



ILLINOIS  
CRIMINAL JUSTICE  
INFORMATION AUTHORITY

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Via Email

# Memorandum

**To:** Selena Tartabull, Lake County State's Attorney  
FY23 American Rescue Plan Act (ARPA) Line Item Grantee

**From:** Cydney Wessel, ARPA/VP Program Manager  
Nathaniel Bossick, Strategic Project Administrator

**Date:** June 17, 2022

**Re:** **ARPA Line Item Appropriation Anticipated Grant Award**

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**Congratulations!** Your organization has been identified to receive direct funding from the SFY23 American Rescue Plan Act (ARPA) appropriations for youth development, family and community services, or street intervention activities. **Please read through this memo carefully, as it contains information related to the funding amount, process for your anticipated grant award, and next steps.** Please assist us with streamlining our work by completing this survey:

[https://icjia.az1.qualtrics.com/ife/form/SV\\_3HPRHfP0JESFoa2](https://icjia.az1.qualtrics.com/ife/form/SV_3HPRHfP0JESFoa2)

Please direct all questions to either myself at [Nathaniel.Bossick@Illinois.gov](mailto:Nathaniel.Bossick@Illinois.gov) or Cydney Wessel at [Cydney.Wessel2@Illinois.gov](mailto:Cydney.Wessel2@Illinois.gov).

1. **Funding Amount** – The anticipated award amount will be \$450,000 Please **submit a program narrative and budget based** on this amount.
2. **Payment Options:** In addition to standard reimbursement, ICJIA has introduced Working Capital Advance and Advance Pay as additional payment options during the current fiscal year. Please see below for more details regarding Working Capital Advance and Advance Pay.
  - Working Capital Advance: Grantees who do not meet the requirements for advance pay and lack sufficient working capital may receive a working capital advance prior to submitting a monthly reimbursement request. Grantees can select this option only if they have insufficient working capital to achieve the grant deliverables.

- **Advance Pay:** Qualifying Grantees can receive payment in advance of expenditures, provided they meet the requirements outlined in the ICJIA Grantee Payment Policy. Payments are made in advance of expenditures and reconciled with actual expenses before making a subsequent advance. Please note that your agency will have to go through a financial and administrative assessment to determine if you meet the requirements for advance pay.

If you want to explore either of these options, please discuss them with your Grant Specialist so you can receive the documentation based on the option that you select.

3. **Project Period:** You cannot receive grant funds until you have a signed agreement with ICJIA. We anticipate that your project period will start between July 1, 2022 – June 30, 2023. Please make sure that you discuss the start date with your ICJIA Grant Specialist. The end date of your project is yours to choose, but must not go beyond December 31, 2026.
4. **Sub-grants:** Sub-grants, generally defined as an agreement between the grantee and another entity to implement part of a program. Note: A subcontractor is generally defined as an entity that provides services to the grantee, such as professional services.).
5. **Paying sub-grantees and subcontractors:** You must have an approved, signed contract **prior** to paying sub-grantees and subcontracts. ICJIA will only reimburse you for payments you have made to sub-grantees or subcontractors *if you have a subcontract that has been approved by ICJIA, and duly executed by your agency*. Once the sub-grant agreement or subcontract is approved by ICJIA, and subsequently signed by the Grantee and sub-grantee/subcontractor, you may report those costs to ICJIA in your Periodic Fiscal Report.
6. **GATA Prequalification, Internal Controls Questionnaire, and Indirect Costs:** Grantees must continue to ensure they are compliant with the Grants Accountability and Transparency Act (GATA), through the completion of prequalification and an Internal Controls Questionnaire (ICQ) for Fiscal Year 2023. If you have not already prequalified and completed the FY23 ICQ, please do so immediately. Also, if you plan to include indirect costs in your budget, please select your indirect cost rate in the GATU Grantee portal prior to submitting your grant documents to ICJIA.
7. **Next Steps and Due Dates:** To start the grant initiation process, we will require some documentation to be filled out and sent to your Grant Specialist. **Your grant specialist will be identified shortly.** The table below shows all the attachments that are attached to this email. Please use the contact information in the table to reach your Grant Specialist. **Documents that must be submitted**

**to ICJIA will be due by close of business (COB) Thursday June 30, 2022.** Please do not sign any of these documents – we will get your signature on these documents while we execute your grant agreement. These documents are necessary for the ICJIA Budget Committee to approve your grant, which is the first step of the grant approval process. Please note the format we will need for each document.

<b>Document</b>	<b>Submission Required?</b>	<b>Format needed for submission</b>
1. ICJIA Uniform Application for State Grant Assistance	Yes	Microsoft Word
2. Program Narrative	Yes	Microsoft Word
3a. ICJIA Uniform Budget Template	Yes	Microsoft Excel
3b. ICJIA Sample Budget	No	N/A
4. Budget Tips	No	N/A
5. Violence Prevention Allowability Guide	No	N/A
6. Fiscal Information Sheet	Yes	Microsoft Word
7. Audit Technical Assistance Info Sheet	No	N/A
8. Certifications Regarding Lobbying; Debarment, Suspension	Yes	Microsoft Word
9. EEOP and CR Certifications	Yes	Microsoft Word
10. Civil Rights Compliance Questionnaire	Yes	Microsoft Word

Please note that, if you choose to use a sub-grant or subcontract, additional documentation will be required beyond what is listed in the above table. Upon receipt and review of your program narrative and budget, we will send you that documentation as necessary.