

**SCIP: FRO COMPLIANCE AND ENFORCEMENT  
INSTRUCTIONS  
NOFO # 3342 - 0425**

<b>Task</b>	<b>Date</b>
NOFO posted	April 16, 2025
Technical Assistance Recording posted	April 23, 2025
NOFO question submission deadline	June 17, 2025
<b>Applications due</b>	<b>5:00 p.m., June 24, 2025</b>
Budget Committee and DOJ 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

AmpliFund Download/Upload Checklist:

- Staffing Table (download the template from AmpliFund and upload completed form to the application)
- Project Implementation Schedule (download the template from AmpliFund and upload completed form to the application)
- Goals, Objectives, and Performance Measures Table (download the template from AmpliFund and upload completed form to the application)
- Uniform Budget Template (download the template from AmpliFund and upload completed form to the application)

**Notice for Funding Opportunity (NOFO)**  
**SCIP: FRO Compliance and Enforcement**  
**NOFO # 3342 – 0425**

	Data Field	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority (ICJIA)
2.	Agency Contact:	Michael Lynch Strategic Project Administrator Illinois Criminal Justice Information Authority 60 E Van Buren Street, Suite 650 Chicago, IL 60605 Michael.Lynch@Illinois.gov (312) 814-8244
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:	3342 – 0425
6.	Funding Opportunity Title:	Byrne State Crisis Intervention Program – FRO Compliance and Enforcement
7.	CSFA Number:	546-00-3342
8.	CSFA Popular Name:	SCIP
9.	Assistance Listing Number(s):	16.738: Edward Byrne Memorial Justice Assistance Grant Program
10.	Anticipated Number of Awards:	Unknown
11.	Estimated Total Program Funding:	\$3,573,395
12.	Award Range	\$50,000 to \$500,000
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:	4/16/2024
17.	Application Range:	4/16/2024 – 6/24/2024
18.	Technical Assistance Session:	Session Offered: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Session Mandatory: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Time: 10:30 A.M., April 23, 2025. A recording will be posted after. Register here: <a href="https://illinois.webex.com/weblink/register/rda5296d6b0cfa0103a65428dac0876b6">https://illinois.webex.com/weblink/register/rda5296d6b0cfa0103a65428dac0876b6</a>
19.	AmpliFund Application Submission Link:	<a href="https://il.amplifund.com/Public/Opportunities/Details/c501135a-9314-4851-870f-c9338de363f9">https://il.amplifund.com/Public/Opportunities/Details/c501135a-9314-4851-870f-c9338de363f9</a>

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## **Notice of Funding Opportunity**

### **SCIP: FRO Compliance and Enforcement**

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

This funding opportunity makes \$3,573,395 in Byrne State Crisis Intervention Program (SCIP) funding available to state and local agencies to increase their capacity to enforce firearms restraining orders (FROs) and to safely secure, store, track, and return relinquished firearms.

SCIP was created through the 2022 Bipartisan Safer Communities Supplemental Appropriations Act (Pub. L. No. 117-159, 136 Stat. 1313, 1339); 28 U.S.C. 530C. SCIP provides funding to “implement state crisis intervention court proceedings and related programs or initiatives, including, but not limited to, extreme risk protection order programs that work to keep guns out of the hands of those who pose a threat to themselves or others, mental health courts, drug courts, and veterans treatment courts.”<sup>1</sup> The U.S. Department of Justice Office of Justice Programs Bureau of Justice Assistance administers formula-based grants to each state. The Illinois Criminal Justice Information Authority (ICJIA) administers Illinois SCIP funds.

In Illinois, extreme risk protection orders are FROs. FROs are civil orders that allow for temporary removal of firearms, ammunition, firearm parts that can be assembled into a firearm, and surrender of firearm owner’s identification (FOID) card when an individual is deemed a potential danger to themselves or others.<sup>2,3</sup> People who are subject to FROs are referred to as respondents. Those who request FROs are referred to as petitioners. Additional information on FROs can be found [here](#).

In accordance with SCIP guidance, ICJIA convened a SCIP Advisory Committee to establish funding priorities and to approve a SCIP plan, viewable [here](#). Applicants are strongly encouraged to review the plan. The Committee established three priorities for the use of federal SCIP funding, centering community voice and incorporating research and evaluation throughout. They include:

1. FRO training for system partners.
2. FRO compliance and enforcement.
3. Grant opportunities to support local government FRO implementation, treatment linkages, develop community infrastructure, and follow-up.

#### **1. Purpose**

The purpose of this NOFO is to award grants to state and local governments and law enforcement agencies to increase their capacity to enforce FROs and safely secure, store, track, and return relinquished firearms. The increase in FRO implementation necessitates

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<sup>1</sup> [BJA FY 2022-2023 Byrne State Crisis Intervention Program Formula Solicitation \(ojp.gov\)](#)

<sup>2</sup> [430 ILCS 67/ Firearm Restraining Order Act. \(ilga.gov\)](#)

<sup>3</sup> [ICJIA | Firearm Restraining Orders in Illinois](#)

enhanced resources and infrastructure to ensure the safe and timely removal of firearms, which is critical for harm reduction and lethality prevention.

The resources needed to effectively enforce FROs and safely secure, store, track, and return relinquished guns will vary by community. Furthermore, enforcement activities must be performed by trained law enforcement personnel. As local jurisdictions are in the best position to assess the resources needed, applicants are asked to design a program that builds on their current assets. The following is a non-exhaustive list of potential uses of grant funds for this program broken out by the three main program components.

### **Increase capacity to enforce FROs and to safely and timely remove related firearms**

Grants may support:

- Resources (e.g., trainings, materials, equipment) and overtime for law enforcement operations regarding persons who have yet to comply with a FRO at initiation or ongoing.
- Providing for additional inter-jurisdictional resources (e.g., supporting inter-departmental firearm removal teams, supporting communication and coordination with other agencies) for firearm removal.
- Developing policies and processes for firearm removal after an FRO is issued.<sup>4</sup>
- Development and/or delivery of specialized training and overtime for officers to attend FRO compliance and enforcement training.
- Resources (e.g., brochures, pocket cards) and/or training for officers to aid in connecting respondents with public health resources (e.g., for crisis intervention, mental health, substance use disorders and counseling).
- Building capacity for potential increase in FROs.

### **Safely secure, store, track, and return relinquished firearms**

Grants may support:

- Establishing safe storage solutions for relinquished guns.
- Supplies and equipment for relinquished guns storage.
- Software/technologies to track relinquished guns.
- Developing policies and processes for securing, storing, tracking, and returning relinquished firearms after FROs expire.

### **Providing gun locks and/or storage for individuals and businesses**

Grants may support:

- Providing gun locks and/or storage for individuals and businesses.

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<sup>4</sup> The [Commission on Implementing the Firearms Restraining Order Act](#) was created to advise on educating and implementing the Firearms Restraining Order Act in Illinois. The Commission's [model policy](#) provides an overall framework for law enforcement on securing and executing a FRO. Law enforcement agencies are encouraged to reference this model policy when developing their own.

## **Programming and training on domestic violence cases and related protection orders, including relinquishment of firearms.**

Grants may support:

- Programming and training on domestic violence cases and related protection orders, including relinquishment of firearms.

The primary focus of this funding initiative is to increase FRO compliance and enforcement. However, applicants may propose to use funds to increase compliance and enforcement of Orders of Protection (also known as restraining orders) requiring the safe and timely removal of firearms. Applicants must demonstrate that grant funds budgeted and spent are necessary for the proper and efficient performance of a crisis intervention program, being reasonably connected or logically related to the program purpose. A crisis intervention program is one that is focused on identifying risk and intervening before harm occurs, rather than in response to a crime already committed. Funds may not be used for general violence prevention, investigation or general law enforcement activity that is unconnected to crisis intervention.

### ***2. Goals, Objectives, and Performance Measures***

The funded grantees must submit quarterly data reports on program performance measures to track program progress and outcomes. Objectives should measure meaningful, tangible changes resulting from program implementation.

**Process objectives** are project milestones to track progress on implementing the proposed activities.

**Outcome objectives** are results the project seeks to achieve in support of the program's overall goal.

**Performance measures** are discrete, clear, and quantifiable and set to determine whether funded activities are meeting goals. The items listed under Performance Measures will be reported to ICJIA in the progress reports.

The following table details objectives linked to performance indicators that show progress toward the proposed program goal. Applicants will be asked to complete the table by entering ambitious yet realistic numbers in the areas marked with “XX” for **each funded component** that their program will address and its corresponding process objectives. Proposed programs are not required to address every component, only those that are applicable to the proposed programs.

Applicants should address every objective listed for the component(s) they plan to implement. Applicants may add rows and define additional objectives and related performance measures. Quarterly performance reporting will also require narrative information and may require additional information on U.S. Department of Justice Bureau of Justice Assistance performance measures, which can be viewed [here](#).

**Overall Goal:** Enhance community safety by improving enforcement and compliance with firearms restraining orders (FROs) and other court-ordered firearm removal efforts.

**Component #1 Goal:** Increase capacity to enforce FROs and other court-ordered firearm removal efforts and to safely and timely remove related firearms.

Process Objectives	Performance Measures
Identify or hire personnel enforcing and serving FROs and other court-ordered firearm removals by month XX	<ul style="list-style-type: none"> <li>➤ Date FRO personnel identified or hired <ul style="list-style-type: none"> <li>○ Personnel under this grant responsible for FRO enforcement</li> <li>○ Personnel under this grant responsible for non-FRO (other court order prohibiting firearms)</li> </ul> </li> </ul>
Grant personnel will complete specialized law enforcement firearm removal training by month XX	<ul style="list-style-type: none"> <li>➤ Date grant law enforcement personnel complete specialized firearm removal training</li> </ul>
Conduct XX enforcement operations against persons whose Firearm Owner's Identification Cards have been revoked or suspended and yet have failed to comply with the requirements of Section 9.5 of the Firearm Owners Identification Card Act.	<ul style="list-style-type: none"> <li>➤ Number of enforcement operations conducted <ul style="list-style-type: none"> <li>○ Number as a result of an FRO</li> <li>○ Number as a result of other court orders related to FOID revocation or firearm prohibition</li> </ul> </li> </ul>
Increase the number of personnel hours dedicated to FRO enforcement and court-ordered firearm removal.	<ul style="list-style-type: none"> <li>➤ Number of hours dedicated to FRO enforcement per month</li> <li>➤ Number of hours dedicated to enforcement of other court-ordered firearm removal</li> </ul>
Outcome Objectives	Performance Measures
Serve XX% of FROs issued within XX days of issuance.	<ul style="list-style-type: none"> <li>➤ Number of FROs issued</li> <li>➤ Number of FROs served</li> <li>➤ Number served within XX days</li> <li>➤ Number served past XX days</li> <li>➤ Number not served (unable to locate respondent)</li> </ul>
Remove firearms for XX% of FRO respondents	<ul style="list-style-type: none"> <li>➤ Number of FRO respondents</li> <li>➤ Number of firearms removed per FRO respondent</li> <li>➤ Number of FRO respondents where personnel were unable to remove any firearms.</li> <li>➤ Number of non-FRO respondents (other court order) that had one or more firearms removed</li> </ul>

	➤ Number of non-FRO respondents (other court order) where personnel were unable to remove any firearms
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<b>Component #2 Goal:</b> Safely secure, store, track, and return relinquished firearms	
<b>Process Objectives</b>	<b>Performance Measures</b>
Identify or hire personnel responsible for safely securing, storing, tracking, and/or returning relinquished firearms by month XX	➤ Date personnel identified or hired
Identify or purchase safe storage solutions (e.g., software, equipment) to secure, store, track, and return relinquished firearms by month XX	➤ Date safe storage solutions identified or purchased
Implement protocol for tracking firearms in storage.	➤ Date protocol implemented
<b>Outcome Objectives</b>	<b>Performance Measures</b>
Secure 100% of removed firearms in storage within XX days of seizure	➤ Number of firearms stored by location ➤ Percent of firearms that were securely stored within established timeline
Return 100% of firearms to respondents within XX days of the FRO (or court order) expiration/termination and provide prior notice to petitioner.	➤ Percent that were returned within XX days of expiration/termination ➤ Percent of petitioners provided with notice prior to return

<b>Component #3 Goal:</b> Providing gun locks and/or storage for individuals and businesses	
<b>Process Objectives</b>	<b>Performance Measures</b>
Identify personnel assigned to provide gun locks and/or storage for individuals and businesses by month XX	➤ Date personnel identified or hired
Identify and purchase gun locks and/or storage for individuals and businesses by month XX	➤ Date safe storage solutions identified and purchased
Implement protocol and criteria for providing gun locks and/or storage for individuals and businesses by month XX	➤ Date protocol finalized
<b>Outcome Objectives</b>	<b>Performance Measures</b>



Distribute XX gun locks and/or storage for individuals and businesses	<ul style="list-style-type: none"> <li>➤ Number of gun locks and/or storage options provided for individuals and businesses</li> <li>➤ Number of individuals and businesses provided with locks or storage</li> <li>➤ Number of individuals or businesses denied locks or storage</li> </ul>
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Other	
Process Objectives	➤ Performance Measures
Applicant to fill in	➤ Applicant to fill in
Outcome Objectives	➤ Performance Measures
Applicant to fill in	➤ Applicant to fill in

### 3. Priorities

These funds are intended to address a key priority identified by the SCIP Advisory Committee: FRO compliance and enforcement. This grant opportunity is intended to help assure timely service of FROs, seizure, storage or transfer of firearms and respondent compliance.

This initiative also will support state crisis intervention court proceedings and related programs or initiatives, particularly Extreme Risk Protection Order (ERPO) programs, and including, but not limited to, mental health courts, drug courts, and veterans' treatment courts.

## B. Funding Information

### 1. Available Funds

A total of \$3,573,395 in funding is available through this solicitation. Applicants may request a minimum of \$50,000 and a maximum of \$500,000 in grant funding.

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

### 2. Award period

Grant awards resulting from this opportunity will have a target performance period of October 1, 2025, to September 30, 2026. Additional funding to support program activity for up to an additional 24 months may be awarded after the initial funding period, contingent

upon satisfactory performance and availability of funds. Funding support for the grant program will not exceed 36 months.

## **C. Eligibility Information**

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

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

### **1. Eligible Applicants**

This solicitation is open to Illinois municipalities, counties, state agencies and law enforcement agencies. Private and nonprofit entities are not eligible to apply.

Grant recipients may serve as lead entities, offering SCIP fund sub awards to non-profits and other government agencies to implement funded programs. Lead entities must comply with ICJIA sub-award standards requiring fiscal and programmatic monitoring of sub-award agencies. Applications may not be submitted on behalf of another eligible agency. The primary applicant must have a role in the implementation of the program and may not subaward the majority of the award to another entity. All recipients and subrecipients must forgo profit or management fees.

### **2. Match Requirement**

Match funding is not required.

### **3. Indirect Cost Rate**

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

- a) Federally Negotiated Rate. Organizations that receive direct federal funding, may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. Illinois will accept the federally negotiated rate.
- b) State Negotiated Rate. The organization may negotiate an indirect cost rate with the State of Illinois if they do not have a Federally Negotiated Rate. If an organization

has not previously established an indirect cost rate, an indirect cost rate proposal must be submitted through the State of Illinois centralized indirect cost rate system in the GATA Grantee Portal. If an organization previously established an indirect cost rate, the organization must annually submit a new indirect cost proposal through the GATA Grantee Portal system within the earlier of six (6) months after the close of the grantee's fiscal year; and three (3) months of the notice of award.

- c) *De Minimis Rate*. An organization that has never negotiated an indirect cost rate with the Federal Government or the State of Illinois is eligible to elect a *de minimis* rate of 15% of modified total direct cost (MTDC). Once established, the *de minimis* Rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the *de minimis* rate.

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

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

## **D. Application and Submission Information**

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

Paper copies of the application materials may be requested from Michael Lynch by calling (312) 814-8244; writing Michael Lynch 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.SCIP@Illinois.gov. Application materials, however, must be submitted via the AmpliFund grant management system at June 24, 2025

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

**Applications must be submitted in AmpliFund.**

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

Applicants are required to:<sup>5</sup>

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<sup>5</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).

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

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

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

#### ***4. Submission Dates, Times, and Method***

Completed application materials must be received by and in possession of the AmpliFund grant management system by 5:00 p.m., June 24, 2025, to be considered for funding. Applications must be submitted via AmpliFund [Criminal Justice Information Authority - NOFO# 3342 - 0425 SCIP: FRO Compliance and Enforcement](#). 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.SCIP@illinois.gov](mailto:CJA.SCIP@illinois.gov).

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

Questions may be submitted via email at [CJA.SCIP@illinois.gov](mailto:CJA.SCIP@illinois.gov). The deadline for submitted questions is 5:00 p.m. (CST) on June 17, 2025. All substantive questions and responses will be posted on the ICJIA website at [ICJIA | Funding Opportunities](#) and on AmpliFund at <https://il.amplifund.com/Public/Opportunities/Details/c501135a-9314-4851-870f-c9338de363f9>. Due to the competitive nature of this solicitation, applicants may not discuss the opportunity directly with any ICJIA employee other than via this email address [CJA.SCIP@illinois.gov](mailto:CJA.SCIP@illinois.gov).

#### ***6. Funding Restrictions***

- a) Federal Financial Guide. Applicants must follow the current edition of the Department of Justice Grants Financial Guide, which details allowable and unallowable costs is available at: [https://ojp.gov/financialguide/doj/pdfs/DOJ\\_FinancialGuide.pdf](https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf). Costs may be

determined to be unallowable even if not expressly prohibited in the Federal Financial Guide.

b) Prohibited Uses. The following is a non-exhaustive list of services, activities, goods, and other costs that cannot be supported through this NOFO:

- Land acquisition
- New construction
- A renovation, lease, or any other proposed use of a building or facility that will either result in a change in its basic prior use or significantly change its size
- Minor renovation or remodeling of a property either listed or eligible for listing on the National Register of Historic Places or located within a 100-year flood plain
- Implementation of a new program involving the use of chemicals
- Capital expenditures
- Fundraising activities
- Lobbying
- Prizes, rewards, entertainment, trinkets (or any type of monetary incentive)
- Client stipends
- Gift cards
- Food and beverage
- Unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV) and all accompanying accessories to support UAS or UAV
- Investigation and prosecution activities by law enforcement

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:

- Resources and overtime for law enforcement operations against persons who have yet to comply with an FRO
- Providing for additional inter-jurisdictional resources for firearm recovery
- Developing policies and processes for both firearm removal after an FRO is issued and return of firearms after FROs expire
- Development and/or delivery of specialized training and overtime for officers to attend training related to FRO compliance and enforcement
- Establishing safe storage solutions for relinquished guns
- Software/technologies to track relinquished guns
- Providing gun locks and/or storage for individuals and businesses

d) Pre-Award Costs. **No costs incurred before the start date of the grant agreement may be charged to awards resulting from this funding opportunity.**

- e) Pre-approvals. Prior approvals may affect project timelines. Submission of materials for ICJIA approval should be incorporated into the application Implementation Schedules. ICJIA may require prior approval of the following:
- Out-of-state travel
  - Certain Requests for Proposals, procurements, and sub-contracts
  - Conference, meeting, and training costs
- f) State Travel Guidelines. travel costs charged to ICJIA must conform to State Travel Guidelines, found here: <https://cms.illinois.gov/employees/travel.html> which are based on the General Service Administration (GSA) guidelines found here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Applicant agencies with lower cost travel guidelines than the State of Illinois must use those lower rates.
- g) Executive Compensation. All personnel costs are subject to ICJIA's Executive Compensation policy, found here: [https://agency.icjia-api.cloud/uploads/Grantee\\_Executive\\_Pay\\_Policy\\_1\\_12\\_GC\\_ED\\_Executed\\_0891a2fb26.pdf](https://agency.icjia-api.cloud/uploads/Grantee_Executive_Pay_Policy_1_12_GC_ED_Executed_0891a2fb26.pdf)
- h) Conflict of Interest. All grants are subject to ICJIA's Conflict of Interest Policy, located here: [https://agency.icjia-api.cloud/uploads/Conflict\\_of\\_Interest\\_Policy\\_August\\_2023\\_ED\\_Signed\\_8452f2e1b6.pdf](https://agency.icjia-api.cloud/uploads/Conflict_of_Interest_Policy_August_2023_ED_Signed_8452f2e1b6.pdf)
- i) Supplanting. Funds may not be used to supplant state or local funds but must be used to increase the amounts of such funds that would, in the absence of federal funds, be made available. 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.

- 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 of a subcontract. Applicants are advised to use the “Checklist for Contractor/Subrecipient Determinations” available at the GATA Resource Library for guidance:

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

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

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

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

## ***7. Requirement Prior to Submitting the Application***

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

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

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](#)

## E. Application Review Information

### 1. Scoring 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.

Application selection will be made using the following criteria, which provides the point breakdown for each major section of the proposal narrative and budget documents. The total number of points available in this section is 100. Minimum score needed to qualify is 50.

Scoring Criteria	Possible Points
<b>Summary of the Program:</b>	<b>5</b>
1. Response describes the proposed program, stating the jurisdiction where services will be provided and the program components that will be supported. See NOFO Instruction document Section A.1. Purpose on page 4 for information on potential uses of grant funds.	5
<b>Statement of the Problem:</b>	<b>10</b>
1. Response describes the jurisdiction(s) to be served and details any demographic information, location or other characteristics that inform the design of the program. Applicants may reference the <a href="#">SCIP Plan</a> , <a href="#">ICJIA FRO publication</a> , and <a href="#">ICJIA Dataset Hub</a> as data sources. However, it is not mandatory to use them and applicants may use additional data sources that are available to them.	3
2. Response describes existing resources in place in the jurisdiction to enforce FROs and safely and timely seize related firearms.	2
3. Response describes existing resources in place in the jurisdiction to safely secure, store, track, and return relinquished firearms.	2
4. Using responses to questions 1, 2, and 3, response states the problem to be addressed through this funding.	3
<b>Proposed Program Design:</b>	<b>40</b>
1. Response describes how the proposed program will address the problem described above and act as a complement to the resources currently available.	20
2. Response describes any collaboration that will occur between your agency, local jurisdiction executive leadership, law enforcement agencies, judges and court personnel, social service and mental health care providers, and community stakeholders.	8
3. Response describes the anticipated challenges and barriers to implementing this program and how you plan to mitigate/overcome	10



them.	
4. Response describes how if the original 12-month program funding period is extended to a 36-month program period, what additions or changes are anticipated being made to the program, if any, over the course of the full three years. Response describes how the applicant will ensure the program's sustainability when the SCIP grant funds expire after the program period.	2
<b>Agency Capacity and Experience:</b>	<b>10</b>
1. Response describes the organization's history and expertise in the provision of similar services.	5
2. Response describes organization's fiscal experience and capacity to manage grants. It includes total staff dedicated to all grants at the organization and all funding sources that support 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. If the proposed program includes any subgrants and/or subcontracts, response describe any experience the organization has in administering grants or subawards to other organizations.	5
<b>Project Management and Staffing</b>	<b>5</b>
1. Response describes the process the applicant will follow for the collection and submission of performance measures. It includes staff responsible for the collection and approval process.	2
2. Response describes how the applicant currently collects and tracks data related to FROs?	1
3. Completion of the uploaded Staffing Table within the program narrative that details the staff who will oversee the program funded by this opportunity. It includes titles, duties, primary qualifications and any mandatory training or certifications.	2
<b>Project Implementation</b>	<b>10</b>
1. Completion of the uploaded Project Implementation Schedule 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.	10
<b>Goals, Objectives, and Performance Measures:</b>	<b>10</b>
1. Completion of the uploaded Goals, Objectives, and Performance Measures Table within the program narrative with ambitious yet realistic numbers for each goal that the program will address.	10
<b>Budget and Budget Narrative:</b>	<b>10</b>
1. Budgeted items are cost-effective in relation to the proposed activities. Narrative is complete for all line items, clearly detailing how the applicant arrived at and calculated the budget amounts.	10
<b>Total Possible Points</b>	<b>100</b>

## ***2. Review and Selection Process***

All applications are screened for completeness including GATA pre-qualification and ICQ submission for the current state fiscal year. Applications that are not complete will not be reviewed and will be denied funding. Proposals that pass the screening process will receive an automated AmpliFund notification stating that the application has been designated for scoring and review.

Proposals that pass the screening process will be reviewed by a panel of ICJIA staff and stakeholders. 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.

Selection of proposals will be based on the scoring criteria outlined in the previous section. An applicant will be selected from each of the six defined regions to ensure statewide access to funding. The regions are Cook County, Collar counties, Northern Illinois, Central Illinois, Southern Illinois, and the state via a state agency/es. Please see the appendix for a map and list of counties for each region. After one applicant is selected from each region, applicants will be selected based on the total application score from highest to lowest and available funding. Selected applicants will receive a notification announcing their selection for a grant award. In the event of a tie, the following will be used as tiebreaker until an application breaks the tie and is selected: highest score for Program Design; if still tied then, highest score for Summary of the Program; if still tied then, highest score for Statement of Problem.

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, the announcement of the grant award shall be published by ICJIA to the GATA portal. ICJIA will submit all selected applications to BJA and ICJIA's Budget Committee for approval. BJA and/or ICJIA's Budget Committee may require additional changes to budgets or proposed programs. Applicants will be notified of BJA's and ICJIA's Budget Committee's decisions.

## ***3. Appeal Process***

Unsuccessful applicants may request a formal appeal of the evaluation process. Evaluation scores and funding determinations may not be contested and will not be considered by ICJIA's Appeals Review Officer. Appeals must be received in writing within 14 calendar days after the grant award's publication date. The appeal must include, at a minimum, the following:

- The name and address of the appealing party.
- An identification of the grant (i.e., CSFA number).
- A statement of reasons for the appeal.

The appeal will be sent to:

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

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

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

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

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

#### ***4. 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.SCIP@Illinois.gov](mailto:CJA.SCIP@Illinois.gov)

## **F. Award Administration Information**

## **1. State Award Notices**

ICJIA will submit all selected applications to BJA and ICJIA's Budget Committee for approval. The ICJIA Budget Committee is scheduled to review and approve designations in August 2025.

ICJIA will transmit a Notice of State Award (NOSA) and the grant agreement to successful applicants after BJA and ICJIA's 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. 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 Bipartisan Safer Communities Supplemental Appropriations Act, 2022 (Pub. L. No. 117-159, 136 Stat. 1313, 1339); 28 U.S.C. § 530C, GATA (30 ILCS 708/1 *et al*), 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. Reporting may include additional required Department of Justice performance measures, which can be viewed [here](#). 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.SCIP@Illinois.gov

## **H. Other Information**

The Illinois Criminal Justice Information Authority (ICJIA) is a state agency dedicated to improving the administration of criminal justice. ICJIA brings together key leaders from the justice system and the public to identify critical issues facing the criminal justice system in Illinois, and to propose and evaluate policies, programs, and legislation that address those issues. The statutory responsibilities of ICJIA fit into four areas: grants administration; research and analysis; policy and planning; and information systems and technology.

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 by executing grant agreements.

Applications submitted in response to this Notice of Funding Opportunity are subject to the Illinois Freedom of Information Act (FOIA). Any information that the applicant believes should be exempt under FOIA should clearly highlight the exemption and the basis for the exemption.

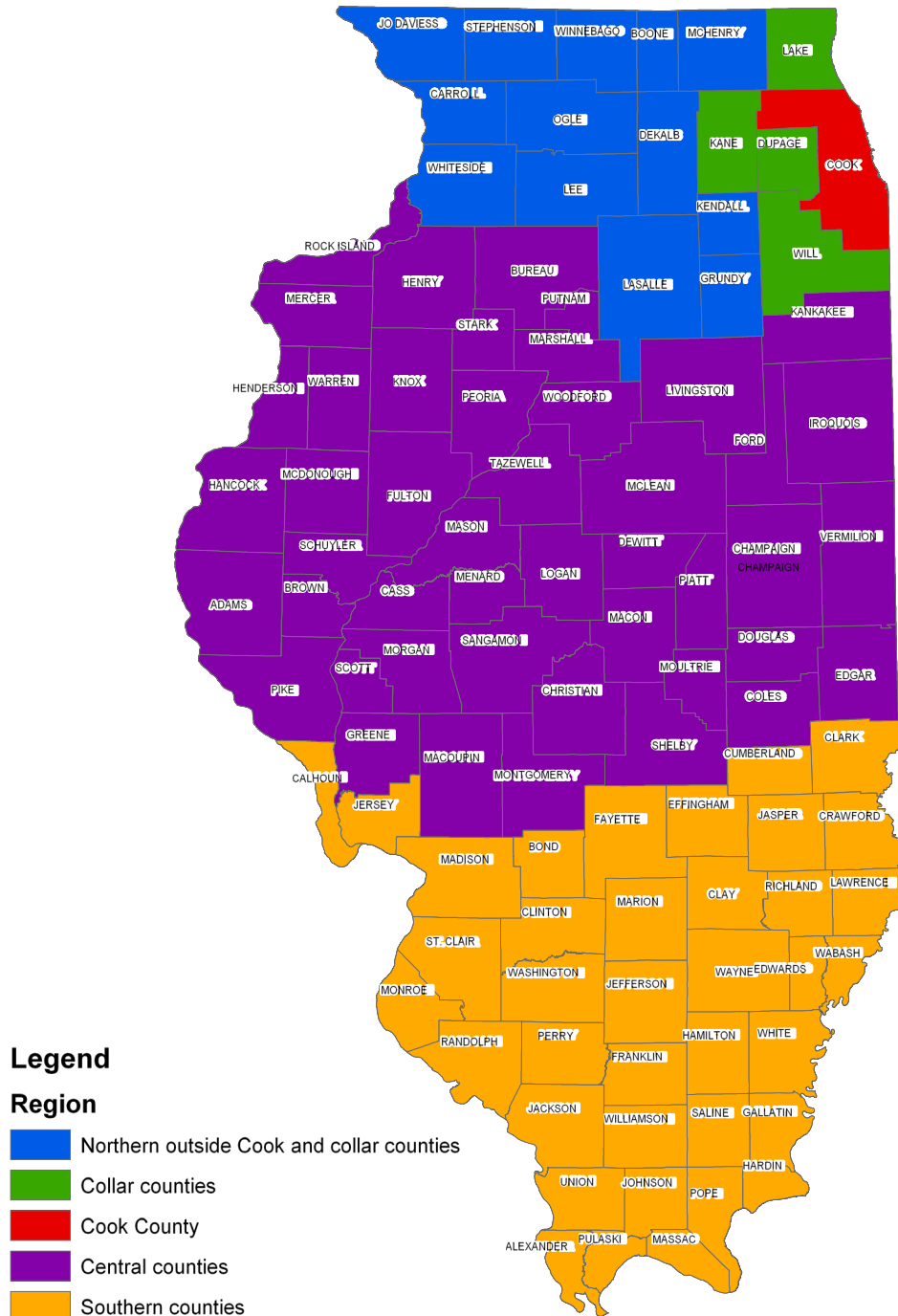
This notice of funding opportunity (NOFO) is one of multiple ICJIA funding opportunities related to SCIP funding. All current ICJIA NOFOs are posted on the [ICJIA website](#). Furthermore, the [CJ Dispatch](#) email newsletter provides information on upcoming ICJIA NOFOs and funding opportunities.

More information on the Federal Byrne State Crisis Intervention Program can be found at this link [FY 2022 - 2023 Byrne State Crisis Intervention Program Formula Solicitation | Bureau of Justice Assistance \(ojp.gov\)](#)

## I. Appendix

Regions that will be used for selection criteria in addition to the state as a whole.

### 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

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