

Uniform Notice of Technical Assistance Opportunity (NOTAO)

	Data Field	
1.	Awarding Agency Name:	Illinois Criminal Justice Information Authority
2.	Agency Contact:	Caitlin DeLong Illinois Criminal Justice Information Authority 300 West Adams, Suite 200 Chicago, IL 60606 CJA.CJCC@Illinois.gov 312-793-1306
3.	Announcement Type:	<input checked="" type="checkbox"/> Initial announcement <input type="checkbox"/> Modification of a previous announcement
4.	Type of Assistance Instrument:	Memorandum of Understanding
5.	Technical Assistance Opportunity Number:	ICJIA 2017 NOTAO 01
6.	Technical Assistance Opportunity Title:	County Criminal Justice Planning Partnership (CCJPC)
7.	CSFA Number:	N/A
8.	CSFA Popular Name:	N/A
9.	CFDA Number(s):	N/A
10.	Anticipated Number of Awards:	4 (at minimum)
11.	Estimated Total Program Funding:	N/A
12.	Award Range	N/A
13.	Source of Technical Assistance:	<input type="checkbox"/> Federal or Federal pass-through <input type="checkbox"/> State <input checked="" type="checkbox"/> Private / other funding
14.	Cost Sharing or Matching Requirement:	N/A
15.	Indirect Costs Allowed Restrictions on Indirect Costs	N/A N/A
16.	Posted Date:	Monday, April 10, 2017
17.	Closing Date for Applications:	11:59 p.m., Friday, May 19, 2017
18.	Technical Assistance Session:	Session Offered: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Session Mandatory: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Applicants must view and certify that that they have watched the recorded webinar. The date and time that

		the webinar will be available will be emailed to eligible counties and posted on the Authority website. .
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A. Program Description

In February 2015, Governor Bruce Rauner established through executive order the Illinois State Commission on Criminal Justice and Sentencing Reform, a bipartisan, inter-branch group of more than two dozen criminal justice practitioners, lawmakers, and policymakers. As set forth in Executive Order 15-14, the Commission's charge was to review the State's "current criminal justice and sentencing structure, sentencing practices, community supervision, and the use of alternatives to incarceration," and to "make recommendations for amendments to state law that will reduce the State's current prison population by 25% by 2025."

To make more effective use of the State's criminal justice resources, the Commission recommended that the Illinois Criminal Justice Information Authority (ICJIA), the State's criminal justice research and grant-making agency, provide technical assistance to local jurisdictions to form county-level Criminal Justice Coordinating Councils (CJCCs).

CJCCs convene elected and appointed executive-level policymakers to collaboratively address issues facing the justice system and its constituent agencies. Though CJCCs vary widely in membership and structure, generally speaking, a CJCC is a partnership of decision makers who have a stake in the effective administration of justice. Typically the partnership includes representatives from:

- The three branches of government (executive, judicial, and legislative);
- Multiple levels of government (city, county, and state agencies); and
- Allied stakeholders from various other governmental entities, such as education or health and human services, community based organizations, service providers, and citizens.

CJCCs typically use a data-guided and structured planning process to identify, analyze, solve, and manage justice system issues. The work of CJCCs can produce many benefits, including better understanding of crime and criminal justice problems, greater cooperation among agencies and units of local government, clearer objectives and priorities, more effective resource allocation, and better quality criminal justice programs and personnel. Taken together, these results can increase public confidence in and support for criminal justice processes, enhancing system performance and, ultimately, the integrity of the law. Improved planning and coordination helps individual justice agencies become more efficient, productive, and effective. Additionally, many local governments are finding that comprehensive system-wide planning (interagency and cross-jurisdictional) helps to streamline the entire local system of justice, eliminating duplication, filling service gaps, and generally improving the quality of service while controlling costs.

For more information on CJCCs, please see Robert C. Cushman, “Guidelines for Developing a Criminal Justice Coordinating Committee,” National Institute of Corrections (2002), available at <http://static.nicic.gov/Library/017232.pdf>.

Technical support from ICJIA will include data analysis and guidance in the strategic planning process. CJCCs will target their specific crime problems; identify gaps; learn how the State’s resources can best be used to address them; and build and sustain a collaborative strategic planning process. In so doing, participating jurisdictions will reduce reliance on the use of jail and prison.

Technical assistance will be tailored to the county’s needs, but will generally include assistance with developing a set of measures to gauge justice system activities and outcomes (i.e., a criminal justice “dashboard”); training; offender profile and programming assessment; strategic planning; the identification, adoption and implementation of evidence-based programs and practices that help meet the county’s needs; and evaluation and sustainability

Background

In Illinois, the need for CJCCs is clear: historically there has been insufficient coordination and cooperation between the State and local agencies in criminal justice planning and resource utilization. Although state law dictates who can be sentenced to prison, and provides general parameters for sentence length, local practice ultimately determines who goes to jail and prison and for how long. The degree to which counties use jail and prison as a response to crime varies considerably, and criminal justice practitioners often assume that incarceration will deter offenders and reduce their involvement in crime. However, research shows that unnecessary use of local or state incarceration is associated with and can drive negative public safety outcomes. For instance, research shows the overreliance of pretrial detention not only leads to crowded jails, but is also correlated with longer prison sentences and increased offending.¹ Similarly, while state incarceration can provide local jurisdictions with an incapacitation option, research shows that prison can make offenders, particularly low-risk offenders, less likely to be successful post-release.²

Almost 30,000 inmates are released back to communities each year in Illinois. Approximately 50 percent of these individuals will return to prison within three years of their release either because they commit a new offense or because they violate a condition of their supervised release. Many of these individuals are originally sentenced

¹ See, for example, Christopher T. Lowenkamp, Marie VanNostrand, and Alexander Holsinger, *Investigating the Impact of Pretrial Detention on Sentencing Outcomes*, Arnold Foundation (2013) available at http://www.arnoldfoundation.org/wp-content/uploads/2014/02/LJAF_Report_state-sentencing_FNL.pdf

² See Daniel S. Nagin, Francis T. Cullen, and C.L. Jonson, “Imprisonment and Reoffending,” in Michael Tonry (ed.), *Crime and Justice: A Review of Research*, 38 (Chicago: University of Chicago Press, 2009): 115-200.

to prison, not because they are especially dangerous to the community, but because they consistently engage in low-level criminal conduct. In 2015, sixty-nine percent of individuals newly committed to the Illinois Department of Corrections (IDOC) were sentenced for non-violent offenses, such as drug- or property-related crimes. A great many have lengthy criminal records, and from the perspective of police, prosecutors, and judges, the only perceived available option is to incarcerate and incapacitate. So offenders are sent to prison, often serve relatively little time (the average length of stay in the IDOC is less than two years), and then are released. They then frequently reoffend, are returned to prison, and the cycle continues, a process that ultimately results in the destabilization of families and communities.

The allocation of State resources further contributes to the overreliance on jails and prison. The State directs and provides resources from a variety of sources to different local entities. However, there is no coordinating mechanism or plan that guides how these resources will address the local jurisdiction's overall criminal justice needs. The result is an insular and uncoordinated approach to addressing local needs, leading the State to misalign its investments in programming.

The CJCCs will bring together representatives from state and local justice system agencies, other governmental bodies, service providers, and the community. Together, these stakeholders will create strategic plans to help local jurisdictions better understand and more effectively address their particular crime problems, system inefficiencies, and their reliance on jail and prison. This process will also provide state practitioners and policymakers with a better understanding of what specific issues local jurisdictions are facing, and what is needed to support and sustain their efforts.

Effective Strategic Planning

Strategic planning is a continuous analytic process used to create a focus for activities and resources to achieve specific results, and to develop shared responsibility for achieving those results. The process provides a systematic way for an organization or system to express its vision, describe its values, state or update its mission, identify strengths and weaknesses, and develop and accomplish short- and long-term goals.

At its core, a strategic plan is a road map for getting where you want to be. It assumes you want to go somewhere and get there in a timely fashion while using the fewest resources necessary. While there are many strategic planning models, and no single model or process is the perfect fit for every situation, effective strategic planning processes have common features.

One of the core features of an effective strategic planning process is its ongoing and cyclical nature. Effective strategic planning is not a linear process; rather, it continuously monitors progress in achieving expected results. It reexamines problems and needs, internal and external conditions, and the fit and adequacy of solutions on a routine and ongoing basis. A sound strategic plan is dynamic rather than static, and two

hallmarks of an effective strategic planning process are ongoing learning and continuous quality improvement.

Indeed, an effective strategic planning process uses data and analysis in several important ways. Research, statistical analysis, and other background materials are relied upon to help define the current environment from an objective standpoint and to better understand and prioritize problems and needs (i.e., crime problems, system inefficiencies, gaps in services). Data are also important for monitoring progress in implementing the plan, and to document how well the plan mitigates identified problems and needs. Monitoring implementation in a systematic, data-driven fashion, is critical, as deviations from the plan are likely to occur, and identifying problems before they become intractable, so corrective action can be taken, is the key to maximizing success. Outcome evaluation to determine the effects of constituent programs and the overall impact of the plan is equally important.

Widespread stakeholder representation is needed to build support and commitment to the effort, and because differing perspectives can help identify improved solutions. It also creates connections among diverse groups that might not otherwise interact, thereby increasing the probability the plan will produce desired results. All stakeholders must have access to information regarding the planning initiative and believe that the process will either benefit them individually or better the community as a whole. This, like creating an infrastructure to support the planning process, will foster substantive change, as well as the institutionalization of collaboration and other system improvements that transcend the planning process itself.

Involvement of high ranking officials is critical, as strategic plans should be developed by those with the authority and responsibility to carry out the plan and achieve its intended results. Additionally, when high ranking officials, rather than their designees or staff, are directly involved, it sends a signal to the entire stakeholder community of the importance of the planning process. In essence, these high-ranking officials function as a policy team, convened for the purpose of forging a common vision and making strategic decisions based on the best available data and information about problems that will be addresses and solutions that will be put in place across stakeholder agencies or organizations.

Guiding Principles

CJCCs that participate in this technical assistance opportunity will develop their own guiding principles through the strategic planning process. ICJIA has developed the following foundational guiding principles for this project:

1. Legitimacy: Criminal justice practices and policy should provide an equitable justice system for all Illinois residents by strengthening the trust between the public and the justice system and promoting the fair distribution of rights, resources and opportunities.

2. Fair and Just: Criminal justice laws, policies, and practices should be fairly and effectively enforced, ensuring that punishment is proportional to the seriousness of the offense committed, designed to achieve offender accountability, victim restoration, public safety, and limited to the amount necessary to achieve the intended outcomes.
3. Respect: Criminal justice practices and policy should ensure that victims are treated with respect in regard to their dignity and privacy, and that their rights are enforced. Support and services should be provided to victims who suffer physical, emotional or financial harm as the direct result of the offender's criminal conduct.
4. Rehabilitation: The criminal justice system should require and support offender rehabilitation services to offenders who want them. These services should be provided in a culturally competent, gender sensitive, and trauma informed manner.
5. Strengthen Communities: The criminal justice system should strengthen communities and their capacities to prevent crime and violence.
6. Prevention: The criminal justice system should prevent crime and violence to mitigate its harmful effects on individuals and communities.
7. Research Informed: Criminal justice policies and practices should be informed by statistics, research, and community input. Criminal justice data, statistical analyses, and research should be accessible to all communities.
8. Collaboration: The sectors of criminal justice system and victim service providers should collaborate to provide efficient, effective, and expedient justice. This collaboration should foster cross-system coordination and appropriate information sharing.
9. Efficient: The criminal justice system should avoid unnecessary costs and maximize its limited resources to achieve its intended outcomes.

Program Requirements

The Illinois Criminal Justice Information Authority is requesting proposals from counties seeking technical assistance in the form of a County Criminal Justice Planning Partnership. ICJIA will select, at minimum, four Illinois counties for strategic planning assistance to be provided from June 2017 through December 2018, with the possibility of continuation based on available resources. If federal funding is received, technical assistance recipients also may receive funding for Criminal Justice Coordinating Council (CJCC) implementation, including staff hiring.³

Letter of commitment

As CJCCs require significant collaboration among local criminal justice stakeholders, including governmental and non-governmental officials, applicants must submit a letter

³ In February 2017, ICJIA applied for "Justice Reinvestment Initiative: Maximizing State Reforms" from the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice, Solicitation available at <https://www.bja.gov/funding/JRIMaximizing17.pdf>

of commitment from stakeholders who will likely constitute the CJCC's leadership team.

The letter of commitment should also include a pledge by stakeholder organizations to:

- 1) Participate in an evaluation of the strategic planning effort, including the plan's implementation and outcomes; and
- 2) Gather and share relevant data with ICJIA that will be needed in order to assist the County in its strategic planning effort, including evaluation.

The letter should also identify existing challenges and barriers to data collection and analysis.

Membership

While CJCC individual membership may vary somewhat depending on the specific needs of particular counties, CJCCs should include representatives from the three branches of government (executive, judicial, and legislative); city and county government; and allied stakeholders from various other entities such as education or health and human services, community based organizations, service providers, and victim representatives.

CJCCs should include, at a minimum, the:

- 1) State's attorney.
- 2) Representative of the judiciary.
- 3) Public defender.
- 4) Sheriff.
- 5) Representatives from local municipal police departments (i.e., the largest in the county).
- 6) Representative of the county (e.g., County Administrator).
- 7) Representative from the county's probation and pre-trial services departments.
- 8) Representatives from a mayor's Office (i.e., in the largest cities in the county).
- 9) A governmental health and human services agency that services justice-involved populations.
- 10) A civic leader/organization.

Additional members could include victim advocates, one or more formerly incarcerated individuals, and representatives from community and faith based organizations, as well as local mental health and substance use treatment providers.

Memorandum of Understanding

Applicants selected for technical assistance will be required to sign a Memorandum of Understanding which lays out the responsibilities of partner agencies and the services to be provided.

Required two-day training

Successful applicants will be required to participate in a two-day strategic planning training session during the summer of 2017. This session will serve as the foundation for technical assistance delivery. ICJIA will work with successful individual applicants to identify a jurisdiction to host this event. Successful applicants will also be expected to send representative teams to a two-day conference in fall 2017.

Technical Assistance

Technical assistance will be primarily provided by ICJIA, as well as key partners ICJIA has recruited for this initiative. These partners include:

- 1) Loyola University's Center on Criminal Justice Research, Policy and Practice, a multi-disciplinary initiative funded by the MacArthur Foundation that is dedicated to strengthening Illinois' state and local criminal justice system through collaborative interdisciplinary research and evaluation, professional leadership development, and targeted projects; and
- 2) The National Criminal Justice Reform Project (NCJRP), an initiative funded by the Laura and John Arnold Foundation in which Illinois will be receiving strategic planning technical assistance from the National Governors Association and the National Criminal Justice Association.

Technical assistance will be tailored to the county's needs, but will generally include assistance with developing a set of measures to gauge justice system activities and outcomes (i.e., a criminal justice "dashboard"); training; offender profile and programming assessment; strategic planning; the identification, adoption and implementation of evidence-based programs and practices that help meet the county's needs; and evaluation and sustainability. Each is described below.

CJ Dashboard. ICJIA's Research & Analysis Unit (R&A) has developed several on-line data and analysis tools to help local units of government explore and document crime and criminal justice system trends. These tools have largely relied on locally generated data reported to state-level agencies, or state-agency data regarding individuals served from Illinois communities.

The Illinois Criminal Justice Data Profiles were recently updated and allow users to examine county or circuit specific data from the point of arrest through incarceration. These profiles also provide data on persons admitted to IDOC and recidivism data using the State's Criminal History Record Information (CHRI) system. Previously this information was not easily accessible at the county level. The CJ Data Profiles are the

first step toward building a more comprehensive data “dashboard” where information available at the state level is combined with local level data to help facilitate data-driven discussions, decision making, and strategic planning.

R&A staff in conjunction with Loyola University will continue to build out the CJ Data Profiles by working with counties and the CJCC coordinators to identify key variables and performance measures that focus on the use of incarceration to help counties understand their use of prison and their progress toward implementing their strategic plan.

Training. ICJIA in partnership with Loyola University will work with local jurisdictions to identify the training needs of the county. ICJIA staff will then work to pinpoint the most appropriate resources to address the particular needs. ICJIA and Loyola will work with the NCJRP team and its network of national experts to provide training. Effort will be made to coordinate training events to maximize the number of counties attending the training and allow cross-jurisdiction information sharing and learning. Examples of training that is commonly requested throughout the State include implementation science and technical support that focuses on preparing counties for strong implementation, use of evidence-based practices (e.g., EPICS), Sequential Intercept Mapping, and trauma-informed care.

Offender Profile and Programming Assessment. Loyola University in partnership with ICJIA R&A staff and local county officials will work to develop an offender profile of people convicted in each of the selected counties that documents the risk and needs of offenders sentenced to probation and the IDOC and those living in the community on parole. An assessment of existing practices and programming available for individuals served in the community will also be completed. The assessment will involve an examination of whether the practices and programs identified are evidence-based. The profile in conjunction with the programming assessment will be used to complete a gap analysis that highlights areas for targeted improvement.

Strategic Planning. ICJIA, Loyola University, and the NCJRP team will support strategic planning efforts at the county level. Other local, state, and national resources will be tapped into as needed, including other local communities who have been identified as having strong existing CJCCs. Assistance will include working with local jurisdictions in developing Strength Weaknesses Opportunities Threat (SWOT) criminal justice system analyses, analyzing locally available data in combination with data available to the State, completing Sequential Intercept Model mapping, and using the aforementioned information to identify system gaps, inefficiencies and areas ripe for intervention. Strategic planning efforts will focus on the various factors that may underlie confinement decisions, including arrest and charging decisions, pretrial detention, sentencing, relevant probation and parole policies and practices, as well as other drivers of the corrections population.

Identification, adoption, and implementation of evidence-based programs and practices that help meet the county’s needs. ICJIA, Loyola University, and the NCJRP team

(including a national network of subject matter experts) will support each county in efforts to bridge system gaps and reduce inefficiencies through evidence-based programming and practice. Support may include providing the CJCC assistance in identifying and adopting cost-effective programs and practices that will help bridge existing service and intervention gaps identified during the strategic planning process, as well as improving the effectiveness of existing evidence-based programs and practices with identified implementation and delivery shortcomings. Counties also will be supported in their efforts to implement the strategic plan and its constituent programs and practices. Counties will receive training on implementation science and technical support that focuses on preparing counties for strong implementation, including the use of fidelity assessments.

Evaluation. Loyola University in partnership with ICJIA staff will assist each county in efforts aimed at evaluating the implementation and impact of their strategic plan. Data collection, analysis and reporting technical assistance will be provided in the areas of fidelity assessment and outcome evaluation, as well as in documenting the strengths and shortcomings of the strategic planning process itself. A commitment to evaluation and data access to support evaluation efforts are a prerequisite for participation in this technical assistance opportunity.

Sustainability. ICJIA and the NCJRP team will work with counties to ensure that the CJCC is aware of the factors that influence sustainability, as well as to explore resources that may be tapped to support and sustain the efforts of the CJCCs.

Authorizing Statutes. The Illinois Criminal Justice Information Act (20 ILCS 3930/7(b), (k), (m)) established ICJIA as the agency “[t]o define, develop, evaluate and correlate State and local programs and projects associated with the improvement of law enforcement and the administration of criminal justice” and “to apply for, receive, establish priorities for, allocate, disburse and spend grants of funds that are made available...from the United States pursuant to the federal Crime Control Act of 1973, as amended, and similar federal legislation, and to enter into agreements with the United States government to further the purposes of this Act, or as may be required as a condition of obtaining federal funds,” and empowered ICJIA to “enter into contracts and cooperate with units of general local government or combinations of such units, State agencies, and criminal justice system agencies of other states for the purpose of carrying out the duties of the Authority”

ICJIA must 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.*).

B. Funding Information

This notice is for technical assistance, not funding. However, ICJIA has applied for a discretionary federal grant that, if received, ICJIA may use to support CJCC coordination in the counties awarded technical assistance through this notice. Federal awards will be announced in fall 2017.

C. Eligibility Information

1. GATA Compliance:

Applicants for technical assistance are not required to be GATA compliant at the time of proposal submission. However, if funding for CJCC coordination becomes available, recipient agencies will be required to meet all GATA compliance standards in order to receive funding. Therefore, ICJIA encourages applicants to begin the GATA process, so that applicants do not experience any delays or disqualification if funding does become available.

Pre-registration: GATA compliance includes pre-qualification through the Grant Accountability and Transparency Act (GATA) Grantee Portal, www.grants.illinois.gov. During pre-qualification, Dun and Bradstreet verifications are performed, including a check of Debarred and Suspended status and good standing with the Illinois Secretary of State.

Approved Internal Control Questionnaire: The pre-qualification process also includes a financial and administrative risk assessment using an Internal Controls Questionnaire (ICQ). The ICQ must be submitted through the GATA portal and approved by a State cognizant agency by August 2017 in order to be considered for possible funding.

2. Eligible Applicants.

Eligible applicants include executive or judicial governmental agencies in the 30 counties with the highest prison utilization rates, not including Cook County. The sheer number of prison admissions during SFY 2015 and 2016 was used to identify the top 30 counties. Prison utilization may be examined in additional ways including the proportion of convicted felons sent to prison. The applicant should be the lead managing/administrative organization/agency for this project.

Methodology to identify top 30 counties in terms of eligibility for CJCC Solicitation: The total number of sentences imposed on felons (probation plus prison plus other) within each of Illinois' counties, excluding Cook County, for the two years of 2014 and 2015 were ranked from highest to lowest. From this ranking, the 30 counties with the highest volume of felony sentences were identified. Among these 30

counties, the county with the most felony sentences imposed was given a rank of 1 and the county with the fewest a rank of 30. Next, the percent of convicted felons sentenced to prison was calculated for each of these 30 counties, and this value was sorted from highest to lowest and ranked (i.e., the county with the highest percent of convicted felons sentenced to prison was given a 1 and the county with the smallest percent of convicted felons sentenced to prison was given a 30). Then, the two rankings were added together to create a composite rank, combining the rank for the sheer number of felons sentenced with the rank for the percent of felons sentenced to prison. This composite rank was then sorted, and the top 10 counties on the combined rank of sheer number and percent to prison were grouped into tier 1, the next 10 into tier 2 and the final 10 into tier 3

Tiers based on composite rank
of total number of felons sentenced in 2014/15
and percent of felons sentenced to prison in 2014/15

Tier 1	Tier 2	Tier 3
Adams	Kane	Boone
Champaign	Kankakee	Coles
DuPage	Knox	DeKalb
Macon	Lake	Henry
Peoria	LaSalle	Jackson
Sangamon	Madison	Jefferson
Tazewell	McLean	Marion
Vermillion	St. Clair	McHenry
Will	Stephenson	Rock Island
Winnebago	Whiteside	Saline

D. Application and Submission Information

1. Obtaining Application Package and Application Deadline

Applications may be obtained at <http://www.icjia.state.il.us/>. To request hard copies of the application materials, please contact:

Caitlin DeLong
 Illinois Criminal Justice Information Authority
 300 West Adams, Suite 200
 Chicago, IL 60606
CJA.CJCC@Illinois.gov
 312-793-1306

Completed application materials must be emailed to CJA.CJCC@Illinois.gov by 11:59 p.m., **May 19 2017**, to be considered. Applicants will receive an automated

confirmation that the email was received. Proposals will not be accepted by mail, fax, or in-person. Incomplete applications will not be reviewed. Late submissions will not be reviewed.

Agencies are encouraged to submit their applications 72 hours in advance of the deadline to avoid unforeseen technical difficulties. Technical difficulties should be reported immediately to ICJIA at CJA.CJCC@Illinois.gov.

2. Notice of Intent and Required Application Submission.

Notice of Intent: Agencies interested in submitting an application are requested to complete an online Notice of Intent form by **11:59 p.m., May 10, 2017**. Submission of a Notice of Intent is nonbinding and will be used for internal planning purposes only.

To complete the online form, go to: <http://www.icjia.state.il.us/>.

The following documents must be emailed as separate documents to CJA.CJCC@Illinois.gov by the deadline for application review. All documents should be saved with the appropriate document title, for example “*Proposal Narrative*”, and then included as an attachment in the submittal email.

Documents that require a signature as part of submission should be downloaded, printed, signed, scanned and saved as a PDF document. Save the scanned document under the name of the document. The scanned and properly labeled PDF document should be included as an attachment in the submittal email.

Required documents are:

Document	PDF	Word	Excel
Completed Program Narrative template in Word that meets program requirements.		X	
Letter of Commitment from Key Representative CJCC Stakeholders.	X		

3. Mandatory Pre-application Webinar.

A pre-application webinar will be available for viewing at a date and time to be determined. Eligible counties will be emailed when the webinar is available, and a notice will be posted on the ICJIA website.

E. Application Review Information

1. Criteria.

Application selection will be made using the following criteria.

Proposal Quality	Score Range
Excellent: In addition to providing complete responses for all questions, the responses were clear and detailed. The program plan is thoughtfully designed taking into account legal practices and victim needs. Application includes all mandatory elements.	90-100
Very Good: Application provides complete responses and includes all mandatory elements, but a limited amount of clarification or modification is necessary to recommend the application for funding.	80-89
Good: Application provided complete responses to the majority of the questions while several responses lack clarity and detail. Application includes all mandatory elements.	70-79
Fair: The application responses consistently lacked completeness. Application lacks some mandatory elements.	60-69
Poor: The application responses consistently lacked completeness and demonstrates a poor understanding of the issues. Application lacks some mandatory elements.	0-59

The following outlines the point breakdown for each major section of the proposal narrative. The description included reflects a proposal that falls into the excellent category described above.

Goals (10 points). In this section, applicants should describe their county’s goals or vision for how they want to strengthen their criminal justice system, and how technical assistance and CJCCs will help them realize it.

Collaboration (10 points). In this section, applicants should describe past or present collaboration among potential or current CJCCs members. Examples include participation in Adult Redeploy, current CJCC-like efforts, or similar multi-agency initiatives.

Letters of Commitment (15 points). Letters of commitment from key stakeholder groups are an essential program requirement. Applicants will receive points for core signatories, including:

- 1) State’s attorney.
- 2) Representative of the judiciary.
- 3) Public defender.

- 4) Sheriff.
- 5) Representatives from local municipal police departments (i.e., the largest in the county).
- 6) Representative of the county (e.g., County Administrator).
- 7) Representative from the county's probation and pre-trial services departments.
- 8) Representatives from a mayor's Office (i.e., in the largest cities in the county).
- 9) A governmental health and human services agency that services justice-involved populations.
- 10) A civic leader/organization.

Additional members could include victim advocates, formerly incarcerated individuals, and representatives from community and faith based organizations, as well as local mental health and substance use treatment providers.

Letters of commitment should acknowledge each organization's support for the organizational entity named as the lead managing/ administrative organization/ agency for this project. These letters should include a commitment to evaluation (as outlined above under Program Requirements) and to share relevant data among CJCC members and, for the purpose of strategic planning support and evaluation, with ICJIA and its Loyola University and NCJRP partners. At least one representative from each of the stakeholder groups is necessary to obtain the full points allotted.

County Crime Problem(s) (20 points). In this section, applicants should describe the local crime/public safety problems which they plan to use their CJCC to address. Examples include the incidence, prevalence, and trends over time of particular crime or criminal activity (domestic violence, DUIs, and gang violence). In this section, applicants should describe strategies or programs their county has used to address these problems, data they have collected to measure them, noting success they have achieved, obstacles they have encountered, and how a CJCC might help them address these issues more effectively.

Jail and Community Corrections (20 points). Counties are encouraged to describe their counties' use of jail resources, and in particular jail overcrowding and use of jail for pre-trial detention. Counties may also provide evidence of the impact of probation and their experiences with formerly incarcerated people returning to their county. Applicants should describe strategies or programs their county to address any problems noted, data they have collected to measure them, noting success they have achieved, obstacles they have encountered, and how a CJCC might help them address any issues more effectively.

Prison Utilization (25 points). ICJIA has identified three tiers of county prison usage, with tier one indicating relatively high prison admissions. Applicants should note what tier they are in. Each tier is awarded points, with First Tier receiving 25 points, Second Tier – 22 points, and Third Tier - 17 points. Applicants should note where they fall in the top 30 counties for sheer numbers of admissions for the SFY

2015 and 2016.

2. *Review and Selection Process.*

Proposals will be reviewed and scored by a panel comprised of ICJIA staff, as well as key stakeholders with expertise in this area, as appropriate and practicable. Proposal selection will be made using the criteria listed above.

ICJIA reserves the right to reject any or all applications if it is determined that submission(s) are not satisfactory. ICJIA also reserves the right to invite one or more applicants to provide necessary clarifications prior to scoring. If a proposal fails to meet the eligibility requirements of this NOTAO, ICJIA will withdraw the proposal from consideration.

3. *Appeals Process*

Unsuccessful applicant appeals are limited to the evaluation process. Evaluation scores may not be protested. Only the evaluation process is subject to appeal. Unsuccessful applicants may request an appeal, in writing and submitted within fourteen (14) calendar days after grant award notice was published receipt of notice. The written appeal/request shall include at a minimum the following:

- a. The name and address of the appealing party.
- b. Identification of grant program.
- c. A statement of reason for the appeal.

Please send to:

Caitlin DeLong
Illinois Criminal Justice Information Authority
300 W. Adams Street, Suite 200
Chicago, IL 60606

Once an appeal is received, ICJIA must acknowledge receipt of an appeal within fourteen (14) calendar days from the date the appeal was received. ICJIA will respond to the appeal within 60 days or supply a written explanation to the appealing party as to why additional time is required. The appealing party must supply any additional information requested by the agency within the time period set in the request. ICJIA will resolve the appeal by means of written determination. The determination shall include, but not be limited to:

- a. Review of the appeal
- b. Appeal determination
- c. Rationale for the determination

4. Anticipated Announcement and State Award Dates.

Milestones	Target Date
Release of NOTAO and open application	Monday, April 10, 2017
Pre-application webinar registration deadline	To be determined
Pre-application webinar	To be determined
Notice of Intent due	Wednesday, May 10, 2017
Last date for submission of questions	Monday, May 15, 2017
Application Closes	Friday, May 19, 2017
Start Program Performance Period	June 2017

F. Award Administration Information

State Award Notices.

Not applicable.

G. State Agency Contact(s)

For questions and technical assistance regarding submission of an application, contact:

Caitlin DeLong
Illinois Criminal Justice Information Authority
300 West Adams, Suite 200
Chicago, IL 60606
CJA.CJCC@Illinois.gov
312-793-1306

The deadline to submit questions is 11:59 p.m., Monday, May 15, 2017.

H. Other Information

Neither the State of Illinois nor ICJIA are obligated to make any assistance award as a result of this announcement. ICJIA's Executive Director has sole authority to bind the state government to the expenditure of funds or provision of assistance through the execution of interagency grant agreements.

