FY2020 Redeploy Illinois Continuation Funding Application
Appendix C - CSA Budget Information

For information regarding CSA.
http://www.dhs.state.il.us/page.aspx?item=61069

How to register for the CSA Tracking System

1. You will need a functioning Illinois.gov ID and password
2. If you do not have an Illinois.gov ID you will need obtain one at the following web link: https://extapps.illinois.gov/ADIM/VerifyEmail.aspx
   - **Please note:** Choose General Public (Not employed by the State of Illinois) [EXTERNAL] even if you are a State of Illinois employee. Your CSA registration will not be validated if you choose Other Employees [SPS].
   - **If you do not have a State of Illinois driver's license,** please email your request to DHS.DHSOCA@Illinois.gov with the following information: Name, Company, Address, Phone #, DUNS #, FEIN # and email address.
3. The address for the CSA Tracking System Registration Site is: https://csa.dhs.illinois.gov/gtrpublic/gtr
4. You will need to input an Invitation Key Code in order to submit your request for CSA Tracking System access. If you do not have an Invitation Key Code, send an email to DHS.dhsoca@illinois.gov to receive your Invitation Key Code.
   Please register only once with your Illinois.gov ID. IDHS Grantee-Providers may have more than one employee register for the CSA Tracking System access. Once your registration is processed by the Office of Contract Administration personnel you will receive instructions on how to log into the Provider Access Area. After you successfully log in to the CSA Tracking System there may be a facilities page that will appear (if you are a new IDHS Provider) where you will need to enter your facilities information into the CSA Tracking System.
   Please note: In order to access your IDHS Uniform Grant Agreements/EEC Contracts you will also need to ensure your organization has registered for access to the Centralized Repository Vault (CRV). If your organization has not registered for CRV access you will not be able to view your contracts. Please use the following web link to access the CRV Registration web page: **Central Repository Access (CRV)**

   Confidentiality Notice - The Grantee-Provider shall comply with applicable State and Federal statutes, Federal regulations and Department administrative rules regarding confidential records or other information obtained by the Provider concerning persons served under this Agreement. The records and information shall be protected by the Provider from unauthorized disclosure.

After registering for CSA, you must submit a budget for July 1, 2019 – June 30, 2020. Your budgets can be entered at this link https://csa.dhs.illinois.gov/gtpsecure/gtp. If you have any questions about your budget you can email DHS.YouthServicesInfo@illinois.gov.

How to create a budget in CSA

- To access the IDHS Training Manual for use of the Budget Templates in the CSA System http://www.dhs.state.il.us/OneNetLibrary/27896/documents/Contracts/FY18-GATA-Budgets/DHSBudgetTrainingManual_Revision_3_28_18.pdf

Uniform Grant Budget

Complete the Uniform Grant Budget in the CSA system. For more information about how to access the CSA system, see http://www.dhs.state.il.us/page.aspx?item=61069. For instructions about how to enter a budget into the CSA system see the Training Manual for use of the Budget Templates in the CSA System. For EACH cost item listed in the budget worksheet, a detailed justification must be included in the narrative section. This justification should describe specifically how the budgeted amount was derived. The justification must also directly correlate the expenditure to the grant program – why/how it is necessary under the grant. Items being cost allocated must be fully detailed as to the method utilized. The Budget and Budget narratives should be prepared to reflect a budget period from July 1, 2018 – June 30, 2019. The Budget should be electronically signed and submitted in the CSA system. The budget must be electronically signed by the applicant's Chief Executive Officer and or Chief Financial Officer. See http://www.dhs.state.il.us/page.aspx?item=95350 for more information about requesting CSA budget signoff authority.

Sub-Contractor PDF Uniform Grant Budget Forms

Complete the PDF version of the Uniform Grant Budget for Sub-Contractor budgets ONLY! Include completed Sub-Contractor Budgets found at this link.