



**ILLINOIS  
CRIMINAL JUSTICE  
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300 W. Adams Street □ Suite 200 □ Chicago, Illinois 60606 □ (312) 793-

Services to Assist Families Experiencing Trauma  
2162-1815

**RESPONSE TO APPLICANT QUESTIONS**

**Day Posted: September 3, 2021**

**AmpliFund**

**Question**

How do I add a goal in the performance plan section of AmpliFund?

**Answer**

This is an excellent question. Please see the bottom of this document titled “AF – How to Add a Performance Plan NOFO 2162-1815” at the bottom of this page for step by step instructions.

**Question**

Per the NOFO (pg 7): Mental health counseling and care such as outpatient therapy/counseling and substance use disorder treatment must be provided by a person who meets the professional standards to provide these services in Illinois. This can include, but is not limited to, a licensed clinical social worker (LCSW), a licensed professional counselor (LPC), a certified alcohol and other drug abuse counselor (CADC), or a licensed clinical psychologist. Does this mean that anyone providing mental health and substance use counseling must be licensed? Or can they be, for example, a professional with a MSW or BSW? (Not licensed.)

**Program Requirements**

**Answer**

This is a fantastic question. The individual providing mental health and substance use **counseling** must meet the professional standards to provide these services in Illinois. (Pg. 7 of the NOFO). Clinical work that falls within counseling and therapy must be done by a licensed professional.

**Question**

Per the NOFO (pg 6): E. Therapy: **Intensive professional psychological/psychiatric treatment** including evaluation of mental health needs, through evidence-informed, developmentally appropriate individual, family, or group therapy that addresses the impact of the victimization. Does this mean that psychiatric outpatient (such as medication management/assessment) and/or psychological assessment/testing services must be provided as part of the required direct services? Or is providing therapeutic services (with



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referrals to psychiatric/psychological treatment if necessary) adequate?

### **Answer**

Per the NOFO on page 5, “Applicants must incorporate **many** of the following elements to be considered a comprehensive program.” Providing therapeutic services with referrals to psychiatric/psychological treatment is adequate. This element is specific to therapy, not medication management.

**Day posted: August 27, 2021**

### **Program Eligibility & Service Area**

#### **Question**

The eligibility states that Illinois CBOs Outside of Chicago are eligible. Does this mean that CBOs based in Chicago that serve the state outside of Chicago are still eligible?

Additionally, must the service area correspond with the regions on the map linked to the NOFO and does this exclude the City of Chicago?

#### **Answer**

Thank you for these great questions! The non-profit agencies must provide comprehensive mental health services to adults, and/or children outside the city of Chicago, and must have an office in the area where service is being provided (Section C. Eligibility Information of the NOFO 2162-1815 Instructions, pg 11).

There was not a map linked to the Services for Families Experiencing Trauma NOFO designating a regional service area. The service area must exclude the City of Chicago.

**Day posted: August 20, 2021**

### **Program Description:**

#### **Question**

Does this grant provide support for other victims of community violence or is it specifically geared towards victims of homicide.

#### **Response**

Thank you for raising this question! The Death Penalty Abolition (DPA) is limited towards families of victims of homicide. Please see additional information under program description on page 5 of the notice of funding opportunity here:

<https://icjia.illinois.gov/gata/materials/funding/2021-dpa/DPA2162-1815.pdf>

### **Eligibility:**

#### **Question**



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1. Can organizations in the city of Chicago be a subgrantee of an organization in the surrounding suburbs for this RFP?
2. Can services be provided to families of homicide victims in the city of Chicago?

### **Response**

Thank you for raising these wonderful questions.

The non-profit agencies must provide comprehensive mental health services to adults, and/or children outside the city of Chicago, and must have an office in the area where service is being provided (Section C. Eligibility Information of the NOFO 2162-1815 Instructions, pg 11).

### **Question**

1. More homicides occur within Chicago than the surrounding suburbs. What I'm asking is whether suburban agencies can also provide trauma services for family victims of homicides occurring in Chicago; or are they limited to providing services for suburban victims only.
2. Can Chicago agencies link with suburban organizations for this funding opportunity?
3. If a Chicago agency has a site in the south suburbs can that agency submit a response for this RFP?

### **Response**

The non-profit agencies must provide comprehensive mental health services to adults, and/or children outside the city of Chicago, and must have an office in the area where service is being provided (Section C. Eligibility Information of the NOFO 2162-1815 Instructions, pg 11).

**Day posted: August 13, 2021**

**There were no questions asked August 6, 2021 through August 12, 2021.**

**Day posted: August 6, 2021**

### **Application Submission:**

### **Question**

How do I submit my application?



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### **Response**

We're glad you asked! In FY 2022, applications will be submitted in a **NEW** two-step process.

Step 1: Applicants will register for the Illinois Grant Accountability and Transparency Act (GATA) Grantee Portal at <https://grants.illinois.gov/portal/>. To register in the GATA Grantee Portal, applicants will need to obtain a Data Universal Numbering System (DUNS) and System for Award Management (SAM) registration or renewal.

Step 2: Applicants will submit the full application including attachments in Amplifund at <https://il.amplifund.com/Public/Opportunities/Details/df5b66a6-ea85-489f-8fd1-15cb150526e9>. To be considered timely, the full application must be submitted in Amplifund by the application deadline of 5:00 p.m., September 16, 2021. ICJIA encourages applicants to review the [Technical Assistance Recording](#) for additional assistance on how to apply.

This information can also be found on page 1 of the notice of funding opportunity (NOFO).

### **Question**

I have a question regarding the application process for the ICJIA Death Penalty Abolition Fund. In reading through the Technical Assistance Session slides, it sounds as though the application materials will be submitted through the AmpliFund portal. However, the last slide mentions that the application materials will need to be emailed to you at this email address by the due date. I just wanted to clarify this.

### **Response**

On page 22 of the technical assistance powerpoint slides there was an error that indicated that applications could be submitted via email. This is incorrect. All applications and supporting materials must be submitted in AmpliFund. The slides have been corrected to reflect this information.

### **Eligibility:**

### **Question**

The NOFO states, “Community-based non-profit agencies outside the City of Chicago registered in, and in good standing with, the State of Illinois that provide comprehensive mental health services to adults, children, or both.”

I want to be clear, is this intended to mean agencies that are located in and serve families in Chicago or is it referring to the City of Chicago as an agency that is excluded from this NOFO?



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### Answer

Thank you for raising this question. This funding opportunity does have a geographic restriction. Non-profit organizations in and providing services in the City of Chicago are not eligible to apply.

#### **AF – How to Add a Performance Plan NOFO 2162-1815:**

**Step 1:** To complete the Performance Plan after logging on to AmpliFund, click on the Performance Plan Circle. Then click the green text “+ Add Goal”

The screenshot shows the AmpliFund application interface for a proposal titled "Services to Assist Families Experiencing Trauma". The process is divided into seven steps: Opportunity Details, Evaluation & Scoring, Project Information, Application Forms, Budget\*, Performance Plan\*, and Submit. The "Performance Plan\*" step is currently selected, indicated by a red arrow pointing to the circular icon. Below this, under the "Performance Plan" section, there is a sub-section for "Proposed Performance Plan". It lists three goals: "Goal 1 - Person's Served/ Referrals", "Goal 2 - Service Provision\*", and "Goal 3 - Training". Each goal has a green "+ Add Goal" button next to it. The "Goal 1" button is circled in red. A note below each goal provides a brief description of the expected outcome. At the bottom of the page are "Help", "Download", and "Save & Continue" buttons.

**Step 2:** Once you select “+ Add Goal” the following box will appear.



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## New Goal

Goal Information

Goal Type\* Milestone

Name\*

Description

Due Date

**Save**

No items for strategy

**Step 3:** Based on the goal that you are creating, from the drop-down menu in “Goal Type” decide which goal type you would like to use. Each Goal will offer the option types available: E.g. the number of individuals receiving counseling would be a **Numeric Goal Type**.

Using Goal 2 as an example:

Goal 2 - Service Provision: Identify how your program will increase services provided to the target population, including but not limited to:

- the number of individuals for counseling (Goal Type: Numeric)
- frequency of interventions (Goal Type: Numeric)
- XX% of clients receiving counseling or other intervention within 7 days of incident. (Goal Type: Percentage)

**The applicant sets their own performance measures based on your proposed program.**

Goal 5 - Crisis Intervention\* + Add Goal

New Goal

Goal Information

Goal Type\* Milestone

Name\* Numerical Percentage Achieved

Description

Due Date

**Save**

**Step 4:** Name the performance goal: referrals, interventions, counseling, etc (the name is based on the program and goal).



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**Step 5:** Description: Explain how your program will achieve that goal. *It is advised to have a copy of the performance plan printed or side by side (split screen) as you work through this section. A text copy can be found at the end of this document.*

**Step 6:** Due Date: Ask yourself, how long will it take to achieve this goal? This could be the end of the performance period and/or determined by your proposed program.

**Step 7:** Remember to save often! The AmpliFund system may time you out. Click: “Save & Continue” or once all your goals and performance measures are entered click “Mark as Complete.”

No items for strategy

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✓ Mark as Complete Save & Continue

**GOALS & Descriptions for the Services to Assist Families Experiencing Trauma –  
NOFO # 2162-1815**

**Goal 1 - Person's Served/ Referrals:** Identify how your program will increase access to services provided, including but not limited to the number of persons screened for services, number of participants served, and number of person's referred for additional services.

**Goal 2 - Service Provision:** Identify how your program will increase services provided to the target population, including but not limited to the number of individuals for counseling, frequency of interventions, XX% of clients receiving counseling or other intervention within 7 days of incident.

**Goal 3 – Training:** Identify how your program will increase staff knowledge of trauma informed services, including but not

**Goal 4 - Other Mainstream Benefits:** Identify how your program will increase access to other mainstream benefits, including but not limited to TANF, SNAP, and Medicaid.

**Goal 5 - Crisis Intervention:** Identify how your program will increase crisis intervention services available to the target population, including but not limited to which crisis intervention services will be provided, response readiness after initial incident, length of time service intervention is provided, and by whom. Applicant will identify the number of person's to be served through crisis intervention services.