

**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	25-444-80-3484-01
Funding Opportunity Title	RPSA Community Convener
CSFA Number	444-00-3484
CSFA Popular Name	RPSA Community Convener
Anticipated Number of Awards	42
Estimated Total Program Funding	\$7,200,000
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 : See Section C. Eligibility and Grant Funding Requirements; 8. Grant Fund Use Requirements for any funding restrictions.
Posted Date	01/24/2025
Application Date Range	01/24/2025 - 02/26/2025 : 12:00pm
Grant Application Link	Please select the entire address below and paste it into the browser... http://www.dhs.state.il.us/page.aspx?item=171025
Technical Assistance Session	Offered : Yes Mandatory : No Date : 02/05/2025 : 12:00pm Registration link : https://icoyouth-org.zoom.us/webinar/register/WN_oqF6rdBsSQmAtLLAHr9lig

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

**FY25 RPSA Community Convener Notice of Funding
Opportunity (NOFO)
CSFA # 444-80-3484**

DUE: February 26, 2025, 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.	Awarding Agency Name:	Department of Human Services; Office of Community and Positive Youth Development; FCS Bureau of Violence Prevention Services
2.	Agency Contact:	Reshma Desai DHS.ViolencePreventionServices@illinois.gov
3.	Announcement Type:	Initial announcement
4.	Type of Assistance Instrument:	This award will be made as a Grant.
5.	Funding Opportunity Number (if applicable):	25-444-80-3484-01
6.	Funding Opportunity Title:	RPSA Community Convener
7.	CSFA Number:	444-80-3484
8.	CSFA Popular Name:	RPSA Community Convener
9.	CFDA Number(s):	21.027 American Rescue Plan Act
10.	Number of Anticipated Awards:	Up to 42
11.	Estimated Total Funding Available:	Approximately \$5,600,000 will be made available to Chicago RPSA communities for a 12-month project period (April 1, 2025, to March 31, 2026) Approximately \$1,600,000 will be made available to Greater Illinois RPSA areas for a 12-month project period (April 1, 2025, to March 31, 2026)
12.	Single Award Range:	Average award amount: \$188,000
13.	Funding Source:	These awards will be funded with a combination of Federal and State Funds.
15.	Indirect Costs Allowed	Indirect Costs are allowed. Indirect Cost Rate must be approved.
17.	Restrictions on Indirect Costs	See <i>Section C. Eligibility and Grant Funding Requirements; 8. Grant Fund Use Requirements</i> for any funding restrictions.

18.	Posted Date:	1/24/2025
19.	Application Date Range:	Start Date: 1/24/2025 End Date: 2/26/2025 End Time: 12:00PM NOON
20.	Technical Assistance Session:	Session Offered: Yes Session Mandatory: No Date/Time: Thursday January 30, 2025, at 12:00PM Registration Link
21.	NOFO / Application Frequently Asked Questions (FAQs)	Submit questions to: DHS.ViolencePreventionServices@illinois.gov Due date for submitting questions: 2/17/2025 FAQs will be updated frequently, and a final, complete list will be posted to the IDHS website on 2/19/2025.

RPSA Community Convener

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 non-profit organizations in specific community areas across Illinois that will provide community engagement, coordination and supports. These programs are meant to serve communities with the highest risk of firearm violence and victimization. Programs should utilize evidence-informed programming and services which will improve community outcomes and decrease risk factors associated with firearm violence. According to the [National Institutes of Justice](#), communities are safer when neighbors join together to promote positive social norms and rules, resulting in more collective efficacy and social cohesion. Community engagement and provider collaboration is one key to implementing evidence-based intervention services to reduce firearm violence. The Centers for Disease Control established a Committee on Community Engagement to improve public health. They defined community engagement as “the process of working collaboratively with groups of people who are affiliated by geographic proximity, special interests, or similar situations with respect to issues affecting their well-being.” Meaningful community and provider engagement will bring stakeholders together to help strategize and make plans to address the issues most impacting them.

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.

This NOFO will fund non-profit organizations to establish and strengthen community based collaborative groups of RPSA grantees and community stakeholders to mobilize community resources and develop community specific Safety Action Plans. These activities will include oversight of RPSA victim assistance funding and will include the development of the Community Safety Action Plan with Community revitalization recommendations. The Community Conveners will make consensus recommendations to the Office of Firearm Violence Prevention and local law enforcement on how to reduce violent conflict. The Community Safety Action Plans will inform the Office of Firearm Violence's annual report to the Illinois General Assembly and will advise strategy for allocation of resources for violence prevention and community restoration efforts.

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: [Announcement of eligible communities 2024](#)

a RPSA Identified Eligible Chicago Service Areas:

- | | |
|--|--|
| 1. Ashburn | Irving Park, Albany Park, Near North Side and West Town) |
| 2. Auburn Gresham | |
| 3. Austin | 15. Riverdale |
| 4. Burnside | 16. Roseland |
| 5. Chatham | 17. South Chicago |
| 6. Chicago Lawn | 18. South Deering |
| 7. East Garfield Park | 19. South Lawndale |
| 8. Englewood | 20. South Shore |
| 9. Fuller Park | 21. Southwest Side Cluster: (Lower West Side, Brighton Park, Gage Park, McKinley Park, and Near West Side) |
| 10. Greater Grand Crossing | 22. Washington Park |
| 11. Humboldt Park | 23. West Englewood |
| 12. New City | 24. West Garfield Park |
| 13. North Lawndale | 25. West Pullman |
| 14. Northside Cluster: (Belmont Cragin, Hermosa, Logan Square, Avondale, | 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 |

3 Funding Priorities

Where possible, the OFVP intends to fund one eligible and responsive application to provide RPSA Community Convener activities for each eligible Chicago and Greater Illinois RPSA eligible community area.

Through a competitive merit-based review and selection process, the OFVP expects to fund applicants who demonstrate the following:

- a. Clear understanding of current local violence prevention infrastructure in place and existing neighborhood organizational capacity
- b. Extensive history of providing services to high-risk individuals **in the RPSA eligible service area** for which the applicant organization is proposing to provide services.
- c. Extensive history of coordinating community coalitions to address a high-risk population **in the RPSA eligible service area** for which the applicant organization is proposing to provide services.

- d. Demonstrated community trust and engagement: Active engagement and endorsement from neighborhood champions such as community leaders, faith leaders, and local elected officials in the overall violence prevention effort.
- e. Experience conducting community needs assessments and preparing formal recommendations.
- f. Experience developing community action plans.

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 implement community engagement, coordination and supports as outlined in the following mandatory activities below:

- a. **Establish a Community Response and Engagement Workgroup (CREW):** Lead convenors will establish a community based collaborative group and coordinate monthly meetings. Each Community Convener is responsible for forming a core group of RPSA violence prevention and youth development organizations including community stakeholders. In addition to representation from RPSA grantees, the group will include up to 12 additional members including one each of the following categories: local elected official; local school administrator, local law enforcement representative, business leader, faith leader, youth, and an IDHS designated Mental Health Response Lead; and up to two community activists. These groups should meet no less than monthly and be documented through attendance and meeting notes.

Convener must coordinate at least one RPSA Coordinated Community event to showcase RPSA services available and promote the Be the Light Campaign. Applicants may include incentives for successful engagement of youth members and local community members/organizations. Incentives may not be included for individuals employed by government entities or paid by DHS RPSA Grants. Applicants may include reasonable food and refreshments at the event.

- b. **Hold Emergency Convenings/Response to Mass Violence/Shootings:** Conveners must be prepared to meet on an emergency basis to address conflicts requiring immediate attention. These meetings will mobilize community resources, such as trauma informed support services and emergency financial assistance. Convenors will coordinate with Mental Health Response Network as required by DHS.
- c. **Emergency Victim Flex Fund:** OFVP will fund one or more successful Convener grantees to manage an emergency victim flex fund for a designated service area(s). If selected to manage the fund, the applicant will be notified and will receive additional resources to manage and implement the fund. If applicant is interested in serving as the Emergency Flex Fund manager, please indicate this in the Executive Summary.

Key Emergency Flex Fund Manager activities will include but not be limited to the following:

- Fund Coordination
 - Organizations will coordinate application process with local RPSA violence prevention services grantees.
 - Organizations are expected make decisions within 48 hours of receiving the application to ensure timely assistance. Given this fund's immediate response mandate, it will serve as the primary funding source for urgent needs, potentially limiting eligibility for other reimbursement-based programs.
 - Organizations will provide monthly expenditure reports to the Community Response and Engagement Workgroups (CREW) to inform policy recommendations.

- Fund Management
 - Organizations must have programmatic controls, policies, and procedures to verify/document eligibility.
 - Organizations must have financial controls, policies, and procedures to document allowability of expenditures under 2CFR 200 and to document actual expenditures were used for intended purposes.
 - have documented policies and procedures on how flexible funds will be used, reviewed, and documented.
 - Expenditures will be submitted monthly and quarterly through RPSA fiscal reporting.
 - Quarterly reports will track metrics such as number of clients, demographics, types of assistance provided with amount expended. An annual equity audit will assess the fund's impact on service provision disparities.

Please see Emergency Victim Flex Fund Policy in Appendix section

d. Community Services Support:

Convener staff will provide RPSA program referrals to and for people who will most benefit from services in their RPSA community areas. This includes but is not limited to street outreach, case management, and victim services available through Violence Prevention Services grantees; youth services available through Youth Development grantee; and mental health support available through High-Risk Youth Services grantees.

e. Develop Community Specific Annual Safety Action Plan with Community Revitalization

Recommendations: Conveners will make consensus recommendations to the Office of Firearm Violence Prevention and Local Law Enforcement on how to reduce violent conflict. These recommendations will be delivered in the form of a Community Safety Annual Action Plan which will inform an annual report to the General Assembly and will advise strategy for allocation of resources for violence prevention and community restoration efforts. The annual plan will be due with end of year reporting.

This Community Safety Annual Action Plan can include strategies for:

- i. Identifying and supporting needs of area "high risk individuals"
- ii. Fostering community connections and building systems of support and trust among residents
- iii. Improving community/police relationships
- iv. Creating learning communities for the exchange of information
- v. Engaging parents and schools in order to create opportunities for local youth
- vi. Determining and designing community revitalization projects

Conveners will develop a Community Revitalization plan with community members, faith leaders, young adults, business owners, housing experts, mental health providers, law enforcement, and economic development specialists. This plan should include targeted recommendations to the Office of Firearm Violence Prevention regarding community revitalization projects that may impact violence-related issues. Detailed guidance will be provided to selected applicants. See Section C.6 for Allowable and Unallowable costs.

Conveners will have access to Office of Violence Prevention-funded technical assistance to support the development and enhance the effectiveness of Community Response and Engagement Workgroup (CREW). Conveners will be required to attend a RPSA regional event and present on the Community Revitalization plan.

- f. **OFVP Liaison:** serve as liaison between OFVP and funded RPSA Grantees and communities.
- g. **Evidence-based Programming** - Agencies are encouraged to utilize established, evidence-based or evidence informed programming models that have a high potential to be effective 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 addressing program goals. Promising practices are those for which some data has shown positive effects, but the data are insufficient to support generalized outcomes. Please refer to [CTC PLUS | The Center for Communities That Care ;Guide_CJI_SafeEquitableCommunities_09042024.pdf](#); and [Evidenced Based Practices for Effective Community Coalitions - CPRD.pdf](#) for examples of model programs that have proven to be effective. **Applications that do not indicate the intention to implement best practice models will receive lower scores.**

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.

- h. **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.

Convener staff will provide RPSA program referrals to and for people who will most benefit from services in their RPSA community areas. This includes but is not limited to street outreach, case management, and victim services available through Violence Prevention Services grantees; youth services available through Youth Development grantee; and mental health support available through High-Risk Youth Services grantees.

Convener grantees will lead the planning and implementation of the RPSA Coordinated Community Event for which all RPSA grantees are required to participate.

See **Section 4. A-E** for additional collaboration program requirements.

- i. **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.

- j. **Program Marketing / Public Awareness** – Organizations will promote grant activities in the community. Marketing efforts will follow the OFVP “Be the Light” public awareness campaign.

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 RPSA programming and encourage stakeholders and community residents’ participation in strategies in line with the OFVP "Be the Light" public awareness campaign.

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

- l. **Sub-recipients** - Organizations may provide services directly or through subgrants. 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.

m. **Program Staff and Volunteers**

- i. Required Staffing: One full time lead staff member who manages and facilitates program implementation. One part time community liaison/organizer to promote engagement in Convener activities.
- ii. 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.
- iii. 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.
- iv. Implement safety protocols to ensure staff safety, including developing staff safety and self-care plans.
- v. Provide staff with adequate training opportunities to prepare them to provide program elements effectively and safely.
- vi. Provide staff with adequate supervision to assess and improve job performance.
- vii. 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.

- n. **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.

o. 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.

p. Trauma-Informed Principles and Capacity

Ensure that programming is infused with trauma-informed principles that:

- i. Recognize the high prevalence of traumatic experiences in persons residing in and working in communities with a high concentration of firearm violence,
- ii. Address the impact of trauma on staff and personnel working with individuals residing in these communities.
- iii. Address the impact of trauma on brain development, physical and emotional health and the impact on the community and individuals living in the community
- iv. Creates a safe space, provides support, and builds resiliency in individuals and communities impacted by trauma

q. 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: Conduct, utilizing a Bureau/OFVP approved tool, an organizational self-assessment to determine administrative, programmatic, and capacity needs.

Work with an approved TTA provider to develop a plan to address identified potential issue areas.

Implement plan and report progress in quarterly Programmatic Performance Reports

Participate in any training mandated by the Bureau/OFVP.

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.

r. Program Evaluation

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.

Note: 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.

Other data will be collected from programs including, at a minimum, the following data elements:

- i. Unduplicated number of meetings
 - ii. Member attendance
 - iii. Unduplicated number of victims assisted with Victim Flex Funds
 - iv. Program service activities, assessment, and outcome data
 - v. Data specific to mandatory program models
 - vi. Applicant agency administrative information; staff information; site information; subcontractor information; and other program plan information as required.
 - vii. Additional information as requested.
- s. **Incentives:** Incentives can be effective tools to encourage successful engagement in activities which lead to improved skills and to the achievement of specific program elements. An incentive can be in the form of payment, gift cards, or a material item, etc. issued to eligible program participants for the successful achievement of expected outcomes as defined by the specific program and included the individual's case plan and/or career plan.

For the purposes of this grant, incentives may only be used for the successful engagement in Convener group activities. The cost of incentives must be included in the applicant budget on the grant exclusive line item. Applicant should calculate the amount of incentives by multiplying the projected number of Convener members eligible for incentives. Government employees and individuals paid by RPSA program grants are not eligible for incentives for convener activities.

While incentive payments are allowable, the incentives must be in compliance with the Cost Principles in 2 CFR part 200. For example, funds must not be spent on entertainment costs. Therefore, incentives must not include entertainment, such as movie or sporting event tickets or gift cards to movie theaters or other venues whose sole purpose is entertainment. Additionally, there are requirements related to internal controls to safeguard cash, which also apply to safeguarding of gift cards, which are essentially cash. The US Department of Labor (USDOL) has also clarified that incentives are not allowed for activities such as recruitment, submitting eligibility documentation, or just simply showing up for the program.

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 Monthly CREW meetings held.
- b. Percent of Monthly CREW meetings held with minimum 80% member attendance.
- c. Percent of CREW membership categories represented.
- d. Percent of Emergency Convenings/Responses to Mass Violence/Shootings held
- e. Percent of RPSA Convener coordinated events that are attended by RVP staff.
- f. Number of Community Safety Action Plan Developed
- g. Number of Presentations given at End of Year Summit
- h. Percentage of timely and accurate periodic and final financial Reports submitted.
- i. Percentage of timely and accurate periodic and final performance reports submitted.
- j. Flex Fund Manager – Percent of eligible referrals receiving support from the fund.

- k Flex Fund Manager – Percent of referrals tracked and reported to local CREW at least quarterly.
- l Flex Fund Manager – Percent of eligible referrals with necessary eligibility supporting documentation
- m Flex Fund Manager – Percent of Fund disbursements with necessary supporting documentation
- n Flex Fund Manager – Percent of Quarterly Fund reports provided to DHS by the due date

6 Performance Standards

- a. Percentage of Monthly CREW meetings held. (Acceptable performance 90%)
- b. Percentage of Monthly CREW meetings held with 80% of members attending. (Acceptable performance 90% of meetings held had a minimum 80% of members attending)
- c. Percentage of CREW membership participant categories represented (Acceptable performance 90%)
- d. Percentage of Emergency Convenings/Responses to Mass Violence/Shootings held (Acceptable performance 90%)
- e. Percentage of RPSA Convener coordinated events attended by RVP staff (Acceptable performance 100%)
- f. Number of Community Safety Action Plan developed (Acceptable performance 1 Plan developed and submitted)
- g. Number of Presentations provided at End of Year Summit (Acceptable performance 1 Presentation given at Summit)
- h. Percentage of timely and accurate periodic and final financial Reports submitted. (Acceptable performance 80%)
- i. Percentage of timely and accurate periodic and final performance reports submitted. (Acceptable performance 80%)
- j. Flex Fund Manager – Percent of eligible referrals receiving support from the fund. (Acceptable performance 100% will receive support if money is available in the Fund)
- k. Flex Fund Manager – Percent of referrals tracked and reported to local CREW at least quarterly. (Acceptable performance 100% of referrals tracked and reported at least quarterly)
- l. Flex Fund Manager – Percent of eligible referrals with necessary eligibility supporting documentation. (Acceptable performance 100%)
- m. Flex Fund Manager – Percent of Fund disbursements with necessary supporting documentation (Acceptable performance 100%)
- n. Flex Fund Manager – Percent of Quarterly Fund reports provided to DHS by the due date (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 up to 42 grants to provide this program one in each RPSA Chicago and Greater Illinois area.
- 6 Anticipated average award amount: \$188,000
- 7 IDHS anticipates making approximately \$7,200,000 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. 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.gov/csasystem) for additional instructions for registering and completing budgets in the CSA system.
- 12 The annual project period for this award will be April 1 to March 31.
- 13 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.
- 14 The grant start date is estimated to be 4/1/2025
- 15 Successful applicants under this NOFO will receive an award for 1 quarter of FY25 (April 1, 2025-June 30, 2025, AND an award for the 3 quarters of FY26 (July 1-March 31, 2026.) This award will span two state fiscal years.
- 16 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.
- 17 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.
- 18 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)). In addition to the above non-profit community-based organizations, eligible applicants are inclusive of units of local government.
- b. The applicant proposes to provide services in an RPSA eligible service area as defined in **Section A.3. Eligible Service Area.**
- c. The applicant organization is a violence prevention organization that can demonstrate a history of providing violence prevention services.
- d. Applicant organizations must meet one of the following criteria to be considered an eligible applicant under this NOFO.
 - i. The applicant organization must have 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.
 - ii. The applicant organization must have a minimum of 2 years' experience coordinating community coalitions to address a high-risk population **in the RPSA eligible service area** for which the applicant organization is proposing to provide services.
- e. 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.
 - 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 met the minimum of 2 years' experience requirement as described in **Section C.1. Eligible Applicants.**
 - (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 how this timeline will be met.

- (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) **Applications will only be considered for a single RPSA eligible service area.** If an application is received that proposes to provide services in more than one RPSA eligible service area, **the application will be deemed ineligible.** If an applicant wants to provide services in more than one RPSA eligible service area, the applicant must submit a separate application for each eligible area.

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

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:

- a. 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.
- b. Provide a valid unique entity identifier (UEI) in its application; and
- c. 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.
- d. 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/csa).**
- 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/csa). 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/csa).
- 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](#). 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

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:

- i. 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)
- ii. Capital expenditures for general purpose equipment, including any vehicle regardless of cost, buildings, and land (2 CFR 200.439)
- iii. Capital expenditures for improvements to land, buildings, or equipment which materially increase

- their value or useful life (2 CFR 200.439)
- iv. 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)
- v. Deposits for items, services, or space
- vi. Out of State Travel
- vii. Airline 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 2025-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 ReaderThe 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
Subject Line: RPSAC 25-444-80-3484 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 4/1/25 to 3/31/26 (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: (10 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 narrative, 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 Indicate in which eligible geographic service area the applicant is proposing to provide Community Convener services under this application. **Applications will only be considered for a single RPSA eligible service area. Applications to serve multiple RPSA service areas will be disqualified from consideration.**
- iv Indicate the site location(s) where Community Convener meetings will be performed for this community; Indicate if the location is a sub-recipient location.
- v Indicate if your organization is willing to serve as the Flex Fund Manager for this RPSA community.
- vi Indicate if your organization is willing to serve as the Flex Fund Manager for multiple RPSA eligible communities.
- vii If Yes to v or iv above, describe why/how your organization your organization has the expertise to manage Flex Funding. Include financial expertise, subject matter expertise and any relevant experience managing similar types of fund disbursement projects.
- viii Indicate funding amount requested for FY 25 portion of grant term (4/1/25 – 6/30/25).
- ix Indicate funding amount requested for FY 26 portion of the grant term (7/1/25 – 3/31/26).
- x 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*).
- xi Indicate if the budgets are entered into CSA and submitted for program review.
- xii The applicant organization **must** be a violence prevention organization. Please describe how your organization meets this eligibility requirement and can demonstrate a history of providing violence prevention services.
- xiii The applicant organization must provide, as **Attachment A1**, documentation that verifies/demonstrates that the applicant organization meets at least one of the following criteria to be considered an eligible applicant under this NOFO.
 - a. The applicant organization must have 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 organization must have a minimum of 2 years' experience coordinating community coalitions to address a high-risk population **in the RPSA eligible service area** for which the applicant organization is proposing to provide services.
- xiv Provide a brief overall description of the program and services your organization intends to provide under this award.
- xv Provide the following statements of assurances (a-c) listed in **Section C. Eligible Applicants:**

- a. The applicant must provide a clear statement of commitment 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**.
- b. 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.
- c. The applicant must provide a clear statement of commitment to comply with organization's Training and Technical Assistance plan outlined in **Section A.4.q. 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, including violence prevention programming and services. Describe how the existing or proposed applicant's mission statement and goals align with the purpose of this funding opportunity.
- b. 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 your experience providing 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.
- b. Describe the applicant's experience managing state and/or federal grants.
- c. Provide a **brief** description of the community convening or coalition building activities your organization has provided in the past or is currently providing. Include outcomes/achievements of these services including but not limited to conducting community needs assessments, preparing formal recommendations, and developing community action plans.
- d. 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.
- e. Describe the applicant entity's experience providing the required services and programming listed in **Section A.4 Required Services and Programming**. Describe relevant major accomplishments and outcomes of those efforts.

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:**

Refer to **Section A.4.o** for specific staffing requirements. 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. Identify all locations where activities/services will take place as well as where staff will work from.
1. If any of these locations are outside the RPSA service area, indicate that and describe the proximity of the location.
 2. For locations outside of the RPSA service area, justify the reasoning for providing services outside of the service area for which you are being funded. *(Note: It is the intention of this NOFO to fund programming and services inside the service area.)*

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.n. 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.r. Training and Technical Assistance**.

vi **Community Trust and Support**

Describe the applicant agency's experience engaging neighborhood champions such as community leaders, faith leaders, and local elected officials in the overall violence prevention effort 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. Provide letter(s) of support for your application. These letter(s) must represent at least one of the groups above, speak to past or current partnership and their commitment to the Community Convener project being proposed. Please include the letter(s) of support in the Attachment A10.

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: (5 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 needed community revitalization regarding community safety. Reference research, studies, assessments, surveys etc. that were conducted and/or analyzed to assess community need as effected by firearm violence.
- ii 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**.
- iii Describe how the proposed services meet the identified needs of community agencies serving the highest risk individuals and families impacted by firearm violence.
- iv Describe how the implementation of Convener 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 **Community Response and Engagement Workgroup (CREW):** All applicants should refer to **Section A.4. Required Services and Programming** for details.
 - (a) Describe the proposed collaborative group, including member categories and specific persons, if known at this time. If not known, describe how the applicant organization will recruit, including but not limited to hosting town hall meetings, seeking recommendations from local groups and recruitment in local hot spots. Include estimated timeline to fill these roles. Include these estimations in the implementation timeline as well.
 - (b) Describe how the applicant will implement the governance process for the group.
 - (c) Describe how applicant will continually engage members and community members in monthly meetings and collaborative groups activities.
- ii **Emergency Convenings/Responses to Mass Violence/Shooting:** All applicants should refer to **Section A.4. Required Services and Programming** for details to ensure each specific program requirement is addressed.
 - (a) Describe how the applicant will bring members together on an emergency basis to assess conflicts requiring immediate attention.
 - (b) Describe how the applicant will coordinate with the Mass Shooting Advisory Council.
- iii **Community Services Support:** All applicants should refer to **Section A.4. Required Services and Programming** for details to ensure each specific program requirement is addressed.
 - (a) Describe how the applicant will provide referrals to and for the people who will most benefit from services.
 - (b) Describe how the applicant will ensure RPSA grantees are coordinating, not duplicating services.

- iv **Community Specific Safety Annual Action Plan with Community Revitalization Recommendations.** See **Section A.4. Required Services and Programming** for details to ensure each specific program requirement is addressed below.
Describe the process the applicant will implement to develop the Community Safety Action Plan.
- v **OFVP Liaison:** See **Section A.4. Required Services and Programming** for details to ensure each specific requirement is addressed.
State the staff position that will serve as the liaison between OFVP and funded RPSA grantees and communities.
- vi **Trauma Informed:** Describe how programming is infused with trauma-informed principles as outlined in **Section A.4.q. Trauma Informed Principles.**
- vii **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 April 1, 2025, through March 31, 2026. (12 months)
- viii **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 April 1, 2025, to March 31, 2026, **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.

Please do NOT include Flex funding in your proposed budget. If your organization is selected to manage the flex fund for one or more communities, additional funds will be added to your award for this purpose. A percentage of those funds will also be identified for you to effectively manage this fund. At that time, you will be asked to add these funds to your budget.

- 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

(4/1/25 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 3/31/26). 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. Please do NOT include Flex funding in your proposed budget.

- 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 community organizations in specific community areas across Illinois that will establish and lead a Community Convener. 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 3-month Uniform Grant Budget and Attachment A6a: Applicant FY26 9-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.
- 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 <https://www.irs.gov/pub/irs-pdf/fw9.pdf> 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/IDHS-Uniform-Grant-Budget-Template). 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 (April1-March31.)
 - (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 RPSA Community Convener 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 Community **Convener NOFO Checklist (available as an appendix)**

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

i FY25 Convener 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, 4/1/25 to 3/31/26)

(g) Attachments to Your Application

(i) *Applicant Attachments*

- Attachment A1 Eligibility 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 3-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 <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- Attachment A9 [Grantee Conflict of Interest Disclosure.pdf](#)
- Attachment A10 Community Trust and Support Letters of Support

(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 <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

- Attachment S5 Subrecipient Organization approved NICRA (if applicable)
- Attachment S6 Subrecipient [Grantee Conflict of Interest Disclosure.pdf](#)

3 Application Submission Dates and Times

- Applicants must electronically submit the complete application including all required narratives and attachments in the prescribed order, with the signed FY25 RPSA Community Convener Uniform Application for State Grant Assistance on top.
- Applications must be sent electronically to DHS.ViolencePreventionServices@illinois.gov and received no later than **12:00 p.m. (noon) on Wednesday, 2/26/2025**.

The application will be electronically time-stamped upon receipt. **IDHS will ONLY accept applications submitted by electronic mail sent to DHS.ViolencePreventionServices@illinois.gov**. Include the following in the subject line: [Applicant Organization Name] RPSAC 444-80-3484. PLEASE MAKE SURE YOU HAVE THE CORRECT EMAIL ADDRESS when sending your application.

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 to a location where the document is, 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.

- 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, 3/3/2025 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 3/3/2025 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, 3/3/2025 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. This includes partial applications received after the deadline. 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.

- 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 Include Subject Line “RPSAC 25-444-80-3484 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

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 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 sections 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.

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	10 points
Capacity - Agency Qualifications/Organizational Capacity	35 points
Need – Description of Need	5 points
Equity and Racial Justice	10 points
Quality - Description of Required 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.**
- iv 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.
- v 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.

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
Email Subject Line: "agency name RPSAC 444-80-3484 @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.

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 NOSA 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](https://www.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 (April 1-January 1- June 30) is due – July 15th, and Quarter 2 (July 1-

- September 30th) is due October 15th, Quarter 3 (October 1-December 31) is due - January 15th, and Q4 (January 1-March 31) is due April 15
- (d) The final cumulative fiscal year Periodic Financial Report is due July 15th.
 - (e) The final cumulative grant term Periodic Financial Report is due April 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 (April 1-January 1- June 30) is due – July 15th, and Quarter 2 (July 1-September 30th) is due October 15th, Quarter 3 (October 1-December 31) is due - January 15th, and Q4 (January 1-March 31) is due April 15
 - (d) The final cumulative fiscal year Periodic Performance Report is due July 15th.
 - (e) The final cumulative grant term Periodic Performance Report is due April 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 Form.pdf](#) 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 From.pdf](#)

- 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.pdf](#).

G State Awarding Agency Contact(s)

1 Point of Contact

Name: Reshma Desai

Email Address: 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 with "RPSAC" in the subject line of the email. Beginning 1/27/25 [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, February 17,2025. The Final listing of Q&A will be posted by End of Day on Wednesday February 19,2025.

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 [Questions and Answers](#) 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

Community Convener Executive Summary

Community Convener NOFO Checklist

Program Contact Information form

Emergency Flex Fund Policy

I Mandatory Forms

1 FY25 Community Convener Uniform Application for State Grant Assistance

2 Project Narrative and Attachments

3 [Uniform Grant Budgets](#)

4 [Grantee Conflict of Interest Disclosure.pdf](#)

RPSA Community Convener Executive Summary

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

Service Area

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

Victim Flex Fund Manager

<p>Indicate if your organization is willing to serve as the Flex Fund Manager for this RPSA community.</p>	
<p>Indicate if your organization is willing to serve as the Flex Fund Manager for multiple RPSA eligible communities.</p>	
<p>Describe why/how your organization your organization has the expertise to manage Flex Funding. Include financial expertise, subject matter expertise and any relevant experience managing similar types of fund disbursement projects.</p>	

Funding Amount

Indicate the funding amount requested for FY 25 portion of grant term (4/1/25 – 6/30/25)	
Indicate the funding amount requested for FY 26 portion of the grant term (7/1/25 – 3/31/25).	
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? <i>(2 separate budgets must be entered)</i>	

Applicant Eligibility

The applicant organization must be a violence prevention organization. Please describe how your organization meets this eligibility requirement and can demonstrate a history of providing violence prevention services.	
Indicate the number of years of experience the applicant organization has providing services to high-risk individuals in the RPSA eligible service area for which the applicant organization is proposing to provide services.	
Indicate the number of years of experience coordinating community coalitions to address a high-risk population in the RPSA eligible service area for which the applicant organization is proposing to provide services.	
Did you provide, as Attachment A1 , documentation that verifies/demonstrates that the applicant organization has a least one of the following criteria: 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 OR a minimum of 2 years' experience coordinating community coalitions to address a high risk population in the RPSA eligible service area for which the applicant organization is proposing to provide services.	

Program Description

Provide a brief overall description of the program and services your organization intends to provide under this award.

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

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 "r"**

Program Contact Information Form

Please check one:

- Applicant Organization:
- Subrecipient Organization:

Organization Name:	
FEIN:	
Address:	
Agency Website:	

Executive Director	
Address	
Phone/Cell	
Email Address	

Program Director	
Address	
Phone/Cell	
Email Address	

Person responsible for Reporting Data	
Address	
Phone/Cell	
Email Address	

Additional Program Contact:	
Address	
Phone/Cell	
Email Address	

Fiscal Contact	
Address	
Phone/Cell	
Email Address	

RPSA Emergency Victims Flex Fund Policy

Purpose:

The RPSA Emergency Victims Flex Fund is created to provide immediate, flexible, and equitable financial support to victims of gun violence and their families, prioritizing underserved and disenfranchised RPSA communities. By addressing urgent, unmet needs and filling critical service gaps, this fund enhances the collective impact of statewide victim assistance efforts, ensuring comprehensive and equitable support for victims and families affected by gun violence. The fund goal is to complement and augment existing victim services and supports provided by other state and local agencies.

Objective:

This policy aims to enhance current emergency assistance frameworks to:

1. **Prioritize Financial Equity** by addressing systemic barriers faced by underserved RPSA communities disproportionately impacted by gun violence.
2. **Streamline Access** to emergency financial assistance while maintaining compliance with Illinois state and federal regulations.
3. **Ensure Accountability** through transparent and equitable fund distribution aligned with best practices in fiscal management.

Policy Enhancements

1. **Equity-Focused Assistance:** The Emergency Victims Flex Fund will prioritize victims and immediate family members facing economic disenfranchisement. Assistance will target individuals with limited access to traditional financial resources in RPSA communities heavily impacted by gun violence.
2. **Centralized Management:** The Emergency Victims Flex Fund will be managed by a lead Convener flex fund manager for designated RPSA service areas. The fund allows RPSA Violence Prevention Service (VPS) providers to apply for emergency assistance for victims who are enrolled for their services.
3. **Streamlined Online Application Process:**
 - A. **Online Application:** Victim Services Advocates can complete an online application with victims, detailing the specific needs and circumstances of the applicant. This application will then be emailed to the lead Convener flex fund manager for prompt review.
 - B. **Rapid Decision-Making:** Convener flex fund managers are expected to make decisions within 48 hours of receiving the application to ensure timely assistance. Given this fund's immediate response mandate, it will serve as the primary funding source for urgent needs, potentially limiting eligibility for other reimbursement-based programs.

4. Eligibility Verification:

Emergency Victim Client Assistance is available to victims of gun violence and their immediate family members (as defined below) whose basic needs were directly impacted by the victimization. All individuals must be enrolled with RPSA Violence Prevention Services grant program.

Eligibility verification may include a police report, hospital discharge, or documentation from a government agency or licensed social service provider. Verified referrals from licensed healthcare providers, social workers, or school counselors will add an additional layer of verification, especially in cases where survivors have interacted with these professionals post incident.

Exceptions to these eligibility requirements may be considered on a case-by-case basis.

5. Scope of Assistance:

- A. **Housing Support:** Includes emergency shelter (including short-term hotels), emergency relocation costs and rental assistance.
- B. **Medical and Mental Health Expenses:** Covers uninsured urgent medical care, therapy, and mental health support directly related to the victim's recovery.
- C. **Daily Essentials:** Provides for food, medication, transportation, and childcare necessary to support the victim and their family in the recovery period. Programs should use local businesses where feasible to stimulate community economies. Gift cards are not recommended. However, if they are used, agency must have written policies and procedures for distribution, tracking etc. This includes a written log with client signature, gift card rationale, receipt to document how funds were spent, with two levels of staff approval.

6. Funding Limits:

The maximum support per client, inclusive of eligible family members, is for one-time use, capped at \$5,000. This cap is set to ensure equitable distribution of funds and sustainable support across all eligible clients. Below are suggested allocation guidelines:

- A. Housing Relocation Costs: \$2500
 - a. Short-term hotel \$500
 - b. Rental deposit \$2000
- B. Medical and Mental Health Expenses: \$1100
 - a. Hospital bill \$700
 - b. Mental Health Therapist \$400
- C. Daily Essentials: \$1100
 - a. Groceries \$300
 - b. Transportation: Emergency vehicle repair, if related to incident \$500
 - c. Clothing and Personal Items: \$400
 - d. Medication \$200

*Includes: Document replacement – id, birth certificate, emergency childcare, unforeseen needs.

(Allocations beyond amounts outlined within the suggested guidelines must be approved by the Assistant Secretary of the OFVP)

7. Collaborative Partnerships:

Flex fund managers are encouraged to initiate memorandums of understandings (MOUs) with local hospitals, law enforcement, and housing authorities to streamline service referrals and reduce delays. Collaboration with community-based organizations ensures comprehensive, real-time support for victims.

Violence Prevention Services grantees should provide case management services to ensure participants are enrolled in eligible health insurance, other supports and referrals for services, such as legal services, if not provided within the agency.

8. Community Oversight:

Community Response and Engagement Workgroups (CREWs) will inform emergency flex fund distribution, meeting monthly to review expenditures and recommend policy adjustments. This group, convened by Lead Conveners flex fund managers, will represent affected communities, ensuring funds align with local needs.

9. Compliance with Federal and State Laws

10. Unallowable Costs

Please *refer to* 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, PART 200 Subpart E – Cost Principles to determine the appropriateness of costs. In addition, and specific to this grant, the following costs will be unallowable without specific prior written approval from 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

In addition, **Legal Fees are not allowed.**

11. Data Collection & Reporting:

Lead Convener flex fund managers will maintain detailed records of fund usage such as receipts, bank statements. Expenditures will be submitted monthly and quarterly through RPSA fiscal reporting. Quarterly reports will track metrics such as number of clients, demographics, types of assistance provided with amount expended. An annual equity audit will assess the fund’s impact on service provision disparities.

12. Community Engagement & Education:

Community Response and Engagement Workgroups (CREWs) will inform residents of available resources. CREWs will facilitate the acquisition of educational workshops on financial literacy and navigating public services to support long-term resilience, helping victims and families to rebuild and thrive.

Conclusion

The Emergency Victims Flex Fund prioritizes equity, accessibility, and timeliness, supporting survivors of gun violence with flexible, needs-based assistance. By addressing structural inequities and aligning with a public health approach, this policy aims to transform emergency support delivery, creating a responsive, accountable framework for helping vulnerable communities rebuild and recover.

***Definition of Immediate Family Members**

- A. Spouse or domestic partner: A legally married partner of the victim.
- B. Children: Biological, adopted, or stepchildren under the age of 18, or adult children who are financially dependent on the victim.
- C. Parents: Biological, adoptive, or stepparents of the victim.
- D. Siblings: Biological, adopted, or stepsiblings of the victim who reside in the same household.
- E. Siblings: Biological, adopted, or stepsiblings of the victim who reside elsewhere who is economically dependent on victim's legal financial support
- F. Other Dependents: Any individual for whom the victim is the primary caregiver and who resides in the same household.

Created 1.15.24 This policy will undergo annual review for compliance with updated regulations and emerging legislation.

RPSA Community Convener
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 The applicant organization must have 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. OR

The applicant organization must have a minimum of 2 years' experience coordinating community coalitions to address a high-risk population **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 3-month Uniform Grant Budget (**printed from CSA**)
- Attachment A6a Applicant FY26 9-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 Community Trust and Support Letters of Support

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 3-month Budget is entered, signed and submitted in CSA
- The FY26 9-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](#)