



**ILLINOIS  
CRIMINAL JUSTICE  
INFORMATION AUTHORITY**

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

**Comprehensive Law Enforcement Response to Drugs**

Frequently Asked Questions

**Q:** What is the correct name of the program to place on Q#60 on the Uniform Application for State Assistance?

**A:** Please place “Comprehensive Law Enforcement Response to Drugs” followed by the *name* of your category.

Category 1 name: Police-led Deflection

Category 2 name: Multijurisdictional Narcotics Prosecution Units

Category 3 name: Multijurisdictional Large-Scale Narcotic Trafficking Enforcement

**Q:** Regarding the MOU between our unit and the state attorney, in the past, a letter has sufficed. Will a letter work or do we need an actual MOU signed by both parties?

**A:** You must submit an MOU signed by both parties. The legalization of cannabis may present a new set of challenges for cases being referred to prosecution. The MOU should state collaborative effort achieving the goals and objectives of the drug task force, such as the following:

X% of cases referred will be accepted for prosecution.	➤ Number of arrestees accepted for prosecution by drug and charge. ➤ Number of arrestees Nolle Pros.
X% of arrests that will result in conviction.	➤ Number of convictions by drug, class of offense and sentence.

**Q:** The application says the program must have a plan for submitting current task force personnel rosters with updated personnel status for BOJ Assistance Center for Task Force Integrity and Leadership training. Is this something we need to have in writing?

**A:** Yes. This information should be included in response to the following question in the Program Narrative section under *Program Design*: “Describe how the program will include each of the required components. Particular emphasis should be placed on the collaborative involvement with prosecution toward the attainment of the program unit’s goals and objectives.”

**Q:** On the NOFO 2094-1397 Comprehensive Law Enforcement Response to Drug page 18, D.2.b discusses an applicant agency. Is the applicant agency the Implementing Agency or the Program Agency?

**A:** The applicant agency is the Program Agency. Please title all documents with the name of the program agency.

**Q:** I missed the deadline to complete and submit a Notice of Intent. Can I still submit an application?

**A:** Yes, the Notice of Intent is used to offer technical assistance to agencies which have not yet demonstrated GATA compliance. It is encouraged that applicants register in the [GATA Grantee Portal](#) and ensure that your agency IS in good standing with the Illinois Secretary of State, as applicable, and IS NOT excluded from receiving federal grants, on the Illinois Stop Payment list within the Grantee Compliance Enforcement System or on the Department of Healthcare and Family Services Provider Sanctions list.

**Q:** According to the NOFO on your website, documents must be submitted in a zip file. When I hit the link to the NOFO with the instructions, the instructions are a little different and don't include the zip file requirement. Are the documents required to be submitted in a zip file?

**A:** No. Documents do not have to be submitted in a zip file. Documents may be emailed as attachments. All required documents must be emailed to [CJA.2020DrugNOFO@Illinois.gov](mailto:CJA.2020DrugNOFO@Illinois.gov).

**Q:** I have a question reference the below:

Initiate and/or maintain cooperation and interaction with 30 schools, community agencies, and citizen groups to develop crime solving and prevention strategies.	<ul style="list-style-type: none"><li>➤ Number of new &amp; ongoing partnerships.</li><li>➤ Number of outreach programs provided to community.</li></ul>
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Does every school or community group count as 1 or does each meeting count as 1?  
An example: I meet with the DuPage County Prevention Leadership time 12 times a year for our monthly meeting and another 4 times as a member of the policy committee.  
Is that 16 or 1?

**A:** Every school or community group counts as 1.

*For the example: I meet with the DuPage County Prevention Leadership time 12 times a year for our monthly meeting and another 4 times as a member of the policy committee. Is that 16 or 1?*

That would be 1.

**Q:** I have a question on the budget for personnel. In the "name" column it stated to put the department the person works. We have done this previously for sworn law enforcement officers included in the budget. However, funds are also used to pay the salary for administrative staff, and we are employees of the department. Previously, we have indicated a specific name. Should we continue to indicate a specific name or put the agency we work for (in this case it is the program agency)?

**A:** Please place the program agency's name in the "name" column. Do not use proper names in the "name" column on positions on the budget.

**Q:** Do I need to attach the letters of commitment with the grant? It says provide in the NOFO, but it's not on the checklist.

**A:** The inconsistency has been noted. Please follow this guidance:

All applications received will be checked against the complete application packet list for Category 3, as state in the NOFO checklist and in the Technical Assistance Session.

1. Uniform Application
2. Program Narrative
3. Budget/Budget Narrative
4. Memorandum of understanding demonstrating collaborative involvement with drug prosecution toward meeting the program's goals and objectives.

The NOFO states, under Section 2. Program Design - Category 3: Multi-Jurisdictional Large-Scale Drug Trafficking Enforcement, to provide a letter of commitment to staffing the program from each participating agency. If this document is not provided with your application materials by the June 1, 2020, then these letters must be provided before execution should you be selected for an award.

The NOFO also states, under Section 2. Program Design - Category 3: Multi-Jurisdictional Large-Scale Drug Trafficking Enforcement, to provide a plan for submitting current task force personnel rosters with updated personnel status for U.S. Bureau of Justice Assistance Center for Task Force Integrity and Leadership training. The plan for submitting current task force personnel rosters with updated personnel status for BJA training should be included in your response to the following question in the Program Narrative section under *Program Design*: "Describe how the program will include each of the required components. Particular emphasis should be placed on the collaborative involvement with prosecution toward the attainment of the program unit's goals and objectives."