



**ILLINOIS  
CRIMINAL JUSTICE  
INFORMATION AUTHORITY**

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Victims of Crime Act (VOCA)  
Legal Assistance for Victims of Crime  
NOFO # 1745-0423

**RESPONSE TO APPLICANT QUESTIONS**

**Last day for question submission is May 10, 2023**

**Day posted: April 21, 2023**

Question: I am hoping to confirm that the submission deadline for questions regarding this solicitation is 5:00 p.m. CT on May 10, 2023.

Response: The deadline for the submission of questions is 5:00 pm May 10, 2023.

Question: Is the national emergency pandemic mandatory match waiver policy in effect for this program, such that applicants are **not** required to provide a match of any kind for this program?

Response: As in accordance with the National Emergency Pandemic Mandatory Match Waiver Policy NO match is required for this application of any kind. As you may know the President recently rescinded his executive order concerning the National Pandemic decree, but this will not affect the Match Waiver Policy for one year from the announcement. If approved for funding under this Notice of Funding Opportunity your program will not be required to make match or submit a match waiver. The second and third years for the possible funding from this NOFO will be required to either provide the mandatory 20% match, explained on page 14 of the NOFO Instructions, OR submit a Match Waiver Request form.

**Day posted: April 28, 2023**

Question: In Amplifund, character counts/limits aren't referenced per narrative question, except on the summary page. Are there limits each response should adhere to?

Response: Yes there is a word count of 500 words maximum for each of the 2 questions that make up the Program Summary. No other questions have a maximum word count.

Question: The instructions say to use the Performance Plan Template section in Amplifund to complete the Performance Plan. However, I cannot locate the template in

the application forms and the Performance Plan tab in the Amplifund application does not include a template. Can you assist me in this matter?

**Response:**

The performance plan for this NOFO is a 2 part response:

1. Complete the Form Titled: Performance Plan by clicking the “Acknowledgement”, and “Save & Continue”  
If your application is selected for funding, you will be asked to complete the Implementation Plan and other required certification forms.

The screenshot shows a web form titled "Performance Plan (formally called: Implementation Plan) - 5 Points". At the top right are buttons for "Download", "Save", and "Save & Continue". Below the title, it says "8 of 9". The main content area contains instructions: "2115 - Performance Plan. Complete the program performance plan (formally called Implementation plan) using the Performance Plan Template section in Amplifund. Define each step in the implementation and operation of the proposed program including the staff position responsible for each GOAL (task) and a target date for completion. Include such detail in the Narrative as a guide for internal and external monitoring of implementation progress; for example, list all services, goods, products, work product, data, items, materials and property to be created, developed, produced, delivered, performed, or provided (deliverables); and/or important events that must occur at specific points throughout the term to effectively achieve goals (milestones). Add additional goals as necessary." Below this is an "Acknowledgement \*" section with a checkbox and the text "I have reviewed the information provided on this page." At the bottom, there is a link: "How to Add a Implementation Tasks Instructions https://il-amplifund.zendesk.com/hc/en-us/articles/360023374054-How-To-Add-a-Performance-Goal".

2. THEN click on the Performance Plan Circle (see image) and click on “Mark as Complete”

The screenshot shows a progress bar with seven steps: "Opportunity Details", "Evaluation & Scoring", "Project Information", "Application Forms", "Budget\*", "Performance Plan\*", and "Submit". The first two steps have green checkmarks, and the "Performance Plan\*" step has a green circle with a dot in the center. Below the progress bar is a section titled "Performance Plan" with a sub-section "Proposed Performance Plan". Below this, it says "No items in performance plan". At the bottom are two buttons: "✓ Mark as Complete" and "Save & Continue".

Again, if your application is selected, you will be required to submit an implementation schedule along with required certifications and other required documents at a later date.

**Day posted: May 5, 2023**

Question:

Is there a MOU requirement for this opportunity. Based on my review of the NOFO, I didn't see a requirement for an MOU for partners. Will you please confirm that an MOU is not a requirement of this NOFO?

**Response: No, there is no MOU requirement.**

Question: Our main offices are located in St. Louis, MO, but a significant portion of our client base resides in IL. Are we permitted to apply for this NOFO?

**Response: No, I'm sorry but our Notice of Funding Opportunity is only open to agencies located and registered in the State of Illinois.**

**Last day for question submission is May 10, 2023**