



ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY

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Statewide Deferred Prosecution
NOFO #2827-0925

RESPONSE TO APPLICANT QUESTIONS

Day posted: November 3, 2025

Question 1

Our office has a question regarding the NOFO for Deferred Prosecution. Can you please let us know if this program would be limited to misdemeanor cases? The Program Description on page 4 of the NOFO refers to “non-violent misdemeanor offenses”, but could the program be directed at non-violent felonies? A search of the NOFO PDF shows only three references to ‘misdemeanor’, but we wanted to ask the question before starting the work of completing the application process.

Response 1

Thank you for your question. No, the program is not limited to misdemeanor cases. The Program Design information on page 5 of the NOFO provides sufficient flexibility to allow applicants to define their eligibility criteria and the agency’s level of discretion to accept participants.

Day posted: November 26, 2025

Question 2

Is there a word limit for responses in Amplifund?

Response 2

No, there is no word limit.

Question 3

Does Amplifund allow attachments?

Response 3

Amplifund does not allow additional distinct attachments to be uploaded, but you may attach relevant documents to a combined PDF and upload multiple documents together. Please note that ICJIA’s scoring rubric will be based only on the requested materials and may not include additional attachments in the scoring procedure.

Question 4

How do we access the Project Implementation Schedule, Goals/Objectives/Performance Measures Table- Excel Spreadsheet and Uniform Budget Template in Excel?

Response 4

To access the implementation schedule and goals/objectives to be updated and submitted with your applications can be downloaded from ICJIA's website;

<https://icjia.illinois.gov/grants/funding/statewide-deferred-prosecution-nofo-2827-0925/>

The materials are linked in the "LINK TO NOFO PACKET"; https://agency.icjia-api.cloud/uploads/Deferred_Pros_NOFO_2827_0925_Instructions_8b1c1cd7d6.pdf

Question 5

Is there a way to get these items in paper form?

Response 5

After downloading, the documents can be printed as you prepare your application, but should not be uploaded as a scanned copy of a hand-written document. Paper copies of the application documents may be requested to be delivered to you physically by mail by contacting:

Stacey Woods
ARI Program Manager
Illinois Criminal Justice Information Authority
60 East Van Buren Street, Suite 650
Chicago, Illinois 60605

312-793-7434, via Telephone Device for the Deaf (TDD) (312)793-4170 or by email at CJA.SDPNOFO@illinois.gov

Only digital copies of the materials can be submitted for review. Applications submitted as hard copies mailed to our office will not be reviewed.

Question 6

We will be working with a subrecipient to carry out a portion of the activities under this award. Should we submit a separate budget indicating the line items under this subaward, in addition to the overall budget template provided in the application?

Response 6

No, the budget narrative should explain the line item to be funded, and how the proposed cost has been calculated for that line item. Your program narrative will explain how

these contracted vendors will contribute to your program. However, supporting documentation relating to the review of subcontracts and subawards are not due during the NOFO application process. Selected grantees will submit these additional documents for our review after they have been awarded the grant opportunity.

Be sure to refer to the eligibility requirements pertaining to the eligible applicant entity type. A potential subcontractor to be funded with moneys awarded to an eligible grantee cannot apply for this grant opportunity directly.

Question 7

Should we list personnel of the subrecipient on the staffing table attachment? Or is that attachment for the staff of the lead organization ONLY?

Response 7

No, details pertaining to the internal staffing of a contracted vendor are not reviewed during the NOFO application process. In your submitted budget, only the applying agency's staff should be listed as staff. Individuals to be contracted should be listed as line items in the contractual expense portion of your submitted budget. Individual staff of contracted organization should not be listed in the budget.

Question 8

Does ICJIA require submittal of a formal MOU or other agreement between the lead organization and subrecipient prior to submission?

Response 8

No, MOUs and other supporting documents are not to be submitted for ICJIA review during the NOFO process. Only the requested documentation should be included in your submission, and are the only materials taken into account during the scoring process.

Question 9

Do existing programs qualify to apply for funding?

Response 9

Yes, existing programs qualify to apply for funding, but supplanting is unallowable. ICJIA funds can be used to expand or enhance the existing program.

Question 10

Can existing programs that collect fees qualify, as fees do not cover all staff expenses?

Response 10

Yes, programs that collect fees will qualify for funding. However, this may or may not be considered as program income. If selected for funding, ICJIA will make the determination and provide technical assistance as needed around program income.

Question 11

Can you please let us know if this program would be limited to misdemeanor cases?

Response 11

No, the program is not limited to misdemeanor cases. The Program Design information on page 5 of the NOFO provides sufficient flexibility to allow applicants to define their eligibility criteria and the agency's level of discretion to accept participants.

Question 12

Can you please let us know if this program would be limited to adult cases? Juvenile cases?

Response 12

The program is limited to adults. Juvenile cases are not eligible for funding under this funding opportunity.

Question 13

I do not see links in the NOFO packet for the Budget, Implementation Schedule and Performance Measures documents. Can you please assist?

Response 12

There is no budget to download, instead, your budgeted line items and item narratives are typed/entered directly into Amplifund. The Implementation Schedule and Performance Measures can be downloaded from this link: https://agency.icjia-api.cloud/uploads/Deferred_Proc_NOFO_2827_0925_Instructions_8b1c1cd7d6.pdf. This link is found on ICJIA's post to our website for this NOFO, here: <https://icjia.illinois.gov/grants/funding/statewide-deferred-prosecution-nofo-2827-0925/>.

Question 14

On the last NOFO, the app was at the very end so that we knew how to write up the questions. Is it the same for this submission? If not, can you please provide?

Question 15

Where can I find a copy of the application?

Response 15

A copy of the application can be found on the Amplifund link for this NOFO, Click the “download” button for a PDF of the entire application here:

<https://il.amplifund.com/Public/Opportunities/Details/d3b47bc3-73b9-435d-8797-adfa9a9e3d47>

Day posted: December 5, 2025

Question 16

For the performance metrics do we submit prorated numbers based on the five-month grant period, or do we submit numbers based on twelve months?

Response 15

Your application’s performance goals should reflect the 5-month program period, not a full year.

Day posted: December 12, 2025

Question 17

If a jurisdiction is awarded funding for the first 5 months, will the next 12 months simply be a budget that is prorated from that original 5 months? If a jurisdiction doesn’t request the full \$125K award for the first 5 months, are they still able to request the full maximum award for continuation funding?

Response 17

The budget for the first 5mo and the following 12mo should include different expenses if your program will be in a different stage of development. You may use up to \$50,000 for initial start-up costs for the initial program period. These start-up costs will not be available again after the first 5-months of funding.

Question 18

The first 5 months of our proposed program will be used to establish the program, procure a vendor for services, and provide services. However, we will not have 5 full months of services for participants, so our continuation budget for that part of the program will need to be more than the prorated 5 months (because we will only be budgeting for 3-4 months of programming). Should we simply put in the full 5 months of programming costs (up to the maximum \$125K award), even if we will not be able to provide programming to participants on day 1 due to needing time to get the programming up and running, but to basically put a placeholder in our budget for the future costs.

Response 18

You should only request a funding amount that you reasonably expect to make use of during the first 5 months. Lapsing a significant amount of funding after the first 5-mo would reflect poorly on your program, and would likely not result in a pro-rated amount in the following 12mo. Funding for the next 12mo period will be approximately twice the amount available for the 5-mo period. You may request funding that reflects your actual programming costs, but the approval will depend on the availability of funding, performance, and the needs of other programs.

Question 19

If we only need \$75K for the first 5 months due to just getting the program up and running and not having the ongoing costs hit the grant yet, we should request that lower amount. However if awarded and eligible for renewal, if we need the maximum (let's say it's \$250K) for the next 12 months, we would still be able to request that \$250K since the cost of the program will be higher once it actually is fully functional? Or, if we request \$75K for the first 5 months, would our next 12-month budget be capped at twice that (\$150K)?

Response 19

Correct, your award will not be capped. However, we cannot guarantee that any grantee will receive the amount they request as the funding available is limited, and all awarded agencies' needs and performance will be taken into account when making future funding decisions. Some agencies may have a higher start-up costs in their first 5-mo, which would increase the amount of available funding for other grantees in the following year. Requesting a higher-than-needed initial award amount, lapsing those funds while also not meeting the performance goals congruent with the amount of funding you receive, would lead towards a decreased award in the next 12 months. However, letting ICJIA know early on that your first 5-month period won't directly reflect the increased needs of your program for the following 12-months, making full use of the funds you receive, and meeting your performance goals is the best way to ensure that your increased need is taken into account when awarding next year's funding.