



COOK COUNTY JUSTICE ADVISORY COUNCIL

Gun Violence Prevention and Reduction Grant Opportunities



GRANT APPLICATION

Application Form for Fiscal Year 2022 American Rescue Plan Act (ARPA) Funded Grants addressing Gun Violence in Cook County, Illinois

Applicant Agency

Applicant's Name

(Title: Chief Executive Officer; Executive Director)

Application Advertised: March 8, 2022

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

For more information visit: 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

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



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"/> Key Personnel	Applicant must identify key personnel and/or volunteers committed to this project.
<input type="checkbox"/> 501(c)(3)	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"/> Current Certificate of Good Standing	Please see Corporation/LLC Search/Certificate of Good Standing (ilsos.gov)
<input type="checkbox"/> Copy of Articles of Incorporation	If amended from the Illinois Secretary of State, must submit Copy of Amended Articles of Incorporation
<input type="checkbox"/> Board of Directors	Applicant must include list of Board of Directors and provide their demographic data.
<input type="checkbox"/> Letters of Recommendation	Must submit 3 letters, from individuals not employed by Cook County
<input type="checkbox"/> Financial Statements	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"/> Budget Form and Budget Narrative	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"/> Designated Agency Contacts	Applicant must complete form in Appendix I Agency Designated Contacts
<input type="checkbox"/> Legal Actions Statement	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 indicate in a statement that there are no pending Legal Actions in this section.



<p><input type="checkbox"/> Conflict of Interests Statement</p>	<p>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.</p>
--	--



APPLICATION CHECKLIST (cont'd)

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

Category	Supporting Documentation
<input type="checkbox"/> Letters of Collaboration	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"/> Federal Negotiated Indirect Rate Agreement	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: cookcountyil.gov/JACGrants

The deadline for submitting the application and all attachments is:
 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



APPLICANT CONTACT INFORMATION SHEET

Applicant Name: _____

Executive Director/Chief Executive Officer Name: _____

E-mail Address: _____

Project Director/Manager Name & Title: _____

E-mail Address: _____

Phone: _____

Applicant Website Address (if applicable): _____

Total Amount Requested: \$_____

Applicant Headquarter Address: _____

Applicant Service Address: _____

City: _____ Illinois Zip Code: _____

DUNS: Number: _____

FEIN Number: _____ CFDA Number: _____

Proposed Program Geographic Cluster(s) Served (Include # and indicate Chicago or Suburb): _____

Project Title: _____

The signature below must be from the organization's authorized representative.

Signature

Date

Title



Purpose

The purpose of The JAC Gun Violence Prevention and Reduction Services ARPA Grant is to address the current surge of gun violence in Cook County by supporting 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.

Grant Opportunity Summary

Awarding Agency Name	Cook County Justice Advisory Council
Application Contact(s)	Avik Das, Juandalynn Johnson JAC.Info@cookcountyil.gov
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
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: Justice Advisory Council Grants (cookcountyil.gov)
Questions	Due date for submitting questions: 3/16/2022 All received questions and answers will be posted to the JAC website cookcountyil.gov/JACGrants 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.



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

In this section the Application should give an overview of the proposed grant application and demonstrates the Applicants ability and experience to execute the proposed project. Further information can be found in Section A of the Application Guide

1. Cover Letter - (1 page maximum, with original ink signature by the organization's chief executive officer)

- *The cover letter shall be signed by an authorized representative of the Applicant. The letter shall indicate the Applicant's commitment to provide the services proposed at the price and schedule proposed. Also, the cover letter shall identify the members of the team that comprise the Applicant. The letter shall also indicate the organizational relationship of the team members.*



2. Executive Summary, Organization Chart, & Organization Capacity - (6 pages maximum)

- *The Executive Summary should include an agency description, summary of the proposed program that highlights the key program components, activities, and key personnel who will be responsible for the services to be provided, and an organizational chart specific to the program. Applicants' description of the organization should also include the organization's track record, including history, number of employees, number of years in business, and a list of projects relevant to this Application.*

- *The agency description may include a description of your experience with programs similar to the proposed program and provide evidence of a successful track record with the administration/implementation of current and/or previous programs. It should also explain your previous experience dealing with the targeted population with specifics about how your agency helped to meet this population's needs.*

- *The Organizational Chart shall be specific to the proposed program and illustrate where the program will be housed within your organizational structure and which organizational units will manage and implement the program.*

- *Has your agency previously executed similar projects (whether with JAC or other funding)?*

CheckBox1 **Yes**
 No

*If yes, please describe the project(s) previously completed and outcome(s).
 If no, please explain how you will successfully administer this program and execute the proposed project.*



3. Subcontracting, Teaming, or Partnerships - (1 page maximum)

- *If the Application proposes to subcontract and/or team with one or more organizations, please identify each organization and their specific role in the proposed project.*



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

1. Description of Problem and Target Population - (3 pages maximum)

- Indicate specifically who the targeted populations are that will benefit from your proposed intervention strategy. Applicants must identify whether they will be serving primarily youth (age 17 and under) or adults (age 18 and older). Include a response to each of the following items.

- Specifically state and define the problem to be addressed and the geographic area in which the problem occurs. Describe the targeted geographic service area you will serve and provide current, relevant data indicating the prevalence of violence (crime rates), particularly involving firearms, levels of poverty, levels of educational attainment, and other available indicators within that target area. Data should be specific to the targeted area or neighborhood rather than the City of Chicago or Cook County as a whole).

- Specifically describe all the types of violence (must at least include gun-related violence) that your program or project will address within the proposed geographic service area. Describe the impact that these types of violence have on the proposed service area. Services should include at least one of the following service types: 1) Prevention/Support Services; 2) Victim Services; 3) Case Management; 4) Hospital Based Services; and 5) Street Outreach/Intervention;

- Explain the need for your proposed intervention and how it will successfully address the problem.

- Explain any service gaps or barriers to service access that your proposed program will address.

- Provide a detailed description of the targeted population(s) including location and, to the extent possible, demographic breakouts of your assumed participants. Provide reasons why this population is at risk of being involved in violence, including listing specific risk factors for violence involvement.



2. Proposed Program & Implementation Schedule - (6 pages maximum)

All Proposed Programs require at least one of the priorities identified in the Application Guide Key Concepts and Priorities section. Please select at least one of the following priorities that reflects the proposed program.

- 1) Prevention/Support Services;
- 2) Victim Services;
- 3) Case Management;
- 4) Hospital Based Services;
- 5) Street Outreach/Intervention;

Applicants must provide a detailed description of the proposed program including the following:

- *The activities that will be funded, how the target population will be engaged, how the proposed program addresses the identified problem in a way that ultimately results in a reduction of incidents of the types of violence targeted or reduction of the risk factors for violence involvement, and, where applicable, how the proposed program reduces contact with law enforcement, courts, jails, or prisons.*

- *The description of the proposed program should include a detailed explanation of how the intended number of participants to be served will be broken out into cohorts over the three-year funding period, and propose what would take place in the third year, if renewed.*

- *The description should also include details regarding the interventions participants will receive, the dosage of these interventions (frequency, intensity, duration, etc.), and how both the cohorts and interventions will be monitored and tracked.*

- *Each program component should be identified and explained, including the number of participants to be served and staff members involved and responsible for each program component.*

- **Collaboration and Innovation:** *Please describe how your project/organization collaborates and coordinates services to ensure clients are linked to needed services that are provided by other agencies?*



3. Implementation Schedule

- At a minimum, Applicants must include a detailed Implementation Schedule for the first year of the contract period as well as any projected changes that are anticipated for the second and third year. A full three-year schedule must be submitted.
- The Implementation Schedule should specifically plot out planning, coordination, implementation, and follow up activities on a monthly timeline (with start and completion date projections). The Implementation schedule should also include an indication of who will be responsible for each actionable item listed.

Please complete the following Implementation Schedule and provide a detailed timeline outlining specific plans and activities for completing the project.

Timeline	Activities
Year 1, Qtr 1	
Year 1, Qtr 2	
Year 1, Qtr 3	
Year 1, Qtr 4	
Year 2, Qtr 1	
Year 2, Qtr 2	
Year 2, Qtr 3	
Year 2, Qtr 4	
Year 3, Qtr 1	
Year 3, Qtr 2	
Year 3, Qtr 3	



Year 3, Qtr 4	
---------------	--

4. Goals, Objectives, and Expected Outcomes - (2 pages maximum)

Applicants must demonstrate that they have considered, and will be prepared to report on, measures that will demonstrate the degree to which the program has been successful. This should be demonstrated through the presentation of clear goals and objectives for the proposed program, as well as defined targeted outcomes. This information should include:

- **Realistic Goals:** Goals are high level statements that describe what the project will accomplish. Goals should be related to the problem description and convey the program’s final intended impact that will demonstrate that the problem has been addressed. **Please provide at least (3) goals of the proposed project.**
- **Objectives:** Objectives are the specific steps that will lead to achieving the goal. **Please provide at least (3) objectives for each goal for the proposed object.**
- **Outcomes:** Outcomes are the “achieved” results that demonstrate the degree to which the objectives have been met. Outcomes must be measurable. A successful proposal has outcome measures that are quantitative. For example, an unacceptable outcome would be “Participants will be better prepared for job placement.” This example would be considered unacceptable because there is no quantifiable measure of success that indicates what “better prepared” means. Examples of acceptable outcomes are 1) “Of those participants placed in employment, 75% will retain employment for six months or longer” or 2) 60% of those referred to the program will not be arrested during program participation.” **Please provide at least (3) outcomes for the proposed project.**
- An explanation of the process your organization will follow to measure outcomes, including an explanation of all measurement tools that will be used to collect data, the frequency of data collection, and how data will be used to report outcomes to the JAC.

Please summarize your program using the Goals, Objectives, and Outcomes Table:

Goals	Objectives	Outcomes	Number of participants to be served



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

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.*

Select at least one targeted geographic cluster for the proposed project implementation. Please refer to Section C: Key Geographic Clusters, Community Areas, and Municipalities of the Application Guide for a detailed listing.

Geographic Clusters	Community Areas/Municipalities
<input type="checkbox"/> Cluster #1 County Suburb South	Municipality _____ Municipality _____ Municipality _____
<input type="checkbox"/> Cluster #2 County Suburb West	<input type="checkbox"/> Municipality _____ <input type="checkbox"/> Municipality _____ <input type="checkbox"/> Municipality _____
<input type="checkbox"/> Cluster #3 County Suburb-wide	<input type="checkbox"/> Municipality _____ <input type="checkbox"/> Municipality _____ <input type="checkbox"/> Municipality _____
<input type="checkbox"/> Cluster #1 Chicago South	<input type="checkbox"/> Community Area _____ <input type="checkbox"/> Community Area _____ <input type="checkbox"/> Community Area _____
<input type="checkbox"/> Cluster #2 Chicago West	<input type="checkbox"/> Community Area _____ <input type="checkbox"/> Community Area _____ <input type="checkbox"/> Community Area _____
<input type="checkbox"/> Cluster #3 Citywide (includes City North)	<input type="checkbox"/> Community Area _____ <input type="checkbox"/> Community Area _____ <input type="checkbox"/> Community Area _____



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)

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

***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)

Track	Total Proposed Grant Amount	Year 1	Year 2	Year 3
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



SECTION E: RACIAL AND HEALTH EQUITY PLAN - (5 pages) (15 points)

- *How will the Applicant organization ensure equity in access to its supports/services as well as equity in outcomes?*
- *How will the proposed program address both racial and health disparities in the communities that will be served by the program?*
- *How will the proposed intervention strategy improve overall health and advance health equity by reducing disparities and/or health inequities in disparately impacted communities?*
- *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.*
- *How will members of disparately impacted communities be engaged and consulted in the planning and implementation of the intervention strategy?*
- *How will the proposed intervention be assessed to determine the impact on disparately impacted communities over time?*

Please complete the following table with demographic data on your Board, staff and clients:

RACE	# of Board Members	# of Staff Members	# of Clients
White			
African American			
Native American			
Asian			
Other			
ETHNICITY			
Hispanic/Latino			
Not Hispanic or Latino			

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

The Application must include a three-year budget that thoughtfully reflects the cost to implement the proposed program. Please complete the attached Budget and Budget Narrative in Excel. Further information on Budget Requirements and Guidance, can be found in Section F: Application Budget Development and Requirements, and Appendix V: Budget Guidance in the Application Guide.



SECTION G: APPLICATION PREPARATION AND SUBMITTAL GUIDANCE

Please be sure to submit the application no later than April 11, 2022 by 5:00pm for Track 1 and May 9, 2022 by 5:00pm for Track 2 and 3. No applications will be accepted after this time. Further guidance and instructions for submitting the grant application can be found in Section G: Application Preparation and Submittal Guidance.

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)**