



**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 10.28.19 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?



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

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

- A: The goals/objectives and implementation schedule are part of the program narrative, so yes, it counts.
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.
11. Q: We have recently (September) completed GATA pre-qualification process and received approval for another ISBE grant. Do we need to repeat the process for this grant or is our qualification considered current for the fiscal year?
- A: You do not need to repeat the GATA pre-qualification or ICQ process.
12. Q: This is our organization is applying for the first time through GATA and have not yet negotiated indirect cost. Question: Should we complete this part of the application as we will need to do the 10% de minimis rate? Question how would I know what the base is?
- 16). Indirect Cost (2 CFR 200.414) --Provide the most recent indirect cost rate agreement information with the itemized budget. The applicable indirect cost rate(s) negotiated by the organization with the cognizant negotiating agency must be used in computing indirect costs (F&A) for a program budget. The amount for indirect costs should be calculated by applying the current negotiated indirect cost rate(s) to the approved base(s). After the amount of indirect costs is determined for the program,*



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

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

a breakdown of the indirect costs should be provided in the budget worksheet and narrative below.

Note: Please see ICJIA Specific Instructions tab for additional information for completing this section.

A: If you plan to have an indirect cost rate during the time of the performance period, then you should put the indirect cost in your budget. The base for the de minimis rate will be the Modified Total Direct Cost (MTDC), which is explained here:

[https://www2.illinois.gov/sites/GATA/Documents/Resource%20Library/GATA%20PreAward%20Training/Uniform%20Budget%20Template%20%20NICRA%20\(3.3.16FINAL\).pdf](https://www2.illinois.gov/sites/GATA/Documents/Resource%20Library/GATA%20PreAward%20Training/Uniform%20Budget%20Template%20%20NICRA%20(3.3.16FINAL).pdf)

13. Q: Regarding Areas Affected, we have 2 locations that perform the same program within the same region. One in Chicago and one in the south suburbs. Is it necessary to submit 2 grant applications?

A: Please submit two applications as they will be reviewed in different groupings. See below.

Chicago	Highest Score for Track 1 and Track 2	Next highest score, then next highest score, etc. until funds are exhausted or number of grants reached
Suburban Cook, DuPage, Kane, Lake, McHenry, and Will counties	Highest Score for Track 1 and Track 2	Next highest score, then next highest score, etc. until funds are exhausted or number of grants reached
Balance of State	Highest Score for Track 1 and Track 2 in each of the geographic regions (Northern counties, Central counties, Southern counties)	Next highest score, then next highest score, etc. until funds are exhausted or number of grants reached

14. Q: Is a combined (multi-site) application allowed? If a combined application is allowed, do you prefer that we group Chicago hospitals in one application and group suburban programs in a second application?

A: Multi-site applications are allowed if the sites fall within the same geographic regions listed in the NOFO. The 3 regions are listed in the NOFO:



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

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

1)Chicago; 2)Suburban Cook, DuPage, Kane, Lake, McHenry and Will Counties;
and 3) the region that is the balance of the state.

15. Q: My agency is very interested in applying for this grant but I neglect to complete the NOI by the deadline. Can my agency still apply?

A: The NOI is not required to apply. So, yes, please still submit your application.

16. Q: I am trying to complete the Programmatic Risk Assessment but the EXCEL document that has to be converted to PDF for signature is requesting a pass word. Will you please send me the password or the document to complete for the NOFO 2179-1255 (Violence Prevention and Street Intervention Programs VP-SIP)?

A: You do not need to complete the Programmatic Risk Assessment to apply for this grant. Only applicants that are selected for funding will be required to submit a Programmatic Risk Assessment

17. Q: I am trying to complete the ICQ. Will you also please send a link to complete the Fiscal and Administrative Internal Controls Questionnaire (ICQ) for NOFO 2179-1255 (Violence Prevention and Street Intervention Programs VP-SIP)?

A: The ICQ will be completed through the GATA grantee portal. You will need to sign in to the portal, as we don't have a link to each agency's ICQ.

Track One:

18. 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



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

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

- process, it could be included as an action step. This planning grant wouldn't fund the services.
19. 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.
20. 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.
21. 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
22. 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.
23. Q: Can two eligible entities jointly apply for a Track One planning grant?



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

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

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.

24. 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.

25. Q: We understand that Letters of Commitment are required "from all minimum members listed in the Program Design Section" of the NOFO. May one organization/group fulfill more than one required category (e.g. a grassroots group that is also faith-based, a community resident who has a lived experience of violence)? Does "*senior official from human services, educational institutions*" mean a human services *or* educational institution, or a human services *and* an educational institution? Are we correct that you want an individual who has experienced violence and a community member to submit a Letter of Commitment?

A: Grassroots and faith based are grouped together because there is overlap between the two. A community resident can also represent another sector. Yes, thank you for noticing that typo. There should be a semicolon after human services. Yes, letters of commitment are required from all representatives.

26. Q: I am completing the Violence Prevention grant and have a question. There are 14 members that have agreed to participate on this project. Do I need 14 separate letters of commitments or can I do one letter of commitment in which each of them sign it?

A: Your application will be reviewed either way.



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

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

27. Q: We are having trouble getting a letter on letterhead from the Chicago Police Department. Do we have to submit all the letters with the application?

A: It is a requirement that all letters are submitted with the application. However, the NOFO does not state that the letters need to be on letterhead.

Track Two:

28. 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.

29. 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.

30. 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.

31. 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.



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

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

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.

32. 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.

33. 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.

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



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

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

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.

34. 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.

35. 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.

36. 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.

37. 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



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

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

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.

38. 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.

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

A: No

40. 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]

A: No

41. 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



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

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

allowable but the applicant should review the narrative thoroughly to ensure adequate explanation of how such training would have FY 21 benefits.

42. 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.

43. 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.

44. 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.

45. 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).



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

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

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.

46. 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.

47. 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.

48. 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?

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.

49. 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



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

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

funding to pay for (for example) field trips to museums, festivals, workshops, nature expeditions, etc.?

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.

50. Q: We are a rape crisis center serving survivors of sexual violence, assault and abuse of all ages along with their non-offending significant others. Given that everything we do is driven by our belief in the importance of prevention, could you please clarify whether Tract Two with one time support for existing violence prevention programming will consider funding the following:

Two children's therapeutic play rooms to be redesigned by (Pro-Bono consultants) to be updated with safety standards in place for use in our work with child survivors of sexual abuse. These rooms have not been updated in 20 years. Our plan of redesign would include play furniture, anatomical dolls for use of assessment of children who have been sexually abused, equipment to fit disability and/or age appropriate needs of clients, age appropriate updated books and art supplies to assist in the therapeutic healing of clients we serve. Preventing abuse is the cornerstone of our materials and equipment when working with child clients.

One children's waiting room to be updated by redesign with safety standards, including painting of walls, furniture including AV System, books specifically geared toward prevention information and education.

Healing/Art Therapy Studio room's flooring is in significant disrepair and we wish to replace it for the safety of the survivors of sexual violence with whom we work. The floor is a safety issue especially for our young clients, walls need to be repainted and furniture updated per current therapeutic healing and preventative practices.

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.

51. Q: Can you please clarify the requirement regarding property retention policies and procedures? Are we correct in assuming that you wish to know our



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

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

protocols regarding theft prevention, safe storage of property, and employee accountability, or is there something else we should address in this section?

A: We can't provide assistance in how to answer a question. Please see pages 31-33 in the NOFO for more detail on property retention procedures.

52. Q: Is it permitted to request supports for administrative needs or should all supports be directly related to programming?

A: It is unclear what you mean by "administrative needs". 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. Applicants are allowed to request an indirect rate which may cover some of your administrative costs. See page 16 of the NOFO for more information on indirect costs.

53. Q: Our nonprofit mentoring organization owns vacant land parcels. Our intention is to install flag football fields and asphalt basketball courts for use by our mentees and the surrounding community situated in a high crime area. Is this considered a capital expenditure as it improves the property? Or if we can justify the improvements as addressing violence prevention by providing safe gathering outlets, would our project be allowable for consideration?

A: Based on the information provided, it's unclear if this would be considered a capital expenditure. Capital expenditures are generally unallowable. However, the costs as you describe them may be allowable if they are necessary for the current violence prevention program to be successful. It is the applicant's responsibility to demonstrate the necessity and reasonableness of these expenses. Also – unless these items benefit only the violence prevention program, the expenses must be allocable and pro-rated.

54. Q: We want to include costs to have our clinicians trained in child parent psychotherapy (CPP), but the NOFO says that we could possibly need pre-approval for training expenses. Can Erie House still include this in our proposal? Would pre-approval be needed prior to submitting the application, or would that come after the awards have been determined?

A: 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. Any pre-approval requirements would occur after the awards have been determined, but before the expense can be incurred.



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

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

55. Q: Erie House programming needs more confidential space for therapy. Could we allocate this funding to build a dividing wall within a larger existing programming space, to create confidential, trauma-informed space for therapy?
- A: Based on the information provided, it's unclear if this would be considered a capital expenditure. Capital expenditures are generally unallowable. However, the costs as you describe them may be allowable if they are necessary for the current violence prevention program to be successful. It is the applicant's responsibility to demonstrate the necessity and reasonableness of these expenses. Also – unless these items benefit only the violence prevention program, the expenses must be allocable and pro-rated.
56. Q: We are interested in making video training modules to support large-group professional development trainings in public schools. We are curious if funding could support the filming, editing, and production of these video modules.
- 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.
57. Q: I have three program sites in Cook County. All of our programs operate with the same basic structure, and serve the same demographic - justice-involved young people at all stages of court involvement. Violence reduction and prevention are core outcomes for all programs. Can I combine one-time supports for three programs in the same county into one proposal?
- A: Cook County is divided between Chicago and suburban Cook. The application cannot overlap these areas.
58. Q: We would like to ask for support to develop a customized database that will dramatically improve our data collection and reporting capacity, which will help us more efficiently assess impact and improve our program model accordingly. I am also interested in requesting funds to purchase computers for administrative staff for communications and fundraising purposes, which directly affect our ability to deliver programs. Are these types of one-time supports eligible for consideration?
- A: It appears that the database development may fit within the scope of the NOFO. The applicant must meet eligibility criteria, thoroughly explain how this would enhance the existing violence prevention program, and thoroughly explain how the purchase will continue to improve programming into the next fiscal year. The other two appear do not appear to fit within the scope of the NOFO.



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

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

59. Q: Can Track Two applications incorporate one-time supports for service provision to persons of all ages?

A: I do not see anything in the NOFO that excludes certain age ranges.

60. Q: I had a quick question about the Violence Prevention One-Time Supports grant. I understand that no vehicles can be purchased with this grant. Would storage trailers be allowed?

A: This one time support may fit within the scope of the NOFO if it enhances the existing violence prevention program, can be continued to enhance programming next fiscal year and is stationary (no wheels).

61. Q: Please confirm if procurements over \$2,000 need prior approval before purchasing them and should be included in the implementation schedule as pending approval?

A: Yes

62. Q: Section C4: Budget Worksheet & Narrative has this language: Attach a narrative describing the procurement method to be used. Does this mean if you either used the sole source or 3 bid/quote option; could you elaborate on the specifics of this attachment, please?

A: Yes, describe the method used and step taken to complete this method.

63. Q: For track 2 would the following be considered allowable costs:

- Marketing including signage/advertising to enhance outreach efforts
- Staff training
- Staff gear for inclement weather/ Violence Interrupters
- Interview clothing for participants
- Storage Shed for some of the equipment
- Grill for street outreach efforts
- School Supplies
- Shipping Container for a collaborative effort to enhance a community garden
- Soil for a community garden



ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY

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

A: Most of the items listed above are likely allowable for Track 2. For each item, ask yourself if it enhances the current violence prevention program and will it continue to enhance it next fiscal year? The applicant must meet eligibility criteria, thoroughly explain how each item would enhance the existing violence prevention program, and thoroughly explain how the purchase will continue to improve programming into the next fiscal year.

However, the items listed above may or may not be allowable, depending on certain factors:

- Marketing materials are generally not allowable. However, signage may be allowable if it is designed to inform participants where your program is located. It would be difficult to determine allowability of advertising to enhance outreach efforts since advertising can take so many different forms.
- Staff gear for inclement weather/violence interrupters– if these items are retained by the agency to be utilized throughout the following fiscal year, then these items are likely allowable.
- Interview clothing for participants – if this is clothing that the participant would borrow and return, then these items are likely allowable.
- School supplies – not allowable

Fiscal Questions:

64. Q: Where would incentives for community residents fit in the budget categories? Does it go under the “contractual” tab?

A: Yes, these expenses should be listed and explained in the contractual category.