

INSTITUTE 2 INNOVATE (i2i) PROGRAM
CAPACITY BUILDING FOR VIOLENCE PREVENTION PROGRAMS
APPLICATION INSTRUCTIONS
NOFO # 2762-0514

Task	Date
NOFO & Technical Assistance Recording posted	May 20, 2025
NOFO question submission deadline	June 20, 2025
Applications due	5:00 p.m., June 30, 2025
Board approval of recommended designations Authority Budget Committee approval of recommended designations	July 2025
Performance Period	September 1, 2025 – August 31, 2026

CHECKLIST

Prior to applying:

- Register with the System for Award Management (SAM), [Obtain a Unique Entity ID #](#)
- [Complete registration in the Grantee GATA Portal](#)
- [Obtain Single Sign-On for application submission in AmpliFund](#)
- Maintain “Good” standing with all GATA pre-qualification requirements.

AmpliFund Upload Checklist:

- Uniform Application for State Grant Assistance – Submitted in AmpliFund.
- Basic Information –Submitted in AmpliFund.
- Program Questions –Submitted in AmpliFund.
- Equity Questions –Submitted in AmpliFund.
- Budget/Budget Narrative – Submitted in AmpliFund.
- Performance Metrics –Submitted in AmpliFund.

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/13feacc9-1812-489f-9a99-900ad9e1ea7a>

Please Note: Organizations currently receiving an i2i Capacity Building grant are **not eligible** to apply for this funding opportunity.

To be considered for funding, completed applications must be submitted via the above AmpliFund link by the application deadline of 5:00 p.m., June 30, 2025. ICJIA encourages applicants to review this Technical Assistance Recording for more information on how to apply.

Uniform Notice for Funding Opportunity (NOFO)

Institute 2 Innovate (i2i) Program
Capacity Building for Violence Prevention Programs

NOFO # 2762-0501

	Data Field	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority (ICJIA)
2.	Agency Contact:	Cydney M. Wessel Violence Prevention Program Manager Illinois Criminal Justice Information Authority 60 E Van Buren Street, Suite 650 Chicago, IL 60605 Cydney.Wessel@Illinois.gov (312) 793-7260
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:	2762-0501
6.	Funding Opportunity Title:	i2i Planning & Capacity Building
7.	CSFA Number:	546-00-2762
8.	CSFA Popular Name:	i2i
9.	Assistance Listing Number (formerly CFDA Number)	N/A
10.	Anticipated Number of Awards:	Unknown
11.	Estimated Total Program Funding:	\$1,200,000
12.	Award Range	Up to \$250,000
13.	Source of Funding:	<input type="checkbox"/> Federal or Federal pass-through <input checked="" type="checkbox"/> State
14.	Cost Sharing or Matching 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, 2025
17.	Application Range:	May 14, 2025 – June 30, 2026
18.	Technical Assistance Session: It is recommended that applicants view the recorded technical assistance.	Session Offered: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Session Mandatory: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [Provide link to registration, if applicable]
19.	AmpliFund Application Submission Link:	https://il.amplifund.com/Public/Opportunities/Details/13feacc9-1812-489f-9a99-900ad9e1ea7a

Table of Contents

A. Program Description	5
B. Funding Information	6
1. <i>Award period</i>	7
2. <i>Available Funds</i>	8
C. Eligibility Information.....	8
1. <i>Background</i>	8
3. <i>Eligible Applicants</i>	14
4. <i>Organization Size</i>	Error! Bookmark not defined.
5. <i>Cost Sharing or Matching</i>	15
6. <i>Indirect Cost Rate</i>	15
D. Application and Submission Information.....	16
1. <i>Accessing Application Package</i>	16
2. <i>Content and Form of Application Submission</i>	16
3. <i>Unique Entity Identification Number (UEI) and System for Award Management (SAM)</i>	17
4. <i>Submission Dates, Times, and Method</i>	17
5. <i>Application Questions</i>	17
6. <i>Funding Restrictions</i>	17
7. <i>Requirement Prior to Submitting the Application</i>	20
E. Application Review Information	20
1. <i>Criteria</i>	20
2. <i>Review and Selection Process</i>	21
3. <i>Anticipated Announcement and State Award Dates</i>	22
4. <i>Appeal Process</i>	22
5. <i>Debriefing Process</i>	23
F. Award Administration Information.....	23
1. <i>State Award Notices</i>	23
2. <i>Administrative and National Policy Requirements</i>	24
3. <i>Reporting</i>	24
G. State Awarding Agency Contact(s)	24
H. Other Information	24

Notice of Funding Opportunity

Capacity Building for Violence Prevention Programs

A. Program Description

The Illinois Criminal Justice Information Authority (ICJIA) is making \$1.2 million available to support Institute 2 Innovate (i2i) Capacity Building for Violence Prevention Program grants.

This grant opportunity offers essential funding to small local grassroots organizations in need of capacity building support in the areas of budgeting, grant management, program implementation, and other aspects to provide much-needed violence prevention services in their communities. Violence prevention program grants made available through this opportunity will support organizations that offer services in the areas of Community Violence Intervention, Youth Violence Prevention, Re-entry Services, and/or Youth Development in their communities.

Grants of up to \$250,000 will be made to provide organizational capacity building, violence prevention program design, and program implementation support. Proposed projects must equip organizations with tools, skills, and resources to improve their overall effectiveness and build long-term sustainability.

Eligible organizations that have completed a capacity-building course or training with ICJIA or another entity are invited to submit grant proposals for projects that are tailored to their specific needs and operations, with the ultimate goal of enhancing their ability to prevent violence in their communities.

These grants will empower community-based organizations to excel in mission delivery, achieve optimal outcomes, and adapt to the ever-evolving challenges and opportunities within the service sector. The capacity-building initiatives supported by this grant opportunity will strengthen the community-based organization landscape and foster positive impacts on individuals and communities across Illinois.

With this funding opportunity, ICJIA reaffirms its dedication to building a thriving and resilient service sector that effectively addresses pressing social issues that lead to criminal justice system involvement and contributes to a brighter future for all residents of Illinois.

1. Purpose

The purpose of this funding opportunity is to provide grants to community-based organizations to strengthen their core systems and operations. Through capacity-building initiatives, the funded projects will empower these organizations to better fulfill their missions and improve their long-term sustainability. The program places a particular focus on supporting projects that improve capacity in various key areas, including (but not limited to):

- **Vision and Impact:** Strengthening the organization's clarity of purpose and its ability to create meaningful, positive change in its community.

- **Governance and Leadership:** Enhancing the organizational structure, decision-making processes, and leadership capabilities of organizations to ensure effective management and accountability.
- **Program delivery:** Improving the planning, implementation, and management of programs or services to achieve the organization's mission efficiently.
- **Resource generation:** Developing strategies for acquiring financial and non-financial resources, such as grants, donations, partnerships, or volunteers, to support the organization's endeavors.
- **Internal operations and management:** Streamlining the day-to-day administrative and logistical functions to ensure smooth operations and regulatory compliance.
- **Evaluation and learning:** Establishing a systematic process for assessing the organization's performance, gathering feedback, and utilizing data to improve programs and operations continually.
- **Strategic relationships:** Cultivating and nurturing partnerships, collaborations, and alliances with other organizations, stakeholders, or communities to expand the organization's reach and impact.

2. Performance Measures

As part of the application process, applicants must propose performance milestones that align with the expectations outlined in this NOFO. This funding opportunity allows applicants to propose projects focused on capacity building, violence prevention services, or both. Applicants should identify which track(s) their application addresses and propose performance metrics accordingly. Final measures will be finalized with ICJIA at the time of grant agreement.

Objectives	Performance Measures
All Applicants: Coaching, Technical Assistance, and Reporting Participation	<ul style="list-style-type: none"> ○ Minimum of 2 hours/month of 1:1 coaching. ○ Attendance at required technical assistance sessions. ○ Timely submission of all quarterly program and monthly fiscal reports. ○ Final close-out report submitted within 30 days of program end.
For Capacity- Building grant requests	<ul style="list-style-type: none"> ○ Submission of an organizational assessment within 30 days of award. ○ Completion of a tailored capacity-building work plan.

	<ul style="list-style-type: none"> ○ % completion of proposed capacity-building activities (e.g., policies implemented, staff hired, systems upgraded). ○ Documented changes in internal capacity (e.g., strategic plan, financial system, HR policy, board governance). ○ Grantee-reported progress on organizational growth or readiness for new funding.
For Violence Prevention Services grant requests	<ul style="list-style-type: none"> ○ Number of individuals served in violence prevention programs. ○ Number and type of violence prevention activities delivered (e.g., workshops, outreach events, mentorships). ○ Population-specific impact data (e.g., reentry, youth, CVI communities). ○ Collection of pre/post survey results or qualitative impact stories.
Requests for Capacity Building and Violence Prevention Service grants	<ul style="list-style-type: none"> ○ Completion of all applicable capacity-building and violence prevention services indicators listed above. ○ Integrated reporting showing how capacity investments improved violence prevention outcomes. ○ Sustainability plan describing future funding or program continuation beyond the grant.

B. Funding Information

Funding for this program will be sourced from the state with a total allocation of up to \$1.2 million. Successful organizations will receive funding of up to \$250,000 during throughout their contractual funding period.

1. *Award period*

Grant awards resulting from this opportunity will have a target period of performance of September 1, 2025, to August 31, 2026. Total funding for the grant program will not exceed 36 months.

2. Available Funds

A total of \$12 million in funding is available through this solicitation. Applicants may request a maximum of \$250,000 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 a grant, all entities must be registered through the Grant Accountability and Transparency Act (GATA) Grantee Portal at www.grants.illinois.gov/portal. Registration and pre-qualification are required annually. During pre-qualification, verifications are performed including a check of federal SAM.gov Exclusion List and status on the Illinois Stop Payment List. The Grantee Portal alerts the entity alerts of “qualified” status or informs how to remediate a negative verification (e.g., missing UEI Unique Entity Identifier assigned in sam.gov, not in good standing with the Secretary of State). Inclusion on the SAM.gov Exclusion List cannot be remediated.

Failure to meet an eligibility criterion by the application deadline will result in the return of the application without review and will preclude ICJIA from making a State award.

Applicants are also required to submit a financial and administrative risk assessment via the GATA Grantee Portal, utilizing an Internal Controls Questionnaire (ICQ) for the current state fiscal year and obtain approval from their cognizant agencies before execution of the grant agreement. Delay in obtaining ICQ approval will result in a delay in grant execution.

1. Background

Throughout Illinois, small grassroot organizations play a pivotal role in addressing societal challenges and uplifting communities. For decades, these localized, community centered organizations have been crucial to building and maintaining civil society. They provide essential social services to vulnerable populations, advocate for social justice, offer cultural opportunities, and monitor government and business practices for transparency (Boris, 1999). Additionally, community-based organizations empower individuals to take an active role in their neighborhoods, foster a sense of belonging, and encourage civic engagement. Through their multi-faceted contributions, community-based organizations can create a more equitable, compassionate, and inclusive society, strengthening community well-being and empowering citizens to shape their own futures.

By bridging the gap between government services and unmet needs, community-based organizations have become a lifeline for those facing hardship and adversity, dedicating their efforts to curbing violence, and promoting safety in the state’s most vulnerable areas. Furthermore, they serve as a powerful force for advocacy, raising awareness about systemic injustices, and pressing for policy changes that contribute to a safer and more peaceful society. Their collective impact extends far beyond the direct beneficiaries they serve, as they

contribute to shaping a more secure and resilient society that stands united against violence and works toward social progress and collective well-being.

Community structures rely on the collaboration of three interconnected realms: government, business, and the social service sectors. “Similar to a three-legged stool, the stability and balance of these sectors are vital for achieving an enriched and healthy quality of life. However, in today’s rapidly changing environment, there is considerable concern that the third sector of providers of social services—community-based entities—may lack the capacity and technical expertise to keep up with change. Many small community-based groups face organizational fragility, while larger organizations find themselves stretched to their limits. This sector is constantly challenged to improve its capacity and adaptability due to the growing demand for community-based services and newly identified needs.” (Carol J. De Vita and Cory Fleming, 2001). Embracing the idea that change is constant, not an occasional disruption, capacity building becomes imperative for community-based organizations to thrive and continue making a meaningful impact in the face of evolving challenges (Amherst H. Wilder Foundation, 2000).

Capacity building is not a luxury but a necessity for smaller localized organizations. The lack of capacity building can lead to inefficiencies, a lack of direction, and missed opportunities for growth and effectiveness. Investing in capacity building is essential to ensure the long-term success of social service providers and their ability to address pressing social challenges.

2. Program Design

Applicants must submit a clear, comprehensive project narrative that describes how the proposed activities will address identified capacity-building challenges and service gaps related to violence prevention. The program design should reflect the findings of a recent organizational assessment and articulate the connection between identified needs, proposed interventions, and expected results.

The i2i Capacity Building Grant opportunity is open to eligible organizations seeking to improve their organizational capacity, particularly in addressing program priorities tailored to their communities. These program priorities are aligned with violence prevention in three prioritized categories: *community violence intervention or youth violence prevention*, *re-entry*, and *youth development*. Applicants are encouraged to design programs that address one or more of these program priorities. More information about each of these program priorities, as well as a summary of some promising practices in each field, are included in the Program Priorities Reference Guide (*Appendix A*).

3. Capacity Building

The overall objective of an i2i-funded capacity-building grant is to assist organizations, especially new and emerging organizations, in increasing their ability to achieve their missions and build long-term organizational sustainability. This stability will allow organizations to more effectively provide community services to address the community’s priorities. This type of assistance can include improving an organization’s operations, administration, management, and/or building relationships within their communities.

Organizations wishing to apply for capacity-building funding may have a goal of providing needed services but are facing challenges that have created barriers.

Other organizations may be providing services but know they could do more if their capacity challenges were addressed. These limitations could be internal, such as a lack of training opportunities for program staff, a lack of staff with experience in managing grants, lack of expertise in financial matters, or a lack of time to focus on applying for grants in addition to performing all of the hard work of providing community services. Limitations may also be external, such as a lack of connections with other community organizations or difficulty in performing outreach and marketing activities that are necessary for the program to thrive and grow.

Grants are available for organizations that have conducted a comprehensive needs assessment and identified strategic and organizational obstacles limiting their abilities to provide effective services. Once these obstacles are clearly defined, the organization can develop a plan to overcome them. The resulting increase in capacity will not only make the organization more competitive in future grant opportunities but will enable them to more effectively provide services. The needs assessment component ensures that the capacity-building efforts are targeted and aligned with the organization's specific challenges and community needs.

1. Proposal Requirements

- Identify clearly in a statement of need the limitations, barriers, and obstacles to organizational capacity that hinders the provision of services in the Violence Prevention Programs.
- Describe the activity or develop a clear, reasonable, and achievable plan made up of concrete steps that will be taken to address identified limitations, barriers, and obstacles.
- Outline key goals, strategies, and desired program outcomes for the proposed violence prevention services.
- Identify sufficient and knowledgeable staff to accomplish the tasks, including contractual employees or consultants with related expertise.
- Provide details of prior participation in a capacity-building program or training in key areas, such as vision and impact, governance and leadership, program delivery, resource generation, internal operations and management, evaluation and learning, and strategic relationships within the last six to 12 months. A certificate of completion must be provided.
- Submit a recent Organizational Assessment that highlights strengths and areas of improvement.

Awardees proposing violent prevention services will be required to engage in a minimum of two hours of monthly 1:1 coaching, connecting with designated coaches to ensure targeted progress and development. In addition, awardees will submit quarterly program and monthly fiscal reports to ICJIA. They also will present their accomplishments and the roadmap for organizational growth and sustainability in a Final Close-out report to ICJIA, to be submitted within 30 days after the program's conclusion (or by August 31, 2026).

Capacity-building grant funding offers flexibility, recognizing that the requirements can vary significantly based on the unique needs of each organization. However, any organization seeking to apply for this grant should be able to propose a clear and detailed plan for how the requested funding will resolve or help to resolve their capacity issues. As such, a successful application for a capacity-building grant must have the following elements:

- **A Statement of Need**
 - What challenges, limitations, or obstacles does the organization face that limit its capacity to help its community and provide needed services in the Program Priorities mentioned above? This description should be specific and identify any problems the organization wants to address in the capacity-building project, necessitating funding and support.
- **Program Design**
 - This component should explain how the funding will be used to address the challenges, limitations, or obstacles noted in the Statement of Need. It should also be specific and explain what the funding will be used for and why that activity will help resolve the issues that limit the organization's capacity. In this section, describe the objectives, activities, timeline, responsible staff and expected outcomes of the project. Ensure that your proposal aligns with the goals and priorities of the capacity-building grant program. Highlight how your project fits within the program's objectives.
 - If applicable, explain how the program design incorporates or supports services in Community Violence Intervention, Youth Development, or Reentry.
- **Budget and Financial Plan**
 - Provide a detailed budget explaining how the grant funds will be used, including the requested amount. This should include itemized expenses and a financial plan for sustainability beyond the grant period.
- **Organizational Information**
 - Present a comprehensive overview of your organization, including its mission, history, leadership, target audience, geographical area served and current programs. Highlight your organization's capacity to manage and implement the proposed project effectively. Highlight any key accomplishments and previous projects/programs demonstrating your organization's track record and commitment to violence prevention work.
- **Evidence of Impact**
 - Demonstrate how the capacity-building project will produce positive outcomes for your organization and the communities you serve.
- **Collaborations and Partnerships**
 - Describe any partnerships or collaborations that will improve the project's success or leverage additional resources.
- **Evaluation and Monitoring Plan**
 - Explain how you will assess and measure the project's progress and impact. Include a plan for ongoing learning and improvement.
- **Sustainability Intention(s)/Plan**
 - Indicate how your organization plans to sustain the improvements or programming beyond the grant period. This may include strategies for long-term funding, capacity retention, and continued growth.

- **A Comprehensive Organizational Assessment** – This component serves as the foundation for the application, providing a holistic understanding of the organization's strengths, weaknesses, opportunities, and threats.
 - Organizational Assessment highlights:
 - Summarize key findings of your recent (*within the last 12 months from the date of application submission*) organizational assessment. Highlight the areas that have been identified as needing capacity-building efforts. Provide specific details about the challenges, limitations, or obstacles that have been identified and link them to the Program Priorities mentioned in the grant opportunity.
 - Organizational Goals and Objectives:
 - Clearly state your organization's short-term and long-term goals, which should align with the challenges and limitations identified in the Statement of Need. Outline how achieving these goals will improve your organization's capacity to serve the community effectively.
 - Organizational Capacity and Readiness:
 - Provide evidence of your organization's readiness to undertake the proposed capacity-building project. Highlight relevant staff expertise, experience, qualifications, and any existing organizational strengths that will contribute to successful project implementation.

While there may be as many different types of capacity-building grants as there are organizations, these examples may assist potential applicants in determining if a capacity-building grant is needed. While the list below is not exhaustive, it does provide some examples of capacity-building grant activities. An organization in need of capacity-building may apply for funding for guidance on how to conduct/perform:

- Leadership development: Supporting leadership training experiences for multiple members of the organization's management team.
- Planning activities: Including organizational assessments, strategic planning, fund development, communications/marketing, or business planning.
- Board development: Enhancing board effectiveness through leadership training, executive coaching, defining the board's role, and strengthening governance practices.
- Internal operations: Improving financial management, human resources, or volunteer management systems.
- Technology improvements: Upgrading hardware and software, enhancing networking capabilities, website development, and staff training to optimize technology utilization.
- Hire a staff person whose job it is to do all of the communication, coordination, reporting, and documentation associated with receiving and managing grant funds.
- Hire or contract with a grant writer who could focus on writing successful grant applications to increase the organization's revenue and financial ability to carry out programming.
- Hire or contract with financial staff or a financial firm to manage the organization's finances, prepare financial reports, track revenue and expenditures, maintain financial backup documentation, and assist with audits.
- Recruit (and retain) staff or volunteers with relevant knowledge and expertise which can then pass their knowledge along to the rest of the organization.
- Train program staff in new or evolving best practices in providing services.

- Implement and learn how to use new technological innovations that can cut down on routine or repetitive administrative work, with the intent to free staff up to do more important programmatic tasks.
- Develop outreach and marketing strategies to ensure that potential clients receive information about services provided by the organization in the areas of the Program Priorities.
- Orchestrate a collective planning/assessment process among multiple partners seeking to address a community issue.
- Establish networking events and community strategy summits to create connections and referral routes between community organizations for organizations who lack those resources; and
- Contract with a larger or more established organization that can act as a mentor in a variety of ways needed by the applicant organization, either by assisting with administrative needs or by serving as a role model for programming, grant management, or some other needed area of performance for the applicant (or both).

2. Violence Prevention Services

Applicants may also propose funds be used specifically for Violence Prevention Programs that address the following Priority Program areas:

- 1) Community Violence Intervention or Youth Violence Prevention
- 2) Re-entry Services
- 3) Youth Development

Applicants may develop programs that address more than one of these program priorities. Describe the program your organization would like to support with this grant and how the program activities address the issues identified in your Statement of Need. Please identify the population to be served, the services to be provided, and the primary goal/s of the program. Describe how program's services will work toward to achieving program goals.

ICJIA's 2020-2024 Statewide Violence Prevention Plan outlines a comprehensive approach to violence prevention. View the plan here <https://vpp.icjia.cloud/>. Proposals should align with the Statewide plan and address at least one of the goal areas in the Statewide Plan. In summary, the plan has five main goals:



3. Eligible Applicants

Applicants located in or providing services in the State of Illinois are eligible for funding under this NOFO.

Grassroots organizations are small, localized community-based organizations characterized by their modest scale in terms of staff, volunteers, and financial resources. These organizations primarily operate within specific local communities or geographic areas in Illinois, focusing on addressing the unique needs and priorities of those communities. Rooted in community involvement, they often engage volunteers extensively and have a strong presence of community members participating in their activities. These organizations are usually structured as nonprofits, community groups, or non-governmental organizations and often rely on grants, donations, and community support to sustain their programs and services.

Community-based organizations typically refers to organizations, services, or initiatives that are rooted in and primarily serve specific local communities or geographic areas within the state. These entities focus on addressing the unique needs, challenges, and priorities of the communities they serve, and their activities are designed to improve the well-being, development, and quality of life of residents within those defined geographical boundaries. Community-based organizations often work closely with community members, stakeholders,

and local resources to develop and implement programs, services, and solutions that are tailored to the specific context and dynamics of their designated communities. The concept emphasizes a strong connection to and active engagement with the local community to achieve positive outcomes and foster community development.

Applicants must have an operating budget of \$2 million or less at the time of application. Only applicants proposing a plan to build capacity and/or providing violence prevention services programs within the State of Illinois are eligible for funding under this NOFO.

5. Cost Sharing or Matching

There are no cost-sharing or matching requirements for this program.

6. Indirect Cost Rate

To charge indirect costs to a grant, the applicant organization must have an annually negotiated indirect cost rate agreement (NICRA).

There are three types of NICRAs:

- 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. The organization must provide a copy of the federally NICRA.
- 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 GATA Grantee Portal no later than three months after receipt of a Notice of State Award (NOSA). If an organization previously established an indirect cost rate, the organization must annually submit a new indirect cost proposal through the GATA Grantee Portal within six months after the close of the grantee's fiscal year.
- c) **De Minimis Rate.** An organization that has never negotiated an indirect cost rate with the Federal Government of 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.

All grantees must complete an indirect cost rate negotiation or elect the De Minimis Rate to claim indirect costs. Indirect costs claimed without a negotiated rate or a De Minimis Rate election on record in the GATA Grantee Portal indirect cost rate system may be subject to disallowance.

Limitations on indirect costs restrict the amount and/or type of indirect costs that are allowed to be charged to grant awards. Indirect cost limitations and restrictions must be clearly stated in this section. For example, the grant award may be subject to state and federal statutory requirements that limit the allowability of costs. The maximum amount allowable under a

limitation cannot exceed the total amount under the NICRA. State and federal statutes may restrict the amount of salary that can be charged to a grant award, if the base salary exceeds the Federal Executive Level II Pay Scale. If additional statutory restrictions or limitations are imposed, such as parameters for direct administrative costs, facility costs, and indirect administrative cost levels, those restrictions or limitations must be stated in this section. The statutory reference or guidance imposing the indirect cost limitation or restriction must also be stated within this section.

Grantees have discretion on claiming payment for indirect costs. Grantees that elect not to claim 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](#).

Code of Federal Regulations / Title 2 - Grants and Agreements / Vol. 1 / 2014-01-01191

D. Application and Submission Information

1. Accessing Application Package

Paper copies of the application materials may be requested from Cydney Wessel by calling 312-793-7260, writing Cydney Wessel at 60 E Van Buren, Suite 650, Chicago, Illinois 60605, via Telephone Device for the Deaf (TDD) (312)793-4170, or by email at Cydney.Wessel@Illinois.gov.

Application materials **MUST** be submitted via the AmpliFund <https://il.amplifund.com/Public/Opportunities/Details/13feacc9-1812-489f-9a99-900ad9e1ea7a> grant management system.

2. Content and Form of Application Submission

Applications and related materials must be submitted in AmpliFund.

Document
Uniform Application for State Grant Assistance – Completed in AmpliFund
Basic Information – Completed in AmpliFund
Program Narrative /Questions – Completed in AmpliFund
Performance Plan – Completed in AmpliFund
Budget & Budget Narrative – Completed in AmpliFund
Copy of Completed Organizational Assessment – Completed in AmpliFund
Certificate of Completion from Capacity Building Program – Completed in AmpliFund

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

Applicants are required (unless the applicant is an individual or Federal or State awarding agency that is exempt from those requirements under 2 CFR § 25.110(b) or (c), or has an exception approved by the Federal or State awarding agency under 2 CFR § 25.110(d)) to:

- a) Be registered in SAM before submitting its application with a UEI assigned. To establish a SAM registration, go to www.SAM.gov.
- b) Always continue to maintain an active SAM registration with current information during an active award, application or plan under consideration by ICJIA.

ICJIA may not issue a grant award 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 a grant award.

4. Submission Dates, Times, and Method

Completed application materials must be received by and in possession of the AmpliFund grant management system by 5:00 p.m., June 30, 2025, to be considered for funding.

Applications must be submitted via AmpliFund

<https://il.amplifund.com/Public/Opportunities/Details/13feacc9-1812-489f-9a99-900ad9e1ea7a>. Upon receipt, an automated confirmation will be emailed. Proposals will not

be accepted by email, mail, fax, or in person. AmpliFund will not permit late submissions.

Agencies are encouraged to submit their applications 24-72 hours in advance of the deadline to avoid unforeseen technical difficulties. Technical difficulties with the grant management system should be reported immediately to ICJIA at cja.info@illinois.gov.

5. Application Questions

Questions may be submitted via email at cja.info@illinois.gov. The deadline for submitted questions is 5:00 p.m. (CST) on June 20, 2025. All substantive questions and responses will

be posted on the ICJIA website at <https://icjia.illinois.gov/gata> and on the AmpliFund

<https://il.amplifund.com/Public/Opportunities/Details/13feacc9-1812-489f-9a99-900ad9e1ea7a>

<https://grants.icjia.cloud/> <https://gata.icjia.cloud/> 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.info@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. 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
- Most food and beverage costs
- Lobbying
- Vehicle purchases

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:

- a. Personnel providing direct services to eligible communities and residents and supervisory personnel to the extent that they are engaged in providing services to these communities and residents. It is recommended that applicants include personnel responsible for the management of the grant (including overall grant program direction, reporting, communication with ICJIA, etc. for the organization).
- b. Hiring and training costs for the above personnel that provide for their professional growth, development, and knowledge regarding best practices for the execution of their grant programs.
- c. Equipment and supplies that are integral to providing program services.
- d. Program operating costs necessary for providing services, prorated for use of this program, including.
 - i. Rent for program space.
 - ii. Utilities
 - iii. ~~Billing~~
 - iv. Supplies
 - v. Staff travel for completing program activities and trainings
 - vi. Grant-specific costs necessary for the particular program priorities addressed in the program (for example, temporary housing costs for reentry programs or workforce training programs for economic development programs)
 - vii. Contractual expenses necessary for the execution of the program, including sub-award costs for collaborative partners included on collaborative applications.

- 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
 - Equipment over \$5,000
 - 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> Travel 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/GSA must use those lower rates.
- g) 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://www.illinois.gov/sites/gata/pages/resourcelibrary.aspx>.

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 technical assistance recordings prior to application submission.

05.20.25, 5:00PM CST Recording will be available

- [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. 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.

Reviewers will score applications based on completeness, clear and detailed responses to program narrative questions, and inclusion of all mandatory program elements as well as past performance history and/or financial standing with ICJIA. The applicant must demonstrate that costs are reasonable, necessary, and allowable.

The total number of points available is 100.

Scoring Criteria	Possible Points
State of Need	20
Program Design	25
Budget and Financial Plan	15

Organizational Information	5
Evaluation and Monitoring Plan	10
Sustainability Intentions/Plan	10
Comprehensive Organizational Assessment Completion of Capacity Building Program	15
Total Possible Points	100
Total Possible Points	

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. Incomplete applications will not be reviewed.

Selection of proposals that pass the screening process will be based on an evaluation of compiled scores from the evaluation panels, as well as the incorporation of all of the program requirements. Applicants will be selected based on overall scoring, with secondary consideration given to project implementation. The total number of points available is 100 for the technical program section and 30 for the equity section, for a total of 100 points.

Awards will be made starting with applications that score the highest within each region and tier and will continue until funds are exhausted. For the purposes of this NOFO, funding will be allocated across all 12 geographic regions: Central, Collar, Cook – Chicago Northern, Cook – Chicago Southern, Cook – Chicago Western, Cook – Suburban, Northeast Central, Northern, Northwest, Northwest Central, South Central, and Southern.

Awards of less than the full request may be offered depending on the amount of funding available or based on the determination of ICJIA staff as to the necessity and reasonableness of the program cost.

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. ICJIA may award all or part of any award request based on the application details and on program needs, and the applicant may decline or accept such an offer. Upon applicant acceptance of the grant award, announcement of the grant award shall be published by ICJIA to the GATA portal. Review team recommendations will be forwarded to the ICJIA Budget Committee for approval.

Applicants will be notified of the decision of the ICJIA Budget Committee following approval of designations from each entity.

3. Anticipated Announcement and State Award Dates

Task	Date
NOFO & Technical Assistance Recording posted	May 20, 2025
NOFO question submission deadline	June 20, 2025
Applications due	5:00 p.m., June 30, 2025
Board approval of recommended designations Authority Budget Committee approval of recommended designations	July 2025
Performance Period	September 1, 2025 – August 31, 2026

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. Review team recommendations will be forwarded to July 2025 Committee for approval. Applicants will be notified of the Committee’s decision.

4. Appeal Process

Applications that are not awarded grant funding 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
- Name and address of the appealing party
- Identification of the grant program
- A statement of reason for the appeal

The appeal will be sent to:

Appeals Review Officer
Illinois Criminal Justice Information Authority

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.

5. Debriefing Process

Applications that are not awarded grant funding 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:

Cydney Wessel
Illinois Criminal Justice Information Authority
cja.info@illinois.gov

F. Award Administration Information

1. State Award Notices

The i2i committee is expected to review and approve grant awards at a date to be determined, in the month of July 2025. The ICJIA Budget Committee will also review and approve designations at a date to be determined, in July 2025.

Additional documents may need to be submitted to ICJIA prior to the execution of an agreement; ICJIA will communicate with selected organizations to determine which documents are needed.

2. Administrative and National Policy Requirements

Additional programmatic and administrative special conditions may be required.

3. Reporting

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

G. State Awarding Agency Contact(s)

For questions and technical assistance regarding application submission, contact:

Cydney Wessel
Illinois Criminal Justice Information Authority
Phone: 312-793-7260
cja.info@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.

**Illinois Criminal Justice Authority (ICJIA)
i2i Capacity Building Narrative
NOFO # 2762-0514**

Program narratives must be submitted via AmpliFund. This document is for reference only. Applicants are highly encouraged to review the questions, draft responses on a separate document, and then copy and paste the response into the appropriate sections of Amplifund.

The AmpliFund system times out after 20 minutes of inactivity. Regularly clicking “save and continue” is encouraged.

The narrative should focus on activities to be conducted during the performance period: September 1, 2025, to August 31, 2026 (12 months).

Statement of Need (20 Points)

- **Describe the specific challenges and limitations your organization faces in the violence prevention space. (5pt)**
- **Explain how these challenges have hindered your ability to effectively implement violence prevention programs. (5pt)**
- **Highlight the urgent need to address these challenges through capacity building and program development. (5pt)**
- **Support your statement with data or evidence related to violence prevalence or specific issues in your target community. (5pt)**

Program Design (25 points total)

Provide a clear and accurate picture of the need for the project and the benefits to be gained. Include local statistics/data, whenever possible, and indicate the source of your data. Please make sure data is current within the last five years.

- **Provide a comprehensive program design that outlines both capacity-building activities and/or violence prevention programs. (7pts)**
- **Detail how capacity building will improve your organization's ability to plan, implement, and evaluate violence prevention initiatives. (6pts)**
- **Specify the objectives, strategies, and activities for both capacity building and/or violence prevention efforts. (7pts)**
- **Clearly explain how your program aligns with the priorities and goals of the grant program in both areas. (5pts)**

Budget and Financial Plan (15 points total): Please budget for expenses from September 1, 2025, to August 31, 2026. The maximum budget must not exceed \$250,000.

- **Present a detailed budget that covers expenses related to capacity building and/or violence prevention. (4pts)**
- **Break down the allocation of funds for capacity-building activities and/or violence prevention programs. (4pts)**
- **Include a narrative explaining the rationale behind your budget decisions. (4pts)**
- **Provide a financial sustainability plan that addresses both capacity building and/or ongoing support for violence prevention efforts. (3pts)**

Organizational Information (10 points)

- **Offer a brief overview of your organization, emphasizing its mission and history in the violence prevention space. (3pts)**
- **State any relevant experience, expertise, or achievements in both capacity building and/or violence prevention. (3pts)**
- **Does the organizational information adequately reflect your organization's focus and commitment in the violence prevention space? (2pts)**
- **Describe your organization's experience managing state and federal grants. (2pts)**

Evaluation and Monitoring Plan – (10 Points)

- **Develop a plan for measuring the progress and impact of both capacity-building and/or violence prevention components. (3pts)**
- **Identify specific key performance indicators (KPIs) applicable to capacity building and/or violence prevention. (2pts)**
- **Describe the data collection methods and tools you will use for evaluation. (3pts)**
- **Explain how evaluation results will be used to improve both capacity building and violence prevention efforts. (2pts)**

Sustainability Plan– (10 Points)

- **Discuss strategies for sustaining both capacity-building efforts and violence prevention initiatives. (4pts)**
- **Include plans for securing diverse funding sources to support both aspects. (3pts)**
- **Highlight your organization's commitment to the continued growth and sustainability of its focus. (3pts)**

Comprehensive Organizational Assessment– (10 Points)

- **Provide a copy of a organizational assessment that covers strengths, weaknesses, opportunities, and threats of your organization (2pts)**
- **Identify specific areas requiring improvement or development in both aspects.(2pts)**

- Explain how the assessment findings have informed the design and priorities of your focused on capacity-building and/or violence prevention initiative. (4pts)
- What technical assistance do you anticipate to be successful? (2pts)

Completed application materials must be received by and in possession of the AmpliFund grant management system by 5:00 p.m., June 30, 2025, to be considered for funding. Applications must be submitted via AmpliFund

<https://il.amplifund.com/Public/Opportunities/Details/13feacc9-1812-489f-9a99-900ad9e1ea7a>.

Upon receipt, an automated confirmation will be emailed. Proposals will not be accepted by email, mail, fax, or in person. AmpliFund will not permit late submissions. Agencies are encouraged to submit their applications 24-72 hours in advance of the deadline to avoid unforeseen technical difficulties. Technical difficulties with the grant management system should be reported immediately to ICJIA at [**cja.info@illinois.gov**](mailto:cja.info@illinois.gov)