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# Memorandum

**To:** Selena Tartabull, Administrative Specialist, Grants and Finance,  
Lake County State's Attorney's Office

**From:** Shai Hoffman, Violence Prevention Program Manager

**Date:** June 24, 2022

**Re:** **SFY23 Violence Prevention Grant Award**

Congratulations! Your organization was included for funding in the State Fiscal Year 2023 budget to receive funds for activities related to violence prevention and reduction. We will be having a required orientation for all organizations on **Thursday, July 7 at 1:00 p.m.** During this meeting, we will walk through the grant initiation process and grant requirements. We suggest that a fiscal and program staff person attend this meeting. Within the next week, you will receive a separate link for the meeting, and would request that you forward that link to anyone at your agency that needs to attend.

Below is the appropriation amount and anticipated award amount for your agency. The anticipated grant award amount is the amount you will need to budget for this program.

FY23 Appropriation Level	\$500,000.00
ICJIA Administrative Funds (100.100000000000000001%)*	\$50,000.00
<b>Anticipated Grant Award Amount</b>	<b>\$450,000.00</b>

\* ICJIA administrative funds cover the cost of managing the grant, which includes review of all grant documents, legal and fiscal review, on-going monitoring related to programmatic progress, grant reimbursement, site visits, audit review, and technical assistance.

Please note that all grants must be approved by our Budget Committee, and will be subject to review by our grant staff, legal staff, and fiscal staff. You will be assigned a Grant Specialist, who will help shepherd your grant through our process. Your Grant Specialist will be Lajuana Murphy, who can be reached at [Lajuana.Murphy@illinois.gov](mailto:Lajuana.Murphy@illinois.gov). In addition:

1. **Internal Controls Questionnaire and Indirect Costs.** Grantees must be compliant with the Grants Accountability and Transparency Act (GATA), through the completion of an Internal Controls Questionnaire (ICQ) for Fiscal Year 2023. If you have not already completed the FY23 ICQ, please do so immediately. Also, all grantees are required to complete the indirect cost rate proposal process every state fiscal year. If you plan to include indirect costs in your budget, please



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select your indirect cost rate in the GATU Grantee portal prior to submitting your grant documents to ICJIA.

2. **Pre award costs** You cannot receive grant funds until you have a signed contract with ICJIA. Pre-award costs are costs that you incur between July 1 and the date the contract is signed by ICJIA. These costs will only be allowed if all three of the following are met:
- The costs are based on the anticipated program and budget; and
  - The costs are necessary for efficient and timely performance of and the grant deliverables or milestones; and
  - the costs are necessary to meet goals, objectives and performance measures in the contract.

Costs that do not meet all three of the above will not be allowed. Further, the costs are allowable only to the extent that they would have been allowable if incurred after the date of the Award. Your grant specialist will provide additional information on pre-award costs. *2 CFR 200.458*.

3. **Payment Options.** ICJIA offers three payment options:
- **Reimbursement:** Reimbursement is provided after your submission of a monthly or quarterly Periodic Fiscal Report.
  - **Advance Pay:** Qualifying Grantees can receive payments 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 payment. However, 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.
  - **Working Capital Advance:** Grantees who do not meet the requirements for advance pay AND lack sufficient working capital may receive a working capital advance. Working Capital Advance provides two months of funds at the start of the grant (after the grant has been executed). ICJIA then reimburses for monthly expenses. As the project period winds down, reimbursement amounts also wind down to ensure that grantees have enough capital to make it through the end of the grant. Grantees are able to select this option only if they have insufficient working capital to achieve the grant deliverables.

If you want to explore Advance Pay or Working Capital Advance, please discuss them with your Grant Specialist so you can receive the documentation based on the option that you select.



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- 4. If your grant has sub-recipients or sub-contractors, there must be a signed subgrant or subcontract prior to You must have a signed an approved, signed contract to pay sub-grantees and sub-contracts.** ICJIA will not reimburse you for payments made to sub-grantees if you do not have an approved, signed contract. If you receive a working capital advance, you may not use those funds to pay subgrantees or subcontracts until there is an approved, signed contract. Once the sub-grant agreement or sub-contract is approved by ICJIA, and subsequently signed by the Grantee and sub-grantee/sub-contractor, you may include those costs in your Periodic Fiscal Report.

Attached to this email are the following documents.

<b>* ICJIA Uniform Application for State Grant Assistance</b> Please fill out all items, with the exception of Page 1.
<b>* FY23 VPR Program Narrative</b> This is the document where you will provide a narrative on your agency's background, description of your violence prevention program, and objectives to be achieved. Please submit this document in Microsoft Word.
<b>* ICJIA Uniform Budget Template</b> Please fill out the cells highlighted in blue. Submit this document in Excel.
<b>ICJIA Uniform Budget Sample</b> Please use this as an example for how the budget template should be filled out. This document doesn't need to be returned.
<b>* Fiscal Information Sheet</b> With the exception of the Grant Number, please fill out the rest of this document. It should be submitted in Word.
<b>Audit Technical Assistance Information Sheet</b> This document helps explain the independent audit requirements. It does not need to be returned to ICJIA.
<b>Budget Allowability Guide for Violence Prevention</b> This document provides a list of items that are and are not allowable. Please note this list is not exhaustive. Also note that some items may be allowable in some situations, but not others. Make sure to discuss any questions with your Grant Specialist.
<b>Food Policy for State Grants</b> This document is being provided if you wish to purchase snacks or food as part of your program. Please make sure that the food you are purchasing is necessary and reasonable, based on the information in the policy.

*\*\*Please note that sub-grantees and subcontractors will require additional documentation beyond what is listed in this memo. If you will be using sub-grantees or*



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*subcontractors, we will send you the required documentation upon receipt of your budget.*

The starred items in the table above must be returned to Lajuana Murphy at Lajuana.Murphy@illinois.gov **no later than July 8, 2022**. Please **do not** sign any of the documents, as we will request that they be signed at the same time you sign the grant agreement.

We look forward to working with you to ensure a successful violence prevention program. Please reach out to your Grant Specialist with any questions.