



Frequently Asked Questions & Answers

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This resource has been prepared by the Justice Advisory Council (JAC) to provide answers to questions posed about the 2022 Gun Violence Prevention and Reduction Grant opportunity. Questions have been consolidated and adapted for clarity, and questions pertaining to specific proposed programs ideas are not included.

Questions and answers will be made available to the public on the JAC website on March 21, 2022. Following this date, additional questions may be added to the document but answers to additional questions are not guaranteed.

If you have a question that is not covered by the Application Guide or this FAQ document, you may email JAC.Info@cookcountyil.gov. Please note that you may not receive a response, as we are unable to answer program-specific questions. Any responses provided via email will not be incorporated in the FAQ document.

Questions are grouped under the following categories:

- Applications and the Application Process
- Eligibility
- Funding, Grant Terms & Budgets
- Coordination of Funding Sources & Financial Compliance
- Service Areas: Geographic Clusters & Key Communities/Municipalities
- Partnerships
- Equity & Accessibility
- Resources & Support for Applicants

Applications & the Application Process

Q: When is the deadline for submitting applications?

There are separate deadlines for each funding track.

- Track 1 (awards of 1.5 to 6 million over 3 years) applications are due **earlier** on April 11, 2022.
- Track 2 (awards of 150k-600k over 3 years) and Track 3 (awards of (600k to 1.5 million over 3 years) applications are due May 9, 2022.

Q: Why are there multiple deadlines?

Smaller organizations, with smaller budgets and grant writing capacity may be more likely to apply for Tracks 2 and 3. Given the capacity of these smaller organizations, and the number of funding opportunities currently available due to ARPA, we wanted to ensure adequate time for individuals to prepare the various applications they may be pursuing. We are offering an



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extended time period for Tracks 2 and 3, in an effort to provide smaller organizations a greater chance to develop the best applications they can.

Q: Where should grants be uploaded/submitted?

On March 21, 2022, a submission link will be added to the JAC's website:
<http://www.cookcountyil.gov/JACGrants>

Q: Is the applicant's funding track and requested amount based on the total amount being requested over three years?

Yes.

Q: How is funding distributed?

Awards are distributed over 3 years and distributions are made quarterly.

Awardees can receive advance payment of funding in the first quarter of the award. Up to 25% of the first year's budget may be dispersed as a funding advance, to assist with project launch.

Q: Can an organization apply for more than 1 funding track?

No, only one application is permitted per organization. Organizations should select the funding track that best fits their proposed program.

Q: Can agencies submit more than one application using different violence prevention strategies?

Applications are limited to one per organization, but applications may contain multiple strategies.

Q: Can an organization lead more than one application? If they lead an application, can they be a partner/subrecipient on a different application?

An organization cannot be the lead on more than one application. An organization can, however, be the lead on an application, and be a subrecipient on another application.

Q: Can we address more than 1 violence prevention strategy mentioned in the application? Can we propose multiple types of programming?

Each organization is limited to submitting only one (1) application, on which they are the lead agency. The application may incorporate more than one violence prevention strategy or program category. Program strategies are not meant to be limiting, but meant to encourage creative and holistic programming that leads to gun violence reduction.

Q: What is the CFDA number requested on the Application Contact Information Sheet ?



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The CFDA number is 21.027 and can be found in the Application Guide and Notice of Grant Opportunity summary.

Q: What is an FEIN number?

FEIN or EIN numbers are 9-digit numbers assigned by the IRS to identify the tax accounts of nonprofits, charities, organizations, and businesses.

Q: What is a DUNS number and do you need a DUNS number prior to applying?

The Data Universal Numbering System, abbreviated as DUNS or D-U-N-S, is a proprietary system developed and managed by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity.

Q: Do the questions and instructions within the fillable grant application count towards the listed page limitations?

The questions and instructions do not count towards the application page limits.

Q: Can we exceed the page limit for responses?

We ask that responses stay within the recommended page limits. Applications will not be disqualified for exceeding page limits, but applications are not evaluated on the length of their responses.

Q: In Section A.1. Cover Letter - can you please define who should be described as "the members of the team that comprise the Applicant"?

The cover letter shall be signed by the lead applicant. If applying as part of a collaborative, the cover letter shall describe the organizational relationship of the team members from each organization involved in the work.

Q: Should the cover letter, with original signature, be incorporated into the application word document? Should it be on letterhead or incorporated within the JAC form?

The cover letter should be submitted as part of the fillable document. Letterhead is not required.

Q: For the table in the application Section E (RACIAL AND HEALTH EQUITY PLAN), should we use current or proposed program data?

The table should include current and existing demographic data about your Board, staff and clients. If you are a newly formed 501(c)(3) or 501(c)(4) and have not yet begun to serve clients, the demographics of the Board and current staff should be included and clients should be left blank.

Q: I see there is a required conflict of interest statement in the application appendices. What is a conflict of interest?



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Conflicts of interest are when a recipient of the grant uses control over these funds for their private gain. Conflicts of interest can arise when an organization's employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. One example would be if a grant subrecipient subcontracts with a firm that is owned by any member of their organization's executive leadership. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Applicants should disclose any potential personal or organizational conflicts of interest.

Q: Our work intersects with more than one of the potential priority areas. Do we need to identify a primary priority area?

Yes. We understand the work of prevention is intersectional. Please identify a primary priority area, but you are welcome to discuss the ways your strategy may promote other priority areas in your application.

Q: Should applicants use the Microsoft Word version of the grant application on the JAC website to draft their responses to application questions?

Yes. Applicants should use the fillable version of the application document to draft their application. When they are ready to submit their completed application, they should download the document as a PDF or scan it as a PDF and upload to the JAC grants website as instructed. The final application you upload and submit should be in PDF format.

Q: When using the fillable Microsoft Word document, should the questions and application statements be left in?

Yes. Please leave all existing content in the application document and only add in your answers. Questions and instructions will not count towards your page limit.

Q: The grant application document has bullet points for each question, some of which are repetitive. Should applicants answer each bullet point separately, or answer the question as a whole?

Please answer each bullet point separately.

Q: How do I incorporate a signature onto my application document? Is the Chief Executive Officer's signature required, or is another authorized representative's signature allowed? (i.e. Senior Vice President, Controller, etc.)



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After completing your application using the fillable word document, you can print the complete application document, sign it, and then scan the document. You will upload your signed application in PDF format, along with the other required application materials via the link on the JAC Grants website.

The CEO, or another authorized representative from the lead applicant organization may sign the application.

Q: Is video allowed to accompany the application?

Video cannot replace the other required application components. Any additional materials applicants may wish to submit can be provided as links or appendices referenced in the relevant section of the application.

Q: How do we submit the application and required documentation? Is there an online portal for this grant submission where we fill out the application?

- Applicants will need to upload all required application materials (application, application appendices and budget) via a link on the [JAC grants website](#). You will use the fillable Microsoft Word document to complete your application and then convert or scan it to a PDF.
- The link to submit these documents will become available on the JAC Grants Website on March 21st. When you click the link, you will be prompted to enter contact information for the grant application and some general information for the applying organization. You will then be promoted to upload the required documents.
- Applicants must submit the application as a PDF, the Appendices as a PDF, and the budget as Excel.

Q: Can we submit the grant via email?

No. Please submit the Application, Appendices, and Budget on the link that will be provided on March 21st on the JAC Website. No email applications will be accepted.

Q: Will applicants be able to re-submit if there is an error in their grant submission?

No, you will not be able to resubmit. The JAC will evaluate the first submission received.

Q: How are grant applications evaluated?

Please refer to the Application Guide, SECTION H: Applications Review and Selection Process. This section provides specific details of how grant applications will be evaluated.

Q: In a pending litigation, what amount is considered a "significant financial settlement?"



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The application guide requests a list of any pending litigations but does not ask for the amount of the settlement or pending settlement. Please report any relevant pending litigation and any additional information required by the conflict of interest form.

Q: Will all awardees be made public?

Yes. Successful applications will be published to the JAC website.

Eligibility

Q: What are the eligibility requirements for these grants?

An organization must be a registered 501(c)(3) or 501(c)(4), with 3 years of experience in in the areas of violence prevention, intervention, reduction, community outreach, or service provision.

Q: Can a 501(c)(3) be established this year prior to the application deadline in order to be considered? What if you are not a non-profit organization?

Organizations must be established as a 501(c)(3) or 501(c)(4) at the time their application is submitted. Organizations that are NOT a 501(c)(3) or 501(c)(4) may partner with an eligible organization who serves as lead applicant.

Q: Is a new organization eligible to apply if its staff members have past experience doing the work they propose? For example, if an organization was formed in 2021 and is beginning this work but is led by experienced practitioners?

Yes. An organization does not need to have 3 years of experience in Cook County, nor doing exactly this program, nor running the proposed program at scale. But, an individual or organization must have demonstrated experience in the areas of violence prevention, intervention, reduction, community outreach, or service provision.

Q: What qualifies as 3 years of previous experience? Why is 3 years of experience required?

An organization does not need to have 3 years of experience of running the proposed program at scale. Prior experience or programs do not need to have been labeled specifically as 'violence prevention.' Previous experience But, an individual or organization must have demonstrated experience in the areas of violence prevention, intervention, reduction, community outreach, or service provision. Case management and prevention and support programs such as educational and vocational programs for at risk populations are considered violence prevention strategies. Applicants must be able to provide a nexus between the work that they have proposed and gun violence prevention.

This criteria helps demonstrate the applicant's ability to implement their proposal.



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Q: Is a SAM certificate needed?

A SAM certificate is not required at the time of application, but will be needed to receive funds, if selected. The capacity-building workshops hosted by Guidehouse Consulting, specifically the March 25, 2022 workshop, will discuss how to register for SAM.gov.

Q: What do you consider to be gun-violence prevention?

The definition of gun-violence prevention is intentionally broad for purposes of this grant. Any organization whose work intersects with efforts to prevent gun violence is encouraged to apply. Applicants must clearly describe the connection between their work and gun violence prevention.

Q: Is there a distinction between ‘Violence Prevention’ and ‘Gun Violence Prevention’?

This funding is intended to address gun violence, specifically. We recognize that by targeting gun-violence, proposed programs may ultimately address other forms of violence such as domestic violence. But, the application should focus on the proposed program’s efforts to reduce and prevent gun violence.

Q: Should eligible programs be person-specific prevention or overall community-prevention?

Both person-specific and community prevention models are eligible for funding.

Q: Could we submit a proposal for an existing program, funded by a grant that will be ending soon? Can we propose an expansion of the existing program?

Yes, existing programs are eligible to apply and funds can be used to support program expansions or portions of existing programs that are not currently funded by other funding sources. However, ARPA funds **cannot** be used to fund and/or pay for items and services that are already funded by the JAC or any other grant. Please see the Application Guide, Section D, Coordination of Funding Sources and Restrictions. It is up to the Applicant to determine how to coordinate multiple funding sources for existing program needs and program expansion needs.

Q: Do programs designed to prevent recidivism qualify?

This funding opportunity specifically supports gun violence prevention and reduction services. The funding opportunity is designed to be inclusive of diverse and holistic violence prevention strategies, including case management and preventative services such as employment support and mental health services. Applications must clearly describe the connection between their proposed program and gun-violence prevention or reduction. See the application guide for further details.

Q: Other American Rescue Plan Act (ARPA) funded grants require a connection to COVID relief. Does there need to be an COVID connection for this grant opportunity?



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No, this grant opportunity is focused on gun violence prevention. While there are likely connections between the hardship brought on by the pandemic, increased rates of crime and violence, this grant opportunity does not require applicants to propose any COVID-19 related programming nor describe a connection to the pandemic.

Cook County underwent a comprehensive planning process to prioritize ARPA funding. This process identified six key priority areas, one of which is criminal justice. The Cook County Gun Violence Prevention and Reduction Grant opportunity is an initiative within the criminal justice priority.

Read more about Cook County's "Roadmap to Recovery: Cook County's American Rescue Plan" here: <https://www.cookcountyil.gov/sites/g/files/ywwepo161/files/service/cook-county-american-rescue-plan-performance-report-8312021.pdf>

Q: Can municipalities, units of government, law enforcement agencies, public charter schools or churches apply?

The application is only open to 501(c)(3) and 501(c)(4) organizations, which do not include municipalities or municipal units of government. However, municipalities are welcome to partner with eligible 501(c)(3) and 501(c)(4) organizations to apply, so long as the 501(c)(3) or 501(c)(4) is the lead applicant.

Q: Would programs that focus on helping young people work through the trauma created by gun violence, but not necessarily focused on preventing gun violence, be eligible?

Yes. Victim services programs (including those that serve relatives or those in close proximity to gun violence) is an identified program strategies. As always, applicants must clearly communicate the connection between addressing trauma and the impact on gun-violence prevention in their application.

Q: Do programs that provide job training and employment for at risk youth and adults qualify? Or arts enrichment and health and wellness programs?

Vocational training and employment services for at-risk population are generally eligible strategies in the category of prevention and support services.

Creative programming is encouraged, but programs must include at least one violence prevention strategy described in the application guide (ex. case management).

Q: Are Ex-Offenders permitted to participate? Are ex-offenders eligible to apply?

Organizations who support, employ or are led by individuals with a criminal conviction are eligible to apply if the organization and proposed program meet all the eligibility criteria for the grant, detailed in the application guide.



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Funding, Grant Terms & Budgets

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Q: Will \$65M of funding be available in the first year, or over the entire 3-year grant period?

\$65M is the total available funding for this 3-year solicitation for the Cook County Gun Violence Prevention and Reduction grants. Multiple awards will be made in the solicitation. The number of grants and total amount of funds awarded will depend on the quantity and quality of applications received. It is not guaranteed that \$65 million of grants will be awarded during this grant solicitation and application process.

Q: Is the listed funding amount the amount granted per year or the total amount?

The amounts listed in the application materials are the TOTAL grant award minimums and maximums. Total grant awards will be divided over a 3-year span.

Q: How soon will awardees be selected and notified?

Awardees will be selected and notified in advance of the June Board meetings. We do not recommend beginning program work prior to official grant approval by the Cook County Board of Commissioners, and after the grant period begins and funding is dispersed. Funding will be dispersed quarterly.

Awardees can receive advance payment of funding in the first quarter of the award. Up to 25% of the first year's budget may be dispersed as a funding advance, to assist with project launch.

Q: For the larger budget (\$1.5M-plus) proposals due in April, will those funds be awarded prior to or at the same time as the smaller budget (\$1.5M and less) proposals due in May?

All funds will be awarded after County Board approval. The meetings for County Board approval are June 16 and July 28, 2022.

Q: When would the grant term begin?

The grant term will begin following approval by the Cook County Board of Commissioners. We anticipate that approval at the June 16 or July 28 meetings and that awardees will be selected and notified in advance of the June/July Board meeting. We do not recommend beginning program work prior to official grant approval by the Cook County Board of Commissioners, and after funding is dispersed. Funding will be dispersed quarterly.

Q: What is Cook County's fiscal year?

Cook County's fiscal year starts December 1 and ends November 30.



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Q: How many grants do you anticipate awarding? Will you be awarding a set number of grants per geographic cluster?

The JAC does not have a specific, designated number of grant awards per geographic cluster. This number of grants awarded will depend on the number of qualified applications that the JAC receives. The JAC aims to incorporate a wide variety of funding levels and programs.

Q: Will partial grant awards or alternative funding amounts from the original proposal be awarded?

The JAC may renegotiate the grant award based on the proposed budget of the project, and/or availability of funds.

Q: Is a budget template available?

Yes. All application materials including the application, application guide and budget template are available for download on the JAC grants website:
<https://www.cookcountyil.gov/JACGrants>

Q: Is the budget based on experience working with violence or your needs? Should the entire project budget be included, or only costs covered by the grant?

Applicants' budgets should be based on the funding needs of their proposed program. The submitted budget should only include costs that would be covered by grant funds.

Q: If an applicant has never been awarded a grant before, what financial statements is the JAC looking for and what is being evaluated?

The JAC is looking for an operational budget and financial statements that demonstrate day-to-day expenditures and financial needs of the organization and proposed program. Please refer to the Application Guide for more detail.

Organizations are asked to submit their latest audited financials. If you do not have audited financials, you may submit other financial documents for consideration such as, the organization's current operating budget.

Q: Is there a limit to how much funding an organization can apply for based on their total operating budget?

No. There is no general limit. Please see the Application Guide for a full list of eligible, ineligible expenses and funding restrictions related to indirect costs.

Q: Are there any ineligible uses of funds, such as salaries or capital expenses?

Salaries and personnel are allowable expenses, capital expenses are not allowed. The application guide includes a full list of eligible and ineligible expenses.

Q: Are stipends an allowable expense?



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Program stipends can be eligible if they are reasonable and clearly relate to achieving the objectives of the proposed grant program. The submitted Budget Narrative should explain why these program stipends are necessary and contribute to reducing gun violence in the targeted geographic clusters and among target populations.

Q: Are transportation costs and/or car rental allowable expenses?

Transportation costs can be eligible if they are reasonable and clearly relate to achieving the objectives of the proposed grant program and reduce gun violence in targeted geographic clusters and among target populations. We encourage applicants to explore all transportation options beyond car rentals (e.g., personal vehicle and gas, public transit) to make sure that any proposed transportation costs are the best use of program funds. The submitted Budget Narrative should explain why these transportation costs are necessary and contribute to reducing gun violence in the targeted geographic clusters and among target populations.

Q: Are vehicle purchases, leases or rentals an allowable expense if they are integral to the project?

Vehicle purchases are considered a capital expense. Capital expenses are unallowable. But, travel expenses related to the proposed program—including the cost of gas—are allowable.

Transportation costs can be eligible if they are reasonable and clearly relate to achieving the objectives of the proposed grant program and reduce gun violence in targeted geographic clusters and among target populations. We encourage applicants to explore all transportation options beyond car rentals (e.g., personal vehicle and gas, public transit) to make sure that any proposed transportation costs are the best use of program funds. The submitted Budget Narrative should explain why these transportation costs are necessary and contribute to reducing gun violence in the targeted geographic clusters and among target populations.

Q: Is rental assistance or general stipends for program participants an eligible expense?

Rental assistance could be considered, but the program must be linked to the grant's key priorities within gun violence prevention and reduction and that link must be clearly communicated in the application.

In addition, Program stipends can be eligible if they are reasonable and clearly relate to achieving the objectives of the proposed grant program. The submitted Budget Narrative should explain why these program stipends are necessary and contribute to reducing gun violence in the targeted geographic clusters and among target populations.

Q: Are materials required for operations or programming an eligible expense? For example, laptops or classroom materials?



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Yes, materials required for operations or programming are an eligible expense. However, capital expenses are NOT eligible. i.e. Buildings, land, vehicles, or other large, one-time expenditures.

Q: Is this a reimbursement grant?

No, it is not a reimbursement grant. Awardees can receive quarterly payments and can receive an advance payment of funding within the first quarter of award of up to 25% of the first year's budget.

Q: Will the grant fund administrative costs?

Administrative costs, or indirect costs, are defined as costs incurred by the awardee in support of general business operations and ARE eligible to apply. These costs may not exceed 10% of the general program budget.

Q: How should we factor occupancy costs (ie: rent, utilities) or other indirect costs into the budget?

Indirect costs are capped 10% of direct costs, if there is not a federal negotiated rate agreement.

Q: If, during the 3-year period, an organization sees more positive results that require more funds, will an adjustment be allowed to maintain the integrity of the proposal?

Organizations will not receive additional funding, beyond any awarded amount. However, organizations are encouraged to apply for other funding opportunities, including future JAC funding opportunities.

Q: If awarded the grant, how often are fiscal reports required?

Program and Fiscal reports are usually submitted quarterly.

Q: If an organization is awarded a grant, is it possible to award any funding upfront? How will grant awardees access the funding to help build out the programming?

- Awardees can receive advance payment of funding in the first quarter of the award. Up to 25% of the first year's budget may be dispersed as a funding advance to assist with project launch.
- We anticipate that awardees will be selected and notified in advance of the June/July Cook County Board meetings. We do not recommend beginning program work prior to official grant approval by the Cook County Board of Commissioners.
- Funding will be dispersed quarterly.

Q: For organizations applying as part of a collective partnership, should separate budgets be included for each organization? Or should one larger budget, that consolidates all budgets within the project, be provided?



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Applicants should provide the amount of each subcontractor in the budget and narrative about each subcontractor in the consultants/contracts category of your budget. However, if awarded each subcontractor may be required to provide a full budget.

Q: If funding is distributed July 1st, does that mean costs could be back-dated to July 1st should contracts be executed after that date?

- Awardees can receive advance payment of funding in the first quarter of the award. Up to 25% of the first year's budget may be dispersed as a funding advance, to assist with project launch. We do not recommend beginning program work prior to official grant approval by the Cook County Board of Commissioners, and after the grant period begins and funding is dispersed. Funding will be dispersed quarterly.
- Until the contract period begins, after county board approval and signing of contract, you should not begin scaling up a program.

Q: Do organizations that will serve as subcontractors need to complete full budget templates? Or do we just provide narrative about how subcontractors will spend the funds in the "consultants/contracts" category?

Applicants should provide the amount of each subcontractor in the budget and narrative about each subcontractor in the consultants/contracts category of your budget. However, if awarded each subcontractor may be required to provide a full budget.

Coordination of Funding Sources & Financial Compliance

Q: Can I apply for similar grants being offered by the City of Chicago and State of Illinois?

Yes, absolutely. However, if you are awarded funding from multiple agencies, you may **NOT** use multiple funding sources to cover the same expense and should be prepared to provide an updated budget, should that be the case. The JAC reserves the right to negotiate changes to the budget post award, to ensure that budgeted costs are aligned with the JAC's Budget Guidance Policy, outlined in the Application Packet.

Q: The grant guidance seems to indicate that applicants cannot support JAC programming with other grant dollars. Can you clarify?

Applicants are responsible for coordinating funding from multiple sources. Awards from multiple sources may be used to support your program, but awardees must be able to delineate which grants are being used to cover which expenses

Q: Can I apply for this grant opportunity if my organization previously or currently has been awarded a grant from the JAC?



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Yes, previous and current JAC grantees are eligible to apply. This grant opportunity is separate from other funding streams and you can apply regardless of whether or not you have been funded by JAC in the past.

Q: Will this opportunity replace the typical JAC Violence Prevention, Recidivism and Restorative Justice grant opportunity?

The JAC will continue to provide grants in many of the traditional funding categories however, additional grant solicitations for Violence Prevention, Recidivism Reduction and Restorative Justice grants will not be conducted in 2022. The JAC is prioritizing the award of ARPA funded grants in program areas that build on its traditional, existing portfolio of grants. Organizations who were previously awarded grants by the JAC may apply for 2022 Gun Violence Prevention and Reduction Grants. Future grant solicitations will be published on our website cookcountyil.gov/JACgrants at a later date.

Q: Can organizations apply for a general operating request if the program or organization dedicates all resources to violence prevention and intervention?

This grant opportunity is program-specific, so general operating requests will not be accepted. Applications must outline the programmatic needs they are seeking funding for.

Service Areas: Geographic Clusters & Key Communities/Municipalities

Q: Does our work have to take place only in the geographic cluster areas? Can we work in multiple areas? Can we propose a program and provide services outside of the pre-identified geographic clusters?

- We want to ensure these grants meaningfully work to address gun-violence. So, it is critical that the services being offered by grantees are provided in areas with disproportionately high rates of gun-violence. The Reimagine Public Safety Act (RSPA) identified 37 community areas in Cook County with the most concentrated rates of firearm violence, using data gathered by the City of Chicago and the Illinois Criminal Justice Information Authority. These community areas are further defined in the Application Packet.
- If you serve areas outside of the listed clusters, you are still eligible to apply. But, in your application, you must justify why there is a particular need for gun violence prevention services in the areas you serve.
- You may work in multiple areas and you may serve additional areas outside of the identified clusters. But, in your application, you must justify why there is a particular need for gun violence prevention services in the areas you serve.

Q: When an indicates what Geographic Cluster(s) their program will serve, do all of the communities within the cluster need to be served?



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A minimum of one community area must be served by the proposed program and that area or municipality should be identified in the application.

Q: Should organizations that intend to serve more than one geographic cluster or key area submit separate applications for each cluster?

No, only one application is allowed per organization. Organizations may serve multiple geographic clusters or key areas with their proposed program. Applicants should indicate and discuss all proposed programming, violence prevention strategies and all geographic service areas within their application.

Q: Are organizations or programs that serve residents citywide eligible?

- You may work in multiple areas and you may serve additional areas outside of the identified clusters. But, in your application, you must justify why there is a particular need for gun violence prevention services in the areas you serve.
- Organizations that serve citywide or countywide qualify, but applicants must identify the cluster(s) and target population(s) you are serving.

Q: Does your office or headquarters have to be in one of the geographic clusters?

No. The area of service is what is most important, and programs must serve geographic areas with demonstrated need.

Q: Will organizations in the designated cluster areas receive any benefits, in points awarded on the grant application, over organizations not previously established or located in the community area?

Please refer to the Application Guide for a rubric that outlines how application points will be awarded, including how many points are associated with geographic cluster-specific evaluation criteria.

Q: Can these funds be used across multiple sites of one organization?

Yes, funds may be used for programming that is conducted across multiple sites. However, please be sure to explain how and where services are provided in your application and communicate why there is a particular need for gun violence prevention services in the areas you serve.

Q: My community area is not listed, but it is a community in need of gun violence prevention services. Is it still an eligible service area?

- The key community areas in clusters are not an exhaustive list.
- If you serve areas outside of the listed community areas, you are still eligible to apply. But, in your application, you must justify why there is a particular need for gun violence prevention services in the areas you serve and your organization must meet all other applicant criteria listed in the Application Guide.



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- The Reimagine Public Safety Act (RSPA) identified 37 community areas in Cook County with the most concentrated rates of firearm violence, using data gathered by the City of Chicago and the Illinois Criminal Justice Information Authority. These community areas are further defined in the Application Packet.

Q: Would prison populations be considered an eligible community or geographic cluster?

The Cook County Gun Violence Prevention and Reduction Grant is available to 501(c)(3) and 501(c)(4) organizations working to prevent and reduce gun-violence in Cook County. Programs that can demonstrate their population's need and clearly communicate the connection to preventing and reducing gun-violence are eligible.

Partnerships

Q: Is it possible to apply as project-lead or lead-applicant, and also be included as a subrecipient in a separate application?

An applicant cannot be a lead applicant for multiple applications, however, an applicant can be a lead applicant on one application and a subgrantee on another application.

Q: Is there a cap on the number of subrecipients or organizations in a given coalition?

There is no maximum number of organizations that can collaborate and submit an application. The fiscal agent or lead applicant submitting the application must be a 501(c)(3) or 501(c)(4).

Q: Can you apply as a collaborative? If so, do the funding limits for each track apply to the entire application or to each partner agency individually?

Yes, collaboratives are eligible to apply. However, a lead applicant must be designated and they must satisfy the eligibility requirements. Award amounts apply to the application as a whole and will be distributed over 3 years.

Q: Would it be acceptable to partner with an educational/research institution and a health/social service provider?

Yes, but lead applicants must be a 501(c)(3) or 501(c)(4) and proposed programs must meet the eligibility criteria described in the application guide.

Q: How will disbursements of the funds happen (lump sum, quarterly, reimbursement only, etc.)? Would all of the funds go to the lead agency and then be subcontracted, or go straight to each agency?



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Awardees can receive advance payment of funding within the first quarter of award of up to 25% of the first year's budget to assist with the project launch. If a lead agency is applying, funding would go to the lead applicant.

Q: Should we include separate budgets for each of the organization in a partnership, or should we have one larger budget that consolidates all of our budgets?

One budget from a lead agent that includes any subcontractors in the budget. Under Contractual services the budget should list each subcontractor and in the narrative describe the role/function of each subcontractor. However, if selected as an awardee, full budgets for each subcontractor may be required.

Q: How should we combine goals, outcomes, objectives across multiple organizations? Should we do 1-2 for each organization, or establish overarching goals?

The application requires identifying 3 goals, 3 objectives, and 3 outcomes. These should be overarching goals of the project.

Q: How should we define a "project component" and how should we break these down by organization since we are all running our respective programs?

The application only requires that at least one Key Program Priority is identified. However, the proposed project can include more than one Key Program Priority.

Q: Should the demographic data on Board Staff and clients be just the lead agency or do we need to submit these documents for each of the organizations in a partnership?

Applicants must only submit demographic data for the lead agency

Q: Do we submit letters of recommendation based on the lead agency or do we need to submit these documents for each of the organizations in a partnership? Who should letters of recommendation be from?

Letters of recommendation should be submitted based on the lead agency and can be provided by anyone other than Cook County employees. Letters of recommendation are meant to showcase the applicant and program's past successes and endorse the applicant's capabilities to deliver the type of program proposed.

Q: Can an applicant provide more than 3 letters of recommendation?

Yes, more than 3 letters of recommendation may be submitted.

Q: When they ask for an org chart of those involved in this project, should we submit the staff from all partner agencies and their role in this project, or just the lead agency?

The lead agency



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Q: Are any of the partner organizations working together allowed to have additional subcontractors?

Yes

Q: Do applicants need to partner or collaborate with law enforcement?

No, partnership with law enforcement is not required. Proposed programs should broadly address gun-violence, leveraging one or more of the violence prevention strategies described in the application guide (ex. case management). Applicants should provide justification and data to support their proposed program.

Equity & Accessibility

Q: How are you ensuring that ARPA funding and this opportunity is successful and funding meaningful work, community-led work? Not just individuals or organizations with good grant writers?

- The Pre-submittal Conference on March 14, 2022 provided an opportunity for applicants to ask questions once they have had time to become familiar with the application process.
- In partnership with Guidehouse Consulting, the JAC will provide Capacity Building Workshops specifically designed to help organizations design a compelling proposal and support those organizations who have not received as many grants. To register, visit <https://www.cookcountyil.gov/JACGrants>
- The JAC cannot assist specific applicants or provide individual support because the grant process is a competitive process. But, these opportunities are designed to provide assistance to smaller organizations and applicants who may be newer to grant-writing.
- Consideration was given to the grant-writing capacity of smaller organizations. Assuming that smaller organizations with fewer staff may need more time to complete the application, the deadlines for funding Tracks 2 and 3 have been set later than Track 1.

Q: If an organization meets all of the eligibility criteria but has not received any outside grants before, will this organization be treated as others in this process who have perhaps received many grants?

If your organization meets the eligibility criteria, you are encouraged to apply. Prior grant awards are not required and smaller organizations and those who may not have received grants in the past are welcome to apply. The pre-submittal conference and capacity building workshops will be great resources to support the development of a viable program and application. The Justice Advisory Council values the perspective and work of all organizations.



Frequently Asked Questions & Answers Resources & Support for Applicants

3.21.22

Q: My organization could use support in completing our application and or/solidifying our programmatic ideas. What resources are available?

Slides from our information sessions on the grant opportunity are posted on the JAC grants website

Guidehouse Consulting will be hosting a series of 3 Capacity Building Workshops for organizations focused on writing grant applications, program design and implementation, and program monitoring and reporting. Workshops will be held March 25, April 1 and April 8, 2022 from 10:00-11:00am. Registration will be available on the JAC grants website: cookcountyil.gov/JACGrants

An Optional Pre-Submittal conference was hosted by the JAC on March 14, 2022. This was a formal opportunity to ask questions. Answers to questions from the conference will be made available on the JAC website on March 21, 2022.

Because grant applications are a competitive process, the JAC cannot provide individual assistance to an applicant or answer questions specific to their proposed program.

Q: Are the Capacity Building Workshops Virtual?

Yes, they are virtual. For the schedule and registration links for the Capacity Building Workshops, visit the JAC grants website: cookcountyil.gov/JACGrants

Q: Will presentation slides from the information sessions and Pre-Submittal Conference be available to organizations?

The presentation slides for the information session and Pre-Submittal conference were emailed to all registered event attendees. The materials are also available for download on the JAC grants website: cookcountyil.gov/JACGrants

Q: Are there examples of previously successful applications available?

This specific grant opportunity is unprecedented, so no previous applications or submissions will reflect what is required of this process. However, all Justice Advisory Council Contracts are publicly available on Cook County's Open Data Portal and can be found by searching for contracts where the lead agency is "Judicial Advisory Council": <https://datacatalog.cookcountyil.gov/Finance-Administration/Procurement-Awarded-Contracts-Amendments/qh8j-6k63/data>

Q: What resources are available for unsuccessful applicants?

The JAC offers debriefs for any applicants that are not selected and the opportunity to walk through their application with a JAC staff member and discuss the strengths and weaknesses of their application.



COOK COUNTY JUSTICE ADVISORY COUNCIL

Gun Violence Prevention and Reduction Grant Opportunities



Frequently Asked Questions & Answers

3.21.22

Q: How will efficacy of funded programs be determined?

The JAC will collect program metrics for each program, which will vary by program. E.g., amount of people we are reaching, how successfully we can convey resources to them.