



**ILLINOIS  
CRIMINAL JUSTICE  
INFORMATION AUTHORITY**

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Illinois Family Violence Coordinating Council

**Notice of Funding Opportunity**

RESPONSE TO APPLICANT QUESTIONS

*Updated April 3, 2019*

**While we encourage prospective applicants to complete Notices of Intent (NOI), agencies may still submit an application even if they have not submitted the NOI. Submission of the NOI offers the Authority the opportunity to provide technical assistance to prospective applicants regarding GATA compliance, and helps the Authority better prepare for the volume of proposals that may be submitted for review.**

Question 1:

What are the budget items required to attend the state conference i.e. is it overnight?

*Response 1:*

*The state conference is an all-day free event. There is usually a required coordinator meeting the day before for a minimum of half a day. Travel expenses will depend on where travel initiates the training is usually in Springfield.*

Question 2:

Is the narrative to be submitted double spaced? I know it is Times New Roman, 12 inch font, just was not sure about spacing.

*Response 2:*

*Since under Application Formatting in the NOFO (bottom of page 12) does not include double spaced the narrative should not be submitted with that format.*

Question 3:

Can we submit letters of support?

*Response 3:*

*As stated in the Application formatting section of the NOFO (bottom of page 12) and agreements with or support letters from third parties would be included here. You can submit them as separate documents with your program narrative.*

Question 4:

Under Exhibit G, are we to include ALL Council members or just those on Steering or Planning Committee?

*Response 4:*

*The language of the narrative indicates filling in local Family Violence Coordinating Council members. This would be all members not only those who participate in a specific committee.*

Question 5:

Can you please tell me the Agreement Number and the previous agreement number for 18th Judicial for the grant application?

*Response 5:*

*You are not required to enter an agreement number as there will not be one until you are selected for funding under the NOFO. In the previous agreement number box please enter your grant number for your current grant (if you are receiving one) otherwise leave it blank.*

Question 6:

In order to complete the Budget, 18th Judicial would like to know how many trips to Springfield and Central Illinois are required for 2019-2020 please.

*Response 6:*

*As stated in the NOFO there will be a required statewide training in Springfield.*

*Along with that there will be two in-person coordinator meetings in Springfield. The 2nd meeting will be the day before the statewide training in the Spring.*

Question 7:

Can you please explain Exhibit D of the Program Narrative and what it means? We are applying for funding in FY19 and not sure if we received it yet. Would this be a N/A here?

*Response 7:*

*FY19 Funding is the current grant from July 1, 2018 to June 30, 2019. This is the time frame the question is referencing. The funding period of this NOFO is for FY20 July 1, 2019 – June 30, 2020.*

Question 8:

Is total agency annual budget that of the Council in our Circuit or our Fiscal Agent?

*Response 8:*

*This is referring to the fiscal agent. Since they are the ones who are administering the grant.*

Question 9:

Is the applicant agency's fiscal experience and capacity to manage grants the Council or the Fiscal Agent?

*Response 9:*

*The fiscal agent. The council is not an entity and therefore does not have any fiscal experience or capacity to manage a grant.*

Question 10:

On the Application, question #19, should this be our \_\_\_# Judicial Circuit Family Violence Coordinating Council or Fiscal Agent?

*Response 11:*

*That particular field can be left blank. It is in reference to the NOFO not in reference to your fiscal agent or the council.*

*Question 11:*

The FCRC is a Family Advocacy Center in partnership with the Illinois Department of Children and Family Services. I would like to know if we are eligible to apply for the Illinois Family Violence Coordinating Council grant.

*Response 11:*

*Due to judicial involvement in the councils and judicial ethics, advocacy organizations/agencies (which you are considered) are not eligible to apply. See below eligibility information for other organizations in your area who would be eligible to apply.*

*The definition of an advocacy organization/agency is:  
An organization that campaigns or advocates on a particular issue.*

*Advocacy organizations/agencies do the following:*

- *Advocate for people in court.*
- *Advocate for laws at the local, state and federal level.*

*Examples of advocacy organizations/agencies include, but are not limited to the following:*

- *Domestic violence services,*
- *Sexual assault services,*
- *Child Advocacy Centers.*

*This does not mean that an advocacy organization cannot participate in a local council, however these agencies cannot apply for the grant.*

*Question 12:*

This morning we heard from one of our partner agencies and they alerted us they were not going to pursue this grant as they had planned. We believe we would present a strong application for our community, so I submitted our notice of intent online shortly thereafter. Though the deadline was stated as midnight last night, the system did accept our notification so I would like to confirm if we are ok to move forward and submit an application by April 5th. If not, and we are not eligible due to that deadline passing, I would like to respectfully request a short extension to accept our notice of intent.

*Response 12:*

*The notice of intent was not required to apply for the grant. However, due to judicial involvement in the councils and judicial ethics, advocacy organizations/agencies (which you are considered) are not eligible to apply. See below eligibility information for other organizations in your area who would be eligible to apply.*

## ***1. Eligible Applicants***

This solicitation is open to public and not-for profit entities in Illinois. Advocacy agencies are not eligible to apply due to judicial ethic rules.

Eligible applicants include:

- Government agencies, including local and county government.
- Educational institutions and regional offices of education.
- Non- profit agencies, excluding advocacy agencies.

*The definition of an advocacy organization/agency is:  
An organization that campaigns or advocates on a particular issue.*

*Advocacy organizations/agencies do the following:*

- *Advocate for people in court.*
- *Advocate for laws at the local, state and federal level.*

*Examples of advocacy organizations/agencies include, but are not limited to the following:*

- *Domestic violence services,*
- *Sexual assault services,*
- *Child Advocacy Centers.*

*This does not mean that an advocacy organization cannot participate in a local council, however these agencies cannot apply for the grant.*

Question 13:

Exhibit E's first process objective says: "Coordinate and convene \_\_\_ committees with criminal justice and family violence professionals that contribute to the improvement of the legal system and the administration of justice."

Does this mean that new committees are required to be formed or that our subcommittees already functioning should continue?

Response 13:

*These can be new or existing committees. If you have other already active committees those should each be counted here in addition to your steering/planning committee, if you currently have no active committees because you are a new council you should put the number of committees you plan to have including your steering/planning committee. So if you have a steering committee and 3 other committees you would be convening 4 committees. Then below in the following boxes is where you list out your committees that you have, except for the steering committee because that is already listed. Additional committee lines can be added as needed.*

Question 14:

For Exhibit E, should we be adding additional performance measures for each objective or leave them as is and only fill in the blanks on the objective side?

*Response 14:*

*You do not need to fill in any additional performance measures as they have already been provided. For the table/chart in Exhibit E you should only be filling in any blanks that exist. Be sure to complete all blanks and questions.*

Question 15:

I am trying to determine the Chicago hotel rate based on the Preferred List, and there is no amount listed. I only see it is 17.4% tax rate. How would I list that hotel cost in the narrative section of the NOFO budget?

*Response 15:*

*Chicago hotel rates are based on the federal rates for lodging in Chicago and vary by time of year. See the following website for guidance:*

*[https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup/?action=perdiems\\_report&state=IL&fiscal\\_year=2019&zip=&city=chicago](https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup/?action=perdiems_report&state=IL&fiscal_year=2019&zip=&city=chicago)*

Question 16:

In reviewing last year's application, many of our responses to Exhibit F, regarding dates of committee meetings and LCC meetings, were "ongoing" and "To Be determined." Are these acceptable answers for this year's application? If not, how should we answer for required meetings that are not yet scheduled?

*Response 16:*

*Follow the instruction for Exhibit F. You should complete the chart according to the column headings. Ongoing and to be determined are not adequate answers to these headings.*

Question 17:

Your Grant Documents to submit checklist states:

"Agreement number will be 3295##. The last two digits of the agreement is the number of your circuit (example – 5<sup>th</sup> circuit is 329505)."

We are applying as a combination of 2 circuits: the 16<sup>th</sup> & 23<sup>rd</sup> judicial circuits.

As this is unusual, we are being careful that there is not a limit to the number of digits (or something else we need to be aware of).

We will be using the Agreement number as: 32951623

Please confirm that this is the correct procedure and number to use.

*Response 17:*

*The agreement number cannot exceed 6 digits. Please use 329516 as the agreement number.*

Question 18:

In reviewing the budget instructions on the travel page, it says “NOTE: Dollars requested in the travel category should be for staff travel only. Travel for consultants should be shown in the contractual category along with the consultant’s fee. Travel for training participants, advisory committees, review panels and etc., should be itemized the same way as indicated above and placed in the “Miscellaneous” category.”

I looked at last year’s budget and this instruction is there too. However, on last year’s budget, we included consultant travel and training participant travel on the travel page and did not follow the above instructions. How would ICJIA prefer we list out these expenses?

*Response 18:*

*Please list all travel for staff, speakers, council members, etc. in the travel category of the budget.*

Question 19:

on Exhibit B Question 1.

What is the total agency annual budget?

So do you need to know what our total annual budgets are for ALL of our grants and programs are together? We may have 20-30 different programs/grants. Some state, federal, or local.

*Response 19:*

*The total annual budget would include all funds you receive.*