with applicable grant terms and conditions and other legal requirements, including the Department of Justice Appropriations Act, 2023 (Pub. L. No. 117-328; 136 Stat. 4459, 4537), Bipartisan Safer Communities Supplemental Appropriations Act, 2022 (Pub. L. No. 117-159, 136 Stat. 1313, 1339), 28 U.S.C. 530C, GATA, and the U.S. Department of Justice Grants Financial Guide.

Additional programmatic and administrative special conditions may be required.

3. Reporting

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

4..Additional Certifications Required for Federal Funding

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

G. State Awarding Agency Contact(s)

For questions and technical assistance regarding application submission, contact:

Cydney Wessel
Illinois Criminal Justice Information Authority

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.

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.

F. Additional Information

Helpful Resources:

Applicants are encouraged to visit the following state awarding agency websites for additional information that may assist in understanding the GASC Capacity Building NOFO:

- [Illinois Criminal Justice Information Authority \(ICJIA\)](#)
- [Government Alliance for Safe Communities \(GASC\)](#)

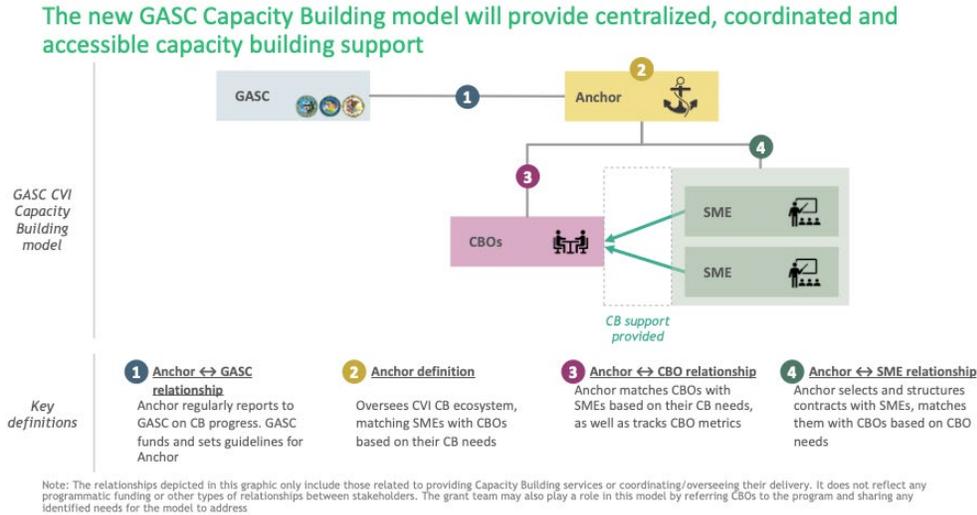
Proprietary Information:

Applicants should be aware of the need to identify any proprietary information in their submissions. Any such information should be clearly marked as proprietary. The state awarding agency will handle proprietary information in accordance with applicable laws and regulations, ensuring confidentiality as appropriate.

Appendix

Appendix A: GASC Capacity Building Model

The new GASC Capacity Building model will provide centralized, coordinated and accessible capacity building support.



Appendix B: CVI Capacity Building Key Areas

CVI Capacity Building key areas include Leadership Development, Organizational Development, External Partnership Development, CVI Model, Training, DEI/Trauma-Informed Service, Workforce Development, and Data & Evaluation.

Appendix C: Differences between a Fiscal Agent and a Fiscal Sponsor

This section explains the difference between a fiscal agent and a fiscal sponsor, detailing the responsibilities and benefits of each in non-profit arrangements.

Appendix D: CBO Support Areas

CBOs need support across key capacity-building areas such as Leadership Development, Organizational Development, Programmatic Development, Workforce Development, and Data & Evaluation.