

National Criminal History Improvement Program Lead Entity for Live Scan Equipment
INSTRUCTIONS
NOFO # 3242-2629

Task	Date
NOFO & Technical Assistance Recording Posted	October 30, 2023
Notice of Intent due	November 20, 2023 December 19, 2023
NOFO question submission deadline	5:00 p.m. CST, November 22, 2023 5:00 p.m. CST, December 19, 2023
Applications due	5:00 p.m. CST, December 4, 2023 5:00 p.m. CST, December 27, 2023
Budget Committee review/approval of recommended designations	February 22, 2024
Performance Period	March 1, 2024, to May 31, 2025

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.LiveScan@illinois.gov.

Uniform Notice for Funding Opportunity (NOFO)
NCHIP Lead Entity for Live Scan Equipment

	Data Field	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority (ICJIA)
2.	Agency Contact:	Michael Lynch Strategic Project Administrator Michael.Lynch@Illinois.gov (312) 814-8244 Illinois Criminal Justice Information Authority 60 E Van Buren Street, Suite 650 Chicago, Illinois 60605
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:	3242-2629
6.	Funding Opportunity Title:	NCHIP Lead Entity for Live Scan Equipment
7.	CSFA Number:	546-00-3242
8.	CSFA Popular Name:	NCHIP Live Scan
9.	CFDA Number(s):	16.554
10.	Anticipated Number of Awards:	1
11.	Estimated Total Program Funding:	\$2,062,500
12.	Award Range	\$2,000,000-\$2,062,500
13.	Source of Funding:	<input checked="" type="checkbox"/> Federal or Federal pass-through <input 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:	October 30, 2023
17.	Application Range:	October 30, 2023 – December 4, 2023 December 27, 2023
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. https://illinois.webex.com/illinois/ldr.php?RCID=29ae61655fbd8f6559d42dc204598df9

Table of Contents

A. Program Description	4
1. <i>Purpose</i>	4
2. <i>Program Design</i>	4
3. <i>Implementation Schedule</i>	5
4. <i>Program Requirements</i>	5
5. <i>Goals and Performance Metrics</i>	7
6. <i>Priorities</i>	8
7. <i>Evidence-Based Programs or Practices</i>	Error! Bookmark not defined.
B. Funding Information	9
1. <i>Award period</i>	9
2. <i>Available Funds</i>	9
C. Eligibility Information	9
1. <i>Eligible Applicants</i>	10
2. <i>Cost Sharing or Matching</i>	10
3. <i>Indirect Cost Rate</i>	10
D. Application and Submission Information	11
1. <i>Accessing Application Package</i>	11
2. <i>Content and Form of Application Submission</i>	11
3. <i>Unique Entity Identification Number (UEI) and System for Award Management (SAM)</i>	12
4. <i>Submission Dates, Times, and Method</i>	13
5. <i>Application Questions</i>	13
6. <i>Funding Restrictions</i>	13
7. <i>Requirement Prior to Submitting the Application</i>	16
E. Application Review Information	16
1. <i>Criteria</i>	16
2. <i>Review and Selection Process</i>	18
3. <i>Anticipated Announcement and State Award Dates</i>	18
4. <i>Appeal Process</i>	19
5. <i>Debriefing Process</i>	20
F. Award Administration Information	20
1. <i>State Award Notices</i>	20
2. <i>Reporting</i>	20
G. State Awarding Agency Contact(s)	21
H. Other Information	21
Appendix A	22

Notice of Funding Opportunity

NCHIP Lead Entity for Live Scan Equipment

A. Program Description

ICJIA has made available \$2,062,500 in FFY23 National Criminal History Improvement Program (NCHIP) supplemental funding to contract with a justice system-related lead entity that will manage subgrants to Illinois justice system agencies for live scan fingerprinting equipment.

1. *Purpose*

The purpose of this funding opportunity is to provide live scan fingerprinting equipment to Illinois justice system agencies that will improve the timeliness, accuracy, and completeness of criminal history records submitted by agencies. Justice system agencies may include local law enforcement agencies¹, State law enforcement agencies², courts, and the Department of Corrections and other correctional agencies in Illinois.

Illinois is in the early stages of extensive planning to improve statewide firearm prohibitor records. In conjunction with longer term planning and solutions, Illinois seeks to address known gaps in core reporting infrastructure by installing new live scan machines in justice system agencies that currently submit criminal history records through paper-based processes and/or use obsolete live scan hardware and software. Addressing this need will improve the timeliness, accuracy, and completeness of submitted criminal history records. As arrest record submissions improve, so will disposition information subsequently added through live scan and submitted by the Illinois State Police (ISP) to the FBI for inclusion in National Instant Criminal Background Check System (NICS) records.

2. *Program Design*

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 and technical assistance and conduct structured monitoring. Subgrantees must follow the rules, policies and procedures established by the lead entity, ICJIA, and Grant Accountability and Transparency Act (GATA).

Subgrantees are Illinois justice system agencies that submit criminal history records through paper-based processes or using obsolete hardware and software. Available data indicates 125 such agencies exist in Illinois. The selected lead entity will work with the Illinois State Police to identify agencies in need of live scan equipment.

Live Scan

¹ As defined by Section 2 of the Illinois Police Training Act, 50 ILCS 705/2.

² As defined by Section 2 of the Illinois Police Training Act, 50 ILCS 705/2.

Live scan is an inkless electronic system designed to capture an individual's fingerprint images and demographic data, such as name, sex, race, date of birth, in a digitized format that can be transmitted to ISP for processing. Once received ISP electronically forwards the inquiry to the FBI for further processing. All of this occurs within minutes and results in a biometric identification of an individual with little to no human intervention. Live scan may be used for criminal justice as well as non-criminal justice use.³

ISP is responsible for certification and licensure of Illinois live scan vendors (225 ILCS 447/31-5).^{4, 5} According to ISP, live scan machines vary in price from approximately \$4,000 to \$25,000. Recent live scan purchases made by ISP have cost \$15,000 per machine. That price included standard one-year warranty and maintenance. It is estimated that each justice system agency receiving monies for a live scan machine through this grant will be provided approximately \$15,000. Once installed by a justice system agency, ISP is responsible for certifying the device to facilitate submission of fingerprints to the Criminal History Record Information (CHRI) System.

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	March 2024
Submit draft subaward to ICJIA for review and approval	March 2024
Submit subgrantee Request for Proposal to ICJIA for review and approval	March 2024
Subgrantee Request for Proposals posted	April 2024
Subgrantee award selection	May 2024
Subgrantee period of performance starts	June 2024
Collect and aggregate quarterly performance report(s) and financial report(s) from subgrantees and submit to ICJIA	15 th day of each grant quarter
Submit quarterly performance report and financial report from Lead Entity to ICJIA	15 th day of each grant quarter
Subgrantee site visits	July 2024 to December 2024
Subgrantee period of performance ends	May 2025
Submit financial closeout and final performance report to ICJIA	June 2025

4. Program Requirements

- a) Agency Capacity and Experience

³ [Bureau of Identification \(illinois.gov\)](https://www.fbi.gov/services/ident/bureau-of-identification)

⁴ [225 ILCS 447/ Private Detective, Private Alarm, Private Security, Fingerprint Vendor, and Locksmith Act of 2004. \(ilga.gov\)](#)

⁵ [Microsoft Word - LiveScanSystems 01.29.2021 \(illinois.gov\)](#)

To qualify as a lead entity, the applicant must possess subject matter expertise in criminal justice and preferably in live scan and/or criminal history records, have an established record of providing services related to criminal justice equipment distribution, a network of justice system agencies, and the structural capacity to oversee all aspects of monitoring 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 or periodic ICJIA performance reports and periodic financial reports.

b) Grantmaking

The selected lead entity will award subgrants to subrecipients to procure live scan equipment from a [State of Illinois approved vendor](#) via a competitive process.

The lead entity applicant shall utilize a competitive bidding process for subgrants that, at a minimum, asks applicants to describe their current fingerprinting processes and justify their need for a new live scan machine. The Requests for Proposals (RFPs) will be reviewed and approved by ICJIA prior to publication. The applicant also must provide ICJIA with proposed 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*.

[This ICJIA training](#) explains what it means to be a passthrough entity as well as the difference between subawards and subcontracts.

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:

- 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 justice system 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.
- 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: Improve the timeliness, accuracy, and completeness of criminal history records submitted by justice system agencies through the administration and oversight of subgrantees that are provided live scan equipment.	
Process Objectives	Measures
Issue the subgrantee RFP by ____ (date).	<ul style="list-style-type: none"> • Date RFP submitted to ICJIA for review and approval. • Date RFP issued/posted. • Review and evaluate proposals. • Award subgrantees.
Award subgrants by ____ (date).	<ul style="list-style-type: none"> • Date draft subaward submitted to ICJIA for review and approval. • Date application reviews are completed. • Date list of recommended awards submitted to ICJIA for review and approval. • Date subawards are executed.

Provide fiscal and programmatic technical assistance to 100% of 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 with ____% of live scan recipient agencies.	<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.
Assure timely and accurate fiscal and data reporting by 100% of subgrantees.	<ul style="list-style-type: none"> • Percentage of subgrantees submitting quarterly fiscal reports on time. • Percentage of subgrantees submitting quarterly data reports on time.
Outcome Objectives	Measures
Improve the completeness and quality of disposition data in Illinois Criminal History Records and, in turn, data submitted to the FBI Criminal History file, by transitioning ____ (<i>number</i>) of justice system agencies from manual fingerprint reporting to live scan reporting	<ul style="list-style-type: none"> • Number of manual reporting agencies receiving live scan equipment to transition from manual fingerprint reporting. • Number that report maintaining small delays in records becoming available in CHRI. • Number that report maintaining consistent accuracy of CHRI information (i.e., live scan includes autocorrect/data validation functionalities that are lacking with manual submissions). • Number that report maintaining or increasing the number and percentage of CHRI records that include disposition information.
Improve the completeness and quality of disposition data in Illinois Criminal History Records and, in turn, data submitted to the FBI Criminal History file, by transitioning ____ (<i>number</i>) justice agencies from obsolete live scan hardware and software to current tools	<ul style="list-style-type: none"> • Number of justice system agencies receiving live scan equipment who transitioned from obsolete live scan hardware and software. • Number that report maintaining small delays in records becoming available in CHRI. • Number that report maintaining consistent accuracy of CHRI information (i.e., live scan includes autocorrect/data validation functionalities that are lacking with manual submissions). • Number that report maintaining or increasing the number and percentage of CHRI records that include disposition information.

6. Priorities

This funding opportunity furthers the following federal and state priorities:

- In response to the enactment of the Bipartisan Safer Communities Act to expand access to records available to the National Instant Criminal Background Check System (P.L. 117–159), Bureau of Justice Statistics (BJS) is prioritizing the use of funds for the following purpose: to upgrade criminal and mental health records, including juvenile records that would prohibit the purchase or possession of firearms (under 18 U.S.C. 922 (g) or (n)), to be electronically available at the time of a NICS firearm-related background check.
- This funding will assist state record repositories, state courts, and tribes with finding ways to make a greater share of eligible records available to NICS, including records in NCIC, criminal history record information available through the Interstate Identification Index (III), and records in the NICS Indices. Therefore, through the funded activities, BJS expects that more records (including improved quality, completeness, and timeliness) will become available in these systems.
- Section 7.9 of the Illinois Criminal Justice Information Act establishes the Illinois Firearm Prohibitors and Records Improvement Task Force. The task force is mandated to “submit a coordinated application with and through the Illinois Criminal Justice Information Authority for federal funds from the National Criminal History Improvement Program and the NICS Acts Record Improvement Program,” 20 ILCS 3930/7.9.⁶

B. Funding Information

1. Award period

Grant awards resulting from this opportunity will have a target period of performance of March 1, 2024, to May 31, 2025 (15 months). Additional funding support for up to 21 months may be awarded after the initial funding period, contingent upon availability of funds and satisfactory performance. There is no guarantee of additional performance period or funding. Grants supported will not exceed a period of 36 months.

2. Available Funds

A total of \$2,062,500 in funding is available through this solicitation. Applicants may request a minimum of \$2 million and a maximum of \$2,062,500 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

⁶ [ICJIA | Illinois Criminal Justice Information Authority](http://www.icjia.org)

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 a financial and administrative risk assessment utilizing an Internal Controls Questionnaire (ICQ) for the current state fiscal year before ~~December 4, 2023~~ **December 27, 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 criminal justice and preferably in live scan and/or criminal history records and have an established record of providing services related to justice system equipment distribution, a statewide network of justice system agencies, and the structural capacity to oversee all aspects of monitoring its subgrantees. Manufacturers, importers, dealers, distributors, and suppliers of live scan devices (as defined in herein) are ineligible. Entities that sell training to justice system agencies for profit also are ineligible.

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 “NCHIP Lead Entity for Live Scan Equipment.” 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.LiveScan@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 ~~November 20, 2023~~ **December 19, 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_8qslsXCC6CtbZBQ

- b) Forms and Formatting. The complete application must be emailed to CJA.LiveScan@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:⁷

- 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.

⁷ 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).

4. Submission Dates, Times, and Method

Completed application materials must be received by and in possession of the email address CJA.LiveScan@illinois.gov by 5:00 p.m. CST, ~~December 4, 2023~~, **December 27, 2023** to be considered for funding. Upon receipt, an automated confirmation receipt will be emailed. Proposals will not be accepted by mail, fax, or in person. Late or incomplete submissions will not be reviewed. 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.LiveScan@illinois.gov.

5. Application Questions

Questions may be submitted via email at CJA.LiveScan@illinois.gov. The deadline for submitted questions is 5:00 p.m. CST on ~~November 22, 2023~~ **December 19, 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.LiveScan@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

- c) Allowable expenses. All expenses must be 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:
- Subawards to justice system agencies for live scan devices
 - Live scan devices must be purchased from a [State of Illinois licensed vendor](#).
 - Associated installation, warranty, subscription, and/or maintenance costs are potentially allowable.
 - Administrative costs associated with the project
- 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:
- Certain Requests for Proposals, procurements, and sub-contracts
 - 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. Moreover, executive level staff charged as direct expenses may not be compensated at a rate exceeding the average annual compensation for the same executive staff title and/or executive staff positions with equivalent job duties in a similarly sized peer organization in the same

region of the state as defined by the professional non-profit agency rating tool used by ICJIA. 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:	10
1. Response describes the proposed program including the scope of services, intent of the program, strategy, activity, and the organizations that will be served.	10
Statement of the Problem:	5
1. Response describes the problem(s) that demonstrates the need for the proposed program. It may include a description of available indicators on the current number and/or accuracy of Criminal History Record	3

Information (CHRI) submitted by justice system agencies and the extent of live scan equipment needed.	
2. Response describes the anticipated challenges and barriers to implementing this program and how to address them.	2
Agency Capacity and Experience:	20
1. Response describes the organization's history and expertise in the provision of services to criminal justice agencies. It includes information concerning equipment distribution and technical assistance provided. It includes examples of how these services may be related to criminal justice, live scan, and/or criminal history records. It may include any information on the organization's existing network of criminal justice agencies, whether it is statewide and if there are any known gaps in participation.	10
2. Response describes the organization's fiscal experience and capacity to manage grants. It includes total staff dedicated to all criminal justice grants at the organization and all funding sources that support criminal justice 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
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. <i>Note: Illinois justice system agencies that are currently submitting criminal history records through paper-based processes or using obsolete hardware and software will be prioritized. The selected applicant will work with the Illinois State Police to identify such agencies. Available data indicates that there are approximately 125 such agencies.</i>	15
Project Management: Requirements for, and Monitoring of, Subgrantee Programs	15
1. 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.	4
2. Response describes the organization's monitoring process of subgrantees, including risk assessment for subs that have medium to high risk, programmatic monitoring activities, fiscal monitoring	4

activities, site visit procedures, and other grant compliance procedures.	
3. Response details how funds will be vouchered by the agency and how subgrantees expenditures will be reported.	4
4. Response describes any potential technical assistance the organization will provide subgrantees (e.g., guidance on devices, guidance on training).	3
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:	10
1. Budgeted items are cost-effective in relation to the proposed activities.	5
2. Narrative is complete for all line items, clearly detailing how the applicant arrived at and calculated the budget amounts.	5
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 &	October 30, 2023

Technical Assistance Recording	
Notice of Intent due	November 20, 2023 December 19, 2023
NOFO question submission deadline	5:00 p.m. CST, November 22, 2023 5:00 p.m. CST, December 19, 2023
Applications due	5:00 p.m. CST, December 4, 2023 5:00 p.m. CST, December 27, 2023
ICJIA Budget Committee review/approval of recommended designations	February 22, 2024
Performance Period	March 1, 2024, to May 31, 2025

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.LiveScan@illinois.gov

F. Award Administration Information

1. State Award Notices

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

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

- Civil Rights Compliance Questionnaire

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.LiveScan@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 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.

NCHIP is a U.S. Department of Justice (DOJ) Office of Justice Programs Bureau of Justice Statistics program to further the DOJ's mission to reduce violent crime and address gun violence by improving the accuracy, utility, and interstate accessibility of criminal-history and related records in support of national record systems and their use for name- and fingerprint-based criminal history background checks. This program was developed to implement Title III, Division B (3) - Appropriations outlined in the Bipartisan Safer Communities Act (Pub. L. 117-159).

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

NCHIP Lead Entity for Live Scan Equipment 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.

Subgrantee Performance Measures

GOAL: Improve the timeliness, accuracy, and completeness of criminal history records.
<ul style="list-style-type: none">• # of days from incident report by agency to availability of the record in Illinois Criminal History Record Information.
<ul style="list-style-type: none">• # of logical or typographic errors in submitted arrest records, limited to those errors that can be addressed through Live Scan error correction capabilities.
<ul style="list-style-type: none">• # of submitted records that include disposition information.
<ul style="list-style-type: none">• % of submitted records that include disposition information.
<ul style="list-style-type: none">• Other:

**NCHIP Lead Entity for Live Scan Equipment
PROGRAM NARRATIVE
NOFO # 3242-2629**

Program narrative may not exceed **30 pages**, including the questions and tables in this document. Responses must be written in **Times New Roman 12-point** font and **single-spaced**. Do not delete the template questions in your response and do not change the formatting of this document.

Questions that require a narrative response should be answered in the box titled **“Response”** underneath each question. Failure to comply with formatting requirements may lead to application disqualification.

Summary of the Program – 10 Points

- | |
|--|
| 1. Briefly summarize the proposed program including the scope of services, intent of the program, strategy, activity, and the organizations that will be served. |
|--|

Response:

Statement of the Problem – 5 Points

- | |
|--|
| 1. Describe the problem(s) that demonstrates the need for your proposed program. This may include a description of available data on the volume and/or accuracy of Criminal History Record Information (CHRI) submitted by justice system agencies and the extent of live scan equipment needed. |
|--|

Response:

- | |
|---|
| 2. Describe the anticipated challenges and barriers to implementing this program you might face and how you plan to address them. |
|---|

Response:

Agency Capacity and Experience – 20 Points

- | |
|---|
| 1. Describe your organization’s history and expertise in the provision of services to criminal justice agencies. Please include any information concerning equipment distribution and technical assistance provided. Include examples of how these services may be related to criminal justice, live scan, and/or criminal history records. Include any information on your organization’s existing network of criminal justice agencies, detailing whether it is statewide and if there are any known gaps in participation. |
|---|

Response:

- | |
|--|
| 2. Describe your organization’s fiscal experience and capacity to manage grants. Include total staff dedicated to all criminal justice grants at your organization and all funding sources that support criminal justice programming. Include quantitative (e.g., size of budget and number of grants) and qualitative (e.g., process and procedure; summary of previous management) descriptions. |
|--|

Response:

Project Implementation – 15 Points

1. Who will oversee the program funded by this opportunity? Include titles, duties, primary qualifications, if they will be new hires, and any mandatory training or certifications.

Response:

Implementation Schedule

Complete the table below, defining each step in the implementation and operation of the proposed program, detailing the staff position responsible for each task, and including a target date for completion. Do not use staff names.

Italicized font are suggestions that can be edited as needed. Please add additional lines as necessary.

Task	Staff Position Responsible	Date Due
Submit policy/procedure for monitoring subgrantee performance, including submission of reports, to ICJIA for review and approval	<i>Program Manager</i>	<i>Month One</i>
Submit draft subaward to ICJIA for review and approval		<i>Month One</i>
Submit subgrantee Request for Proposal to ICJIA for review and approval		<i>Month One</i>
Subgrantee Request for Proposals posted		<i>Month Two</i>
Subgrantee award selection		<i>Month Three</i>
Subgrantee period of performance starts		<i>Month Four</i>
Collect and aggregate quarterly performance report(s) and financial report(s) from subgrantees and submit to ICJIA		<i>15th day of each grant quarter</i>
Submit quarterly performance report and financial report from Lead Entity to ICJIA		<i>15th day of each grant quarter</i>
Subgrantee site visits		
Subgrantee period of performance ends		
Submit financial closeout and final performance report to ICJIA		

Project Management: Grant-Making – 15 Points

The Lead Entity (applicant) will execute grants with subgrantees. The Lead Entity will obtain ICJIA's approval of application materials and evaluation criteria prior to soliciting requests.

- | |
|--|
| 1. Describe the proposed competitive subgrant 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. <i>Note: Illinois justice system agencies that are currently submitting criminal history records through paper-based processes or using obsolete hardware and software will be prioritized. The selected applicant will work with the Illinois State Police to identify such agencies. Available data indicates that there are approximately 125 such agencies.</i> |
|--|

Response:

Project Management: Requirements for, and Monitoring of, Subgrantee Programs – 15 Points

The applicant will monitor subgrantees to ensure compliance with State and Federal statutes, regulations, and the terms and conditions of the subgrant agreement. All subgrantees must comply with ICJIA requirements, submit quarterly programmatic data and fiscal reports to the lead entity, and be subject to site visits from the lead entity and/or ICJIA. The lead entity will make programmatic and fiscal technical assistance available to all subgrantees during the period of performance.

- | |
|---|
| 1. Describe the process you will follow for the collection and submission of performance measures. Include staff responsible for the collection and approval process. |
|---|

Response:

- | |
|--|
| 2. Describe your organization's subgrantee monitoring process. Include risk assessment for subs that have medium to high risk, programmatic monitoring activities, fiscal monitoring activities, site visit procedures, and other grant compliance procedures. |
|--|

Response:

- | |
|--|
| 3. Explain in detail how funds will be vouchered by your agency and how subgrantees expenditures will be reported. |
|--|

Response:

- | |
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| 4. Describe any potential technical assistance you will provide subgrantees that are targeted to your area of expertise. |
|--|

Response:

Performance Metrics – 10 Points

Objectives should measure meaningful, tangible changes resulting from program implementation. The following table depicts objectives linked to performance indicators that show progress toward the proposed program goal. Complete the table by entering ambitious yet realistic numbers for each objective based on your proposed program. *Note: Illinois justice system agencies that are currently submitting criminal history records through paper-based processes or using obsolete hardware and software will be prioritized. The selected applicant*

will work with the Illinois State Police to identify such agencies. Available data indicates that there are approximately 125 such agencies.

The applicant will be required to submit quarterly data reports reflecting information about these performance measures and may be asked to collect additional measures to track program progress and outcomes.

Goal: Improve the timeliness, accuracy, and completeness of criminal history records submitted by justice system agencies through the administration and oversight of subgrantees that are provided live scan equipment.	
Process Objectives	Measures
Issue the subgrantee RFP by ____ (date).	<ul style="list-style-type: none"> • Date RFP submitted to ICJIA for review and approval. • Date RFP issued/posted. • Review and evaluate proposals. • Award subgrantees.
Award subgrants by ____ (date).	<ul style="list-style-type: none"> • Date draft subaward submitted to ICJIA for review and approval. • Date application reviews are completed. • Date list of recommended awards submitted to ICJIA for review and approval. • Date subawards are executed.
Provide fiscal and programmatic technical assistance to 100% of 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 with ____ % of live scan recipient agencies.	<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.
Assure timely and accurate fiscal and data reporting by 100% of subgrantees.	<ul style="list-style-type: none"> • Percentage of subgrantees submitting quarterly fiscal reports on time. • Percentage of subgrantees submitting quarterly data reports on time.
Outcome Objectives	Measures
Improve the completeness and quality of disposition data in Illinois Criminal History Records and, in turn, data submitted to the FBI Criminal History file, by transitioning ____ (number) of justice system agencies from manual fingerprint reporting to live scan reporting	<ul style="list-style-type: none"> • Number of manual reporting agencies receiving live scan equipment to transition from manual fingerprint reporting. • Number that report maintaining small delays in records becoming available in CHRI. • Number that report maintaining consistent accuracy of CHRI information (i.e., live scan includes autocorrect/data validation

	<p>functionalities that are lacking with manual submissions).</p> <ul style="list-style-type: none"> • Number that report maintaining or increasing the number and percentage of CHRI records that include disposition information.
<p>Improve the completeness and quality of disposition data in Illinois Criminal History Records and, in turn, data submitted to the FBI Criminal History file, by transitioning ____ (<i>number</i>) justice agencies from obsolete live scan hardware and software to current tools</p>	<ul style="list-style-type: none"> • Number of justice system agencies receiving live scan equipment who transitioned from obsolete live scan hardware and software. • Number that report maintaining small delays in records becoming available in CHRI. • Number that report maintaining consistent accuracy of CHRI information (i.e., live scan includes autocorrect/data validation functionalities that are lacking with manual submissions). • Number that report maintaining or increasing the number and percentage of CHRI records that include disposition information.

Budget Detail and Budget Narrative – 10 Points This section can be completed on a separate Excel document.

Completed NOFO Application materials should be zipped in a single folder. Each individual document should be named following naming conventions listed on page 12 and emailed to CJA.LiveScan@illinois.gov. Please review the submission checklist on page 1 in NOFO Instructions. All materials must be received by: 5:00 p.m. CST, December 4, 2023