Welcome to the IDHS DASA webinar

• We will begin in a few minutes

• Please be sure to use the call in number provided along with your Audio PIN.

• The question tab should be available for your use during the session. Please send your questions to us via your questions window.

• We will reserve questions till the end of the session.

• Should you have technical problems please chat in or contact the go to webinar site for support if it is a computer issue.
**What to Expect for FY 2017**

- Implementation Overview of the
- Grant Award Processes for IDHS DASA
What are some of the changes?......
FY 2017
Not Your Traditional Fiscal Year

• Enforcement of Uniform Guidance governing Administrative Requirements, Cost Principles and Audit Requirements of 2/CFR 200
Front-end Grants Management through grants.Illinois.gov

- Illinois’ centralized grants management website for state agencies, grantees and the public
- The website provides access to:
  - Grantee portal for registration and pre-qualification
  - Financial and Administrative Risk Assessment
  - Catalog of State Financial Assistance (CSFA)
  - Notice of Funding Opportunity (NOFO)
  - List of executed grant agreements
Grant Pre-Award Phase

1. Pre-Register?
   - YES: Proceed to next step.
   - NO: Exit Site

2. Notice of Funding Opportunity (NOFO)
   - YES: Application Evaluation/Merit-based Review (Includes Fiscal, Administrative and Programmatic Review, Risk Rating and Specific Conditions)
   - NO: Exit Site

3. Agency Application (Agency Hosted)
   - YES: State Agency Logon (AD Account Required)
   - NO: Exit Site

4. Internal Controls Questionnaire (ICQ) Portal
   - YES: Eligible to Receive Grant?
   - NO: Exit Site

5. Notification of Ineligibility
   - YES: Execute Grant (May include Special Conditions)
   - NO: Exit Site

6. Grant Information Database
   - YES: Tenure?
   - NO: Exit Site

7. Tenure?
   - 2 Years or Less as Grantee – Hold on Completion of ICQ
   - 3 Years or More as Grantee – Continue to ICQ

8. Notice of Finalist Completed ICQ?
   - YES: Execute Grant (May include Special Conditions)
   - NO: Exit Site

9. Grantee Pre-Qualification Questionnaire Processing
   - Qualified?
   - YES: Pre-Register?
   - NO: Exit Site

10. Qualifications Verifications / Validations
    - YES: Grants Pre-Award Phase
    - NO: Not Qualified – REMEDIATION AVAILABLE

11. Exit Site
    - YES: Grants Pre-Award Phase
    - NO: Grants Pre-Award Phase
Summary Overview of Award Process

Pre-award activities

Provider Enrollment at GOMB site Provider is Pre-Qualified

Application Process

Award Application submitted Merit Reviews of applications

Award

Notification of eligibility to providers Notice of Award to Applicant

Uniform Grant Agreement Issued
Catalog of State Financial Assistance (CSFA)

- *Single, statewide, comprehensive source document of all state financial assistance program information*
- *Complete list of all state and federal grants available in Illinois – CSFA is dynamic; it is updated as new awards are received*
Pre-Qualification – Phase 1

• 30 ILCS 708/25(6)
  – Centralized, automated verification required before an entity can receive a grant award
  • (A) organization name;
  • (B) Federal Employee Identification Number;
  • (C) Data Universal Numbering System (DUNS) number;
  • (D) fiscal condition;
  • (E) whether the applicant is in good standing with the Secretary of State;
  • (F) past performance in administering grants;
  • (G) whether the applicant is or has ever been on the Debarred and Suspended List maintained by the Governor's Office of Management and Budget;
  • (H) whether the applicant is or has ever been on the federal Excluded Parties List; and
  • (I) whether the applicant is or has ever been on the Sanctioned Party List maintained by the Illinois Department of Healthcare and Family Services.
Phase 1 Notification

• Entity will receive automated notification that they are:
  – Not qualified – on Illinois Debarred and Suspended or the Federal Excluded Parties List (no remedy available)
  – Non-qualified but can remediate – expired DUNS number (notice will instruct on the remedy), on IDHS payment hold lists
  – Qualified for a grant award

• Once the entity is “qualified” they’re instructed to complete Phase 2 of registration

• Pre-qualification is required annually
Pre-Qualification – Phase 2
Information Collection

• Determine grant administration experience
  – 2 years or less - fiscal and administrative risk assessment conducted after notification of a finalist for a grant award
  – 3 or more years - fiscal and administrative risk conducted after pre-qualification
  – 5 years or more - grantee is eligible for a multi-year award, if applicable under the terms of the award
  – Number of full time employees
  – Number of part time employees
Pre-Qualification – Phase 2

• List of Officers - Chief Executive Officer, Chief Financial Officer, Chief Operating Officer

• Total revenue/expenditures in the most recent fiscal year from the following sources:
  • Direct Federal Grants
  • Federal Pass-through Grants
  • State Grants
  • Other

• Entities with less than $20,000 in grant funds from all sources in the prior fiscal year take the fiscal and administrative risk assessment upon notification of grant award finalist
Pre-award Risk Assessment

• 2 CFR 200.205(a) and (b) require a pre-award risk assessment
• Risk assessment framework will be automated for FY18 grant awards
  • Risk assessment parameters are specified in 2 CFR 200.205 with specific conditions in 2 CFR 200.207
  • Grantee must be notified of additional requirements due to their risk profile
Pre-award Risk Assessment Framework

• Risk assessment framework is based on internal control compliance requirements in 2 CFR 200.62 and Compliance Supplement for reasonable assurance that:
  • Entity’s transactions will be properly recorded and accounted for
  • Entity’s transactions will be executed in compliance with regulations, statutes, terms and conditions
  • Funds, property, and other assets will be safeguarded against loss from unauthorized use or disposition
Internal Control Questionnaire (ICQ)  
Financial and Administrative Risk  

• GATA centralizes fiscal and administrative risk assessment through the ICQ  
  – Conducted once, annually for the entity  

• Centralized ICQ will be uniform for all agencies  

• GATU and the State Cognizant Agency will complete the ICQ until the framework is automated
Uniform Notice of Funding Opportunity (NOFO)

– NOFO is the public notice template for uniform, summary information required by 2 CFR 200, Appendix I
– Agencies provide grant-specific content
– Uniform Grant Agreement template is required for all FY17 grants
Key Exemption for DASA:

• Awards employing Federal Block grant funds are exempt from parts of 2 CFR200 which pertain to cost reporting and pre-award activities. This exemption allows DASA to use, or not use NOFOs as part of the application process.

• DASA will not be using NOFOs for State Fiscal Year 2017, but will be requesting applications and projected earnings projections (“projected earnings budgets”), or budgets (for expense-based awards) as part of determining initial SFY2017 awards.
IDHS DASA Application Processes and Funding Opportunities

• Grant Fixed-Rate Award Applications
• Grants Expense-Based Deliverables Awards
Uniform Budget Template and Budget Narrative

- Budget templates include standard summary line items
  - Specific reporting detail / requirements may be set by the agency and are required to roll up to the summary budget
- Budget must comply with 2 CFR 200.308 – Revision of budget and program plans
- Budget detail worksheet and narrative provide concise support for each line item of expense
- Budget template is required for FY17 grant awards
Grant Fixed-Rate Award Applications

- Uniform Application
- Projected Earnings Budget/Template
Grants Expense-Based Deliverable Awards

• Uniform Application

• Expense Base Budget Template
Uniform Grant Application

• Template based on federal application SF 524 including
  – All required data fields per 2 CFR 200, Appendix I
  – Agency-specific and applicant completed sections
  – Includes uniform budget template - required for FY17

• Entities respond to DASA requirements through their application
Merit Based Review Policy

• Required for all competitive (discretionary) grants
• Includes uniform, required criteria for all agencies: Need, Capacity and Quality
• Allows definitions and additional criteria based on grant and agency requirements
• Evaluation is based solely on criteria stated in grant application in accordance with 2 CFR 200.204
• Evaluation must be conducted by committee
• Specifies the appeal process for grantees to agencies
• Appeals limited to alleged process violations
Programmatic Risk Assessment

• 2 CFR 200.205 (a) and (b) require pre-award programmatic risk assessment of the applicant
• Must include agency (grant) specific questions based on the NOFO and unique requirements of the individual grant
• Risk assessment parameters are specified in 2 CFR 200.205 with specific conditions in 2 CFR 200.207
  • Grantee must be notified of additional requirements due to their risk profile
    – Applicant responses determine degree of programmatic risk
    – Programmatic monitoring will be based on the assessment
Uniform Grant Agreement

- Uniform template with all required state and federal clauses for grant agreements
- Exhibits specify requirements and exceptions unique to the agency and the grant
- Prior to the agreement, the Notice of State Award informs grantee of all requirements and special conditions of the award
- Includes the uniform budget and budget narrative
Required Financial Reporting

- Minimum of Quarterly Financial Reporting (including Budget to Actual) will use the budget template
- Risk assessments may require more frequent reporting
- Annual Financial Report will be required with the Audit
- Must contain an “in relation to opinion” with the audited financial statements
- Performance Reporting will also be required quarterly and must relate financial data to performance accomplishments in accordance with 2 CFR 200.301
Indirect Cost Rate

• States are required to accept federally negotiated indirect cost rates for the award/project funded

• Research rates will be limited to research grants

• Agencies must cite state or federal statute that disallows indirect costs rates, places limitations on the rates or caps salaries charged
  
  » Include statutes in the CSFA; send compiled list of statutes to GATU for “exception” process review
  » Without statute, agencies must accept the negotiated indirect cost rate
If Statute Does Not Allow Indirect Costs

– Agencies must use a matching requirement if the grant does not allow indirect costs

– Matching requirement must be increased if a grant did not previously allow indirect cost rates to be charged
Negotiating the Indirect Cost Rate

– State cognizant agency will approve rate with guidance from GATU
– Grantees may submit an indirect cost rate proposal within 90 days of being granted an award. GOMB contracted Indirect Cost Rate Vendor will complete negotiated rate within 60 days.
– During the negotiation process (up to 5 months) reimbursement of indirect payments must be decided (Federal examples: 10% de minimis rate, proposed rate, NO reimbursement until rate approved, 20% of Salaries and Wage)
Key Take Away Points

• All vendors must Register with Grants.Illinois.gov
• All vendors requesting an award must submit an application for each contract type requested
• Each vendor must attach a copy of their projected earnings allocation for DARTS reported services
• Each vendor must attach a copy of their projected budget for all awards that are expensed by costs
• Each application must list the source of approved rates in the Narrative section of the application.
• Application materials can be downloaded from URL site: http://www.dhs.state.il.us/page.aspx?item=85120
• All applications must be received by IDHS DASA by June 4,2016
• All applications must be submitted to IDHS DASA at Joseph.Tracy@illinois.gov
Questions

- Key Contacts:  
  - DHS.DASAHELP@Illinois.gov
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