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**Illinois Family Violence Coordinating Council Implementation  
2196.2072**

**RESPONSE TO APPLICANT QUESTIONS**

**April 8, 2022**

**Budget**

Question

We have a State Negotiated Rate through the Illinois State Board of Education. The FY23 Indirect Cost Rate is not available at this time. How should we proceed?

Answer

You can use the SFY22 state negotiated rate for this application. If you are selected as a grantee, the grant specialist will work with you on any revisions needed in your budget.

**Budget**

Question

Is the Coordinator's training in Springfield expected to be 2 days next year, or just the one, like this year?

Answer

The local council coordinator meeting will be one full day in Springfield.

**Application Forms**

Question

In the past, I received the new grant information from you with attachments including the Independent Audit Information and the Risk Assessment Questionnaire. Tina found NOFO instructions, a budget template, program narrative, and an application online. Are those the only items that need to be completed for the 2023 grant?

Answer

The documents found in the notice of funding opportunity (<https://icjia.illinois.gov/grants/funding/illinois-family-violence-coordinating-council-implementation-notice-of-funding-opportunity-nofo-2096-2072/>) are the



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only documents that should be submitted at this time. If selected as a grantee, the grant specialist will work with you to complete any additional documentation as needed.

### **Budget**

#### Question

In previous years Section C: Training and Education was not on the budget template. This year's budget template instructions do not include this section and as such do not provide guidance on what is intended to be placed under this new line item.

In the past, costs associated with registrations to attend conferences or trainings as well as any partner costs associated with travel to attend conference and trainings was placed under what used to be called Contractual Services, now called Subcontracts and SubAwards. With the addition of the Training and Education line item, are we to place costs associated with conference/training registrations and associated partner attendance travel costs under this line item or should they remain under subcontracts?

#### Answer

The Training and Education tab in the budget states:

12). Training and Education (2 CFR 200.472) -- Describe the training and education cost associated with employee development. Include rental space for training (if required), training materials, speaker fees, substitute teacher fees, and any other applicable expenses related to the training. When training materials (pamphlets, notebooks, videos, and other various handouts) are ordered for specific training activities, these items should be itemized below.

If selected as a grantee, the grant specialist will work with you to make any revisions to your budget as needed.

### **Application Forms**

#### Question

I was wondering if you could send me a file for me to input the budget into for the new grant year. I am also wondering if I upload it separately or with everything else?

#### Answer

The budget form can be found with the notice of funding opportunity at the following link: <https://icjia.illinois.gov/grants/funding/illinois-family-violence->



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coordinating-council-implementation-notice-of-funding-opportunity-nof-2096-2072/

**Budget**

Question

We are having little luck in attracting a coordinator to replace Penni Cannova. The question was asked if we could raise the hourly rate of the coordinator position, or if there are guidelines that would preclude this? It was also brought up that the beginning of the grant year is a less busy time. So we thought that we might be able to reduce the hours on the front end to accommodate a higher rate without raising the total expenditure, if that is the issue.

Answer

A local council coordinator could be paid a reasonable hourly rate. There is nothing in the notice of funding opportunity that stipulates what the rate should be.

**April 1, 2022**

**Application Documents**

Question

The NOFO instructions say that we need to follow the “naming conventions listed on page 25”. My document only goes to 22 pages. Please advise what document naming conventions are needed, and if possible include pages 23-forward if there is additional information that is needed on them.

Answer

The naming conventions are listed on page 12 of the NOFO Instructions:

<b>The following materials MUST be submitted by all applicants. The applicant must submit the documents based on the instructions provided below.</b>				
<b>Document</b>	<b>Document Name</b>	<b>PDF</b>	<b>Word</b>	<b>Excel</b>
<b>Uniform Application for State Grant Assistance</b> – This form must be complete	<i>“Agency Name – Application”</i>		X	
<b>Program Narrative</b> – This document must meet the requirements outline in Section A. The narrative must be	<i>“Agency Name – Program Narrative”</i>		X	



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provided in this document. Do not change the format of this document.				
<b>Budget/Budget Narrative</b> – This document is a workbook, with several pages (tabs). The last tab has instructions if clarification is needed. Do not send a signed budget.	<i>“Agency Name – Budget”</i>			X

**Narrative**

Question

I am seeking clarification of the **different** expectations you have for the 2 “implementation schedules” in the Narrative portion of the application.

**After the heading “Project Implementation-45 pts” there is this- with some of your requirements already filled in:**

“9. This Implementation Schedule should be used as a planning tool for the program and reflect a realistic projection of how the program will proceed and the staff responsible for each task. Please add lines as necessary. (5 points)”

Task	Staff Position Responsible	Start Date	End Date
...			
Submit quarterly Data Report to the Authority.		October 15, 2022 January 15, 2023 April 15, 2023 July 15, 2023	October 15, 2022 January 15, 2023 April 15, 2023 July 15, 2023
Complete all Fiscal and Programmatic Closeout Materials		July 30, 2023	July 30, 2023

**And a bit further down there is YET ANOTHER “Project Management Implementation Schedule”**

“Implementation Schedule

Complete the table below, defining each step in the implementation and operation of the proposed program, detailing the staff position responsible for



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each task, and including a target date for completion. Do not use staff names. Please add additional lines as necessary.

Task	Staff Position Responsible	Date Due
<i>Example: Hire Staff</i>	<i>Program Administrator</i>	<i>Month One</i>
<i>Example: Train Staff</i>	<i>Training Coordinator</i>	<i>Month One</i>
...		
Submit quarterly financial performance report		15 <sup>th</sup> of every quarter

I am having difficulties understanding the difference between these 2 tables. They seem very similar/redundant to me. I am sure that you all were looking for something different in each of these tables that I just don't understand. The best I can deduce is-because in your instructions table you refer to the second table as 'goals and performance metrics' is that you want us to **quantify** something/somehow in this second variation of the table -that was not for some reason quantifiable in the first version. (Your sample entries in both tables seem to have similarly quantifiable metrics to me in the end date.) Can you please explain what is distinct about each table that you are looking to see? Perhaps provide an example of what an entry in the first table might look like and then an example of the same entry in table 1 as it would apparently be more/differently quantifiable in the second table?

Perhaps it will help you if I show you my **current draft** for the first implementation table?

Task	Staff Position Responsible	Start Date	End Date
Learning Management System (LMS): Platform Setup, Authoring Tool familiarization & Initial Program Pilots (2 minimum)	Coordinator & Various Volunteers	7/1/22	10/31/2022
Training: 'People with Disabilities Experiencing Abuse- recognition, response & prevention' (presentation format TBD-	Coordinator & Protected Adults Team	7/1/2022	9/30/2022



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likely a combination of live then converted for use in the LMS)			
Training: Kane County Strangulation Protocol Pilot Training for professional stakeholders (# of presentation dates TBD)	Coordinator & Kane MDT subcommittee: Kane County Strangulation Pilot Team	7/1/2022	9/30/2022
Training: 'Youth Serving Organizations and Others'-Interactive Mandated Reporting Supplemental Trainings (minimum of 2)	Coordinator & Child & Youth Safety Team	9/1/2022	12/31/2022
Training: Promising Practices Toolkit Training (learner focus TBD)	Coordinator & LE & Training Team	1/1/2023	3/31/2023
Trainings: LMS learning modules for Law Enforcement (content focus to be determined minimum of 3)	Coordinator, LMS Support volunteers & LE & Training Team	9/1/2022	6/30/2023
Meetings: DV-RISC Project	Coordinator & Kane MDT	TBD	TBD
Meetings: DV-RISC Project	Coordinator & Kendall MDT	TBD	TBD
Community Awareness: Article creation for various family violence 'awareness months' articles for council-wide distribution through various local publications, newsletters, websites, etc. Human Trafficking & Stalking Prevention (Jan), Teen Dating Violence (Feb), Disability Day of Mourning (March 1), Child Abuse (April), DV Awareness (Oct)	Coordinator & Matching FVCC committee (MDTs, Child & Youth Safety & Protected Adults)	6 weeks before beginning of month	1 <sup>st</sup> week of each awareness month (depending on publication date)
Hire FVCC Local Council Coordinator (if applicable)	NA	NA	NA



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Attend FVCC Local Council Coordinator's Meeting		TBD by ICJIA	TBD by ICJIA
Submit quarterly Fiscal Report to the Authority		October 15, 2022 January 15, 2023 April 15, 2023 July 15, 2023	October 15, 2022 January 15, 2023 April 15, 2023 July 15, 2023
Submit quarterly Data Report to the Authority.		October 15, 2022 January 15, 2023 April 15, 2023 July 15, 2023	October 15, 2022 January 15, 2023 April 15, 2023 July 15, 2023
Complete all Fiscal and Programmatic Closeout Materials		July 30, 2023	July 30, 2023

Perhaps am I providing too much detail in my first Implementation schedule? If so, how would you adjust what I am doing in the first?

Answer

After review of the document, it appears that the implementation schedule was duplicated in the narrative document. Please complete both Implementation Schedules with the same information.

**Requirements**

Question

I see on the cover page of the ICJIA NOFO that a Logic Model, two forms of the Uniform State Grant Application (Word and pdf) and letter of support must be emailed by the deadline in addition to the Program Narrative (Word) and Budget (Excel). But in the Implementation Instructions, the Program Narrative (Word), the Budget (Excel) and the Uniform Application for Grant Assistance is required.

May we submit the required items listed in the Implementation Instructions, or do we have to add a Logic Model? And, do we need two forms of the Uniform State Grant Application in both Word and pdf, or just Word? And, I see no other



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reference to letters of support, so may we not include those if we don't find that they support our application?

Answer

You do not need to submit a logic model as a part of the grant application.

As stated on page 7 of the Notice of Funding Opportunity Instructions, The Uniform Application for State Grant Assistance must be submitted in Word format.

Letters of support/reference are not required for this application.

**March 25, 2022**

**GATA**

Question

I am doing our Notice of Intent for FVCC grant, it is asking for our GATA ID? Is that the same as our FEIN number?

Response

The GATA ID is a 6-digit number you are assigned in GATA.

**March 18, 2022**

No questions were asked this week.