Agency Specific Content for the Notice of Funding Opportunity
Juvenile Justice Councils

A. Program Description

The federal Office of Juvenile Justice and Delinquency Prevention (OJJDP) provides funding directly to states through its Title II Formula Grants Program (Title II) to support state and local delinquency prevention, intervention efforts and juvenile justice system improvements. These funds are used to help states implement comprehensive state juvenile justice plans based on detailed studies of needs in their jurisdictions. State Advisory Groups, comprised of members appointed by the governor, set priorities for funded activities.

The State Advisory Group for Illinois, the Illinois Juvenile Justice Commission (IJJC), administers the Title II funds. These funds support a broad range of juvenile justice activities at the state and local level that are designed to improve the juvenile justice system through the development of more effective education, training, research, prevention, diversion, treatment, and rehabilitation programs in juvenile delinquency. These programs or projects can be designed to be developed, implemented and evaluated directly or through grants and contracts with public and private agencies. Title II also funds state and local activities designed to ensure and maintain the state's compliance with the Core Requirements of the JJDPA.

- Deinstitutionalization of Status Offenders (DSO)
- Adult Jail and Lock-Up Removal (Jail Removal)
- "Sight and Sound" Separation
- Address Racial and Ethnic Disparities (RED)

(See Appendix 1: Core Requirements of the Office of Juvenile Justice Delinquency Prevention)

The Illinois Juvenile Court Act provides that each county or group of counties may establish a local juvenile justice council (JJC) [705 ILCS 405/6-12]. The purpose of this council, according to the Act, is "to provide a forum for the development of a community based interagency assessment of the local juvenile justice system, to develop a county juvenile justice plan for the prevention of juvenile delinquency, and to make recommendations to the county board, or county boards, for more effectively utilizing existing community resources in dealing with juveniles who are found to be involved in crime, or who are truant or have been suspended or expelled from school." Through juvenile justice councils, the Act prescribes a response to juveniles in conflict with the law that is comprehensive, driven by data and analysis, and collaborative across all systems that touch these youth.

Title II Juvenile Justice Council grants are specifically awarded to local juvenile justice councils to implement policies and practices that improve the effectiveness of local juvenile justice systems, reduce unnecessary juvenile justice system involvement and analyze and reduce Racial and Ethnic Disparities (RED) in each council's local system. Because this model of local governance, collaboration and data-driven decision-making has proven effective, the Illinois Juvenile Justice Commission is allocating funding to support local juvenile justice councils and the development of data-driven, collaborative local juvenile justice plans which guide future system improvement efforts. As embodied in the Juvenile Court Act, Juvenile Justice Councils provide a structure to ensure that local jurisdictions respond to youth in conflict with the law in a manner which is data-driven, strategic, and focused on serving youth, families and communities in the most effective ways possible. Unfortunately, very few jurisdictions in Illinois have developed councils that operate in the manner envisioned in the Act. In some communities, youth become involved in the juvenile justice system unnecessarily because alternatives do not exist or are not embedded within the system decision-making process. Because the needs and resources are different in each community in Illinois, a one-size-fits-all approach is not likely to be very effective.

Local councils are in the best position to craft solutions that meet the local community's needs and consider local resources. Empowering and supporting local juvenile justice councils can also stem the tide of racial and ethnic
disparity in the juvenile justice system at the front door and help ensure that no youth enters the juvenile justice system unnecessarily. Such local ownership is the best way to ensure more effective long-term programming and sustained systemic change. This, in turn, will reduce the costs associated with incarcerating youth in correctional facilities, reduce rates of recidivism, reduce the number of crime victims, and ultimately create safer communities in Illinois.

The goal of the Juvenile Justice Councils program is to support local juvenile justice councils in developing and implementing programs, policies and practices that:

- Ensure that youth do not enter Illinois' juvenile justice system unnecessarily;
- Ensure that youth who do enter the juvenile justice system receive developmentally appropriate, individualized support and services;
- Ensure that youth leave the justice system with positive outcomes, which in turn enhance public safety;
- Ensure that Illinois maintains full compliance with the core requirements of the re-authorized federal JJDP Act, including:
- Ensure that racial and ethnic disparities are examined and reduced at all phases of the justice system.

Juvenile Justice Councils bring together local justice system leaders, community members, youth, families, service providers, educators and other stakeholders to develop strategies to prevent and address juvenile delinquency effectively and efficiently. Because councils are in the best position to create solutions that meet the local community’s needs and take into account local resources, the Illinois Juvenile Justice Commission is allocating funding to support the work of councils and the development of data-driven, collaborative local juvenile justice plans which guide future system improvement efforts.

The IJJC is seeking applications from both existing juvenile justice councils – including those that have received IJJC funding and those that have not--and from entities proposing to form new juvenile justice councils to provide support for delinquency prevention, intervention efforts, and juvenile justice system improvements. Funds will be used to support the existence and functioning of the councils.

1. Required Services:
   a. Juvenile Justice Council:
      The applicant will create or maintain a local juvenile justice council with the capacity to meet the statutory requirements for a local juvenile justice council, pursuant to 705 ILCS 405/6-12, within the first quarter of and throughout the grant period. The Council will consist of the statutorily required membership and additional members required by the IJJC, including (but not limited to) representatives designated by the following county officers:
      - The Sheriff
      - The State's Attorney
      - The Public Defender
      - The Chief Probation Officer
      - The Chief Judge
      - Each County Board within the area of the council

      The applicant will appoint additional council members from the community as necessary to fulfill the statutory duties and purpose of the juvenile justice council, such as parents and youth impacted by the local juvenile justice system, members of the faith community, law enforcement, local schools, business leaders and local service providers such as CCBYS. The applicant will convene at least one council meeting within the first 3 months of the grant period and at least monthly throughout the grant period.
b. **Analysis of juvenile delinquency problems and needs:**
The applicant will produce or update a local data scan to analyze juvenile delinquency problems and needs. The purpose of a local data scan is to provide all members of the council with objective, detailed information about the number and characteristics of youth who are in contact with the local juvenile justice system and how those youth progress through that system. The council should utilize this shared data to identify and prioritize opportunities to strengthen local policy and practice. The data scan will include data regarding the prevalence and characteristics of youth at key juvenile justice decision points:

- Arrest
- Diversion
- Detention (Can be provided to the local JJC by the IJJC)
- Commitments to DJJ (Can be provided to the local JJC by the IJJC)
- Transfer to Adult Court (Can be provided to the local JJC by the IJJC)

Data and analysis will include the race and ethnicity of youth at each decision point, using local (municipal or county) or state-level data resources. This data scan will be made available to council members and to the IJJC. Councils currently receiving IJJC funding are required to submit their current data scan and analysis of juvenile delinquency problems and needs as part of this application.

c. **Comprehensive System Map:**
The purpose of a system map is to provide all council members with objective, detailed information on how the local juvenile justice system currently functions, and where there may be opportunities to strengthen local policy, practice and programs. The applicant will produce or update a comprehensive system map which illustrates and describes the key juvenile justice decision points and decision-making criteria at each decision point of the local juvenile justice system. This local system map will be made available to council members and to the Illinois Juvenile Justice Commission. Councils currently receiving IJJC funding are required to submit their current comprehensive system map as part of this application.

d. **County Juvenile Justice Plan**
The applicant will complete a current county juvenile justice plan, as described in the Illinois Juvenile Court Act, which details the local policy, practice and programs which address the needs and issues identified in the Analysis of juvenile delinquency problems and needs and advance one or more of the IJJC goals set forward below:

- Ensure that youth do not enter Illinois' juvenile justice system unnecessarily;
- Ensure that youth who do enter the juvenile justice system receive developmentally appropriate, individualized support and services;
- Ensure that youth leave the justice system with positive outcomes, which in turn enhance public safety;
- Ensure that Illinois maintains full compliance with the core requirements of the federal JJDP Act;

Council are required to submit the data and cite the data source which was used to determine the needs and issues addressed in their plan. Councils are required to submit their current or anticipated county juvenile justice plan as part of this application. Local juvenile justice plans utilize the data scan and
system maps developed by the council to highlight the strengths of the local juvenile justice system and to determine where improvements in local policy and practice are needed. The plan documents how the council will develop or enhance policies to divert youth and families from the justice system while maintaining public safety, intervene effectively with youth who do become involved in the justice system and ensure that youth can successfully exit the juvenile justice system.

Council are required to submit the data and cite the data source which was used to determine the needs and issues addressed in their plan. Councils currently receiving IJJC funding are required to submit their current or anticipated county juvenile justice plan as part of this application, including the data and data sources used to determine the needs and issues addressed in the plan.

e. **Racial and Ethnic Disparities (RED) Reduction Plan**
Councils will ensure that racial and ethnic disparities (RED) are examined and reduced at all phases of the juvenile justice system. As part of the county juvenile justice plan, council must analyze RED data and submit a plan describing the strategies, programs, policies and other efforts the Council will implement and support to reduce rates of RED.

f. **Youth Member:**
The Applicant agrees to identify and appoint a youth member to serve as a member of the IJJC Youth Advisory Board. The IJJC Youth Advisory Board will meet quarterly and will provide input into the IJJC three-year plan. Experience with the Juvenile Justice System is strongly preferred.

g. **Training and Technical Assistance:**
The Applicant will participate in Department/IJJC-offered consultation, training and technical assistance as necessary to design and implement the analysis of juvenile delinquency problems and needs, the comprehensive system map and the county juvenile justice plan. Successful Applicants will utilize the Department/IJJC’s training and technical assistance to articulate applicant’s theory of change, build a logic model and to set realistic and meaningful performance measures. Applicants may be required to attend regular meetings and training as offered by the Department/IJJC and should budget accordingly.

h. **Trauma-informed council:**
The Applicant must demonstrate a commitment by Council membership to learn, understand and address the effects of trauma on juvenile justice-involved youth. Councils will infuse trauma-informed principles into its policies and practices.

2. **Additional Services to be Performed by All Applicants**

a. The applicant must provide a clear statement of commitment to the Core Values and Principles of the Illinois Juvenile Justice Commission, included in **Appendix 2: Core Values and Principles of the IJJC.**

b. The Applicant will be available as requested by the Department/IJJC to present information regarding service deliverables, provide data updates, or to answer questions arising from the Applicant's work.

c. The Applicant agrees to participate in site visits as requested by the Department/IJJC and agrees that program and collaborating partners may attend such site visits.

d. Applicants are expected to collaborate and partner with the Illinois Juvenile Justice Commission (IJJC) and relevant juvenile justice agencies-including but not limited to the Illinois Department of Juvenile Justice, the Administrative Office of Illinois Courts, and local juvenile court systems and probation departments-to develop innovative system improvement strategies, research initiatives, and data collection and analyses plans aimed at achieving the system improvement goals of the IJJC.
e. The Applicant will submit Performance Measures data required by OJJDP on or before November 1st of each year for the preceding period of October 1 - September 30. Data will be submitted in the format prescribed by the Department and IJJC.

3. Performance Measures
Each quarter, successful applicants will submit a periodic performance report (PPR), which includes the following performance measures. At the end of the year, successful applicants will also submit a cumulative report. (For an example of a PPR, see Appendix 3: Periodic Performance Report)

a. Number of Juvenile Justice Council Meetings convened;
b. Number (total) of council members;
c. Number of statutorily-required council members participating at least once per quarter;
d. Number of juvenile justice decision points for which data is reported, disaggregated by gender, race and ethnicity;
e. Number and type of policies and practices that have been enhanced, developed and implemented by the Council, based on and supported by local data;
f. Specific RED goal(s); Each Council will be required to propose at least one performance measure based on their RED reduction plan. If council is funded under this award, the RED performance measure(s) will be finalized with input from the Department;
g. Number of Youth identified and appointed to the youth advisory board;
h. Percentage of DHS required reports completed and submitted accurately and on time;

4. Performance Standards
a. Number of Juvenile Justice Council Meetings convened; (minimum acceptable: six meetings)
b. Number (total) of council members; (minimum acceptable: eight council members)
c. Number of statutorily-required council members participating at least once per quarter; (minimum acceptable: six council members)
d. Number of juvenile justice decision points for which data is reported, disaggregated by gender, race and ethnicity; (minimum acceptable: five decision points; Council provides written plan to obtain data for any missing decision points.)
e. Number and type of policies and practices that have been enhanced, developed and implemented by the Council, based on and supported by local data; (minimum acceptable: three)
f. Specific RED goal(s); Each Council will be required to propose at least one performance measure based on their RED reduction plan. If council is funded under this award, the RED performance measure(s) will be finalized with input from the Department; (minimum acceptable: one performance measure)
g. Number of Youth identified and appointed to the youth advisory board; (minimum acceptable: one youth member)
h. Percentage of DHS required reports completed and submitted accurately and on time;

B. Funding Information

1. Funding for this award will come from federal Title II Formula Grants Program (Title II) awarded to the State of Illinois
2. The Department anticipates funding 10 Juvenile Justice Councils.
3. In FY2020 the Department anticipates the availability of approximately $650,000 in funding available for
grants under this Notice of Funding Opportunity.
4. This is a competitive funding opportunity.
5. This grant will NOT require a match.
6. Proposed project budgets and narratives must be sufficiently detailed and justified to be approved by DHS. Successful applicants will NOT receive a grant agreement until after their budget has been approved through the CSA system. Refer to **Appendix 4: CSA Budget Information** for additional instructions for registering and completing budgets in the CSA system.
7. Subcontractor Agreement(s) and budgets must be pre-approved by the Department and on file with the Department. Subcontractors are subject to all provisions of this Agreement. The successful Applicant Agency shall retain sole responsibility for the performance of the subcontractor. Subcontractor budgets are not entered in CSA, forms can be found via link listed in **Appendix 4: CSA Budget Information**
8. Pre-Award costs will not be allowed under this award.
9. **The grant period will begin no sooner than July 1, 2019 and will continue through June 30, 2020.**
10. The release of this NOFO does not obligate the Illinois Department of Human Services to make an award. Work cannot begin until a contract is fully executed by the Department.

C. **Eligibility Information & Grant Funding Requirements**

1. **Eligible Applicants**
   - This competitive funding opportunity is limited to applicants that meet the following requirements:
     a. Applicant is an established Juvenile Justice Council.
     b. Applicant is a county or group of counties or other entity who is eligible to establish a local juvenile justice council (JJC) under Illinois Statute [705 ILCS 405/6-12]. (See [http://www.ilga.gov/legislation/ilcs/documents/070504050K6-12.htm](http://www.ilga.gov/legislation/ilcs/documents/070504050K6-12.htm))

   In addition, applicant must meet all the Pre-Qualification and Mandatory Requirements described in this section. Failure to provide the requested information as outlined in this NOFO to demonstrate these criteria are met will result in the application being removed from funding consideration.

2. **Pre-Qualification**
   - Applicant entities will not be eligible to apply for a grant award until they have pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal, [www.grants.illinois.gov](http://www.grants.illinois.gov) Grantee Links tab. Registration and pre-qualification are required annually. During pre-qualification, verifications are performed including a check of federal Debarred and Suspended status on the Illinois Stop Payment List and good standing with the Secretary of State. An automated email notification is sent to the entity alerting them of “qualified” status or providing information about how to remediate a negative verification (e.g., inactive DUNS, not in good standing with the Secretary of State). A federal Debarred and Suspended status cannot be remediated. The pre-qualification process also includes a financial and administrative risk assessment utilizing an Internal Controls Questionnaire. A Programmatic Risk Assessment must also be completed for each separate grant for which an applicant intends to apply. Applicants must be pre-qualified, therefore, applications from entities that have not completed the GATA pre-qualification process prior to the due date of this application will NOT be reviewed and will NOT be considered for funding. **A screenshot or statement indicating the applicants has completed Pre-Qualification steps and is currently Pre-Qualified will be required with the application.**
The Applicant’s proposed budget must be entered into the CSA system. The completed budget must be electronically signed and submitted in the CSA system, and a printed copy of the signed and submitted budget must be included with the application. To do this, the following is required: at a minimum, the applicant agency’s Chief Executive Officer (CEO) or equivalent, or the Chief Financial Officer (CFO) or equivalent must be registered in the CSA system to electronically sign the required budget documents prior to submission. Budgets not submitted as described here and by the due date and time will not be considered.

For more information about submitting a budget in the CSA system, refer to Appendix 4: CSA Budget Information and also see: http://www.dhs.state.il.us/OneNetLibrary/27896/documents/Contracts/FY18-GATA-Budgets/DHSBudgetTrainingManual_Revision_3_28_18.pdf.

3. Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM)
Each applicant is required to:

a. Be registered in SAM before submitting the application. The following link provides a connection for SAM registration: https://governmentcontractregistration.com/sam-registration.asp;

b. Provide a valid DUNS number in its application;

c. Continue to maintain an active SAM registration with current information at all times in which the applicant has an active Federal, Federal pass-through or State award or an application or plan under consideration by a Federal or State awarding agency.

DHS may not make a Federal pass-through or State award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time DHS is ready to make the award, DHS may determine that the applicant is not qualified to receive the award and use that determination as a basis for making the award to another applicant.

4. Mandatory Requirements of Applicant
The Mandatory Requirements are essential items that must be met by the Applicant. If any Mandatory Requirement is not met, the responding Applicant’s entire proposal will not be considered. If all responding applicants fail to meet a particular mandatory requirement, that mandatory requirement may, at the sole discretion of the State, be removed from the Mandatory Requirements so the evaluation process may continue. However, this does not obligate DHS to make an award to any applicant that fails to meet all mandatory requirements.

a. The selected applicant is required to convene a Juvenile Justice Council meeting within 3 months following the contract start date.

b. Technology: Agencies awarded funds through this funding notice must have a computer that meets the following minimum specifications for receipt/submission of electronic program and fiscal information:
   - Internet access, preferably high-speed
   - Email capability
   - Microsoft Excel
   - Microsoft Word
   - Adobe Reader

c. State and Federal Laws and Regulations: The agency awarded funds through this NOFO must agree to comply with all applicable provisions of state and federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity including, but not limited to: The Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), The Public Works Employment Discrimination Act (775 ILCS 10/1 et seq.), The United States Civil Rights Act of 1964 (as amended) (42 USC 2000a-and 2000H-6), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), The Americans with Disabilities Act of 1990 (42 USC 12101 et seq.), and The Age
Discrimination Act (42 USC 6101 et seq.).

5. **Cost Sharing or Match Requirements**
   Successful applicants are NOT required to provide in-kind and/or financial match. However, if a successful applicant proposes a voluntary match amount and the budget is approved, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

6. **Grant funds – Use Requirements**
   All applicants will use grant funds according to the guidelines, conditions and parameters set forth in this funding notice and in compliance with federal statutes, regulations and the terms and conditions of any applicable federal awards.

   Please refer to 2 CFR 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, PART 200 Subpart E - Cost Principles to determine the appropriateness of costs.

   a. **Allowable costs:**
      Allowable costs are those that are necessary and reasonable based on the activity(ies) contained in the Scope of Work, are justified in the Budget Narrative, and are allowable under Subpart E of 2 CFR 200. Funding allocated under these grants is intended to provide direct services to youth. It is expected that administrative costs, both direct and indirect, will represent a small portion of the overall program budget. Any budget deemed to include inappropriate or excessive administrative costs will not be approved. Program budgets and narratives must detail how all proposed expenditures are necessary for program implementation.

   b. **Unallowable costs**
      Please refer to 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, PART 200 Subpart E – Cost Principles to determine the appropriateness of costs. In addition, and specific to this grant, the following costs will be unallowable without specific prior written approval from DHS:
      - Entertainment costs, except where specific costs that might otherwise be considered entertainment have a programmatic purpose and are authorized in the approved budget (2 CFR 200.438)
      - Capital expenditures for general purpose equipment, including any vehicle regardless of cost, buildings, and land (2 CFR 200.439)
      - Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life (2 CFR 200.439)
      - Food, and other goods or services for personal use of the grantee’s employees, contractors, or consultants of the grantee unless authorized as per diem under the State of Illinois Governor’s Travel Control Board (2 CFR 200.445).
      - Deposits for items, services, or space

   c. **Limitation of Use** of Award funds for Employee Compensation: With respect to any award over $250,000, recipients may not use federal funds to pay total cash compensation to any employee that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. A salary table is available at the U.S. Office of Personnel Management website https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2017/ES.pdf

   d. **Indirect cost requirements**
      In order to charge indirect costs to this grant, the applicant organization must have a Federal or State annually negotiated indirect cost rate agreement (NICRA) or must elect to use the De Minimis Rate.
Every organization that receives an FY2020 state award must make an indirect cost rate proposal or election in the Crowe Activity Review System (CARS), including organizations that are choosing not to claim payment for indirect costs.  

CARS URL: [https://solutions.crowehorwath.com/CARS/StateofIllinoisGOMB/Login.aspx](https://solutions.crowehorwath.com/CARS/StateofIllinoisGOMB/Login.aspx)

Indirect Cost Rate Election:

- **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 federal NICRA as Attachment 11.

- **State Negotiated Rate.** The organization must negotiate an indirect cost rate with the State of Illinois by completing an indirect cost rate proposal in the CARS system if they do not have Federally Negotiated Rate or elect to use the De Minimis Rate.

- **De Minimis Rate.** An organization that has never received a Federal or State Negotiated Rate may 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. If programs elect to use the De Minimis rate, it is **critical** that program budgets accurately calculate the MTDC base. Please see the regulation below and note the exclusions to MTDC.

2 CFR § 200.68 **Modified Total Direct Cost (MTDC).**

MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first $25,000 of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward and subcontract in excess of $25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

e. **"No Rate":** Grantees have discretion not to claim payment for indirect costs. Grantees that elect not to claim indirect costs cannot be reimbursed for indirect costs. The organization must record an election of "No Indirect Costs" into CARS.

**Crowe Activity Review System (CARS).**

CARS will allow your organization to document your already established federally approved indirect cost rate, complete an indirect cost rate proposal (see State Negotiated Rate above), elect to charge the De Minimis rate (10%) of modified total direct costs (MTDC), or select that no reimbursement of indirect costs will be requested. Submission requirements are located on page 2 of the Uniform Budget Template as well as 2 CFR 200 Appendices IV, V & VII.

- Organizations which have not previously made an indirect cost rate election must submit an election (and indirect cost rate proposal, if necessary) immediately and no later than 3 months after receiving an award notification or invitation to the CARS system.

- Organizations that have previously established an indirect cost rate election must submit a new indirect cost rate election immediately and no later than 6 months after the close of their organization’s fiscal year.

- Every organization must make an indirect cost rate election in CARS even if the organization is choosing De Minimis Rate or “no rate”. Organizations that do not make an election or submission inside the CARS system within the required timeframes will not be allowed to claim indirect cost reimbursement.
For more information, see [https://www.illinois.gov/sites/GATA/Pages/default.aspx](https://www.illinois.gov/sites/GATA/Pages/default.aspx).

f. **Administrative costs**
   It is expected that administrative costs, both direct and indirect, will represent a small portion of the overall program budget. Program budgets and narratives will detail how all proposed expenditures are directly necessary for program implementation and will distinguish between Indirect/Direct Administrative and Direct Program expenses. Any budget deemed to include inappropriate or excessive administrative costs will not be approved. *At no time may the approved NICRA be exceeded under this agreement. Documentation will be required to verify the approved NICRA.*

g. **Simplified Acquisition Threshold**
   Potential grantees under this funding announcement may receive an award in excess of the Simplified Acquisition Threshold, currently $250,000 (Refer to 2CFR200 Section 200.88). Therefore, the grantee must be aware of the following regarding the Simplified Acquisition Threshold as it will be applicable to any qualifying sub award:
   - That the grantee agency, prior to making a sub-award with a total amount of funds greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);
   - That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that the awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
   - That the awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under awards when completing the review of risk posed by applicants as described in §200.205 awarding agency review of risk posed by applicants.

7. **Additional Requirements**
   a. **Collaboration with local Family and Community Resource Centers (FCRCs):** Providers will maintain a collaborative working relationship with the local DHS FCRCs. This will include outreach to FCRCs to develop awareness of the JJC program, recruit potential participants, and regularly participating in local FCRCs’ service provider meetings as requested. Additionally, Providers are required to communicate agency job openings to the local FCRCs. This is not a requirement to hire, simply to share vacancy announcements.

   b. **Program Evaluation Requirement:** Providers will be required to participate in evaluation efforts as directed by the Department and/or its subcontractor(s) and collect and report data accordingly. Providers will be required to report quarterly regarding program performance measures and outcomes. Providers will be required to participate in a Department directed Performance and Standards Assessment review. A year-end program and performance measures and outcomes report will also be required. Additional data and information may be requested throughout the year as determined by the Department.

   c. **Sectarian Issue:** Provider organizations may not expend federal or state funds for sectarian instruction, worship, prayer or to proselytize. If the Provider organization is a faith-based or a religious organization that offers such activities, these activities shall be voluntary for the individuals receiving services and offered separately from the program.

   d. **Background Checks:** Background checks are required for all program staff and volunteers who have the potential for contact with youth under 18. These background checks must be completed in advance of individuals working directly with youth. Such individuals will authorize such checks in
writing and submit to fingerprinting when required. The agency shall retain the signed form authorizing the background check. All background check information, including the signed authorizing forms shall be maintained separately in a confidential file, apart from the employee’s personnel records. Funded programs will be required to have a written protocol in place detailing the requirement for background checks; evidence of their completion; the protocol for reviewing and making determinations regarding results; etc. In no case shall a Person who has been indicated as the perpetrator of any of the child abuse/neglect allegations identified in 89 Ill. Adm. Code Section 385.50(a) be deemed fit for service that allows access to children.

e. **Child Abuse/Neglect Reporting Mandate:** Per the Abused and Neglected Child Reporting Act (ANCRA, 325 ILCS 5/4), mandated reporters are professionals who may work with children in the course of their professional duties. Mandated reporters are required to report suspected child maltreatment immediately when they have “reasonable cause to believe that a child known to them in their professional or official capacity may be an abused or neglected child” (ANCRA Sec.4). This is done by calling the Illinois Department of Children and Family Services (DCFS) Hotline at 1-800-252-2873 or 1-800-25ABUSE. Programs funded through this grant opportunity must review ANCRA and, where appropriate, have a written protocol for identifying and reporting suspected child maltreatment.

f. **Hiring and Employment Policy:** It is the policy of the Department to encourage cultural diversity in the work environment and to promote employment opportunities through its programs. The Department philosophy is that the program workforce should appropriately reflect the populations to be served, with special attention given to hiring individuals indigenous to those communities. Consistent with Department policy, whenever a position becomes available, funded programs are encouraged to consider TANF clients for employment, contingent upon their qualifications in the areas of education and work experience.

g. **Publication of Studies, Reports or other Program Products:** The Applicant agrees that products produced for the Department/IJJC with Title II funds, including, but not limited to research reports, data, analyses and policy recommendations are the property of the Department/IJJC and will not be published or distributed except as prescribed by the Department/IJJC.

Unless otherwise provided in the approved Program Plan, the Applicant agrees not to publish, release or otherwise disseminate data in any form without the prior written permission of the Department/IJJC. If such permission is granted, the Applicant agrees to submit to the Department/IJJC six copies of all reports and proposed publications resulting from this Agreement a minimum of 30 calendar days prior to public release; any publications (written, visual or sound), excluding press releases, newsletters and issue analyses, shall contain the following statement: “Prepared under grants(s) from the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, United States Department of Justice. Points of view or opinions in the document are those of the author and do not necessarily represent the official position or policies of the United States Department of Justice, the Illinois Department of Human Services or the Illinois Juvenile Justice Commission.”

D. **Application and Submission Information**

1. **Address to Request Application Package.**
   Application materials are provided throughout this announcement. Appendices will be made available in user/printer friendly format and may be found on the Illinois Department of Human Services web site at: [this](#)
link. Please click on the corresponding link to the right. Additional copies may be obtained by contacting the contact person listed below.

Each applicant must have access to the internet. The Department’s web site will contain information regarding the NOFO and materials necessary for submission. Questions and answers will also be posted on the Department’s website as described later in this announcement. It is the responsibility of each applicant to monitor that web site and comply with any instructions or requirements relating to the NOFO.

**Contact Person**
Wendy Nussbaum, Executive Director  
Illinois Juvenile Justice Commission  
IDHS, Division of Family and Community Service  
401 S Clinton St.  
4th Floor  
Chicago, IL 60607  
Email: DHS.YouthServicesInfo@illinois.gov

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

**Proposal Narrative Content**
Applicants must submit a plan that contains the information outlined below. Each section must have a heading that corresponds to the headings in bold type listed below. If the applicant believes that the subject has been adequately addressed in another part of the application narrative, then provide the cross-reference to the appropriate part of the narrative. The narrative portion must follow the page guidelines set for each section and must be in the order requested.

a. **Executive Summary (1 page maximum; 5 points)**
The Executive Summary will serve as a stand-alone document for the successful applicant that will be shared with various state-level stakeholders and others requesting a brief overview of the funded project. Therefore, applicants should be concise and direct in their description and provide an overview of the activities proposed with these funds and the outcomes that will be achieved. At a minimum, each of the following should be addressed in the summary:

- List the name, address of applicant entity
- Indicate if this is a new or existing council. If existing, indicate the # of years council has been in existence
- Describe of geographic area the Council will cover
- Describe the purposes and activities the Council is planning to undertake.
- List relevant major accomplishments and outcomes of the council.
- Identify the applicant entity that will be responsible for managing this grant. Further indicate which entity (applicant or other) will be responsible for each of the following: managing the council; supervision of grant-funded staff, fiscal management of grant funds, quarterly reporting, etc. If other than applicant entity - please identify the entity and provide justification.
- Indicate funding amount requested under this proposal
- Indicate applicant entity's clear statement of commitment to the Core Values and Principles of the Illinois Juvenile Justice Commission (Appendix 2).
The purpose of this section is for the applicant to present an accurate picture of their ability to convene or sustain a council that supports state and local delinquency prevention and/or intervention efforts as outlined in this NOFO. Information in this section should include, but not necessarily be limited to, the following:

- Describe the process by which council recruits and engages members. Describe the existing or anticipated level and type of participation by council members. Identify at least one member from each county office that is statutorily required:
  1. The Sheriff
  2. The State's Attorney
  3. The Public Defender
  4. The Chief Probation Officer
  5. Each County Board within the area of the council

Include a complete Council member roster, identifying the entity represented, in your application as Attachment 1: Juvenile Justice Council Roster.

If applicant is an existing council; attach meeting minutes from the previous fiscal year to your application as Attachment 2: JJC Meeting Minutes.

- Describe major achievements and accomplishments of existing councils. Proposals for new councils should describe anticipated achievements.
- Describe your experience managing state and/or federal grants.
- Describe any experience applicant has had managing collaborative projects.
- Describe any experience applicant council has had making data-informed decisions. Provide examples.
- Describe the council’s commitment to incorporating trauma-informed principles into its policies and practices.
  1. Provide examples of how trauma-informed principles are in its policies and practices?
  2. List any trauma-trainings attended by the council members.
  3. List any trauma-trainings promoted or provided by applicant council.
  4. If the agency is not designated as “trauma-informed”, is the agency willing to work with the Department to become trauma-informed?

- Describe how the existing or proposed council’s mission statement and goals align with the IJJC goals described in funding opportunity?
- If applicant council is proposing to use funds awarded under this NOFO to fund a Juvenile Justice Council Coordinator, indicate the name of the Coordinator (if known), whether the position will be full or part-time, where the position will be housed and who will supervise the Coordinator. Include resume or job description as Attachment 3: Juvenile Justice Council Coordinator Resume/Job Description

### c. Quality - Description of Program Design and Services (4 pages maximum; 40 points)

The purpose of this section is for the applicant to provide a comprehensive, clear and accurate picture of its intended project design. At a minimum, the proposal must address each of the following components in the order below:

- **Analysis of juvenile delinquency problems and needs:** New counsel should describe how your council will conduct an analysis of juvenile delinquency problems and needs using data
Regarding the prevalence and characteristics of youth at each key juvenile-justice decision point:

1. Arrest
2. Diversion
3. Detention (Can be provided to the local JJC by the IJJC)
4. Commitments to DJJ (Can be provided to the local JJC by the IJJC)
5. Transfer to Adult Court (Can be provided to the local JJC by the IJJC)

Councils currently receiving IJJC funding will describe the process by which the above data was analyzed; including who was involved in the analysis and what types of questions were asked and answered through the analysis. Describe how the analysis of juvenile delinquency problems and needs help determine council priorities. Attach the data, the data source and resulting analysis as Attachment 4: Analysis of Juvenile Delinquency Problems and Needs.

If the council does not have access and ability to report data at the decision points listed above, clearly describe applicant council's plan to establish access to those points. All applicants (new and existing councils) must include a timeline for accessing and reporting data as Attachment 5: Timeline to Access and Report Data.

- **Comprehensive system map:** Describe how your council has produced or will produce a comprehensive system map that illustrates and describes the key decision points and decision-making criteria at each decision point of the local juvenile justice system. Demonstrate how this system map assisted in developing the county juvenile justice plan. Describe who was involved in the mapping process and include a timeline for completion. Councils must submit their comprehensive system map as Attachment 6: Local Council System Map. Describe the process by which you will ensure that the comprehensive system map is current and reflects any changes within the system that may have occurred since the original system map was created.

- **County Juvenile Justice Plan:** Describe how your council has developed or will develop a county juvenile justice plan, as described in the Illinois Juvenile Court Act. The plan must address the needs and issues identified in the Analysis of juvenile delinquency problems and needs and advance one or more of the IJJC goals set forward below:
  1. Ensure that youth do not enter Illinois’ juvenile justice system unnecessarily;
  2. Ensure that youth who do enter the juvenile justice system receive developmentally appropriate, individualized support and services;
  3. Ensure that youth leave the justice system with positive outcomes, which in turn enhance public safety;
  4. Ensure that Illinois maintains full compliance with the core requirements of the federal JJDP Act.

The plan must also include Racial and Ethnic Disparities (RED) analysis and the development RED reduction plan to ensure that racial and ethnic disparities are examined and reduced at all phases of the justice system. (See Section b. Racial and Ethnic Disparities (RED) below). RED Reduction Plan will be submitted as a separate attachment.

- The county juvenile justice plan will:
  1. Outline current local policies, practice and programs aimed at reducing and improving
youth’s involvement with the juvenile justice system.

2. Identify existing gaps or needs.
3. Clearly identify the plan's priorities as decided by the council. Describe the data elements and analysis by which priorities were chosen.
4. Identify who was/will be involved in the planning process and how the plan has been or will be adopted or approved.
5. Identify how the plan was/will be implemented.
6. Describe the anticipated outcome(s) of the plan.
7. Include your county's juvenile justice plan in your application as Attachment 7: County Juvenile Justice Plan.

- Evaluation: Describe the process that will be used to evaluate the effectiveness of the proposed council activities.
  1. Provide at least three and no more than eight measurable objectives and dates of expected completion specific to your proposed activities. These should include process and outcome measures. (See Section A.3. "Performance Measures") If applicant is selected for funding, applicant will work with the Department to finalize measurable objectives that will be included in your contract deliverables.
  2. Describe how you will evaluate your program against your anticipated outcomes.
  3. Describe any assessments that will be used to evaluate your activities and outcomes, including risk/needs assessments, youth/family satisfaction surveys, evaluation of trainings, etc.
  4. Describe your ability to collect recidivism and victimization data for youth who have exited the program.

- If you plan to use a Sub-Contractor to deliver services related to this program, describe the role and responsibilities of the sub-contractor. Include the Sub-Contractor Agreement as Attachment 12: Sub-Contractor Agreement.

b. Racial and Ethnic Disparities (RED) (4 pages maximum; 20 points)
The purpose of this section is for the applicant to provide a clear and accurate picture of the Racial and Ethnic Disparities being addressed by the applicant council.

- Describe applicant’s experience and efforts regarding reduction of Racial and Ethnic Disparities; list major achievements and accomplishments;
- Provide data describing the racial and ethnic characteristics of the general population of the communities in which the program will exist. Identify data source. The Office of Juvenile Justice and Delinquency Prevention provides population data at https://bit.ly/2ELPuXN.
- Describe the applicant’s access to local juvenile justice system data that is broken down by race and ethnicity. Provide local data for at least five juvenile justice decision points.
  1. State and county-wide juvenile detention data for 2016 is acceptable for this application and is available at: http://ijjc.illinois.gov/sites/ijjc.illinois.gov/files/assets/IJJC%20CY%202016%20report_FINAL.pdf
  2. Transfer to adult court data for 2016 is acceptable for this application and is available at: http://ijjc.illinois.gov/sites/ijjc.illinois.gov/files/assets/Juvenile%20Transfers%20CY2016%20Report_FINAL.pdf
• Describe Council’s access to other local data that may be helpful in creating a RED Reduction plan such as school discipline data and school report cards.
• Describe how applicant council will address RED (RED Reduction Plan).
• Describe any community support or other community efforts to reduce RED.
• Describe any anticipated obstacles to creating and implementing a successful RED plan.
• Describe the anticipated impact applicant council’s RED reduction plan will have on reducing disparities in your community.
• Include your county's RED plan in your application as Attachment 8: Racial and Ethnic Disparity Reduction Plan.

e. Budget Narrative (2 Pages Maximum) 5 points

In this section of the application narrative, provide a detailed, no more than 2 pages, Budget Narrative of the items allocated within your proposed budget. This will include all funds budgeted for the council. Identify the source of those funds and detail how the specified resources and personnel are being allocated to ensure the tasks, activities, goals and objectives described in your proposal will be implemented. Illustrate the use of state or federal funds, other than grant funds, that will be used to support council activities. If sub-contractors are planned, please also describe how these funds will be utilized to implement the council activities.

In addition to the above narrative, budgets must be submitted electronically in the CSA system. For more information about submitting a budget in the CSA system, refer to Appendix 4: CSA Budget Information or see: http://www.dhs.state.il.us/OneNetLibrary/27896/documents/Contracts/FY18-GATA-Budgets/DHSBudgetTrainingManual_Revision_3_28_18.pdf

The Budget entered into the CSA system will also include a narrative or detailed description/justification for each line in the budget and will describe why each expenditure is necessary for program implementation and how you arrived at the particular amount. Please include cost allocations as necessary. This narrative must also clearly identify indirect costs, direct program costs, direct administrative costs, and match within each line item as appropriate. The Budget (including MTDC base exclusions as appropriate) should clearly describe how the specified resources and personnel have been allocated for the tasks and activities described in your plan. The Budget should be electronically signed and submitted in the CSA system. The Budget that has been entered into CSA should be printed out and included with your application as Attachment 9. The Budget must be signed by the Provider’s Chief Executive Officer and/or Chief Financial Officer. Please note, your FY 2020 contract will not be processed until your budget has been reviewed AND approved. It is critical that the budget submitted is as detailed as possible.

Include a copy of the applicant agency’s federal form W9 as Attachment 10: Applicant Federal Form W9.

If indirect costs are included in the applicant budget, the applicant must provide a copy of the federal NICRA as Attachment 11: Applicant NICRA.

If applicable, Subcontractor budgets, budget narratives and actual sub-contracts must be submitted with this application as they need to be pre-approved. Refer to Appendix 4: CSA Budget Information for information regarding Subcontractor Budgets. If Subcontractors will be used, also
include the following:

1. Attachment 12: Subcontractor Agreement
2. Attachment 13: Subcontractor Budget and Narrative
3. Attachment 14: Subcontractor Federal Form W9
4. Attachment 15: Subcontractor NICRA (If indirect costs are included in Subcontractor budget and Subcontractor Agency has a current approved Federal or State NICRA
5. Attachments to Your Application Narrative (Not included in page Limits)

Attachments to Your Application

Attachment 1: Juvenile Justice Council Roster.
Attachment 2: JJC Meeting Minutes. (Existing Councils only)
Attachment 3: Juvenile Justice Council Coordinator Resume/Job Description
Attachment 4: Analysis of Juvenile Delinquency Problems and Needs
Attachment 5: Timeline to Access and Report Data.
Attachment 6: Local Council System Map.
Attachment 7: County Juvenile Justice Plan.
Attachment 8: Racial and Ethnic Disparity Reduction Plan.
Attachment 9: Applicant Budget.
Attachment 10: Applicant Federal Form W9.
Attachment 11: Applicant NICRA (If applicable)

If Subcontractors will be used to deliver proposed activities, include:

Attachment 12: Subcontractor Agreement
Attachment 13: Subcontractor Budget and Narrative
Attachment 14: Subcontractor Federal Form W9
Attachment 15: Subcontractor NICRA (If applicable)


a. Applicants must electronically submit the complete application including all required narratives and attachments in the prescribed order with the signed Uniform Application for State Grant Assistance (Uniform Application) on top. The Uniform Application can be found at the following link. Applications must be received submitted electronically to DHS.YouthServicesInfo@Illinois.gov no later than 12:00 p.m. (noon) on Wednesday, April 10th, 2019. The application container will be electronically time-stamped upon receipt. The Department will ONLY accept applications submitted by electronic mail sent to DHS.YouthServicesInfo@Illinois.gov. The electronic copy must be a complete single PDF file. Applications will NOT be accepted if received by fax machine, hard copy, disk or thumb drive.

Applicants will receive an email within 48 hours of receipt notifying them that their application was received and if it was received by the due date and time. This email will be sent to the 2 email addresses provided in the application. Applications received after the due date and time will not be considered for review or funding. Applicants are required to notify the Department by Friday April 12, 2019 at noon, if they did NOT receive an email notifying them that their application was received. If the applicant does not receive an email and does not notify the Department by Friday, April 12th at noon, their application will be considered a late submission and will NOT be reviewed or scored. The applicant will NOT have the right to protest the submission/receipt of their application to the Department after Friday, April 12th, 2019 at noon. In the event of a dispute,
the applicant bears the burden of proof that the application was received on time at the email location listed above.

b. All applicants must submit the completed grant application utilizing the CMS File Transfer Utility located at https://filet.illinois.gov/filet/PIMupload.asp
c. The subject line of the email MUST state: "20-444-80-1270-01 Wendy Nussbaum JJC". 
d. Please follow the instructions to attach your application. Don't forget the subject line above. To be considered, proposals must be submitted via CMS File Transfer Utility by the designated date and time listed above. For your records, please keep a copy of your submission with the date and time the application was submitted along with the email address to which it was sent. The deadline will be strictly enforced.

4. Other Submission Requirements.
   a. Proposal Container and Format Requirements
      - All applications must be typed on 8 ½ x 11-inch paper using 12-point type and at 100% magnification. With the exception of letterhead and stationery for letter(s) of support (not required), the entire proposal should be typed in black ink on white paper. The program narrative must be typed single-spaced, on one side of the page, with 1-inch margins on all sides. The program narrative must not exceed the page totals specified in the “Content and Form of Application Submission” section including the Executive Summary. Items included as Attachments are NOT included in the page limitations.

      - The entire application, including attachments, must be sequentially page numbered and compiled in the order specified below. The complete application must be compiled and submitted in a single PDF document, Applications will ONLY be accepted as described herein. The Department is under no obligation to review applications that do not comply with the above requirements.

   b. ALL Applications MUST include the following mandatory forms/attachments in the order identified below.
      1. Uniform State Grant Application
      2. A screenshot or statement indicating the applicants has completed Pre-Qualification steps and is currently Pre-Qualified
      3. Statement indicating the ICQ & PRA have been completed
      4. Application Checklist (See Appendix 5: Application Checklist)
      5. Proposal Narrative
         o Executive Summary
         o Council Qualifications
         o Quality - Description of Program/Services
         o Racial and Ethnic Disparities
         o Budget Narrative (if not completed on Uniform Budget Template)
         o Attachments to Your Application

Attachment 1: Juvenile Justice Council Roster.
Attachment 2: JJC Meeting Minutes. (Existing Councils only)
Attachment 3: Juvenile Justice Council Coordinator Resume/Job Description
Attachment 4: Analysis of Juvenile Delinquency Problems and Needs
5. Unique entity identifier and System for Award Management (SAM)
Each applicant is required to: (i) Be registered in SAM before submitting its application; (ii) provide a valid unique entity identifier in its application; and (iii) continue to maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by the Department. The Department may not make an award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with the requirements by the time the Department is ready to make an award, the Department may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant. Please refer to Section C. Eligibility Information & Grant Funding Requirements for additional information and detail regarding SAM.

6. Intergovernmental Review
This funding opportunity is NOT subject to Executive Order 12372, “Intergovernmental Review of Federal Programs,”.

7. Funding Restrictions
The applicant must develop a budget consistent with program requirements as described in Section A. Program Description and in accordance with Section C. 6 Grant Funds Use Requirements.

The Department will not allow reimbursement of pre-award costs under this funding opportunity.

E. Application Review Information

1. Criteria
Applications that fail to meet the criteria described in section C “Eligibility Information” will not be scored and considered for funding.

Review teams comprised of a minimum of 3 individuals either employed by DHS serving in the Division of Family and Community Services or members of the IJJC or contractual staff will be assigned to review applications. These review teams, may include individuals working as Government Public Service Interns under contract from the University of Illinois at Springfield, assigned to the Bureau of Youth Intervention.
Services and contract staff.

Applications will first be reviewed and scored individually. Then, review team members will collectively review the application and team member's scores and comments to ensure team members have not missed items within the application that other team members may have identified. Application highlights and concerns will be discussed. Once this process has been completed, the individual review team members will finalize their scores and recommendations. The Review Team scores will be compiled and averaged by the application Review Coordinator who then will present the scores, summary comments and reviewer recommendations to the IJJC Planning and Grants (P&G) Committee. The P&G Committee may consider other factors such as prior periodic performance reports, geographic location, etc. The P&G Committee will formalize by vote, funding recommendations for the IJJC. Only IJJC members fully participating in the review process will have access to the individual applications. Based on the information prepared by the P&G committee and considering factors such as the availability of funding etc., the IJJC will determine its final recommendations by vote. The final recommendation will be presented to the Associate Director for the Office of Community and Positive Youth Development who will present it to the Director of the Division of Family and Community Services for a final award decision.

Scoring will be on a 100-point scale.

<table>
<thead>
<tr>
<th>Proposal Scoring</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Summary</td>
<td>5</td>
</tr>
<tr>
<td>Capacity-Agency Qualification/Organizational Capacity</td>
<td>30</td>
</tr>
<tr>
<td>Quality-Description of Program/Services</td>
<td>40</td>
</tr>
<tr>
<td>Racial and Ethnic Disparities</td>
<td>20</td>
</tr>
<tr>
<td>Budget &amp; Budget Narrative</td>
<td>5</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100</td>
</tr>
</tbody>
</table>

The application criteria to be reviewed and scored are found under each category in this announcement in Section 2. Content and Form of Application Submission; Proposal Narrative Content.

If the Uniform Grant Budget is not entered, signed and submitted in the CSA system by the application due date and time, zero points will be awarded for the Budget Narrative.

2. **Review and Selection Process.**

As described in the Criteria section above, scoring will be on a 100-point scale. Scoring will not be the sole award criterion. The Department reserves the right to consider other factors such as: geographical distribution, ICQ and PRA results, demonstrated need, past performance as a state grantee, etc. While recommendations of the review panel will be a key factor in the funding decisions, the Department maintains
final authority over funding decisions and considers the findings of the review panel to be non-binding recommendations. Any internal documentation used in scoring or awarding of grants shall not be considered public information.

Final award decisions will be made by the Director of the Division of Family and Community Services at the recommendation of the Associate Director for the Office of Community and Positive Youth Development.

The Department reserves the right to negotiate with successful applicants to adjust award amounts, targets, etc.

3. **Merit-Based Evaluation Appeal Process.**
   a. Competitive grant appeals are limited to the evaluation process. Evaluation scores may not be protested. Only the evaluation process is subject to appeal and shall be reviewed by IDHS’ Appeal Review Officer (ARO).
   b. Submission of Appeal.
      - An appeal must be submitted in writing to DHS.YouthServicesInfo@illinois.gov, who will send to the ARO for consideration.
      - An appeal must be received within 14 calendar days after the date that the grant award notice has been published.
      - The written appeal shall include at a minimum the following:
        1. the name and address of the appealing party;
        2. identification of the grant; and
        3. a statement of reasons for the appeal.
   c. Response to Appeal.
      - The DHS will acknowledge receipt of an appeal within fourteen (14) calendar days from the date the appeal was received.
      - DHS will respond to the appeal within 60 days or supply a written explanation to the appealing party as to why additional time is required.
      - The appealing party must supply any additional information requested by DHS within the time period set in the request.
   d. Resolution
      - The ARO shall make a recommendation to the Agency Head or designee as expeditiously as possible after receiving all relevant, requested information.
      - In determining the appropriate recommendation, the ARO shall consider the integrity of the competitive grant process and the impact of the recommendation on the State Agency.
      - The Agency will resolve the appeal by means of written determination.
      - The determination shall include, but not be limited to:
        1. Review of the appeal;
        2. Appeal determination; and
        3. Rationale for the determination.

4. **Simplified Acquisition Threshold**
   Potential grantees under this funding announcement may receive an award in excess of the Simplified Acquisition Threshold, currently $250,000 (Refer to 2CFR200 Section 200.88). Therefore, the grantee is subject to Simplified Acquisition Threshold. Refer to Section C. 6 Grant Funds Use Requirements.
F. Award Administration Information

1. State Award Notices.

Providers recommended for continued funding under this Notice of Funding Opportunity following the above review will receive a Notice of State Award (NOSA). The NOSA shall include:

- Award Amount
- The terms and condition of the award.
- Specific conditions assigned to the grantee based on the fiscal and administrative and programmatic risk assessments.

Upon acceptance of the grant award, announcement of the grant award shall be published by the awarding agency to Grants.Illinois.gov

A written Notice of Denial shall be sent to the Providers not receiving awards.

The NOSA must be signed by the grants officer (or equivalent). This signature effectively accepts the state award amount and all conditions set forth within the notice. This signed NOSA is the document authorizing the Department to proceed with issuing an agreement. The Agency signed NOSA must be remitted to the Department as instructed in the notice.


The agency awarded funds shall provide services as set forth in the DHS grant agreement and shall act in accordance with all state and federal statutes and administrative rules applicable to the provision of the services. To review a sample of the FY2020 DHS Uniform Grant Agreement, please visit the DHS Website at http://www.dhs.state.il.us/page.aspx?item=29741.

The agency awarded funds through this Funding Notice must further agree to comply with all applicable provisions of state and federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity including, but not limited to: The Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), The Public Works Employment Discrimination Act (775 ILCS 10/1 et seq.), The United States Civil Rights Act of 1964 (as amended) (42 USC 2000a-and 2000H-6), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), The Americans with Disabilities Act of 1990 (42 USC 12101 et seq.), and The Age Discrimination Act (42 USC 6101 et seq.). Additional terms and conditions may apply.

3. Required Reporting

a. The Provider will submit monthly and quarterly expenditure documentation forms in the format prescribed by the Department. The Expenditure Documentation forms must be submitted no later than the 15th of each month for the preceding month by email.

b. Quarterly Narrative and Performance data reports will be submitted by email in a format prescribed by the Department, no later than the 15th of the month immediately following the quarter for the preceding quarter.

c. The Provider will submit Performance Measures data required by OJJDP on or before November 1st of each year for the preceding period of October 1 - September 30. Data will be submitted in the format prescribed by the Department and IJJC.

d. Year-End Financial, Narrative and Performance Data reports will be submitted by email in a format prescribed by the Department, no later than 30 days following the end of the fiscal year.
e. Additional annual performance data may be collected as directed by the Department and in a format prescribed by the Department.

4. Payment Terms
   a. Payments will be issued on a reimbursement basis and will consider all previously submitted documented expenditures.
   b. The Department will compare the amount of the prospective payments made to date with the documented expenditures provided to the Department by the Provider. In the event the documented services provided by the Provider do not justify the level of award being provided to the Provider, future payments may be withheld or reduced until such time as the services documentation provided by the Provider equals the amounts previously provided to the Provider. Failure of the Provider to provide timely, accurate and sufficiently detailed documentation will result in delayed payments and may result in a reduction to the total award.
   c. The final payment from the Department under this Agreement shall be made upon the Department's determination that all requirements under this Agreement have been completed, which determination shall not be unreasonably withheld. Such final payment will be subject to adjustment after the completion of a review of the Provider's records as provided in the Agreement.

   In the event payments made by the Department to the provider exceed the total amount of provider reported and Department authorized expenditures, the provider will be required to issue a repayment to the Department in an amount equal to the overpayment.

G. State Awarding Agency Contact(s)

Questions and Answers
If you have questions relating to this NOFO, please send them via email to: DHS.YouthServicesInfo@Illinois.gov with “JJC FUNDING NOTICE - Wendy” in the subject line of the email. Questions with their respective answers will be posted on the DHS website at this link. This section will be updated periodically as new questions are received, so applicants are encouraged to check it frequently. Only written answers posted on the website will be considered valid and official. Note: The final deadline to submit any written questions regarding this Funding Notice will be Wednesday, April 3, 2019.
1. Deinstitutionalization of Status Offenders (DSO)
Status offenses are offenses that only apply to minors whose actions would not be considered offenses if they were adults. The most common are skipping school, running away, breaking curfew, and possession or use of alcohol. Under the JJDPA, status offenders may not be held in secure detention or confinement. There are, however, several exceptions to this rule, including allowing some status offenders to be detained for up to 24 hours. The DSO provision seeks to ensure that status offenders who have not committed a criminal offense are not held in secure juvenile facilities for extended periods of time or in secure adult facilities for any length of time. These children, instead, should receive community-based services, such as day treatment or residential home treatment, counseling, mentoring, family support, and alternative education.

2. Adult Jail and Lock-Up Removal (Jail Removal)
Youth may not be detained in adult jails and lock-ups except for limited times before or after a court hearing (6 hours), in rural areas (24 hours plus weekends and holidays), or in unsafe travel conditions. This provision does not apply to children who are tried or convicted in adult criminal court of a felony level offense. This provision is designed to protect children from psychological abuse, physical assault, and isolation. Children housed in adult jails and lock-ups have been found to be eight times more likely to commit suicide, two times more likely to be assaulted by staff, and 50 percent more likely to be attacked with a weapon than children in juvenile facilities, according to U.S. Department of Justice Studies.

3. "Sight and Sound" Separation
When children are placed in an adult jail or lock-up, as in exceptions listed above, "sight and sound" contact with adults is prohibited. This provision seeks to prevent children from psychological abuse and physical assault. Under "sight and sound," children cannot be housed next to adult cells, share dining halls, recreations areas, or any other common spaces with adults, or be placed in any circumstances that could expose them to threats or abuse from adult offenders.

4. Disproportionate Minority Contact (DMC)
States are required to assess and address the disproportionate contact of youth of color at all points in the justice system - from arrest to detention to confinement. Studies indicate that youth of color receive tougher sentences and are more likely to be incarcerated than white youth for the same offenses. With youth of color making up one-third of the youth population, but two-thirds of youth in the juvenile justice system, this provision requires states to gather information and assess the reason for disproportionate minority contact.
Appendix 2

Illinois Juvenile Justice Commission (IJJC)

Core Values and Principles of IJJC

The IJJC core values and principles were created to ensure a fair and effective juvenile justice system which fosters positive outcomes for youth and strengthens Illinois’ families and communities. While states utilize a variety of administrative structures and strategies to govern their juvenile justice systems, which provide services and supervision to youth in conflict with the law, all fair and effective juvenile justice systems embrace and pursue implementation of fundamental values and characteristics throughout all elements of that system. To produce positive outcomes for youth and communities – and to maximize use of taxpayer resources – each facet of Illinois’ juvenile justice system should be evidence-based, data-driven and grounded in policies and practices which promote these core values and characteristics. These guiding principles guide the implementation of the IJJC’s strategies and activities.

I. **Fundamental Fairness**
   All system participants deserve fair, equitable treatment. Factors correlated with the disproportionate contact and incarceration of youth of color are identified and addressed.

II. **Youth are different**
   An effective juvenile justice system acknowledges the fundamental developmental differences between youth and adults. An effective juvenile justice system recognizes the needs, characteristics and assets of youth rather than relying upon adult criminal justice approaches.

III. **Individual Differences**
   Juvenile justice decision makers must respond to young peoples’ differences from one another in terms of development, culture, gender, needs and strengths. Interventions and services must be tailored to the needs and assets of individual youth and focused on facilitating positive outcomes.

IV. **Youth Potential**
   Youth have strengths and are capable of positive growth. An effective juvenile justice system uses evidence-based approaches to build on the capacities of youth to learn, change, grow and become contributing members of our communities.

V. **Family Engagement**
   Families care about their youth and know their needs and strengths. An effective juvenile justice system respects families, acknowledges their perspectives and expertise and fully engages families as partners in positive youth outcomes.

VI. **Community Engagement**
   Community-based collaboration, decision-making and services reduce recidivism more effectively and at lower costs than punitive and incarceration-based strategies. An effective juvenile justice system engages communities as partners and builds the capacity of communities to foster positive youth outcomes.

VII. **Community Safety**
   Adults and youth deserve to be and to feel safe in their communities. A key measure of community safety is reduced recidivism among youth involved in the juvenile justice system.

VIII. **Accountability**
   Just as youth must be encouraged to accept responsibility for their actions, communities also have obligations to youth to safeguard their welfare, support them when in need and help them to become healthy adults. The juvenile justice system must reflect society’s collective responsibility to our youth and must be accountable for the outcomes it produces.
IX. **Cost Effectiveness**

An effective juvenile justice system invests resources in proven, cost-effective strategies which reduce reoffending and reincarceration and produce positive outcomes for youth and communities. Corrections research consistently demonstrates that evidence-based, data-driven, community-based responses to youth crime reduce recidivism and are more cost-effective than other strategies – including, but not limited to incarceration-based strategies – which are costly, intrusive and often ineffective.

*Many of these principles form the basis of the Models for Change Initiative. See [www.modelsforchange.net/about/Background-and-principles/Principles.html](http://www.modelsforchange.net/about/Background-and-principles/Principles.html)*
Appendix 3
Periodic Performance Report
JUVENILE JUSTICE COUNCILS
Report Transmittal

Section 1 – GRANTEE INFORMATION

<table>
<thead>
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<table>
<thead>
<tr>
<th>4. CSFA #:</th>
<th>5. Grantee FEIN:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. Program Name (per UGA):</th>
<th>7. CFDA #(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. State Agency (Grantor): DHS - Division of Family and Community Services

9. Agreement Period: FY19

Start Date of Report Period (Month/Day/Year):  
End Date of Report Period (Month/Day/Year):

10. Report Frequency:  
- Monthly  
- Quarterly  
- Semi-annually  
- Final (July-June)  
- Other (specify):

11. Prepared Date:

Section 2 – GRANTEE PERFORMANCE

A. Data:

Please complete each of the following sections based on activities occurring during the reporting period, unless otherwise noted.

<table>
<thead>
<tr>
<th>JJ Councils</th>
<th>JJ Councils</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Amount of Title II Grant (enter total for contract period)</td>
<td>2. # of Full-Time Equivalents funded by Title II $(enter total for contract period)</td>
</tr>
<tr>
<td>3. # of EDCFs submitted to DHS on time (by the 15th of the following month)</td>
<td>4. # of Memoranda of Understanding developed between agencies to accomplish JJ Council work</td>
</tr>
<tr>
<td>5. # of planning activities undertaken by the council</td>
<td>6. # of program materials developed related to council activities</td>
</tr>
<tr>
<td>7. # of new programs implemented by the council or as a result of council activities</td>
<td>8. # of risk assessment instruments developed by the council or for council-related programs</td>
</tr>
<tr>
<td>9. # of new initiatives by the council dedicated to improving practices, policies, or procedures on a system wide basis</td>
<td>10. # of policies created, amended, or rescinded as a result of council activities</td>
</tr>
<tr>
<td>11. # of system wide information technology improvements implemented</td>
<td>12. # of council member agencies sharing automated JJ data within the councils</td>
</tr>
</tbody>
</table>

Evaluation

If any research or evaluations were done on JJ Council related programs, complete the following:

<table>
<thead>
<tr>
<th>1. # of research studies conducted</th>
<th>2. # of process evaluations conducted</th>
<th>3. # of impact or outcome evaluations conducted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Based on evaluations, # of recommendations implemented</th>
<th>5. Based on evaluation, # of programs modified</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6 A. # of funded programs</th>
<th>B. # of programs evaluated as successful</th>
<th>C. % of programs evaluated as successful (B/A)</th>
</tr>
</thead>
</table>
Juvenile Justice Related Training for Program and Non-Program Personnel

If JJ Council (or a participating member, as a result of council activities) offered JJ-related training, complete the following:

<table>
<thead>
<tr>
<th></th>
<th>A. Total # of council members</th>
<th>B. # of members who participated in training</th>
<th>C. % trained (B/A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>D. # of members who returned surveys following training</td>
<td>E. # of trained members who report increased knowledge</td>
<td>F. % reporting increased knowledge (E/D)</td>
</tr>
<tr>
<td>2</td>
<td>A. # of non-council members trained</td>
<td>B. # of trained non-council members who returned surveys</td>
<td>C. # of non-council members who report increased knowledge</td>
</tr>
</tbody>
</table>

3. Total # of hours of training provided to council members

4. Total # of hours of training provided to non-council members

Program Youth

If your JJ Council or a participating member of your council serves youth as a result of council activities, complete this section. If your Council also receives a JJ YSP grant, do not include youth served under that grant.

1. # of youth programs supported or funded by the Council

2. # of client service slots available during the reporting period

3. Total # of program youth served during the reporting period

4. Total # of program youth service hours

5. Average length of time between intake and initial court appearance

A. Total number of days between intake and initial court appearance for all program youth

B. Number of youth served for whom data regarding days between intake and court appearance is available

C. Average (A/B)

6. Average length of time between initial court appearance and disposition

A. Total number of days between initial court appearance and disposition for all program youth

B. Number of cases disposed for whom data regarding days between court and disposition is available

C. Average A/B

7. Average length of time between disposition and placement

A. Total number of days between disposition and placement for all program youth

B. Number of youth placed for whom data regarding days between disposition and placement is available

C. Average A/B

8. Program Exit

A. Total # of days between intake and program exit across all program youth exiting program

B. # of cases closed

C. Average number of days open (A/B)

D. # of program youth who exited the program having completed program requirements

E. % youth who exited the program having completed program requirements (D/B)

9. Youth Satisfaction

A. # of program youth satisfied with the program during the reporting period

B. Total # of program youth served by the program during the reporting period

C. Percent (A/B)

10. Family Satisfaction

A. # of program families satisfied with the program during the reporting period

B. Total # of program families served by the program during the reporting period

C. Percent (A/B)
**B. Program deliverables**

Please provide a narrative summary of the activities of your program during this quarter.

**C1. Performance Measures for all Juvenile Justice Councils**

Please report the performance of your council for each performance measure listed in Exhibit E of your contract. The performance standard listed in Exhibit F of your contract has been provided in order for you to determine whether you are on track or have met the measure/standard. Provide accomplishments/results for each measure and provide an explanation for any measures/standards not on track or not met.

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Performance Standard</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Number of Juvenile Justice Council Meetings convened</td>
<td>Juvenile Justice Council Meetings convened <em>(minimum six meetings acceptable)</em></td>
<td>Measure/Standard is on track or has been met: □ Yes □ No</td>
</tr>
</tbody>
</table>

Detail your accomplishments/results during the reporting period. If you answered “no” above, provide justification or explanation for not meeting performance measure and/or being on track. *Please attach MEETING MINUTES to this Report.*

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Performance Standard</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Number (total) of council members:</td>
<td>Total number of council members <em>(minimum eight council members acceptable)</em></td>
<td>Measure/Standard is on track or has been met: □ Yes □ No</td>
</tr>
</tbody>
</table>

Detail your accomplishments/results during the reporting period. If you answered “no” above, provide justification or explanation for not meeting performance measure and/or being on track.

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Performance Standard</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Number of statutorily-required council members participating</td>
<td>Number of statutorily-required council members who participated at least once per quarter <em>(minimum six council members)</em></td>
<td>Measure/Standard is on track or has been met: □ Yes □ No</td>
</tr>
</tbody>
</table>

Detail your accomplishments/results during the reporting period. If you answered “no” above, provide justification or explanation for not meeting performance measure and/or being on track.
### Performance Measure | Performance Standard | Outcome
--- | --- | ---
4. Production of local system map: (If complete, check "Yes"; If not, check "no")  
☐ Yes ☐ No  
Completed local system map  
Measure/Standard is on track or has been met:  
☐ Yes ☐ No  
Detail your accomplishments/results during the reporting period. If you answered "no" above, provide justification or explanation for not meeting performance measure and/or being on track.

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Performance Standard</th>
<th>Outcome</th>
</tr>
</thead>
</table>
5. Progress toward development and implementation of local juvenile justice plan (If demonstrable progress has been made, check "Yes"; If not, check "no")  
☐ Yes ☐ No  
Documented progress toward development and implementation of local juvenile justice plan  
Measure/Standard is on track or has been met:  
☐ Yes ☐ No  
Detail your accomplishments/results during the reporting period. If you answered "no" above, provide justification or explanation for not meeting performance measure and/or being on track.

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Performance Standard</th>
<th>Outcome</th>
</tr>
</thead>
</table>
6. Number of policies, practices, procedures, programs and/or data systems revised, that have been enhanced or developed as a result of the program  
Number of policies, practices, procedures, programs and/or data systems revised, that have been enhanced or developed as a result of the program (minimum of three)  
Measure/Standard is on track or has been met:  
☐ Yes ☐ No  
Detail your accomplishments/results during the reporting period. If you answered "no" above, provide justification or explanation for not meeting performance measure and/or being on track.

### C2. Council Specific Performance Measures

Please enter the IDHS approved performance measures and standards for your council. These are the measures your council submitted to IDHS at the beginning of the fiscal year. Please report the performance of your council for each measure.

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Performance Standard</th>
<th>Outcome</th>
</tr>
</thead>
</table>
Measure/Standard is on track or has been met:  
☐ Yes ☐ No  
Detail your accomplishments/results during the reporting period. If you answered "no" above, provide justification or explanation for not meeting performance measure and/or being on track.

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Performance Standard</th>
<th>Outcome</th>
</tr>
</thead>
</table>
Measure/Standard is on track or has been met:  
☐ Yes ☐ No  
Detail your accomplishments/results during the reporting period. If you answered "no" above, provide justification or explanation for not meeting performance measure and/or being on track.
## C2. Council Specific Performance Measures (continued)

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Performance Standard</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Measure/Standard is on track or has been met:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

Detail your accomplishments/results during the reporting period. If you answered “no” above, provide justification or explanation for not meeting performance measure and/or being on track.

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Performance Standard</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Measure/Standard is on track or has been met:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

Detail your accomplishments/results during the reporting period. If you answered “no” above, provide justification or explanation for not meeting performance measure and/or being on track.

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Performance Standard</th>
<th>Outcome</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Measure/Standard is on track or has been met:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

Detail your accomplishments/results during the reporting period. If you answered “no” above, provide justification or explanation for not meeting performance measure and/or being on track.

## Section 3 – PERFORMANCE/EXPENDITURE

### Performance Accomplishments Correlated to Reported Expenses:

<table>
<thead>
<tr>
<th>Performance Accomplishments Correlated to Reported Expenses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total expenditures reported to date (report spending through the end of reporting period): $______________</td>
</tr>
<tr>
<td>☐ Performance is consistent with grant-to-date expected services and expenditures/earnings.</td>
</tr>
<tr>
<td>☐ Performance is not consistent with grant-to-date expected services and expenditures/earnings. Explanation(s) required below: (Separate lines as appropriate.)</td>
</tr>
</tbody>
</table>
Section 4 – GRANT AGREEMENT SPECIFIC CONDITIONS

Does your current contract identify specific conditions in Exhibit G? □ Yes □ No

If you answered yes to the question above, attach a copy of Exhibit G from your contract to this report.

In the table below, restate each specific condition and detail the progress made towards resolution to date.

<table>
<thead>
<tr>
<th>Category</th>
<th>Conditions?</th>
<th>If yes, briefly list each condition or corrective action</th>
<th>Describe progress to date for each condition or corrective action plan identified</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICQ (Internal Control Questionnaire)</td>
<td>□ Yes □ No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MBR (Merit Based Review)</td>
<td>□ Yes □ No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRA (Programmatic Risk Assessment)</td>
<td>□ Yes □ No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section 5 – SIGNATURES AND CERTIFICATION

GRANTEE CERTIFICATION (2 CFR 200.415)

By signing [authorizing] this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the [related] expenditures, disbursements, cash receipts and reported performance are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

1. Name and Title of Authorized Individual from Grantee Organization:
2. Phone Number
3. Email Address:

STATE AGENCY USE ONLY

4. Name and Title of State Agency PPR Approver:
5. Date Received:
6. Date Approved:
FY2020 Juvenile Justice Councils Notice of Funding Opportunity

Appendix 4 - CSA Budget Information

For information regarding CSA.

http://www.dhs.state.il.us/page.aspx?item=61069

How to register for the CSA Tracking System

1. You will need a functioning Illinois.gov ID and password
2. If you do not have an Illinois.gov ID you will need obtain one at the following web link:
   https://extapps.illinois.gov/ADIM/VerifyEmail.aspx
   □ Please note: Choose General Public (Not employed by the State of Illinois) [EXTERNAL] even if you are a State of Illinois employee. Your CSA registration will not be validated if you choose Other Employees [SPS].
   □ If you do not have a State of Illinois driver's license, please email your request to DHS.DHSOCA@Illinois.gov with the following information: Name, Company, Address, Phone #, DUNS #, FEIN # and email address.
3. The address for the CSA Tracking System Registration Site is:
   https://csa.dhs.illinois.gov/gtrpublic/gtr
4. You will need to input an Invitation Key Code in order to submit your request for CSA Tracking System access. If you do not have an Invitation Key Code, send an email to DHS.dhsoca@illinois.gov to receive your Invitation Key Code.
   Please register only once with your Illinois.gov ID. IDHS Grantee-Providers may have more than one employee register for the CSA Tracking System access. Once your registration is processed by the Office of Contract Administration personnel you will receive instructions on how to log into the Provider Access Area. After you successfully log in to the CSA Tracking System there may be a facilities page that will appear (if you are a new IDHS Provider) where you will need to enter your facilities information into the CSA Tracking System.
   Please note: In order to access your IDHS Uniform Grant Agreements/EEC Contracts you will also need to ensure your organization has registered for access to the Centralized Repository Vault (CRV). If your organization has not registered for CRV access you will not be able to view your contracts. Please use the following web link to access the CRV Registration web page: Central Repository Access (CRV)

Confidentiality Notice - The Grantee-Provider shall comply with applicable State and Federal statutes, Federal regulations and Department administrative rules regarding confidential records or other information obtained by the Provider concerning persons served under this Agreement. The records and information shall be protected by the Provider from unauthorized disclosure.

After registering for CSA, you must submit a budget for July 1, 2019 – June 30, 2020. Your budgets can be entered at this link https://csa.dhs.illinois.gov/gtpsecure/gtp. If you have any questions about your budget you can email DHS.YouthServicesInfo@illinois.gov.
How to create a budget in CSA

➢ To access the IDHS Training Manual for use of the Budget Templates in the CSA System

Uniform Grant Budget

Complete the Uniform Grant Budget in the CSA system. For more information about how to access the CSA system, see http://www.dhs.state.il.us/page.aspx?item=61069. For instructions about how to enter a budget into the CSA system see the Training Manual for use of the Budget Templates in the CSA System. For EACH cost item listed in the budget worksheet, a detailed justification must be included in the narrative section. This justification should describe specifically how the budgeted amount was derived. The justification must also directly correlate the expenditure to the grant program – why/how it is necessary under the grant. Items being cost allocated must be fully detailed as to the method utilized. The Budget and Budget narratives should be prepared to reflect a budget period from July 1, 2018 – June 30, 2019. The Budget should be electronically signed and submitted in the CSA system. The budget must be electronically signed by the applicant’s Chief Executive Officer and or Chief Financial Officer. See http://www.dhs.state.il.us/page.aspx?item=95350 for more information about requesting CSA budget signoff authority.

Sub-Contractor PDF Uniform Grant Budget Forms

Complete the PDF version of the Uniform Grant Budget for Sub-Contractor budgets ONLY! Include completed Sub-Contractor Budgets found at this link.
ALL Applications MUST include the following mandatory forms/attachments in the order identified below.

☐ Uniform State Grant Application
☐ A screenshot or statement indicating the applicants has completed Pre-Qualification steps and is currently Pre-Qualified
☐ Statement indicating the ICQ & PRA have been completed
☐ Application Checklist *(This Form)*

Proposal Narrative
☐ Executive Summary
☐ Council Qualifications
☐ Quality - Description of Program/Services
☐ Racial and Ethnic Disparities
☐ Budget Narrative (if not completed on Uniform Budget Template)

Attachments to Your Application
☐ Attachment 1: Juvenile Justice Council Roster.
☐ Attachment 2: JJC Meeting Minutes. (Existing Councils only)
☐ Attachment 3: Juvenile Justice Council Coordinator Resume/Job Description
☐ Attachment 4: Analysis of Juvenile Delinquency Problems and Needs
☐ Attachment 5: Timeline to Access and Report Data.
☐ Attachment 6: Local Council System Map.
☐ Attachment 7: County Juvenile Justice Plan.
☐ Attachment 8: Racial and Ethnic Disparity Reduction Plan.
☐ Attachment 9: Applicant Budget.
☐ Attachment 10: Applicant Federal Form W9.
☐ Attachment 11: Applicant NICRA (If applicable)

If Subcontractors will be used to deliver proposed activities, include:
☐ Attachment 12: Subcontractor Agreement
☐ Attachment 13: Subcontractor Budget and Narrative
☐ Attachment 14: Subcontractor Federal Form W9
☐ Attachment 15: Subcontractor NICRA (If applicable)

☐ *Uniform Grant Budget: The proposed budget had been entered, signed and submitted in CSA and is required for the application to be considered complete. A hard copy of this signed and submitted budget must be included with the application as Attachment 9.