



**COOK COUNTY  
JUSTICE ADVISORY COUNCIL**  
Gun Violence Prevention and Reduction Grant Opportunities



**Notice of Grant Opportunity and  
Application Guide**

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*Guide for preparation and submittal of applications for Fiscal Year 2022  
American Rescue Plan Act (ARPA) Funded Grants focused on addressing Gun  
Violence in Cook County, Illinois*

**Application Advertised: March 8, 2022**

**Virtual Pre-Submittal Conference: March 14, 2022 at 10:00 am**

For more information visit: [cookcountyil.gov/JACGrants](https://cookcountyil.gov/JACGrants)

**Questions:** Any question may be submitted via email to the Application  
Contact below no later than 5:00 p.m., Wednesday, March 16, 2022

**Application Contact:** [JAC.Info@cookcountyil.gov](mailto:JAC.Info@cookcountyil.gov)

**Application Due Date and Time (Track 1 ONLY):  
April 11, 2022 at 5:00 pm**

**Application Due Date and Time (Track 2 & 3):  
May 9, 2022 at 5:00 pm**

**Application Website:**  
[cookcountyil.gov/JACGrants](https://cookcountyil.gov/JACGrants)

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Toni Preckwinkle, President  
Cook County Board of Commissioners

Avik Das, Executive Director  
Justice Advisory Council



## Application Guide

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### TABLE OF CONTENTS

<b>Cook County JAC Gun Violence Prevention and Reduction ARPA Grant Summary</b>	<b>3</b>
<b>Cook County and Cook County Justice Advisory Council Background</b>	<b>5</b>
<b>FY2022 Gun Violence Prevention and Reduction ARPA Grant Application Overview</b>	<b>6</b>
<b>SECTION A: Grant Award Term and Applicant Eligibility Criteria</b>	<b>8</b>
<b>SECTION B: Key Application Concepts and Priorities</b>	<b>10</b>
<b>SECTION C: Key Geographic Clusters, Community Areas, and Municipalities</b>	<b>15</b>
<b>SECTION D: Funding Allocation Tracks, Requirements, and Restrictions</b>	<b>16</b>
<b>SECTION E: Racial and Health Equity Plan</b>	<b>18</b>
<b>SECTION F: Application Budget Development and Requirements</b>	<b>19</b>
<b>SECTION G: Application Preparation and Submittal Guidance</b>	<b>20</b>
<b>SECTION H: Applications Review and Selection Process</b>	<b>21</b>

### Application Appendices

- *Appendix I: Application Checklist*
- *Appendix II: Agency Designated Contacts*
- *Appendix III: Post Award Requirements and Compliance*
- *Appendix IV: JAC Budget Guidance*
- *Appendix V: Budget and Budget Narrative Form*
- *Appendix VI: JAC Compliance Policy for Grant Recipients*
- *Appendix VII: Additional Capacity Building Resources*



## Application Guide

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### **Purpose**

The purpose of The JAC Gun Violence Prevention and Reduction Services ARPA Grant is to address gun violence in Cook County by funding a diverse array of service providers focused on supporting residents at high risk of experiencing gun violence as either a victim or perpetrator particularly in communities with the highest rates of shooting incidents and shooting-related homicides. Services include Prevention and Support Services, Victim Services, Case Management, Hospital Based Services, and Street Outreach and Intervention.

### **Notice of Grant Opportunity Summary**

Awarding Agency Name	Cook County Justice Advisory Council
Application Contact(s)	Avik Das, Juandalynn Johnsonn <a href="mailto:JAC.Info@cookcountyil.gov">JAC.Info@cookcountyil.gov</a>
Announcement Type	Initial Announcement - Grant
Funding Opportunity Title	Justice Advisory Council Gun Violence Prevention and Reduction Services ARPA Grant
Funding Opportunity Number	21.027
Application Advertised	03/08/2022
Application Due Date(s) and Time(s)	Track 1 (over \$1.5 million): 04/11/2022 5:00pm Track 2 and 3 (under \$1.5 million): 5/9/2022 5:00pm
Catalog of Federal Domestic Assistance (CFDA) Number(s)	21.027
Award Funding Source	These awards will be funded with Federal American Rescue Plan Act funds
Estimated Total Program Funding	\$65,000,000.00 for 36-month project period
Anticipated Number of Awards	(Depends on size of applicant pool in each track and geographic cluster.)
Award Amount	Average award amount: \$150,000-\$18,000,000 for 36-month project period
Cost Sharing or Matching Requirement	Cost sharing or matching is allowed but is not required.
Indirect Costs Allowed	Yes



# COOK COUNTY JUSTICE ADVISORY COUNCIL

Gun Violence Prevention and Reduction Grant Opportunities

## Application Guide

Restrictions on Indirect Costs	Indirect Costs are allowed. Please see Application Guide for Indirect cost requirements
Pre- Submittal Conference	Session Offered: Yes Session Mandatory: No Date and time: Monday, 3/14/22 10:00 AM Conference Info/Registration Link go to: <a href="http://cookcountyil.gov/JACGrants">cookcountyil.gov/JACGrants</a>
Questions	Due date for submitting questions: 3/16/2022 All questions received and answers will be posted to the JAC website <a href="http://cookcountyil.gov/JACGrants">cookcountyil.gov/JACGrants</a> on 3/21/2022.
June 16, 2022	Anticipated presentation of awards to Cook County Board of Commissioners for approval for Track 1
July 28, 2022	Anticipated presentation of awards to Cook County Board of Commissioners for approval for Track 2 and 3

***Optional capacity building workshops will be available from March 14 - April 8, 2022. Workshops will be facilitated by Guidehouse, a Cook County partner.***



# COOK COUNTY JUSTICE ADVISORY COUNCIL

Gun Violence Prevention and Reduction Grant Opportunities

## Application Guide

### **COOK COUNTY AND COOK COUNTY JUSTICE ADVISORY COUNCIL BACKGROUND**

Cook County is located in the upper northeastern section of the State of Illinois and contains more than 800 local governmental units within its boundaries. With a population of approximately 5.3 million people, it is the second most populous county in the nation and the 19th largest government in the United States (2010 census statistics). It is a home rule county pursuant to Article VII, Section 6 of the Illinois State Constitution and is governed by a 17-member Board of Commissioners who are elected from single-member districts. The Commissioners and a County Board President are elected to four-year terms by the citizens of the County.

Cook County contains over 130 municipalities in its region, the largest being the City of Chicago which is the County seat where the central offices of Cook County are located. The City of Chicago and the suburban municipalities account for approximately 85% of the County's 946 square miles, while unincorporated areas make up the remaining 15%. The unincorporated areas of the County are under the jurisdiction of the Cook County Board of Commissioners. As mandated by State law, County government has principal responsibility for the protection of persons and property, the provision for public health services and the maintenance of County highways.

The Cook County Justice Advisory Council (JAC) informs and implements Cook County Board President Toni Preckwinkle's community safety and justice system reform efforts. The mission of the JAC is to promote equitable, human-centered, community-driven justice system innovation and practice through rigorous stakeholder engagement, policy work, service coordination, and grantmaking that increases community safety and reduces reliance on incarceration. The work of the JAC on behalf of the President reflects a foundational belief that historically disinvested communities, specifically Black and brown communities disproportionately impacted by crime and contact with law enforcement, need equitable, community-based resources to be safe and thriving. Therefore, the JAC primarily focuses its activities on supporting residents in Chicago and the suburbs who are at high risk of involvement with the justice system as either victims or perpetrators of crime, including firearm violence.



## Application Guide

### FY2022 Gun Violence Prevention and Reduction Services ARPA Grant Application Overview

#### **Purpose**

The purpose of The JAC Gun Violence Prevention and Reduction Services ARPA Grant is to address gun violence in Cook County by funding a diverse array of service providers focused on supporting residents at high risk of experiencing gun violence as either a victim or perpetrator particularly in communities with the highest rates of shooting incidents and shooting-related homicides. Services include Prevention and Support Services, Victim Services, Case Management, Hospital Based Services, and Street Outreach and Intervention.

- Cook County Government (“the County”) is making available \$65,000,000 in ARPA funds to support Gun Violence Prevention and Reduction initiatives in Cook County. Through this application process and based on a review of applications received, the County intends to make individual awards to qualified service providers in the range of \$150,000-\$18,000,000 for initiatives that must be implemented and completed over three years.
- This grant opportunity builds on a history of violence prevention investments and reflects an urgent commitment of Cook County government, working alongside municipal and state government, community-based organizations, community leaders, advocates, as well as business and civic partners, to address record incidents of shootings and murders involving firearms in Chicago and Cook County.
- On March 11, 2021, President Joseph R. Biden signed the \$1.9 trillion American Rescue Plan Act of 2021 (ARPA). ARPA is an ambitious federal initiative to stimulate the American economy, support residents, and curb the spread of the COVID-19 virus. Cook County received more than \$1 billion through ARPA and is planning to use ARPA funds for this grant. Selected recipients are required to comply with federal ARPA guidelines in order to be eligible for these funds. More information on Cook County’s ARPA funding plan can be found here: <https://www.engagecookcounty.com/>
- Cook County including Chicago finished 2021 with record numbers of shootings and murders not seen since the mid-1990s. Over 80% of the victims of these incidents were Black people and over 14% were Latino people. Over 75% of these incidents took place in Chicago. (<https://www.chicagotribune.com/news/criminal-justice/ct-2021-homicides-final-20220103-lrpzuh5nsjhsomos3edrzu2ei-story.html> and <https://www.cookcountyil.gov/news/cook-county-medical-examiners-office-registers-record-number-gun-related-homicides-2021>)
- This historic spike of gun violence locally tracks a national spike in shooting-related violence and deaths after almost three decades of overall declines in violent crime through 2019. (<https://www.justice.gov/opa/pr/fbi-report-crime-shows-decline-violent-crime-rate-third-consecutive-year> and <https://www.norton.com/books/Uneasy-Peace/about-the-book/description> as referenced in <https://chicago.suntimes.com/crime/2022/1/3/22858995/chicago-violence-dangerous-murders-per-capita-2021-2020-surge-garfield-park-police-lori-lightfoot>). However, the proliferation of guns in Cook County remains a key distinguishing factor making the area “ground zero” for gun violence beyond national trends. <https://abc7chicago.com/chicago-shootings-guns-ground-zero-bloody-summer/11076547/>



## COOK COUNTY JUSTICE ADVISORY COUNCIL

Gun Violence Prevention and Reduction Grant Opportunities

### Application Guide

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- Under President Preckwinkle’s “Cook County Policy Roadmap,” the administration’s five year strategic plan, the JAC specifically leads work for “Safe and Thriving” communities (<https://www.cookcountyil.gov/service/policy-roadmap>) including a focus on violence prevention and support for individuals impacted by crime and justice system contact.
- Such work has most recently involved close collaboration with the governments of the State of Illinois and the City of Chicago to consider how best to coordinate unprecedented levels of government funding for recovery from the devastating impacts of the ongoing pandemic. More information about this Intergovernmental Municipal Coordination Working Group can be found at <https://greaterchicagotogether.org/>
- The JAC has developed this grant application with consideration of the violence prevention plans of the State of Illinois (<https://vpp.icjia.cloud/>) and the City of Chicago (<https://www.chicago.gov/city/en/sites/public-safety-and-violence-reduction/home/our-city-our-safety.html>); and grounds this work on national research and best practices including the Council on Criminal Justice report: “Saving Lives: Ten Essential Actions Cities Can Take to Reduce Violence Now” (<https://counciloncj.org/10-essential-actions/>) and the John Jay College of Criminal Justice report: “Reducing Violence without Police: A Review of Research Evidence” (<https://johnjayrec.nyc/2020/11/09/av2020/>).
- President Preckwinkle and her administration, including the JAC, recognize that addressing gun violence involves short and long-term efforts aimed at addressing the systemic and root causes of crime and violence; and such work must always honor the personal experiences of those most directly impacted by the deep loss and harm caused by such tragic incidents in our County.
- Therefore, this application is designed to welcome and center the experiences of our residents and those service providers in closest proximity to incidents and consequences of gun violence, including those hard at work to help people cope, heal, and persevere from the terrible impact that gun violence is having on real lives. (See for example: <https://chicago.cbslocal.com/2022/01/19/cook-county-board-president-toni-preckwinkle-along-with-family-friends-of-women-shot-and-killed-while-going-to-work-call-for-justice/> and <https://chicago.cbslocal.com/2022/01/27/charges-in-connection-with-shooting-death-of-8-year-old-melissa-ortega/>)



# COOK COUNTY JUSTICE ADVISORY COUNCIL

Gun Violence Prevention and Reduction Grant Opportunities

## Application Guide

### SECTION A: GRANT AWARD TERM AND APPLICANT ELIGIBILITY CRITERIA (20 points)

#### **Grant Award Term**

- Each grant awarded under this solicitation will be for three (3) years—subject to availability of federal relief funds. However, the receipt of funding for the second and third years of the project will be contingent upon grantees meeting or exceeding the agreed upon service and budget requirements and remaining in compliance with JAC Grant Compliance Policy for Grant Recipients (see Appendix VI) throughout the contract period.

#### **Applicant Eligibility Criteria**

It is preferred that applicants meet the following eligibility criteria and have the following experience:

- The applicant or lead applicant (in cases where multiple organizations are applying together) must be a recognized 501(c)(3) or 501(c)(4) organization at the time of the application submission. If a fiscal agent submits on behalf of an organization that is not a 501(c)(3) or 501(c)(4), then the fiscal agent must be a 501(c)(3) or 501(c)(4).
- The applicant or lead applicant must have at least three (3) years previous violence prevention, intervention, reduction and community outreach experience to be considered for a grant award.
- The Applicant must be financially solvent; and each of its members, if a joint venture, its employees, agents or subcontractors at any level must be competent to perform the work and services required under this application.
- It is understood that the selected Applicant, acting as an individual, partnership, corporation, or other legal entity, is in good standing and licensed in any areas of service which require licensure.

#### **Confidentiality**

- It is also understood that all reports, information, or data prepared or assembled by the Applicant will be confidential in nature and will not be made available to any individual or organization, except the County, without prior written approval by the County.

#### **Subcontracting, Teaming, or Partnerships**

The Applicant may be comprised of one or more organizations as to assure the overall success of the project. **The Applicant shall identify each team member and specify their role.** The Justice Advisory Council reserves the right to accept or reject any of the team members if in the



### Application Guide

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Justice Advisory Council Agent's sole opinion replacement of the team member, based on skills and knowledge, is in the best interest of the County.

- The Applicant shall submit a signed Letter of Collaboration (letters of collaboration do not count against page maximums) from each partner agency/entity named in the submitted proposal.
- Each partner agency submitting a Letter of Collaboration will have reviewed and approved the proposed scope of work outlined by the Applicant
- This letter must include approval from the agency's director or designee detailing the partnership outlined in the application. The letter of collaboration should also state their willingness to work with you over the course of the funding period. Further, in instances where the proposed program model incorporates a partnership or service to be provided by an entity separate from the Applicant, either with a government or private agency, the proposal must include a Letter of Collaboration.
- Demonstrated experience with the populations and community areas to be served, for each partner organization. If historically, such agency has never served the proposed target population or community area, please explain how this organization has prepared to begin serving this population.
- Evidence of appropriate agency licenses
- Evidence of a strong track record of service provision and administration.
- If the proposed program has multiple partners, include letters of collaboration (letters of collaboration do not count against page maximums) stating the nature of the partnership, the partner has read the proposal and agrees to their role in the scope of work, signed by a party designated to sign for the proposed partner.



## Application Guide

### SECTION B: KEY APPLICATION CONCEPTS AND PRIORITIES (40 points)

- Applications should include practices focused on servicing individuals at high risk of being victims or perpetrators of gun-related violence, particularly in communities with high rates of shooting incidents or shooting homicides.
- The strategies employed to address shooting violence should be specific to the particular individuals targeted for service, as well as tailored to the geographic area of service.
- Applications should ground strategies in best available research and data, both quantitative and qualitative. This may include, for example and without limitation, incorporating insights from:
  - 1) the Center for Disease Control’s review of multiple forms of community violence and related risk and protective factors as published by the CDC ([https://www.cdc.gov/violenceprevention/pdf/connecting\\_the\\_dots-a.pdf](https://www.cdc.gov/violenceprevention/pdf/connecting_the_dots-a.pdf));
  - 2) The John Jay College of Criminal Justice review of Violence Prevention research (<https://johnjayrec.nyc/2020/11/09/av2020/>);
  - 3) The Council on Criminal Justice report and underlying research on immediate interventions for gun violence (<https://counciloncj.org/10-essential-actions/>);
  - 4) Guidance from the Alliance for Safety and Justice on using ARPA funding to address violence in their series of reports (<https://allianceforsafetyandjustice.org/reports-and-surveys/>); and
  - 5) Local qualitative and quantitative data and evaluation as may be developed and at hand by applicant.
- Depending on the needs of the proposed service population and the scope of the applicant’s application, applications may include, but are not limited to:
  - those geared towards street outreach and violence interruption, addressing childhood exposure to violence and trauma,
  - provision of treatment services for mental health and/or co- occurring disorders;
  - employment, vocational training, or job readiness skills training; educational attainment approaches such as college readiness, academic tutoring, school re-engagement, or online high school & GED programs;
  - one on one, group, or peer mentoring/counseling;
  - Cognitive behavioral therapy;
  - trauma-informed services;
  - community and/or civic engagement;
  - family engagement, parenting education and supports and/or reunification;
  - legal assistance with or without wraparound services.
- The following grid offers guidance on how the JAC has defined certain program models common to violence prevention, and as similarly defined by the State of Illinois and City of Chicago. The JAC requires applicants to incorporate at least one of these service frameworks in their applications.



# COOK COUNTY JUSTICE ADVISORY COUNCIL

Gun Violence Prevention and Reduction Grant Opportunities

## Application Guide

<b>Prevention and Support Services</b>	<p>Programs that include but are not limited to the following:</p> <ul style="list-style-type: none"><li>• <b>Education and Vocational Programming-</b> After school programs, safe spaces, employment programs, vocational training, or job readiness skills training; educational attainment approaches such as college readiness, academic tutoring, school re-engagement, or online high school &amp; GED programs; Investment in the Workforce. Workforce investment can include occupational and job training, customized training programs, and workforce intermediaries.</li><li>• <b>Legal Assistance-</b> Programs that aim to provide free legal representation and other legal services for individuals who are unable to pay for an attorney. Areas of law can include consumer protection, family, Housing, Health, Income Maintenance.</li><li>• <b>Mentoring-</b> one on one, group, or peer mentoring; counseling, community and/or civic engagement; family engagement, parenting education and supports and/or reunification.</li><li>• <b>Behavioral Health and Wellness-</b> Programs that provide mental health and substance use services, counseling and treatment.</li></ul>
<b>Victim Services</b>	<p>Programs that provide a wide array of services to all victim experiences, including:</p> <ul style="list-style-type: none"><li>• Crisis intervention at scene, hospital etc.</li><li>• Emotional support via advocate, support groups, crisis line, etc.</li><li>• Case management</li><li>• Individual counseling</li><li>• Clinical services</li> <li>• Assistance to those who are impacted by violence refers to the individual who was directly impacted (e.g. the individual who was shot) and that individual's loved ones, including parents, siblings, friends, and partners.</li><li>• Providing emotional help refers to services such as crisis intervention, grief counseling, holding victim support groups, family counseling and support, and other forms of clinical intervention. Services should be supported by staff with the appropriate skills and credentials.</li><li>• Providing practical help refers to services such as referrals to housing support, emergency food</li></ul>



# COOK COUNTY JUSTICE ADVISORY COUNCIL

Gun Violence Prevention and Reduction Grant Opportunities

## Application Guide

	<p>assistance, sharing information on legal rights, assistance with application for the Illinois Crime Victim Compensation Program (administered by the Illinois), Attorney General’s Office), assistance with funeral and memorial arrangements</p>
<p><b>Case Management</b></p>	<p>On-going connection to needed services and supports. Typically involves an assessment to identify needs. Trauma Informed practice would include minimizing barriers to needed services through transportation assistance, assistance with paperwork, accompaniment, and connection to trusted provider(s) with available capacity (i.e. warm handoff). These services can be provided to any age group/family and to the whole continuum of experiences with violence (i.e. at risk through victim services)</p>
<p><b>Hospital Based Services</b></p>	<p>Programs that provide a wide range of program types.</p> <ul style="list-style-type: none"> <li>• Street intervention that arrives at hospital to deescalate friends/family of injured person and/or engage injured person</li> <li>• Program based in hospital which engage s injured person at some point during their stay. Services include case management, group support and/or clinical services.</li> </ul>
<p><b>Street Outreach and Intervention</b></p>	<p>Street Intervention/Outreach refers to actively working in “the streets” to engage individuals who are at immediate or high risk of either being victims or perpetrators of gun violence. Outreach staff are credible messengers who engage with these individuals in a variety of settings, including parks, homes, street corners, community centers, schools, hospitals, or any place these at-risk individuals frequent. Outreach staff build trusting relationships with high-risk individuals so that they can mediate existing and potential conflicts to prevent incidents of violence and promote peace.</p> <p>Outreach and support staff serve as connectors to services and as supporters to high-risk individuals and their families. Services can include, but are not limited to, healthcare and mental health treatment, housing, substance abuse disorder treatment, and employment assistance. These services enable individuals to live a life free of violence and as a positive contributor to their families and communities. Outreach efforts are typically conducted in the afternoons/evenings and late at night when violence is most prevalent.</p> <p>Some key outreach activities include:</p> <ul style="list-style-type: none"> <li>• Community engagement.</li> </ul>



# COOK COUNTY JUSTICE ADVISORY COUNCIL

Gun Violence Prevention and Reduction Grant Opportunities

## Application Guide

	<ul style="list-style-type: none"><li>• Engaging and support individuals, families, and groups at high risk of violence.</li><li>• Reclaiming public spaces for safe activities for the entire community.</li><li>• Responding to critical incidents, such as shootings and homicides, to de-escalate tension.</li><li>• Supporting victims and their families.</li><li>• Conducting proactive peace building activities.</li><li>• Mediating and resolve conflicts between street groups.</li><li>• Making referrals for services and support.</li><li>• Connecting participants to employment opportunities</li></ul>
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## Application Guide

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### B1: KEY PERFORMANCE METRICS

**At the end of each quarter, successful applicants will submit a program report detailing progress on meeting goals, objectives, and key performance metrics. At the end of the year, successful applicants will submit a cumulative report. Performance measures may include but are not limited to the following:**

- ✓ Provision of at least one of the (5) required key priorities based on proposed goals: street outreach, case management, victim services, hospital based services, and prevention/support services.
- ✓ Percent of reduction of violence (shootings or homicides) in the community areas and/or municipalities served.
- ✓ Projected vs actual number of individuals served through street outreach
- ✓ Percent Chicago Police Department (CPD) Crime Prevention and Information Center Notifications with an in-person timely (60 min) response.
- ✓ Percent of successful case management referrals.
- ✓ Percent of individuals with a case plan who complete 50% or more of case plan goals.
- ✓ Percent of successful victim advocacy referrals
- ✓ Number of policies, practices and procedures that have been implemented, revised, or repealed to reduce racial disparities and/or expanded access to supports and opportunities.
- ✓ Percentage of timely and accurate periodic and final Financial Reports submitted.
- ✓ Percentage of timely and accurate periodic and final performance reports submitted.
- ✓ Percent of successful interruptions and mediations conducted.
- ✓ Percentage of participants completing educational or vocational programs.
- ✓ Percent of program participants successfully linked to employment.
- ✓ Percentage of organization leadership that is reflective of population served.
- ✓ Development and execution of Organization Diversity, Equity, and Inclusion (DEI) policies
- ✓ Percentage of agency staff and leadership completing DEI training



**Application Guide**

**SECTION C: KEY GEOGRAPHIC CLUSTERS, COMMUNITY AREAS, and MUNICIPALITIES  
(10 points)**

The following geographic areas or “Clusters” reflect data on shooting incidents and shooting homicides per capita based on data gathered by the City of Chicago and the Illinois Criminal Justice Information Authority. The designation of “Cluster” is intended to promote a flexible range of community areas and/or municipalities served within the cluster, while the designation of “Key Community Areas or Municipalities” within a cluster is intended to highlight highest concentrations of shooting incidents within a given cluster based on the referenced data. There are [37 eligible community areas](#), defined by the Reimagine Public Safety Act (RSPA) as the locations with the most concentrated firearm violence in Chicago and Cook County Suburban municipalities. Please see [Reimagine Public Safety Act – Eligible Community Areas and Municipalities \(state.il.us\)](#).

Each application’s proposed plan must service an area in at least one geographic “cluster” where the project will be implemented. If the proposed plan does not include services for “key” municipalities or community areas within the cluster(s) identified, then the applicant must provide additional justification and data on gun violence that the proposed plan addresses.\*

The applicant must demonstrate a credible understanding of the gun violence challenge they are addressing in their proposal by providing evidence of subject matter expertise and describing years of experience addressing gun violence. In addition, the proposed plan should use available data to detail the needs in the region and connect how the proposal meets those needs.

Cook County Suburban and Municipal Clusters	Chicago Community Clusters
Cluster #1 - County Suburb South  <u>*Key Municipalities:</u> Blue Island, Calumet City, Calumet Park, Chicago Heights, Dolton, Harvey, Markham, Park Forest, Riverdale, Sauk Village, South Holland, Riverdale	Cluster #1 - Chicago South  <u>*Key Community Areas:</u> Englewood, West Englewood, Auburn Gresham, Roseland, Chatham, West Pullman, South Chicago, Washington Heights, Grand Boulevard, Gage Park, South Deering, Calumet Heights, East Side
Cluster #2 - County Suburb West  <u>*Key Municipalities:</u> Bellwood, Maywood	Cluster #2 - Chicago West  <u>*Key Community Areas:</u> Austin, North Lawndale, South Lawndale, Humboldt Park, West Garfield Park, East Garfield Park, Near West Side, Belmont Cragin
Cluster #3 - County Suburb-wide  <u>*Key Municipality:</u> Evanston	Cluster #3 - Citywide (includes City North)  <u>* Key Community Areas:</u> Logan Square, Rogers Park



**Application Guide**

**SECTION D: FUNDING TRACKS, REQUIREMENTS, AND RESTRICTIONS**

Applicants will design a three year budget based on the specific needs of their proposed program. Proposed budgets must fall within the following range:

- Minimum grant award: \$150,000.00 (total over 3 years)
- Maximum grant award : \$18,000,000.00 (total over 3 years)

Proposed budgets must fall within one of the following ranges, or funding tracks. The funding track the applicant selects will determine when their grant application is due.

**Funding Tracks**

*(Applicants must select 1)*

<b>Track</b>	<b>Total Proposed Grant Amount</b> <i>*(Spread over the 3 year Grant Period)</i>	<b>Application Due Date</b>
<b>Track 1</b>	<b>\$1,500,000 - \$18,000,000</b>	<b>April 11, 2022 5:00pm</b>
<b>Track 2</b>	<b>\$600,000 - \$1,500,000</b>	<b>May 9, 2022 5:00pm</b>
<b>Track 3</b>	<b>\$150,000 - \$600,000</b>	<b>May 9, 2022 5:00pm</b>

**\*The total proposed budget is based on a three year period.** Equal distribution of the proposed budget over the three year period is not required.

**Examples**

*(for illustrative purposes)*

<b>Track</b>	<b>Total Proposed Grant Amount</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Track 1	\$6,000,000	\$1,000,000	\$2,000,000	\$3,000,000
Track 2	\$1,500,000	\$500,000	\$500,000	\$500,000
Track 3	\$500,000	\$50,000	\$150,000	\$300,000



## COOK COUNTY JUSTICE ADVISORY COUNCIL

Gun Violence Prevention and Reduction Grant Opportunities

### Application Guide

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#### **Advance Payment Option**

- Awardees may receive advance payment of funding within the first quarter of award of up to 25% of the first year's budget to assist with project launch.

#### **Coordination of Funding Sources and Restrictions**

- Applicants are strictly prohibited from using multiple funding sources to pay for the same items charged to Cook County grants.
- Applicants may use multiple funding sources to service individual participants; however, applicants must indicate what portion of those services are charged to Cook County in the required Budget and Budget Narrative form. (See Appendix V for Budget Guidance)
- Failure to properly track or disclose multiple funding sources for the service of program participants under a Cook County grant may result in termination of the grant and other legal recourse.



## Application Guide

### SECTION E: RACIAL AND HEALTH EQUITY PLAN (15 points)

- Cook County Board President Toni Preckwinkle and Cook County Offices Under the President (OUP) continues to work to advance racial equity for all residents in Cook County as outlined in the 2018 strategy plan, Cook County Policy Roadmap: Five Year Strategic Plan for Offices Under the President and our Racial Equity Action Plan introduced in 2021 [https://www.cookcountyil.gov/sites/g/files/ywwepo161/files/racial\\_equity\\_action\\_plan\\_9\\_13.2021.pdf?utm\\_medium=email&utm\\_source=govdelivery](https://www.cookcountyil.gov/sites/g/files/ywwepo161/files/racial_equity_action_plan_9_13.2021.pdf?utm_medium=email&utm_source=govdelivery)
- In addition to racial disparities, the County also recognizes that social determinants of health play a key role in health disparities as well. It is our goal, through this Solicitation to work towards addressing both racial and health disparities that may help to perpetuate the cycle of violence.
- The Applicant organization should also reflect in its application a commitment to racial equity. This includes but is not limited to having leadership, staff (board and/or executive staff), and frontline workers that is reflective of the community/population being served; having (or an intention to develop) a Diversity, Equity and Inclusion (DEI)/racial justice plan that outlines how the organization ensures equity in access to its supports/services as well as equity in outcomes; having a plan to identify and address implicit bias in all areas of the organization, including programming; having (or an intention to develop) an equity and racial justice training plan for organization staff.
- Applicants should submit responses to questions outlined in the Application that thoughtfully include how the proposed program will address both racial and health disparities in the communities that will be served by the program.
- Applicants should indicate how community members within the service area are integrated in the service program.
- Applications should clearly articulate how a proposed intervention strategy will improve overall health and advance health equity by reducing disparities and/or health inequities in disparately impacted communities.
- Applications should identify any barriers or undue burdens the proposed intervention strategy may impose upon disparately impacted communities that would limit the effectiveness of the intervention strategy.
- Applications should also include how members of disparately impacted communities are engaged and consulted in the planning and implementation of the intervention strategy.
- Finally, applicants should discuss how their proposed intervention will be assessed to determine the impact on disparately impacted communities over time.



## Application Guide

### SECTION F: APPLICATION BUDGET DEVELOPMENT AND REQUIREMENTS (15 points)

- Applicant shall provide a Budget consisting of a cost breakdown for the proposed program activities and a Budget Narrative that explains the costs in detail. Forms for this purpose are attached in the provided Excel form provided with the Application. The form is also provided in Appendix V: Budget Form and Budget Narrative.
- 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 (see Appendix VI). To the extent possible, all negotiated changes will occur at the start of the contract period.
- The proposed budget should include a (3) year budget with cost breakdown for each project year.
- **Indirect Cost Rate.** In order to charge indirect costs to a grant, the applicant organization must either have an annually negotiated indirect cost rate agreement (NICRA) or elect to use a standard de minimis rate of 10% as describe in Appendix V Budget Guidance.
- **Funding Restrictions and Prohibited uses.** The following is a non-exhaustive list of services, activities, goods, and other costs that cannot be supported through this solicitation:
  - Land acquisition, New construction, A renovation, lease, or any other proposed use of a building or facility that will either result in a change in its basic prior use or significantly change its size,
  - minor renovation or remodeling of a property either listed or eligible for listing on the National Register of Historic Places or located within a 100-year flood plain, Implementation of a new program involving the use of chemicals,
  - Capital expenditures,
  - Fundraising activities,
  - Lobbying.
- **Allowable expenses.** All expenses must be reasonable, necessary, and allocable to the program. The following is a non-exhaustive list of services, activities, goods, and other costs that can be supported through this Solicitation:
  - Personnel providing direct services and supervisory personnel to the extent that they are engaged in providing services to these target communities and residents;
  - Hiring and training costs for the above personnel that provide for their professional growth, development, and knowledge regarding best practices for the execution of their grant programs;
  - Equipment and supplies integral to providing program services;
  - All program operating costs related to providing services and prorated for use of this program, including: Rent for program space, Utilities, Supplies, Staff travel related to other allowable expenses; Contractual expenses necessary for the execution of the program, including subaward costs for collaborative partners included on collaborative applications.



## Application Guide

### SECTION G: APPLICATION PREPARATION AND SUBMITTAL GUIDANCE

Prospective applicants are encouraged to attend the Pre-Submittal Conference as indicated in the Notice of Grant Opportunity Summary. This Pre-Submittal Conference will cover general JAC grant funding eligibility requirements, funding application format and content, and submittal protocols.

If questions arise, applicants are strongly encouraged to contact the JAC to determine eligibility and applicable requirements prior to submission of an application. JAC contacts may be found in the Notice of Grant Opportunity Summary.

Applications must be submitted via the online application submission forms. No paper copies or emailed applications will be accepted. Applications not submitted by the deadline will not be considered.

The application submission form for this can be found here:

[Justice Advisory Council Grants \(cookcountyil.gov\)](http://cookcountyil.gov)

**Please submit the following documents as follows:**

- Application Narrative- (Upload as a PDF)**
- Application Appendices- (upload all appendices in one PDF document)**
- Budget Form- (upload as an Excel document)**

Please complete all applicable sections of the fillable application PDF before submitting. Please make sure that the person who signed your application is the person authorized for your organization. Application attachments are required and must be submitted as part of your application. The application PDF, all required attachments, and any other attachments an applicant wishes to include must be submitted through the online application submission forms.

Application documents and submission forms can be found here: [Justice Advisory Council Grants \(cookcountyil.gov\)](http://cookcountyil.gov). Applicants with questions regarding appropriate submittal should contact the Department prior to submission. Questions can be emailed to [JAC.Info@cookcountyil.gov](mailto:JAC.Info@cookcountyil.gov)



## Application Guide

### SECTION H: Applications Review and Selection Process

- An Application Review Committee (“ARC”) comprised of County personnel and possibly external reviewers with relevant experience will review all responsive applications in accordance with the selection criteria detailed below. It is possible that there could be more than one ARC, and the Cook County Justice Advisory Council (“JAC”) will base the decision on the number of responsive applications to be reviewed.
- The JAC will initially review all applications received by the due date and time to determine whether they include the documents identified in Appendix I “Application Checklist” and whether those documents are complete. Any application that has an incomplete document and/or fails to include any document may result in the application being deemed non-responsive and removed from consideration.
- Upon completion of the responsiveness review, the JAC will forward all responsive applications to the ARC(s) to commence their review and scoring process. Each ARC will score responsive applications according to the selection criteria.
- As part of their application review, any ARC may, at any point, request and/or seek from any applicant whose application they are reviewing: (i) clarifications regarding their application; (ii) answers to questions regarding the application; (iii) to a site visit of the applicant’s premises; (iv) an interview to discuss their application; (v) additional references; (vi) to consider alternative approaches, (vii) a best and final offer; and (viii) any combination of items (i)-(vii). Whether any of items (i)-(viii) are exercised, at what point in their review process, and from which applicant is at the discretion of each ARC. Further, an ARC may exercise items (i)-(viii) more than once.

In addition to items (i)-(viii) above, an ARC may shortlist any number of applicants whose applications they are reviewing. Accordingly, it is at the discretion of any ARC whether they want to request and/or seek any of items (i)-(viii) from all applicants whose applications they are reviewing or just from the shortlist.

- Upon conclusion of application review, each ARC will score the applications that they have been reviewing pursuant to the application criteria below. The firm receiving the highest score from each ARC will be the selected applicant recommended for grant award, and each selection will be presented to the Executive Director of the JAC for concurrence.
- Upon concurrence from the Executive Director of the JAC, each recommendation of a selected applicant for grant award will be presented to the Cook County Board of Commissioners (“Board”) for their approval.
- Upon Board approval of the selected applicants for grant awards, a contract will be prepared and presented to each selected applicant for their review and signature.
- The Cook County Justice Advisory Council reserves the right to reject any or all Applications or any part thereof, to waive informalities, and to accept the Application deemed most favorable to the County.



## COOK COUNTY JUSTICE ADVISORY COUNCIL

Gun Violence Prevention and Reduction Grant Opportunities

### Application Guide

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- The County reserves the right to check references on any projects performed by the applicant whether provided by the applicant or known by the County.
- In evaluating applications, the Application Review Committee may consider past performance for Applicants who were prior grant recipients under a Justice Advisory Council Grant. In the event that an organization was designated as “non-compliant”, the JAC may consider this designation in determining whether to award the agency a grant. The JAC’s Grant Compliance Policy for Grant Recipients is attached as Appendix VI.



**Application Guide**

**APPLICATION SELECTION CRITERIA**

There is 100 Total Points available that are allocated to the selection criteria below, and each ARC will review and score responsive applications pursuant to the following table:

Selection Criteria	Description	Points
	<b>SECTION A: GRANT AWARD TERM AND APPLICANT ELIGIBILITY CRITERIA</b>	<b>20</b>
<b>Executive Summary, Organization Chart, &amp; Organization Capacity</b>	<ul style="list-style-type: none"> <li>• Applicant identifies qualified staff responsible for program oversight</li> <li>• Applicant provides evidence of successful past program performance or success in initiating, maintaining, and completing a similar program, and consistently meeting program goals</li> </ul>	
<b>Capacity and Skills to Execute the Project</b>	<ul style="list-style-type: none"> <li>• Clear explanation on the capacity and skills to execute the project (including past track record or other demonstration of capacity)</li> <li>• Describe similar past projects executed and the outcomes</li> <li>• Explain any outstanding project balances, performance reports, or unresolved monitoring findings</li> <li>• Past performance for Applicants who were prior grant recipients under a Justice Advisory Council Grant. In the event that an organization was designated as “non-compliant”, the JAC may consider this designation in determining whether to award the agency a grant. The JAC’s Grant Compliance Policy for Grant Recipients is attached as Appendix VI</li> </ul>	
	<b>SECTION B: KEY APPLICATION CONCEPTS AND PRIORITIES</b>	<b>40</b>
<b>Description of Problem and Target Population</b>	<ul style="list-style-type: none"> <li>• The applicant demonstrates the need for the proposed project</li> <li>• The applicant identifies the target population and provides a detailed description of the population(s) to be served</li> </ul>	
<b>Proposed Program &amp; Implementation Schedule</b>	<ul style="list-style-type: none"> <li>• The applicant clearly defines the activities to be undertaken or services to be provided.</li> <li>• Applicant identifies service location(s) being within the proposed communities and history serving the proposed communities</li> <li>• Applicant provides a program design that reaches the intended audiences</li> </ul>	



**Application Guide**

	<ul style="list-style-type: none"> <li>The applicant provides an Implementation schedule and timeline for implementation of the proposed project</li> </ul>	
<b>Goals, Objectives, and Expected Outcomes</b>	<ul style="list-style-type: none"> <li>Applicant ability to report on expected outcomes</li> <li>Ability to ensure monthly and quarterly reporting</li> <li>The applicant demonstrates capacity to track, monitor, and report on program metrics</li> </ul>	
<b>Collaboration and Innovation</b>	<ul style="list-style-type: none"> <li>Supports/reflects regional or sub-regional collaboration – Contains innovative or creative elements</li> <li>Addresses barriers that prevent people from participating in programs</li> </ul>	
	<b>SECTION C: KEY GEOGRAPHIC CLUSTERS, COMMUNITY AREAS, and MUNICIPALITIES</b>	<b>10</b>
<b>Key Geographic Clusters and Community Areas</b>	<ul style="list-style-type: none"> <li>Application clearly identifies key geographic Clusters and community areas where the proposed program(s) will be implemented</li> <li>If not a key Community Area and/or Municipality, does the applicant provide additional justification and data to support the proposed plan.</li> </ul>	
	<b>SECTION D: FUNDING ALLOCATION TRACKS</b>	<b>0 Points</b>
<b>Funding Allocation Tracks</b>	<ul style="list-style-type: none"> <li>Application has selected a funding allocation track</li> </ul>	
	<b>SECTION E: RACIAL AND HEALTH EQUITY PLAN</b>	<b>15</b>
<b>RACIAL AND HEALTH EQUITY PLAN</b>	<ul style="list-style-type: none"> <li>Applicant demonstrates how the proposed program will impact disparately impacted communities</li> <li>Applicant demonstrates how agency staff will complete Diversity, Equity, and Inclusion (DEI) training</li> <li>Applicant demonstrates how the development and execution of the organization’s DEI policies will have an impact on the proposed program.</li> <li>Applicant will demonstrate diversity within leadership and staff</li> </ul>	
	<b>SECTION F: APPLICATION BUDGET DEVELOPMENT AND REQUIREMENTS</b>	<b>15</b>
<b>Clarity and Reasonableness of Proposed Costs</b>	<ul style="list-style-type: none"> <li>Project budget is complete</li> <li>Proposed cost estimates are reasonable</li> <li>The applicant demonstrates reasonable implementation costs</li> </ul>	



COOK COUNTY  
**JUSTICE ADVISORY COUNCIL**

Gun Violence Prevention and Reduction Grant Opportunities

*Application Guide*

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# APPLICATION APPENDICES



## Application Guide

### APPENDIX I- APPLICATION CHECKLIST

Please use the following checklist to ensure that your application package is complete and includes the requested attachments. Incomplete attachments and/or failure to submit attachments may result in your application being deemed non-responsive and removed from consideration.

Category	Supporting Documentation
<input type="checkbox"/> <b>Key Personnel</b>	Applicant must identify key personnel and/or volunteers committed to this project.
<input type="checkbox"/> <b>501(c)(3)</b>	The applicant shall submit a copy of the IRS Determination Letter or Affirmation Letter exhibiting that the Corporation is tax exempt under 501(c)(3) and 501(c)(4)
<input type="checkbox"/> <b>Current Certificate of Good Standing</b>	Please see <a href="#">Corporation/LLC Search/Certificate of Good Standing (ilsos.gov)</a>
<input type="checkbox"/> <b>Copy of Articles of Incorporation</b>	If amended from the Illinois Secretary of State, must submit Copy of Amended Articles of Incorporation
<input type="checkbox"/> <b>Board of Directors</b>	Applicant must include list of Board of Directors and provide their demographic data.
<input type="checkbox"/> <b>Letters of Recommendation</b>	Must submit 3 letters, from individuals not employed by Cook County
<input type="checkbox"/> <b>Financial Statements</b>	Submit your A133 Single Audit, if applicable. Otherwise, submit your latest audited financials. If you do not have audited financials, you may submit other financial documents for consideration.
<input type="checkbox"/> <b>Budget Form and Budget Narrative</b>	Applicants shall provide a detailed Budget using the provided Budget and Budget Narrative Form that includes a cost breakdown for the aforementioned program plan activities for the full 36-month funding period. The document should be submitted in the Excel form provided.
<input type="checkbox"/> <b>Designated Agency Contacts</b>	Applicant must complete form in Appendix I about point of contact at applicant's organization.
<input type="checkbox"/> <b>Legal Actions Statement</b>	Provide a list of any pending litigation in which the Applicant may experience significant financial settlement and include a brief description of the reason for legal action. If the Applicant does not have any legal actions, the Applicant shall



# COOK COUNTY JUSTICE ADVISORY COUNCIL

Gun Violence Prevention and Reduction Grant Opportunities

## Application Guide

	indicate in a statement that there are no pending Legal Actions in this section.
<input type="checkbox"/> <b>Conflict of Interests Statement</b>	Provide information regarding any real or potential conflict of interest. Failure to address any potential conflict of interest may be cause for rejection of the proposal. If an Applicant is recommended for an award, they will need to complete an Economic Disclosure Statement. If the Applicant does not have any conflicts of interest, the proposer shall indicate "Not Applicable" in this section.



# COOK COUNTY JUSTICE ADVISORY COUNCIL

Gun Violence Prevention and Reduction Grant Opportunities

## Application Guide

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### APPLICATION CHECKLIST (cont'd)

The following documents only need to be submitted if they are applicable:

Category	Supporting Documentation
<input type="checkbox"/> <b>Letters of Collaboration</b>	If an applicant is partnering with other organizations to propose this program, each partner agency/entity must submit a Letter of Collaboration.
<input type="checkbox"/> <b>Federal Negotiated Indirect Rate Agreement</b>	This is applicable if an applicant has a Federal Negotiated Indirect Cost Rate Agreement (NICRA) in place

Please upload an electronic copy of the completed application PDF and all related attachments through the Cook County Justice Advisory Council grants website:

<https://www.cookcountyil.gov/JACGrants>

The deadlines for submitting the application and all attachments are:

Track 1- April 11, 2022, 5:00pm

Track 2 and 3- May 9, 2022, 5:00pm

Applications received after this date and time will not be accepted. No exceptions



# COOK COUNTY JUSTICE ADVISORY COUNCIL

Gun Violence Prevention and Reduction Grant Opportunities

## Application Guide

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### APPENDIX II - AGENCY DESIGNATED CONTACTS

**(THIS FORM MUST BE INCLUDED WITH YOUR PROPOSAL SUBMISSION)**

**Agency Designated Contacts:**

Following determination of award and upon the final execution of the contract, the JAC will contact the agency to schedule an initial orientation meeting. This meeting will cover administrative procedures associated with the programmatic and fiscal management of the funded project. Please complete this form and include it with your submission so that, if awarded, the issuing department knows who the appropriate program and fiscal contacts are for your agency.

**Agency Name:**

**Agency Address:**

**Agency Program Contact:**

**Agency Program Contact Title:**

**Agency Program Contact Address:**

**Contact Phone:**

**Contact Email:**

**Agency Fiscal Contact:**

**Agency Fiscal Contact Title:**

**Agency Fiscal Contact Address:**

**Contact Phone:**

**Contact Email:**



**Application Guide**

**APPENDIX III- POST-AWARD REQUIREMENTS AND COMPLIANCE**

**Grantee Orientation, Reporting, Site Visits and Funding Continuation Determination Meetings**

- All agencies who are awarded JAC grants are required to attend a grantee orientation prior to receiving an initial payment of grant funds. This orientation is mandatory. Its purpose is to provide grantees with specific instructions relative to the JAC’s reporting and other administrative requirements. The JAC requires that each agency send those individuals who will be responsible for preparing the JAC required programmatic and fiscal reports.
- Grant recipients will be required to submit periodic programmatic and fiscal reports for the duration of the grant. The JAC will provide forms for this purpose which will be distributed to each grantee as part of the mandatory orientation session.
- Programmatic reporting will include an explanation of the progress made on each outcome metric defined in Expected Outcomes of the Proposer’s application. Additional information to be reported will include but will not be limited to the following:

<b>Reporting Requirements</b>	<b>How Reported</b>
Demographic breakouts for program participants	Counts by age, race, gender, and education level attained
School engagement	Aggregate counts
Employment status	Aggregate counts
Referral sources	Aggregate counts
Outcomes specific to school-based programs	Aggregate counts for reductions in infractions, suspensions, or expulsions
Progress on proposed outcomes	Achievements relative to each expected outcome from the Proposer’s proposal
At-risk and system involvement status of participants	Baseline data relative to risk and system involvement status and tracking on these same data points during program participation and, to the extent possible, post-program status

- Applicants must also explain how they will determine the effectiveness of the program model used, including how the program model effectively addresses the problem identified in the “Description of Problem and Target Population” section of the proposal. It is expected that baseline data will be established as part of a formal intake process and that this data be used for comparative purposes after participants receive the proposed program dosage or intervention.



### Application Guide

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- Presently, the JAC provides a Microsoft Word template for programmatic reporting purposes and a Microsoft Excel template for fiscal reporting purposes. As part of the JAC's fiscal reporting requirements, all reported expenditures must be accompanied by supporting documentation. Examples of acceptable supporting documentation are listed in Application Guide Budget Guidance section.
- Expenditures that occur prior to or after the expiration of the contract period are not reimbursable. Likewise, any items that are not budgeted and approved in the initial proposal budget (or subsequent budget revision) are considered ineligible for reimbursement. In addition, all grantees will be required to have an email address for correspondence purposes.
- Additionally, the JAC may conduct a site visit with the grant recipient at a mutually agreed upon time and place. At the site visit, the JAC will want to meet anyone working under the grant and/or tasked with overseeing its implementation, meet with and hear from any client(s)/constituency participating in program(s) supported by the grant and see the facilities used in the implementation of the grant (e.g. offices, classrooms, meeting areas etc.).
- Prior to the close of the first year of the funding period, the JAC will schedule a Determination Meeting with each grantee. The purpose of this meeting will be to determine whether the grantee is on track to successfully continue the project for the second year of the funding period. The JAC will review the grantee's performance to date as outlined in the JAC Compliance Policy for Grant Recipients (See Appendix VI) and discuss with the grantee any necessary adjustments to the scope of services, budget, timeline, cohorts and service numbers and make a determination of whether the grantee is in compliance. If it is determined that the grantee is not in compliance, they will be required to remedy each unmet condition to the satisfaction of the JAC prior to receiving the second year of the grant funds.
- If, at the close of the contract period, the awarded agency has not spent the total amount of funds advanced to the agency by the JAC, the remaining unspent funds must be returned to the JAC within 45 days of the close of the contract period.

### **Post-Award Non-Compliance Determination**

- The JAC's Grant Compliance Policy is attached as Appendix VI As described in the policy, the JAC assesses multiple factors over the course of the grant period to determine each awarded agency's level of compliance. A grantee may be designated "non-compliant" if situations arise where the grantee is determined to be in non-compliance with two or more of the factors specified in the policy and fails to take corrective action after receiving formal notification from the JAC.
- In the event that an organization was designated as "non-compliant" and subsequently applies for future funding, the JAC may consider this designation and past performance in determining whether to award the agency a subsequent grant.



## Application Guide

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### APPENDIX IV- JAC BUDGET GUIDANCE

This document provides general guidance on budgeting, allowable costs and supporting documentation required to justify expenditures under agreements with the Cook County Justice Advisory Council (JAC). Recipients of funds through JAC agreements are responsible for ensuring that costs budgeted for expenditure conform to this guidance document, and that documentation of those costs also conform to this guidance. It is the responsibility of the recipient to receive guidance from the JAC on matters not addressed in this general guidance, as such concerns may emerge.

It is critical that all costs charged to a JAC-funded agreement are:

- APPLICABLE to the operation of the funded program (not to be used for other agency purposes);
- ALLOWABLE by Justice Advisory Council policy (as reflected in this document); and
- REASONABLE and NECESSARY for the implementation of the proposed project.

NOTE: Any items that are not budgeted and approved are considered ineligible for reimbursement. No item shall be considered budgeted or approved pursuant to a budget revision until the date such budget revision is approved in writing by the JAC. To initiate a budget modification, JAC staff shall be contacted to determine the process appropriate to the specific circumstances. No budget revision shall allow costs retroactively.

#### **Specific Unallowable Costs**

- Expenditures not supported with appropriate documentation when submitted for reimbursement. Only properly documented expenditures will be processed for payment. Expenditures that are normally allowable but unsupported with backup documentation will be held until proper documentation is received.
- Costs incurred before or after the contract period, or new expenditures obligated or paid before, or in the anticipation of, the JAC's written approval of a budget revision.
- Using funds to establish or replenish petty cash accounts.
- Stipends for staff and staff bonuses.
- Finance charges/Late fees associated with credit cards or other accounts.
- Bar charges and alcoholic beverages.
- Construction and renovation costs.
- Lobbying, political contributions, legislative liaison activities.
- Parking tickets or other fees resulting from any violation.
- Organized fundraising, including salaries of persons while engaged in these activities.
- Major equipment purchases of items with a useful life over one year that have not been explicitly approved in advance, in writing, by the JAC.
- Goods or services for personal use by organizational staff.
- Equipment, peripherals, or cellular phones for personnel who do not have a direct role in the JAC-funded program.
- Equipment purchases by subgrantees or subcontractors including computers.
- All other unallowable costs as may be stated in this budget guidance.



# COOK COUNTY JUSTICE ADVISORY COUNCIL

Gun Violence Prevention and Reduction Grant Opportunities

## Application Guide

The JAC reserves the right to negotiate budget changes, to ensure that budgeted costs are aligned with the JAC’s Budget Guidance policy. To the extent possible, negotiated changes will occur at the start of the contract period.

Further, all guidance in this document is subject to funds appropriation provisions in executed JAC agreements.

### BUDGET LINE ITEMS: Explanation and Documentation

Line Item	Explanation	Documentation to Support Expenditures - must be included with all fiscal reports
<b>Personnel</b>	<p>The “Personnel” category includes the salary and wage costs that will be paid to personnel who have an active role in the implementation or administration of your program. <b><u>This line item is applicable only to personnel who are on your agency’s payroll. If they are not on your payroll they belong in either “Contract/Consultant” or “Other.”</u></b></p> <p>Depending on the start-date and duration of budgeted personnel, you may need to include pay raise estimates to ensure that your budget will have sufficient funds to cover costs. Personnel costs may be budgeted based on a salary or an hourly rate. <b><u>Use of funds to pay stipends to personnel on the agency’s payroll is not allowed. Use funds for staff bonuses is not allowed.</u></b></p>	Check copies / payroll registers / general ledger
<b>Fringe Benefits</b>	Budgeted costs for fringe benefits should be based on your agency’s standard policy. Typical fringe costs include such items as social security, unemployment / worker’s compensation, retirement, and health insurance and are typically applied as a percentage of a salary.	Verification of fringe benefit rate (i.e. fringe rate schedule or other documentation) or explanation of how fringes are calculated
<b>Travel</b>	Travel expenses should be budgeted in accordance with your agency’s standard travel policy. Local travel is allowable provided that it is directly related to the JAC-funded program. <b><u>Travel between a regular worksite/office and home is not</u></b>	Receipts  Documentation illustrating that the travel was related to the JAC-



**Application Guide**

	<p><b>reimbursable.</b> Parking expenses are allowed but similar exclusions apply. For example, parking expenses incurred while traveling between program site locations is permitted, but parking expenses associated with travel between home and a regular worksite/office are not reimbursable.</p> <p>Out of town travel expenses related to attendance at conferences or training events are allowed provided that the event is included and approved in the budget. In these instances, organizations may be reimbursed for airfare, lodging, per diem, ground transportation, and attendee fees. All proposed expenses should be itemized with clear calculations illustrating how the costs were determined.</p>	<p>funded project (i.e. project staff travel roster indicating departure and arrival locations and dates that corresponds with submitted receipts)</p>
<b>Equipment</b>	<p><i><b>NOTE:</b> The JAC does <u>not</u> allow equipment expenditures or computer purchases by third parties, including subgrantees or contractors. Grantees are responsible for ensuring that all JAC-funded equipment is properly inventoried.</i></p> <p>For the purposes of JAC agreements, equipment is defined as any item of nonexpendable, tangible property that has a useful life of more than one year. The JAC does not follow the federal definition that an item must have an acquisition cost that is equal to or greater than \$5,000 to be considered equipment. Examples of items typically budgeted under equipment are computers, laptops, printers, peripherals, etc.</p>	<p>Purchase receipts, cancelled checks, bank statements</p>
<b>Materials and Supplies</b>	<p>Typically, materials and supplies fall under two categories: office materials and supplies (consumable items such as paper, ink, filing supplies, etc. that staff assigned to the project will use as part of day to day implementation and administration), and program materials and supplies (consumable items that are required to carry out program activities such as assessment materials or flip charts used by program staff, or items used directly by</p>	<p>Purchase receipts, cancelled checks, bank statements</p>



**COOK COUNTY  
JUSTICE ADVISORY COUNCIL**

Gun Violence Prevention and Reduction Grant Opportunities

**Application Guide**

	<p>program participants such as workbooks). Applicants may have additional materials and supplies categories. An example would be staff development/training materials. All costs should be itemized with calculations illustrating how the costs were determined (i.e. unit costs, quantity, etc.)</p>	
<p><b>Contractors and Subrecipients</b></p>	<p>Any external individuals or partners that, <u>under a formal agreement</u>, will provide critical and essential services to your proposed project should be budgeted under the “Contractors and Subrecipients” category. A copy of the formal agreement delineating the specific services to be provided must be shared with the JAC upon request. Any fees, travel, or other expenses the contracted entity will incur should be itemized and included under this line item as well. Allowed indirect costs may not exceed the Federal Negotiated Indirect Cost Rate Agreement (NICRA) in place for the primary recipient and for any subrecipients. In the absence of a NICRA, recipients and subrecipients are allowed a 10% maximum indirect rate on direct expenses.</p> <p><b><u>Equipment costs, including computers, are not allowed for contractors or subrecipients.</u></b></p>	<p>Contractor or subrecipient’s itemized invoices <u>with attached receipts</u></p> <p>Proof of payment to subgrantee or contractor (copy of checks or bank statements showing debited expenditure)</p>
<p><b>Other Direct Costs</b></p>	<p>Any items that do not fall within the above budget categories should be included under “Other Direct Costs.” Following are examples of typical items.</p> <ul style="list-style-type: none"> <li>• Stipends (i.e. participant stipends or stipends for the purpose of engaging family or community members). <u>Stipends may not be used for agency personnel.</u></li> <li>• Event/Field Trip costs (i.e. one-time, event-specific costs such as rent and fees associated with securing space, bus rental, admission fees, etc.)</li> </ul>	<p>Purchase receipts, cancelled checks</p> <p>For equipment leases: explanation indicating how the agency allocates lease costs by program</p> <p>Gift cards/transit cards require a tracking system that records card</p>



**Application Guide**

	<ul style="list-style-type: none"> <li>• Printing costs include the production of flyers, newsletters, brochures, or any informational/promotional materials related to the project.</li> <li>• Postage</li> <li>• Equipment leases (i.e. a portion of the monthly lease/service costs for a photocopier – costs need to be prorated according to a formula that clearly demonstrates what portion is attributable to the JAC-funded project.</li> <li>• Client assistance (i.e. gift cards for emergency food or clothing, transit cards, etc.)</li> </ul> <p><b><i>NOTE: The purchase of transit cards and gift cards shall be purchased in direct connection to the number of pre-identified program participants to avoid an excess of cards remaining at the close of the agreement period. Purchases of these items must receive advance JAC approval in writing, even if budgeted.</i></b></p> <ul style="list-style-type: none"> <li>• Program participant incentives (i.e. gift cards in small denominations— <u>not to exceed \$50</u>, tee shirts, food, etc.)</li> <li>• Communications (i.e. voice, data, wi-fi, or access services not encompassed under “Indirect Costs”).</li> <li>• Food expenses are allowable provided they are incurred as part of an event or a scheduled program activity at which program participants are in attendance. Food costs in the absence of program participants are not allowable. All food costs must be reasonable. If food is purchased in conjunction with other items that are not related to the event (i.e. at a grocery store where several items were purchased, including the food), <b>the food items need to be</b></li> </ul>	<p>distribution: who issued the card to the participant, date of issue, value of card, and signature of participant indicating receipt. The JAC reserves the right to deny reimbursement if agencies fail to keep distribution records.</p> <p>Communication costs should be prorated if they are not 100% attributable to the JAC-funded program. The allocation to the program must be explained.</p> <p>In addition to receipts, food costs should be supported with documentation explaining the event for which the food was purchased, the number of attendees, the purpose of the event and the audience in attendance.</p>
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**COOK COUNTY  
JUSTICE ADVISORY COUNCIL**

Gun Violence Prevention and Reduction Grant Opportunities

**Application Guide**

	<p><b>marked on the receipt to indicate what items are being charged to the JAC agreement.</b></p>	
<p><b>Other Direct Costs (continued)</b></p>	<p>(continued next page)</p> <p>Certain costs which benefit multiple programs or projects and can be assigned or allocated across programs or projects in a reasonably consistent and accurate way may be considered Other Direct Costs for JAC-funded programs. These include:</p> <ul style="list-style-type: none"> <li>• Rent and occupancy costs allocated to the JAC-funded project.</li> <li>• Utilities, telephone and internet costs allocated to the JAC-funded project.</li> <li>• Depreciation of fixed assets used in common across the organization and allocated to the JAC funded project.</li> </ul>	<p>For shared direct cost allocation, documentation of the manner in which shared costs are allocated across activities is required.</p> <p>Documentation must indicate how many JAC-funded staff are included in the allocation formula compared to the total number of staff.</p> <p>The methodology for allocating shared costs used in the preparation of organizational financial statements should generally be used if shared costs are included as Other Direct Costs.</p>



**Application Guide**

<p><b>Indirect Costs</b></p>	<p>Indirect costs are administrative or overhead expenses that are attributable to multiple programs or functions across the agency.</p> <p>A non-direct cost that is not exclusive to the JAC-funded program is considered an indirect cost and should be prorated to determine the portion that is allocable to the JAC-funded program.</p> <p>Applicants must have a means for determining the allocation of indirect costs. For example, indirect costs may be prorated based on the number of personnel (i.e. payroll costs), or programs (i.e. costs that are common to multiple programs may be allocated according to the number of programs the agency operates).</p> <p>All indirect costs must be budgeted solely under the indirect cost line. Costs that the JAC deems, in its sole opinion, to be indirect but budgeted under other line items will result in a required budget revision at the onset of the contract period.</p>	<p>Explanation of the agency’s method for prorating the allocation of indirect costs to the JAC-funded program. This explanation should be included in the Budget Narrative.</p>
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**INDIRECT RATE CAPS AND DOCUMENTATION POLICY**

Allowable indirect costs shall not exceed the Federal Negotiated Indirect Cost Rate Agreement (NICRA) in place for the primary organization. In the absence of a NICRA, an organization’s allowable indirect costs shall not exceed 10% of allowable direct expenses.

Subrecipient allowable indirect costs shall separately not exceed the Federal Negotiated Indirect Cost Rate Agreement (NICRA) in place for that subrecipient organization. In the absence of a NICRA, indirect costs shall separately not exceed 10% of allowable direct expenses for that subrecipient.

Indirect costs shall be applied only to the first \$25,000 of any subrecipient award, at whatever level of subaward.



## COOK COUNTY JUSTICE ADVISORY COUNCIL

Gun Violence Prevention and Reduction Grant Opportunities

### Application Guide

Organizations shall submit any approved Federally Negotiated Indirect Cost Rate Agreement (NICRA) in place (for primary grantee or contractor and/or subgrantees and subcontractors).

For organizations without a NICRA as described above, organizations shall submit a statement that no NICRA is in place for the organization.



**COOK COUNTY  
JUSTICE ADVISORY COUNCIL**

Gun Violence Prevention and Reduction Grant Opportunities

**Application Guide**

**APPENDIX V- BUDGET AND BUDGET NARRATIVE FORM  
(Note: Must be completed and submit in the provided Excel Form)**

The Budget and Budget Narrative Form should serve to; a) justify your proposed expenditures, and b) explain how the expenditures are related to your program. For each cost item entered on your Budget Form, please provide a corresponding detailed explanation in the Budget Narrative. It is recommended that you provide calculations wherever applicable to illustrate how costs were determined.

Please provide detail for timing of expenses, specifically indicating reasons for amount differences in the Budget Form between Year 1, Year 2, and Year 3 requested funds.

A document entitled “Budget Guidance” is provided in Appendix V to assist you with completing your budget and budget narrative. Please refer to this resource to ensure that your proposed expenditures are in accordance with the Justice Advisory Council’s specifications.

**NOTE: Please ensure that you provide sufficient detail to enable reviewers to understand your proposed expenditures. Cells are formatted to expand as you enter information.**

<b>Budget Form</b>				
Applicant Organization Name:				
RFP Number and Program Name:				
Budget Contact - Name:				
Budget Contact - Email:				
Budget Contact - Phone:				
	Year 1 Reque sted JAC Grant Funds	Year 2 Reque sted JAC Grant Funds	Year 3 Requeste d JAC Grant Funds	<b>Total Project Cost</b>
a. Personnel				<b>\$0.00</b>
b. Fringe Benefits				<b>\$0.00</b>
c. Local Travel *				<b>\$0.00</b>
d. Out of Town Travel **				<b>\$0.00</b>
e. Equipment				<b>\$0.00</b>



**COOK COUNTY  
JUSTICE ADVISORY COUNCIL**

Gun Violence Prevention and Reduction Grant Opportunities

**Application Guide**

f. Materials and Supplies				<b>\$0.00</b>
g. Consultants and Contractors				<b>\$0.00</b>
h. Other Direct Costs				<b>\$0.00</b>
<b>i. Total Direct Costs (a to h)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
j. Indirect Costs ***				<b>\$0.00</b>
<b>k. Total Project Budget (i + j)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

\* Indicate mileage, rate, and purpose in the Budget Narrative Form.

\*\* Indicate airfare, lodging, per diem, name and purpose of travel in Budget Narrative Form.

\*\*\* Indirect costs shall not exceed 10% of the JAC Grant Request each year, and in total for the 3 year period.

\*\*\* Indirect costs include any indirect allocations contained in the charges of Consultants and Contractors.

<b>Budget Narrative</b>		
<b>Applicant Organization Name:</b>		
<b>Organization Address:</b>		
<b>Name/Title of Agency Liaison:</b>		
<b>PERSONNEL</b>		
<b>Name and Title</b>	<b>Calculation</b>	<b>Item Cost</b>
<b>Total Personnel</b>		
<p><b>BUDGET CATEGORY – PERSONNEL:</b> List each position by title and name of employee if available. Explain each position’s role in the proposed program. Also, indicate if the position is existing or new and when the position will be on-boarded.</p> <p>Narrative:</p>		



**COOK COUNTY  
JUSTICE ADVISORY COUNCIL**

Gun Violence Prevention and Reduction Grant Opportunities

**Application Guide**

<b>FRINGE BENEFITS</b>		
<b>Name and Title</b>	<b>Calculation</b>	<b>Item Cost</b>
<b>Total Fringe Benefits</b>		
<p><b>BUDGET CATEGORY – FRINGE BENEFITS:</b> Fringe benefits should be based on actual known costs or an established formula. Please explain which budgeted positions in the Personnel line will be receive fringe benefits.</p> <p>Narrative:</p>		
<b>TRAVEL</b>		
<b>Purpose</b>	<b>Calculation</b>	<b>Item Cost</b>
<b>Total Travel</b>		
<p><b>BUDGET CATEGORY – TRAVEL :</b> List travel expenses by project personnel and explain the purpose of the travel. Also indicate whether the travel is local or out-of-town and explain how costs were determined.</p> <p>Narrative:</p>		
<b>EQUIPMENT</b>		



**COOK COUNTY  
JUSTICE ADVISORY COUNCIL**

Gun Violence Prevention and Reduction Grant Opportunities

**Application Guide**

Item	Calculation	Line Item Cost
<b>Total Equipment</b>		

**BUDGET CATEGORY – EQUIPMENT:** For each budgeted item, explain the need for the item, how it will be utilized in the proposed program, and how costs were determined. Also indicate where the item will be located, who will use the item, and how inventory will be maintained.

Narrative:

**MATERIALS & SUPPLIES**

Item	Calculation	Line Item Cost
<b>Total Materials &amp; Supplies</b>		

**BUDGET CATEGORY – Materials & Supplies:** List each position by title and name of employee if available. Explain each position’s role in the proposed program. Also, indicate if the position is existing or new and when the position will be on-boarded.

Narrative:

**CONSULTANTS AND CONTRACTORS**

Item	Calculation	Line Item Cost



**COOK COUNTY  
JUSTICE ADVISORY COUNCIL**

Gun Violence Prevention and Reduction Grant Opportunities

**Application Guide**

<b>Total Other Direct Costs</b>		
<p><b>BUDGET CATEGORY – CONSULTANT / CONTRACTS:</b> Explain the need for the consultant / contract as it relates to the proposed program. List all associated costs and provide a narrative explanation that describes the need. Also explain the method for determining the associated costs. Narrative:</p>		
<b>OTHER DIRECT COSTS</b>		
<b>Item</b>	<b>Calculation</b>	<b>Line Item Cost</b>
<b>Total Other Direct Costs</b>		
<p><b>BUDGET CATEGORY – OTHER DIRECT COSTS:</b> List other direct cost by category (i.e. communications, event costs, postage, etc.) and explain why they are needed. Also provide an explanation as to how costs were determined, including the method for prorating costs that will be partially charged to the JAC grant. Narrative:</p>		
<b>INDIRECT COST</b>		
<p><b>(NOTE: The combined sum of allocated indirect costs for applicant <u>AND</u> partner agencies cannot exceed 10%)</b></p>		
<b>Explanation of How Costs are Calculated</b>	<b>Calculation</b>	<b>Line Item Cost</b>



**COOK COUNTY  
JUSTICE ADVISORY COUNCIL**

Gun Violence Prevention and Reduction Grant Opportunities

**Application Guide**

<b>Total Indirect Costs</b>		
<p><b><i>BUDGET CATEGORY – INDIRECT COSTS:</i></b> Explain what comprises indirect costs and the method used to determine the allocation charged to the JAC grant. (<b><i>NOTE: Indirect costs may not exceed 10% of the grant award. This is inclusive of indirect costs budgeted by contractors and consultants. The combined sum of indirect costs budgeted by the applicant organization and the indirect costs budgeted by contractors and/or consultants may not exceed 10%.</i></b>)</p> <p>Narrative:</p>		
<b>TOTAL JAC GRANT FUNDS REQUESTED FOR THE YEAR</b>		



## Application Guide

### APPENDIX VI- JAC COMPLIANCE POLICY FOR GRANT RECIPIENTS

#### Overview

The JAC is charged with ensuring that programs and services supported by grant funds meet minimal quality and ethical standards. This includes monitoring performance relative to the grantee's adherence to: a) JAC/Cook County guidelines, b) contractual obligations as specified in the contractual grant award, and c) following the approved program plan and budget. It also includes monitoring to ensure that programs and services are delivered in a manner that ensures the safety, respect, and highest level of success for program participants.

#### Determination of Non-Compliance

Based on the JAC's assessment of multiple factors over the course of the contract period, a grantee may be designated "non-compliant" if situations arise where the grantee is determined to be in non-compliance with two or more of these factors and fails to take corrective action after receiving formal notification from the JAC. The following factors are monitored to determine that grantees are meeting minimal standards.

Factor	Minimal Standard	Determination of Non-Compliance
<b>Responsive ness</b>	The grantee is required to respond to the JAC in each instance where the JAC is requesting information or requiring action on the part of the grantee.	<ul style="list-style-type: none"><li>• The grantee displays a pattern of unresponsiveness by either failing to communicate or communicating incomplete or inaccurate information.</li><li>• The grantee displays a pattern of failure to follow up on action items.</li><li>• The grantee displays a pattern of failing to meet critical deadlines or requires repeated coaxing to respond.</li></ul>



**COOK COUNTY  
JUSTICE ADVISORY COUNCIL**

Gun Violence Prevention and Reduction Grant Opportunities

**Application Guide**

<p><b>Scope of Work</b></p>	<p>The grantee is required to adhere to the approved scope of work as reflected in the grantee’s contract or in a subsequent approved revision of the agreed upon scope.</p>	<ul style="list-style-type: none"> <li>• The agency is not following the approved scope of services per its contract with the JAC.</li> <li>• The agency has changed the scope of work without seeking JAC approval.</li> <li>• The agency indicates that they are unable to perform the scope of work per its contract.</li> </ul>
<p><b>Budget and Expenditure of Grant Funds</b></p>	<p>The grantee is required to adhere to the approved budget as reflected in the grantee’s contract or in a subsequent approved budget revision.</p>	<ul style="list-style-type: none"> <li>• The agency is spending grant funds on items that are not included in the approved budget.</li> <li>• The agency has changed the budget without seeking JAC approval.</li> <li>• The agency significantly under-spent grant funds (i.e. more than 10% of the grant remains unexpended at the close of the contract period.</li> <li>• The agency submits unallowable expenses more than once.</li> <li>• The agency fails to return unspent funds.</li> </ul>



**Application Guide**

<p><b>Reporting</b></p>	<p>The grantee is required to follow a set reporting schedule which is communicated to the grantee upon award.</p> <p>The grantee is also expected to comply with any additional reporting requirements that may arise over the course of the contract period.</p>	<ul style="list-style-type: none"> <li>• The agency is delinquent in the submission of programmatic or fiscal reports without communication with the JAC. Delinquency in reporting is defined as follows: The grantee has not submitted a report within seven days beyond the due date and the grantee has neither offered an explanation nor been approved for an extension.</li> <li>• The agency's reports lack sufficient content.</li> <li>• The agency is not reporting on its proposed and approved outcome measures.</li> <li>•</li> </ul>
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**Consequences of Non-Compliant Determination**

If a grantee's performance is determined to be below minimal standards, the JAC will inform the grantee and offer assistance toward corrective action. If the grantee fails to make corrective actions the JAC may designate the grantee as "non-compliant."<sup>1</sup>

In the event that an organization was designated as "non-compliant" and subsequently applies for future funding, the JAC may consider this designation and past performance in determining whether to award the agency a subsequent grant.

<sup>1</sup> The JAC has enacted this policy as of 2016 and, as such, will not take into account any consideration of grantee performance occurring before 2016.



## COOK COUNTY JUSTICE ADVISORY COUNCIL

Gun Violence Prevention and Reduction Grant Opportunities

### Application Guide

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#### APPENDIX VII- ADDITIONAL CAPACITY BUILDING RESOURCES

##### Forefront

- Nonprofit Resources
- Extensive library - on demand recordings, research guides, supporting grant writing
- Standards for Excellence – resources and support in governance and management
- Mission Sustainability Initiative (MSI) - supporting collaboration and partnership
- Converge Consulting – providing low cost finance support services
- Email Doris Bowens, our Membership Manager, for more detail – [dbowens@myforefront.org](mailto:dbowens@myforefront.org)

##### Chicago Lawyers' Committee for Civil Rights

- Pro Bono Legal Services for Nonprofits and Small Businesses
- Contact: Erica Spangler Raz, Senior Counsel and Director of Pro Bono Works [espanglerraz@clccrul.org](mailto:espanglerraz@clccrul.org);
- Contact: Angela Dear, Paralegal and Program Associate [adear@clccrul.org](mailto:adear@clccrul.org)

##### Sunshine Enterprises

- Help under-resourced entrepreneurs to start or grow their business and build their communities
- <https://www.sunshineenterprises.com/>
- Contact: Phone: 312.868.0400