ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY

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

Illinois Family Violence Coordinating Council Implementation
2196.2072

RESPONSE TO APPLICANT QUESTIONS

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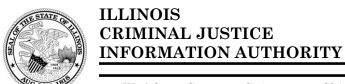
Answer
The naming conventions are listed on page 12 of the NOFO Instructions:

The following materials MUST be submitted by all applicants. The applicant must submit the documents based on the instructions provided below.				
Document	**Document Name**	**PDF**	**Word**	**Excel**
Uniform Application for State Grant Assistance – This form must be complete	*"Agency Name – Application"*		X	
Program Narrative – This document must meet the requirements outline in Section A. The narrative must be provided in this document. Do not change the format of this document.	*"Agency Name – Program Narrative"*		X	
Budget/Budget Narrative – This document is a workbook, with several pages (tabs). The last tab has instructions if clarification is needed. Do not send a signed budget.	*"Agency Name – Budget"*			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 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
Example: Hire Staff	*Program Administrator*	*Month One*
Example: Train Staff	*Training Coordinator*	*Month One*
…		
Submit quarterly financial performance report		15th 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- likely a combination of live then converted for use in the LMS)	Coordinator & Protected Adults Team	7/1/2022	9/30/2022
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 (march1), Child Abuse (April), DV Awareness (Oct)	Coordinator & Matching FVCC committee (MDTs, Child & Youth Safety & Protected Adults)	6 weeks before beginning of month	1st week of each awareness month (depending on publication date)
Hire FVCC Local Council Coordinator (if applicable)	NA	NA	NA
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	October 15, 2022 January 15, 2023

		April 15, 2023 July 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 IJCIA 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 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.