

**State of Illinois Uniform Notice of Funding Opportunity (NOFO)  
Summary Information**

Awarding Agency Name	Human Services
Agency Contact	Reshma Desai (reshma.desai2@illinois.gov)
Announcement Type	Initial
Type of Assistance Instrument	Grant
Funding Opportunity Number	25-444-80-3422-01
Funding Opportunity Title	RPSA Violence Prevention Services
CSFA Number	444-80-3422
CSFA Popular Name	RVPS
Anticipated Number of Awards	90
Estimated Total Program Funding	\$46,800,000
Award Range	Not Applicable
Source of Funding	Federal and State
Cost Sharing or Matching Requirements	No
Indirect Costs Allowed	Yes
Restrictions on Indirect Costs	Yes : Indirect Cost Rate must be approved.
Posted Date	10/29/2024
Application Date Range	10/29/2024 - 12/04/2024 : 12:00pm
Grant Application Link	Please select the entire address below and paste it into the browser... <a href="http://www.dhs.state.il.us/page.aspx?item=167402">http://www.dhs.state.il.us/page.aspx?item=167402</a>
Technical Assistance Session	Offered : Yes Mandatory : No Date : 11/12/2024 : 1:00PM Registration link : <a href="https://illinois.webex.com/illinois/j.php?MTID=m41ffdf6e2d2db3054efdfae95a7bb856">https://illinois.webex.com/illinois/j.php?MTID=m41ffdf6e2d2db3054efdfae95a7bb856</a>

**IDHS Division of Family and Community Services  
Office of Community and Positive Youth Development  
Bureau of Violence Prevention Services**

**FY25 RPSA Violence Prevention Services (RVPS)  
Notice of Funding Opportunity (NOFO)  
CSFA # 444-80-3422  
DUE: December 4, 2024, by 12:00pm (Noon)**

The NOFO template is required for all grant awards including Notice of Funding Opportunities. Please complete the template in accordance with the requirements set forth in the IDHS Notice of Funding Opportunity Manual, as applicable.

		Transmittal Section
1.	<b>Awarding Agency Name:</b>	Department of Human Services; Office of Community and Positive Youth Development; FCS Bureau of Violence Prevention Services
2.	<b>Agency Contact:</b>	Reshma Desai <a href="mailto:DHS.ViolencePreventionServices@Illinois.gov">DHS.ViolencePreventionServices@Illinois.gov</a>
3.	<b>Announcement Type:</b>	Initial announcement
4.	<b>Type of Assistance Instrument:</b>	This award will be made as a Grant.
5.	<b>Funding Opportunity Number (if applicable):</b>	25-444-80-3422-01
6.	<b>Funding Opportunity Title:</b>	RPSA Violence Prevention Services (RVPS)
7.	<b>CSFA Number:</b>	444-80-3422
8.	<b>CSFA Popular Name:</b>	RPSA Violence Prevention Services (RVPS)
9.	<b>CFDA Number(s):</b>	21.027 American Rescue Plan Act
10.	<b>Number of Anticipated Awards:</b>	Approximately 80 to 90
11.	<b>Estimated Total Funding Available:</b>	Approximately \$38,900,000 will be made available to Chicago RPSA communities for a 12-month project period (January 1, 2025-December 31, 2025)  Approximately \$7,900,000 will be made available to Greater Illinois RPSA areas for a 12-month project period (January 1, 2025-December 31, 2025)
12.	<b>Single Award Range:</b>	Anticipated average award amount: \$ 575,000 to serve 50 participants. See <i>Section A.4.A</i> for definition of participants.
13.	<b>Funding Source:</b>	These awards will be funded with a combination of Federal and State Funds.
15.	<b>Indirect Costs Allowed</b>	Indirect Costs are allowed.  Indirect Cost Rate must be approved.
17.	<b>Restrictions on Indirect Costs</b>	See Section C. Eligibility and Grant Funding Requirements; 8. Grant Fund Use Requirements for any funding restrictions.

18.	<b>Posted Date:</b>	10/29/2024
19.	<b>Application Date Range:</b>	Start Date: 10/29/2024 End Date: 12/4/2024 End Time: 12:00PM NOON
20.	<b>Technical Assistance Session:</b>	Session Offered: Yes Session Mandatory: No Date/Time: 11/12/24 at 1:00PM
21.	<b>NOFO / Application Frequently Asked Questions (FAQs)</b>	Submit questions to: <a href="mailto:DHS.ViolencePreventionServices@Illinois.gov">DHS.ViolencePreventionServices@Illinois.gov</a>  Due date for submitting questions: 11/25/2024  FAQs will be updated frequently, and a final, complete list will be posted to the IDHS website on 11/27/2024.

# RPSA Violence Prevention Services (RVPS)

## A Program Description

### 1 Program Summary

Firearm violence has deeply harmed neighborhoods, communities, and the entire State of Illinois, both through the immediate loss of life and the long-term, harmful effects of trauma experienced by victims, witnesses, and community members. According to the [2024 U.S. Surgeon General's Report, Firearm Violence: A Public Health Crisis in America](#), these impacts are felt disproportionately by communities impacted by poverty and other factors. As one of its multiple funding efforts to reduce firearm violence in the most heavily impacted communities across Illinois, the IDHS-Office of Firearm Violence Prevention (OFVP) is seeking to fund violence prevention organizations in specific community areas across Illinois to engage and serve those at the highest risk of becoming victims or perpetrators of firearm violence and should utilize evidence-informed programming and services which will improve individual outcomes and decrease risk factors associated with firearm violence.

IDHS is working to counteract systemic racism and inequity, and to prioritize and maximize equity and diversity throughout its service provision process. This work involves correcting existing institutionalized inequities, aiming to create transformation, and operationalizing equity and racial justice. It also focuses on the creation of a culture of inclusivity for all, regardless of race, gender, religion, sexual orientation, or ability. Organizations that provide services under this funding opportunity and all related RPSA programs must reflect IDHS' commitment to advance equity and racial justice by enabling all to thrive, regardless of race, zip code, and disability.

Patterned after the Community Violence Intervention (CVI) program model, this NOFO will fund a comprehensive Violence Prevention program that utilizes evidence-based programming and services to engage individuals at the highest risk of firearm violence, including street outreach, case management, and victim services. This program model includes utilizing "credible messengers" with lived experience and community ties to mediate conflicts and disrupt cycles of violence/retaliation between informal street groups/street organizations, crews, cliques, and street networks. These programs increase positive outcomes for individuals most likely to harm someone or be harmed by firearm violence, strengthen others affected by violence, and contribute to building safer communities.

**IMPORTANT INFORMATION only for organizations applying for a Chicago eligible service area as identified below in Section A2.**

Funding under this NOFO is being issued as part of the [Illinois Government Alliance for Safe Communities \(GASC\) FY2025 Funding Collaborative](#). In FY2025, the GASC has committed to investing millions across city, county, and state government partners to sustain and scale critical community violence intervention (CVI) programming across the City of Chicago. Formed in 2021, the GASC brings together partners from the City of Chicago, Cook County Justice Advisory Council (JAC), Illinois Criminal Justice Information Authority (ICJIA), and the Illinois Department of Human Services (IDHS) to streamline grant funding, unify data collection, and increase capacity-building support for local organizations working to reduce violence. The GASC coordinates the deployment of public funding in the Greater Chicago region for CVI programming to ensure that critical investments in community safety are reaching the most vulnerable communities and those at highest risk for gun violence.

As part of the FY2025 GASC Funding Collaborative, the GASC has created a streamlined process through which organizations can apply for funding to support CVI programs in their community. Eligible organizations are invited to apply for a grant under one or more funding opportunities sponsored by individual GASC agencies to support CVI programming in FY2025. Those applicants that are otherwise qualified and competitive but are not selected for funding from one agency will have the option to have their application considered for funding under subsequent solicitations issued as part of the FY2025 GASC Funding Collaborative (subject to the funding agency's eligibility requirements and available funding). For those applicants that opt in, meet GATA eligibility criteria at time of application to DHS and score a minimum of 80 points in the DHS Merit Based Review (MBR) process, the applicant will not need to submit an additional application; their application will be sent forward for review and consideration for funding through a members funding opportunity. Organizations may choose to apply as a lead or subrecipient under one or more of those funding opportunities under the collaborative; however, proposed projects must not be duplicative of previous awards made under the collaborative. This opt-in process covers competitive solicitations through October 31, 2025.

Additionally, the GASC has developed guidelines for a cost per participant of approximately \$11,500 for the three CVI services required under this NOFO, including street outreach, victim services, and case management. It is expected that applicants utilize this cost for planning and budgeting purposes. It is anticipated that applicants under this NOFO will serve 50 individuals per year, however applicants can propose less or more with associated justification.

### **Important Changes to the RPSA Violence Prevention Services Program Application**

- Violence Prevention Services grantees will no longer provide victim flex funding. Chicago and Greater Illinois Conveners will manage an RPSA Emergency Victim Flex Fund. VPS Victim Service staff will work with Convener staff to ensure qualified victims receive economic supports as outlined in the Emergency Victim Flex Fund Policy. *(This policy will be finalized on or before 1/1/25.)*
- Level One Trauma Centers/Hospitals will no longer be required to sub-grant for Street Outreach program services. Additional requirements apply.
- Various other changes have been made throughout the NOFO. It is critical that previously funded organizations make no assumptions about NOFO content and expectations. Examples of additional changes include changes to the Grant Award Term, eligible service areas, cost per participant, applicant eligibility requirements, performance measures and standards, etc.

## **2 Eligible Service Areas**

In accordance with the Reimagine Public Safety Act (RPSA)(430 ILCS 69), these community areas are considered “eligible service areas” and qualify for grants under the Act. In SFY25, two Chicago Services areas were expanded. The Northside Cluster now includes Near North Side and West Town, and the Southwest side Cluster now includes Near West Side.

A full description of the process for identifying Illinois municipalities and Chicago and Greater Illinois community areas with the highest concentration of firearm violence is available here: IDHS: Report of the IDHS Office of Firearm Violence Prevention, June - December 2021 ([state.il.us](https://state.il.us))

### **a RPSA Identified Eligible Chicago Service Areas:**

1. Ashburn
2. Auburn Gresham
3. Austin
4. Burnside
5. Chatham
6. Chicago Lawn
7. East Garfield Park
8. Englewood
9. Fuller Park
10. Greater Grand Crossing

- |   |  |
|---|--|
| 11. Humboldt Park   | 19. South Lawndale   |
| 12. New City  | 20. South Shore  |
| 13. North Lawndale  | 21. Southwest Side Cluster: (Lower West Side, Brighton Park, Gage Park, McKinley Park, and Near West Side) |
| 14. Northside Cluster: (Belmont Cragin, Hermosa, Logan Square, Avondale, Irving Park, Albany Park, Near North Side and West Town) | 22. Washington Park  |
| 15. Riverdale   | 23. West Englewood   |
| 16. Roseland  | 24. West Garfield Park   |
| 17. South Chicago   | 25. West Pullman   |
| 18. South Deering   | 26. Woodlawn   |

**b RPSA Identified Eligible Greater Illinois Service Areas:**

- |   |                                    |
|---|------------------------------------|
| 1. Aurora   | 7. Decatur                         |
| 2. Belleville Cluster (Includes Belleville, East St. Louis, and Cahokia Heights)                                | 8. Joliet                          |
| 3. Berwyn-Cicero Cluster  | 9. Kankakee                        |
| 4. Calumet City Cluster (includes Calumet City, Harvey, Dolton, Riverdale, South Holland, Markham, and Lansing) | 10. Maywood-Bellwood Cluster       |
| 5. Chicago Heights Cluster (includes Chicago Heights, Park Forests, and Sauk Village)                           | 11. Peoria                         |
| 6. Danville   | 12. Rock Island                    |
|   | 13. Rockford                       |
|   | 14. Springfield                    |
|   | 15. Urbana-Champaign Cluster       |
|   | 16. Waukegan-North Chicago Cluster |

**c RPSA Service Area Restrictions:**

Source: P.A. 102-16, eff. 6-17-21; 102-679, eff. 12-10-21; 103-8, eff. 6-7-23.

- i No violence prevention organization can serve more than 3 eligible service areas unless the Office of Firearm Violence Prevention is unable to identify violence prevention organizations to provide adequate coverage.
- ii No approved technical assistance and training provider shall provide evidence-based violence prevention services in an eligible service area under this Act unless the Office of Firearm Violence Prevention is unable to identify qualified violence prevention organizations to provide adequate coverage.

**3 Funding Priorities**

OFVP intends to fund approximately 80-90 nonprofit community-based public and private organizations, including local government entities to provide Violence Prevention programming and services as described herein to the highest risk individuals in RPSA eligible communities.

- a Where possible, the OFVP intends to fund at least one eligible and responsive application to provide Violence Prevention Services as described herein, in each eligible Chicago and Greater Illinois RPSA eligible community area.
- b Where possible, the OFVP will fund additional responsive applications in areas with higher concentration of firearm violence. In addition, for Chicago eligible service areas, IDHS/OFVP intends to consider aligning grant program funding decisions with the GASC to ensure that critical CVI investments in community safety are reaching the most vulnerable communities and those at highest risk for gun violence.
- c Further, through a competitive merit-based review and selection process, the OFVP expects to prioritize funding to applicants that:

- i Demonstrate high levels of experience in violence prevention programming, specifically Street Outreach, Case Management and Victim Services as defined throughout this NOFO.
- ii Exceed the minimum required 2-year history of providing services to high-risk youth/adults in the specific eligible community area to which they are applying to serve.
- iii Propose a clearly designed plan to reach and serve the highest risk individuals in the identified community including the perpetrators of gun violence.
- iv Propose cost-effective and efficient programming.

#### 4 Required Services and Programming

The DHS Office of Firearm Violence Prevention (OFVP) is investing in the highest-risk Chicago and Greater Illinois communities to provide comprehensive violence prevention programming intended to mitigate, reduce, and prevent violent behavior, in particular firearm violence.

##### a Target Population

The RPSA Violence Prevention Services program services are provided for highest-risk individuals. Since the Department only intends to fund applications targeting services to highest-risk individuals, participating program individuals must also meet at least one of the following risk factors to be considered eligible to participate in the program. (*Participant eligibility criteria must be documented in each participant's individual program file.*)

- Active street involvement  
An association with or a reputation or key role (influencer) in or a family history of activity or involvement in an historically marginalized group that is disconnected from mainstream economy and/or social services and is or has participated in illegal activity.
- Justice-system involvement
  - Recently released from jail, prison, or/other detention facility (e.g., Cook County Jail, Illinois Department of Corrections (IDOC), Illinois Department of Juvenile Justice (IDJJ) facilities, juvenile detention centers, includes currently under community supervision (e.g. probation or parole), or
  - Prior arrest(s), charge(s), or conviction(s) for violent felonies (e.g., homicide, aggravated battery, armed robbery, weapons charges)
- Previous victimization and trauma associated with community firearm violence.
  - Recent victim of firearm violence, or
  - Witness of recent firearm violence, or
  - Family or friend of a recent firearm victim

b **Program Design** - Applicants are required to design programming, services and activities following three mandatory service areas: Street Outreach, Case Management, and Victim Services. These mandatory services that must be provided either directly or through subaward-award. **An applicant can subaward no more than two of the three mandatory services.**

- i. **Street Outreach:** Street outreach workers will be employed to mediate conflicts and prevent retaliatory violence between those who are at risk to commit or to become the victims of firearm violence. This includes utilizing "credible messengers" with lived experience and community ties to mediate conflicts and disrupt cycles of violence/retaliation between informal street groups/street organizations, crews, cliques, and street networks. Street outreach workers will engage with highest-risk individuals in a variety of settings, including parks, homes, street corners, community centers, schools, hospitals, etc. Street outreach efforts are typically conducted in the afternoons, evenings, or late at night.



**Level One Trauma Centers/Hospitals** will apply for hospital-based outreach and not Street Outreach. Trauma Hospitals must collaborate with violence prevention service providers and include a Memorandum of Understanding (MOU) as **Attachment A11** that outlines how the agencies will coordinate access to hospital patient and coordination of services.

Key outreach activities include:

- a. Engagement and support of individuals and groups at highest risk of harming someone or being harmed by violence
  - b. Reclaiming public spaces for safe activities
  - c. Responding to critical incidents, such as shootings and homicides, to de-escalate tension and reduce/address threats of violence
  - d. Organizations must maintain on-call crisis staff to respond to shooting incidents 24 hours per day, seven days per week to receive notification of shooting incidents from police departments. Crisis staff must respond in person to the incident and document police department notifications, the time it was received, the response time, and the outcome. For Greater Illinois applicants, this notification can occur through Citizen apps etc.
  - e. Confer with Convener group after a mass shooting or mass violence incident for immediate response and service coordination. Conduct proactive peace building activities such as restorative justice practices, event outings, and peace circles when applicable.
  - f. Mediate and resolve conflicts between street groups or individuals harmed by violence.
  - g. Make referrals for additional, non-emergency services and supports for the victim and family to preserve stability.
  - h. Street outreach workers will carry a case load maximum of 15 participants at any given time.
  - i. Outreach workers will be required to maintain an activity log, outlining types and numbers of outreach activities conducted.
  - j. Outreach workers will track the number of engagements/interactions with eligible participants and the types of services provided such as resource connections, safety planning, mediation, intervention, etc.
- ii. **Case Management (CM):** Uses a case manager or case team to complete an intake assessment, develop a case plan, and provide or connect individuals to identified resources and services. Programming and services may include but are not limited to effective emotional or trauma related therapies, legal aid services, housing services, employment training, job placement services, family engagement, re-entry services, and other support services. These services can be provided directly or through linkages with other providers.
- a. **IMPORTANT:** Any applicant proposing to provide behavioral health services must provide proof of current Medicaid certification or proof that Medicaid Certification is in process with Illinois Department of Healthcare and Family Services on or before 7/1/26.
  - b. A full-time case manager will carry a case load maximum of 25 participants at any given time.
  - c. Programs are strongly encouraged to establish linkage agreements with workforce development programs for efficient and timely access for the program participants.
  - d. Case Management participants/recipients must have completed intake form to be eligible for CM services.
- iii. **Victim Services:** Victim services workers/advocates helps families and victims of violence recover from physical and emotional trauma caused by the violence by empowering them with skills, services, and opportunities. Where possible, these services should be coordinated with other victim service providers to prevent victims and families from being overwhelmed with multiple providers.

Key Victim Services include:

- a. Responding to incidences of community violence (non-fatal shootings, fatal shootings, other acts of violence, etc.) within specific community areas. Incident notification could occur through outreach workers, police departments, community members, or other means. The response should include visits to crime scenes, a victims' home, hospitals, and other health care settings. Response should be dispatched upon police department notification and may be an in-person interaction or phone call.
- b. Providing immediate support and advocacy for those impacted by violence at the hospital, accompanying the family at the medical examiner's office, planning for a funeral, and/or assessing level of crisis to refer to counseling services.
- c. Trauma-informed support for victims and families
- d. Assessment of victim needs and development of a case plan
- e. Notifying and navigating participants through public agency processes for victim compensation, crisis intervention, emergency financial assistance, transportation, medical care, stable housing, and shelter, assessment and linkage to public benefits, and relocation services.
- f. Connecting/referring families to appropriate services and supports in the community, including:
  1. Mental health services
  2. Trauma-informed services for young children and youth
  3. Employment and other supports
- g. Supporting families in their interaction with police to receive updates on cases.
- h. Conducting regular weekly support groups with victims and families.
- i. Providing support to families during court visits or trials.
- j. Victim Services participants/recipients must have completed intake form to be eligible for victim services.
- k. Victim services workers will carry a case load maximum of 25 participants at any given time.

**c Additional Requirements**

**i. Participant Files**

- a. Providers will maintain an individual confidential file on each program case management and victim service participant. These files must be stored in a locked file/location. Files will include:
    - a. Intake information / form
    - b. Demographic data
    - c. Documentation of eligibility
    - d. Record of services provided
    - e. Documentation of crisis intervention, if applicable
    - f. Any required assessment results
    - g. Individual's case plan, goals, services, notes, outcomes, etc., if applicable.
    - h. Record of referrals made for additional services and whether individual received services
  - b. Providers will hold regular (monthly) case staffing. The case staffing team will include where appropriate, the street outreach worker, case manager, victim services advocate, etc.
- ii. Evidence-based Programming** - Agencies are encouraged to utilize established, evidence-based or evidence informed programming models that have a high potential to be effective with highest-risk individuals in high-risk community settings. Best practice or promising practice programming models should be utilized, if these models meet community needs and can be implemented. Best practice models are those known to be research-based and proven to be effective at preventing and/or delaying risk-taking behaviors. Promising practices are those for which some data has shown positive

effects on delaying risk-taking behaviors, but the data are insufficient to support generalized outcomes. Please refer <https://www.ojp.gov/media/video/228796/> for a presentation of community violence intervention model programs that have proven to be effective. **Applications that do not indicate the intention to implement best practice models will receive lower scores.**

- iii. The Department recognizes that communities have a unique perspective on what works and what is needed in their own community. Therefore, Applicants may adapt best or promising practice models as necessary to meet the unique needs of the community. However, it should be noted that any modifications to established program models might reduce the likelihood of achieving the predicted outcomes. Applicants may also propose programming that is consistent with commonly accepted guidelines for effectiveness and that those activities are aligned with the specific needs of the community.
- iv. **Collaboration** - The importance of community collaboration cannot be overemphasized. By working together, individuals, families, and community entities can design programs that are best suited to meet the needs of local individuals and to connect programs with community resources. Community-based agencies, government, faith-based organizations, civic organizations, businesses, foundations, individuals, and their families can together provide a wide range of resources to support high-quality programs. The issues and concerns of the entire community can best be addressed by drawing upon diverse resources. The key to successful programming is collaborative planning and implementation.

New in FY 25, Chicago and Greater Illinois Conveners funded as of January 1, 2025, will manage the RPSA Emergency Victim Flex Fund. VPS Victim Service staff will work with Convener staff to ensure qualified victims receive economic supports as outlined in the **Emergency Victim Flex Fund Policy**. *(This policy will be finalized on or before the projected 1/1/25 Convener grant start date.)*

Awarded VPS grantees will be required to collaborate with local Convener on emergency victim flex funds, neighborhood referrals, monthly safety meetings, and community safety assessments and plans.

- v. **Trauma-Informed Principles** - Ensure that programming is infused with trauma-informed principles that:
  - a. Recognize the high prevalence of traumatic experiences in persons residing in and working in communities with a high concentration of firearm violence,
  - b. Address the impact of trauma on staff and personnel working with individuals residing in these communities.
  - c. Address the impact of trauma on brain development, physical and emotional health and the impact on the community and individuals living in the community.
  - d. Creates a safe space, provides support, and builds resiliency in individuals impacted by trauma.
- vi. **Equity and Racial Justice** - The Provider must be culturally informed on equity and racial justice (ERJ) when serving **individuals** with special needs, including those who are pregnant and parenting youth (including fathers); individuals who are lesbian, gay, bisexual, transgender or queer (LGBTQ) and/or questioning their own sexual orientation; delinquent youth; and individuals who are physically, emotionally or developmentally challenged. The Provider must demonstrate their ability to provide service to persons who have Limited English Proficiency (LEP), persons who are hard of hearing or deaf, and persons with low literacy. The State of Illinois Linguistic and Cultural Competency Guidelines (LCC Guidelines) were developed as a mechanism for improving language and cultural accessibility and

sensitivity in State-funded direct human services delivered by human service organizations that receive grants and contracts to serve the residents of the State of Illinois.

The principles of racial equity must be present throughout service delivery. The Provider will ensure current program policies, procedures and practices are evaluated and revised, or new policies, procedures and practices are adopted where necessary to ensure racial equity and fairness. The Provider will ensure equitable access to services.

- vii. **Program Operation** - Programs are required to have a 24-hr/7 day a week staffing plan which can involve on-call status. Programs must operate at a minimum during the evenings, late nights, early mornings when shootings are most likely to occur, based on the needs of the community. Providers are strongly encouraged to adjust staffing for summer and holiday weekends when more shootings are likely to occur.

**Programs are required to maintain the level of service identified in their application or risk non-compliance with the program contract, which may result in a reduction or loss of grant funds.**

- viii. **Participant Enrollment** - Each RPSA Violence Prevention Services case management and victim service participant must complete an intake form to be considered enrolled in the program and eligible for case management and victim services, this intake form must be maintained in an individual participant file. Required program data will be collected and maintained on all individuals enrolled in the program in accordance with Department guidelines.
- ix. **Program Marketing / Public Awareness** – In an effort to raise awareness of available services, to seek referrals and to recruit eligible participants, organizations will promote their programming in the community, including but not limited to developing partnerships with schools and law enforcement in their service area. Providers must also engage with the Reimagine Public Safety Act-funded Community Convening Body in their service area (additional information below). Referrals may also come directly from individuals, parents and caregivers, community residents and community organizations.

Too many residents in Illinois communities still believe harmful and pervasive narratives about gun violence, including what gun violence looks like, what factors drive it, and what can reduce it. The field must confront these and other narratives for community members to appreciate and understand the value of CVI, and the evidence that undergirds the field. Funded organizations are required to highlight the positive impacts of CVI and encourage stakeholders and community residents' participation in strategies in line with the OFVP "Be the Light" public awareness campaign.

- x. **Participant Transportation** - Program funds may be used to cover reasonable transportation costs for program participants. Out-of-state travel will not be allowed.

If transportation is provided, the agency must have or will be required to develop a written transportation plan directly related to project activities and to maintain the plan on file at the agency. This plan should have the approval of the agency's governing body and be available for review by the Department upon request.

- xi. **Program Participation Fees** - Programs may NOT charge any fees associated with program participation.

- xii. **Sub-recipients** - Organizations may provide services directly or through subgrants for no more than 2 of the 3 required program components. Sub-recipients will be subject to the same GATA and grant implementation and reporting requirements as the grantee. Sub-recipients and their performance are the sole responsibility of the provider. The provider is required to conduct programmatic and fiscal monitoring of sub-recipients. The provider will report all services implementation, data, outcomes and performance of sub-recipients.
- xiii. **Program Staff and Volunteers**
- a. Required Staffing:
    - a. At a minimum, one part-time staff person must be identified to coordinate program activities, serve as the main DHS contact, and must be identified in the organizational chart.
    - b. At minimum, programs must allocate a position (or partial position) for each of the three required program components. This can be a portion of a position. This may be included in the applicant's budget or through a sub-grantee's budget.
    - c. Sufficient staffing to cover 24/7 shooting response. On call status is acceptable.
  - b. Programs must recruit, hire, and take necessary steps to retain staff that are qualified for their positions with the RPSA Violence Prevention Services program through education, experience and/or training. This includes persons with street credibility and lived experience.
  - c. Recruit staff who are intimately familiar with and reflective of the community in which they are providing services. This includes persons with street credibility and lived experience.
  - d. Implement safety protocols to ensure staff safety, including developing staff safety and self-care plans.
  - e. Provide staff with adequate training opportunities to prepare them to provide program elements effectively and safely.
  - f. Provide staff with adequate supervision to assess and improve job performance.
  - g. Provide and encourage staff with additional staff development opportunities which will build staff's employment skills, allowing for career advancement. Programs are strongly encouraged to develop a career plan with each street outreach worker.
- xiv. **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. 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.
- xv. **Quality Improvement**
- The Applicant Agency must, over the course of this grant, demonstrate an ongoing commitment to quality improvement thorough implementation of an organizational/program improvement plan that is the direct result of a self-assessment conducted utilizing an approved tool. Refer to Training and Technical Assistance below for more details.
- The Applicant Agency must, over the course of this grant, demonstrate an ongoing commitment to develop trauma informed capacity within the organization.

- xvi. **Training and Technical Assistance** – Programs will receive training, consultation, and technical assistance, as identified below, from authorized representatives of the Bureau/OFVP. At a minimum, funded providers will:
- a. Conduct, utilizing a Bureau/OFVP approved tool, an organizational self-assessment to determine administrative, programmatic, and capacity needs.
  - b. Work with an approved TTA provider to develop a plan to address identified potential issue areas.
  - c. Implement plan and report progress in quarterly Programmatic Performance Reports
  - d. Participate in any training mandated by the Bureau/OFVP.
  - e. Participate in any regional or statewide meeting/training mandated by the Bureau/OFVP. It is anticipated that this will include a minimum of three (3) regional provider meetings.
  - f. In addition, programs awarded in the RPSA Chicago community areas, will be expected to participate in any GASC-identified capacity building efforts, including an established CVI street outreach Community of Practice that meets quarterly and will have access to a new centralized hub for capacity building services to improve organizational sustainability, program delivery, and long-term impact.

xvii. **Reimagine Public Safety Act Convening Body**

A Reimagine Public Safety Act Convening Body (Convener or formerly named Violence Prevention Coordinating Council) is an experienced organization selected by the OFVP to coordinate RPSA-funded services in the community and help build capacity within the community area to reduce firearm violence. The RPSA Convening Body will encourage effective, collaborative working relationships across providers in such disciplines as violence prevention, mental health, and youth development.

**New in FY 25**, Chicago and Greater Illinois Conveners funded as of January 1, 2025, will manage the RPSA Emergency Victim Flex Fund. VPS Victim Service staff will work with Convener staff to ensure qualified victims receive economic supports as outlined in the Emergency Victim Flex Fund Policy. *(This policy will be finalized on or before the projected 1/1/25 Convenor grant start date.)*

At a minimum, violence prevention services providers will be required to:

- a. Coordinate emergency victim flex fund needs with Convener.
- b. Coordinate other services with other organizations in the service area. This includes referral and linkage processes with other organizations providing services in their area to ensure participants are connected to needed services. Referral policies and practices will be developed for programming.
- c. Participate in monthly meetings with other Reimagine Public Safety-funded providers within their community convened by the RPSA Convening Body to share knowledge and strategies of the neighborhood violence dynamic and complete community asset mapping.
- d. Collaborate in the development and implementation of coordinated community events which reclaim public space in communities impacted by gun violence.
- e. Meet on an emergency basis with RPSA-funded Violence Prevention providers in the service area when conditions require immediate attention and response related to elevated threats of firearm violence.

xviii. **Program Evaluation**

- a. Providers will be required to participate in evaluation efforts as directed by the Department and/or its subrecipient(s) and collect and report data accordingly. This also includes full participation in all information and data requests pursuant to the independent evaluation of the

GASC being conducted by the Center for Neighborhood Engaged Research & Science (CORNERS) at Northwestern University and the broader data sharing in alignment with external partners through the Scaling Community Violence Intervention for a Safer Community (SC2). Data will be submitted in the format prescribed by the Department. Providers will be required to document program services to each client. Providers will be required to report quarterly regarding program performance measures and outcomes. Providers will be required to participate in Department-directed Performance and Standards Assessment reviews. 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.

- b. Other data will be collected from programs including, at a minimum, the following data elements:
  - a. Unduplicated number of program participants
  - b. Intake and demographic information of program participants
  - c. Participant status data (Education, Employment, Living Arrangement)
  - d. Program service activities, assessment, and outcome data
  - e. Discharge information, including status data
  - f. Data specific to mandatory program models
  - g. Applicant agency administrative information; staff information; site information; subcontractor information; and other program plan information as required.
  
- c. *Please note that some records and other information obtained by programs concerning the individuals served under this agreement may be confidential pursuant to state and federal statutes and/or administrative rules and shall be protected from unauthorized disclosure.*

## 5 Performance Measures

At the end of each quarter, successful applicants will submit a periodic performance report (PPR). At the end of the year, successful applicants will submit a cumulative report. In addition to service data and activities, the PPRs will also include the following performance measures:

- a. Percent of the three required program components delivered: street outreach, case management, and victim advocacy services
- b. Percent of individuals served through street outreach that are tracked and reported on PPRs.
- c. Projected vs. Actual individuals engaged/served through street outreach.
- d. Projected vs. Actual individuals served through victim services.
- e. Projected vs. Actual individuals engaged/served through case management.
- f. Projected vs. Actual unduplicated individuals served in the RVPS – all 3 components.
- g. Percent of Police Notifications with a response.
- h. Percent of successful case management referrals.
- i. Percent of individuals with a case plan who complete 50% or more of case plan goals.
- j. Percent of individuals with an employment support case plan goal that are employed or enrolled in an education/training program upon discharge.
- k. Percent of successful victim advocacy referrals
- l. Percent of RPSA Monthly and Emergency Response meetings attended.
- m. Percent of RPSA coordinated Community events that are attended by RVP staff.
- n. Percent of mediations resulting in a positive outcome.
- o. *Percentage of unresolved complex conflicts that receive at least two follow ups during the reporting period.*
- p. Percentage of timely and accurate periodic and final financial Reports submitted.
- q. Percentage of timely and accurate periodic and final performance reports submitted.



## 6 Performance Standards

- a. The three required program components are delivered throughout the grant period. Street Outreach, Case Management & Victim Advocacy. (Acceptable performance: 100% - all three components delivered)
- b. Percent of individuals engaged/served through street outreach that were tracked and reported on PFRs. (Acceptable performance: 100%)
- c. Percent of projected vs. actual individuals engaged/served through street outreach. (Acceptable performance: 80%)
- d. Percent of projected vs. actual individuals served through victim services. (Acceptable performance: 80%)
- e. Percent of projected vs. actual individuals engaged/served through case management. (Acceptable performance: 80%)
- f. Percent of projected vs. actual unduplicated individuals served in the RVPS – all 3 components. (Acceptable performance: 80%)
- g. Percent of agency assigned Police Notifications that were responded to by Street Outreach staff. (Acceptable performance: 90%)
- h. Percent of individuals referred by Outreach Workers or Victim Advocacy to case management services who have a case plan developed. (Acceptable performance: 75%)
- i. Percent of individuals with a case plan who complete 50% or more of case plan goals prior to discharge. (Acceptable performance 65%)
- j. Percent of individuals with an employment support case plan goal that are employed or enrolled in an education/training program upon discharge. (Acceptable performance: 50%)
- k. Percent of individuals referred for victim advocacy services who receive three or more victim services (Acceptable performance: 80%.)
- l. Percent of RPSA Monthly and Emergency Response meetings attended (Acceptable performance: 80% of convened meetings)
- m. Percent of RPSA coordinated Community events that are attended by RVP staff (Acceptable performance: 80% of RPSA coordinated events)
- n. Percent of total mediations resulting in a resolution. (Acceptable performance: 40% of complex mediations resulting in positive outcomes).
- o. Percent of unresolved complex conflicts that receive at least two follow ups during the reporting period (Acceptable performance: 75%)
- p. Percentage of timely and accurate periodic and final financial Reports submitted. (Acceptable performance 80%)
- q. Percentage of timely and accurate periodic and final performance reports submitted. (Acceptable performance 80%)

## 7 Authorizing Statutes

**Statutory Authority:** These programs are authorized by the Reimagine Public Safety Act (RPSA) (430 ILCS 69/35) and implemented by Executive Order 2021-29.



## B Awarding and Funding Information

- 1 This is a competitive funding opportunity.
- 2 The release of this NOFO does not obligate the Illinois Department of Human Services (IDHS) to make an award.
- 3 All applicants must submit an application consistent with all the requirements set forth in this notice by the application due date and time. Refer to **Section C.1: Eligible Applicants** for more information.
- 4 All funding is subject to sufficient appropriations.
- 5 IDHS anticipates funding approximately 80-90 grants to provide this program.
- 6 Anticipated average award amount: \$575,000
- 7 IDHS anticipates making approximately \$46,000,000 available to fund 12-month grant awards under this opportunity. Award amounts will be based on approved budgets. Grants will be issued based on the State Fiscal Year. Grant renewals will be subject to performance, subject to 2 CFR 200 continuation application process, subject to GATA Compliance, and subject to sufficient State/Federal appropriation.
- 8 This award will be funded with a combination of American Rescue Plan Act (ARPA) funds, CFDA#: 21.027 and General Revenue and/or Other State Funds.
- 9 This award does not require an in-kind or financial match.
- 10 This grant does not have limitation on indirect costs. 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. Indirect costs charged to the grant may not exceed the approved rate. Refer to **Section C.6.d. Indirect Cost Requirements & Restrictions** for more information.
- 11 Proposed budgets must be sufficiently detailed and justified to be approved by IDHS. Successful applicants will NOT receive a grant agreement until after their budget has been approved through the Community Service Agreement Tracking System (CSA) system. Refer to [IDHS: CSA Tracking System \(state.il.us\)](https://www.idhs.state.il.us/IDHS-CSA-Tracking-System) for additional instructions for registering and completing budgets in the CSA system.
- 12 For successful applicants under this NOFO, as part of the budget review and approval process, IDHS will work with providers to align budgets with GASC guidelines that include uniform cost per participant requirements for core services provided, including street outreach, case management, and victim services. The cost per participant for the three CVI services required under this NOFO, including street outreach, victim, services, and case management, are \$11,500 per participant.
- 13 The annual project period for this award will be January 1 to December 31.
- 14 Subject to appropriation, the FY25 portion of the grant period will begin no sooner than the grant start date and will continue through 6/30/2025.
- 15 The grant start date is estimated to be 1/1/2025
- 16 Successful applicants under this NOFO will receive an award for 2 quarters of FY25 (January 1, 2025-June 30, 2025, AND an award for the 2 quarters of FY26 (July 1 to December 31, 2025.) This award will span two state fiscal years.
- 17 Successful applicants may be eligible to receive up to two subsequent one-year grant award term renewals for a total of three (3) full 12-month project periods. Renewals are at the discretion of IDHS and are based on performance and sufficient appropriation.
- 18 Subrecipient Agreement(s) and budgets must be pre-approved by IDHS and on file with IDHS. Subrecipients are subject to all provisions of this Agreement. The successful applicant organization shall retain sole responsibility for the performance of the subrecipient.
- 19 Pre-award costs will be allowed under the following conditions:  
The applicant must:
  - a have received and accepted the Notice of State Award (NOSA).
  - b have a current, approved budget in the CSA system for this award.
  - c have submitted any and all requested program plan and budget revisions per the NOSA.
  - d NOT incur pre-award costs prior to the start date of the grant agreement, anticipated to be January 1, 2025.
  - e Refer to 2 CFR 200.209 Pre-award Costs for more information.

## C Eligibility Information and Grant Funding Requirements

### 1 Eligible Applicants

This competitive funding opportunity is limited to applicants that meet the following requirements and are subject to limitations described below:

- a Eligible applicants are limited to those public and private nonprofit community-based organizations subject to 26 U.S.C. 501(c)(3) or 501(c)(4) of the tax code (26 U.S.C. 501(c)(3) or 26 U.S.C. 501(c)(4)).
- b In addition to the above non-profit community-based organizations, eligible applicants are inclusive of units of local government and Level One Trauma Centers/Hospitals.
- c The applicant organization must provide, as **Attachment A1**, documentation that verifies/demonstrates that the applicant organization has a minimum of 2 years' experience providing services to high-risk individuals in the RPSA eligible service area for which the applicant organization is proposing to provide services.
- d The application is proposing to provide all three required Violence Prevention Program services (*Street Outreach, Case Management, Victim Services*) consistent with the requirements of this NOFO.
- e The application proposes to provide services in an eligible service area as identified in Section A3 Eligible Service Area.
- f The applicant agency will not be considered eligible to apply if they are not registered in the GATA Grantee Portal and all GATA prequalification requirements are not met at/on the application due date and time. Further, Applications will not be considered eligible for consideration if the Mandatory Requirements of the Application are not met.
- g Trauma Center/Hospital applicants must provide, as **Attachment A10**, documentation that verifies/demonstrates that the hospital is currently designated as a Level One Trauma Center/Hospital.
  - i. **GATA Registration and Prequalification**
    - a. Eligible applicant entities must be registered and prequalified through the Grant Accountability and Transparency Act (GATA) Grantee Portal, available here: [Illinois GATA Grantee Portal](#).
    - b. Registration and prequalification are required annually. For assistance navigating government application prequalification procedure, refer to [Grant Applicant Pre-Qualification and Pre-Award Requirements \(state.il.us\)](#)
    - c. Applicants must be prequalified; applications from entities that are not prequalified prior to and on the due date of this application will NOT be reviewed and will NOT be considered for funding.
  - ii. **Mandatory Requirements of the Application**

The Mandatory Requirements are essential items that must be met by the application. **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 IDHS to make an award to any applicant that fails to meet all mandatory requirements.

    - a. The applicant organization must provide, as **Attachment A1**, documentation that verifies/demonstrates that the applicant organization has a minimum of 2 years' experience providing services to high-risk individuals in the RPSA eligible service area for which the applicant organization is proposing to provide services.
    - b. The applicant/application must propose to begin providing services in year one within 30 days following the contract start date. The applicant must provide a program Implementation Timeline as **Attachment A5** demonstrating when it will begin to provide services as part of this application.
    - c. The applicant must serve eligible individuals as outlined in **Section A.4.a Target Population**
    - d. The applicant must propose to implement programming and services for all 3 required service components: Street Outreach, Case Management and Victim Services as described in this NOFO.

Organizations must provide at least one of the three required components (street outreach, case management, and victim services) directly and may subcontract the remaining. **Applicant may not subcontract more than two required components.**

Level One Trauma Center/Hospital applicants will apply for hospital-based outreach and not sub-contract for street outreach. These applicants must collaborate with violence prevention service providers and include a Memorandum of Understanding (MOU) as **Attachment A11** that outlines how the agencies will coordinate access to hospital patients and coordination of services.

- e. The applicant must provide a clear statement of commitment to operating with a racial equity lens when providing program services; support activities and when creating or updating policies. The applicant statement of commitment must be included in the Executive Summary section of the application.
- f. **Applications will only be considered for a single eligible service area.** If an applicant is proposing to provide services in more than one RPSA eligible service area, the applicant must submit a separate application for each eligible area.
- g. No applicant will be granted more than one RPSA Violence Prevention Services program grant award under this CSFA number (444-80-3422) for the same eligible RPSA service area. If an application is received to serve more than one eligible service area as defined in **Section A.2. Eligible Service Areas**, DHS staff will make one attempt to contact the applicant via the email addresses provided in the Uniform Grant Application form to determine which eligible service area the applicant would like DHS to consider. Absent a response within seven (5) calendar days or if we get a return/undeliverable email, DHS will make a service area selection on behalf of the applicant.

## **2 System for Award Management (SAM) and Unique Entity Identifier**

- a Each applicant (unless the applicant is an individual or Federal or State awarding agency that is exempt from those requirements under 2 CFR § 25.110(b) or (c), or has an exception approved by the Federal or State awarding agency under 2 CFR § 25.110(d)) is required to:
  - i Be registered in [SAM.gov](https://sam.gov). Per M-21-20, entities can apply for funding without an active SAM.gov registration. However, a state agency cannot award a grant to an entity without an active SAM.gov account.
  - ii Provide a valid unique entity identifier (UEI) in its application; and
  - iii Continue to maintain an active SAM registration with current information at all times during which it has an active Federal, Federal pass-through or State award or an application or plan under consideration by a Federal or State awarding agency.
  - iv The Department may not make an award until applicant has fully complied to all UEI 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 an applicant is not qualified to receive an award and use that determination as a basis to award to another applicant.

## **3 Registration in CSA**

- a The CSA Tracking System is where the Illinois Department of Human Services (IDHS) expects all applicant entities to enter their GATA Budget information. It is also where IDHS staff will review and act on the proposed budget.
- b **Applicants must be registered in the CSA Tracking System to enable the applicant to submit a signed budget in CSA by the application due date. For instructions on registering in CSA, refer to [IDHS: CSA Tracking System \(state.il.us\)](https://www.idhs.gov/csatracking).**

- c When submitting an application, the applicant entity's proposed budget must be entered into the CSA system. The Budget must be electronically signed by the Applicant's Chief Executive Officer and/or Chief Financial Officer. Refer to [IDHS: Process for Adding GATA Budget Signoff Authority \(state.il.us\)](https://www.idhs.gov/IDHS-Process-for-Adding-GATA-Budget-Signoff-Authority). Please be sure the budget status in CSA says "**GATA Budget signed and submitted to program review.**" This status will appear after the budget is electronically signed by the agency CEO or CFO and submitted to IDHS.
- d Successful applicants will NOT be issued an award without a fully approved budget in the CSA System. Furthermore, if the Uniform Grant Budget is not entered, signed, and submitted in the CSA system by the application due date and time, points will be deducted from the Budget Narrative section.
- e It may take several days to complete the registration process so do not wait until the application due date to begin the process. For more information about registering and submitting a budget in the CSA system, refer to [IDHS: CSA Tracking System \(state.il.us\)](https://www.idhs.gov/IDHS-CSA-Tracking-System).
- f **NOTE:** If a grantee does not login the CSA for 114 days, the system will disable their account and the grantee must contact the DoIT helpdesk to reactivate their account (217) 524-3648, (312) 814-3648, 1-866-277-5669 or <https://doit.illinois.gov/support/rap-step1.html>. Once DoIT reactivates their external Illinois.gov account, they will need to change their password to access the CSA. Grantees should reset their password every three (3) months, so their account is not disabled. Passwords can be reset at the following link: <https://cmsapps.illinois.gov/adimprod/Reset/GatherIdentity.aspx>.

#### 4 Pre-Award Requirements

- a All successful applicants are required to complete a risk assessment prior to execution of a grant award. The Internal Controls Questionnaire (ICQ) is one instrument used to assess risk of grantees by identifying an organization's potential weaknesses. The ICQ is accessed through the [Illinois GATA Grantee Portal](https://www.idhs.gov/IDHS-GATA-Grantee-Portal). The Department may NOT issue a Notice of Award or a Grant Agreement to any applicant that does not have a submitted and approved FY25 ICQ. While these are NOT required prior to submitting the application, they are required prior to the Department issuing an award.
- b Applicants that have not completed an FY25 ICQ at the time of application will be contacted by the Department to complete these pre-award requirements. Applicants are strongly encouraged to submit the ICQ **prior** to the application due date.
- c These grantee pre-award requirements are mandated by Federal Uniform Guidance (2 CFR 200) and the Grant Accountability and Transparency Act (GATA). Grantees must complete these requirements prior to receiving a grant award from the State of Illinois.

#### 5 Cost Sharing or Match Requirements

Providers 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 Fund 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. 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**

- i 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 IDHS:
  - (a) 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)
  - (b) Capital expenditures for general purpose equipment, including any vehicle regardless of cost, buildings, and land (2 CFR 200.439)
  - (c) Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life (2 CFR 200.439)
  - (d) 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)
  - (e) Deposits for items, services, or space
  - (f) Out of State Travel

**c Limitation of Use**

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: [SALARY TABLE 2024-ES](#).

**d Indirect Cost Requirements and Restrictions**

- i This grant does not have limitations on indirect costs.
- ii All grantees receiving awards from Illinois grant making agencies must enter State of Illinois Centralized Indirect Cost Rate Negotiation System (powered by the Crowe Review & Monitoring Platform (CRMP) via the [Illinois GATA Grantee Portal](#) to substantiate its organizations’ election regarding indirect cost reimbursement.
- iii Grantees that wish to negotiate a rate with the State of Illinois will start their election process in the Grantee Portal and the case will then be sent to CARS to begin negotiation. View the [CRMP User Manual](#) for additional information.
- iv Grantees are expected to complete the indirect cost rate proposal process every fiscal year, based upon Grantee fiscal year-end (not State of Illinois fiscal year-end).

**e 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.

f **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 2 CFR 200 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 subaward:

- i That the grantee agency, prior to making a subaward 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);
- ii 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;
- iii 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 §200.206 awarding agency review of risk posed by applicants.

**7 Post Award Requirements of Applicant**

- a **Program Services:** Applicants agree to provide program services as described throughout this Funding Notice, and the CSA agreement.
- b **Start Date:** The selected provider must be in a position to begin providing services within 30 days following the contract start date.
- c **Technology:** Organizations awarded funds through this funding notice must have a computer that meets the following minimum specifications for the purpose of utilizing any required IDHS web-based reporting system and the receipt/submission of electronic program and fiscal information:
  - i Internet access, preferably high-speed
  - ii Email Capability
  - iii Microsoft Excel
  - iv Microsoft Word
  - v Adobe Reader

The purchase of this technology would be an allowable expenditure under the grant and may be budgeted for as part of this application.

- d **Collaboration with local Family and Community Resource Centers (FCRCs):** Providers will maintain a collaborative working relationship with the local IDHS FCRCs. This will include outreach to FCRCs to develop awareness of this program, recruit potential participants, and participating in local FCRCs' service provider meetings as requested.
- e **Site Visits**

The applicant agrees to participate in site visits as requested by the Department or any designated individual/entity acting on behalf of the Department or the OFVP and agrees that program and collaborating partners may attend such site visits.

f **Presentations**

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

- g **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.

h **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.

i **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.

j **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.*).



## D Application and Submission Information

### 1 Address to Request Application Package

- a This Notice of Funding Opportunity is available through the [Illinois Catalog of State Financial Assistance](#) and [IDHS: Family & Community Services Grants - FY 2025 \(state.il.us\)](#).
- b Additional copies of the NOFO may be obtained by contacting the Department at the email address below.  
Email Address: [DHS.ViolencePreventionServices@illinois.gov](mailto:DHS.ViolencePreventionServices@illinois.gov)  
Subject Line: RPSA 25-444-80-3422 Request
- c 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.

### 2 Content and Form of Application Submission

**IMPORTANT:** If an applicant is proposing to provide services in more than one RPSA eligible service area, the applicant must submit a separate application for each eligible area.

**The program (proposal) narrative makes up the bulk of your application. Please provide a complete response to the following sections. If the program narrative is missing from your application packet, your application may receive a score of zero points and your agency will not meet the criteria to receive a grant under this notice of funding opportunity.**

#### **Program (proposal) Narrative Content**

Applicants must submit a plan (proposal narrative) that covers a grant term (project period) from 1/1/25 to 12/31/25 (12 months). Grant awards will be issued based on the State Fiscal Year and will be subject to available funding and performance, subject to 2 CFR 200 continuation application process, subject to GATA Compliance, and subject to sufficient State/Federal appropriation.

Applicants must submit a plan that contains the information outlined below. Each section must begin on a new page and have a heading that corresponds to the headings listed below after each section number. The total application may not exceed 20 pages, single-spaced. The Uniform Application for State Grant Assistance, Executive Summary, Program Narrative attachments, letters of intent and Uniform Budget are not included in the page limitation. 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. If a cross-reference is not included in the section, the reviewer will only consider content contained within that specific section. The narrative portion must follow the page maximums where prescribed and must be organized in the format outlined below.

If an applicant receives an award through this NOFO the proposal will become the local program plan and budget unless revisions are required. The application/plan will be the basis for monitoring compliance by DHS.



**Failure to provide an application in the format detailed throughout this section will result in the loss of points.**

**a Executive Summary: (5 points) (Not included in the page limits)**

The Executive Summary will serve multiple purposes. First, as a scored portion of this application and secondly, for successful applicants it will serve as a stand-alone document that may be shared with various state-level stakeholders and others requesting a brief overview of each funded project. Therefore, applicants should be concise and direct in their description.

Applicants must complete the Executive Summary (**appendix**) and include it at the beginning of your program narrative. Applicants do NOT have to complete a separate Executive Summary, only the Executive Summary appendix. Each of the following items must be answered/responded to on the Executive Summary form.

- i List the name, address, FEIN, and website (if any) of applicant entity.
- ii List name, phone number, and email address for the organization's authorized representative and for the contact person for this application
- iii The applicant organization must provide, as **Attachment A1**, documentation that verifies/demonstrates that the applicant organization has a minimum of 2 years' experience providing services to high-risk individuals in the RPSA eligible service area for which the applicant organization is proposing to provide services.
- iv If the Applicant entity is a Level One Trauma Center/Hospital, applicants must provide, as **Attachment A10**, documentation that verifies/demonstrates that the hospital is currently designated as a Level One Trauma Center/Hospital.
- v Indicate the Applicant entity's desire to have their unfunded IDHS/OFVP application shared with other GASC partners for consideration under future funding opportunities.

*NOTE: The application must meet the DHS eligibility and mandatory requirements AND receive a Merit-Based Review score of 80 or above. Additionally, the applicant/application must meet the GASC partner agency requirements.*

- vi Indicate funding amount requested for FY 25 portion of grant term (1/1/25 – 6/30/25).
- vii Indicate funding amount requested for FY 26 portion of the grant term (7/1/25 – 12/31/25).
- viii Indicate total 12-month funding requested under this proposal (*This will be the total of the FY25 and FY26 portions of the 12-month grant term*).
- ix Indicate if the budgets are entered into CSA and submitted for program review.
- x Indicate in which eligible geographic service area the applicant is proposing to provide violence prevention services under this application. **Applications will only be considered for a single eligible service area.**
- xi Indicate the site location(s) where violence prevention services will be performed for this community; Indicate if the location is a sub-recipient location.
- xii Provide a **brief** description of the Violence Prevention Services your organization has provided in the past or is currently providing. Include outcomes/achievements of these services.
- xiii Identify other community organizations you have collaborated with in the service area for which you are applying. Include length of the collaboration, purpose and achievements.
- xiv Provide a brief overall description of the program and services your organization intends to provide under this award. Separate the description by program component (street/hospital outreach, victim services, case management) Include anticipated start dates and anticipated outcomes.
- xv Indicate the projected number of individuals to be served by program component (street outreach, victim services, case management). Indicate if service component is being provided directly or by a sub-grant. *Note: these will likely include duplicated numbers as participants may receive services under each component.*

- xvi Indicate the total unduplicated number of individuals projected to be served by this program, broken down by race, ethnicity, age and gender.
- xvii Indicate if your organization (or any sub-recipients) intends to provide behavioral health services under this grant. If yes, please attach documentation as Attachment A12 to demonstrate your current Medicaid status. Indicate which State Agency is certifying. If no steps, indicate if your agency intends to become certified on or before 7/1/26 or if your agency intends to discontinue behavioral health services at that time.
- xviii Provide the following statements of assurances (a-c) and descriptions (d-e) of the following mandatory requirements listed in **Section C. Eligible Applicants**:
  - (a) The applicant must propose to begin providing services in year one within 30 days following the contract start date. The applicant must provide a program Implementation Timeline as **Attachment A5** demonstrating when it will begin to provide services as part of this application.
  - (b) The applicant must provide a clear statement of agreement to include a position (or partial position) for each of the three required components and that the staffing will cover shooting responses 24/7.
  - (c) The applicant must provide a clear statement of commitment to operating with a racial equity lens when providing program services; support activities and when creating or updating policies. The applicant statement of commitment must be included in the Executive Summary section of the application.
  - (d) The applicant must provide a clear statement indicating the understanding that only eligible individuals as outlined in **Section A.4.a Target Population** may be served under this grant.
- xix Provide a statement indicating agreement to comply with organization's Training and Technical Assistance plan outlined in **Section A.4.p. Training and Technical Assistance**.

**b Capacity – Agency Qualifications/Organizational Capacity: (35 points)**

The purpose of this section is for the applicant to present an accurate picture of their ability to implement this program as outlined in this NOFO. The applicant must demonstrate evidence of linguistic and cultural competence throughout. Information in this section should include, but not necessarily be limited to, the following:

**i Overview:**

- (a) Give a brief overview of the applicant entity, outlining its primary programs and services offered. Describe how the existing or proposed council's mission statement and goals align with the purpose of this funding opportunity.
- (b) The applicant organization must provide, as **Attachment A1**, documentation that verifies/demonstrates that the applicant organization has a minimum of 2 years' experience providing services to high-risk individuals in the RPSA eligible service area for which the applicant organization is proposing to provide services. Identify the and describe the documentation provided in Attachment A1 that demonstrates your organization meets this requirement.
- (c) Describe the applicant's physical presence in the community for which they are proposing to provide services; include the address(es) of physical locations; indicate how long the applicant has been in each location; briefly describe the services currently provided at the location(s), indicate if each location is for administration or direct services or both.

**ii Experience:**

- (a) Describe the applicant entity's experience providing the required services and programming listed in **Section A.4 Required Services and Programming**.
- (b) Describe relevant major accomplishments and outcomes of those efforts.
- (c) Describe your experience providing general violence prevention services to communities at risk and specifically the eligible community that the organization serves or served. List the number of years

of providing services, types of activities undertaken, successes and challenges, etc. Indicate where these services were provided.

- (d) Indicate if your agency is Medicaid certified or plans to become certified. Please provide details regarding length of current certification or provide details of your plan to become certified. If your agency does not plan to seek Medicaid certification, please describe what is behind this decision. If certification has been obtained, attach as **Attachment A12**.
- (e) Describe major accomplishments of coordinating events and service linkages with Convener/VPCC and other RPSA grantees.
- (f) Describe the applicant agency's experience working with the highest risk individuals as outlined in **Section A.4.a. Target Population**.
- (g) Describe the applicant's experience managing state and/or federal grants.

### iii **Fiscal Capacity:**

*This section will be scored based on the thoroughness of the responses and on the level of capacity. This section will also gauge the level of financial technical assistance that may be needed to support the applicant.*

#### (a) Organization:

- Describe your agency accounting policies and systems/software used. Can your system track expenses by program area?
- Describe your agency's experience creating budgets, applying cost allocation principles, etc.
- What is the amount of your organization's overall budget? *Overall budget includes all programs, administration, etc; include this grant request/amount.*
- Describe your agency timekeeping system. Can your system track staff time by grant program?

#### (b) Program specific:

- What is your budget *for this program*? If you anticipate additional sources of funding for this program besides this grant request/amount, please provide the sources/amounts.
- Identify staff who will be responsible for completing and submitting financial reports to IDHS. Describe staff member's experience and/or credentials, if applicable. If your organization is contracting with an entity to manage fiscal responsibilities for this grant, provide name of the entity. Please explain your internal controls to ensure separation of duties related to approving invoices, accounting entries and payment authorizations for expenditures.

- (c) Reminder to submit the fiscal Internal Controls Questionnaire (ICQ). The Department may NOT issue a Notice of Award or a Grant Agreement to any applicant that does not have a submitted and approved FY 25 ICQ. The ICQ can be accessed through the [Illinois GATA Grantee Portal](#). The completed ICQ will not impact your application score. Applicant is strongly encouraged to submit the ICQ prior to the application due date.

### iv **Agency Readiness:**

Provide a description of the applicant agency's readiness for service provision commencing within 30 days of the contract start date, taking note of the following:

- (a) **Staffing:** Describe the applicant agency's plan for staffing to carry out and execute this program.
  - (i) Complete the **Program Contact Information Form** (available as an Appendix) and include it as **Attachment A2**.
  - (ii) Include an organizational chart of the applicant organization, showing where the program and its staff will be placed. If subcontractors will be used, include the relationship with those organizations in the chart. Please include this as **Attachment A3: Organizational Chart**.
  - (iii) Submit job descriptions and resume for all positions to be funded by this grant as **Attachment A4: Job Descriptions/Resumes**. Indicate whether these positions will be full-time or part-time

and if the staff are current employees or will be new hires.

(iv) Include the anticipated timeline for staff to be hired. Please include this in the Attachment 5: Timeline

(b) **Physical Space:** Discuss the applicant agency's readiness in terms of the physical space where program activities will be carried out.

v **Training**

(a) Describe the applicants staff training plan to ensure their ongoing ability to successfully perform the duties of their position as outlined in **Section A.4.m. Program Staff and Volunteers.**

(b) Describe the anticipated training and technical assistance requests from IDHS-approved training, technical assistance, and support (TTAS) as outlined in **Section A.4.p. Training and Technical Assistance.**

vi **Collaboration**

Describe the applicant agency's experience engaging the community and developing partnerships/relationships with community leaders, schools, law enforcement, residents, and other stakeholders within the intended community area the agency is proposing to serve. In the description identify the stakeholder groups that the applicant agency has worked with and in what capacity. Indicate if these partnerships/relationships are current.

(a) Describe how program will develop, maintain, and leverage strong relationships with community residents, other RPSA providers and members of the Convener/VPCC, to support local violence reduction strategies. Describe how the organization will engage in the RPSA Convener/VPCC coordinated community events and community safety planning.

(b) Provide a description of established or proposed linkages with other resources within your community, and how your program will collaborate with those entities to provide services.

(c) Describe any exiting agreements between your agency and local law enforcement.

vii **Trauma-Informed Status:**

Applicants must demonstrate an ongoing commitment to develop trauma informed capacity. Please describe current and planned capacity building activities designed to obtain or maintain Trauma Informed status.

viii **Subrecipients:** If the applicant plans to use a Subrecipient to deliver services related to this program, describe your policy(ies) around selecting, monitoring and evaluating subrecipients. If you do not have existing policies, indicate how and when the policies will be created. Refer to **Section D.2.j** for a list of Subrecipient attachments that must be included with this application.

c **Need - Description of Need: (10 points)**

The purpose of this section is to provide a clear and accurate picture of the need for proposed services within the targeted community and how the applicant will address these needs. It is necessary for the applicant to demonstrate that it has a thorough knowledge and understanding of the needs of the high-risk individuals impacted by violence.

i Provide evidence that the applicant understands the needs of the proposed community as it relates to addressing and responding to highest-risk individuals needs within their community. Reference research, studies, assessments, surveys etc. that were conducted and/or analyzed to assess community need as effected by firearm violence.

ii Level One Trauma Center/Hospital applicants must include data and an analysis outlining current trends regarding firearm victim patients and the communities that they return to. These data should justify the applicants' projected numbers to be served.

- iii Provide evidence that the applicant has thorough knowledge and understanding of the needs of highest-risk individuals and families impacted by firearm violence **in the proposed community**.
- iv Describe how the proposed services meet the identified needs of highest risk individuals and families impacted by firearm violence.
- v Describe how the provision of violence prevention services will help to mitigate the negative effects of COVID and firearm violence on the community. Describe how these services will assist populations and communities disproportionately impacted by COVID and firearm violence.

**d Equity and Racial Justice: (10 points)**

The purpose of this section is for the applicant to demonstrate understanding of the history and impact of racism and inequity on communities most impacted by firearm violence and to describe the organization's response to address racial inequity. The applicant should provide a clear picture of its work to counteract systemic racism and inequity and to prioritize and maximize diversity and equity throughout its service provision process.

- i Describe the applicant's commitment and actions to address equity and racial justice. Examples of commitment and activities may include but are not limited to, having leadership (board and/or executive staff) that is reflective of the community/population being served; having (or an intention to have) a Diversity, Equity, and Inclusion (DEI)/equity and racial justice plan that outlines how the organization ensures equity in access to its supports/services as well as equity in outcomes; having a plan to identify and address implicit bias in all areas of the organization, including programming; having (or an intention to have) an equity and racial justice training plan.
- ii If no equity and racial justice efforts are currently being practiced, describe the applicant's plan to implement those efforts, including a timeline of activities.
- iii Identify and describe some of the potential root causes of firearm violence within the targeted communities; address and/or include how historical factors have contributed to the conditions of the communities as appropriate. Include recommendations on how to address firearm violence and make the local community safer.
- iv Describe how the applicant will use an equity lens when creating and implementing programming. An equity lens is a process that analyzes the impact of policies and practices on marginalized communities to inform and ensure equitable outcomes. Include applicant organization's written commitment to advancing equity and racial justice. If one is not yet written, please detail when and how such a statement will be institutionalized.
- v Describe how the applicant will intentionally and deliberately analyze the delivery and/or impact of the program on underserved and marginalized groups (including communities of color, people with disabilities, gender nonconforming people, etc.)
- vi Include demographic information of program staff and agency leadership (board and/or executive staff) and discuss if these demographics match the designated community(ies).

**e Quality - Description of Program Design and Services: (30 points)**

The purpose of this section(s) is for the applicant to provide a comprehensive, clear, and accurate picture of its intended program design and services. The applicant must demonstrate evidence of linguistic and cultural competence throughout.

- i **Target Population:** Describe the intended target population.
  - (a) Indicate the target and priority populations to be served as described in this NOFO.
  - (b) Indicate the number of individuals to be served by age, race & ethnicity.
  - (c) Describe how and why was this population chosen for this programming.
  - (d) Describe how this population will be recruited to participate in this program and how the applicant will reduce barriers to program participation.

- (e) Describe the eligibility criteria to be imposed for service population planned, understanding that participants must meet at least one criterion listed in **Section A.4.a. Target Population**.
- ii **Street Outreach:** All applicants should refer to Section A.4.b. Program Design for details. Level One Trauma Center/Hospital applicants are not required to implement Section A.4.b.ii Reclaiming public spaces.
  - (a) Describe the proposed outreach services and the specific engagement strategy.
  - (b) Describe the outreach staffing plan, schedule and daily activities.
  - (c) Discuss outreach locations and discuss how these locations are identified.
  - (d) Describe how mediations are conducted.
  - (e) Discuss how outreach activities are tracked.
  - (f) Describe how the outreach workers will be trained, supervised and supported.
  - (g) Describe how outreach workers will be identified, recruited and hired.
  - (h) Discuss how career plans are developed/identified and monitored for street outreach workers, if applicable.
  - (i) Describe how outreach staff will collaborate and coordinate outreach with other street outreach violence prevention organizations.
- iii **Case Management:** See **Section A.4.b. Program Design** for details.
  - (a) Describe the proposed case management services.
  - (b) Describe the case management staffing plan and job duties.
  - (c) Describe the assessment and case plan tools utilized.
  - (d) Indicate and describe the database software used to track participants and services.
  - (e) Describe how the case managers will be trained, supervised and supported.
  - (f) Describe how case management staff will collaborate and coordinate outreach with other street outreach violence prevention organizations.
- iv **Victim Services:** See **Section A.4.b. Program Design** for details.
  - (a) Describe the proposed victim services.
  - (b) Describe the victim service staffing plan and job duties.
  - (c) Describe the assessment and case plan tools utilized.
  - (d) Indicate and describe the database software used to track participants and services.
  - (e) Describe how the victim service staff will be trained, supervised and supported.
  - (f) Describe how victim service staff will collaborate and coordinate outreach with other street outreach violence prevention organizations.
- v **Additional Program Requirements:**
  - (a) Describe how participant cases will be discussed. In addition, include frequency and staff positions in attendance.
- vi **Program Impact:** Describe how the proposed violence prevention program will impact and address firearm violence.
  - (a) Describe how the program design and activities directly correlate to the needs identified in the previous section.
  - (b) Describe the intended impact on participants who receive:
    - (i) street outreach
    - (ii) case management
    - (iii) victim services.

- vii **Transportation:** Describe whether transportation will be provided to participating individuals with program funds and under what circumstances.
- viii **Trauma Informed:** Describe how programming is infused with trauma-informed principles as outlined in **Section A.4.e. Trauma Informed Principles.**
- ix **Implementation Timeline:** Applicants will submit an Implementation Timeline as Attachment A5, which will include program milestones, hiring staff, training, start dates, etc. For each deliverable:
  - (a) Indicate the staff who will be responsible to ensure each deliverable is completed.
  - (b) Indicate the anticipated hiring dates.
  - (c) The estimated time per week spent on each deliverable.
  - (d) For each deliverable, record implementation dates, dates deliverables will be accomplished, etc.
  - (e) The timeline should cover the entire program period, beginning January 1, 2025, through December 31, 2025. (12 months)
- x **Subrecipients:** If the applicant plans to use a Subrecipient to deliver services related to this program,
  - (a) describe the role and responsibilities of the sub-contractor.
  - (b) describe how the applicant agency will monitor and evaluate the Subrecipient.
  - (c) Refer to **Section D.2.j** for a list of Subrecipient attachments that must be included with this application.

f **Budget Narrative: (10 points)**

Budget Narrative: All program narratives must include a Budget Narrative for the grant period January 1, 2025, to December 31, 2025, **in addition to** the Budgets entered in CSA.

In this section of the program (proposal) narrative, provide a detailed Budget Narrative of the items allocated within your proposed budget. 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. If you plan to use additional state or federal funds, or other funds to support the program, please also describe how these additional funds will be utilized to implement the program.

- g **Budget:** Applicants must enter their budget(s) into CSA. (Refer to **Section D.2.g.viii** below if your organization is submitting applications for more than one service area.)

The budgets for the full grant term (project period) must be submitted electronically in the CSA system ([Refer to IDHS: CSA Tracking System \(state.il.us\)](https://state.il.us)). This will require 2 (two) separate budgets be entered into the CSA system. The first will be for the portion of the grant term that falls within state fiscal year 2025 (1/1/25 to 6/30/25) and the 2nd will be for the period of the grant term that falls within the state fiscal year 2026 (7/1/25 to 12/31/25). Both budgets must be entered into the CSA system as part of this application. They will combine to total the full 12-month grant term. This is the total amount being requested under this application.

The Budgets entered into the CSA system will include a 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 description must also clearly identify indirect costs, direct program costs, direct administrative costs, and match within each line item as appropriate. The Budgets (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.

- i The budgets must tie fiscal activity to program objectives and deliverables and demonstrate that all proposed costs are:
  - Reasonable and necessary
  - Allocable,
  - Allowable as defined by program regulatory requirements and the Uniform Guidance (2 CFR 200), as applicable.
  
- ii Submission in CSA:
  - (a) Refer to **Section C.3 Registration in CSA** and to [Microsoft Word - GATA Budget Manual-5-16-24.docx \(illinois.gov\)](#) for more information and detailed instructions.
  - (b) Grantees must follow CSA category instructions (providing their allocation, calculation process for all costs). This includes but is not limited to travel policy, occupancy allocation calculations, technology allocation calculations, etc.
  - (c) For any employee for whom 100% of their salary is NOT being charged to the grant, include a description of the allocation processes used by the grantee to ensure the time spent on grant activities are allocable and reasonable. Grantees should demonstrate their time reporting methodology. *This is absolutely required when executive staff is in a budget.* If an organization does not time keep and/or have a time allocation process in place that can be shared, the executive staff salary cannot be charged as a direct cost. In this circumstance, executive staff salary would be included as part of the organization's indirect cost allocation.
  - (d) Important: The "State of Illinois Awarding Agency and Project Detail Description" field **must** be filled out.

Remember to include the community/community area for which you are applying. For this program enter the following:

*"The IDHS-Office of Firearm Violence Prevention (OFVP) is funding violence prevention organizations in specific community areas across Illinois that will provide street outreach, case management and victim services to individuals who are the highest risk of becoming victims or perpetrators of firearm violence. This program will be offered in the community/community area of [enter your proposed community here]."*
  - (e) Budget requests must be for a whole dollar amount. If your budget calculations do not equal a whole dollar, please use the "Certify Budget Rounding feature" in CSA. For successful applicants, budgets that are not for a whole dollar amount will be returned for correction.
  - (f) The Budget must be electronically signed and submitted in the CSA system. The Budget must be signed by the Provider's Chief Executive Officer and/or Chief Financial Officer. Refer to [IDHS: Process for Adding GATA Budget Signoff Authority \(state.il.us\)](#). Please be sure the budget status in CSA says **"GATA Budget signed and submitted to program review."** This status will appear after the budget is electronically signed by the agency CEO or CFO and submitted to IDHS. If the Uniform Grant Budget is not entered, signed, and submitted in the CSA system by the application due date and time, points will be deducted from the Budget Narrative section of the application.
  
- iii PDF copies of the budgets should be included in the application as **Attachment A6: Applicant FY25 6-month Uniform Grant Budget and Attachment A6a: Applicant FY26 6-month Uniform Grant Budget.** These should be printed from the CSA system.
  
- iv Successful applicants will NOT receive a grant agreement until their budget(s) have been submitted and approved through the CSA system.

As described under Section B *Awarding and Funding Information*, IDHS will work with providers as part



of the budget review and approval process, to align budgets with the GASC average cost per youth of \$11,500 that includes cost per participant for core services provided, including street outreach, case management, and victim services.

- v If indirect costs are included in the budget, the applicant must submit a copy of their organization's approved NICRA as **Attachment A7: Applicant NICRA**
- vi The applicant must submit Federal [Form W-9 \(Rev. March 2024\) \(irs.gov\)](https://www.irs.gov) as **Attachment A8: Applicant W-9**
- vii Subrecipients
  - (a) If you plan to use subrecipients, indicate amount of funds to be provided to the subrecipients; include a budget narrative describing how subrecipient will use funds.
  - (b) Subrecipient budgets must be pre-approved, and therefore must be submitted with this application. Subrecipient budgets should NOT be submitted in the CSA system. Instead, Subrecipient budgets should be completed using a PDF form of the [IDHS: Uniform Grant Budget Template \(state.il.us\)](https://www.idhs.gov). This PDF template should **only** be used for Subrecipient budgets.
  - (c) Only one Subrecipient budget is required per subrecipient. It should cover the full 12-month project period (January 1-December 31.)
  - (d) Refer to **Section D.2.j** for a list of additional Subrecipient attachments that must be included with this application.
- viii For applicants submitting more than one application under this NOFO to serve separate eligible community areas, a separate set of CSA budgets must be entered for each separate community area application. In the Narrative section on the summary page of each CSA budget please identify the eligible service area for which each budget is intended.

#### h **Other Mandatory Forms**

- i FY25 RVPS Uniform Application for State Grant Assistance

The **Uniform Application for State Grant Assistance** is a three-page document used to formalize organization's request to apply for funding. The document requires the signature and email address of the organization's authorized representative. This email address will be used for official communication between the Department and the applicant organization for matters regarding this application. The **Uniform Application for State Grant Assistance** is available as a link and must be included at the beginning of this application.

- ii **Grantee Conflict of Interest Disclosure**

The [Grantee Conflict of Interest Disclosure.pdf](#) form must be completed, signed, and submitted with your grant application materials as **Attachment A9**. If no actual or potential conflicts exist, the applicant should indicate "no conflicts." For conflicts that arise after application submission, submit this form to your designated grant program point of contact within 7 calendar days after the conflict has been identified. *Refer to* the Disclosure form for examples of potential conflicts.

Grantee must ensure that all subrecipients also complete and sign the [Grantee Conflict of Interest Disclosure.pdf](#). Include the **Subrecipient's Grantee Conflict of Disclosure** as **Attachment S6**.

**i Attachments to Your Application Narrative (Not included in page limits)**

Although this section is not scored individually, points will be deducted in the above sections if these items are not included as directed. The attachments should be labeled accordingly. If any attachments are not applicable, a page labeled with the attachment number should be submitted and should include a statement explaining why the attachment was not applicable.

**j Order of Application**

The order of Sections and Attachments may also be found on **RVPS NOFO Checklist (available as an appendix)**

ALL Applications MUST include the following sections and mandatory forms/attachments in the order identified below.

**i FY25 RVPS Uniform Application for State Grant Assistance**

**ii Program Narrative**

**(a) Executive Summary (appendix)**

**(b) Capacity - Agency Qualifications/Organizational Capacity**

**(c) Need - Description of Need**

**(d) Equity and Racial Justice**

**(e) Quality - Description of Program Design and Services**

**(f) Budget Narrative (Narrative should cover the entire 12-month grant award period, 1/1/25 to 12/31/25)**

**(g) Attachments to Your Application**

**(i) Administrative Attachments**

- Attachment A1 Minimum Experience Documentation
- Attachment A2 Program Contact Information (**available as an appendix**)
- Attachment A3 Organizational Chart
- Attachment A4 Job Description(s)/Resume(s)
- Attachment A5 Implementation Timeline
- Attachment A6 Applicant FY25 6-month Uniform Grant Budget (**printed from CSA**)
- Attachment A6a Applicant FY26 6-month Uniform Grant Budget (**printed from CSA**)
- Attachment A7 Applicant NICRA (if applicable)
- Attachment A8 Applicant Federal [Form W-9 \(Rev. March 2024\) \(irs.gov\)](#)
- Attachment A9 [Grantee Conflict of Interest Disclosure.pdf](#)
- Attachment A10 Level One Trauma Center/Hospital – Current status verification
- Attachment A11 Level One Trauma Center/Hospital - Memorandum of Understanding with violence prevention organization(s)
- Attachment A12 Medicaid Certification, if applicable

**(ii) Sub recipient Attachments (If subrecipients will be used, include the following Attachments for each subrecipient)**

- Attachment S1 Program Contact Information (**available as an appendix**)
- Attachment S2 Subrecipient 12-month Budget (Use the [IDHS: Uniform Grant Budget Template](#); do not enter subrecipient budget into CSA )
- Attachment S3 Subrecipient Agreement (This is an applicant-generated form)
- Attachment S4 Subrecipient Organization Federal [Form W-9 \(Rev. March 2024\) \(irs.gov\)](#)
- Attachment S5 Subrecipient Organization approved NICRA (if applicable)
- Attachment S6 Subrecipient [Grantee Conflict of Interest Disclosure.pdf](#)

### 3 Application Submission Dates and Times

- a Applicants must electronically submit the complete application including all required narratives and attachments in the prescribed order, with the signed FY25 RVPS Uniform Application for State Grant Assistance on top.
- b Applications must be sent electronically to [DHS.Violencepreventionservices@illinois.gov](mailto:DHS.Violencepreventionservices@illinois.gov) and received no later than **12:00 p.m. (noon) on Friday, 12/4/2024**.

The application will be electronically time-stamped upon receipt. IDHS will ONLY accept applications submitted by electronic mail sent to [DHS.Violencepreventionservices@illinois.gov](mailto:DHS.Violencepreventionservices@illinois.gov). Include the following in the subject line: [Applicant Organization Name] RYDS 444-80-3422.

Application submissions or delivery to any other email address or contact, including other IDHS offices or employees, will not be considered for review or funding. **Applications will NOT be accepted if received by fax machine, hard copy, disk, link, or thumb drive.**

**THE ELECTRONIC COPY MUST BE A COMPLETE SINGLE PDF FILE.** If the applicant needs assistance creating a single PDF file, please reach out to contact person listed in this NOFO.

- c Applicants will receive a receipt confirmation email within 48 hours of receipt notifying them that their application was received and the date and time it was received. This email will be sent to the email addresses provided in the application. This receipt confirmation email is solely confirmation that the application has been received by IDHS; it is **not** a confirmation of the applicant's eligibility; prequalification, etc. **Refer to Section C. Eligibility Information and Grant Funding Requirements**, for more information on the applicant's eligibility.

Applicants are required to notify IDHS by 12:00 PM on Monday, 12/9/2024 if they did NOT receive an email notifying them that their application was received. If the applicant does not receive an email and/or does not notify IDHS by 12/9/2024 at 12:00 PM, 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 IDHS after Monday, 12/9/2024 at 12:00 PM. **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.**

IDHS reserves the right to establish and apply a brief submission grace period in the event it is determined to be warranted based on circumstances and is consistently applied.

**Applications received after the established due date and time will not be considered for review or funding.** All applicants/applications determined to be non-compliant or otherwise determined to be disqualified from consideration will be separately notified in writing, by email, upon determination. This email will be sent to the email addresses provided in the application and will identify the reason for disqualification.

- d 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.**

**IMPORTANT:** It is **strongly** recommended that the applicant not wait until the last minute to submit an application in case they experience technical difficulties with the submission process. Applicants should keep copies of all documentation that that may prove their application was submitted to the correct location

and that it was **received** by IDHS on or before the deadline. Applicants should also maintain all electronic documentation, including screen shots, mail correspondence, help desk ticket numbers, etc. that would document any unforeseen difficulties the applicant may have encountered regarding the timely submission of the application.

#### **4 Other Submission Requirements**

Applicants must electronically submit the complete application including all required narratives and attachments in the prescribed order and in a single PDF file or a compressed (zip) file to [DHS.violencepreventionservices@Illinois.gov](mailto:DHS.violencepreventionservices@Illinois.gov) Include Subject Line “RVPS 25-444-80-3422 Applicant agency acronym” **If the applicant needs assistance creating a single PDF file, please reach out to contact person listed in this NOFO.**

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 **Section D.2. Content and Form of Application Submission**. Items included as attachments are NOT included in the page limitations.

Applications will ONLY be accepted as described herein. **Faxed copies, hard copies, links to separate electronic files, etc. will not be accepted.** The Department is under no obligation to review applications that do not comply with the above requirements.

#### **5 Unique Entity Identifiers (SAM Registration)**

Refer to **Section C. Eligibility Information and Grant Funding Requirements** for information on required registration. Also refer to [SAM.gov](http://SAM.gov)

#### **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**.

## E Application Review Information

All eligible competitive grant applications are subject to merit-based review.

### 1 Eligibility Review

- a Program Staff will conduct an initial eligibility review to determine if an application meets the eligibility requirements published in this Notice and will advance to the merit-based the review process.

An application is compliant if the applicant:

- i is an eligible organization as defined in ***Section C. Eligibility Information and Grant Funding Requirements.***
- ii has met the mandatory requirements.
- iii is GATA prequalified,
- iv meets the Application Submission requirements as described in ***Section D3 Application Submission Dates and Times.***

Reviewing for eligibility is intended to ensure that only those applications that are eligible for award are advanced to the merit-based review. However, determinations of eligibility can take place at any point during the application review and selection process. Applicants that are determined to be ineligible will not receive an award.

All applicants / applications determined to be non-compliant or otherwise determined to be disqualified from consideration will be notified in writing, by email, upon determination. This email will be sent to the email addresses provided in the application and will identify the reason for disqualification.

### 2 Review and Selection Process

#### a Merit-Based Review

- i The Merit Based Review will be conducted by a review team comprised of three or more internal and/or external reviewers. Internal reviewers are individuals employed by the Department, contractual staff or individuals working as interns from an Illinois academic institution. External reviewers are those individuals not employed by the Department, who have volunteered to review applications, have subject matter expertise and/or grant reviewing experience and have been screened for any potential conflict of interest with their assigned applications.
- ii The review teams will be provided with a Merit Based Review Committee Member Orientation Session.
- iii After the orientation session, applications will be reviewed and scored individually. The Review Team scores will be compiled and averaged on a Merit Based Review Summary Score Sheet.
- iv The Bureau Chief or designee will conduct a quality assurance review which must include the following:
  - (a) Initial review of the summary score sheet to identify scoring discrepancies,
  - (b) Assess whether reviewers properly applied Merit Based Review steps as instructed,
  - (c) Identify any obvious infractions of committee members' independence in the review process.
  - (d) Assess whether reviewers properly completed all section of the MBR Scoring Sheet. Reviewer score sheets may be returned to the reviewer to improve legibility and completeness of comments,
  - (e) Determine whether all facets of the review and scoring process were adhered to and consistently applied by reviewers.

- v After individual scores have been completed, a post-merit-based review committee meeting will be held. The review committee meeting is required for all competitive merit-based reviews and will be facilitated by the Bureau Chief or designee. The following apply:
  - (a) Each review team assigned application will be discussed by team members, including application highlights, concerns, application mandates / requirements etc.
  - (b) Scoring disparities will be identified and discussed. For each application, if a significant disparity exists between reviewer scores (based on a set amount/formula), review team members will collectively examine the application and discuss comments to ensure team members have not missed items within the application that other team members may have identified including application mandates / requirements etc. Application highlights and concerns will also be discussed.
  - (c) Individual scores must be revised if a reviewer determines that they have missed information or made errors in scoring the application.
  - (d) Scoring revisions resulting from discussions must be documented on the respective scoring sheet with written commentary to support the revision.
  
- vi Once the post merit-based review meeting has been held and individual scores have been finalized and resubmitted as necessary, the Review Team member scores will be updated, compiled and averaged on the Merit Based Review Summary Score Sheet.
  
- vii At any time during the merit-based review or post-review process:
  - (a) If it is determined that there was the possibility of impropriety on the part of any reviewer, upon written request and with the approval of the Associate Director, the Department reserves the right to remove from consideration the reviewer scores and comments from consideration. This action must be documented in writing and must include the reason for removal,
  - (b) If the removal of a reviewer scores and comments results in fewer than 3 reviewers scoring the application, the Department will assign an alternate reviewer to the application. This reviewer will be afforded all the same guidance, instruction and time to complete the review task. Once completed, the process will resume as required.
  
- viii After the updated Review Scores have been compiled and averaged, The Bureau Chief will present the scores, summary comments and reviewer recommendations to the Associate Director for the Office of Community & Positive Youth Development (OCPYD). The Associate Director, in consultation with the Assistant Secretary for OFVP, may consider other factors such as geographical distribution, demonstrated need, demonstrated community presence, agency past performance as a state grantee etc., and other items identified under **Section A.3. Funding Priorities**.
  
- ix The recommendations will be presented by the OCPYD Associate Director to the Director of the Division of Family and Community Services, or designee for approval.
  
- x Upon approval from the Director, recommendations will be presented to the Assistant Secretary for the Office of Firearm Violence Prevention for consideration and final award determination. In making a final funding determination, the Assistant Secretary may include consideration of additional factors such as geographical distribution, demonstrated need, demonstrated community presence, agency past performance as a state grantee etc., and other items identified under **Section A.3. Funding Priorities**. In addition, in Chicago RPSA eligible service areas only, the Assistant Secretary for OFVP may also consider additional factors that include data and information provided by the GASC as described in **Section A1 and Section A3**. This will include up to date data and information regarding current, anticipated and/or planned GASC Member CVI investments by Chicago service area. In addition, data

from the Northwestern CORNERS team that estimates the number of high-risk individuals through a social network analysis to determine the number of individuals in a particular community/geographic area who are within two co-arrest ties of a gunshot victim (i.e., including an associate or an associate-of-an associate of a victim). They also utilize shooting data from the most recent three years.

**b Criteria and Weighting of Each Criteria**

- i Scoring will be on a 100-point scale. Application Narrative (inclusive of associated attachments) will be evaluated on the following criteria:

Section	Points
Executive Summary	5 points
Capacity - Agency Qualifications/Organizational Capacity	35 points
Need – Description of Need	10 points
Equity and Racial Justice	10 points
Quality - Description of Program Design and Services	30 points
Budget Narrative*	10 points
Total	100 points

- ii Cost Sharing/Matching:  
This award is not subject to Cost Sharing/Matching. Selection Process
- iii As described in the Criteria section above, scoring will be done by committee on a 100-point scale. The numerical score may not be the sole award criterion. The Department reserves the right to consider other factors such as: geographical distribution, demonstrated need, demonstrated community presence, and agency past performance as a state grantee, etc. and other factors identified under **Section A.3. Funding Priorities.**
- xi While the score/recommendation of the review panel will be a key factor in the funding decision, 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.
- xii In the event of a tie, the Department may choose to elect one of the following options:
  - Apply one or more of the additional factors for consideration described above to prioritize the applications; or
  - Partially fund each of the tied applications
  - Not fund any of the tied applications or
  - Assign a new 3-person review team to review and score both applications to break the tie.

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

**c GASC Partner Application Opt In**

Those applicants that are otherwise qualified and competitive but are not selected for funding from one agency will have the option to have their application considered for funding under subsequent solicitations issued as part of the FY2025 GASC Funding Collaborative (subject to the funding agency's eligibility requirements and available funding).

For those applicants that opt in (Executive Summary Form), meet GATA eligibility criteria at time of application to DHS and score a minimum of 80 points in the DHS MBR process, will not need to submit an additional application; their application will be sent forward for review and consideration for funding through members funding opportunities. Organizations may choose to apply as a lead or subrecipient under one or more of those funding opportunities under the collaborative; however, proposed projects must not be duplicative of previous awards made under the collaborative. This opt-in process covers competitive solicitations through October 31, 2025.

### 3 Merit-Based Review 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 Appeals submission IDHS contact information:
  - Name of Agency contact for appeals: Reshma Desai
  - Email of Agency contact for appeals [DHS.Violencepreventionservices@illinois.gov](mailto:DHS.Violencepreventionservices@illinois.gov)
  - Email Subject Line: *"agency name RYDS 444-80-3422 @Appeal Reshma"*
- c Submission of Appeal.
  - i An appeal must be submitted in writing to appeals submission IDHS contact listed above, who will send to the IDHS Appeal Review Officer (ARO) for consideration.
  - ii An appeal must be received within 14 calendar days after the date that the grant award notice has been published.
  - iii The written appeal shall include at a minimum the following:
    - (a) Name and address of the appealing party;
    - (b) Identification of the grant; and
    - (c) Statement of reasons for the appeal.
    - (d) Supporting documentation, if applicable
- d Response to Appeal.
  - i IDHS will acknowledge receipt of an appeal within fourteen (14) calendar days from the date the appeal was received.
  - ii IDHS will respond to the appeal within 60 days or supply a written explanation to the appealing party as to why additional time is required.
  - iii The appealing party must supply any additional information requested by IDHS within the time period set in the request.
- e Resolution
  - i The ARO shall make a recommendation to the Agency Head or designee as expeditiously as possible after receiving all relevant, requested information.
  - ii 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.
  - iii The Agency will resolve the appeal by means of written determination.
  - iv The determination shall include, but not be limited to:
    - (a) Review of the appeal;
    - (b) Appeal determination; and
    - (c) 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 2 CFR 200 Section 200.88). Therefore, the grantee is subject to Simplified Acquisition Threshold. Refer to **Section C.6. Grant Funds Use Requirements** for more information.

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## F Award Administration Information

### 1 State Award Notices

Applicants recommended for funding under this NOFO following the above review and selection process will receive a Notice of State Award (NOSA). The NOSA shall include:

- a Grant Award Amount
- b The Terms and conditions of the award
- c Specific conditions, if any, assigned to the applicant based on the fiscal and administrative internal controls questionnaire (ICQ) and merit-based review.

The applicant shall receive the NOSA through the Grantee Portal. 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 notice is not an authorization to begin performance to the extent that it allows charging to State awards of pre-award costs at the non- State entity's own risk.**

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 applicants not receiving the award.

### 2 Administrative and National Policy Requirements

The agency awarded funds shall provide services as set forth in the IDHS 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 current IDHS Uniform Grant Agreement, refer to [IDHS: Contracts \(state.il.us\)](https://www.idhs.gov/contracts)

The organization 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 Reporting

Upon execution of the grant agreement, reporting shall be in accordance with the requirements set forth in the Uniform Grant Agreement and related Exhibits which includes, but is not limited to the following:

- a Forms
  - i Periodic Financial Report (PFR)
    - (a) The Provider will submit monthly expenditure documentation and certification forms (EDCFs), quarterly and final Periodic Financial Reports (PFRs) in the format prescribed by the Department.
    - (b) These monthly reports must be submitted no later than the 15th of each month for the preceding month by email.
    - (c) The quarterly reports must be submitted no later than the 15th of the month following the end of the quarter; Quarter 1 (January 1- March 31st) is due – April 15th, and Quarter 2 (April 1 – June 30) is due July 15th, Quarter 3 (July 1-September 30th) is due - October 15th, and Q4 (October 1- December 31 is due January 15
    - (d) The final cumulative fiscal year Periodic Financial Report is due July 15<sup>th</sup>.
    - (e) The final cumulative grant term Periodic Financial Report is due January 15th.
  - ii Periodic Performance Report (PPR)
    - (a) The provider will provide monthly status reports to the Department in the format prescribed by the Department.
    - (b) The Provider will submit quarterly and final Periodic Performance Reports (PPRs) in the format prescribed by the Department.
    - (c) The quarterly reports must be submitted no later than the 15th of the month following the end of the quarter; Quarter 1 (January 1- March 31st) is due – April 15th, and Quarter 2 (April 1 – June 30) is due July 15th, Quarter 3 (July 1-September 30th) is due - October 15th, and Q4 (October 1- December 31 is due January 15
    - (d) The final cumulative fiscal year Periodic Performance Report is due July 15<sup>th</sup>.
    - (e) The final cumulative grant term Periodic Performance Report is due January 15th.
  - iii Other Unique Programmatic Reporting Requirements: Additional annual performance data may be collected as directed by the Department and in a format prescribed by the Department.
  - iv If the State share of any State award may include more than \$500,000 over the period of performance, applicants are also subject to the reporting requirements reflected in appendix XII to 2CFR200.
  - v Non-compliance with any of the identified reports may lead to being placed on the Illinois Stop Payment List (SSPL).
- b Annual Audit in conformance with Audit Requirements set forth in the grant agreement.
- c Recordkeeping Requirements.

The Provider is required to maintain until June 30, 2032, adequate books, all financial records and supporting documents, statistical records, and all other records pertinent to this Award. If any litigation, claim, or audit is started before the expiration of the retention period, the records must be retained until all litigation, claims or audit exceptions involving the records have been resolved and final action taken. The Provider agrees to provide or make available all records related to this grant upon request.

#### 4 Payment Terms

The Illinois Department of Human Services (IDHS) payment policy complies with 2 CFR 200.302, 2 CFR 200.305, 31 CFR 205 (procedures implementing Cash Management Improvement Act and Treasury-State Agreement (TSA)), and 44 Ill. Admin. Code 7000.120 (GOMB Adoption of Supplemental Rules for Grant Payment Methods).

Grantees will receive payment by one of the three payment methodologies (Advance Payment, Reimbursement or Working Capital Advance).

##### a Advance Payment Method (Advance and Reconcile)

- i Because IDHS is subject to the Grant Accountability and Transparency Act, IDHS is required by 44 Ill. Admin. Code 7000.120 to remit Award payments via advance payment when Awardees meet the requirements set forth in 2 CFR 200.302 (Financial Management), 44 Ill. Admin. Code 7000.120(b)(i)(A)(i and ii) (Advance Payments), and other requirements as described in this Directive.
- ii Awardees may request advance payment for each Award issued by IDHS. Requests must be submitted to the respective Award Program Manager by the method prescribed in the Grant program Notice of Funding Opportunity (NOFO) or the Catalog of State Financial Assistance (CSFA) - Program Listing. A separate request must be submitted for each IDHS Grant program application.
- iii Requests for advance payment must be accompanied by an [IDHS Advance Payment Request Cash Budget](#) for each Award. Cash Budgets must be signed by either the Chief Executive Officer (or equivalent) or Chief Financial Officer (or equivalent) for the entity. The executive's signature certifies that their entity complies with the requirements set forth in 2 CFR 200.302 (Financial Management) and 44 Ill. Admin. Code 7000.120(b)(i)(A) (Advance Payments). The Cash Budget must demonstrate the estimated monthly cash requirements for each month of program Award operation. Advance payments must be limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements of the Awardee in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the Awardee for direct program or project costs and the proportionate share of any allowable indirect costs. Additionally, the Awardee entity must make timely payments to sub-recipients and contractors.
- iv Upon program approval for advance payment, an initial payment will be processed in an amount equal to the first two months' cash requirements as reflected in the submitted Advance Payment Requirements Forecast (Cash Budget) Form.
- v Awardees must submit monthly invoices on the Monthly Grant Invoice form (IL444-5257) in the method prescribed in the Awardee's executed Uniform Grant Agreement Exhibits. The first invoice is due after the first month of Award operations. Invoices must include only allowable incurred costs that have been paid by the Awardee. For Awards that have Awardee matching requirements, allowable costs are only reimbursable when matching costs have also been incurred.
- vi Subsequent monthly payments will be based on each monthly invoice submitted to the Award program and will be adjusted up or down, based on a comparison of actual cumulative expenditures to cumulative advance payments, to date.
- vii Awardees that do not expend all advance payment amounts by the end of the Award term or that are unable to demonstrate that all incurred costs were necessary, reasonable, allowable, or allocable as approved in their respective Award budget, must return the funds or be subject to Grant funds recovery.
- viii Grantees may be required to submit supporting documentation for their requests at the request of and in a manner prescribed by the Grantor.

- ix Failure to abide by advance payment governance requirements may result in grantee losing their right to advance payments.

**b Reimbursement Method**

- i Awardees will be paid via the reimbursement method when they do not meet the requirements of 44 Ill. Admin. Code 7000.120(b)(2), or upon an Awardee's request to use the reimbursement method of payment, or as stipulated in a specific condition. Awardees that have specific conditions noted in their Uniform Grant Agreement Exhibit language for any of the following items must be paid using the reimbursement method:
  - (a) Fiscal and administrative high risk (weak internal controls).
  - (b) Have a history of failure to comply with general or specific terms and conditions of Awards.
  - (c) Fail to meet expected performance goals as described in 2 CFR 200.211 or their program deliverables as stated in their applicable Uniform Grant Agreement.
  - (d) Or otherwise not responsible.
- ii IDHS will disburse payments to the Awardee based on actual allowable costs incurred as reported in the monthly financial invoice submitted for the respective month, as described below.
- iii Awardees must submit monthly invoices on the Monthly Grant Invoice form (IL444-5257) in the method prescribed in the Awardee's executed Uniform Grant Agreement. Invoices must include all allowable incurred costs for the first and each subsequent month of operations until the end of the Award term.
- iv Invoices will be submitted to the respective Award program points of contact on or before the 15th day following the end of any respective monthly invoice period. *(Award Program Managers may amend the due date from the 15th day of the month to facilitate program and Awardee requirements.)*
- v Awardees may be required to submit supporting documentation for their requests at the request of and in a manner prescribed by the Grantor.

**c Working Capital Advance Method**

- i For Awardees that cannot meet the requirements set forth in 2 CFR 200.302 (Financial Management), 44 Ill. Admin. Code 7000.120(b)(1)(A)(i and ii) (Advance Payments), and other requirements as described in this Directive, if the Award Program Manager determines that reimbursement is not feasible because the Awardee lacks sufficient working capital, the Award program may, in its sole discretion, provide a working capital advance to the Awardee.
- ii Awardees may request separate working capital advance payments for each Award issued by IDHS at any point in the current grant term.
- iii Requests must be submitted on the IDHS Advance Payment Request Cash Budget Template (Cash Budget) to the respective Award Program Manager in the method prescribed in the Award program NOFO or the CSFA - Program Listing. The Cash Budget must include monthly cash requirements for an amount not to exceed two months of forecasted cash needs. A separate request must be submitted for each IDHS Award program application. Requests must be signed by either the Chief Executive Officer (or equivalent) or the Chief Financial Officer (or equivalent) for the entity. The executive's signature certifies the cash requirements are actual expected costs.

- iv IDHS Award Program Managers will advance working capital payments to the Awardee to cover their estimated disbursement needs for an initial period not to exceed two months of Award expenses. Startup costs may be approved if determined by IDHS Award Program Managers to be allowable.
- v Awardees must submit monthly invoices for each of the one or two months covered by the Working Capital Advance on the Monthly Grant Invoice form (IL444-5257) in the format and method prescribed in the Awardee's executed Uniform Grant Agreement Exhibits. The first invoice is due after the first month of Award operations. Invoices must include only allowable incurred costs that have been paid by the Awardee. For Award programs that have Awardee matching requirements, allowable costs are only reimbursable when matching costs have also been incurred. Grantees may be required to submit supporting documentation for their requests at the request of and in a manner prescribed by the Grantor.
- vi Awardees shall be required to submit supporting documentation for their requests at the request of and in a manner prescribed by the respective Award Program Manager.
- vii Working Capital Advance Payments are limited to a single occurrence per grant term.
- viii Following the initial period, the Award Program Managers must reimburse the Awardee for its actual cash disbursements as described in section II of this Administrative Directive, or via advance payment methodology if requirements stated in Section I Advance Payment Method (Advance and Reconcile) are met.

**d Final Payment**

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 Applicant's records as provided in the Agreement.

**e Stop Payment**

The Grant Accountability and Transparency Act (GATA) protects the quality of grant programs by limiting fraud, waste and abuse. GATA specifically requires the Governor's Office of Management and Budget (GOMB) to maintain a "list of individuals and entities that are ineligible, either temporarily or permanently, to receive an award of grant funds from the State." 30 ILCS 708/60(a)(8). In response to this requirement, the State of Illinois has set policy known as the Grantee Compliance Enforcement System (GCES) based on established federal law and supporting guidance. The system, Stop Pay List Tracking System (SPLTS), will only be used to track non-compliance of grantees. Non-compliance issues are classified as follows:

**i Temporary Stop Payment Status:**

- (a) Late performance or expense reporting
- (b) Failure to clear fiscal/administrative monitoring issue(s)
- (c) Failure to submit a timely audit report
- (d) Failure to respond to audit report or monitoring review corrective action for deficiencies and material weaknesses
- (e) Failure to submit a required refund payment or a payment missing from the payment plan; or
- (f) Factually based discretionary issue documented by the leadership within the awarding agency.

**ii Permanent Stop Payment Status**

- (a) Facts documented by the applicable state agency including but not limited to:
  - (i) Conviction of or civil judgment for commission of fraud or a criminal offense, violation of federal or state antitrust statutes, commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, tax evasion, or commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects present responsibility.

- (ii) Violation of grant terms or a transaction so serious as to affect the integrity of the program such as a willful failure to perform in accordance with grant terms, a history of failure to perform or of unsatisfactory performance, or a willful violation of statutory or regulatory provisions or requirements application to a grant.
- (iii) Any other cause so serious or compelling in nature that it affects present responsibilities.
- (b) Fraud documented by the Office of the Executive Inspector General and/or other Governmental entity's investigation.

**f Repayment**

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

**g Pre-Award Costs**

Pre-Award costs prior to the execution of the agreement will be allowed under the following conditions:

- i The Provider must have received and accepted the Notice of State Award (NOSA) AND,
- ii Submitted any and all requested program plan and budget revisions per the NOSA; AND
- iii May NOT incur pre-award costs prior to the agreement start date.

**h Payment Forms**

- i Expenditure Documentation & Certification Form (*will be provided to you by program manager.*)
  - ii [IDHS Advance Payment Request Cash Budget](#) Form
- i Grantees will automatically be paid via Reimbursement Method unless a request for Advance Payment Method or Working Capital Advance Method is made using the [IDHS Advance Payment Request Cash Budget](#) Form.

## G State Awarding Agency Contact(s)

### 1 Point of Contact

Name: Reshma Desai

Email Address: [DHS.Violencepreventionservices@illinois.gov](mailto:DHS.Violencepreventionservices@illinois.gov)

### 2 Questions and Answers

If you have questions relating to this NOFO, please send them via email to:

[DHS.Violencepreventionservices@illinois.gov](mailto:DHS.Violencepreventionservices@illinois.gov) with "RVPS" in the subject line of the email. Beginning 11/4/24, [Questions and Answers](#) will begin being posted. Questions and answers will be updated frequently as new questions are received. Applicants are responsible for checking frequently as the responses provided may have an impact on their ability to submit a responsive application. **Only written answers posted on the website will be considered valid and official.**

The final deadline to submit any written questions regarding this Funding Notice will be Monday; 11/25/24. The Final listing of Q&A will be posted by End of Day on Wednesday, 11/27/2024

## H Other Information, if applicable

### 1 Technical Assistance Conference Information.

One Web-based Technical Assistance (TA) Conference will be provided for potential applicants. Refer to the [Q&A page](#) for date, time and registration details. Attendance is NOT a requirement of the application although it is strongly encouraged. During this session, IDHS staff will provide an overview of the program and expectations of the grant. IDHS staff will devote a significant amount of time responding to questions from potential applicants.

### 2 List of Available Appendices

RVPS Executive Summary

RVPS NOFO Checklist

Program Contact Information form

## I Mandatory Forms

- 1 FY25 RVPS Uniform Application for State Grant Assistance
- 2 Project Narrative and Attachments
- 3 Uniform Grant Budgets
- 4 [Grantee Conflict of Interest Disclosure](#)

RPSA Violence Prevention Services  
Appendix  
NOFO Checklist

I  **FY25 Uniform Application for State Grant Assistance**

II **Program Narrative**

- Executive Summary (**available as an appendix**)
- Capacity - Agency Qualifications/Organizational Capacity
- Need - Description of Need
- Equity and Racial Justice
- Quality - Description of Program Design and Services
- Budget Narrative

III **Attachments to Your Application**

*Administrative Attachments*

- Attachment A1 Documentation that verifies/demonstrates that the applicant organization has a minimum of 2 years' experience providing services to high-risk individuals in the RPSA eligible service area for which the applicant organization is proposing to provide services.
- Attachment A2 Program Contact Information (**available as an appendix**)
- Attachment A3 Organizational Chart
- Attachment A4 Job Description(s)/Resume(s)
- Attachment A5 Implementation Timeline
- Attachment A6 Applicant FY25 6-month Uniform Grant Budget (**printed from CSA**)
- Attachment A6a Applicant FY26 6-month Uniform Grant Budget (**printed from CSA**)
- Attachment A7 Applicant NICRA (if applicable)
- Attachment A8 Applicant Federal [Form W-9 \(Rev. March 2024\) \(irs.gov\)](#)
- Attachment A9 [Grantee Conflict of Interest Disclosure](#)
- Attachment A10 Documentation that verifies/demonstrates that the applicant organization currently is a Level One Trauma Hospital
- Attachment A11 Hospital Applicant Memorandum of Understanding with violence prevention organization
- Attachment A12 Medicaid certification, if applicable

*If subrecipients will be used, include the following Attachments for each subrecipient)*

- Attachment S1 Program Contact Information (**available as an appendix**)
- Attachment S2 Subrecipient 12-month Budget (Use the [IDHS: Uniform Grant Budget Template](#); do not enter subrecipient budget into CSA)
- Attachment S3 Subrecipient Agreement (**This is an applicant-generated form**)
- Attachment S4 Subrecipient Organization Federal [Form W-9 \(Rev. March 2024\) \(irs.gov\)](#)
- Attachment S5 Subrecipient Organization approved NICRA (if applicable)
- Attachment S6 Subrecipient [Grantee Conflict of Interest Disclosure](#)

IV **Uniform Grant Budgets** (Budget must be entered, signed, and submitted in CSA and is required for the application to be considered complete.)

- The FY25 6-month Budget is entered, signed and submitted in CSA
- The FY26 6-month Budget is entered, signed and submitted in CSA

V  Prior to award, the FY 25 ICQ must be completed in the [Illinois GATA Grantee Portal](#)



## RPSA Violence Prevention Services Executive Summary

Organization Name	
FEIN	
Address (include RPSA Chicago or Greater Illinois Community Area, if applicable)	
Website	
Authorized Rep Name	
Authorized Rep Phone	
Authorized Rep Email	
Contact Person Name	
Contact Person Phone	
Contact Person Email	

### Applicant Eligibility

Indicate the number of years of experience the applicant organization has providing services to high-risk individuals <b>in the RPSA eligible service area</b> for which the applicant organization is proposing to provide services.	
Did you provide, as <b>Attachment A1</b> , documentation that verifies/demonstrates that the applicant organization has a <b>minimum of 2 years' experience</b> providing services to high-risk individuals <b>in the RPSA eligible service area</b> for which the applicant organization is proposing to provide services.	
If you are applying as a Level One Trauma Center/Hospital, did you provide, as <b>Attachment A10</b> , documentation that verifies that the hospital is currently designated as a Level One Trauma Center/Hospital.	

### Sharing Unfunded Applications

If this application is not chosen for funding under this NOFO, does the Applicant entity desire to have this IDHS/OFVP application shared with other GASC partners for consideration under future funding opportunities? *	
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*\*NOTE: The application must meet the DHS eligibility and mandatory requirements AND receive a Merit-Based Review score of 80 or above. Additionally, the applicant/application must meet the GASC partner agency requirements.*

### Funding Amount

Indicate the funding amount requested for FY 25 portion of grant term (1/1/25 – 6/30/25)	
Indicate the funding amount requested for FY 26 portion of the grant term (7/1/25 – 12/31/25).	
Indicate the total 12-month funding requested under this proposal (This will be the total of the FY25 and FY26 portions of the 12-month grant term).	
Are the applicant's budgets entered into CSA in the appropriate FY and submitted for program review? (2 separate budgets must be entered)	

## Service Area

Indicate in which eligible geographic service area the applicant is proposing to provide violence prevention services under this application. <b>Applications will only be considered for a single eligible service area.</b>	
Indicate the site location(s) where violence prevention services will be performed for this community; Indicate if the location is a sub-recipient location.	

## Experience

Provide a <b>brief</b> description of the Violence Prevention Services your organization <i>has provided in the past or is currently providing</i> . Include outcomes/achievements of these services.

Identify other community organizations you have collaborated with in the service area for which you are applying. Include length of the collaboration, purpose and achievements

## Program Description

Provide a brief overall description of the program and services your organization intends to provide under this award. Separate the description by program component (street/hospital outreach, victim services, case management) Include anticipated start dates and anticipated outcomes.

Program Categories (May be duplicated numbers)

Required Program Categories	Projected Number of Individuals to be served (These will likely include duplicated numbers as participants may receive services under each component.)	Will services be provided directly or through sub-grant?
Street/Hospital Outreach		
Case Management		
Victim Services		

Target Population (Unduplicated Numbers)

Indicate the total unduplicated number of individuals projected to be served by this program. (Use the tables below to break down the unduplicated number of individuals served by race, ethnicity and gender.)	
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Race Category	Non-Hispanic / Latin-x	Hispanic / Latin-x	Total
Asian			
Black/African American			
White			
American Indian/Alaska Native			
Native Hawaiian/Other Pacific Islander			
Multi-Racial			
<b>Totals</b>			

Gender	Age 14-17	Age 18-24	Age 25+	Total
Male				
Female				
Non-Binary				
<b>Totals</b>				

Behavioral Health Services

Does your organization (or any sub-recipients) intend to provide behavioral health services under this grant.	
If yes, is your organization (or sub-recipients) currently Medicaid Certified? Please indicate than name of the certifying State Agency. Attach documentation demonstrating the organization’s Medicaid Certification to this application as <b>Attachment A12</b> .	
If your organization is not currently Medicaid Certified, has the organization begun the process of becoming Medicaid Certified?	
If your organization has not taken steps to become Medicaid Certified, indicate if your organization intends to become certified on or before 7/1/26 or if your organization intends to discontinue behavioral health services at that time.	

## Assurances

Provide a clear statement that services will begin in year one within 30 days of contract start date.  
Provide a program Implementation Timeline as **Attachment A5**.

Provide clear statement indicating agreement to include a position (or partial position) for each of the three required components and that the staffing will cover shooting responses 24/7.

Provide a clear statement of commitment to operating with a racial equity lens when providing program services; support activities and when creating or updating policies.

The applicant must provide a clear statement indicating the understanding that only eligible individuals as outlined in **Section A.4.a Target Population** may be served under this grant.

Provide a statement indicating agreement to comply with organization's Training and Technical Assistance plan outlined in **Section A.4 Required Services and Programming, item "p"**

Appendix  
Program Contact Information Form

Please check one:

- Applicant Organization
- Subrecipient Organization

<b>Organization Name:</b>	
<b>FEIN:</b>	
<b>Address:</b>	
<b>Agency Website:</b>	

<b>Executive Director</b>	
<b>Address</b>	
<b>Phone/Cell</b>	
<b>Email Address</b>	

<b>Program Director</b>	
<b>Address</b>	
<b>Phone/Cell</b>	
<b>Email Address</b>	

<b>Person responsible for Reporting Data</b>	
<b>Address</b>	
<b>Phone/Cell</b>	
<b>Email Address</b>	

<b>Additional Program Contact:</b>	
<b>Address</b>	
<b>Phone/Cell</b>	
<b>Email Address</b>	

<b>Fiscal Contact</b>	
<b>Address</b>	
<b>Phone/Cell</b>	
<b>Email Address</b>	