

**Less Lethal Alternatives for Law Enforcement
INSTRUCTIONS
NOFO # 3082-2509**

Task	Date
NOFO & Technical Assistance Recording Posted	May 15, 2023
Notice of Intent due	June 6, 2023
NOFO question submission deadline	5:00 p.m. CST, June 15, 2023
Applications due	5:00 p.m. CST, June 20, 2023
Budget Committee review/approval of recommended designations	August 17, 2023
Performance Period	August 1, 2023, to June 30, 2024

CHECKLIST

Prior to application due date:

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

The documents listed above should be zipped in a single folder. Each individual document should be named following naming conventions listed on page 14 and emailed to:

CJA.LessLethal@illinois.gov.

Uniform Notice for Funding Opportunity (NOFO)
Less Lethal Alternatives for Law Enforcement

	Data Field	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority (ICJIA)
2.	Agency Contact:	<p>Michael Lynch Strategic Project Administrator Michael.Lynch@Illinois.gov (312) 814-8244</p> <p>Kimberly Atkins Strategic Project Administrator Kimberly.Atkins@Illinois.gov (312) 793-7059</p> <p>Illinois Criminal Justice Information Authority 60 E Van Buren Street, Suite 650 Chicago, Illinois 60605</p>
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:	3082-2509
6.	Funding Opportunity Title:	Less Lethal Alternatives for Law Enforcement
7.	CSFA Number:	546-00-3082
8.	CSFA Popular Name:	Less-than Lethal
9.	CFDA Number(s):	N/A
10.	Anticipated Number of Awards:	1-2
11.	Estimated Total Program Funding:	\$19,000,000
12.	Award Range	\$5,000,000-\$19,000,000
13.	Source of Funding:	<input type="checkbox"/> Federal or Federal pass-through <input checked="" type="checkbox"/> State <input type="checkbox"/> Private / Other Funding
14.	Cost Sharing or Matching Requirement:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15.	Indirect Costs Allowed 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:	May 15, 2023
17.	Application Range:	May 15, 2023 – June 20, 2023
18.	Technical Assistance Session:	<p>Session Offered: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Session Mandatory: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>It is recommended that applicants view the recorded technical assistance. https://illinois.webex.com/illinois/ldr.php?RCID=e8eee032f66dd475414ffeb93a8ec166</p>

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Notice of Funding Opportunity

Less Lethal Alternatives for Law Enforcement

A. Program Description

The SFY23 Illinois State Budget appropriated \$20 million from the General Revenue Fund to the Illinois Criminal Justice Information Authority for grants to local law enforcement agencies for less lethal devices, less lethal device training, and other allowable costs associated with less lethal weapon alternatives. The appropriation also supports program administration costs. Less lethal devices are those which, during expected or reasonably foreseen use, have a lower risk than firearms of causing death or serious injury.

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.

1. Purpose

The purpose of this funding opportunity is to support less than lethal alternatives for law enforcement agencies in the provision of public safety to the community. Through this funding opportunity, a lead entity will distribute and manage funds to subgrantees and will be responsible for the fiscal oversight and quality assurance of its subgrants. The applicant will provide subject matter expertise, technical assistance, and conduct structured monitoring of subgrantees. Subgrantees must follow the rules, policies and procedures established by the lead entity, ICJIA, and Grant Accountability and Transparency Act (GATA).

2. Program Design

A law enforcement related organization will serve as the lead entity and will award and manage subgrants to local law enforcement agencies for less lethal devices, less lethal device training, and other less lethal alternatives. Funded lead entities will conduct structured monitoring of all subgrantees and provide subject matter expertise and technical assistance to subgrantees. Selected entities will be responsible for subgrant making and monitoring. Applicants must possess subject matter expertise, an established record of providing services related to the grant, a network of local law enforcement agencies, and monitoring capacity to oversee subgrantees. Eligible subgrantees are local law enforcement agencies in Illinois. All uses of these grant funds shall conform with the [United Nations Human Rights Guidance on the Use of Less-Lethal Weapons in Law Enforcement](#).

Less Lethal Devices

Less Lethal devices shall be defined as, “devices designed or intended for use on individuals or groups of individuals which, in the course of expected or reasonably foreseen use, have a lower risk of causing death or serious injury than do firearms.”¹

Less lethal devices do not include firearms employed to discharge lethal projectiles. A less lethal device’s expected use would not result in life-threatening injuries.

The following is a non-exhaustive list of less lethal devices:

- Hand-held chemical irritants / Oleoresin Capsicum, also known as pepper spray.
- Chemical irritants launched at a distance, also known as tear gas.
- Conducted energy weapons, also known as tasers.
- Kinetic impact projectiles, also known as rubber bullets.
- Batons

Less Lethal Device Training

Law enforcement officers equipped with less lethal devices should receive initial and refresher training on their use and effects, the lawful use of force, and all related agency policies and procedures. Grant funding can be used to support training on newly purchased and existing less lethal devices. The training should be of a high standard and officers should only be authorized to carry and use devices on which they have been successfully trained. Command and supervisory officers also should receive ongoing training on their obligations arising from their command functions in areas relating to the use of force. Training should be certified by the Illinois Law Enforcement Training and Standards Board.

Less Lethal Alternatives

Less lethal alternatives promote less lethal encounters between law enforcement and the public and may include training on how to avoid the use of force, de-escalation techniques, mediation, communication, and applicable human rights principles and standards.

The following is a non-exhaustive list of less lethal alternative training topics:

- De-escalation and non-escalation^{2,3}
- Arrest control and pressure point control tactics^{4,5}
- Co-responder and crisis intervention teams^{6,7,8,9}

¹ [LLW_Guidance.pdf \(ohchr.org\)](#)

² [How the Law Enforcement De-Escalation Training Act will Impact Police Officers \(policetechnews.com\)](#)

³ [Archived | De-Escalation Training: Safer Communities and Safer Law Enforcement Officers | Office of Justice Programs \(ojp.gov\)](#)

⁴ [Defensive tactics - American Police Beat Magazine \(apbweb.com\)](#)

⁵ [CAT \(illinois.gov\)](#)

⁶ [ILETSB - Crisis Intervention Team \(CIT\) \(illinois.gov\)](#)

⁷ [ICJIA | Illinois Criminal Justice Information Authority](#)

⁸ [Developing and Implementing Your Co-Responder Program \(csgjusticecenter.org\)](#)

⁹ [SJCResponding to Individuals.pdf \(theiacp.org\)](#)

- Cultural competency (implicit bias, racial and ethnic sensitivity)^{10,11,12,13}
- Procedural justice^{14,15}
- Trauma-informed response and care¹⁶
- Autism recognition¹⁷
- Mental health first aid (youth and adult)¹⁸
- Motivational interviewing¹⁹

Other Allowable Costs

Other allowable costs may include related policy and procedure development, relevant training, data collection on and management of device deployment, and specific internal audits relating to less lethal.

3. Implementation Schedule

The following is an estimated post-award implementation schedule.

Task	Estimated Date
Submit policy/procedure for monitoring subgrantee performance, including submission of reports, to ICJIA for review and approval	September 2023
Submit subcontract to ICJIA for review and approval	September 2023
Submit Request for Proposal to ICJIA for review and approval	September 2023
Request for Proposals posted	October 2023
Subgrantee award selection	November 2023
Subgrantee period of performance	December 2023 to June 2024
Submit quarterly performance report and financial report from subgrantee to Lead Entity & Lead Entity to ICJIA	15 th day of each grant quarter

4. Program Requirements

a) Agency Capacity and Experience

To qualify as a lead entity, the applicant must possess subject matter expertise in less lethal alternatives for law enforcement and law enforcement training, have an established record of providing services related to law enforcement equipment distribution and training, a network of local law enforcement agencies, and the structural capacity to oversee all aspects of

¹⁰ [Addressing Implicit Bias in Policing - Police Chief Magazine](#)

¹¹ [Training Toolkit | Bureau of Justice Assistance \(ojp.gov\)](#)

¹² [Cultural Diversity and Cultural Competency for Law Enforcement - Police Chief Magazine](#)

¹³ [Understanding Bias: A Resource Guide \(justice.gov\)](#)

¹⁴ [ICJIA | Illinois Criminal Justice Information Authority](#)

¹⁵ [Procedural Justice for Law Enforcement: An Overview \(usdoj.gov\)](#)

¹⁶ [Trauma Training for Criminal Justice Professionals | SAMHSA](#)

¹⁷ [Information for Law Enforcement | Autism Speaks 2022 MHFA For Public Safety.pdf](#)

¹⁸ [\(mentalhealthfirstaid.org\)](#)

¹⁹ [72_2_9_0.pdf \(uscourts.gov\)](#)

monitoring its subgrantees. The applicant also must comply with all applicable state and federal statutes, regulations, and the terms and conditions of this grant. The applicant must comply with GATA requirements and submit quarterly periodic performance reports and periodic financial reports to ICJIA.

b) Grantmaking

The lead entity applicant shall utilize a competitive bidding process for its subgrants. Requests for proposals (RFPs) will be reviewed and approved by ICJIA prior to publication. The applicant also must provide ICJIA with proposal review panel conflicts of interest protocol and objective scoring system for approval. Review panels must include stakeholders from varied backgrounds. The lead entity will obtain ICJIA approval of application materials and evaluation criteria prior to soliciting requests. The applicant must make fiscal and programmatic technical assistance available to all subgrantees. Additional requirements are listed in *Appendix A*.

c) Monitoring

The lead entity applicant shall monitor subgrantees to ensure compliance with state and federal statutes, regulations, and the terms and conditions of the subgrant. All subgrantees must comply with GATA requirements, complete a risk assessment, submit quarterly periodic performance reports and periodic financial reports to the lead entity, and participate in site visits conducted by the lead entity. The lead entity's monitoring protocol must be approved by ICJIA.

Throughout the grant performance period, the lead entity must submit quarterly performance reports and periodic financial reports to ICJIA. The lead entity will be subject to ICJIA site visits to evaluate program outcomes, fiscal management, and subgrant monitoring.

d) Subgrantee Programmatic Requirements

The applicant must incorporate the following program elements in their requests for proposals to subgrantees and in their subgrants:

- All uses of grant funds shall conform to the United Nations Human Rights Guidance on the Use of Less-Lethal Weapons in Law Enforcement.²⁰
- Any subgrantee purchasing less lethal devices with this funding must have Federal Use of Force Certification.²¹
- Any subgrantee purchasing less lethal devices with this funding must have a policy governing the use of less lethal devices codified by the time of device deployment.
- Law enforcement officers must receive appropriate initial and refresher training in the uses and effects of less lethal devices and the policies governing their uses.
- Law enforcement officers receiving devices must be trained in the lawful use of force.

²⁰ [LLW_Guidance.pdf \(ohchr.org\)](https://www.ohchr.org/en/docd/LLW_Guidance.pdf)

²¹ [Use of Force Certification - Official Illinois Site \(ilchiefs.org\)](https://www.ilchiefs.org/use-of-force-certification)

- Law enforcement agencies shall monitor the use and effects of all the less lethal devices and related equipment procured, deployed, and used.
- Subgrantee compliance with all prescribed assessment tools and reporting requirements.
- Subgrantee identification of staff responsible for collection and submission of reporting.
- Subgrantee participation in site visits conducted by both the lead entity and ICJIA, if requested.
- Subgrantee provision of all fiscal, personnel, and programmatic data to the applicant and ICJIA.
- Subgrantees must be local law enforcement agencies in Illinois.

e) Administrative Costs for Budget and Budget Narrative

Lead entity applications must include all associated administrative costs, including indirect costs, in the proposed budget/budget narrative. All costs must be directly related to the administration of the proposed program and may include:

- Personnel and fringe costs for direct supervision of program activities identified in the application.
- Associated travel.
- Supplies.
- Training and certification for program participants.
- Indirect costs.

Include all proposed program costs in the Excel budget spreadsheet. A detailed explanation of all costs should be included in the budget narrative.

5. Goals and Performance Metrics

Funded programs will be required to submit quarterly periodic performance reports that will minimally include the following information based on the applicant agency's proposed objectives. Additional performance measures for subgrantees are listed in *Appendix A*.

Goal: Promote safer policing through the administration and oversight of local law enforcement agency subgrantees that are provided less lethal devices, less lethal device training, and other less lethal alternatives.	
Objectives	Measures
Complete the RFP.	<ul style="list-style-type: none"> • Submit RFP to ICJIA for review and approval. • Issue/post the RFP. • Review and evaluate proposals. • Award subgrantees.
Support less lethal alternatives among local law enforcement.	<ul style="list-style-type: none"> • Number of law enforcement agencies receiving a subgrant

Provide fiscal and programmatic technical assistance to all subgrantees that request such assistance.	<ul style="list-style-type: none"> • Type of fiscal and/or programmatic technical assistance offered by applicant • Number of subgrantees that requested fiscal and/or technical assistance • Number of subgrantees receiving such assistance
Perform subgrantee site visits.	<ul style="list-style-type: none"> • Number of subgrantee site visits during their award period • Percentage of subgrantees with a site visit during the award period
Timely and accurate reporting	<ul style="list-style-type: none"> • Percentage of subgrantees submitting quarterly fiscal reports on time • Percentage of subgrantees submitting quarterly data reports on time

6. *Priorities*

This funding opportunity is in line with federal and state priorities promoting safer policing, which include:

- Federal Executive Orders 13929 and 14074 to advance effective, accountable policing and criminal justice practices to enhance public trust and public safety.^{22,23}
- Illinois SAFE-T Act (Illinois Public Act 101-0652 House Bill 3653) provisions to reduce the use of deadly force by, and improve the training of, law enforcement.²⁴

7. *Evidence-Based Programs or Practices*

Applicants are strongly urged to incorporate research-based best practice and evidence-informed models, into their program design, when appropriate. Applicants should identify the evidence-based practice or model being proposed for implementation, discuss the research evidence that shows that the practice is effective, discuss the population(s) for which this practice has been shown to be effective, and show that it is appropriate for the proposed target population.

Less lethal device training should include information on the particular vulnerabilities of certain individuals to the effects of a device and on how to identify especially vulnerable individuals. For example, people with heart conditions and/or epilepsy are more susceptible to adverse cardiac effects and/or seizures when electrically shocked by a stun gun.²⁵

Additionally, people with preexisting respiratory conditions, such as asthma and chronic obstructive pulmonary disease, have a higher risk of developing severe symptoms of their diseases that could lead to respiratory failure after exposure to tear gas.²⁶

²² [Federal Register :: Safe Policing for Safe Communities](#)

²³ [Federal Register :: Advancing Effective, Accountable Policing and Criminal Justice Practices To Enhance Public Trust and Public Safety](#)

²⁴ [Letter Bill 1..764 \(ilga.gov\)](#)

²⁵ [TASER Electronic Control Devices Can Cause Cardiac Arrest in Humans | Circulation \(ahajournals.org\)](#)

²⁶ [Tear Gas Health Effects | American Lung Association](#)

Less lethal device trainees should be made aware of the primary risk of injury arising from the use of less lethal devices and secondary injuries that may result.²⁷ For example, secondary injuries might occur if someone injured by a less lethal device falls from an elevated position or onto a hard surface. These effects and risks should be addressed in policies and procedures. Appropriate emergency first-aid training should be provided to officers to effectively respond to the injuries or other resulting impacts.

Less lethal device training should be both scenario-based and theoretical in nature and include the management of stress in use-of-force situations. Training should be institutionalized by law enforcement agencies and should not be provided solely by the manufacturer of a particular device. Training programs should be reviewed continuously, to incorporate lessons learned during operations and to ensure that they reflect all relevant policies, procedures, and updated internal regulations.²⁸ Training should incorporate community perspectives, promote the sanctity of all human life, and seek to diminish an “us versus them” mentality.²⁹ Training may include other topics, such as the use of data collection to assess how devices are used and their effectiveness.

B. Funding Information

1. Award period

Grant awards resulting from this opportunity will have a target period of performance of August 1, 2023, to June 30, 2024. Additional funding of up to 25 months may be awarded after the initial funding period, contingent upon availability of funds and satisfactory performance. Grant support will not exceed a period of 36 months.

2. Available Funds

A total of \$19 million in funding is available through this solicitation. Applicants may request a minimum of \$5 million and a maximum of \$19 million in grant funding.

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

C. Eligibility Information

Before applying for any grant, all entities must be registered through the Grant Accountability and Transparency Act (GATA) Grantee Portal at www.grants.illinois.gov/portal. During the open application period, a pre-qualification verification is performed in the GATA Implementation Website, this includes checking SAM.gov registration, Illinois Secretary of State

²⁷ [233280.pdf \(ojp.gov\)](#)

²⁸ [LLW_Guidance.pdf \(ohchr.org\)](#)

²⁹ [2023.03.18 Community Report DL Publisher \(uchicago.edu\)](#)

standing, and status on Illinois Stop Payment List. The GATA Portal will indicate a “Good Standing” status or state the issue and steps on how to achieve “Good Standing”.

Applicants are also required to submit a financial and administrative risk assessment utilizing an Internal Controls Questionnaire (ICQ) for the current state fiscal year before June 20, 2023 (NOFO close date), and obtain approval from their cognizant agencies before execution of the grant agreement. Delay in obtaining ICQ approval will result in a delay in grant execution.

1. Eligible Applicants

Applicants must possess subject matter expertise in less lethal alternatives for law enforcement and law enforcement training, have an established record of providing services related to law enforcement equipment distribution and training, a statewide network of local law enforcement agencies, and the structural capacity to oversee all aspects of monitoring its subgrantees. Manufacturers, importers, dealers, distributors, and suppliers of less lethal devices (as defined in herein), weapons, or firearms, are ineligible for funding. Entities that sell training to law enforcement agencies for profit are similarly excluded from this opportunity

Applicants must be pre-qualified through the Grant Accountability and Transparency Act Grantee Portal, <https://grants.illinois.gov/portal/>, to become eligible to apply for an award.

2. Cost Sharing or Matching

Cost sharing or matching are not required.

3. Indirect Cost Rate

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

- a) Federally Negotiated Rate. Organizations that receive direct federal funding, may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. Illinois will accept the federally negotiated rate.
- b) State Negotiated Rate. The organization may negotiate an indirect cost rate with the State of Illinois if they do not have a Federally Negotiated Rate. If an organization has not previously established an indirect cost rate, an indirect cost rate proposal must be submitted through the State of Illinois’ centralized indirect cost rate system no later than three months after receipt of a Notice of State Award (NOSA). If an organization previously established an indirect cost rate, the organization must annually submit a new indirect cost proposal through the centralized indirect cost rate system within the earlier of: six (6) months after the close of the grantee’s fiscal year; and three (3) months of the notice of award.
- c) De Minimis Rate. An organization that has never negotiated an indirect cost rate with the Federal Government or the State of Illinois is eligible to elect a *de minimis* rate of

10% of modified total direct cost (MTDC). Once established, the *de minimis* Rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the *de minimis* rate.

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

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

D. Application and Submission Information

1. Accessing Application Package

Application documents must be obtained at <https://icjia.illinois.gov/grants/funding/> by clicking the link titled “Less Lethal Alternatives for Law Enforcement.” Paper copies of the application materials may be requested from Michael Lynch by calling (312) 793-8550; mailing Michael Lynch, 60 E Van Buren Street, Suite 650, Chicago, Illinois 60605; or via Telephone Device for the Deaf (TDD) (312) 793-4170. Applications, however, may only be submitted via email to: CJA.LessLethal@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 11:59 p.m. on June 6, 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 verify the potential applicants GATA pre-qualification requirements, including SAM.gov registration, Illinois Secretary of State standing, and status on the Illinois Stop Payment List. Technical assistance will be provided to agencies that have not met all GATA pre-qualification requirements.

Prospective applicants that do not submit a Notice of Intent by the deadline may not receive technical assistance on GATA compliance, risking grant ineligibility.

The online Notice of Intent is available at:

https://icjia.az1.qualtrics.com/jfe/form/SV_3CPOtD0Lj14liNw

- b) Forms and Formatting. The complete application must be emailed to CJA.LessLethal@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 that are missing required documents will be rejected.

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

- c) Application Formatting Program Narratives may not exceed 30 pages (including 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:³⁰

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

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

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

4. Submission Dates, Times, and Method

Completed application materials must be received by and in possession of the email address CJA.LessLethal@illinois.gov by 5:00 p.m. CST, June 20, 2023, to be considered for funding. Upon receipt, an automated confirmation receipt will be emailed. Proposals

³⁰ 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).

will not be accepted by mail, fax, or in person. Late or incomplete submissions will not be reviewed. Email submissions delayed as a result of email security clearance issues will not be reviewed. 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.LessLethal@illinois.gov.

5. Application Questions

Questions may be submitted via email at CJA.LessLethal@illinois.gov. The deadline for submitted questions is 5:00 p.m. CST on June 15, 2023. All substantive questions and responses will be posted on the ICJIA website at <https://icjia.illinois.gov/grants/funding/>. Due to the competitive nature of this solicitation, applicants may not discuss the opportunity directly with any ICJIA employee other than via the CJA.LessLethal@illinois.gov 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
 - Lobbying
 - Firearms
 - Spiked or electrified batons
 - Lasers designed to permanently blind
 - Directed energy weapons of a nature to cause serious injury
 - Metal chains (shackles)
 - Irons (leg or wrist)
 - Spiked or electrified instruments of restraint

- Weighted instruments of restraint
- Firearm silencers
- Bayonets
- Grenade launchers
- Grenades (including stun and flash-bang)
- Explosives
- Vehicles
- Drones
- Long-range acoustic devices that do not have a commercial application
- Devices or trainings prohibited by State or Federal authorities for use by law enforcement
- Less lethal devices and/or related equipment whose designated, expected or intended use does not comply with the rules governing law enforcement, or which presents undue risk of loss of life or serious injury to anyone, including criminal suspects, bystanders or law enforcement officers themselves.

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:

- Less lethal devices
 - Hand-held chemical irritants/Oleoresin Capsicum, also known as pepper spray.
 - Chemical irritants launched at a distance, also known as tear gas.
 - Conducted energy weapons, also known as tasers.
 - Kinetic impact projectiles, also known as rubber bullets.
 - Batons
 - Other less lethal devices pre-approved by ICJIA
- Less lethal device training
- Less lethal alternatives
 - De-escalation and non-escalation
 - Arrest control and pressure point control tactics
 - Co-responder and crisis intervention teams
 - Cultural competency, including implicit bias and racial and ethnic sensitivity.
 - Procedural justice
 - Trauma informed response and care
 - Autism recognition
 - Mental health first aid (youth and adult)
 - Motivational interviewing
 - Other less lethal alternatives pre-approved by ICJIA
- Other allowable costs associated with less lethal device alternatives. Any costs in this category must be pre-approved by ICJIA.
 - Overtime
 - Use of force and/or less lethal policy and procedure development and relevant training
 - Data collection and management
 - Audits

- d) Pre-Award Costs. Pre-award costs are allowed only if the costs are directly pursuant to the negotiation and in anticipation of the award and where such costs are necessary for efficient and timely performance of the program deliverables, or milestones incorporated in the contract. Such costs are allowable only to the extent that they would have been allowable if incurred after the award start date.
- 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://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) Supplanting. Grant funds must be used to supplement existing funds for program activities and must not replace those funds that have been appropriated for the same purpose. If grant funds will be used for the expansion of an existing program, applicants must explain how proposed activities will supplement, not supplant, current program activities and staff positions. Agencies may not deliberately reduce local, federal, state funds, or other funds because of the existence of these grant funds. A written certification may be requested by ICJIA stating that these funds will not be used to supplant other state, local, federal, or other funds.
- 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) Proposed Subawards and Subcontracts. Applicants may propose to enter into subawards or subcontracts, which involve different rules and 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 title or structure) will determine whether it is a subaward or a subcontract. Applicants are advised to use the “Checklist for Contractor/Subrecipient Determinations” available at the GATA Resource Library for guidance:
<https://www.illinois.gov/sites/gata/pages/resourcelibrary.aspx>.

Applicants are required to justify their uses of subawards and explain their capacities 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.

Applicants shall select subgrantees through a competitive process that meets ICJIA requirements. Applicants shall perform a fiscal and programmatic risk assessment with each subgrantee. Subgrantees selected through an ICJIA-compliant competitive process for ongoing grant-supported program periods must be rebid at least every 36 months. Some exceptions may apply.

Subgrantee contracts must meet ICJIA standards and are subject to ICJIA review and approval. For procurement contracts, applicants are encouraged to promote free and open competition in awarding contracts. All subcontracts must comply with federal and state requirements.

- i) Executive Compensation. Under most circumstances, executive staff shall be charged to the indirect cost line item as they typically do not perform activities attributable to an individual grant-funded program. However, the compensation of executive staff who provide direct services or administrative support through federal- or state-funded ICJIA grant programs and whose salary and benefit costs are attributable to the grant-funded program may be charged as direct expenses.

Compensation for executive level staff charged as direct expenses must be reasonable and not excessive. No executive staff may be charged to a grant agreement for more than 80% of their time without prior written ICJIA approval. Applicants wishing to charge executive staff as direct expenses must demonstrate expenses are reasonable and necessary and will be subject to additional reporting requirements. Some exceptions may apply.

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, registered organizations must be in "Good Standing" with all GATA pre-qualification requirements thus meeting qualified status under GATA per 44 Ill. Admin. Code 7000.70(f).

Applicants are advised to view the following technical assistance recordings prior to application submission. All recordings are located on the [ICJIA YouTube channel](#).

- [Register in the GATA Grantee Portal](#)
- [Creating a GATA Grantee User Account](#)
- [Getting to know GATA and the GATA Grantee Portal](#)
- Learn about the: Online Self-paced Grant Course: [YOUR RECIPE FOR GRANT SUCCESS](#)

E. Application Review Information

1. Criteria

Application materials must address all components of this NOFO and demonstrate both a need for the program and an ability to successfully implement the program. Reviewers will score applications based on completeness, clear and detailed responses to program narrative questions, and inclusion of all mandatory program elements as well as past performance history and/or financial standing with ICJIA. The applicant must demonstrate that costs are reasonable, necessary, and allowable.

The total number of points available is 100. Application selection will be made using the following criteria:

Scoring Criteria	Possible Points
Summary of the Program:	5
1. Response describes the proposed program including the scope of services, intent of the program, strategy, activity, and the organizations that will be served.	5
Agency Capacity and Experience:	20
1. Response describes the organization's history and expertise in the provision of services to local law enforcement. It includes information concerning equipment distribution, training, and technical assistance provided. It includes examples of how these services may be related to less lethal devices, training, and other less lethal alternatives. It may include any information on the organization's existing statewide network of local law enforcement agencies and any gaps.	10
2. Response describes the organization's fiscal experience and capacity to manage grants. It includes total staff dedicated to all law enforcement grants at the organization and all funding sources that support local law enforcement programming. It includes quantitative (e.g., size of budget and number of grants) and qualitative (e.g., process and procedure; summary of previous management) descriptions.	10
Statement of the Problem:	10
1. Response describes the problem(s) that demonstrates the need for the proposed program. It may include a description of available indicators	6

on the extent of training needed, less lethal devices needed, and/or other less lethal alternatives needed.	
2. Response describes the anticipated challenges and barriers to implementing this program.	4
Project Implementation:	15
1. Response describes who will oversee the program funded by this opportunity. It includes titles, duties, primary qualifications and any mandatory training or certifications required for the person overseeing the program.	10
2. Completion of the included table within the program narrative defines each step in the implementation and operation of the proposed program, details the staff position responsible for each task, and includes a target date for completion.	5
Project Management: Grant-Making	15
1. Response describes the organization's competitive grant process, including proposed evaluation and/or prioritization criteria, the review process, required documents, staff involved in the review process, and how final funding decisions will be determined.	15
Project Management: Requirements for, and Monitoring of, Subgrantee Programs	20
1. Response describes how the organization will ensure that the subgrantees use of funds conform to the subgrantee eligibility requirements outlined in the NOFO in Section A.4.d) Subgrantee Programmatic Requirements. It may describe any additional subgrantee eligibility requirements for these funds the organization intends to impose besides those outlined in the NOFO.	10
2. Response describes the process the organization will follow for the collection and submission of performance measures. It includes staff responsible for the collection and approval process.	2
3. Response describes the organization's monitoring process of subgrantees, including risk assessment for subs that have medium to high risk, programmatic, and fiscal monitoring activities.	2
4. Response describes the organization's site visit procedures.	2
5. Response details how funds will be vouchered by the agency and how subgrantees expenditures will be reported.	2
6. Response describes any potential technical assistance the organization will provide subgrantees (e.g., guidance on devices, guidance on training).	2
Performance Metrics:	10
1. Provides objectives that link performance toward the goal and completed the objectives chart for the oversight of subgrantees.	10
Budget Detail:	5
1. Budgeted items are cost-effective in relation to the proposed activities.	2
2. Narrative is complete for all line items, clearly detailing how the applicant arrived at and calculated the budget amounts.	3
Total Possible Points	100

2. Review and Selection Process

All applications will be screened for completeness including GATA pre-qualification. Incomplete applications will not be reviewed.

Selection of proposals that pass the screening process will be based on the scoring criteria outlined in the previous section (Section E.1.). The highest scored proposal will be selected. Based on available funding, the next highest scored proposal(s) may be selected. Proposals will be reviewed by a panel of ICJIA staff and stakeholders.

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 CSFA Active Programs and Awards. Review team recommendations will be forwarded to ICJIA Budget Committee for approval. Applicants will be notified of the ICJIA Budget Committee's decision.

3. Anticipated Announcement and State Award Dates

Task	Date
NOFO posted & Technical Assistance Recording	May 15, 2023
Notice of Intent due	June 6, 2023
NOFO question submission deadline	June 15, 2023
Applications due	5:00 p.m. CT, June 20, 2023
ICJIA Budget Committee review/approval of recommended designations	August 17, 2023
Performance Period	August 1, 2023, to June 30, 2024

4. Appeal Process

Unsuccessful applicants may request a formal appeal of the evaluation process. Evaluation scores and funding determinations may not be contested and will not be considered by ICJIA's Appeals Review Officer. The appeal must be via email and submitted within 14 calendar days after either the date the grant award notice is published or receipt of a Funding Opportunity Declination Letter from ICJIA, whichever comes first. The written appeal must include, at a minimum, the following:

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

ICJIA will acknowledge receipt of the appeal within 14 calendar days. ICJIA will respond to the appeal, in writing, within 60 days or provide an explanation as to why more time is required. ICJIA will resolve the appeal via written determination, which will include:

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

5. 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:

Michael Lynch
Illinois Criminal Justice Information Authority
CJA.LessLethal@illinois.gov

F. Award Administration Information

1. State Award Notices

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

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. 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.

G. State Awarding Agency Contact(s)

For questions and technical assistance regarding application submission, contact:

Michael Lynch
Illinois Criminal Justice Information Authority
CJA.LessLethal@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.

Appendix A provides a list of the Performance Measures that subgrantees must report quarterly.

Appendix A

Less Lethal Alternatives for Law Enforcement Subgrantee Reporting Requirements

Lead entity RFPs must request an ambitious, yet realistic, estimate for each objective of their proposed programs. Subgrantees will be required to submit quarterly performance reports and other information reflecting progress toward these performance measures.

GOAL: Promote safer policing through the administration and oversight of local law enforcement agency subgrantees that are provided less lethal devices, less lethal device training, and other less lethal alternatives.
Subgrantee Performance Measures
• Types of less lethal devices purchased
• Number of each type purchased
• Types of less lethal device training provided
• Number of officers trained for each type provided
• Number of training hours for each type
• Types of less lethal alternatives training provided
• Number of officers trained for each type provided
• Number of training hours for each type
• Number of use of force and/or less lethal policies created and/or updated
• Number of agencies obtaining Federal Use of Force Certification