



ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY

300 W. Adams Street • Suite 200 • Chicago, Illinois 60606 • (312) 793-8550

Violence Prevention Planning and One Time Supports

RESPONSE TO APPLICANT QUESTIONS

UPDATED 10.18.19 New Questions and Answers in RED

General Questions:

1. Q: When will the NOFO specific technical assistance recording be available and where can I access it?
A: It will be posted on the ICJIA GATA site: <https://grants.icjia.cloud/> by October 2, 2019.
2. Q: How is a letter of commitment different from a letter of support?
A: A letter of commitment states the entity's assurance that they will participate in the project by attending meetings etc while a letter of support conveys positive regard for the applicant.
3. Q: Would a State's Attorney's Office or a school district eligible to apply for these funds?
A: Yes. Since a state's attorney's office is not a required cross-systems members, this type of applicant should be mindful to obtain all the required letters of commitment for Track One.
4. Q: Is Peoria eligible to apply for this funding?
A: Yes, Peoria is included in the "Balance of the State" category.
5. Q: I submitted a NOI for Track One. Can I also submit one for Track Two?
A: Yes. The NOI Survey does have a BOTH option but since you have already submitted one, please submit a one for track two.
6. Q: My colleague and I are interested in applying for a research grant to evaluate the electronic program (which is a combination of stationary and mobile GPS) that is used in Cook county to prevent repeat domestic violence. Is such a research project eligible for a violence prevention grant?
A: Your interest area is outside the scope of this solicitation.
7. Q: Do the goals and objectives chart and implementation schedule that are required count against the page limit of the narrative?
A: The goals/objectives and implementation schedule are part of the program narrative, so yes, it counts.



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8. Q: I am writing to inquire about the Violence Prevention Planning and One Time Supports Program. On page 2 of the NOFO, it says that there is \$8,336,326 available for funding, but on page 4, it states that there is \$8,366,326 available for funding. What is the correct amount available?

A: Thank you for catching that typo. The correct amount available is \$8,336,326.

9. Q: Could you please provide me with guidance on whether or not our research project would meet the qualifications for the violence prevention NOFO? The University of St. Francis (USF) in Joliet, IL is collaborating with the Will County Problem-Solving Courts (ARI, Veterans, Mental Health, and Drug). Beginning January 2020, USF will be a collaborative partner by providing needed workshops for the problem-solving courts day programming. These workshops would include such topics as: pro-social activities, recreational activities, information on STDs, healthy choices, parenting classes (to name a few). We then plan on measuring if these programs improve client outcomes.

A: This research project is outside the scope of this NOFO.

10. Q: Please let me know the suggested staff hours required to write this grant.

A: We do not provide this type of information.

Track One:

11. Q: We are hoping to get guidance into whether our situation and future goals will “fit” appropriately to apply for this Violence Prevention grant. We are a city police department. We are wrapping up a 3-year Focused Deterrence grant project, ending Dec 13th, 2019. We are looking for a bridge option to fund research to identify a sustainability model specifically for the social service delivery function within our Focused Deterrence plan we have built and currently implementing. Is it feasible to apply for this grant justifying the need to research sustainability options; shift the case management function to a social services agency and away from law enforcement responsibility; and identify program expansion to encompass a larger target population not currently served under the Focused Deterrence parameters to better serve city violence prevention needs?

A: Track one is for a comprehensive violence prevention planning process. If focused deterrence was found to be needed through that comprehensive planning process, it could be included as an action step. This planning grant wouldn't fund the services.



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12. Q: If one of the organizations we would like to partner with to fulfill one of the required partner agencies is also planning to separately apply for a grant in the same track, can they still also serve as our partner on our application?

A: There is nothing that would preclude them from being a partner.

13. Q: On page 16, the NOFO notes “Under Track One, ICJIA intends to only fund one entity for a given geographic area”. Does this mean there will only be one Track One grant awarded in Chicago? No, this is an error. We have clarified as follows: C1. Eligible Applicants: Non-profits or governmental entities of the proposed community. Under Track One, ICJIA intends to only fund one entity for a given geographic area. Applicants are strongly encouraged to collaborate. See Background Section for more information on multi-sector collaborations.

14. Q: When addressing at least two types of violence, would child sexual abuse and sexual violence (against youth) be considered two separate types?

A: Yes

15. Q: On the webinar, when discussing Track 1 it was noted that during the information gathering phase, organizations should be broad and general in their questions, and not ask only about the type of violence that they wish to address. We are a member of a coalition of providers of sexual harm prevention and would like to use this opportunity for planning of future sexual harm prevention efforts. The scope of the NOFO and information provided in the webinar seem to indicate a broader scope that requires planning that is not focused on a specific subset of violence such as what we would like to do. We do not want to develop a proposal that does not meet the scope of the NOFO. Can you please advise as to whether a proposal focused on planning around a specific type of violence (child abuse, sexual violence) would meet the scope of the NOFO? Or would this be too narrow and not meet the information gathering requirements?

A. Nothing in the NOFO or the narrative that would exclude an application with a pre-determined scope. In the webinar, we did talk about keeping questions broad which doesn't really match your situation. We can't provide additional advice on how to draft your narrative.

16. Q: Can two eligible entities jointly apply for a Track One planning grant?

A: There isn't a mechanism for a jointly submitted application so one entity would need to be the applicant. Track One is inherently collaborative and requires letters of commitment for all required members.



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17. Q: Under Track 1, under Partnership - is it a MUST that you have ALL of the system representatives? Meaning, senior public health and human service representatives are expected to attend each of the meetings?

We met with the Deputy Chief to discuss a strategy to implement across 3 new police districts, the "Response Teams", similar to Austin. It has a good cross sector representation but the senior officials seems like it would be difficult. Is that a deal breaker?

A: It is an expectation to engage all required members in the project and in meetings however it is not an expectation that all required members attend every meeting. The performance metric sets the bar at one representative from each required sector attending at least 50% of the planning group meetings.

Track Two:

18. Q: Would the purchase and installation of a wheelchair ramp be allowable for a one-time support?

A: The applicant would need to explain how this would enhance the existing violence prevention program.

19. Q: I am writing with questions/clarifications for the Track 2 portion of the recent NOFO. It seems that funding is only available for procured items. Does this mean that we cannot use grant funds to support salary costs for existing programs that would be expanded to new sites or youth? If not, would contractual costs for professional development of agency staff or school staff be eligible? Or vendors to provide services to students within an existing violence prevention-related program? We are just trying to clarify if any budget items besides purchased items would be eligible under Track 2.

A: The intent of Track Two is to infuse one-time supports into existing violence prevention programs because it is unknown whether ICJIA will receive a FY 21 appropriation similar to this one. Therefore, salary costs are outside the scope of this solicitation. Professional development would be allowable but the applicant should review the narrative thoroughly to ensure adequate explanation of how such training would have FY 21 benefits. It is difficult to answer your question regarding vendors without more detail.

20. Q: My agency is planning on submitted for our current violence prevention programming in three areas of the state. Should we submit separate applications for each area?

A: Yes, please submit three separate applications.



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21. Q: Our health system supports violence prevention in stand alone programs (e.g. clinical psychotherapy for substantiated cases of child sexual abuse and maltreatment) and on hospital campuses (e.g. crisis response, forensic evaluation and intervention, etc). We believe that the prevention arm of the stand along program meets the eligibility criteria for one-time supports.

Would hospital-based (unreimbursed/non-medical) services for child abuse victims also be eligible for Track Two? Example – to procure art therapy kits or redesign a therapeutic play area?

A. The types of one-time supports you suggest fit within the scope of the NOFO. The applicant must meet eligibility criteria and thoroughly explain how this would enhance the existing violence prevention program.

22. Q: Could you please clarify whether Track 2 (one-time supports) will pay for:
- Restructuring of office space
 - Refinishing gym floor
 - Tuck-pointing of brick
 - Window replacement

A: These sound like capital expenditures, which are generally unallowable. Capital expenditures are defined in § 200.13 as those that used to acquire capital assets or expenditures used to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.

That being said, if the only way for the participants in your violence prevention program to continue to be able to use the space safely, then these expenses may be allowable. It is the applicant's responsibility to demonstrate the necessity and reasonableness of these expenses. Also – unless the changes benefit only the violence prevention program, expenses must be allocable and pro-rated.

23. Q: I am writing to obtain clarification about allowable costs under Track 2, as well as some of the wording that is used in the Notice. The document states, "Applicants may submit a request for one-time supports for existing violence prevention programming that will enhance or expand the current program environment." Examples of allowable projects include tangible environment improvements such as security cameras and lighting, playground or recreational equipment, community garden projects, etc.



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When ICJIA states "program environment," I interpret that to mean both physical and cultural environment. For our existing programming, we would be asking to fund staff, stipends for youth involved in this program, and other such costs. Are these items allowable costs for this opportunity?

A. The intent of Track Two is to infuse one-time supports into existing violence prevention programs because it is unknown whether ICJIA will receive a FY 21 appropriation similar to this one. Therefore, salary costs are outside the scope of this solicitation. In addition, we ask that the one time supports be used in FY 21 and that makes youth stipends outside the scope of this solicitation as well.

24. Q. Under Track 2, we are interested in the development, design and printing of prevention materials. Can we include costs of a consultant to develop and write content of materials? Could we include costs for existing staff to pay for their portion of time devoted to this project to develop and write content (noting that without this funding they would not allocate time to such a project)? Would website development be an allowable cost?

A. Including consultant time to develop and write content for materials is allowable. The other examples are not unallowable but I encourage you to review the narrative thoroughly to ensure adequate explanation of how such training would have FY 21 benefits.

25. Q. I am writing in regard to the Violence Prevention Planning and One-Time Supports NOFO. Is it allowable for two separate programs from the same agency to each submit an application for one Track? (For example, two programs from the same agency would each like to submit their own application for one-time supports under Track 2.)

A. Programs of the same agency within one region (i.e. Chicago or Suburban Cook) should submit one application for Track 2 under that agency. If the two programs are in different regions, they should submit separate applications.

26. Q: Our health system supports violence prevention in stand alone programs (e.g. clinical psychotherapy for substantiated cases of child sexual abuse and maltreatment) and on hospital campuses (e.g. crisis response, forensic evaluation and intervention, etc). We believe that the prevention arm of the stand along program meets the eligibility criteria for one-time supports.

Would hospital-based (unreimbursed/non-medical) services for child abuse victims also be eligible for Track Two? Example – to procure art therapy kits or redesign a therapeutic play area?



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A. The types of one-time supports you suggest fit within the scope of the NOFO. The applicant must meet eligibility criteria and thoroughly explain how this would enhance the existing violence prevention program.

27. Q: The NOFO discusses the option of hiring consultants to provide staff support for the planning process. We're wondering whether ICJIA would consider such an agreement a subcontract or a subaward. The answer will likely determine whether or not such a consultant could be retained in time to provide the work, so it would be helpful to know in advance of submitting our application. Are you able to provide any clarity on that questions?

A. The nature and extent of the consultant's responsibilities would determine whether this individual would be considered a subcontractor or subrecipient. In some cases, however, ICJIA would not be able to make a final determination without reviewing the applicant's program narrative and budget. ICJIA has developed a Subrecipient/Contractor Determination Checklist to help applicants determine which it would be. The Checklist is attached.

28. Q: Please clarify the grant period for this opportunity (NOFO #2179-1255). At the bottom of page 4 (under 1. **Purpose**) of the NOFO is, "The projected grant period will be January 1 to June 30, 2020."; however, in the **Program Narrative** (pg. 2, question # 7.) is, "...through June 30, 2021". The Uniform Grant Budget template states, "Project Period: January 1, 2020-June 30, 2020".

A: The grant period is Jan 1-June 30, 2020. Track Two Program Narrative Question #7 asks the applicant to explain how the item will be used through the next fiscal year. We ask this question because we only want to fund items that can be used in violence prevention programming beyond the funded year (FY 20).

Q: Can used vehicles be purchased with this grant? If so are there parameters about how old a vehicle has to be, or the maximum value of the vehicle, or similar restrictions?

A: No vehicles can be purchased with this grant.

29. Q: Can I purchase a car/vehicle with this money?

A: No

30. Q: Can I purchase "share ride" vouchers for use by participants (kids) [many kids have gang boundary limitations, and are safer in a share-ride than taking public transportation]



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A: No

31. Q: Can I request training for staff? This may include: registration, travel (in-state, or out of state)

A: The intent of Track Two is to infuse one-time supports into existing violence prevention programs because it is unknown whether ICJIA will receive a FY 21 appropriation similar to this one. Professional development would be allowable but the applicant should review the narrative thoroughly to ensure adequate explanation of how such training would have FY 21 benefits.

32. Q: Can I request training curriculums (purchase of workbooks, or materials for the training)?

A: The intent of Track Two is to infuse one-time supports into existing violence prevention programs because it is unknown whether ICJIA will receive a FY 21 appropriation similar to this one. Professional development would be allowable but the applicant should review the narrative thoroughly to ensure adequate explanation of how such training would have FY 21 benefits.

33. Q: Can I enter into a one-time contract with a vendor for training to staff?

A: The intent of Track Two is to infuse one-time supports into existing violence prevention programs because it is unknown whether ICJIA will receive a FY 21 appropriation similar to this one. Professional development would be allowable but the applicant should review the narrative thoroughly to ensure adequate explanation of how such training would have FY 21 benefits.

34. Q: If we request funding to purchase equipment, for example playground equipment, what is the expectation for tracking the inventory after the grant period ends?

A: The grantee will be required to comply with the uniform standards set forth in 2 CFR 200.310–200.316 governing the management and disposition of property. Additionally, Grantee must comply with the standards set forth in 2 CFR 200.317–200.326 for use in establishing procedures for the procurement of supplies and other expendable property, equipment, real property and other services with Grant Funds. These standards are furnished to ensure that such materials and services are obtained in an effective manner and in compliance with the provisions of applicable federal and state statutes and executive orders.



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35. Q: If we request funding for equipment to be used at a facility that houses three separate programs, do we have to pro-rate the cost across the three programs? The three programs are all violence-prevention programs. They are youth services (mentoring and pro-social programs for at-risk youth), behavioral health (trauma-informed counseling for at-risk youth) and child welfare (which includes counseling, family support etc. for intact families, and foster care).
- A: If the equipment will only be used by the three violence prevention programs that you describe, then pro-rating would not be necessary since 100% of the benefit will be to the violence prevention programs.
36. Q: In the Metro East region, we work with a collective impact group to provide Social Emotional Learning training to early childhood classrooms run by Southern Illinois University East. We would like to purchase SEL materials (curricula, toys and books) for these classrooms to be used in the trainings, and provide books and materials to families to take home. This would support SEL in early childhood settings for a population at high risk of violence. Is this an allowable request? Our agency would purchase the materials, use them in trainings and distribute them to classrooms and families.
- A: This appears to be allowable however the applicant should provide details on how the classroom and take home materials will be used in FY 20 and if the participants will continue to use materials in FY 21.
37. Q: Is it in the scope of track 2 to procure a consultant/subject matter expert to provide one-time help and training to existing violence prevention programs on how they can expand and enhance their current work through more effectively integrating their current services with existing behavioral health programming in the community?
- A: The intent of Track Two is to infuse one-time supports into existing violence prevention programs because it is unknown whether ICJIA will receive a FY 21 appropriation similar to this one. Professional development would be allowable but the applicant should review the narrative thoroughly to ensure adequate explanation of how such training would have FY 21 benefits.
38. Page 5 of the NOFA for the Violence Prevention Planning and On-time Supports indicated that the grant range for Track Two projects is \$25K to \$1M for each of the three geographic areas. Given that the total track 2 funding for the “balance of the state” is \$1.35M I am wondering if the \$1M maximum is correct, i.e. should it be \$100K?



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- A: That is not a typo. We made a very high ceiling so that an applicant had the option of proposing a major investment. The higher the award amounts, the fewer grants we can select.
39. Q: I am writing regarding the Violence Prevention Planning and One-Time Supports NOFO, Track 2. May the award funds be used to pay for experiential learning experiences? For example, would it be allowable for a program to use the funding to pay for (for example) field trips to museums, festivals, workshops, nature expeditions, etc.?
40. A: The intent of Track Two is to infuse one-time supports into existing violence prevention programs because it is unknown whether ICJIA will receive a FY 21 appropriation similar to this one. Regarding field trips etc, the applicant should review the narrative thoroughly to ensure adequate explanation of how such activities would have FY 21 benefits.

Fiscal Questions:

Subrecipient/Contractor Determination Checklist

When determining whether an outside entity receiving federal or state award funds from a Grantee is a subrecipient or a contractor, the legal document executed between the outside entity and the Grantee is not the driving determinant. The substance of the activity that has been contracted or subawarded will be the major factor considered. If **program activities** are delegated to another entity that delegation will generally be considered a subaward. On the other hand, if **goods or services** are purchased or procured from another entity for the Grantee's own use, that activity will generally be considered a contract. See 2 C.F.R. § 200.330.

DEFINITIONS

Contract means a legal instrument by which an entity purchases property or services needed to carry out the project or program under a Federal or state award. The term as used in this part does not include a legal instrument, even if the entity considers it a contract, when the substance of the transaction meets the definition of a subaward.

Contractor means an entity that receives a contract.

Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal or state award received by the pass-through entity. It does not include payments to an individual that is a program beneficiary. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

Subrecipient means an entity that receives a subaward from a pass-through entity to carry out part of a Federal or state program; but does not include an individual that is a beneficiary of such program.

ENTITY NAME: _____

INSTRUCTIONS: Verify each statement by checking "YES" or "NO" to determine an organization's proper classification.

<u>Subrecipient:</u>	YES	NO
The outside entity determines if a program participant is eligible to receive assistance. For example, an organization that identifies mentors and mentees under a mentoring program is determining program participant eligibility and would likely be considered a subrecipient. Conversely, a subcontractor provides services to clients in a program after eligibility has been determined by the Grantee.	<input type="checkbox"/>	<input type="checkbox"/>
The Grantee measures the outside entity's performance to determine whether the Grantee's program objectives are being met. The outside entity may provide the Grantee with programmatic or progress reports to confirm compliance with program requirements. The Grantee may rely upon the outside entity's data to submit its own performance data to ICJIA.	<input type="checkbox"/>	<input type="checkbox"/>

The outside entity has responsibility for programmatic decision making. If the outside entity has authority to make decisions regarding the delivery of service, operations, or types of assistance provided, then the entity is likely a subrecipient. For example, the Grantee funds the outside entity to develop a program and the entity uses its own judgment, discretion, and expertise to develop all or part of the program.	<input type="checkbox"/>	<input type="checkbox"/>
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The outside entity is responsible for adherence to program requirements specified in the award.	<input type="checkbox"/>	<input type="checkbox"/>
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The outside entity uses funds to carry out a program for a public purpose as opposed to providing goods or services for the benefit of the Grantee.	<input type="checkbox"/>	<input type="checkbox"/>
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“YES” responses are indicators of a subrecipient relationship; however, not every subrecipient will have all commonly held characteristics.

<u>Contractor:</u>	YES	NO
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It is the outside entity’s normal business practice to provide the goods or services being purchased in the agreement.	<input type="checkbox"/>	<input type="checkbox"/>
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The outside entity provides similar goods or services to many different purchasers.	<input type="checkbox"/>	<input type="checkbox"/>
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The outside entity normally operates in a competitive environment. For example, the entity’s price is a factor in the selection process and/or the entity derives a profit from the agreement.	<input type="checkbox"/>	<input type="checkbox"/>
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The outside entity provides goods or services for the Grantee’s own use that are ancillary to the operation of the program. Examples include, but are not limited to: office equipment, supplies, software licenses, reference books, cell phones, internet services, website hosting, copying/printing, and lodging.	<input type="checkbox"/>	<input type="checkbox"/>
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The outside entity is not subject to program compliance requirements. The scope of the agreement is per the Grantee’s terms and not grant program guidance.	<input type="checkbox"/>	<input type="checkbox"/>
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“YES” responses are indicators of a contractor relationship; however, not every contractor will have all commonly held characteristics.

FINAL JUSTIFICATION OF DETERMINATION:

☐ **Subrecipient**

☐ **Contractor**

If unclear using the characteristics listed above, provide a written justification for the final determination of either a subrecipient or contractor relationship.

Prepared by: _____
Title: _____ **Date:** _____

Program Agency: _____
Agreement Number: _____

FOR ICJIA USE ONLY

☐ **Approved**

☐ **Denied**

☐ **Need More Information**

Comments:

By: _____ **Date:** _____