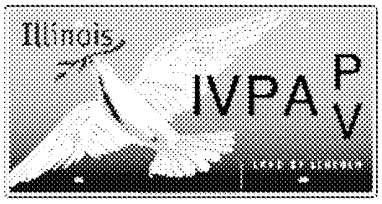
ILLINOIS VIOLENCE PREVENTION AUTHORITY

REQUEST FOR RENEWAL APPLICATION PROPOSALS

NEIGHBORHOOD RECOVERY INITIATIVE

CHICAGO/CICERO/MAYWOOD



Illinois Violence Prevention Authority
100 West Randolph, Room 4-750
Chicago, Illinois 60601
(312) 814-8244
FAX: (312) 814-1108
www.ivpa.org

ILLINOIS VIOLENCE PREVENTION AUTHORITY

August 1, 2011

Neighborhood Recovery Initiative

Chicago/Cicero/Maywood

Renewal Application Package Contents

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DAKI0061267

REQUEST FOR PROPOSALS

NEIGHBORHOOD RECOVERY INITIATIVE

Notice of Proposal Due Date

Title: Neighborhood Recovery Initiative

Issued By: Illinois Violence Prevention Authority

Proposal Due Date: **Friday, September 9, 2011 by 5:00 p.m.**

Proposals should be addressed to:

ATTN: Lorri Jenkins
NRI Program Director
Illinois Violence Prevention Authority
100 West Randolph Street, Room 4-750
Chicago, IL 60601

Do not fax your proposal.

Eligible Applicants: Current Lead Agencies from Target Communities in Chicago, Cicero and Maywood (see page 2)

Funding Period: October 16, 2011 – June 30, 2012 (8.5 month extension of current contract period ending October 15, 2011)

Maximum Funds Available: $838, 545

$141,670	Lead Agency for 8.5 mo (10/16/11 -6/30/12)
103,125	SBC for 4.5 mo*
93,750	Reentry for 4.5 mo*
400,000	M+J for spring/summer 2012
100,000	PLAN for spring/summer 2012
$838,545	

*Subcontracts will be extended for 7.5 months to end at 6/30/12. Lead Agencies already have three (3) months of funds on hand for these components; only 4.5 months of additional funding is needed to extend contracts for 7.5 months.

Applicants Conference Call: **10 am-11am Wednesday, August 17, 2011**
Conference Call In Number: [redacted] **Access Code:** [redacted]

DAKI0061268

RENEWAL APPLICATION

NEIGHBORHOOD RECOVERY INITIATIVE

I. IVPA Background

The Illinois Violence Prevention Authority (IVPA) was created by the Illinois Violence Prevention Act of 1995. The Act acknowledged the need for a comprehensive, collaborative approach to violence prevention and authorized IVPA to "plan, coordinate, fund and evaluate public health and public safety approaches to violence prevention in the state."

IVPA is a state agency governed by a board that is co-chaired by the Illinois Attorney General and the Director of the Illinois Department of Public Health. Its members include the directors or designees of state agencies, private sector members from the health, criminal justice, civic, and victim service arenas, and the chair of the IVPA Youth Advisory Board.

The Act directs IVPA to administer grant programs that make funding available for community-based and statewide collaborative efforts (multi-disciplinary, multi-sector) that address various components of a comprehensive approach to violence prevention:

For more information regarding IVPA, please visit our web site at www.ivpa.org.

II. Neighborhood Recovery Initiative

The Neighborhood Recovery Initiative (NRI), initiated by Governor Quinn in the fall of 2010, is administered by the Illinois Violence Prevention Authority and is being implemented in twenty-three communities in the Chicago area. The goal of the Initiative is to reduce risk factors and promote protective factors associated with violence through:

1. Creation of jobs for community youth, adults and professionals that promote community wellness and healthy behaviors, youth and parent leadership, and healthy, caring community environments.

2. Provision of a wide range of community-based services for youth and young adults including: social, emotional and job skill development; case management, trauma - informed counseling for students in need of early intervention; mentoring; and tutoring and other school supports that enhance young people's ability to succeed in school, in their community and in life.

Target Communities

The Neighborhood Recovery Initiative will continue to be implemented within a pre-selected group of specific communities, listed below. The eligible communities have high rates of poverty, violent crime, domestic distress and clear indicators of youth who are not positively engaged with their schools or communities. **Only Lead Agencies currently funded to implement NRI in the following Chicago area communities are eligible to submit a renewal application for NRI Funds:**

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Albany Park	Pilsen-Little Village
Auburn Gresham	Rogers Park
Austin	Roseland
Brighton Park	South Shore
East Garfield Park	West Chicago (Gage Park, Chicago Lawn)*
Englewood	West Garfield Park
Grand Boulevard	Woodlawn
Greater Grand Crossing	
Humboldt Park	Cicero
Logan Square	Maywood
North Lawndale	South Suburbs (3)

Lead Agencies

The Neighborhood Recovery Initiative is implemented through Lead Agencies selected in 2010 and awarded 12 months of NRI funding for year one of the Initiative. Each Lead Agency is responsible for managing and coordinating the overall implementation of NRI in their community area. Specific functions include:

1. Employ Lead Agency Project staff, including a full-time Project Manager and a minimum 50% time fiscal/contracts person (as specified in the Program Requirements section of the RFP) who will work together to manage the programmatic and fiscal aspects of the Initiative.

2. Create and work with an Advisory Committee that advises on the overall direction of the Initiative in the community and assists in identifying and recommending partner organizations for funded roles in implementing the program components.

3. Subcontract with partner organizations to deliver specific program components using subcontract templates provided by IVPA.

4. Convene regular meetings with subcontracted organizations to assure implementation progress and to maximize coordination among the program components.

5. Work with IVPA and technical assistance providers to implement the program components using NRI approaches and models as specified by IVPA.

6. Participate in technical assistance, training and networking activities as required.

7. Monitor Lead Agency and subcontractor program and fiscal status on a quarterly basis and submitting quarterly reports to IVPA in accordance with the timeline specified in the Lead Agency grant agreement and component subcontracts.

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8. Participate in NRI evaluation activities as required, including monitoring subcontractor use of the NRI data system, and generating and submitting data system reports on program activity.

Renewal Application

Through this Renewal Application, Lead Agency contracts will be extended through June 30, 2012 and are eligible to receive $838,545 in additional funds allocated as follows:

$141,670	Lead Agency staffing and other costs associated with managing the Initiative for the 8.5 month period (10/16/11 - 6/30/12)
103,125	School Based Counseling (SBC) component subcontractor costs for 4.5 months of the 7.5 month extension period (11/16/11 - 6/30/12)*
93,750	Reentry component subcontractor costs for 4.5 months of the 7.5 month extension period (11/16/11 - 6/30/12)*
400,000	Mentoring Plus Jobs component for spring/summer 2012
100,000	PLAN component for spring/summer 2012
$ 838,545	Total available through renewal application ($141,670/Lead; $696,875/components)

*Subcontracts will be extended for 7.5 months to end at 6/30/12. Lead Agencies already have three (3) months of funds on hand for these components; only 4.5 months of additional funding is needed to extend contracts for 7.5 months.

The amount of additional funds provided may be reduced later in the contract period once unexpended funds from the first contract period have been accounted for and factored into the amount of additional funds actually needed to implement the program during the extension period (i.e., if the fiscal report for the end of the first contract period for Lead Agencies and subcontractors indicates that a specific amount of funding was not expended during the first contract period, and is therefore available for expenditure in the extended period, the amount of new funds awarded will be reduced accordingly).

Program Components

The following Program Components of the Neighborhood Recovery Initiative will continue to be implemented in each community through subcontracts between the NRI Lead Agencies and partner agencies:

Program Component	Description	Annualized Budget
Mentoring Plus Jobs (MEE Model)	Provides 80 youth in each community with part time jobs as peer educators, mentoring, and communication skills. Mentors (16) and coordinators (3) are hired part time	$400,000

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Parent Leadership (MEE Model)	Provides 50 parents in each community with leadership, empowerment and self-care skills that enable them to be community leaders, educators and mentors for other parents. Participating parents and 1-2 coordinators are hired part time.	$100,000
School Based Counseling	Provides funds for trained community providers to provide school-based early intervention and trauma-informed counseling services for students.	$275,000
Reentry Program	Provides/expands reentry services for youth and young adults returning to the community from correctional facilities.	$250,000

Program Requirements

Agencies awarded funds under the Neighborhood Recovery Initiative must meet the following Program Requirements. Grantees must:

1. Serve as Lead Agency for the Initiative in their community, responsible for overall management of the Initiative and for performing the Lead Agency functions outlined on pages two and three of the RFP.

2. Develop and maintain a broad-based Advisory Committee comprised of community organizations, service providers, faith-based groups, parents, youth, business leaders and civic leaders to provide input on the implementation of the Initiative in the community, including assisting with identifying and recommending provider partners.

3. Employ a full-time project coordinator and a minimum 50% time fiscal/contracts manager.

4. Identify, collaborate and subcontract with other community-based partner organizations to implement at least three (3) or more of the program components. In addition to managing the Initiative as a whole, the Lead Agency may implement no more than one (1) of the Program Components.

5. Maintain ongoing participation in Initiative technical assistance, training, networking, and evaluation activities.

III. Proposal Content

Applicants must submit a proposal that contains the information outlined below. Each section must have a heading that corresponds to the headings listed below. Sections do not need to begin on new pages.

The Proposal Narrative must be typed on white, 8 ½" x 11" paper using 12-point font or larger, double-spaced (max. 23 lines per page) with one-inch margins. Section A may not

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exceed one page. Section A may not exceed ten pages; recommended page limits for each section are provided as a guideline. Sections B -D are not included in the ten page limit. Charts may be included in the Narrative and may be single-spaced. Footnotes may extend into the one-inch margins for citation purposes only.

A. Proposal Narrative (10 pages maximum)

1. Describe the NRI community and any selected neighborhoods that directly benefit from the NRI program.

2. Describe in moderate detail how the agency has performed <u>each of the eight (8) required functions</u> listed on pages two and three of the RFP, including the following:

    a. Indicate any changes in Lead Agency personnel and attach resumes for any staff for whom resumes have not already been submitted.
    b. Indicate any changes in Advisory Committee membership and attach a current list of members and their affiliations.
    c. List the current Coordinating and Providing Partners for each of the four NRI components. If there have been or there are anticipated changes in partners or partner roles, describe the changes in partners or roles, and provide a brief rational for the changes. If there are any anticipated changes in partners or roles, provide the same information.

3. Indicate the applicant's willingness and commitment to continue to comply with each of the program requirements specified on page four.

4. Describe the Lead Agency's plan for managing the Initiative during the next contract period, including a staffing plan (must include a full-time Project Coordinator and at least a 50% time fiscal/contracts manager). Identify and describe the major functions of Lead Agency staff responsible for the management of the Initiative (this does not include staff who will be hired to implement any Program Component that the Lead Agency might implement). Indicate who will supervise the Project Coordinator and where within the agency's structure the NRI Program will nest.

5. Highlight major accomplishments of the applicant's NRI Program during the first nine months of the Initiative and identify any major challenges experienced and how these have been or will be addressed.

B. Budget and Budget Justification

Using the forms provided, please **submit a budget for the contract extension period that totals $838,545** and includes the following items and totals:

1. Line item costs for personnel services, including a breakdown of costs for fringe benefits, contractual services, supplies, travel, and equipment costs associated with the Lead Agency functions (total available for contract extension period is $141,670). Please note changes to Contractual Services Category described below.

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2. Total allocated for Program Components. **Include the total available for each of the Program Components as outlined on page three of the RFP).** Detailed budgets for the Program Components will be developed and finalized during the subcontract process.

3. Sources and amount of applicant and other funds to be utilized for the proposed activities, if any.

4. Three (3) vendor quotations for equipment costs in excess of $1,000.

5. Budget justification that details the line item costs and specifies how the costs were calculated.

C. Budget Forms — use the Excel document sent electronically with the RFP.

1. Complete the budget forms included in the packet. If needed, additional photocopies of the form can be made.

2. The budget forms for both Lead Agency and subcontractor budgets have been revised to more clearly reflect contractual employees. There is no longer a contractual employee line under the Contractual Services budget sub-category. Contractual employee costs are now included in the Personnel and Fringe lines and are detailed on the personnel detail page with the ability to reflect any unique fringe arrangements that are different from regular employees. NRI program staff, such as project coordinators, clinicians, case managers, etc. can be either regular or contractual employees, but may <u>not</u> be independent contractors. Independent contractors, for example a payroll service, or a contracted IT support person, should be included in the contractual services line of the contractual services budget sub-category.

3. Instructions are included in the Excel document.

D. Forms and Attachments

1. Cover Sheet—detach and complete. Instructions for completing the Cover Sheet are provided on the back of the form. The Cover Sheet should be the first page of the application packet.

2. General Assurances—detach, read and sign. Include it in the application packet following the letters of collaboration.

3. Web Site Permission Form—detach and complete.

4. Current Certificate of Good Standing from the Secretary of State's Office.

5. Documentation of current IL Attorney General Charitable Trust Registration Number.

6. Completed Budget Pages.

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7. Application Checklist—detach and complete. Once the application is complete, use the checklist to assure that all components are included in the application packet that is to be submitted.

The entire application (an original and 3 copies) must be received on or before 5:00 PM, September 9, 2011, at 100 W. Randolph St., Rm. 4-750, Chicago, IL 60601 (ATTN: Lorri Jenkins).

IV. Scoring and Award Criteria

Eligible applicants will be reviewed on the extent to which they meet the criteria outlined in the Program Plan and to the extent that a satisfactory budget is submitted. If information is missing or unclear, IVPA may request additional information from the applicant.

Applications will receive a maximum of 100 points, distributed as follows:

Community Area and Population to be Served	15 points maximum
Performance of Lead Agency Functions	40 points maximum
Statement of Compliance with Program Requirements	20points maximum
Management and Staffing Plan	20 points maximum
Budget	5 points maximum
100 POINTS MAXIMUM	

Final selection of applications for award of funds will be accomplished through a multi-stage process:

- Applications will be reviewed for completeness. Any missing information will be immediately requested. Missing information or delays in response to requests for missing information may result in a late or reduced award or no award.
- Each application will be reviewed and scored on the extent to which the requested information was provided, the appropriateness of the narrative in the Program Plan, and whether a satisfactory budget was submitted.
- Applications meeting a minimum fundable score will be considered for renewal funding.
- IVPA may negotiate with applicants the final grant award amount or any specific line-items listed in the budget pages.
- Final funding decisions will be made by the IVPA Board of Directors.

V. Contacts

For additional information, please call or email the following IVPA staff members:

Reshma Desai	Lorri Jenkins
Director of Grant Programs	NRI Program Director
(312) 814-1708	(312) 814-8247
reshma.desai@illinois.gov	lorri.jenkins@illinois.gov

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VI. Submission Instructions

Submit **one original and two copies** of the completed application to:

Lorri Jenkins
NRI Program Director
Illinois Violence Prevention Authority
100 West Randolph Street, Room 4-750
Chicago, IL 60601

Applications must be received by 5:00 PM, September 9, 2011.

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APPENDIX A
ALLOWABLE COSTS FOR REIMBURSEMENT UNDER IVPA AGREEMENT

To be reimbursable under an IVPA Grant Agreement, expenditures must:

a. Be necessary and reasonable for proper and efficient administration of the program and not be a general expense required to carry out the overall responsibilities of the agency.

b. Be authorized or not prohibited under federal, state, or local laws or regulations.

c. Conform to any limitations or exclusions set forth in the applicable rules, program description, or grant agreement.

d. Be accorded consistent treatment through application of generally accepted accounting principles appropriate to the circumstance.

e. Not be allocable to or included as a cost of any other state or federally financed program in either the current or a prior period.

f. Be net of all applicable credits.

g. Be specifically identified with the provisions of a direct service or program activity.

h. Be an actual expenditure of funds in support of programs activities, documented by check number and/or internal ledger transfer of funds.

Examples of allowable costs include the following. This is not meant to be a complete list, but rather specific examples of items within each line item category.

A. Personnel:

Gross salary paid to agency employees and contractual employees directly involved in the provision of program services. Employer's portion of fringe benefits actually on behalf of direct services employees; examples include FICA (Social Security), life/health insurance, Workers Compensation insurance, Unemployment insurance and pension/retirement benefits.

B. Contractual Services:

Conference registration fees
Contractual Services (Independent Contractors)
Repair & maintenance of furniture and equipment
Postage, postal services, UPS, or other carrier costs
Software for support of program objectives
Subscriptions
Training and education costs
Bus Rental

Allocations of the applicable portion of the following costs are allowable only if the allocation methodology is approved as part of the application process.

Rent or lease of space or facilities
Utility costs
Insurance
Copy machine rental or lease

C. Program Subcontracts

The total budget for the Program Components should be included in the Program Subcontractors section.

D. Travel

Mileage (at state rate unless specifically noted otherwise)
Airline or rail transportation expense
Lodging
Per diem or meal costs
Operation costs of agency-owned vehicles

E. Commodities (Supplies)

Office supplies
Medical supplies
Educational and instructional materials and supplies, including booklets and pre-printed pamphlets
Household, laundry and cleaning supplies
Parts for furniture and office equipment
Equipment items costing less than $100 each
Books, films, and videos
Reference and training materials and exhibits

F. Printing (include in Supplies)

Letterpress, offset printing, binding, lithographing services
Photocopy paper, other paper supplies
Envelopes, letterhead, etc.

F. Equipment

Items costing over $100 each with useful life of more than one year. Cost shall include all freight and installation charges.
Office equipment and furniture
Three (3) vendor quotations for equipment costs in excess of $1,000 are required.

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G. Telecommunications (include in Contractual Services)

Telephone services
Answering services
Repair, parts and maintenance of telephones and other communication equipment

Non-allowable costs include, but are not limited to:

Alcoholic beverages
Bad debts
Contingencies or provision for unforeseen events
Contributions and donations
Debt retirement
Entertainment, exclusive of incentives to encourage target-group participation
Fines and penalties
Gratuities
Indirect cost plan allocations, except in cases where fiscal agent is applicant
Interest and financial costs
Legislative and lobbying expenses
Real property payments or purchases

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APPENDIX B
VIOLENCE PREVENTION DEFINITIONS

IVPA uses the following definitions for planning and grant-making purposes:

Violence: According to the Centers for Disease Control, violence is threatened or actual use of physical force or pressure against another person, oneself or a group/community that results in, or has a high likelihood, of resulting in injury (physical or psychological), death and/or deprivation. Violence includes interpersonal violence such as assault, rape, domestic violence, child abuse, elder abuse, youth violence, gang violence, and hate violence, as well as suicidal acts. When violence is fatal it results in suicides or homicides.

***Prevention*:** In a public health model, prevention may be defined as primary, secondary or tertiary, and is directed at reducing risk factors and promoting protective factors. Initiatives need to be resourced and implemented at all levels (primary, secondary and tertiary) if violence is to be effectively reduced and prevented.

Primary Violence Prevention: Broad-based efforts that affect conditions, norms and values related to violence so as to prevent violence from occurring. These efforts should reduce risk factors and/or enhance protective factors associated with violence behavior.

Secondary Violence Prevention: Efforts directed at decreasing the likelihood of violence targeted to individuals and groups who are at increased risk for victimization and perpetration of violence.

Tertiary Violence Prevention: Interventions targeted to individuals who have committed and/or survived violence to prevent recurrence of future violence.

Risk Factors: Individual, family and community factors that **increase** the likelihood of violence, such as childhood exposure to violence.

Protective Factors: Individual, family and community factors that **reduce** the likelihood of violence, such as healthy parent-child bonding.

Public Health Approach: Prevention efforts based on a process that defines the problem, identifies causes, develops and tests interventions, organizes needed resources, and measures the effectiveness of interventions; efforts that are comprehensive, multi-disciplinary and general population oriented; efforts that work to reduce the individual, family, community and societal risk factors associated with violence or that enhance the protective factors that reduce the likelihood of violence.

Examples of primary prevention include school-based conflict resolution programs; public awareness efforts that seek to change norms and values related to violence; efforts that promote non-violent relationships and child rearing; after-school programs that promote positive youth development; and efforts that reduce children's exposure to violence in the media.

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Examples of secondary prevention (efforts targeted at high-risk groups) include after-school programs for high-risk youth that teach self-control, conflict resolution and/or drug/gang/weapon avoidance; dating violence prevention programs directed at youth from violent homes; and home visiting programs for young, single mothers at risk for child abuse.

Public Safety Approach: Efforts that increase personal and community safety so as to prevent violence from occurring. These efforts are generally directed at increasing personal, property and environmental safety.

Examples of primary prevention include efforts that engage justice system professionals in prevention strategies; community policing prevention programs; self-defense classes; safe havens for children and youth; reduction in illegal use and unsafe storage of firearms; and prevention of gang and illegal drug activity.

Examples of secondary prevention (efforts targeted at high-risk groups) include violence prevention programs for delinquent youth offered through the juvenile justice system; neighborhood watches/patrols in high crime areas; community policing programs targeted at high-risk youth; and self-defense classes for workers in workplaces that have a high risk for violent incidents.

Combined Public Health and Public Safety Approach: Efforts that engage justice system professionals with health, human service and education professionals and citizen leaders in the planning, design and delivery (where appropriate) of violence prevention programs; efforts that help create personal and community safety while educating about violence prevention.

Examples include multi-disciplinary coalitions that are focused on planning, implementing and evaluating violence prevention programs, such as safe haven recreational programs that also teach conflict resolution and firearm/drug/alcohol avoidance; programs that promote youth leadership in community policing prevention programs.

Collaborative Approach: Ongoing, structured efforts that engage community institutions, professionals and citizens in exchanging information, modifying policies and practices, sharing resources and enhancing the capacity of participants to conduct comprehensive and complementary violence prevention approaches.

Comprehensive Approach: Efforts that use data analysis and assessment processes to define and describe the full scope of need, and that use planning processes to develop, prioritize, and implement short and long term violence prevention strategies that address that need.

Technical Assistance: Activities that provide information, skills development and assistance to individuals, organizations and systems on the prevention of all forms of interpersonal violence. These activities should focus on best practices in violence prevention, on program planning, design, implementation and evaluation, and community mobilization and coalition-building. Technical assistance activities should be provided on a statewide, regional and local basis, as appropriate, and may include workshops, conferences, resource information and consultation.

Evaluation: Documented assessments of the program development process and program outcomes. The evaluation process must conform to generally accepted evaluation procedures.

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FORMS

APPLICATION COVER SHEET

ILLINOIS VIOLENCE PREVENTION AUTHORITY
FY 12 NEIGHBORHOOD RECOVERY INITIATIVE RENEWAL GRANTS

1. **APPLICANT ORGANIZATION:**

NAME: _____

_____

ADDRESS: _____

CITY: _____

ZIP CODE: _____

TELEPHONE: _____

FAX NO.: _____

WEB SITE: _____

FEIN NO. (TIN): _____

ILLINOIS CHARITABLE TRUST REGISTRATION NUMBER: _____

_____

CHIEF EXECUTIVE OFFICER:

_____

TELEPHONE: _____
EMAIL: _____
CHIEF FINANCIAL OFFICER:

_____

TELEPHONE: _____
EMAIL: _____

2. **DATE OF SUBMISSION:**

_____ _____ _____

Month Day Year

3. **AMOUNT REQUESTED:**

_____

4. **ORGANIZATION TYPE:**

- ❑ Government Entity
- ❑ Non-Profit Corporation*
- ❑ Tax Exempt Org. (e.g. IRC 501 (c) (3))*

*Must provide documentation of current status.

5. **GEOGRAPHIC AREA SERVED:**
(See List of Eligible Communities)

Community: _____

6. **COUNTY(-IES) SERVED:**

_____

7. **LEGISLATIVE DISTRICTS:**

U.S. House of Representatives: _____

State House: _____

State Senate: _____

8. **IMPORTANT NOTICE:**
This state agency is requesting disclosure of information that is necessary to accomplish the statutory purpose as outlined under 30 ILCS 105/1 et seq. Failure to provide this information may prevent this form from being processed.

9. **APPLICANT CERTIFICATION:**
To the best of my knowledge, the date and statements in this application are true and correct. The applicant organization agrees to comply with all state/federal statutes and rules/regulations applicable to the program.

AUTHORIZED OFFICIAL:

_____
Typed Name

_____
Title

_____
Signature Date

INSTRUCTIONS FOR COMPLETING COVER SHEET

The Application Cover Sheet MUST be the front page of the proposal.

1. Provide applicant name and address as it is to appear in the contracts for services that will be developed for successful applicants. You must supply the names of the chief executive officer and chief financial officer of the agency. Additional Program and fiscal contract information is requested in the FORM section. If another agency will serve as fiscal agent for the program, supply that agency's name, as well, and clearly indicate its status as fiscal agent.

   TIN Number: Provide your nine-digit federal Taxpayer Identification Number (also known as the Federal Employer Identification Number, or FEIN) or the state assigned Governmental Unit Code. ***Governmental agencies (county or municipality) should use the Governmental Unit Code, which generally begins with 20 or 30; non-governmental agencies or multi-county agencies should use the FEIN, which generally begins with 36 or 37.*** If another agency will serve as fiscal agent for the program, supply that agency's TIN/FEIN, and clearly indicate that it is the fiscal agent's TIN/FEIN.

   ILLINOIS CHARITABLE TRUST REGISTRATION NUMBER: Tax-exempt non-profit organizations must register with the Illinois Attorney General's Charitable Trust Office. See: http://www.illinoisattorneygeneral.gov/charities/file_require.html, for more information.

2. Enter the date the application was forwarded to the Illinois Violence Prevention Authority.

3. Specify the total amount of funding you are requesting from IVPA (not including matching funds or other funding).

4. Mark (X) to indicate your type of organization. Documentation of current status such as a Certificate of Good Standing from the Secretary of State or other comparable proof of status must be provided for all applicants other than governmental entities.

5. Indicate which of the eligible applicant communities your program will serve.

6. List all counties served by your program.

7. Provide the appropriate district numbers (not names) for the area(s) to be served by your program. If your program service area is only a certain portion of the City of Chicago, you should list only the related Districts.

   The Secretary of State's Illinois Blue Book and Illinois Handbook of Government are the best resources for properly identifying your state legislative districts. Each can be downloaded from the Secretary of State's web site at www.sos.state.il.us. Once at that website, go to Publications, then State Government and then click on either the Illinois Blue Book or Illinois Handbook of Government links. The maps in each book outline the US Congressional District and State House and Senate Districts.

9. Provide the name and title of the person authorized to enter into contracts or otherwise obligate the agency to provide services. This information will be used for the signature block for contracts offered to successful applicants.

   The signature of the "Authorized Official" certifies compliance with all requirements as described in the Request for Proposal, applicable program rules and regulations, and applicable state and federal rules and regulations.

ILLINOIS VIOLENCE PREVENTION AUTHORITY
GENERAL ASSURANCES

A. The undersigned, a duly authorized official of the applicant agency, hereby certifies:

1. That the applicant has not been (i) convicted of bribery or attempting to bribe an officer of employee of the State of Illinois, nor (ii) made an admission of guilt of such conduct which is a matter of record; nor (iii) has an official, agent, or employee of the applicant committed bribery on behalf of the applicant and pursuant to the direction or authorization of a responsible official of the applicant.

2. That if the applicant is a charitable organization subject to the Charitable Trust Act, (760 ILCS 55/1), or the Solicitation for Charity Act, (225 ILCS 460/1), that all information required by the statutes referenced herein has been filed with the Illinois Attorney General.

3. That the applicant has not been barred from contracting with a unit of state or local government as a result of violation of bid-rigging or bid-rotating provisions in the Criminal Code of 1961. (720 ILCS 5/33 E-3, 5/33E-4, 5/33E-11)

4. That the applicant is not prohibited from selling goods or services to the State of Illinois because it pays dues or fees on behalf of its employees or agents, or subsidizes or otherwise reimburses them, for payment of their dues or fees to any club which unlawfully discriminates. (775 ILCS 25/1,25/2)

5. That no Federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of a Member of Congress in connection with the awarding of any Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, loan, or cooperative agreement.

6. Compliance with all provisions of the Drug Free Workplace Act. (30 ILCS 580/1)

7. That the applicant is not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency. (45 CFR 75).

B. Further, if funded, the applicant agrees:

1. That the programs (s) shall be implemented within three (3) months of the execution date of the grant agreement. Funds for programs not implemented within three (3) months may revert to unawarded status, unless a written extension request is submitted and approved in writing by the Illinois Violence Prevention Authority.

2. That all services provided through the grant shall be made available without discrimination on the grounds of age, handicap, race, creed, religion, sex, marital status, national origin or duration of residence.

3. To allow periodic on-site review of the applicant's programs and records and audits, including those of authorized subcontractors, by the staff of the Illinois Violence Prevention Authority or their authorized representatives.

4. To submit performance reports to the Illinois Violence Prevention Authority within fifteen (15) days of the end of each reporting period as specified in the applicable program description. The final annual

report shall be submitted to the Illinois Violence Prevention Authority within thirty (30) days of the end of the award period. All other specified reports shall be submitted within identified time lines.

5. To expend funds in accordance with the contracted budget, or with accordance to IVPA re-allocation procedures.

6. To maintain forms used to authorize services paid from project funds. Forms shall show the services authorized, date of authorization, and the amounts expended for the specific approved services.

7. To make every reasonable effort to expend the entire grant allotment within the grant period in accordance with the contract or approved re-allocation request.

8. To notify IVPA prior to the end of the grant period if grant funds will not be spent within the grant period.

9. To maintain complete records of all services and receipts and disbursements relative to the project and agrees to make all such records available to the Illinois Violence Prevention Authority in accordance with the Fiscal Control and Internal Auditing Act and OMB Circular A-128 or OMB Circular A-133, whichever is applicable.

10. To maintain, for a minimum of three (3) years after the completion of the award period, adequate books, records, audits and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds in conjunction with the award; all books, records, audits and supporting documents related to the award shall be available for review and audit by the Illinois Violence Prevention Authority or the Auditor General; and the applicant agrees to cooperate fully with any audit conducted by the Illinois Violence Prevention Authority or the Auditor General and to provide full access to all relevant materials. Failure to maintain the books, records, audits and supporting documents required by this section shall establish a presumption in favor of the State for recovery of any funds paid by the State under the grant award for which adequate books, records, audits and supporting documentation are not available to support their purported disbursement.

11. Not to utilize the services of a subgrantee to fulfill obligations without the prior written consent of the Illinois Violence Prevention Authority, and prior written approval by the Authority of all subcontracts.

12. To comply with provisions of the Illinois Purchasing Act prohibiting conflict of interest. (30 ILCS 505/11.1, 505/11.5)

13. To act in compliance with Article 2 of the Illinois Human Rights Act (775 ILCS 5.1-101) and with 44 Ill. Adm. Code 750.APP.A.

14. To comply with the Federal Civil Rights Act of 1964, the Federal Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the American with Disabilities Act of 1990, and all other federal and State of Illinois laws, regulations or orders which prohibit discrimination because of race, color, religion, sex, national origin, ancestry, age, marital status, or physical or mental handicap.

15. Grant funds shall be used in addition to, rather than in lieu of, existing local or other State or federal funds currently available for the purposes approved in the grant award. Existing funds which are currently available are those which have been available at least during the period immediately preceding the period for which funds are being requested and will also be available during the period for which the funds are being requested.

16. That information acquired or produced pursuant to the grant shall not be published, disseminated, or otherwise released without prior review and written approval of the Illinois Violence Prevention Authority.

C. In addition, the applicant understands:

1. That any award resulting from this application may not be sold, assigned, or transferred in any manner and that any actual or attempted sale, assignment, or transfer shall render the award null, void and of no further effect.

2. That any award resulting from this application is not subject to the State Employees Indemnification Act. (5 ILCS 350/1)

3. That the application and any subsequent award may not be amended or revised without prior written approval of the Illinois Violence Prevention Authority.

4. That all intellectual property and all documents, including data, reports, and all other work products produced by the applicant using grant funds shall become and remain the exclusive property of the Illinois Violence Prevention Authority, and shall not be copyrighted, patented, or trademark registered by the applicant except as authorized by the Illinois Violence Prevention Authority in a separate contract.

_____
Signature of Authorized Official

_____
Applicant Agency

_____
Date

ILLINOIS VIOLENCE PREVENTION AUTHORITY
FY 12 REQUEST FOR PROPOSALS

WEB SITE PERMISSION FORM

The IVPA web site (www.ivpa.org) lists all currently funded programs, including the agency name, contact information and a brief description about the funded program. In addition, we provide links to the web sites of our funded programs.

If your agency has a web site, please provide the following information specifying your agency's web site address as well as who we should list as the contact person if anyone has questions or wants further information regarding your program.

If your agency does not have a web site, please write "None" on the Web Site Address line below and provide the remaining information as you would like it to appear on the IVPA web site.

If your program is funded, this information will be added to the IVPA web site. Please sign the bottom of this page to permit us to link our web site to yours.

Web Site Address: _____

Agency Name: _____

Contact Name: _____

Address: _____

_____

Email: _____

Phone: _____

Fax: _____

I give the Illinois Violence Prevention Authority permission to post a link to our agency's web site on the IVPA web site. I also give the Illinois Violence Prevention Authority permission to use our logo on the IVPA web site.

Signature:_____

Printed/Typed Name:_____

Date: _____

Illinois Violence Prevention Authority
Renewal NRI Applicant Contact Sheet

In order to ensure that we have complete contact information for all grant recipients, IVPA is asking all renewal applicants to provide the information requested below.

Grantee Agency: _____

Grantee Agency FEIN#: _____

1. **Who will be responsible for preparing and submitting quarterly fiscal reports?**

   Name: _____

   Title: _____

   Agency: _____

   Address: _____

   Phone: _____ Fax: _____

   Email: _____

☐ The above information is new and different from previously submitted grantee contact information

2. **Who will be responsible for preparing and submitting quarterly data/progress reports?**

   Name: _____

   Title _____

   Agency: _____

   Address: _____

   Phone: _____ Fax: _____

   Email: _____

☐ The above information is new and different from previously submitted grantee contact information

ILLINOIS VIOLENCE PREVENTION AUTHORITY

FY 12 COLLABORATIVE VIOLENCE PREVENTION GRANTS
REQUEST FOR PROPOSALS

APPLICATION CHECKLIST

Please verify that you have included the following items in your proposal. Place an X next to each item that has been included in the application packet and sign at the bottom of this page. The application should be assembled in the order these items are listed. Place your completed and signed Application Checklist **at the end** of your application packet.

_____ Completed cover sheet (indicating that the applicant is an eligible organization type);

_____ Ten-page (maximum) Proposal Narrative, double-spaced (max. 23 lines per page) in 12- point font with 1-inch margins on all sides (charts do not need to be double-spaced)

_____ Budget Forms and Budget Justification

_____ Signed General Assurances Form

_____ Web Site Permission Form

_____ Current Certificate of Good Standing from Secretary of State's Office

_____ Documentation of current registration with the IL Attorney General's Charitable Trust Office

_____ Updated NRI Lead Agency Staff Contact Sheet

_____ One signed, original copy of the entire application package (including all forms and budget pages) fastened with a binder clip; and

_____ Two photocopies of the entire application packet, each fastened with a binder clip.

The individual who verified the completeness of the application packet should sign below:

_____ _____
Signature Date

_____
Phone Number