

## Notice for Funding Opportunity (NOFO)

### FFY22 Justice Assistance Grant Fund NOFO # 2094-0625 Support for Public Defense Services

Task	Date
NOFO Posted	June 3, 2025
Technical Assistance Recording Posted	3:00 p.m. CDT, June 3, 2025
NOFO question submission deadline	June 20, 2025
<b>Applications due</b>	<b>5:00 p.m. CDT, July 3, 2025</b>
Budget Committee review/approval of recommended designations	August 21, 2025
Performance Period	October 1, 2025, to September 30, 2026

### CHECKLIST

#### Prior to applying:

- Obtain a Unique Entity ID #.
- Register with the System for Award Management (SAM).
- Apply for, update, or verify the Employer Identification Number (EIN)
- Complete registration in the Grantee GATA Portal
- Identify primary contact and obtain Single Sign-On for application submission in AmpliFund
- Maintain in “Good” standing with all GATA pre-qualification requirements

#### Application Submission via AmpliFund:

**Step 1:** Applying Organization must register in the Illinois Grant Accountability and Transparency Act (GATA) Grantee Portal: <https://grants.illinois.gov/portal/>.

**Step 2:** Applying Organizations must identify an individual(s) who will submit the application via AmpliFund, this person will serve as the Primary Contact for this application. However, more than one individual can have access to and complete components of the application via AmpliFund. The Primary Contact must submit the applications, including attachments, via AmpliFund. To apply, go [here](#). To be considered for funding, completed applications must be submitted via the above AmpliFund link by the application deadline of **5:00 p.m., CDT, July 3, 2025**. ICJIA encourages applicants to review the Technical Assistance Recording for more information on how to apply.

#### AmpliFund Attachments Checklist:

- Performance Plan – NOFO#2094-0625 – Goal, Objectives, and Performance Metrics
- Budget – NOFO#2094-0625

## Notice for Funding Opportunity (NOFO)

### FFY22 Justice Assistance Grant Fund NOFO # 2094-0625 Support for Public Defense Services

	Data Field	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority (ICJIA)
2.	Agency Contact:	Luisa Salazar Grant Specialist Illinois Criminal Justice Information Authority 60 E Van Buren Street, Suite 650 Chicago, IL 60605 CJA.JAGNOF0625@Illinois.gov 312-814-0707
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:	2094-0625
6.	Funding Opportunity Title:	<b>Support for Public Defense Services</b>
7.	CSFA Number:	546-00-2094
8.	CSFA Popular Name:	Edward Byrne Justice Assistance Grant
9.	Assistance Listing Number(s):	16.738
10.	Anticipated Number of Awards:	Unknown
11.	Estimated Total Program Funding:	• \$850,000
12.	Award Range	• \$50,000 to \$170,000
13.	Source of Funding:	<input checked="" type="checkbox"/> Federal or Federal pass-through <input type="checkbox"/> State
14.	Match Requirement:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15.	Indirect Costs Allowed Restrictions on Indirect Costs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
16.	Posted Date:	June 3, 2025
17.	Application Range:	June 3, 2025 to July 3, 2025, 5:00 p.m. CDT
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, which will be available beginning on June 3, 2025, at 3:00 p.m. CDT. <a href="#">The Technical Assistance Session can be found here.</a>
19.	AmpliFund Application Submission Link:	<a href="#">ICJIA NOFO#2094-0625 JAG Support for Public Defense Services</a>

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## **Notice of Funding Opportunity**

### **FFY22 Justice Assistance Grant NOFO # 2094-0625 Support for Public Defense Services**

#### **A. Program Description**

The Illinois Criminal Justice Information Authority (ICJIA) has made \$850,000 with FFY22 Justice Assistance Grant funding available for programs that support public defense services.

Grant funding is available to county public defender's offices. The goal of this program is to focus on programming that will support the work of the public defender's office to result in a positive impact on the people defended, improve efficiency, and improve justice system services.

Grants through this solicitation will support a 12-month period of performance. Subsequent grants may be available depending on grantee performance and availability of funds. This grant opportunity will fund programming for up to 36 months.

County public defender's offices can apply as sole applicants in AmpliFund.

County public defender's offices may apply individually or as a lead applicant with subgrantee(s). Other government entities and non-profit community-based organizations may serve as subgrantees. Applicants proposing a subgrant structure will submit a single application and will be required to follow [ICJIA's Passthrough Entity policy](#).

#### ***Background***

ICJIA administers Illinois' federal Edward Byrne Memorial Justice Assistance Grant (JAG) Program. The JAG program provides states and units of local government with critical funding to support programs in a range of areas, including law enforcement, prosecution and courts, prevention and education, corrections and community corrections, drug treatment and enforcement, crime victim and witness assistance, and planning, evaluation, and technology improvement.

State administering agencies, including ICJIA, develop a strategic plan to guide the implementation of fair, just, evidence-based, and effective policies and practices. The U.S. Bureau of Justice Assistance (BJA) encourages each state to engage a comprehensive group of criminal justice system stakeholders for input in the strategic planning process.

ICJIA's Research and Analysis Unit led the strategic planning process to guide JAG programming from 2024 to 2029. Several stakeholders participated in the process, including representatives of local governments, criminal justice system sectors, victim service providers, and community-based organizations. [Read the 2024-2029 JAG Strategic Plan](#).

Stakeholders recognized the need to balance resources across all components of the criminal legal system. This was particularly true for public defense, where a lack of staff and training resources can hinder the entire process. Many Illinois regions face limited staff, climbing caseloads, and complex client needs.

Stakeholders also expressed a need to provide training and experience to cultivate a larger pool of public defenders. Stakeholders were concerned about insufficient labor pools in rural areas to satisfy the future demand for public defense. Excessive caseloads caused by inadequate staffing create scenarios where public defenders cannot adequately perform their responsibilities (Pace et al., 2023). This deficit in human capital can manifest in delays in the appointment of counsel and client meetings (Sixth Amendment Center, 2021).

Stakeholders also expressed that public defense clients needed social services. Indigent defense improvements can enhance criminal legal system outcomes beyond adequate staffing. For instance, a holistic defense approach that incorporates assistance beyond the pre-trial process could address risk factors for repeated criminal legal involvement. These factors include housing instability, substance use issues, mental health challenges, or unemployment or underemployment of the individual involved in court proceedings. A holistic defense approach incorporates other service providers, such as social workers, to serve those who may be most vulnerable within the criminal legal system. Research indicates this approach reduces the likelihood of incarceration and reduces prison sentence lengths, saving millions in cost-avoidance for housing incarcerated people. Beyond fiscal returns, reduced incarceration decreases the collateral consequences of detention, including loss of employment, loss of housing, and family separation (Anderson et al., 2019).

### ***Program Design Requirements***

Programs must include the component listed below in their design. The program narrative contains questions on program design, and responses will be scored based on whether the component is included. Applicants must design local programs to meet the unique needs of clients in their communities. Applicants should apply local knowledge and data when developing and implementing each of the following components in their programs.

#### ***Required program design component:***

- A. Focus on programming that will support the work of the public defender's office to result in a positive impact on the people defended, improve efficiency, and improve justice system services.

### ***Program Design Options***

Applicants may propose to expand current programming or implement new programs in either of the following options.

- A. A county public defender's office applying as sole applicant.
- B. A county public defender's office applying as a lead applicant with subgrantee(s).  
Subgrantees may include another government entity and/or a non-profit, community-

based organization. Proposals with this structure will submit one application and one budget for all entities and will be required to follow [ICJIA's Passthrough Entity policy](#).

### ***Program Design Suggestions***

Because there is no-one-size-fits-all program design to fit every community, consider incorporating these best practices in public defense service provision. The following suggestions are not required, but encouraged for inclusion in proposed program designs:

- A. Social service assistance or client advocates
- B. Incorporating victim services for people who are involved in the legal system
- C. Training/professional development, internships, or staffing
- D. Holistic defense
- E. Mitigation reports
- F. Forensics or specialty case services

### ***Geographic Distribution***

At least one proposal will be selected for funding in each of Illinois' five regions (*Attachment 1*). Additional designations will be based on ranked application scores irrespective of state region (*Section E*).

Multi- or cross-regional applications will be assigned to geographic regions where program activity is anticipated to be most significant. For instance, if an applicant proposes to serve three counties in geographic regions 1 and 2, and most of the proposed activity will take place in Region 2, the application will be assigned to Region 2.

## ***2. Performance Plan***

Funded entities will be required to report performance measures through the BJA portal at <https://bjapmt.ojp.gov> and to submit quarterly data reports to ICJIA that will minimally include the information in the following chart.

Applicants may create their own objectives and performance measures and/or use the below objectives and performance measures that best fit the proposed program design. The objectives and performance metrics will differ based on the proposed program design. However, all proposed program designs will meet the same goal.

- Complete the Standard Table of objectives and performance measures by filling in the X.
- Review and chose from the Optional Tables applicable objectives and performance measures that align with the proposed program. Complete any additional objectives and performance measures by filling in the X.
- Only include objectives that are described in your Proposed Program Design.
- All objectives must be measurable and within the program's scope and goal.

**STANDARD TABLE:**

*Below are STANDARD objectives and performance measures to be included for all programs.*

<b>Goal:</b> Programming that will support the work of the public defender's office to result in a positive impact on the people defended, improve efficiency, and improve justice system services.	
<b>Process Objectives - All Programs</b>	<b>Performance Measures</b>
X clients served by the program per quarter	# that were served
Offense class of clients served per quarter <ul style="list-style-type: none"><li>• Class 1- X clients</li><li>• Class 2 – X clients</li><li>• Class 3 – X clients</li><li>• Class 4 – X clients</li><li>• Class X – X clients</li></ul> <i>Estimate based on offense classes of clients expected to be served</i>	# of clients by each offense class served
Offense category of clients served per quarter <ul style="list-style-type: none"><li>• Violent (homicide, aggravated assault, or sexual assault) – X clients</li><li>• Any firearm offense – X clients</li><li>• Any drug offense – X clients</li><li>• Other – X clients</li></ul> <i>Estimate based on offense category of clients expected to be served</i>	# of clients by each offense category served
<i>Add additional process objectives below based on your program design.</i>	<i>Add additional performance measure below based on your program design.</i>
<b>Outcome Objectives</b>	<b>Performance Measures</b>
Disposition type for clients with disposed cases per quarter <ul style="list-style-type: none"><li>• Sentence of IDOC incarceration – X clients</li><li>• Sentence of jail incarceration – X clients</li><li>• Sentence of probation – X clients</li></ul>	# of clients with disposed cases by disposition type

<ul style="list-style-type: none"> <li>Other sentence – X clients</li> </ul>	
<i>Add additional outcome objectives below based on your program design.</i>	<i>Add additional performance measure below based on your program design.</i>

### **OPTIONAL TABLES:**

*Below are objectives and performance measures that may align for mitigation programs.*

<b>Goal:</b> Programming that will support the work of the public defender’s office to result in a positive impact on the people defended, improve efficiency, and improve justice system services.	
<b>Process Objectives - Mitigation</b>	<b>Performance Measures</b>
<ul style="list-style-type: none"> <li>X clients will receive a full mitigation report</li> <li>X clients will receive a social history report only</li> <li>X clients will receive a consultation only</li> </ul>	# receiving full mitigation report #receiving social history report only #receiving consultation only
X of clients receiving other services (define measurable objectives for these services below:	Define performance measures for other services:
<i>If choosing this table, add additional process objectives below based on your program design.</i>	<i>If choosing this table, add additional performance measure below based on your program design.</i>
<b>Outcome Objectives</b>	<b>Performance Measures</b>
<i>If choosing this table, add additional outcome objectives below based on your program design.</i>	<i>If choosing this table, add additional performance measure below based on your program design.</i>

*Below are objectives and performance measures that may align with social services/client advocate and/or Holistic defense programs.*

<b>Goal:</b> Programming that will support the work of the public defender’s office to result in a positive impact on the people defended, improve efficiency, and improve justice system services.	
<b>Process Objectives - Social Service/ Holistic Defense</b>	<b>Performance Measures</b>



Clients will be assigned to teams that include an attorney and support services. Teams will meet collaboratively X times per month for collaborative case discussion.	# of times the teams meet
Teams will include the following partners: • • • • • •	List all collaborating team partners
X clients will be assessed for social service needs and a case plan prepared	# of clients who are assessed for social service needs
X clients will be referred to behavioral health services	# of clients who are referred to behavioral health
X clients will be referred to substance misuse services	# of clients who are referred to treatment
X clients will be referred to housing services	# of clients who are referred to housing
X clients will be referred to victim services and trauma-informed care	# of clients who are referred to victim services
X clients will be referred to employment services	# of clients who are referred to employment services
X clients will be referred to education services	# of clients who are referred to education services
X of clients receiving other services (define measurable objectives for these services below): 1. X 2. X 3. X 4. X 5. X	
<i>If choosing this table, add additional process objectives below based on your program design.</i>	<i>If choosing this table, add additional performance measure below based on your program design.</i>
<b>Outcome Objectives</b>	<b>Performance Measures</b>
<i>If choosing this table, add additional outcome objectives below based on your program design.</i>	<i>If choosing this table, add additional performance measure below based on your program design.</i>


*Below are objectives and performance measures that may align with forensics or specialty case services.*

<b>Goal:</b> Programming that will support the work of the public defender's office to result in a positive impact on the people defended, improve efficiency, and improve justice system services.	
<b>Process Objectives - Forensics or Other Case Services</b>	<b>Performance Measures</b>
X of cases submitted	Number of cases submitted
X of cases completed	Number of cases completed
Offense category of cases <ul style="list-style-type: none"> <li>Violent (homicide, aggravated assault, or sexual assault) – X cases</li> <li>Any firearm offense – X cases</li> <li>Any drug offense – X cases</li> <li>Other – X cases</li> </ul> <i>Estimate based on offense category expected to be served</i>	# of cases by each offense category served
<i>If choosing this table, add additional process objectives below based on your program design.</i>	<i>If choosing this table, add additional performance measure below based on your program design.</i>
<b>Outcome Objectives</b>	<b>Performance Measures</b>
<i>If choosing this table, add additional outcome objectives below based on your program design.</i>	<i>If choosing this table, add additional performance measure below based on your program design.</i>

*Below are objectives and performance measures that may align with training/professional development, internships, or staffing.*

<b>Goal:</b> Programming that will support the work of the public defender's office to result in a positive impact on the people defended, improve efficiency, and improve justice system services.	
<b>Process Objectives - Training/professional development, Interns or Staffing</b>	<b>Performance Measures</b>

Detail type of training, attendance, and date:	
Detail personnel hired	
<i>If choosing this table, add additional process objectives below based on your program design.</i>	<i>If choosing this table, add additional performance measure below based on your program design.</i>
<b>Outcome Objectives</b>	<b>Performance Measures</b>
<i>If choosing this table, add additional outcome objectives below based on your program design.</i>	<i>If choosing this table, add additional performance measure below based on your program design.</i>

### 3. Priorities

The following JAG Strategic Plan 2024 – 2029 priority will be addressed with this funding opportunity:

**Priority 6:** Support public defense services.

### Funding Information

#### 1. Award period

This grant opportunity offers \$850,000 with FFY22 Justice Assistance Grant funding. Grant awards resulting from this opportunity will have a target performance period of October 1, 2025, to September 30, 2026. Subsequent grants may be available depending on grantee performance and fund availability. This grant opportunity will fund programming for up to 36 months.

Program Name	Available Funds
Support for Public Defense Services	\$850,000
<b>Totals:</b>	<b>\$850,000</b>

#### Funding Ranges

Applicants may request a minimum of \$50,000 and a maximum of \$170,000 in grant funding. Scorers will deduct points from applications requesting amounts outside of this range. Awarded amounts may be modified from the amount requested to align with the JAG funding limitations of 72% of the \$850,000 set aside for local grant awards and 18% for state grant awards .

<b>Available Funding Range</b>	<b>\$50,000 - \$170,000</b>
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## B. Eligibility Information

Applicants must be pre-qualified to do business with the State of Illinois. All organizations must be registered through the [Illinois Grant Accountability and Transparency Act \(GATA\) Grantee Portal](#) and in Good Standing for all pre-qualification requirements. During the open application period, a pre-qualification verification is performed in the GATA Implementation Website, this includes checking SAM.gov registration, Illinois Secretary of State standing, and status on Illinois Stop Payment List. The GATA Portal will indicate a “Good Standing” status or indicate the issue and provides steps on how to achieve “Good Standing”.

Applicants are also required to submit and obtain approval of a financial and administrative risk assessment utilizing an Internal Controls Questionnaire (ICQ) for SFY26. If awarded, this must be completed before the execution of the grant agreement. Delay in obtaining ICQ approval will result in a delay in grant execution.

### ***Program-Specific Eligibility Requirements***

This solicitation is open to county public defender’s offices. County public defender’s offices can apply as sole applicants or as a lead entity.

#### ***1. Match Requirement***

Fund matching and cost-sharing are not required.

#### ***2. Indirect Cost Rate***

To charge indirect costs for a grant, the applicant organization must either have an annually negotiated indirect cost rate agreement or use the standard *de minimis* rate. Applicants who use *de minimis* rate may apply the 15% rate. There are three types of allowable indirect cost rates:

- a) Federally Negotiated Rate. Organizations receiving direct federal funding may have an indirect cost rate 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 established an indirect cost rate, a proposal must be submitted through the State of Illinois centralized indirect cost rate system in the GATA Grantee Portal. If an organization previously established an indirect cost rate, the organization must annually submit a new indirect cost proposal through the GATA Grantee Portal system within the earlier six (6) months after the close of the grantee’s fiscal year and three (3) months of the notice of award.
- c) De Minimis Rate. An organization that has never negotiated an indirect cost rate with the Federal Government or the State of Illinois is eligible to elect a *de minimis* rate of 15% of modified total direct cost (MTDC). Once established, the *de minimis* Rate

may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually to accept *de minimis* rate.

Grant fund recipients are required to complete the indirect cost rate proposal process every fiscal year. To include indirect costs in the program budget, please select the indirect cost rate through the GATA Grantee portal before submitting related documents to ICJIA.

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

## **C. Application and Submission Information**

### ***1. Accessing Application Package***

Paper copies of the application materials may be requested from Luisa Salazar by calling 312-814-0707; writing Luisa Salazar at 60 E Van Buren, Suite 650, Chicago, Illinois 60605; via Telephone Device for the Deaf (TDD) (312)793-4170, or by email at CJA.JAGNOF0625@Illinois.gov. However, all application materials must be submitted via the [AmpliFund](#) grant management system.

### ***2. Content and Form of Application Submission***

Completed applications must be submitted in AmpliFund. The following must be uploaded to AmpliFund to complete the application.

- [Performance Plan – NOFO#2094-0625 – Goal, Objectives, and Performance Metrics](#)
- [Budget – NOFO#2094-0625](#)

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

Applicants are required to:<sup>1</sup>

- 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 on the [SAM website](#).

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<sup>1</sup> 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).

- 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 AmpliFund grant management system by 5:00 p.m. CDT on July 3, 2025, to be considered for funding. Applications must be submitted via [AmpliFund](#). Upon receipt, an automated confirmation will be emailed. Proposals will not be accepted by email, mail, fax, or in person. AmpliFund will not permit late submissions. Agencies are encouraged to submit their applications 24-72 hours in advance of the deadline to avoid unforeseen technical difficulties. Technical difficulties with the grant management system should be reported immediately to ICJIA at [CJA.JAGNOF0625@Illinois.gov](mailto:CJA.JAGNOF0625@Illinois.gov).

#### ***5. Application Questions***

Questions may be submitted via email at [CJA.JAGNOF0625@Illinois.gov](mailto:CJA.JAGNOF0625@Illinois.gov). The deadline for submitted questions is 5:00 p.m. CDT on June 20, 2025. All substantive questions and responses will be posted on the [ICJIA website](#) and on the [AmpliFund](#) grants management system.

#### ***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 [here](#). Costs may be determined to be unallowable even if not expressly prohibited in the Federal Financial Guide.
- b) Prohibited Uses. The following is a non-exhaustive list of services, activities, goods, and other costs that cannot be supported through this NOFO:
- Land acquisition
  - New construction
  - A renovation, lease, or any other proposed use of a building or facility that will either result in a change in its basic prior use or significantly change its size
  - Minor renovation or remodeling of a property either listed or eligible for listing on the National Register of Historic Places or located within a 100-year flood plain
  - Implementation of a new program involving the use of chemicals
  - Capital expenditures

- Fundraising activities
  - Lobbying
  - Strictly evaluation or/and planning grants
  - All food and beverage costs
  - JAG Prohibited and Controlled Expenses. The JAG Prohibited and Controlled Expenditures chart lists expenditures that are strictly prohibited. These expenditures may not be approved under any circumstances, pursuant to the Executive Order 13688 on Federal Support for Local Law Enforcement Equipment Acquisition. [View PDF](#)
- c) Allowable expenses. All expenses must reasonable, necessary, and allocable to the program.
- d) Pre-Award Costs. **No costs incurred before the start date of the grant agreement may be charged to awards resulting from this funding opportunity.**
- e) Program Income. Program Income is defined as gross income earned by the grantee that is directly generated by a supported activity or earned because of the federal award during the period of performance.

ICJIA requires implementing agencies to account for program income. Program income can be reported on a cash or accrued income basis. The federal percentage of the program income must be accounted for minimally in the same ratio of federal funding in the program. If a program is supported with 75% federal funds and 25% non-federal funds, then 75% of program income must be accounted for and reported by the implementing agency as program income. For example, if program income earned by the grant is \$100,000, then 75% or \$75,000 must be accounted for and reported.

- f) 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
- g) State Travel Guidelines. travel costs charged to ICJIA must conform to State Travel Guidelines, found here: <https://cms.illinois.gov/employees/travel.html> which are based on the General Service Administration (GSA) guidelines found here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Applicant agencies with lower cost travel guidelines than the State of Illinois must use those lower rates.
- h) Executive Compensation. All personnel costs are subject to ICJIA's Executive Compensation Policy, found [here](#).
- i) Supplanting. Awarded funds must be used to supplement existing funds for grant activities and must not replace funds that have been appropriated for the same

purpose. Supplanting shall 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-ICJIA funds occurred for reasons other than the receipt or expected receipt of ICJIA funds.

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

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

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

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

- k) Subject to ICJIA Rules. Even where not mentioned above, all grantees are subject to ICJIA's rules and policies, which can be found [here](#).

## ***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, individuals authorized to apply on an organization's behalf must be registered via the GATA Grantee GATA Portal and identified as an AmpliFund user.



3. Applicant Technical Assistance Recording. Applicants are advised to view the following technical assistance recordings before submitting their applications.
4. Additional resources are:
  - [Register in the GATA Grantee Portal](#)
  - [Creating a GATA Grantee User Account](#)
  - [Register in AmpliFund](#)
  - [Complete the application in AmpliFund](#)
  - [Getting to know GATA and the GATA Grantee Portal](#)
  - Learn about the Online Self-paced Grant Course: [YOUR RECIPE FOR GRANT SUCCESS](#)

## D. Application Review Information

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

The total number of points available 100. Minimum score needed to qualify is 50.

Scoring Criteria	Points per section	Possible Points
<b>Program Narrative</b>		
Section 1, 2, and 3	1	
Subtotal possible points:		1
<b>Program Summary:</b>		
➤ Provides a clear, concise summary of the proposed program design stating the problems or needs to be addressed, and states outcomes to be gained.	4	
Subtotal possible points:		4
<b>Problem Statement:</b>		
➤ Provides clear description of the problem to help clarify the extent of the problem including needs of the community.	10	
Subtotal possible points:		10
<b>Problem Statement – Description of Service Area:</b>		
➤ Lists the geographic area to be served.	2	

➤ Provides the population and the urban/suburban/rural characteristics of the area to be served as well as any other descriptive information the applicant views as relevant to the statement of problem.	2	
<b>Subtotal possible points:</b>		<b>4</b>
<b>Problem Statement – Current Status and Data:</b>		
➤ Provides a complete data table that demonstrates need for the program.	3	
➤ Describes what the data indicates such as a need for the project, growth in a particular area, or change in the situation over time.	3	
<b>Subtotal possible points:</b>		<b>6</b>
<b>Program Design:</b>		
➤ Provides detailed explanation of services to support public defense and how they will impact positively the people defended. Applicant notes which services are funded in the budget.	14	
➤ Provides detailed explanation of what evidence-based practices are part of the proposed program design. Applicant notes which practices are funded in the budget.	14	
<b>Subtotal possible points:</b>		<b>28</b>
<b>Project Implementation:</b>		
➤ Provides a completed Implementation Schedule that sets reasonable steps for project development and operation and clearly describes responsible parties.	5	
<b>Subtotal possible points:</b>		<b>5</b>
<b>Goal, Objectives, and Performance Indicators:</b>		
➤ Sets reasonable benchmarks for the performance of both process and outcome objectives.	8	
<b>Subtotal possible points:</b>		<b>8</b>
<b>Project Management:</b>		
➤ Describes how success will be measured and evaluated for evidence-based practices. Provides detail on what data and when/how data will be collected and utilized.	5	
➤ Describes how the program will ensure a positive impact the people being defended.	3	
➤ Describes how they will overcome obstacles in launching and implementing the program.	5	
➤ Describes plan for coordination and supervision	5	

of the project activities.		
<b>Subtotal possible points:</b>		<b>18</b>
<b>Budget including Budget Narrative</b>		
➤ The applicant's proposed budget is reasonable, necessary, and allocated in a cost-effective manner.	4	
➤ The applicant's proposed budget is directly related to the purpose of the program.	4	
➤ All budgeted line items are consistent with expenses in the program narrative.	4	
➤ Narrative is included for each line item, clearly detailing how the applicant arrived at and calculated the budgeted amounts.	4	
<b>Subtotal possible points:</b>		<b>16</b>
<b>Final Total Possible Points:</b>		<b>100</b>

## 1. Review and Selection Process

Proposals that pass the merit review process will be awarded based on the following scoring criteria:

Sequence of scoring criteria used	Scoring Criteria
1	Highest-scoring application for each region
2	Applications with next highest scores regardless of region
3	Available funding
Sequence of tie breakers used	
1	Highest score: Program Design
2	Highest score: Statement of the Problem
3	Highest score: Project Management
4	Highest score: Goal, Objectives, and Performance Indicators

All applications are screened for completeness, including GATA pre-qualification. Applications that are not complete will not be reviewed and will be denied. Proposals that pass this screening process will receive an automated AmpliFund notification stating that the application was accepted and designated for scoring and review. Proposals will be reviewed and scored by a panel of ICJIA staff and stakeholders.

Scored proposals will be selected for an award based on the sequence of scoring criteria until

funding is exhausted. If there is a tie, the sequence of tiebreakers will be used to determine the winner of the tie. Selected applicants will be recommended to the ICJIA Budget Committee for approval. With Budget Committee approval, the selected applicants will receive an automated AmpliFund notification or emailed Award Letter announcing receipt of the grant award.

ICJIA may invite applicants to answer clarifying questions and modify budgets that include unallowable or unreasonable costs, or to align with JAG funding limitations. Proposed 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 programs.

Awards may be reduced from successful applicants whose applications contained unallowable, unreasonable costs or costs that fall outside of JAG funding guidelines. Upon applicant acceptance of the Notice of State Award (NOSA), ICJIA will publish announcement of the award on the GATA portal.

## ***2. Appeal Process***

Unsuccessful applicants may request a formal appeal of the evaluation process. Evaluation scores and funding determinations may not be contested and will not be considered by ICJIA's Appeals Review Officer. The appeal must be submitted within 14 calendar days after receipt of a Funding Opportunity Declination Letter from ICJIA. The appeal must include, at a minimum, the following:

- Statement indicating a request for a formal appeal
- A statement identifying the part(s) of the evaluation process being appealed.

The appeal will be sent to:

Appeals Review Officer  
Illinois Criminal Justice Information Authority  
[CJA.ARO@Illinois.gov](mailto:CJA.ARO@Illinois.gov)

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

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

## ***3. Debriefing Process***

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

Requests for debriefings must be emailed 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:

Luisa Salazar

Illinois Criminal Justice Information Authority

CJA.JAGNOF0625@Illinois.gov

## **E. Award Administration Information**

### **1. State Award Notices**

Successful applicants must complete the grant processing phase and receive ICJIA Budget Committee approval to be designated a grant. The ICJIA Budget Committee is scheduled to review and approve designations on August 21, 2025.

During the NOFO open application phase, the following documents must be submitted for a completed application:

- Uniform Application completed on AmpliFund
- Program Narrative completed on AmpliFund
- Performance Plan downloaded from AmpliFund and uploaded to AmpliFund
- Budget including budget narrative on one excel file downloaded from AmpliFund and uploaded to AmpliFund

If you are selected as a successful applicant, your application will be moved to the grant processing phase where a grant specialist will be assigned to you. The following documents must be submitted prior to the execution of an agreement. The assigned grant specialist will reach out to you regarding these documents. The list below is not an inclusive list of all documentation needed. There may be additional documents needed specific to your program.

- GATA SFY26 Internal Controls Questionnaire
- Civil Rights Compliance Questionnaire
- Equal Employment Opportunity (EEO) and Civil Rights Certification
- Equal Employment Opportunity Annual Certification and/or EEO Utilization Report
- Lobbying and Debarment certification
- Fiscal Information Sheet
- JAG Trust Fund Certification
- If applicable, any additional documentation specific to your program.

Ending a successful grant processing phase, ICJIA will transmit a Notice of State Award (NOSA) and the grant agreement. 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 GATA Portal. The NOSA is not an authorization to begin performance or incur costs.

## ***2. Administrative and National Policy Requirements***

In addition to implementing the funded project consistent with the approved project proposal and budget, agencies selected for funding must comply with applicable grant terms and conditions and other legal requirements, including the 34 U.S.C. §§ 10151 – 10158, GATA, and the U.S. Department of Justice Grants Financial Guide.

Additional programmatic and administrative special conditions may be required.

## ***3. Reporting***

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

## **F. State Awarding Agency Contact(s)**

For questions and technical assistance regarding application submission, contact:

Luisa Salazar  
Illinois Criminal Justice Information Authority  
[CJA.JAGNOF0625@Illinois.gov](mailto:CJA.JAGNOF0625@Illinois.gov)

## **G. 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 because 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.

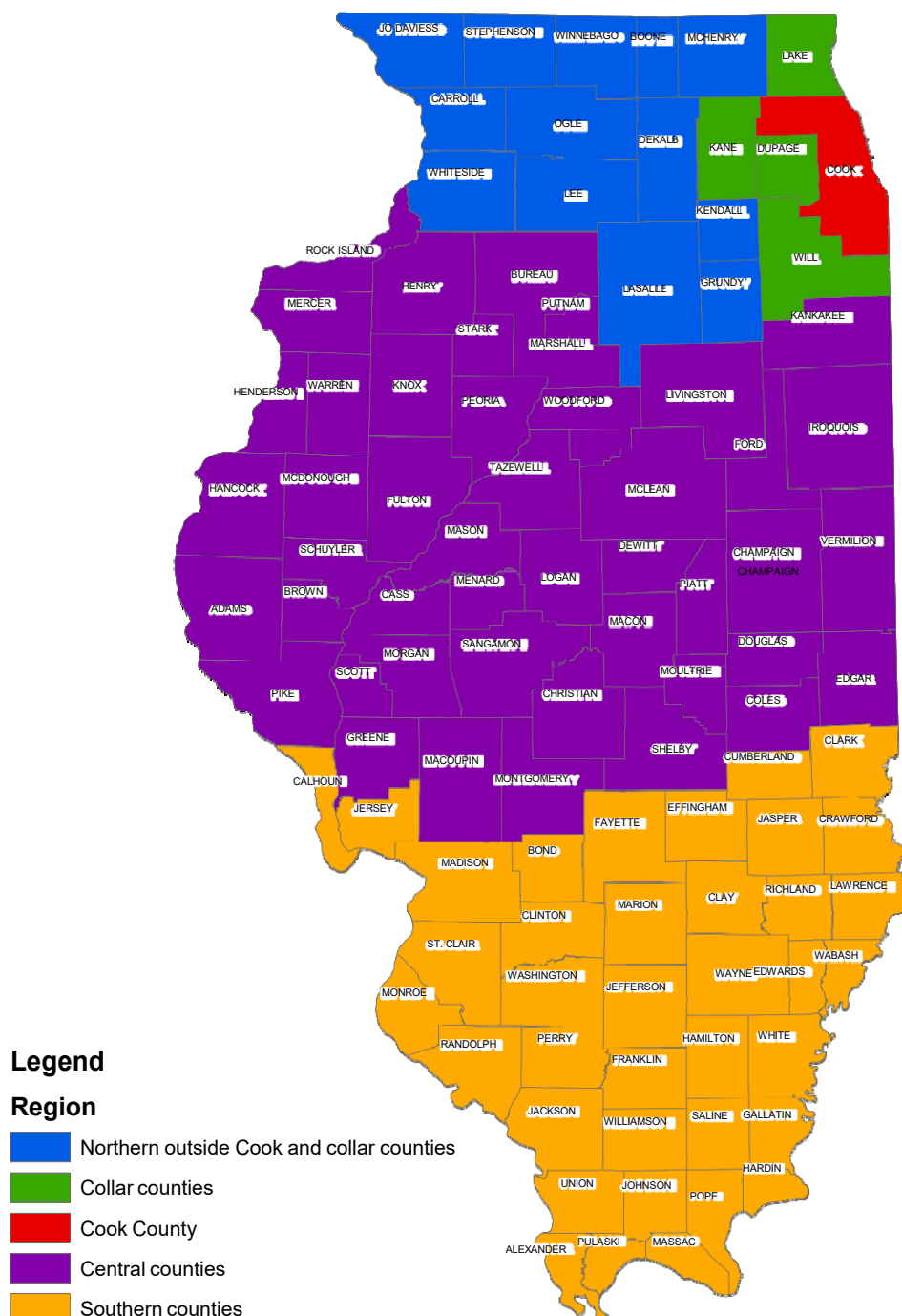
This application is subject to the Illinois Freedom of Information Act (FOIA). Any information that the applicant believes should be exempt under FOIA should clearly highlight the information that is exempt, and the basis of the exemption.

## References

- Anderson, J. M., Buenaventura, M., & Heaton, P. (2019). *Holistic representation: An innovative approach to defending poor clients can reduce incarceration and save taxpayer dollars — without harm to public safety*. RAND Corporation. [https://www.rand.org/pubs/research\\_briefs/RB10050.html](https://www.rand.org/pubs/research_briefs/RB10050.html)
- Pace, N. M., Brink, M. N., Lee, C. G., & Hanlon, S. F. (2023). *National public defense workload study*. RAND Corporation. [https://www.rand.org/pubs/research\\_reports/RRA2559-1.html](https://www.rand.org/pubs/research_reports/RRA2559-1.html)
- Sixth Amendment Center. (2021). *The Right to Counsel in Illinois: Evaluation of adult criminal trial-level indigent defense services*. [https://6ac.org/6AC/6AC\\_illinois\\_report\\_2021.pdf](https://6ac.org/6AC/6AC_illinois_report_2021.pdf).



## ILLINOIS REGIONS



**Regions represent the divisions of the U.S. District Courts of Illinois. Cook and Collar county regions are subsets of the Northern U.S. Courts of Illinois.**

**Regional Classifications of Counties**

<u>Northern outside Cook and collar counties</u>	<b>Central counties</b>		<b>Southern counties</b>
<u>Boone</u>	<u>Adams</u>	<u>Schuyler</u>	<u>Alexander</u>
<u>Carroll</u>	<u>Brown</u>	<u>Scott</u>	<u>Bond</u>
<u>DeKalb</u>	<u>Bureau</u>	<u>Shelby</u>	<u>Calhoun</u>
<u>Grundy</u>	<u>Cass</u>	<u>Stark</u>	<u>Clark</u>
<u>Jo Daviess</u>	<u>Champaign</u>	<u>Tazewell</u>	<u>Clay</u>
<u>Kendall</u>	<u>Christian</u>	<u>Vermilion</u>	<u>Clinton</u>
<u>LaSalle</u>	<u>Coles</u>	<u>Warren</u>	<u>Crawford</u>
<u>Lee</u>	<u>DeWitt</u>	<u>Woodford</u>	<u>Cumberland</u>
<u>Ogle</u>	<u>Douglas</u>		<u>Edwards</u>
<u>Stephenson</u>	<u>Edgar</u>		<u>Effingham</u>
<u>Whiteside</u>	<u>Ford</u>		<u>Fayette</u>
<u>Winnebago</u>	<u>Fulton</u>		<u>Franklin</u>
<u>McHenry</u>	<u>Greene</u>		<u>Gallatin</u>
	<u>Hancock</u>		<u>Hamilton</u>
	<u>Henderson</u>		<u>Hardin</u>
<b>Cook County</b>	<u>Henry</u>		<u>Jackson</u>
	<u>Iroquois</u>		<u>Jasper</u>
<b>Collar counties</b>	<u>Kankakee</u>		<u>Jefferson</u>
<u>DuPage</u>	<u>Knox</u>		<u>Jersey</u>
<u>Kane</u>	<u>Livingston</u>		<u>Johnson</u>
<u>Lake</u>	<u>Logan</u>		<u>Lawrence</u>
<u>Will</u>	<u>McDonough</u>		<u>Madison</u>
	<u>McLean</u>		<u>Marion</u>
	<u>Macon</u>		<u>Massac</u>
	<u>Macoupin</u>		<u>Monroe</u>
	<u>Marshall</u>		<u>Perry</u>
	<u>Mason</u>		<u>Pope</u>
	<u>Menard</u>		<u>Pulaski</u>
	<u>Mercer</u>		<u>Randolph</u>
	<u>Montgomery</u>		<u>Richland</u>
	<u>Morgan</u>		<u>St. Clair</u>
	<u>Moultrie</u>		<u>Saline</u>
	<u>Peoria</u>		<u>Union</u>
	<u>Piatt</u>		<u>Wabash</u>
	<u>Pike</u>		<u>Washington</u>
	<u>Putnam</u>		<u>Wayne</u>
	<u>Rock Island</u>		<u>White</u>
	<u>Sangamon</u>		<u>Williamson</u>