



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

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

**Community-Based Violence Intervention & Prevention
NOFO Updates and Responses to Applicant Questions**

**Final Update
August 16, 2017**

Items in red have been updated since the previous posting.

Updates

The Notice of Funding Opportunity (NOFO) website, NOFO PDF document, and technical assistance recordings have been updated to reflect the following:

1. **The NOFO website has been updated to reflect the following:**
Applications from agencies that do not have an approved SFY18 ICQ will not be reviewed.
2. **The cost of food is only allowable in certain, limited circumstances if it meets the following criteria:**
 1. The duration of the event (not including the time associated with eating) must last a minimum of two hours.
 2. The event must be part of the program-specific, client engagement activities
 3. Food and beverage (not including consumable supplies) costs cannot exceed:
 - i. \$5.50 per person if eating commences prior to 4pm
 - ii. \$17.00 per person if eating commences at 4pm or later
 4. Alcohol cannot be served at the same event where food is paid for with ICJIA funds, even if the alcohol is paid from another source of funds
 5. In the budget narrative, the applicant should describe how the per-person cost was calculated and why food is necessary for the event.
3. The updated Notice of Funding Opportunity PDF (available here: <https://grants.icjia.cloud/static/grants/2017ViolenceInterventionAndPrevention/CBvipNOFO.pdf>) was inadvertently posted without the Appendices. The correct version of the NOFO (including appendices) has now been updated.
4. **A number of potential applicants have noted that the Community-Based Violence Intervention and Prevention program narrative is formatted differently from how the instructions state it should be submitted.**

An updated Program Narrative template has been posted that addresses formatting errors. There have been no changes to the questions. The shaded boxes (where you will begin typing your responses) are now in Times New Roman font, 12-point, and double spaced. In addition, we have clarified that the 20 page maximum does not apply to the Implementation Schedule or the Goals/Objectives/Performance Measures.

We suggest that you use the attached program narrative as your template. If you'd like to use the template that was posted on the website, please note that the applicant is responsible for ensuring that the responses on your program narrative meet the formatting requirements.

General Questions

1. **Question: Does this grant include treatment for children younger than youth (not sure what age captures youth) to receive counseling, case management, education, and family support?**

Answer: The target population does not specify a minimum age. The focus is on those who are identified as being at heightened risk or those who engage in high risk behavior or violence.

2. **We follow a model close to Illinois Safe From the Start as this program was present in our county until 2014 when funding was cut.....are you familiar with that program and are we in line with your guidelines of what you fund if we provide similar services but for 0-11 instead of just 0-5?**

Answer: See Pages 6-8 and Page 14 of the Uniform Notice of Funding Opportunity for information about the services and activities allowable under this program.

3. **Could you please confirm that our County State's Attorney's Office is not eligible to apply for this? In my personal opinion, we are not eligible since we are government and are not public nor a not-for-profit entity who provides these kinds of services.**

Answer: Your office is considered a public agency, and therefore is eligible to apply.

4. **Our organization is in the process of applying for our 501(c)3 nonprofit status. We have a fiscal agent that is a well-established 501(c)3. Are we eligible to apply for this grant?**

Answer: An organization that is in the process of applying for their 501(c)3 can use a fiscal agent to apply on behalf of the direct service provider. If using a fiscal agent, the application will reflect that the fiscal agent is the Implementing Agency and the direct service provider is the Program Agency. Question 2c in the narrative must be answered by the fiscal agent. All other questions in the narrative must be answered by the program agency. If there is a fiscal agent fee, it must be included as a line item in the budget in the Contractual section. If your application is identified for funding, additional information may be required, including (but not limited to) an MOU that details the relationship between the fiscal agent and program agency along with each parties' obligations. Note: Both the Fiscal Agent and direct service provider must be GATA compliant.

5. **Does this grant fund only coalition building or are other activities, such as youth development activities for high risk populations, permitted?**

Answer: Page 6-8 of the NOFO describes the required program design, while Page 14 describes examples of allowable costs.

6. **(1) Can you please say more about the restriction on the program services for this grant not being allowed to be duplicative of services in other solicitations and provide examples? Many organizations apply for violence prevention funding and the proposed services tend to be the same. (2) The C8 question in the narrative only asks the writer to speak to the Victims of Violence grant. Is that the only other solicitation ICIJA is**

concerned about duplicate services? (3) Would it be helpful to have a different service area so as not to duplicate services?

Answer: There are two ways to help avoid duplication. First, an applicant can provide additional services to their current clients. Second, an applicant can propose to provide the same services to additional clients (who are not currently receiving services). We do not require that you expand your service area – this is a decision that the applicant must make on their own. While duplication must be avoided (regardless of the source of funds), the narrative item (C8) that you are referring to is only applicable to the June 26, 2017 NOFO.

7. Can we only serve youth ages 11 – 16 or do we have to include young adults?

Answer: We do not require that participants be a particular age. The target population identified in the Notice of Funding Opportunity is youth and young adults, including, but not limited to, those who are identified as being at heightened risk or those who engage in high risk behavior or violence.

8. After doing county-wide education through a coalition, would it be better if we saturated one community with high rates of violence (i.e. Waukegan – with the 10th highest violence rate in the state) and served a large number of youth, or spread our resources over 2-3 communities with high rates of violence (i.e. Waukegan, Zion, North Chicago,)

Answer: We cannot provide guidance on this.

9. How many youth do you intend to serve through this RFP, state-wide? How many in the Collar counties?

Answer: ICJIA has not anticipated the number of individuals served under this solicitation.

10. Since the grants are dispersed geographically to maximize the number of youth served across the state, how many grants will be allocated to Chicago's Collar Counties, or to the Region where we are located (Lake County)?

Answer: Please refer to page 17-18 of the Notice of Funding Opportunity for details about how awards will be dispersed.

11. On the front page of your website for the NOFO, under "program design", under #2, it states we must implement one of the direct services categories and it seems to be describing the street intervention/interruption-active outreach and engagement direct service but has no title. Then under #3, it asks for one or more of the next 4 direct services and street intervention/interruption-active outreach and engagement has no description. According to this page, #2, is implying we have to have this one direct service but it's inconsistent with the video or the rest of the NOFO attachments. Is this just an error? Please clarify.

Answer: There was a formatting error on the website. The Notice of Funding Opportunity correctly notes that at least one of the following direct service categories must be implemented:

- Street Intervention/Interruption-Active Outreach and Engagement
- Counseling and Therapy
- Case Management
- Youth Development

- 12. Studies that highlight best practices related to violence prevention and at-risk youth programming, offer that effective interventions and strategies likely occur in school settings, as schools are most often identified as the hub of the community and a natural extension of the local neighborhood. Given the strong connection to school, home and community, data shows that at-risk youth benefit greatly from violence prevention counseling and intervention within a school-based model, embedded in their community environment. Will this ICJIA funding opportunity consider a school-based delivery model?**

Answer: A school-based model would fall under the parameters of this Notice of Funding Opportunity.

- 13. What happens if our SAM.gov registration will expire between the date of application and grant start date?**

Answer: The SAM.gov registration must be active at the time of application for you to apply for funds. If your application is approved for a grant, your SAM.gov registration will need to be active at that time.

- 14. We have reviewed the ICJIA NOFO for Community Based Violence Intervention and Prevention, and we have a question regarding eligibility to apply for the grant. Does an applicant currently providing violence prevention and intervention services within IL have to be funded by ICJIA to be eligible to apply?**

Answer: An applicant does not have to be currently be funded by ICJIA in order to apply.

- 15. We would like to apply for the current grant. I noticed that there is a mandatory information session that was offered on July 19, 2017. Will there be another session offered? If not, can we still apply for funding.**

Answer: The information session you are referring to is a series of technical assistance recordings that are available on the website. The Notice Of Funding Opportunity states, "Applicants must view and certify that that they have watched the recorded webinar which will be available beginning at July 19, 2017."

- 16. We are a coalition of 32 organizations and individuals in a County that works to end violence in the County through public awareness, coordination of services, and advocacy. The member organizations that work with youth want to come together and apply for funding through the Community-based Violence Intervention and Prevention Program RFP to deliver a program across the county and target specific services to youth in the communities where the violence rates are highest. We have a fiscal sponsor who is responsible for coordinating the coalition and all reporting on behalf of the coalition. Some of the coalition members (approximately six out of 32) would provide each of the direct services listed in the NOFO. The coalition does not have not-for-profit status. Can a coalition apply for funding? The mandatory components listed on pages 7 and 8 of the RFP seem to be geared for a coalition at first, then the verbiage switches to reflect an individual nonprofit organization or government entity as the applicant.**

Answer: There are three mandatory components – convening a coalition, educating the public, and providing direct services. The applicant must be a public or not-for-profit entity. In your particular case, the fiscal sponsor would be the applicant. Each entity that will provide direct services under this NOFO for which they would be paid must be listed as a

- separate line item in the budget under “Contractual.” The budget narrative must explain how the costs were derived and what activities will be covered. If awarded funds, the applicant will be required to have an agreement with each provider. That agreement will need to be approved by ICJIA prior to them receiving funds.
- 17. What age range should the target population be? Can we focus on 11-17 year olds or does it need to be 5-24 year olds to include youth and young adults?**
Answer: ICJIA has not defined an age range. Nonetheless, there is nothing that would preclude you from focusing on certain ages within “youth and young adults.”
- 18. “Encourages minimization of conference, meeting, and training costs.” Does this minimization apply to training on the effective/evidence based practices for practitioners directly serving youth? Are there any rules for the maximum percentage for training on EBP/EBIs?**
Answer: ICJIA does not have a maximum percentage for training. Encouraging the minimization of conference, meeting, and training costs allows these limited State funds to be used (to the greatest extent possible) for direct services. We do recognize that training is critical for ensuring that staff have the skills necessary to provide high quality direct services to youth who engage in high-risk behavior and violence, and have referenced training in the Notice of Funding Opportunity under allowable costs and in the program narrative.
- 19. I have been trying to do the pre-registration for True Star Foundation since yesterday but the link is not working on my laptop or phone, is there another way to complete this process?**
Answer: Here’s the link: <https://www.surveygizmo.com/s3/3706158/Community-Based-Violence-Intervention-and-Prevention-NOFO-Notice-of-Intent>
- 20. Is the submission of Letters of Support encouraged? If so, how should they be included in application and to whom should they be addressed?**
Answer: Letters of support are not necessary.
- 21. Regarding the requirement for coalition meetings and activities – is it mandatory for all members of the coalition to attend quarterly meetings, or is the requirement for full engagement of all coalition members on a regular basis?**
Answer: The guidance in the Notice of Funding Opportunity regarding coalitions is that the coalition should organize at least one community event, and that meetings and/or activities should occur, at a minimum, quarterly. If you receive an award from ICJIA, you will be required to submit quarterly reports which include (but is not limited to) the number of meetings and the percentage of coalition members that attend at least 75% of the meetings.
- 22. Thank you for your response. I have a program that employs recently released young people navigating reentry from prison to high-crime Chicago neighborhoods. We have multiple community events that we conduct through a network of partners but do not at present have a vehicle for all partners to come together at one time. What I am trying to ascertain is whether the existing structure of a series of community events coordinated with our coalition meets this requirement, or whether we would need to commit to quarterly meetings with 75% or more present at once in order to qualify.**
Answer: We believe that a successful violence intervention/prevention program requires a coalition that comes together periodically to share information and discuss issues of interest to the coalition. That is why we stated that the coalition should organize at least one

community event, and that meetings and/or activities of the coalition should occur, at a minimum, quarterly. That's also why we included an objective that speaks to the percentage of coalition members that attend at least 75% of the meetings. That being said, the Notice of Funding Opportunity (NOFO) does not state that each member of the coalition is required to attend every quarterly meeting in order to qualify for funding.

23. My organization just became aware of this opportunity yesterday but have a compelling program serving youth in partnership with the University of Chicago Crime Lab. We missed the deadline for filing the Notice of Intent. Can we still go forward with the registration and application?

Answer: Yes.

24. Will notification be sent out to organizations to advise if they can proceed with submitting a proposal?

Answer: You should have received an acknowledgement that we received the Notice of Intent. We will not be sending out a separate notification stating that you can submit a proposal.

25. Okay I did receive that acknowledgement email, so we can proceed with submitting a proposal. Is there a link to the actual proposal?

Answer: All of the requirements and information you need to know is on our website. The link to the information about this Notice of Funding Opportunity can be found here: <https://grants.icjia.cloud/grants/20170819violence-intervention-and-prevention>

26. I just noticed that the Community-based Violence Intervention and Prevention Program webpage has inconsistent Application deadline information. It says the proposal is due Monday, August 18 and Friday, August 18. I presume the correct date is Friday, August 18. Please confirm.

Answer: The application is due August 18, 2017 at 11:59pm.

27. Should the required materials (two pdfs, one in Word, and one Excel) be submitted as four separate documents in one email?

Answer: Yes.

28. Can providers who submitted an application for VOCA still be subcontractors for CBvip?

Answer: There is nothing to prohibit a VOCA applicant from being a subcontractor for the Community-Based Violence Intervention and Prevention program.

29. Must the ICQ be simply submitted or approved by 11:59pm on Aug 18? I submitted ours on 08/10, but according to the grants portal, it hasn't been approved yet.

Answer: The ICQ must be approved prior to 11:59 pm on August 18, 2017. Presuming there are no outstanding issues, I anticipate that ICJIA will be able to approve your ICQ prior to that time. If ICJIA is not your cognizant agency, please contact your agency and request that they expedite their approval process. Please note that it is your responsibility to ensure that you have ICQ approval by the deadline.

30. For nonprofits, must only the lead agency complete GATA registration, pre-qualification and an ICQ, or should any agency within the coalition where program activity will take place complete these processes/forms?

Answer: ICJIA will not require the agency within the coalition where program activity will take place to have a completed GATA registration, prequalification and approved ICQ prior to August 18, 2017. However, please note that, if your application is selected for funding, we may require that entity to go through the GATA approval process at that time.

31. If we want to propose program services and coalition work in Cook, DuPage, and Lake Counties, would we apply under Multi-Region with one application?

According to Page 18 of the Notice of Funding Opportunity, “Agencies may submit one application per region. Agencies that serve multiple regions may apply under the Multi-Region category or under separate region categories.”

32. We are applying for the ICJIA community based violence intervention and intervention. our question is, We know you are looking for both prevention and intervention when you say intervention are you meaning street outreach like a cure violence (cease fire) model.

Answer: The Cure Violence (CeaseFire) model is an example of a street intervention program.

Narrative Questions

1. In the program narrative, are you looking for rich statistical data or do we need to demonstrate why the programs are needed?

Answer: Strong program narratives will make the case for why services are needed in your community, and how your program will prevent/reduce violence. Please refer to Pages 16-17 of the Notice of Funding Opportunity for how the materials will be scored.

2. In the document Community-based Violence Intervention and Prevention Program Narrative, under tables listed as "direct services" , the second table labelled "street intervention..." doesn't state "if applicable" after it's title but the next 3 direct services state "if applicable" inferring that the Street Intervention services are a necessary service yet the video actually stressed the importance of the 4th direct service "youth development". Again seems to be inconsistent message, please clarify.

Answer: While the table labeled “Street Intervention/Interruption-Active Outreach and Engagement” does not have the term “if applicable” after its title, the instructions above the table correctly state that “*If the applicant is proposing Street Intervention/Interruption-Active Outreach and Engagement, the following table must be completed.*” The Notice of Funding Opportunity correctly notes that at least one of the following direct service categories must be implemented:

- Street Intervention/Interruption-Active Outreach and Engagement
- Counseling and Therapy
- Case Management
- Youth Development

3. I've noticed the questions require us to type into the shaded boxes. When we type should they remain shaded? I've been drafting paragraphs at a time, copying and

pasting around quite a bit and this don't seem to agree with the formatting at all. Can you please provide guidance about how you would like the response to align with the questions in terms of formatting? Even if I type directly into the shaded boxes it messes with the formatting.

Answer: When you type into the shaded box, the shading will most likely go away. If you copy and paste paragraphs into the narrative, I suggest that you paste it as “text only” so that it keeps the formatting that’s already in the document.

- 4. The Narrative is a 30 (not 20) page limit as per one of the other answered questions, just wanted to know does that include all charts and tables? Or are charts and tables separately counted pages?**

Answer: The Program Narrative for the Community-based Violence Intervention and Prevention Program cannot exceed 20 pages. This page limit does not apply to the Implementation Schedule or the Goals, Objectives and Performance Metrics. The “other answered questions” you are referring to is for a different Notice of Funding Opportunity that’s posted on ICJIA’s website for the 2017 Victims Of Crime Act Funding Opportunity For Services To Victims Of Community Violence.

- 5. Would it be appropriate/ allowable to include key staff credentials and experience in the Agency Capacity and Experience section?**

Answer: Please refer to pages 16-17 of the Notice of Funding Opportunity for the breakout of categories as a guide.

- 6. Would you like the entire application (including narrative questions) to be double-spaced, times new roman? Or can the questions remain single spaced? Would you like the original amount indented to be used for responses such as A. B., 1. 2., ect?**

Answer: The website for this Notice of Funding Opportunity states, “Application should be 20 pages maximum, not counting Goals/Objectives/Performance Measures, drafted in Times New Roman 12-point font and double-spaced with 1 inch margins. Please number pages.” Indention is not required. The Implementation Schedule does not need to be double-spaced. We have also clarified that the Implementation Schedule will not count toward the maximum allowable pages.

- 7. I understand from the instructions that we are to respond to the narrative questions in the text boxes provided. I wanted to confirm whether the 20 page limit includes the questions/prompts, or does the 20 page limit refer only to our responses?**

Answer: The 20-page limit includes the questions and answers. It does not include the Implementation Schedule or the Goals/Objectives/Performance Measures.

- 8. The margins are very narrow when I use the exact same formatting. Can we keep all of the text but move the margin to allow for one inch?**

Answer: The website for this Notice of Funding Opportunity states, “Application should be 20 pages maximum, not counting Goals/Objectives/Performance Measures, drafted in Times New Roman 12-point font and double-spaced with 1 inch margins. Please number pages.” We have further clarified that the Implementation Schedule is not included in the 20-page maximum.

9. Do I submit my answers to the narrative questions directly in the template document available online or do I answer the narrative questions on a separate document?

Answer: Your responses should be submitted on the program narrative. Please do not answer the questions on a separate document.

10. I am trying to be as specific as possible with my US Census Bureau Quick Facts data but no matter how many times I offer my site's zip code, the best I can get is general Chicago data for 2011-2015 particulars. I am certain that data would be even more favorable to my proposal if I had information more specific to our community. Am I doing something wrong or is that the best QF can do?

Answer: Quick Facts has county-level data. To get data that's more reflective of your community would require using a different data source. ICJIA would not be able to provide you with a list of options – you would need to find that data source on your own.

11. I was unable to find information regarding the references and appendices requirements for the Community-Based Violence Prevention and Intervention grant program narrative. Can the references and appendix be attached after the Goals, Objectives, and Performance Metrics and do they count towards the 20 page maximum?

Answers: I'm not exactly sure what you are referring to. The Notice of Funding Opportunity included four appendices to help provide additional information to the applicant when completing the Program Narrative. There is no requirement listed for applicants to supply references or appendices. The Implementation Schedule and Goals, Objectives, Performance Indicators do not count towards the 20-page maximum.

12. Can I turn in the 20-page proposal on Word, or does the template need to be used?

Answer: The template must be used.

13. Communities In Schools of Chicago implements a school-based, case-management program in select Chicago public schools. Our team has one question about the Program Narrative: Description of Problem Section – Question B Demographics chart. What is the preferred service area data?: 1) Cook County, 2) Chicago public school district, or 3) Individual schools with the program proposed?

Answer: The service area is a general term, usually denoting a geographic area such as a county or community. If you have more specific data (for example, at the school level), you may find it useful to include that information elsewhere in your proposal.

14. I don't quite understand where I'm supposed to find the evidence-informed models that supply additional outcomes in the goals section. Am I supposed to find a program through Blueprints or the juvenile justice link in the NOFO and base our outcomes on one of those?

Answer: Page 6 of the NOFO states, "For specific evidence-based programs, see Office of Juvenile Justice Delinquency Prevention's Model Programs Guide at <https://www.ojjdp.gov/mpg> or Blueprints for Health Youth Development at <http://www.blueprintsprograms.com>." The program you choose will have specific objectives that the model is supposed to achieve. Those objectives must be included in the Goals/Objectives/Performance Measures section.

15. Do we need to leave in the entire prompt or just the header? For example keep "I. Goals, Objectives and Performance Metrics", and not the description as it takes up a lot of space?

Answer: You can remove the subsequent three paragraphs that follow the heading.

- 16. We have followed the instructions –putting our responses into the blue boxes. In doing so, we have discovered that we are unable to generate a full page of copy. At best, when we are copying and pasting our responses into this form, we get one-half page of copy on each page. This type of formatting will cause us to lose at least half of our narrative.**

Answer: I suggest that when you paste, you paste only the text (and do not keep the formatting). If you find that your paragraph is too large for the page (and is therefore “jumping” to the next page, you can play with hitting the “return” key to break up the paragraph.

Fiscal Questions

- 1. Is the award amount for this funding opportunity a "minimum" of \$100,000? We cannot apply for less?**

Answer: \$100,000 is the minimum amount. You cannot apply for less.

- 2. We plan to host a couple of events – should we rent or purchase tables and chairs?**

Answer: You should do what's most cost effective.

- 3. Are stipends and wages an allowable cost? The model offers youth participants a stipend for 12 weeks of the program, then youth participants will transition to worksites where they will gain work experience for 4 weeks at 20 hours per week, \$9.50 per hour. Is this an allowable cost for the CB-VIP grant?**

Answer: Stipends and wages are not, in and of themselves, unallowable. The proposal should demonstrate the reasonableness of costs for the violence prevention program being proposed. If your application is selected to be funded, unallowable or unreasonable costs will be deducted from the award amount. Please be aware that if a grantee is paying for youth to work, that grantee may be subject to additional state and federal laws, including labor and employment laws.

- 4. I'm excited about this opportunity ICJIA is offering. I looked at the 2017 Victims of Crime Act Funding Opp due this week, but our services would best align with this one. My question this, though: Because this is not a federally funded program and comes from a state appropriation instead, what sort of payment schedule is realistic given the state of the Illinois budget? I'm sure delays are to be realistically expected, and this is fine. But is there any idea as to whether these funds are guaranteed a regular payment schedule once granted? Also, we have contracts for service with DCFS, but for foster care services. That will not preclude us from applying, correct?**

Answer: I don't know how long it's taking for the State to make general revenue payments. That being said, payment will be on a quarterly basis. There is nothing related to having contracts with DCFS that would preclude you from applying.

- 5. We are considering including training for school personnel that would equip staff to facilitate peer to peer conflict resolution practices after a violent behavior episodes as a Youth Development Activity. These trainings would also involve youth leaders to be trained in peer led conflict resolution. We are unclear in how exactly to proceed with the training budget. In order for this to happen we will need to compensate for either additional staff training time outside of school hours or for sub time if trainings take place during the school day. Compensation for the training time will need to be paid**

directly to the school district, will it be ok to put the training time costs into a single line as a cost/person/day under the training tab and if funded submit a sole source procurement form to justify the payment to the district?

Answer: Based on the question asked, the costs associated with the training should be put under Contractual section of the budget. The costs that you describe (for substitute teachers and overtime) can put on one line item. However, the narrative detail should describe how the costs were derived, and therefore should break out the costs for substitute teachers and overtime. If funded, a sole-source justification and copy of the contract must be pre-approved before the school district can receive funds. If there are other costs associated with the training, those costs must be put in the appropriate category. For example, if staff will be reimbursed for mileage, this would go under the Travel section of the budget.

- 6. Our agency is in the process of writing for the Community-Based Violence Intervention and Prevention Grant. It said in the grant application to budget for a 1-day training in Chicago. Can you please tell me what part of Chicago the training will be held?**

Answer: It's unknown at this time. For budgeting purposes, please plan on the training being in downtown Chicago.

- 7. I have a question regarding the budget, specifically the Miscellaneous or Other budget category. In the budget form, there is no such category; however, this category is referenced in Section C (Travel) "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. Additionally, "Miscellaneous Costs" are listed in Section A, row 24 and Section B, row 28; however, the text is white so it is not viewable. Is "Miscellaneous" not an allowable budget category? If so, where should I list items like venue expenses for the community event, translation services, printing, childcare, stipends for facilitators and note-takers, community event transportation (non-staff), steering committee transportation (non-staff), quarterly meeting transportation (non-staff), etc.?"**

Answer: Please put the expenses listed under "Contractual."

- 8. Each of these costs will then be considered "vendors" – is that correct? So we will be required to obtain three quotes from vendors and pre-approval from ICJIA as is detailed in TA video on prior approval requirements? For example, we have a Translation Dept. here at Lurie Children's, which we use for translation needs. Will we be required to get two additional quotes outside of our organization? Same for printing services—we have an internal department for general printing and a priority vendor for graphic design and printing. We also do not enter into a contract for most of these types of services, so there would be no contract to share with ICJIA. Design and printing services is an example—we typically use our priority vendor and there is no contract. Are we required to have contracts with each "vendor" we utilize? Another example is public transportation passes – obviously Ventra/CTA would fall under the sole source category, but there would be no contract to share with ICJIA for prior approval. In that case, would we just complete the Sole Source Justification form mentioned? Additionally, what is the general turnaround on prior approvals from ICJIA? The videos detailed requests need to be submitted at least 30 days prior for out-of-state travel, but does not detail how long approvals from ICJIA take for subcontracts, sole source subcontracts, contracts, and trainings. It would be helpful to understand how long these approval take to ensure we allow adequate time in our project work plan/timeline. These are important distinctions for us in terms of staffing**

as well, as it greatly increases grant management activities and grant management staff effort. We want to ensure we budget staffing levels adequately and greatly appreciate your clarifications.

Answer: I will try to address all of your questions at once. While I'm not sure what your internal setup is, I anticipate that if you use translation and printing services that are internal to your agency, then a contract is not required. In your budget, you should call the item whatever the service is (i.e., "printing services," or "translation services"). If you are working with an entity like CTA, then a sole source document is not required because the bus passes are available to the general public. In your budget, these passes would go under travel. If you are working with an external entity (such as the priority vendor), then it would go in the budget under "Contractual." If you receive an award from ICJIA, you (or your procurement office) would need to document the process used to select the vendor. In the case that the vendor was chosen without a process, we will ask for a sole source justification either during or after grant negotiation.

- 9. A Safe Place, a nonprofit organization in Lake County is the lead applicant for our grant proposal and will be contracting with another nonprofit, Community Youth Network (CYN) to provide some of the direct services (street intervention, counseling, and case management). I have two questions about how this should be reflected in our budget... 1. I presume that the CYN subcontract expenses belong in Section C6-Contractual. Is this correct? The explanation for this section includes this statement highlighted in yellow: 6). Contractual Services (2 CFR 200.318) & Subawards (200.92) -- Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. Federal rules require a separate justification must be provided for sole source contracts in excess of \$150,000 (See 2 CFR 200.88). However, ICJIA has additional requirements for sole source contracts of other amounts. The applicant must contact the ICJIA grant monitor or program administrator for additional information. This budget category may include subawards. Provide separate budgets for each subaward or contract, regardless of the dollar value and indicate the basis for the cost estimates in the narrative. Describe products or services to be obtained and indicate the applicability or necessity of each to the project. 2. CYN's costs to deliver the services specified in our MOU and proposal include 4 full time staff positions, taxes, benefits, staff travel (to meet with youth and parents at various sites), and supplies. How should these subcontractor costs be reflected in the section above?**

Answer: In response to your first question: All subcontract expenses belong in Section C6-Contractual. In response to your second question: You should provide the level of information necessary so that ICJIA is able to determine that items and amounts are allowable, reasonable, and necessary for the program.

- 10. If part of the grant funds will be used to acquire professional services (e.g. a child psychologist or LCSW), do we have to identify those specific individuals prior to submitting the grant, or simply include money in the budget to acquire the services? If we can identify the specific individuals once we are awarded and ready to implement, do we have to utilize a formal procurement process, or just bring them on-board? If we must procure, can we use (and document) a modified process? Are there any applicable funding thresholds that must be observed (i.e. services under \$50,000 do not have to be competitively procured, between \$50K - \$99K can use a modified process, \$100K and above must use the State of IL procurement process)?**

Answer: If you know the individual at the time of application, please identify that individual. However, ICJIA does not make it mandatory to have identified that individual at the time of application. The other questions are addressed in our mandatory technical assistance video regarding Prior Approval Requirements, and can be found here:

<https://www.youtube.com/embed/zFh7otQwaJA>

- 11. I am reaching out to you with hopes of garnering additional information regarding the Community-based Violence Intervention And Prevention Program grant and the 2 ICJIA mandatory training sessions that are required if awarded the grant. As you know the submission deadline is nearing and we want to make sure that all of our information is accurate. With that be stated, we would like to know the locations of the trainings, number of nights, and if attendance is required by all staff included in the grant application. Please advise, as we would like to finalize this portion of the grant application. Thank you again for time and consideration and look forward to hearing from you in the near future.**

Answer: Page 8 of the Notice of Funding Opportunity states “Applicant must budget for one ICJIA-coordinated, full-day meeting in Chicago.” We have not specified the number of staff required to attend. The location is unknown at this point, but for planning purposes, you can assume the location will be in downtown Chicago. Page 8 of the Notice of Funding Opportunity also states “Any staff or volunteers that work directly with participants must be able to document they have received trauma-informed training.” It is the applicant’s responsibility to determine what training is needed and by whom.