ARI SFY21 Notice of Funding Opportunity

Questions & Answers

Round 1:

3/3/2020

I was wondering if there was a place that listed any offenses that are prohibited from entering the ARI program. I know that it is open to any probation-eligible offender, but does that include EVERY client that gets probation? For example, if someone gets TASC on a Class X or 1, would they still be eligible? Are the “usual” offenses such as Aggravated Arson, Kidnapping, etc. also excluded?

Public Act 100-999 amended ARI’s enabling legislation, the [Crime Reduction Act](http://ilga.gov/legislation/ilcs/ilcs3.asp?ActID=3156) (730 ILCS 190/1), so that expanded eligibility means any offense that can get probation is eligible. Offenses ineligible for probation are listed in 730 ILCS 5/5-5-3(c)(2). ARI does not maintain a separate list of prohibited offenses.

Please check with your local state’s attorney’s office about what offenses are excluded from eligibility based on mandatory prison sentences. In some cases, offense-specifics and/or criminal history may be relevant. Your local state’s attorney may know the specifics and/or may reduce charges in order to allow an individual into the program. Such decisions are up to the local stakeholders.

3/5/2020

I just completed the notice of intent to apply for this next year.  One question I have after viewing the recorded video is are we expected to stay within our previous years funding award ? Or are we allowed to request additional funds ?

3/9/2020

We will be submitting an application for renewal. I was wondering if there are restrictions on what to request for the budget total? I was not certain if we were limited to at-level funding from SFY20 or if any amount could be requested as long as it is cost-effective.

Current sites are not restricted to the previous year’s funding level. Applicants can request up to the amount they need and can reasonably spend to operate an effective prison diversion strategy in their jurisdiction, which should be clearly explained in the Program Narrative and detailed in the Budget and Budget Narrative. The anticipated range for award amounts is $50,000 to $1 million. Proposed programs must be designed to serve “prison-bound” individuals, with at least 80% of those enrolled scoring medium- to high-risk. Proposed programs must incorporate the principles of effective interventions; invest in evidence-based or -informed practices; and demonstrate cost-effectiveness, representing substantial savings to the state compared to incarceration (currently, the cost-effectiveness cap is $15,000 per person served). Award amounts are subject to the availability of funds and the competitiveness of the proposal.

3/7/2020

I am beginning to write the 2021 Implementation grant. I see it more like the federal grant template than prior grant cycles. There is a page length on the #1. Summary of Program, but I do not see a page length on any other section. Is there no specific page length? Is the[re] a total page length maximum? Must it be formatted in a specific font or margin?

As indicated on pages 17-18 of the [Notice of Funding Opportunity instructions](https://icjia.illinois.gov/gata/materials/funding/2020-ari-sfy21/ARISFY21NOFO.pdf), under “Application Formatting,” the total page limit for the Program Narrative is 20 pages, single-spaced, with 12-point font (Times New Roman preferred) and 1-inch margins. The Uniform Application for State Grant Assistance, Budget and Budget Narrative, and other required documents are not included in the 20-page limit.

Round 2:

3/10/2020

We are hoping to clarify the cost-effectiveness cap. Last year (SF20), it was our understanding that the cost per person diverted had a cap of $15,000. This application year (SFY21), the application reads the cost-effectiveness cap will be based upon cost per person served. This is a significant difference for our program and I wanted to ensure that it is in fact based upon cost per person served?

Section #8 in the Program Narrative requires applicants to calculate cost-effectiveness based both on the number served and the number diverted (enrolled). As ARI transitions to the new *diverted* definition, we will review both numbers but apply the cost-effectiveness cap to the cost per person served as it provides a more complete picture of what it takes to operate a diversion program. All information will be taken into account during the application review process.

3/11/2020

In the last two fiscal year applications, the reduction goal we’ve calculate based upon the numbers provided with the target population is less than what our program is able to achieve. In order to keep cost-effectiveness, we have historically increased that number. On the current application, should we only list the reduction goal that is figured from the equation provided? OR can we go ahead and bump that number up to a figure that better reflects what we believe we will be able to achieve?

Applicants are required to complete the cost-effectiveness calculations as required in Section #8 in the Program Narrative. You may include additional information as to how you reach a more cost-effective number for the cost per person diverted. All information will be taken into account during the application review process.

3/12/2020

Are we supposed to complete the Implementation Grant Program Narrative on the actual form titled Program Narrative deleting the instructions for each heading using the NOFO as a guide for what we write for each section and filling in the tables provided or are we supposed to create our own Narrative just using the titles??

Please include your answers directly on the Program Narrative form provided using the fillable answer blocks. Do not delete any questions, formatting or instructions. We anticipate applicants will be able to complete the narrative within the 20-page limit without deleting the instructions.

Are we considered a new or continuation under type of application in the Uniform Application for Grant Assistance. We have been a continuation, but with the new format is it different?

All applicants are considered “new” under this Notice of Funding Opportunity, which initiates a funding cycle of up to 36 months, renewable annually and contingent upon funding availability.

3/13/2020

Would it be required that the [ARI program] grant have a separate project coordinator funded under the ARI grant? The individual who would be taking over the reporting would be a coordinator who is already 100% funded by a BJA grant which funds another portion of the [ARI program].

No. The at least .25 FTE requirement is to ensure that some dedicated time is included for reporting purposes. If the BJA-funded coordinator can also fulfill ARI reporting requirements then that should suffice.

3/16/2020

Due to issues related to the Covid19, such as limited staffing, focus of management in trying to continue day to day operations, and events changing on a daily basis, will the grant deadline of March 31, 2020 be extended?

We are discussing the impact of the historic disruptions created by the COVID-19 public health crisis and will provide updates and guidance as soon as possible as they relate to this NOFO.

Round 3:

3/19/2020

On 3a of the Narrative, we are asked to complete the table using Eligibility Tables provided. There are 5 counties encompassed in our grant funding request. Should we create a table for each county or average the five figures for each category in 2017-2019?

In the interest of space, provide the five-county totals and averages to complete one overall table for the application. However, it is likely that you will find having individual county-level tables useful for internal discussion and planning purposes.

3/19/2020

Can more than one problem solving court (i.e. a Drug Court and a Mental Health Court) within the same County be funded under the same grant application and agreement?

Yes. An application may include more than one program model, as part of a continuum of evidence-based sanctions and treatment alternatives intended to reduce the number of probation-eligible individuals sent to the Illinois Department of Corrections from the locality. Each program model should be clearly defined (target population, interventions, capacity and service goals). All programs can work together toward the overall 25% reduction goal for the site.

Within the budget, can the training of treatment providers, who do not have their salary paid through ARI but who are permanent members of the PSC team, be paid for in-state and/or out of state training related to updated EBP for PSC programs?  How about Judges?

Generally, ICJIA will not fund conference travel ​or training for contractors who are hired for their expertise or specialty. A contracted generalist may be funded if:

* The individual’s attendance at the conference is reasonable and necessary for his or her work on the program;
* There are no in-state conferences that would provide the substantially same content; and
* Either a) the conference is for the sole benefit of the ICJIA-funded program or b) there is no other source of funding available to use to prorate the individual’s travel.

The three guidelines above apply to judges’ travel, as well.

What charges are included in the eligibility tables under the category “non-violent” sex offense?

In general, the charges considered “non-violent” sex offenses include registry violations, child pornography possession (not creation), and indecency- or solicitation-type offenses. ICJIA has an extensive list with offense category, offense description, crime class, and statute, which is available upon request.

How do we determine our agreement number for SFY21?

3/23/2020

On the NOFO Application it asks for the Agreement number on #7. Since all application types (even those who’ve been previously approved) are to be selected as “new”, would the Agreement Number be left blank? Of course #8, Previous Agreement Numbers, would be filled with the current and previous agreement numbers.

Applicants should leave the grant agreement number blank when filling out the applications. Agreement numbers will be automatically generated by ICJIA once funding determinations have been made.

3/23/2020

In looking at the NOFO schedule we recognize a Notice of Intent is due today.  What does this consist of?

As indicated on page 17 of the Adult Redeploy Illinois NOFO Instructions, under the "Applicant Submission and Information Section",  agencies interested in applying are strongly encouraged to complete an online Notice of Intent form by 11:59 p.m. by March 23, 2020. Submission of a Notice of Intent is nonbinding and will be used for internal planning purposes only. Upon receipt of a Notice of Intent, ICJIA will offer technical assistance to agencies which have not yet demonstrated GATA compliance. Failure to submit a Notice of Intent by the deadline above may result in an agency not receiving technical assistance with respect to GATA compliance, thereby risking their grant eligibility. The online Notice of Intent is available at: [https://icjia.az1.qualtrics.com/jfe/form/SV\_bPpc05teP4IArvn](https://protect2.fireeye.com/v1/url?k=563ea92d-0b979348-563afc29-0cc47ad9c360-7f46b722bea41b2d&q=1&e=485d28b5-86f0-42a3-85f9-a6bd365588bc&u=https%3A%2F%2Ficjia.az1.qualtrics.com%2Fjfe%2Fform%2FSV_bPpc05teP4IArvn).

**Update: The Notice of Intent due date has been extended to April 6, 2020.**

In the past we have been approved to enter different data into this section. This data reflects people who were sentenced to probation and later committed to IDOC since this is our target population.  Please reference prior or current grant applications.  Is this still acceptable?

Complete the table in Section 4 in the Program Narrative as instructed using data from the 2017-2019 eligibility tables. These data provide a picture of how the local jurisdiction currently uses prison for probation-eligible offenses. All applicants are expected to review and reflect on this information which is central to Adult Redeploy Illinois goals.

Additional information on the way the target population for the application is defined and calculated should be detailed in Section 6a., describing the target population. There, too, you can discuss how past processes worked. All information will be taken into account during the review process.

3/25/2020

Our original plan was to include [a program that’s federal funding is expiring in September 2020] into my grant submission, but knowing that she is both a new request and also a partial request (3/4 of the year) would it be better to have her apply separately from the existing treatment courts renewal application?

You can decide whether to submit one or two applications since you know your operations best. All applicants are considered “new” under this Notice of Funding Opportunity, so it is not a question of how this will compare to prior years’ grants.

In addition, an application may include more than one program model, as part of a continuum of evidence-based sanctions and treatment alternatives intended to reduce the number of probation-eligible individuals sent to the Illinois Department of Corrections from the locality. Each program model should be clearly defined (target population, interventions, capacity and service goals). All programs can work together toward the overall 25% reduction goal for the site. In this instance, if combining the applications, you would need to make sure program descriptions, objectives, and timelines are clear and distinct for each program.

With the updated deadlines, if we had already completed the Notice of Intent, would we need to submit another Notice of Intent by the new due date of April 6, 2020?

No. The previously submitted Notice of Intent is still valid.

Round 4:

3/31/2020

The logic model at the end of the narrative is in landscape orientation. If I try to insert it in gray box after g., it doesn’t fit. Do I need to reformat the logic model or just fill in the template? Or attach it with the letters of support? Does it count toward the 20 pages?

The logic model can be included as a separate attachment and does not count toward the 20-page limit for the Program Narrative. Please use whatever format works for you; the template was provided as a guide.

Round 5:

4/2/2020

Question 27 – SAM expiration date

Question 28 -  SAM cage code

What are these and where would I find them?

Entities that do business with the U.S. Government are required to create a System for Award Management (SAM) account. The SAM expiration date is the day your agency's registration will expire. Entities are required to renew their SAM registration annually. The System for Award Management assigns a Commercial and Government Entity code (CAGE) to your agency. Both the SAM expiration date and SAM CAGE code can be found by logging into your agency's SAM account at the link below.

<http://www.sam.gov/SAM/>

 4/5/2020

Are the persons listed in the excel charts just those that were sent to prison without afforded an opportunity of probation or does the list include those clients that were sentenced to probation and later revoked and sent to prison?

The ARI eligibility tables include commitments to the Illinois Department of Corrections on probation-eligible offenses for that year. Technical violations of mandatory supervised release (MSR) are not included. Violations of probation are included since there is no distinction between a commitment directly on the probation-eligible offense or upon revocation of a probation sentence on the probation-eligible offense.

4/6/2020

I am emailing to check for what the letters of support entail.  Is there a number you need, or specific departments, stakeholders?

Section 5.b. of the [Program Narrative](https://icjia.illinois.gov/gata/materials/funding/2020-ari-sfy21/ARISFY21NOFONarrative.docx) lists the stakeholders from whom letters of support should be included, namely the Chief judge or presiding criminal court judge, State’s attorney, Public defender, and Director of probation and/or court services.

As noted on page 17 of the [NOFO instructions](https://icjia.illinois.gov/gata/materials/funding/2020-ari-sfy21/ARISFY21NOFO.pdf), the letters are to be submitted as PDFs.

4/6/2020

We currently have federal funding for our program which expires on 9/30/20.  So as not to supplant funding, we would only need to request funding for ¾ of the year this cycle. That funding would begin on 10/1/20.  Then we would need to request full year funding in the future. How and where would we indicate this on our application?

Please indicate this in the [Program Narrative](https://icjia.illinois.gov/gata/materials/funding/2020-ari-sfy21/ARISFY21NOFONarrative.docx), in Section 6 Project Implementation, and in the Budget Narratives.

4/7/2020

In years past, the reduction goal was based on 25%  reduction in identified target population based on the past 3 years PLUS the already enrolled. Based on the new definitions of progress toward reduction defined as participants who become enrolled in the program during the grant year, is the reduction number ONLY based on the average of the past three year’s target population. It is a substantially different number based on the length of our program and the number still enrolled.

The reduction goal – the 25% of your selected target population – does not need to change. When completing the information in the Section 7 of the [Program Narrative](https://icjia.illinois.gov/gata/materials/funding/2020-ari-sfy21/ARISFY21NOFONarrative.docx), indicate the number in your target population; calculate the 25% baseline reduction goal; and include the estimated number of new enrollments, number served, average length of time in the program, and number of slots (capacity). All of these will be taken into account when reviewing the application for impact and cost-effectiveness.

The new definition will change progress towards the goal. In the Joint Committee Meeting on October 17, 2019, ARI Board Members stated that the ARI will have a three-year strategy for imposing the new definitions. We will provide technical assistance and offer suggestions as sites adapt to the new definition. In FY 2021, the two definitions will be viewed side-by-side for progress towards compliance with the new definition. By FY 2022, the Board Members hoped for consistent application of the new definitions in tracking sites’ progress towards achieving the 25% reduction goal from the site-selected target population.

4/7/2020

What materials are to be included with the SFY21 grant application?  Just the program narrative with attachments, budget, and uniform application? Also, what documents need to be signed before submission?

Please refer to the Submission Checklist on page 2 of the [NOFO instructions](https://icjia.illinois.gov/gata/materials/funding/2020-ari-sfy21/ARISFY21NOFO.pdf):

Submission Checklist:

 Uniform Application for State Grant Assistance – Submitted in PDF (signed, and scanned) AND Word file

 Program Narrative – Do not change the format of this document. Submitted in a Word file.

 Budget/Budget Narrative – Excel format (no signatures required for this document at this time).

 Logic Model – Submitted in Word file.

 Letters of Support – Submitted in PDF.

4/7/2020

[As it relates to the budget] If the indirect rate only applies to the first 25,000 for a subcontractor and there are no specific vendor forms to break that down this year (like the subcontractor form), do I break down Intensive Residential , Extended Care, etc. by subcontractor in the Budget template? Or did that apply to sub awards and since these are subcontract, it doesn’t apply?

Should I still provide a Subcontractor form? It doesn’t list it as required, but I’m not sure how else to show it.

The $25,000 indirect costs cap applies to subawards and not subcontracts. Applicants must classify each expense in the contractual budget as a subaward or subcontract. Applicants are required to use and maintain the “Checklist for Contractor/Subrecipient Determinations” available at the GATA Resource Library: <https://www.illinois.gov/sites/gata/pages/resourcelibrary.aspx>. Please see page 21 of the NOFO instructions for more information on subawards/subcontracts.

Please list each subaward/subcontract on separate line items in the Contractual tab of the Budget. ICJIA will forward subaward/subcontract documents and instructions to sites awarded under the SFY21 ARI NOFO.

4/7/2020

I have a question concerning a possibly proposal I am mulling over for the FY21 grant.  We are wanting to expand the role of our Public Defender in [two ARI-funded programs], but they have been unable to fill a part-time PD role, so are there any other sites that provide funding for full time Public Defenders that not only work on ARI grant programs, but also relieve the burden of the Public Defenders regular caseload?

Personnel and contractual staff costs must be pro-rated based on the percentage of time the individual will work on the Adult Redeploy Illinois program.  If the individual will not work 100% on the ARI program, then ARI cannot fund 100% of the costs associated with the individual.

4/8/2020

I have been trying to submit the notice of intent since last week and it wouldn’t go through. My IT people believe it was an issue on my end and have fixed the issue. I was going to submit today however the link has now expired. What do I need to do at this point?

It was not mandatory to submit a Notice of Intent (NOI) in order to be able to apply. Given that the NOI due date has past, there is no further action you need to take at this point other than submitting your full application by the due date of April 14 by 11:59 p.m.

If you have any NOFO-related questions, please submit them to CJA.AdultRedeployNOFO@illinois.gov by end of day April 9.

4/8/2020

Is there a different narrative format for the sites submitting for continued funding?  I see the narrative titled “implementation grant”.  Do I use this narrative format also as a site applying for continued funding?

There is only one [Program Narrative](https://icjia.illinois.gov/gata/materials/funding/2020-ari-sfy21/ARISFY21NOFONarrative.docx) for all applicants to complete and submit in response to this Notice of Funding Opportunity.

4/9/2020

Given the COVID-19 crisis, is the deadline for this application going to be extended?

There are no plans to extend the due date beyond Tuesday, April 14, which is an extension from the original due date of March 31. We need to adhere to this timeline in order to be able to open the grants by the July 1 start date of the state fiscal year.

Given the COVID-19 crisis, will program start date be extended?

No. We are holding to the July 1 start date in order to allow awardees access to the full 12 months of state funding.

Is this grant being awarded to programs in the planning phase?

This Notice of Funding Opportunity (NOFO) is for implementation grants. If funds are available, a separate NOFO may be released for planning grants. To learn about future funding opportunities through ARI and ICJIA, sign up for the [CJ Dispatch listserv](https://visitor.r20.constantcontact.com/manage/optin?v=001MqUcqqvjwLCJXlLMSWbTe3zHHmEQgFeBuHvBcJWTbwgrxFbDSGx4HSUPpI6DJWMUPgbljtLxffqIcGFTgCnr-auak88ybvRxpoJlTMGPtZs%3D).

Is this opportunity available annually?

Subject to the State’s annual appropriations process, ARI provides funding to local jurisdictions planning and implementing prison diversion programs. Based on the current NOFO, successful applicants may be awarded additional funding of up to two years after the initial funding period, contingent upon satisfactory performance and availability of funds. The possibility of other annual funding opportunities over the next 36 months, therefore, will depend on future funding levels and the awards made from this NOFO.

Round 6:

The instructions say to send the Uniform Application in Word and pdf.  The pdf is no problem, we just don’t know how to send it in Word.  The signature page can only be done in pdf as the sheet has to be scanned – especially with everyone staying at home.

When we tried to transfer the signature page to Word, the signatures came out in some kind of code instead of being signatures.

Do you want the first 3 pages as Word and then just do the pdf copy with the signatures?

If not, do you know how to format it?

Please submit an unsigned version of the Uniform Application in Microsoft Word, and a PDF version of the signed Uniform Application.

I read the supplanting section again and I am wondering what if circumstances causes a service to need supplementing from the ARI grant when it previously was funded through County funding? A specific example would be that the public defender has been part of Drug Court since its inception, but now with rising felony arrests/dockets, being asked to be a member of the Mental Health Court, being asked to be part of the RISE Team, and being asked to provide additional hours of service to the RISE participants their attendance at Drug Court is strained.  This strain could be alleviated by funding ½ a public defender to cover Drug Court, Mental Health Court, Rise Team, and additional RISE hours. Does the fact that  their prior commitment to Drug Court was funded by the County hinder us from wrapping all these ARI funded programs into ½ a public defender to be funded by ARI   funds?

The county can transfer the position to the ARI program, but the county must backfill the original position. The County cannot make a switch of payment without fulfilling the old position.

Thank you for your questions. The deadline to submit questions has passed.