

SCIP: FRO OUTREACH AND TRAINING INSTRUCTIONS 2
NOFO # 3342-0724

Task	Date
NOFO & Technical Assistance Recording posted	July 18, 2024
NOFO question submission deadline	August 20, 2024
Applications due	5:00 p.m., August 27, 2024
Budget Committee and Department of Justice review/approval of recommended designations	October, 2024
Performance Period	December 1, 2024 to November 30, 2025

CHECKLIST

Prior to application due date:

- [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](#)
- Maintain in “Good” standing with all GATA pre-qualification requirements

Submission Checklist:

- Uniform Application for State Grant Assistance
 - Submitted in PDF (signed and scanned)
 - Submitted in a Word file
- Program Narrative –Do not change the format of this document.
 - Submitted in a Word file
- Budget/Budget Narrative
 - Submitted in Excel format (no signatures required for this document at this time)

Uniform Notice for Funding Opportunity (NOFO)
SCIP: FRO Outreach and Training 2 NOFO # 3342-0724

	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:	3342-2687
6.	Funding Opportunity Title:	Byrne State Crisis Intervention Program – FRO Outreach and Training
7.	CSFA Number:	546-00-3342
8.	CSFA Popular Name:	SCIP
9.	CFDA Number(s):	16.738
10.	Anticipated Number of Awards:	1
11.	Estimated Total Program Funding:	\$655,741
12.	Award Range	\$250,000 – \$655,741
13.	Source of Funding:	<input checked="" type="checkbox"/> Federal or Federal pass-through <input type="checkbox"/> State <input type="checkbox"/> Private / other funding
14.	Cost Sharing or Matching Requirement:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15.	Indirect Costs Allowed	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Restrictions on Indirect Costs	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
16.	Posted Date:	July 18, 2024
17.	Application Range:	July 18, 2024 – August 27, 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 It is recommended that applicants view the recorded technical assistance linked below. https://illinois.webex.com/illinois/ldr.php?RCID=f99b71d58c94b92c765c914bccd8eb24

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Notice of Funding Opportunity

SCIP: FRO Outreach and Training

A. Program Description

The Federal Byrne State Crisis Intervention Program (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.”¹ The U.S. Department of Justice Office of Justice Programs’ Bureau of Justice Assistance administers the formula-based grants to each state. The Illinois Criminal Justice Information Authority (ICJIA) administers Illinois SCIP funds.

In Illinois, extreme risk protection orders are referred to as firearms restraining orders (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.^{2,3} 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](#). The Advisory Committee established the following three priorities for the use of federal SCIP funding, centering community voice and incorporating research and evaluation throughout:

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

1. Purpose

The purpose of this NOFO is to award one or more state agencies grant funding to develop and implement effective and equitably targeted FRO public information, outreach, and training strategies. This NOFO will focus on implementing strategies for:

- FRO partner agencies, including court, law enforcement and behavioral health providers
- Potential FRO petitioners, particularly those with barriers to filing FROs and lacking supportive services
- Potential FRO individuals and organizations who may have contact with persons at risk of harming themselves and others
- The general public

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

² [430 ILCS 67/ Firearms Restraining Order Act. \(ilga.gov\)](#)

³ [ICJIA | Firearm Restraining Orders in Illinois](#)

Applicants may propose a pass-through model in which they subaward grants to trusted messengers to both help craft targeted, meaningful, effective content and facilitate its delivery (see Section D.6.h. Proposed Subawards and Subcontracts for additional information).

These funds are intended to address one of the key priorities identified by the SCIP Advisory Committee: stakeholder awareness and training is essential to ensure the safe, equitable, and effective implementation and execution of FROs. Furthermore, this funding is intended to help address inequities in support and use of FROs and the importance of proper messaging in driving FROs uptake and proper usage.

2. Program Design

Programs funded through this NOFO shall deliver FRO education and/or training to targeted groups. Program services should be accessible geographically throughout the state of Illinois. Applicants shall address one or more of the following elements of program design in the application's Program Narrative. It is not expected that applicants incorporate all goals and methods in their proposal. Applicants may propose additional goals, methods, and target groups. Applicants are expected to propose and support uses of grant funds based on their expertise and demonstrated needs.

Programs shall address one or more of the following goals:

- Increase awareness of FROs as a tool among practitioners and potential petitioners
- Increase effective implementation and execution of FROs among practitioners
- Address inequities in support and use of FROs among those at higher-risk of harm to self or others and/or groups that may have barriers impacting support and use
- Provide clarity regarding FROs and the appropriateness of an individual for an FRO
- Promote statewide consistency in FRO implementation
- Leverage existing efforts and apply best practices

Programs shall utilize one or more of the following methods:

- Training FRO practitioners in person, virtually, or hybrid
- Creating content for and distributing fact sheets, brochures, pocket cards, posters, webinars, crisis hotlines, legacy media (e.g., newspapers, magazines, trade publications, radio) engagement, and/or social media (e.g., LinkedIn, YouTube, Facebook, TikTok) outreach
- Generating reference documents with considerations a person may make when determining available and appropriate responses to a person at risk of harm to self or others with a firearm(s)
- Obtaining and curating curriculum and other content for FRO practitioners
- Implementing train-the-trainer models to embed expertise regarding implementing FROs within an agency, organization, or other entity
- Recording training videos for distribution among FRO practitioners
- Publishing best practices regarding FROs

FRO Stakeholder Groups

For the purpose of this NOFO, stakeholder groups are defined as potential FRO practitioners, groups that may have a greater need for FROs, and groups that may have barriers impacting FRO support and use. Applicants will be asked to describe their proposed program's target group(s) and provide supporting data, if necessary.

Potential FRO practitioners may include professionals directly involved in the FRO process, as well as professionals who work with people who may be at risk of harm to themselves or others and, more broadly, are part of the state and local FRO infrastructure. These professionals include, but are not limited to:

- Law enforcement officers
- Judiciary and court staff
- Prosecutors
- Mental and behavioral health professionals
- Other first responders
- School administrators
- Community based organization staff (e.g., mental health, domestic violence, suicide prevention, victim services, violence prevention, legal aid)
- Staff at other locations where a person experiencing a suicidal crisis, or their family, may seek help (e.g., physicians, mental health professionals, social workers and other staff in hospital emergency departments, crisis intervention clinics, hotline centers, urgent care clinics)

A number of groups of potential FRO petitioners are at a higher risk of harm to themselves or others. Others meet barriers impacting support and use of FROs. Examples include, but are not limited to:

- American Indian/Alaska Native males^{4,5}
- Black and Hispanic/Latino people⁶
- Limited English Proficient (LEP) people⁷
- People living in rural areas^{8,9}
- Veterans¹⁰
- White males^{11,12}

⁴ [Statistics - Prevent Firearm Suicide \(efsgv.org\)](https://efsgv.org)

⁵ [The Rise of Firearm Suicide Among Young Americans | Everytown Research & Policy](#)

⁶ [Extreme risk protection orders, race/ethnicity, and equity: Evidence from California - ScienceDirect](#)

⁷ [Welcome to LEP.gov](#)

⁸ [The demographics of gun ownership in the U.S. | Pew Research Center](#)

⁹ [WISQARS Data Visualization \(cdc.gov\)](#)

¹⁰ [Firearm Suicide Risk Among Veterans and Military Service... | Brady \(bradyunited.org\)](#)

¹¹ [Suicide Case-Fatality Rates in the United States, 2007 to 2014: A Nationwide Population-Based Study: Annals of Internal Medicine: Vol 171, No 12 \(acpjournals.org\)](#)

¹² [Notes from the Field: Firearm Suicide Rates, by Race and Ethnicity — United States, 2019–2022 | MMWR \(cdc.gov\)](#)

- Other groups more at risk of harm to self or others with a firearm(s) (e.g., persons with dementia, others that have higher rates of firearm suicide)¹³
- Other groups with higher distrust in the criminal justice system
- Other groups with accessibility issues impacting FRO usage (e.g., not digitally literate¹⁴)

3. Program Requirements

To apply for funds, applicants must complete the Program Narrative detailing an outreach and training plan. Applicants should consider and address the following elements in their outreach and training plan as it relates to their proposed program.

Planning and Content Development

- Assessment of the landscape and identification of gaps in need, substance, and accessibility
- Outline of program goals (e.g., increase general awareness, contribute to greater use of FROs across the state, create a comprehensive plan to reach potentially vital partner agencies, build community awareness through targeted messaging and trusted messengers)
- Collaboration plan with other content delivery providers, partners, and technical assistance providers in the field, if necessary
- Communication, education, and awareness strategy
- Process to gather input from targeted groups
- Desired format and communication channels

Implementation and Distribution

- Outline of the training/outreach methods, including experiential (e.g., social simulation exercises) and different platforms (in-person, virtual, and/or hybrid) based on preferences and to provide increased opportunities and coverage statewide and how they might address existing barriers to participation.
- Process for a continuous feedback loop to gather information and input from stakeholders and participants

Assessment and Reporting

- Tools to assess and evaluate effectiveness with changes in knowledge, behavior, and attitudes, and satisfaction
- Performance measurement around goals and objectives
- Overview of the sufficient organizational capacity and processes to meet grant reporting mandates

Coordination

¹³ [Firearms and Dementia: Clinical Considerations - PMC \(nih.gov\)](#)

¹⁴ [Home - National Digital Inclusion Alliance](#)

Coordination with organizations who have received ICJIA funds for similar purposes should be considered throughout all elements of program design. Thought should be given to avoid duplication of similar outreach and trainings among the same stakeholder groups. ICJIA will work with selected applicants to foster coordination efforts and may propose periodic coordination meetings among grantees have receiving funds for similar purposes.

4. Goals and Performance Metrics

Funded programs will be required to submit quarterly periodic performance reports that will minimally include the required performance metrics detailed below. Applicants may define additional objectives and performance to reflect project performance. Quarterly performance reporting will also include narrative information and may include additional required Department of Justice performance measures.

Overall Goal: Foster improved public and system partner awareness and use of FROs through targeted public information and outreach.	
Process Objectives	Performance Measures
<i>See process objectives and performance measures for each individual goal below</i>	
Outcome Objectives	Performance Measures
___% of system partner training participants will indicate increased knowledge of FROs using training pre- and post-tests	<ul style="list-style-type: none"> ➤ Number of system partners trained by profession ➤ Number of system partners indicating increased FRO knowledge by profession
___% outreach training participants will indicate increased knowledge of FROs using training pre- and post-tests	<ul style="list-style-type: none"> ➤ Number of outreach participants by event ➤ Number of outreach participants indicating increased FRO knowledge by event
Respond to 100% of requests for FRO training and information	<ul style="list-style-type: none"> ➤ Number of requests for system partner training by profession ➤ Number of requests for information events by region and audience ➤ Number of requests for follow-up information or events ➤ Number of requests fulfilled by type, region, and audience

Goal 1: Increase awareness of FROs as a tool among potential petitioners.	
Process Objectives	Performance Measures
Conduct ___ public outreach events with partner agencies in each target community	<ul style="list-style-type: none"> ➤ Number of public outreach events conducted in each target community

Distribute or make available content or reference documents (web content, hotlines, media, social media or fact sheets, brochures, cards, or posters) in each target community	➤ Number and type of content materials distributed or published by target audience and community
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Goal 2: Increase effective implementation and execution of FROs among practitioners/system partners.

Process Objectives	Performance Measures
Conduct ___ FRO trainings for practitioners/system partners in counties identified as target or high-priority	➤ Number and type (in-person, virtual or hybrid) of FRO trainings conducted, by system partners and priority counties
Distribute or make available curriculum, content, or reference documents (web content, fact sheets, brochures, cards, or posters) for practitioners/system partners	➤ Number and type of content materials distributed or published, by type of partner
Develop ___ training videos for distribution among practitioners/system partners	➤ Number and type of video(s) developed and circulated by type of partner

Goal 3: Address inequities in support and use of FROs among those at higher-risk of harm to self or others and/or groups that may have barriers impacting support and use.

Process Objectives	Performance Measures
Offer content or materials in languages other than English	➤ Number and type of materials targeted to non-English speaking
Distribute or make available content or reference documents (web content, hotlines, media, social media or fact sheets, brochures, cards, or posters) that specifically address a target audience at higher risk or that may have barriers	➤ Number and type of content materials distributed or published

Goal 4: Provide clarity regarding FROs and the appropriateness of an FRO for an individual.

Process Objectives	Performance Measures
Distribute or make available content or reference documents (web content, hotlines, media, social media or fact sheets, brochures, cards, or posters) that address available and appropriate responses to a person at risk	➤ Number and type of content materials distributed or published

Goal 5: Promote statewide consistency in FRO implementation.

Process Objectives	Performance Measures
Implement a train-the-trainer model to embed expertise on FRO implementation within the agency, organization, or jurisdiction	➤ Detail the model and number of times the trainings were conducted
Distribute and share models of FRO implementation with other jurisdictions	➤ Number of times information is shared with other jurisdictions

Goal 6: Leverage existing efforts and apply best practices.	
Process Objectives	Performance Measures
Make available best practices regarding FROs	➤ Number and type of materials shared or published
Distribute and share models of FRO implementation with other jurisdictions	➤ Number of times program information is shared with other jurisdictions

Reporting may include additional required Bureau of Justice Assistance performance measures, which can be viewed [here](#).

5. Priorities

SCIP Advisory Committee prioritized FRO training for system partners with this funding opportunity.

This funding opportunity will also address the goal of the BJA FY 2022-2023 Byrne State Crisis Intervention Program funding to support state crisis intervention court proceedings and related programs or initiatives, including FRO programs.

6. Evidence-Based Programs or Practices

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

Applicants are also urged to leverage existing resources related to extreme risk protection order/FRO public information, outreach, and training, such as:

- [Ad Council Research Institute Extreme Risk Protection Orders \(ERPOs\) Study](#)
- [Everytown for Gun Safety and Johns Hopkins Center for Gun Violence Solutions' Promising Approaches for Implementing Extreme Risk Laws: A Guide for Practitioners and Policymakers](#)
- [National Criminal Justice Association \(NCJA\) Byrne SCIP Training and Technical Assistance](#)

- [American Academy of Pediatrics Gun Safety Campaign Toolkit](#)
- [Hospitals United Campaign](#)
- [Everytown for Gun Safety Be SMART Secure Gun Storage Campaign](#)
- [End Family Fire Campaign](#)

Education and training content should be customized to the targeted group(s). It should include an emphasis on equity throughout and engagement with practitioners and community members impacted by gun violence. Their perspectives should be embedded in the program design. Content should include discussion of how implicit bias—based on race, racism, ethnicity, gender, sexual orientation, gender identity, religion, language proficiency, and classism—may influence decision-making on whether to file an FRO petition and best practices for recognizing and countering these biases. Applicant should engage trusted messengers to help craft targeted, meaningful, effective content and facilitate its delivery. Public awareness should focus on promoting FROs to prevent tragedies before they happen.

B. Funding Information

1. Award period

Grant awards resulting from this opportunity will have a target period of performance of December 1, 2024 to November 30, 2025 (12 months). Additional funding of up to 24 may be awarded after the initial funding period, contingent upon satisfactory performance and availability of funds. Awarded applicants may receive up to 36 months of funding support for their programs.

2. Available Funds

A total of \$655,741 in funding is available through this solicitation. Applicants may request a minimum of \$250,000 and a maximum of \$655,741 in grant funding.

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

C. Eligibility Information

Before applying for any grant, all entities must be registered through the Grant Accountability and Transparency Act (GATA) Grantee Portal at www.grants.illinois.gov/portal 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 state the issue and steps on how to achieve “Good Standing”. Proposals from applicants that do not meet all pre-qualification requirements by the NOFO close date will not be accepted.

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

1. Eligible Applicants

State government entities are eligible for this funding. Applications may not be submitted by another entity on behalf of an eligible agency.

Grant recipients may subaward SCIP funds to local governments and non-profits to implement funded programs, but they must comply with ICJIA subaward standards requiring fiscal and programmatic monitoring of subaward agencies.

Applicants must be pre-qualified to do business with the State of Illinois.

2. Cost Sharing or Matching

There is no cost sharing or match requirement for this program.

3. Indirect Cost Rate

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

- a) Federally Negotiated Rate. Organizations that receive direct federal funding, may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. Illinois will accept the federally negotiated rate.
- b) State Negotiated Rate. The organization may negotiate an indirect cost rate with the State of Illinois if they do not have a Federally Negotiated Rate. If an organization has not previously established an indirect cost rate, an indirect cost rate proposal must be submitted through the State of Illinois' centralized indirect cost rate system 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 10% of modified total direct cost (MTDC). Once established, the *de minimis* Rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the *de minimis* rate.

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

Grantees have discretion and can elect to waive payment for indirect costs. Grantees that elect to waive payments for indirect costs cannot be reimbursed for indirect costs. The

organization must record an election to “Waive Indirect Costs” into the GATA Grantee Portal. Indirect Cost election must be completed annually, for every entity’s fiscal year. More information regarding the indirect cost election process can be found [here](#).

D. Application and Submission Information

1. Accessing Application Package

Application documents must be obtained at <https://icjia.illinois.gov/grants/funding/> by clicking on the link titled “SCIP: FRO Outreach and Training.” Paper copies of the application materials may be requested from Michael Lynch by: calling (312) 814-8244; mailing Michael Lynch, 60 E Van Buren Street, Suite 650, Chicago, Illinois 60605; or via Telephone Device for the Deaf (TDD) (312)793-4170. Applications, however, may only be submitted via email, to: CJA.SCIPoutreach@illinois.gov.

2. Content and Form of Application Submission

a) Forms and Formatting

The complete application must be emailed to CJA.SCIPoutreach@illinois.gov. The applicant agency name should appear in the Subject line of the email. Each document attached to the email must be submitted in the manner and method described below. Applications will be rejected if any documents or pages are missing.

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

b) Application Formatting

Program Narratives may not exceed 30 pages (this includes the questions) and must be written in Times New Roman, size 12 font. Do not delete template questions in your response.

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

Applicants are required to:¹⁵

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

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

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

4. Submission Dates, Times, and Method

Completed application materials must be received by and in possession of the email address CJA.SCIPoutreach@illinois.gov by 5:00 p.m. CST, on August 27, 2024, to be considered for funding. Upon receipt, an automated confirmation receipt will be emailed. Proposals will not be accepted by mail, fax, or in person. Late or incomplete submissions will not be reviewed, including email submissions delayed due to state email security clearance. Agencies are encouraged to submit their applications 72 hours in advance of the deadline to avoid unforeseen technical difficulties. Technical difficulties should be reported immediately to ICJIA at CJA.SCIPoutreach@illinois.gov.

5. Application Questions

Questions may be submitted via email at CJA.SCIPoutreach@illinois.gov. The deadline for submitted questions is 5:00 p.m. (CST) on August 20, 2024. All substantive questions and responses will be posted on the ICJIA website at <https://icjia.illinois.gov/gata>. 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.

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

¹⁵ 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).

unallowable costs is available at:

https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf. Costs may be determined to be unallowable even if not expressly prohibited in the Federal Financial Guide.

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

- Land acquisition
- New construction
- A renovation, lease, or any other proposed use of a building or facility that will either result in a change in its basic prior use or significantly change its size
- Minor renovation or remodeling of a property either listed or eligible for listing on the National Register of Historic Places or located within a 100-year flood plain
- Implementation of a new program involving the use of chemicals
- Capital expenditures
- Fundraising activities
- Most food and beverage costs
- Lobbying

c) Allowable expenses. All expenses must 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:

- Personnel/benefits
- Training and outreach subcontracts/subawards
- Travel
- Program supplies
- Data collection and analysis
- Contractual outreach resources including but not limited to website content and billboards

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://www2.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx>. Out-of-state hotel rates are based on the General Service Administration (GSA) guidelines found here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Applicant agencies with lower cost travel guidelines than the State of Illinois must use those lower rates.
- g) Supplanting. 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.

- h) Proposed Subawards and Subcontracts. Applicants may propose to enter into 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: <https://gata.illinois.gov/resources.html>.

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.

7. Requirement Prior to Submitting the Application

1. All applicants must register their organization at the Illinois Grant Accountability and Transparency Act (GATA) Grantee Portal: <https://grants.illinois.gov/portal/>.
2. To submit an application, registered organizations must be in "Good Standing" with all GATA pre-qualification requirements thus meeting qualified status under GATA per 44 Ill. Admin. Code 7000.70(f).

Applicants are advised to view the following technical assistance recordings prior to application submission.

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

E. Application Review Information

1. Criteria

Application materials must address all components of this NOFO and demonstrate both a need for the program and an ability to successfully implement the program.

“Qualified” status is required at the application review date. Applications will not be reviewed if the applicant is not in “qualified” status. 44 Ill. Adm. Code 7000.70(j).

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.

Scoring Criteria	Possible Points
Summary of the Program:	5
1. Response describes the proposed program including the scope of services, intent of the program, strategy, activity, and the people/organizations that will be served. It describes which of the six goal(s) that the program will address and which of the seven or more methods the program plans to use to address the program goal.	5

Statement of the Problem:	10
1. Response describes the problem(s) that demonstrates the need for the proposed program. Quantitative and/or qualitative data that indicate the scope and nature of the problem is used.	5
2. Response describes the stakeholder groups that may be most affected by the problem(s) identified above and the resulting impact.	5
Proposed Program Design:	40
1. Response describes how the proposed program will address the problem described above, act as a complement to the resources currently available, and coordinate with those who have received ICJIA money for similar purposes.	10
2. Response identifies and describes the program's target stakeholder group(s). It explains why that target group(s) was chosen as the focal point for the proposed program.	10
3. Response describes the strategy for reaching the target groups defined above, including information on any current relationship the organization has with these groups or how those relationships will be established, and specifies outreach methods and public information tools to be used.	10
4. Response describes how the proposed program will be accessible geographically throughout the state of Illinois.	4
5. Response describes how the proposed program incorporates the values of diversity, equity and inclusion in operations.	3
6. Response describes the anticipated challenges and barriers to implementing this program and how they plan to mitigate/overcome them.	3
Agency Capacity and Experience:	10
1. Response describes the organization's history and expertise in the provision of similar services. Include examples of how these services may be related to FRO awareness and training.	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.	3
3. Response describes any experience the organization has in administering grants or subawards to other organizations.	2
Project Management and Staffing	5
1. Response describes the process you will follow for the collection and submission of performance measures. Include staff responsible for the collection and approval process.	3
2. Completion of the included 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

Project Implementation	10
1. Completion of the included table within the program narrative defines each step in the implementation and operation of the proposed program, details the staff position responsible for each task, and includes a target date for completion.	10
Goals and Performance Metrics:	10
1. Completion of the included table within the program narrative with ambitious yet realistic numbers for each goal that the program will address.	10
Budget Detail and Budget Narrative:	10
1. Budgeted items are cost-effective in relation to the proposed activities.	5
2. Narrative is complete for all line items, clearly detailing how the applicant arrived at and calculated the budget amounts.	5
Total Possible Points	100

2. Review and Selection Process

All applications will be screened for completeness including GATA pre-qualification and ICQ submission for the current state fiscal year. Applications that are not complete will not be reviewed.

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. Applicants will be selected and offered funding based on the order of their total application score and available funding.

ICJIA reserves the right to reject incomplete proposals, proposals that include unallowable activities, proposals that do not meet eligibility or program requirements, and proposals that are otherwise unsatisfactory. ICJIA may invite applicants to answer clarifying questions and modify budgets that include unallowable or unreasonable costs. NOFO application budgets will be reviewed for allowability, completeness, and cost-effectiveness. ICJIA will perform an in-depth budget review of all grants awarded and may require budget modifications that do not materially change the nature of the program.

Successful applicants whose applications contained unallowable or unreasonable costs may have their awards reduced by the total amount of those costs. Upon applicant acceptance of the grant award, announcement of the grant award shall be published by ICJIA to the GATA portal. ICJIA will submit all selected applications to BJA and ICJIA's Budget Committee for approval. Additional changes to budgets or proposed programs may be required by BJA and/or ICJIA's Budget Committee. Applicants will be notified of BJA's and ICJIA's Budget Committee's decisions.

3. Implementing Agency vs. Program Agency

An implementing agency is the legal entity that receives state funds, such as a county.

A program agency:

- Is a subdivision of the implementing agency, such as a county probation department.
- Carries out program operations.
- Is responsible for data and fiscal reporting.

4. Anticipated Announcement and State Award Dates

Task	Date
NOFO & Technical Assistance Recording posted	July 18, 2024
NOFO question submission deadline	August 20, 2024
Applications due	5:00 p.m., August 27, 2024
Budget Committee and Department of Justice review/approval of recommended designations	October, 2024
Performance Period	December 1, 2024 to November 30, 2025

5. Appeal Process

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

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

Please send your appeal to:

Appeals Review Officer
Illinois Criminal Justice Information Authority
CJA.ARO@Illinois.gov

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

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

6. 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.SCIPoutreach@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 October 2024.

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

- Equal Employment Opportunity and Civil Rights Certification signed by the Implementing Agency
- Lobbying and Debarment certification signed by the Program Agency

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, 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.SCIPoutreach@illinois.gov

H. Other Information

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

Section 7 of the Illinois Criminal Justice Information Act grants ICJIA authority “to apply for, receive, establish priorities for, allocate, disburse, and spend grants of funds that are made available by and received on or after January 1, 1983 from private sources or from the United States pursuant to the federal Crime Control Act of 1973, as amended, and similar federal legislation, and to enter into agreements with the United States government to further the purposes of this Act, or as may be required as a condition of obtaining federal funds” and “to receive, expend, and account for such funds of the State of Illinois as may be made available to further the purposes of this Act.” (20 ILCS 3930/7(k), (l))

Neither the State of Illinois nor ICJIA are obligated to make any award as a result of this announcement. The ICJIA Executive Director or designee has sole authority to bind ICJIA to the expenditure of funds through the execution of grant agreements.

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

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 \(ojp.gov\)](#)