

**SCIP: LOCAL FRO IMPLEMENTATION SUPPORT  
NOFO INSTRUCTIONS  
NOFO # 3342-0524**

<b>Task</b>	<b>Date</b>
NOFO posted	May 14, 2024
Technical assistance session	May 21, 2024
NOFO question submission deadline	June 26, 2024
<b>Applications due</b>	<b>5:00 p.m., July 8, 2024</b>
Budget Committee and Department of Justice review/approval of recommended designations	August 22, 2024
Performance Period	October 1, 2024 to September 30, 2025

**CHECKLIST**

Prior to applying:

- <https://www.dnb.com/duns-number/get-a-duns.html> Register with the System for Award Management (SAM), Obtain a Unique Entity ID #
- [Apply for, update or verify the Employer Identification Number \(EIN\)](#)
- [Complete registration in the Grantee GATA Portal](#)
- [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)

**Application Submission via AmpliFund**

The following process is required:

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

**Step 2:** Applying Organizations must identify an individual(s) who will submit the application via AmpliFund, this person will serve as the Primary Contact for this application. However,

more than one individual can have access to and complete components of the application via AmpliFund. The Primary Contact must submit the applications, including attachments, via Amplifund. To submit an application, go to:

<https://il.amplifund.com/Public/Opportunities/Details/c80dbedd-ec74-4b54-948f-20b11cac65df>

To be considered for funding, completed applications must be submitted via the above AmpliFund link by the application deadline of 5:00 p.m., July 8, 2024. ICJIA encourages applicants to register, and/or review the recording, of the Technical Assistance recording for more information on how to apply. Register here:

<https://illinois.webex.com/weblink/register/redf34b68acd67016fb43055f0db74695>

**Notice for Funding Opportunity (NOFO)**  
**SCIP: Local FRO Implementation Support**  
**NOFO # 3342 - 0524**

	<b>Data Field</b>	
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 – 0524
6.	Funding Opportunity Title:	Byrne State Crisis Intervention Program – Local FRO Implementation Support
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:	\$3,810,999
12.	Award Range	\$150,000 - \$900,000
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:	May 14, 2024
17.	Application Range:	May 14, 2024 - July 8, 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 Register here: <a href="https://illinois.webex.com/weblink/register/redf34b68acd67016fb43055f0db74695">https://illinois.webex.com/weblink/register/redf34b68acd67016fb43055f0db74695</a>
19.	AmpliFund Application Submission Link:	<a href="https://il.amplifund.com/Public/Opportunities/Details/c80dbedd-ec74-4b54-948f-20b11cac65df">https://il.amplifund.com/Public/Opportunities/Details/c80dbedd-ec74-4b54-948f-20b11cac65df</a>

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## **Notice of Funding Opportunity**

### **SCIP: Local FRO Implementation Support**

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

This funding opportunity makes \$3,810,999 of Byrne State Crisis Intervention Program (SCIP) funding available to local governments to implement firearms restraining orders (FROs).

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 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 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> Persons who are the subject of FROs are referred to as respondents. Persons 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](#). It is strongly encouraged that applicants review the plan. 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 grants to local government agencies to assist them in implementing FROs in their communities. Local units of government may apply for funds on behalf of their jurisdictions. Applicant agencies will assume responsibilities for issuing subawards, disbursing grant funds to subaward partners and monitoring partner performance through the collection of periodic data reports and by performing mandatory site visits.

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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/ Firearms Restraining Order Act. \(ilga.gov\)](#)

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

## **2. Program Design**

### *Local FRO Implementation Components*

The resources needed to effectively implement FROs will vary by community based on coordination structures already in place, availability of and access to existing support services, potential petition volume, and other factors. As local jurisdictions are in the best position to assess the resources needed to implement FROs, applicants are asked to design a program that builds on their current assets.

Several jurisdictions across the country are developing integrated implementation models to foster the use and enhance the effectiveness of FROs. In Illinois, several components have already been identified as key to successful local implementation.

### **Planning and Coordination Structures**

Applicants may propose to build upon or learn from existing structures to foster communication and coordination among criminal justice, treatment, and community partners involved in and affected by local use of FROs.

### **Family Violence Coordinating Councils**

Local Family Violence Coordinating Councils (FVCC)<sup>4, 5</sup> meet regularly to assess the effectiveness of local efforts addressing domestic violence, child abuse, elder abuse, and other forms of violence. Most FVCCs employ a coordinator to plan, convene and facilitate regular meetings with partner agencies; build relationships with other stakeholders in the jurisdiction to facilitate effective case processing; assure partner access to training; and ensure proper data collection. Applicants may propose to mirror or supplement aspects of FVCCs to support FRO implementation.

### **Other Collaborations**

Applicants may propose collaborative strategies that include local jurisdiction executive leadership, law enforcement agencies, state's attorney's offices, judges and court personnel, and social service and mental health care providers. This approach may be appropriate in jurisdictions with a wide range of engaged partners and a consistent volume of FRO cases.

- Activities may include coordinating and developing FRO policies and procedures, guides, and threat assessment checklists.
- Allowable costs may include dedicated court, law enforcement, prosecutorial, and/or behavioral health agency staff trained on FROs and responsible for working with local partners to coordinate FRO cases through their lifecycle.
- Applicants are encouraged to incorporate processes to ensure equity in plan development and throughout local planning. Collaborating with communities impacted by gun violence, as well as groups more at risk of harm to self or others

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<sup>4</sup> [Illinois Family Violence Coordinating Councils](#)

<sup>5</sup> [Coordinating the Criminal Justice Response to Intimate Partner Violence: The Effectiveness of Councils in Producing Systems Change | National Institute of Justice \(ojp.gov\)](#)

with a firearm (e.g., Veterans<sup>6</sup>, White males<sup>7,8</sup>, American Indian/Alaska Native males<sup>9,10</sup>) will help ensure that their perspectives are included in the design of FRO implementation plans.

- A local FRO working group or coordinator will be needed to facilitate cooperation among partners and service connections. The working group or coordinator will build relationships between the law enforcement agencies that primarily file FRO petitions, social service providers, and other community leaders. The FRO process can provide a crucial entry point for individuals who need services to address the underlying causes of the crisis precipitating the petition being filed.

### Court-based Staff and Resources

FROs are civil orders filed with the Office of the Clerk of the Court. Applicants may consider the need for additional staff and resources to provide FRO support and facilitate filing FRO petitions with efficiency and timeliness.

### **Court-Based FRO Advocates/Navigators**

Establishing local advocates, such as court-based FRO navigators, that serve as subject matter experts and points of contact can help facilitate petition filing and linkage to services.<sup>11, 12, 13, 14, 15</sup> The process of filing a FRO petition against a family member or loved one and appearing in court in support of that petition is often emotional and intimidating experiences for petitioners. Jurisdictions may consider adding court advocates to provide support to petitioners. Responsibilities of the advocate could include:

- Aiding family members in filing petitions or coordinating petitions with law enforcement.
- Answering questions from community members.
- Explaining what to expect throughout the process.
- Overseeing FRO cases through their lifecycle.
- Developing FRO filing protocols.
- Ensuring proper data collection.
- Building relationships with other FRO stakeholders in the jurisdiction to facilitate effective case processing.
- Networking with FRO practitioners and experts nationally to share best practices and address implementation challenges.

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<sup>6</sup> [Firearm Suicide Risk Among Veterans and Military Service... | Brady \(bradyunited.org\)](#)

<sup>7</sup> [Suicide Case-Fatality Rates in the United States, 2007 to 2014: A Nationwide Population-Based Study: Annals of Internal Medicine: Vol 171, No 12 \(acpjournals.org\)](#)

<sup>8</sup> [Notes from the Field: Firearm Suicide Rates, by Race and Ethnicity — United States, 2019–2022 | MMWR \(cdc.gov\)](#)

<sup>9</sup> [Statistics - Prevent Firearm Suicide \(efsgv.org\)](#)

<sup>10</sup> [The Rise of Firearm Suicide Among Young Americans | Everytown Research & Policy](#)

<sup>11</sup> [Implementation and perceived effectiveness of gun violence restraining orders in California: A qualitative evaluation | PLOS ONE](#)

<sup>12</sup> [Regional Domestic Violence Firearms Enforcement Unit - King County, Washington](#)

<sup>13</sup> [Inside the San Diego team pioneering California's red flag law \(desertsun.com\)](#)

<sup>14</sup> [What one 'red flag' case in Denver says about how the city removes guns | Colorado Public Radio \(cpr.org\)](#)

<sup>15</sup> [nr190628a.pdf \(sandiego.gov\)](#)

One promising approach is building FRO expertise into existing domestic violence units, as some processes between domestic violence protection orders and FROs are similar. SCIP Advisory Committee members pointed to the key role of court staff in the FRO petition process and noted the Cook County Domestic Violence Court is a successful model, with on-site, specially trained advocates. The advocates help FRO petitioners understand their rights and file petitions and link both petitioners and respondents to support services.

### **FRO Respondent Resources**

Respondents are, by definition, persons in crisis or at risk of harming themselves and others. Being the subject of an FRO, being at risk of losing firearms access and privileges, and appearing in court can be stressful and intimidating. Applicants may consider proposing advocacy services to help respondents understand the FRO process and resources that may be available to them and to assure the protection of respondents' due process rights.<sup>16</sup>

### **Additional Clerk of the Court Staff**

Applicants may consider the need for additional staff to file petitions in a timely manner.

### **Court Security**

FRO court hearings may pose an increased risk for violence. Applicants may consider provisions for enhanced court security service to ensure the safety of petitioners, respondents, and others involved in the FRO process.

### **Community-based Treatment Services**

Treatment linkages between FRO respondents and/or petitioners to local services to address the crisis is critical to successful local FRO implementation. Service linkage can extend beyond the crisis response and ensure service provision to address the crisis' underlying causes and the effect that crisis has had on those close to the respondent.

Treatment access may be limited by geographical distances and transportation barriers in rural areas. In more urban areas, wait lists and delays in accessing services may create barriers. In all jurisdictions, the cost of treatment services may be prohibitive, and the availability of language and culturally appropriate services may be limited. Methods to overcome these barriers, such as telehealth services, may be considered.

Applicants will be asked to consider availability and access to services in their jurisdictions as they develop local implementation plan and propose solutions to improve treatment linkages.

### **Law Enforcement Processes and Resources**

Responsive and safe service of FROs, search warrant execution, and dispossession, storage, and returning of surrendered firearms, ammunition, and firearm parts are crucial to effective FRO implementation.

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<sup>16</sup> [ERPO and Due Process Factsheet \(efsgv.org\)](https://efsgv.org/ERPO-and-Due-Process-Factsheet)

## **FRO Policies and Procedures for Law Enforcement**

Codifying and disseminating FRO policies and procedures at the local level supports safe and effective implementation of FROs. Applicants may propose to develop and disseminate:

- FRO policies and procedures. The [Commission on Implementing the Firearms Restraining Order Act](#) was created to advise on educating and implementing the Firearms Restraining Order Act. The Commission's [model policy](#) provides an overall framework for law enforcement on securing and executing a FRO. The model policy addresses procedures for law enforcement in the following areas, among others:
  - Petitioning for a FRO (either emergency or one-year)
  - Serving a FRO issued by the court
  - Securing firearms, ammunition, and firearm parts surrendered by subject of the FRO
  - Executing a FRO search warrant
  - Returning firearms, ammunition, or firearm parts
  - Attending court hearings
  - Training
- Associated guides<sup>17</sup> and threat assessment checklists<sup>18</sup>

## **Responsive and Safe Service of FROs**

Serving FROs to respondents at heightened risk for violence can be dangerous for law enforcement officers.

Crisis intervention teams and other models that pair crisis responders with law enforcement have the advantage of connecting a law enforcement response with a therapeutic response that may be better suited to working with a person in crisis.

## **Firearms Storage**

FROs may require temporary seizure and safe storage of firearms to which the respondent has access. Applicants may consider their equipment needs in order to safely store seized firearms and the provisions for returning firearms to respondents.

## **FRO Materials and Website Development**

Easily accessible information and resources for petitioners, respondents, practitioners, and the general public can help improve awareness and knowledge and drive FRO uptake.<sup>19</sup>

Applicants may propose to develop and disseminate various FRO materials, including:

- Comprehensive materials that include detailed information on FROs and the process, beyond just basic bullet points.
- A website to house materials and resources and guide petitioners through the FRO process. FRO policies and procedures,<sup>20</sup> associated guides,<sup>21</sup> and threat assessment

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<sup>17</sup> [ERPO A Guide To The Process FINAL.pdf \(jhu.edu\)](#)

<sup>18</sup> [1897415 \(powerdms.com\)](#)

<sup>19</sup> [Civilian Petitioners and Extreme Risk Protection Orders in the State of Washington | Psychiatric Services \(psychiatryonline.org\)](#)

<sup>20</sup> [FRO Commission Model Policy website.pdf \(illinois.gov\)](#)

<sup>21</sup> [ERPO A Guide To The Process FINAL.pdf \(jhu.edu\)](#)

checklists<sup>22</sup> for practitioners. These may describe inter- and intra-agency roles, responsibilities, and procedures.

### Localized components

Applicants may propose components that are unique and responsive to local issues and partnerships using sound and promising or evidence-based practices.

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

Funded programs will be required to submit quarterly performance reports that will minimally include the required performance metrics detailed below.

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 proposed program will address and its corresponding process objectives. Programs are not required to address every component. However, 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 as needed. Quarterly performance reporting will also include narrative information and may include additional required U.S. Department of Justice performance measures.

**Overall Goal:** Enhance community safety through the efficient and effective local implementation of FROs.

<b>Planning and Coordination Structures</b>	
<b>Process Objectives</b>	<b>Performance Measures</b>
Establish or identify a local entity to serve as a coordinator for the local partners by month XX	➤ Date local coordinating entity identified or established
Identify or hire local coordination staff from partnering agencies by month XX	➤ Date local coordinating staff from partnering agencies are identified or hired
Local partners complete FRO training by month XX	➤ Date local FRO partners complete FRO training ➤ List of partners trained by component
Establish coordination meeting/feedback process by month XX	➤ Date local coordinating meeting/feedback process established
<b>Outcome Objectives</b>	<b>Performance Measures</b>
XX% of system partners will participate in FRO training	➤ Percentage of system partners participating in FRO training

<sup>22</sup> [1897415 \(powerdms.com\)](https://powerdms.com)

XX% of system partner participants will indicate increased knowledge of local FROs process via a survey, meeting, or some other type of feedback process	➤ Percentage of system partners indicating increased FRO knowledge by profession
Partnering agencies will meet XX time(s) per quarter to discuss feedback, coordination, and assess effectiveness	➤ Number of times partnering agencies meet

<b>Court-based Staff and Resources</b>	
<b>Process Objectives</b>	<b>Performance Measures</b>
XX% of petitioners and respondents involved in FRO petitions will be offered court advocacy services	<ul style="list-style-type: none"> <li>➤ Number of respondents</li> <li>➤ Number of respondents offered services</li> <li>➤ Number receiving advocacy services</li> <li>➤ Number of petitioners</li> <li>➤ Number of petitioners offered services</li> <li>➤ Number receiving advocacy services</li> </ul>
Identify or hire staff (navigator, court staff or security) by month XX	➤ Date staff hired or identified by title and role
Assist XX% of individuals in filing or seeking to file petitions for FROs	<ul style="list-style-type: none"> <li>➤ Number of individuals filing or seeking to file FRO petitions</li> <li>➤ Number (and %) where filing assistance was provided</li> <li>➤ Number of completed FRO petitions</li> </ul>
Offer treatment and support service linkages for XX% of petitioners and respondents	<ul style="list-style-type: none"> <li>➤ Number of respondents</li> <li>➤ Number of respondents offered treatment and support services</li> <li>➤ Number successfully linked to services</li> <li>➤ Number of petitioners</li> <li>➤ Number of petitioners offered services</li> <li>➤ Number successfully linked to services</li> </ul>
<b>Outcome Objectives</b>	<b>Performance Measures</b>
XX% of FRO petitions filed will not be rejected for administrative error	<ul style="list-style-type: none"> <li>➤ Number of FRO petitions filed</li> <li>➤ Number (and %) not rejected for administrative error</li> <li>➤ Number of FRO petitions accepted</li> </ul>
XX % of petitioners and respondents linked to providers will receive treatment/support services	<ul style="list-style-type: none"> <li>➤ Number of respondents linked to services</li> <li>➤ Number (and %) of respondents receiving treatment/support services</li> <li>➤ Number of petitioners linked to services</li> <li>➤ Number (and %) of petitioners receiving treatment/support services</li> </ul>

<b>Community-based Treatment Services</b>	
<b>Process Objectives</b>	<b>Performance Measures</b>
Offer treatment and support service linkages for XX% of petitioners and respondents	<ul style="list-style-type: none"> <li>➤ Number of respondents</li> <li>➤ Number of respondents offered treatment and support services</li> <li>➤ Number successfully linked to services</li> <li>➤ Number of petitioners</li> <li>➤ Number of petitioners offered services</li> <li>➤ Number successfully linked to services</li> </ul>
<b>Outcome Objectives</b>	<b>Performance Measures</b>
XX % of petitioners and respondents linked to providers will receive treatment/support services	<ul style="list-style-type: none"> <li>➤ Number of respondents linked to services</li> <li>➤ Number (and %) of respondents receiving treatment/support services</li> <li>➤ Number of petitioners linked to services</li> <li>➤ Number (and %) of petitioners receiving treatment/support services</li> </ul>

<b>Law Enforcement Processes and Resources</b>	
<b>Process Objectives</b>	<b>Performance Measures</b>
Identify or hire personnel serving FROs by month XX	➤ Date FRO personnel identified or hired
FRO personnel will complete specialized law enforcement training by month XX	➤ Date FRO law enforcement personnel completed specialized FRO training
FRO personnel will serve FROs within XX days of issuance	➤ Number of days from FRO issuance to service
<b>Outcome Objectives</b>	<b>Performance Measures</b>
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> </ul>
Seize firearms for XX% of respondents	<ul style="list-style-type: none"> <li>➤ Number of respondents</li> <li>➤ Number of firearms seized per respondent</li> <li>➤ Number of respondents where personnel were unable to seize any or all firearms.</li> </ul>
Secure 100% of seized firearms in storage within XX days of seizure	<ul style="list-style-type: none"> <li>➤ Number of firearms stored by location</li> <li>➤ Percent of firearms that were securely stored within established timeline</li> </ul>
Return 100% of firearms to respondents within XX days of the FRO expiration/termination	➤ Percent that were returned within XX days of expiration/termination

<b>FRO Materials and Website Development</b>	
<b>Process Objectives</b>	<b>➤ Performance Measures</b>
Distribute or make available content or reference documents (web content, hotlines, media, social media or fact sheets, brochures, cards, or posters) to potential petitioners	➤ Number and type of content materials distributed or published ➤ Number of website visits ➤ Number of hotline calls received
Offer content or materials in languages other than English	➤ Number and type of materials targeted to non-English speaking
<b>Outcome Objectives</b>	<b>Performance Measures</b>
XX% of petitioners will indicate public information materials were helpful in understanding FROs and filing their petition	➤ Number of petitioners responding to survey ➤ Number of petitioners indicating materials were helpful

<b>Other</b>	
<b>Process Objectives</b>	<b>➤ Performance Measures</b>
Applicant to fill in	➤ Applicant to fill in
<b>Outcome Objectives</b>	<b>➤ Performance Measures</b>
Applicant to fill in	➤ Applicant to fill in

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

#### **4. Priorities**

A solicitation to support local government FRO implementation, treatment linkages, develop community infrastructure, and follow-up is a priority established by the SCIP Advisory Committee that will be addressed by 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, particularly ERPO programs, and including, but not limited to, mental health courts, drug courts, and veterans treatment courts.

## **B. Funding Information**

### **1. Award Period**

Grant awards resulting from this opportunity will have a target period of performance of October 1, 2024, to September 30, 2025. Additional funding support for up to 24 months of programming may be awarded after the initial funding period, contingent upon satisfactory performance and availability of funds. Total funding for the grant program will not exceed 36 months. While applicants should submit only a one-year proposal, applicants should include information about anticipated changes in future years of the program.

## ***2. Available Funds***

A total of \$3,810,999 in funding is available through this solicitation. Applicants may request a minimum of \$150,000 and a maximum of \$900,000 in grant funding.

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

## **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. If an applicant in Good Standing for all pre-qualification requirements, the applicant will be “qualified”. Applications will not be reviewed if the applicant is not in “qualified” status.

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***

Local 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 non-profits and other government agencies to implement funded programs, but they must comply with ICJIA subaward standards requiring fiscal and programmatic monitoring of subaward agencies. For-profit entities may be considered for subaward funding in select instances on a case by case basis.

All recipients and subrecipients must forgo any profit or management fee.

### ***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 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***

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.SCIPlocal@Illinois.gov. Application materials, however, must be submitted via the AmpliFund grant management system at <https://il.amplifund.com/Public/Opportunities/Details/c80dbedd-ec74-4b54-948f-20b11cac65df>.

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

### **Applications must be submitted in AmpliFund.**

In addition to completing the application sections in AmpliFund, the following documents must be downloaded, completed, and re-uploaded in AmpliFund:

- 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)

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

Applicants are required to:<sup>23</sup>

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

If your entity is already registered in SAM, it has been assigned a UEI. Instructions regarding the migration from DUNS to UEI have been posted 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., July 8, 2024, to be considered for funding.

Applications must be submitted via AmpliFund

<https://il.amplifund.com/Public/Opportunities/Details/c80dbedd-ec74-4b54-948f-20b11cac65df>. 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.

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<sup>23</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).

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.SCIPlocal@Illinois.gov.

## **5. Application Questions**

Questions may be submitted via email at CJA.SCIPlocal@Illinois.gov. The deadline for submitted questions is 5:00 p.m. (CST) on June 26, 2024. All substantive questions and responses will be posted on the ICJIA website at <https://icjia.illinois.gov/grants/funding/> and on AmpliFund <https://il.amplifund.com/Public/Opportunities/Details/c80dbedd-ec74-4b54-948f-20b11cac65df>. 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.SCIPlocal@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
- 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:
  - Planning activities
  - Activities related to program administration, coordination, or management
  - Counseling and treatment activities including via telehealth

- Transportation costs associated with FRO hearings, counseling, and treatment (e.g., public transit passes, transportation network companies/taxi vouchers, gas gift cards)
  - Personnel/benefits
  - Training
  - Partner subcontracts/subawards
  - Travel
  - Program supplies and equipment
  - Program related utilities such as phone and internet service
  - Indirect costs
  - Data collection and analysis and program evaluation activities
- 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>. 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 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.

## ***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.

Scoring Criteria	Possible Points
<b>Summary of the Program:</b>	<b>5</b>
1. Response describes the proposed program and states the jurisdiction where services will be provided and the program components that will be supported.	5
<b>Statement of the Problem:</b>	<b>5</b>
1. Response 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.	2
2. Response describes existing structures or resources in place to enable the jurisdiction to implement a FRO process and related services.	1
3. Using responses to questions 1 and 2, response states the problem to be addressed through this funding.	2
<b>Proposed Program Design:</b>	<b>45</b>
1. Response describes how the proposed program will address the problem described above and act as a complement to the resources currently available.	10
2. Response identifies and describes in more detail which of the FRO implementation component(s) that the program will utilize and how.	10
3. Response describes the collaboration that will occur between the agency, local jurisdiction executive leadership, law enforcement agencies, judges and court personnel, social service and mental health care providers, and community stakeholders. It describes how they will assure the effectiveness of the FRO process.	10
4. Response describes how the proposed program will assure linkage of respondents and petitioners to advocacy and treatment services to address the immediate risk of violence and its impact.	8

5. Response describes how the proposed program 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.	2
7. 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.	3
2. 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. Proposals that pass the screening process will receive an automated AmpliFund notification stating that the application has been “approved” and 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. To assure statewide access to funding, an applicant will be selected from each of five defined regions in the state. The regions are: Cook County, Collar counties, Northern Illinois, Central Illinois, and Southern Illinois. 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 order of their total application score and available funding. Selected applicants will receive a notification announcing the award of the grant.

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. 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 AmpliFund and submitted within 14 calendar days after receipt of a Funding Opportunity Declination Letter from ICJIA. The appeal must include, at a minimum, the following:

- Statement indicating a request for a formal appeal
- A statement of reason 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)

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

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

#### ***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.SCIPlocal@Illinois.gov](mailto:CJA.SCIPlocal@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 2024.

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
- EEO and Civil Rights Compliance Certification

## ***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.SCIPlocal@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.

Applications 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 information that is exempt, and the basis of the exemption.

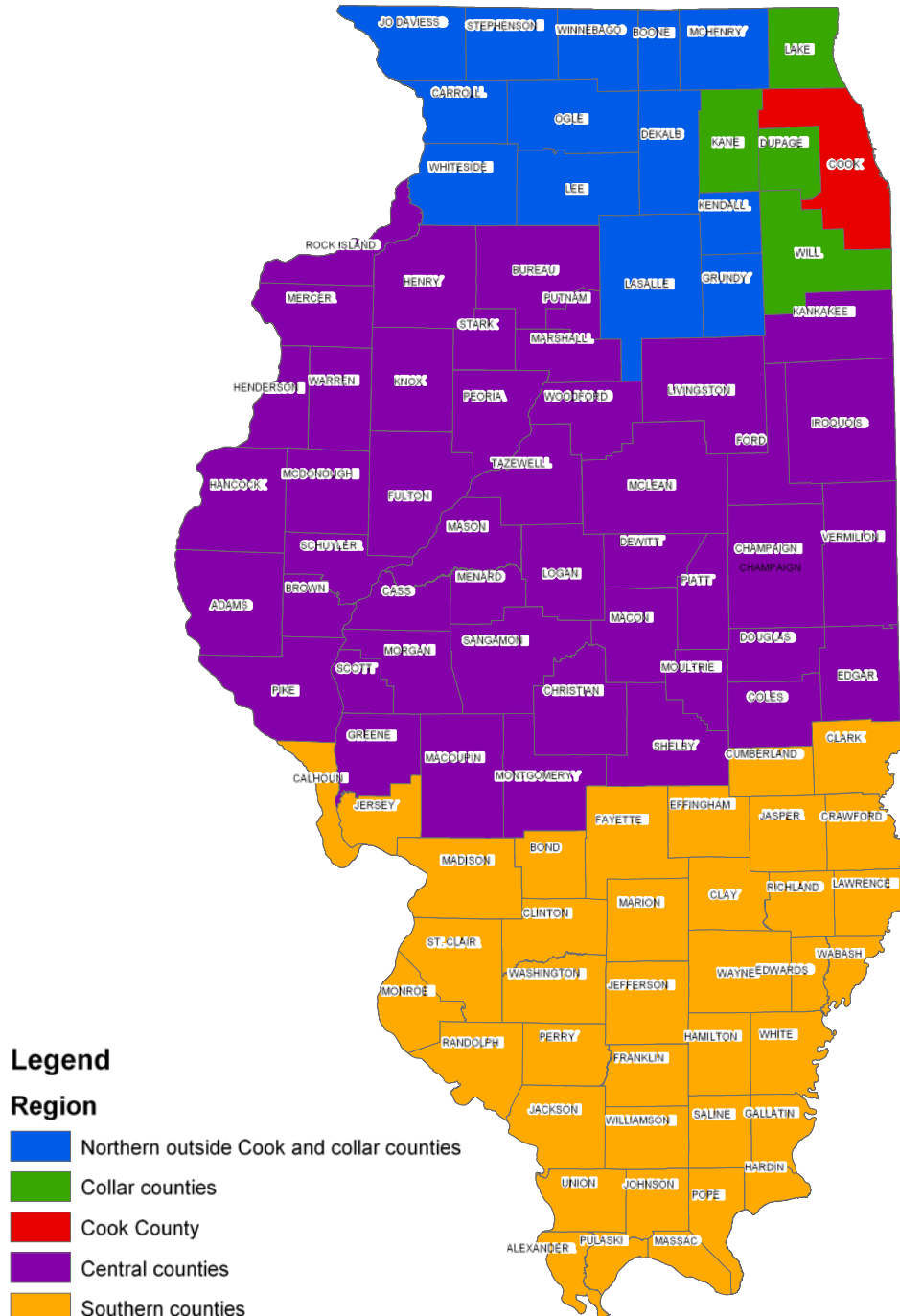
This notice of funding opportunity (NOFO) is one of multiple ICJIA funding opportunities related to SCIP funding. All current ICJIA NOFOs are posted on the [ICJIA website](#). Furthermore, the [CJ Dispatch](#) email newsletter provides information on upcoming ICJIA NOFOs and funding opportunities.

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.

### 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
<b>Cook County</b>	Henry		Jackson
	Iroquois		Jasper
<b>Cook and Collar counties</b>	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
	Sangamon		Williamson

For reference only. Responses must be submitted via AmpliFund. Emailed, mailed, and hand-delivered applications will not be accepted.

**BYRNE STATE CRISIS INTERVENTION PROGRAM  
SCIP LOCAL FRO IMPLEMENTATION SUPPORT  
PROGRAM NARRATIVE  
NOFO # 3342-0524**

Program narrative must be submitted via AmpliFund. This document is for reference only. Applicants are highly encouraged to review the questions and complete a response on a separate document, then log into AmpliFund and “copy & paste” the response in the appropriate section.

The AmpliFund system times out after 20 minutes of inactivity. Clicking “save and continue” is encouraged as you begin completion of information in AmpliFund.

**Summary of the Program – 5 Points**

**Question 1:** Briefly summarize 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. Program Requirements on page 5 for information on component(s).

**Statement of the Problem – 5 Points**

**Question 1:** Describe the jurisdiction to be served, detailing any demographic information, location or other characteristics that inform the design of the program. Applicants may reference the [SCIP Plan](#), [ICJIA FRO publication](#), and [ICJIA Dataset Hub](#) as data sources. However, it is not mandatory to use them and applicants may use additional data sources that are available to them.

**Question 2:** Please describe existing structures or resources in place to enable the jurisdiction to implement a FRO process and related services.

**Question 3:** Using your responses to questions 1 and 2, please state the problem to be addressed through this funding.

**Proposed Program Design – 45 Points**

**Question 1:** Describe how your proposed program will address the problem described above and act as a complement to the resources currently available.

**Question 2:** Identify and describe in more detail which of the FRO implementation component(s) that the program will utilize and how. See NOFO Instruction document Section A.1. Program Requirements on page 5 for information on component(s).

**Question 3:** Describe the collaboration that will occur between your agency, local jurisdiction executive leadership, law enforcement agencies, judges and court personnel, social service and

For reference only. Responses must be submitted via AmpliFund. Emailed, mailed, and hand-delivered applications will not be accepted.

mental health care providers, and community stakeholders. How will you assure the effectiveness of the FRO process?

**Question 4:** Describe how the program will assure linkage of respondents and petitioners to advocacy and treatment services to address the immediate risk of violence and its impact.

**Question 5:** Describe how your proposed program incorporates the values of diversity, equity and inclusion in operations? For example, do you incorporate the perspectives of the population served in program design and delivery?

**Question 6:** Describe the anticipated challenges and barriers to implementing this program and how you plan to mitigate/overcome them.

**Question 7:** If the original 12-month program funding period is extended to a 36-month program period, what additions or changes do you anticipate making to the program, if any, over the course of the full three years? How will you ensure your program's sustainability when the SCIP grant funds expire after the program period?

#### Agency Capacity and Experience – 10 Points

**Question 1:** Describe your organization's history and expertise in the provision of similar services.

**Question 2:** Describe your organization's fiscal experience and capacity to manage grants. Include total staff dedicated to all grants at your organization and all funding sources that support programming. Include quantitative (e.g., size of budget and number of grants) and qualitative (e.g., process and procedure; summary of previous management) descriptions. If your proposed program includes any subgrants and/or subcontracts, describe any experience your organization has in administering grants or subawards to other organizations.

#### Project Management and Staffing – 5 Points

**Question 1:** Describe the process you will follow for the collection and submission of performance measures. Include staff responsible for the collection and approval process.

**Question 2:** Use the table below to detail the staff who will oversee the program funded by this opportunity. Include titles, duties, primary qualifications and any mandatory training or certifications.

Title	Role on the Grant	Qualifications

For reference only. Responses must be submitted via AmpliFund. Emailed, mailed, and hand-delivered applications will not be accepted.


### Project Implementation – 10 Points

Please complete the implementation schedule below. Define each step in the implementation and operation of the proposed program, detail the staff position responsible for each task, and include a target date for completion. Do not use staff names only job titles.

Italicized font indicates examples that can be edited as needed. Please add additional lines as necessary.

Task	Staff Position Responsible	Date Due
<i>For example: Hire program coordinator</i>	<i>Executive Director</i>	<i>Month One</i>
Submit quarterly progress report to ICJIA, may include reporting to BJA		15 <sup>th</sup> day of each grant quarter
Submit quarterly financial performance report to ICJIA		15 <sup>th</sup> day of each grant quarter

### Goals, Objectives, and Performance Measures – 10 Points

The funded grantee will be required to submit quarterly data reports reflecting information about these performance measures and may be asked to collect additional measures to track program progress and outcomes. Objectives should measure meaningful, tangible changes resulting from program implementation.

**Process objectives** are milestones within the project that help you keep track of progress implementing the proposed activities.

**Outcome objectives** are results that the project seeks to create that support the overall goal. This is the goal your program establishes to meet.

**Performance measures** are discrete, clear, and quantifiable measures that the project will 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. However, applicants should address every objective listed

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for the component(s) they plan to implement. Applicants may add rows and define additional objectives and related performance measures as needed. Quarterly performance reporting will also include narrative information and may include additional required Department of Justice performance measures.

<p><b>Overall Goal:</b> Enhance community safety through the efficient and effective local implementation of FROs.</p>
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Planning and Coordination Structures	
Process Objectives	Performance Measures
Establish or identify a local entity to serve as a coordinator for the local partners by month XX	➤ Date local coordinating entity identified or established
Identify or hire local coordination staff from partnering agencies by month XX	➤ Date local coordinating staff from partnering agencies are identified or hired
Local partners complete FRO training by month XX	➤ Date local FRO partners complete FRO training ➤ List of partners trained by component
Establish coordination meeting/feedback process by month XX	➤ Date local coordinating meeting/feedback process established
Outcome Objectives	Performance Measures
XX% of system partners will participate in FRO training	➤ Percentage of system partners participating in FRO training
XX% of system partner participants will indicate increased knowledge of local FROs process via a survey, meeting, or some other type of feedback process	➤ Percentage of system partners indicating increased FRO knowledge by profession
Partnering agencies will meet XX time(s) per quarter to discuss feedback, coordination, and assess effectiveness	➤ Number of times partnering agencies meet

Court-based Staff and Resources	
Process Objectives	Performance Measures
XX% of petitioners and respondents involved in FRO petitions will be offered court advocacy services	➤ Number of respondents ➤ Number of respondents offered services ➤ Number receiving advocacy services ➤ Number of petitioners ➤ Number of petitioners offered services ➤ Number receiving advocacy services

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Identify or hire staff (navigator, court staff or security) by month XX	➤ Date staff hired or identified by title and role
Assist XX% of individuals in filing or seeking to file petitions for FROs	➤ Number of individuals filing or seeking to file FRO petitions ➤ Number (and %) where filing assistance was provided ➤ Number of completed FRO petitions
Offer treatment and support service linkages for XX% of petitioners and respondents	➤ Number of respondents ➤ Number of respondents offered treatment and support services ➤ Number successfully linked to services ➤ Number of petitioners ➤ Number of petitioners offered services ➤ Number successfully linked to services
<b>Outcome Objectives</b>	<b>Performance Measures</b>
XX% of FRO petitions filed will not be rejected for administrative error	➤ Number of FRO petitions filed ➤ Number (and %) not rejected for administrative error ➤ Number of FRO petitions accepted
XX % of petitioners and respondents linked to providers will receive treatment/support services	➤ Number of respondents linked to services ➤ Number (and %) of respondents receiving treatment/support services ➤ Number of petitioners linked to services ➤ Number (and %) of petitioners receiving treatment/support services

<b>Community-based Treatment Services</b>	
<b>Process Objectives</b>	<b>Performance Measures</b>
Offer treatment and support service linkages for XX% of petitioners and respondents	➤ Number of respondents ➤ Number of respondents offered treatment and support services ➤ Number successfully linked to services ➤ Number of petitioners ➤ Number of petitioners offered services ➤ Number successfully linked to services
<b>Outcome Objectives</b>	<b>Performance Measures</b>
XX % of petitioners and respondents linked to providers will receive treatment/support services	➤ Number of respondents linked to services ➤ Number (and %) of respondents receiving treatment/support services ➤ Number of petitioners linked to services

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	➤ Number (and %) of petitioners receiving treatment/support services
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<b>Law Enforcement Processes and Resources</b>	
<b>Process Objectives</b>	<b>Performance Measures</b>
Identify or hire personnel serving FROs by month XX	➤ Date FRO personnel identified or hired
FRO personnel will complete specialized law enforcement training by month XX	➤ Date FRO law enforcement personnel completed specialized FRO training
FRO personnel will serve FROs within XX days of issuance	➤ Number of days from FRO issuance to service
<b>Outcome Objectives</b>	<b>Performance Measures</b>
Serve XX% of FROs issued within XX days of issuance.	➤ Number of FROs issued ➤ Number of FROs served ➤ Number served within XX days
Seize firearms for XX% of respondents	➤ Number of respondents ➤ Number of firearms seized per respondent ➤ Number of respondents where personnel were unable to seize any or all firearms.
Secure 100% of seized 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 expiration/termination	➤ Percent that were returned within XX days of expiration/termination

<b>FRO Materials and Website Development</b>	
<b>Process Objectives</b>	<b>Performance Measures</b>
Distribute or make available content or reference documents (web content, hotlines, media, social media or fact sheets, brochures, cards, or posters) to potential petitioners	➤ Number and type of content materials distributed or published ➤ Number of website visits ➤ Number of hotline calls received
Offer content or materials in languages other than English	➤ Number and type of materials targeted to non-English speaking
<b>Outcome Objectives</b>	<b>Performance Measures</b>
XX% of petitioners will indicate public information materials were helpful in understanding FROs and filing their petition	➤ Number of petitioners responding to survey

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	➤ Number of petitioners indicating materials were helpful
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<b>Other</b>	
<b>Process Objectives</b>	➤ <b>Performance Measures</b>
Applicant to fill in	➤ Applicant to fill in
<b>Outcome Objectives</b>	➤ <b>Performance Measures</b>
Applicant to fill in	➤ Applicant to fill in

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

### Budget and Budget Narrative – 10 Points

Please complete the budget and the budget narrative for your proposed program using the Excel template. This program is for 12 months, both the budget and budget narrative should reflect 12 months of programming.

#### Application Submission via AmpliFund

The following steps are required:

1. Applicants must register at the Illinois Grant Accountability and Transparency Act (GATA) Grantee Portal: <https://grants.illinois.gov/portal/>.
2. Applying Organizations must identify an individual(s) who will submit the application via AmpliFund, this person will serve as the Primary Contact for this application. However, more than one individual can have access to and complete components of the application via AmpliFund. The Primary Contact must submit the applications, including attachments, via AmpliFund.

To apply, go to: <https://il.amplifund.com/Public/Opportunities/Details/c80dbedd-ec74-4b54-948f-20b11cac65df>

To be considered for funding, completed applications must be submitted via the above AmpliFund link by the application deadline of 5:00 p.m., July 8, 2024. ICJIA encourages applicants to review the NOFO Technical Assistance Recording and [other ICJIA training videos](#) for more information on how to apply.