

Re-Posting
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

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

Statement of the Problem – 5 Points

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| 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. |
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Response:

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

Agency Capacity and Experience – 20 Points

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| 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. |
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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		

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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. *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.*

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:

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

<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>) of justice system agencies from manual fingerprint reporting to live scan reporting</p>	<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.
<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, March 18, 2024.