

**ILLINOIS DEPARTMENT OF HUMAN SERVICES**  
Division of Family and Community Services  
**Bureau of Youth Intervention Services**

**FY 2020 Continuation Funding Notice**

**Redeploy Illinois Evaluation**

**DUE DATE**  
**May 9<sup>th</sup>, 2019**  
**12:00 PM**

The Department is seeking Continuation Applications from organizations currently receiving funding under Funding Opportunity #19-444-80-0714-02 through the Illinois Department of Human Services, Division of Family and Community Services for the implementation of the Redeploy Illinois Evaluation.

Please send any questions regarding this continuation application to  
[\*\*DHS.YouthServicesInfo@Illinois.Gov\*\*](mailto:DHS.YouthServicesInfo@Illinois.Gov)

The subject line of your e-mail must include the name of your agency (or acronym) and “R.I Eval FY 2020 Application Question.”

## **SECTION I**

**The following section provides Eligibility and Funding Information & Requirements for the Redeploy Illinois Evaluation Continuation Application.**

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### **A. Eligibility Information**

#### **a. Eligible Applicants**

This Continuation Application is limited to those agencies who received an award from the Illinois Department of Human Services, Division of Family and Community Services for the implementation of the Redeploy Illinois Evaluation pursuant to DHS Funding Notice (19-444-80-0714-02) AND continue to meet the additional eligibility criteria below. Failure to provide the requested information as outlined herein to demonstrate these criteria are met will result in the application being removed from funding consideration.

#### **b. Pre-Qualification**

Applicant entities will not be eligible for a grant award until they have pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal, [www.grants.illinois.gov](http://www.grants.illinois.gov) Grantee Links tab. Registration and pre-qualification are required annually. During pre-qualification, verifications are performed including a check of federal Debarred and Suspended status on the Illinois Stop Payment List and good standing with the Secretary of State. An automated email notification is sent to the entity alerting them of “qualified” status or providing information about how to remediate a negative verification (e.g., inactive DUNS, not in good standing with the Secretary of State). A federal Debarred and Suspended status cannot be remediated. The pre-qualification process also includes a financial and administrative risk assessment utilizing an Internal Controls Questionnaire. A Programmatic Risk Assessment must also be completed for each separate grant for which an applicant intends to apply. Applications from entities that have not completed the GATA pre-qualification process prior to the due date of this application will NOT be reviewed and will NOT be considered for funding. **A Screenshot or statement indicating the applicants has completed Pre-Qualification steps and is currently Pre-Qualified will be required with the application.**

The Provider’s proposed budget must be entered into the CSA system. The completed budget must be electronically signed and submitted in the CSA system, and a printed copy of the signed and submitted budget must be included with the application as **Attachment 2**. To do this, the following is required: at a minimum, the applicant agency’s Chief Executive Officer (CEO) or equivalent, or the Chief Financial Officer (CFO) or equivalent must be registered in the CSA system to electronically sign the required budget documents prior to submission. Budgets not submitted as described here and by the due date and time will **not** be considered.

For more information about submitting a budget in the CSA system, refer to **Appendix B** and also see: [http://www.dhs.state.il.us/OneNetLibrary/27896/documents/Contracts/FY18-GATA-Budgets/DHSBudgetTrainingManual\\_Revision\\_3\\_28\\_18.pdf](http://www.dhs.state.il.us/OneNetLibrary/27896/documents/Contracts/FY18-GATA-Budgets/DHSBudgetTrainingManual_Revision_3_28_18.pdf)

#### **c. Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM)**

Each applicant is required to:

- a) Be registered in SAM before submitting the application. The following link provides a connection for SAM registration: <https://governmentcontractregistration.com/sam-registration.asp>
- b) provide a valid DUNS number in its application; and

- c) continue to maintain an active SAM registration with current information at all times in which the applicant has an active Federal, Federal pass-through or State award or an application or plan under consideration by a Federal or State awarding agency.

DHS may not make a Federal pass-through or State award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time DHS is ready to make the award, DHS may determine that the applicant is not qualified to receive the award and use that determination as a basis for making the award to another applicant.

#### **d. Mandatory Requirements of Applicant**

The Mandatory Requirements are essential items that must be met by the Applicant. If any Mandatory Requirement is not met, the responding Applicant's entire proposal will not be considered. DHS is not obligated to make an award to any applicant that fails to meet all mandatory requirements.

- a) **The provider must be in a position to begin providing services on July 1, 2019.**
- b) **Technology:** Agencies awarded funds through this funding notice must have a computer that meets the following minimum specifications for the purpose of utilizing the required DHS eCornerstone web-based reporting system and the receipt/submission of electronic program and fiscal information:
  - Internet access, preferably high-speed
  - Email capability
  - Microsoft Excel
  - Microsoft Word
  - Adobe Reader
- c) **State and Federal Laws and Regulations:** The agency awarded funds through this NOFO must agree to comply with all applicable provisions of state and federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity including, but not limited to: The Illinois Human Rights Act (775 ILCS 5/1-101 *et seq.*), The Public Works Employment Discrimination Act (775 ILCS 10/1 *et seq.*), The United States Civil Rights Act of 1964 (as amended) (42 USC 2000a-and 2000H-6), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), The Americans with Disabilities Act of 1990 (42 USC 12101 *et seq.*), and The Age Discrimination Act (42 USC 6101 *et seq.*). For more information on the Redeploy Illinois program please refer to Redeploy Illinois Statute (730 ILCS 110/16.1) found in **Appendix A**.

## **B. Funding Information & Requirements**

### **1. Funding Information**

- a) This award is funded with State General Revenue funding and does NOT have an in-kind and/or financial match requirement.
- b) This Continuation Application is considered an application for renewal funding.
- c) All funding is subject to appropriation by the General Assembly.
- d) The Department anticipates funding 1 renewal applicant to provide services as described in this funding announcement.
- e) Approximately \$150,000 will be made available under the notice.
- f) Subject to appropriation, the grant period will begin no sooner than July 1, 2019 and will continue through June 30, 2020.
- g) Funding allocated under this grant is intended to provide an evaluation for the Redeploy providers. It is expected that administrative costs, both direct and indirect, will represent a small portion of the overall program budget. The funding amount requested for FY20 should reflect the actual grant amount required to implement the proposed plan, which may be more or

less than the amount granted in FY19. Any budget deemed to include inappropriate or excessive administrative costs will not be approved. Program budgets and narratives must detail how all proposed expenditures are necessary for program implementation.

- h) Proposed project budgets and narratives must be sufficiently detailed and justified to be approved by DHS.
- i) Subcontractor Agreement(s) and budgets must be pre-approved by the Department and on file with the Department. Subcontractors are subject to all provisions of this Agreement. The successful Applicant Agency shall retain sole responsibility for the performance of the subcontractor.

**The release of this funding notice does not obligate the Illinois Department of Human Services to make an award. Work cannot begin until a contract is fully executed by the Department.**

## **2. Grant funds – Use Requirements**

All applicants will use grant funds according to the guidelines, conditions and parameters set forth in this funding notice and in compliance with federal statutes, regulations and the terms and conditions of any applicable federal awards.

Please refer to 2 CFR 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, PART 200 Subpart E - Cost Principles to determine the appropriateness of costs.

### **a) Allowable costs:**

Allowable costs are those that are necessary and reasonable based on the activity(ies) contained in the Scope of Work, are justified in the Budget Narrative, and are allowable under Subpart E of 2 CFR 200. Funding allocated under this grant is intended to assess youth outcomes and to determine the effectiveness of services provided to youth and the aspects of individual programs, services, policies, and procedures that impact effectiveness. It is expected that administrative costs, both direct and indirect, will represent a small portion of the overall program budget. Any budget deemed to include inappropriate or excessive administrative costs will not be approved. Program budgets and narratives must detail how all proposed expenditures are necessary for program implementation.

### **b) Unallowable costs**

Please refer to 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, PART 200 Subpart E – Cost Principles to determine the appropriateness of costs. In addition, and specific to this grant, the following costs will be unallowable without specific prior written approval from DHS:

1. Entertainment costs, except where specific costs that might otherwise be considered entertainment have a programmatic purpose and are authorized in the approved budget (2 CFR 200.438)
2. Capital expenditures for general purpose equipment, including any vehicle regardless of cost, buildings, and land (2 CFR 200.439)
3. Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life (2 CFR 200.439)
4. Food, and other goods or services for personal use of the grantee’s employees, contractors, or consultants of the grantee unless authorized as per diem under the State of Illinois Governor’s Travel Control Board (2 CFR 200.445).

5. Deposits for items, services, or space

c) **Limitation of Use of Award funds for Employee Compensation:** With respect to any award over \$250,000, recipients may not use federal funds to pay total cash compensation to any employee that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. A salary table is available at the U.S. Office of Personnel Management website <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2017/ES.pdf>

d) **Indirect cost requirements**

In order to charge indirect costs to this grant, the applicant organization must have a Federal or State annually negotiated indirect cost rate agreement (NICRA) or must elect to use the De Minimis Rate.

**Every organization that receives an FY2020 state award must make an indirect cost rate proposal or election in the Crowe Activity Review System (CARS), including organizations that are choosing not to claim payment for indirect costs.**

CARS URL: <https://solutions.crowehorwath.com/CARS/StateofIllinoisGOMB/Login.aspx>

Indirect Cost Rate Election:

1. **Federally Negotiated Rate.** Organizations that receive direct federal funding may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. Illinois will accept the federally negotiated rate. The organization must provide a copy of the federal NICRA as **Attachment 1**.
2. **State Negotiated Rate.** The organization must negotiate an indirect cost rate with the State of Illinois by completing an indirect cost rate proposal in the CARS system if they do not have Federally Negotiated Rate or elect to use the De Minimis Rate.
3. **De Minimis Rate.** An organization that has never received a Federal or State Negotiated Rate may elect a de Minimis rate of 10% of **modified total direct cost (MTDC)**. Once established, the de Minimis rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the de Minimis rate. If programs elect to use the De Minimis rate, it is **critical** that program budgets accurately calculate the MTDC base. Please see the regulation below and note the exclusions to MTDC.

**2 CFR § 200.68 Modified Total Direct Cost (MTDC).**

*MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first \$25,000 of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward and subcontract in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.*

- e) **"No Rate"**: Grantees have discretion not to claim payment for indirect costs. Grantees that elect not to claim indirect costs cannot be reimbursed for indirect costs. The organization must record an election of "No Indirect Costs" into CARS.

### **Crowe Activity Review System (CARS).**

CARS will allow your organization to document your already established federally approved indirect cost rate, complete an indirect cost rate proposal (see State Negotiated Rate above), elect to charge the De Minimis rate (10%) of modified total direct costs (MTDC), or select that no reimbursement of indirect costs will be requested. Submission requirements are located on page 2 of the Uniform Budget Template as well as 2 CFR 200 Appendices IV, V & VII.

1. Organizations which have not previously made an indirect cost rate election must submit an election (and indirect cost rate proposal, if necessary) immediately and no later than 3 months after receiving an award notification or invitation to the CARS system.
2. Organizations that have previously established an indirect cost rate election must submit a new indirect cost rate election immediately and no later than 6 months after the close of their organization's fiscal year.
3. Every organization must make an indirect cost rate election in CARS even if the organization is choosing De Minimis Rate or "no rate". Organizations that do not make an election or submission inside the CARS system within the required timeframes will not be allowed to claim indirect cost reimbursement.
4. For more information, see <https://www.illinois.gov/sites/GATA/Pages/default.aspx>.

### **3. Administrative Costs**

Funding allocated under this grant is intended to assess youth outcomes and to determine the effectiveness of services provided to youth and the aspects of individual programs, services, policies, and procedures that impact effectiveness. It is expected that administrative costs, both direct and indirect, will represent a small portion of the overall program budget. Program budgets and narratives will detail how all proposed expenditures are directly necessary for program implementation and will distinguish between Indirect/Direct Administrative and Direct Program expenses. Any budget deemed to include inappropriate or excessive administrative costs will not be approved. *At no time may the approved negotiated indirect cost rate agreement (NICRA) be exceeded under this agreement. Documentation will be required to verify the approved NICRA.*

### **4. Simplified Acquisition Threshold**

Potential grantees under this funding announcement may receive an award in excess of the Simplified Acquisition Threshold, currently \$250,000 (Refer to 2CFR200 Section 200.88). Therefore, the grantee must be aware of the following regarding the Simplified Acquisition Threshold as it will be applicable to any qualifying sub award:

- That the grantee agency, prior to making a sub-award with a total amount of funds greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);
- That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that the awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
- That the awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under awards when

completing the review of risk posed by applicants as described in §200.205 awarding agency review of risk posed by applicants.

## **SECTION II**

**The following section provides information and requirements for implementing the Redeploy Illinois Evaluation.**

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### **PROGRAM DESCRIPTION/REQUIREMENTS**

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#### **A. Program Description Overview**

Redeploy Illinois Program Evaluation. The multi-year evaluation will be a multi-phase process and outcome evaluation for the Redeploy Illinois Program. The purpose of the evaluation is to assess youth outcomes and to determine the effectiveness of services provided to youth and the aspects of individual programs, services, policies, and procedures that impact effectiveness. Phase 1 involved cleaning and analyzing program data and linking data to other statewide data systems, including data from the Illinois State Board of Education (ISBE), the Illinois Department of Employment Security (IDES), the Illinois Department of Corrections (IDOC), and the Illinois Department of Juvenile Justice (IDJJ). Phase 2 will consist of completing youth and caregiver interviews and/or a matched comparison group study.

#### **B. Required Programming**

The Provider will finalize activities from Phase 1 related to cleaning and analyzing the existing administrative data, linking administrative data to other secondary data, assessing the feasibility of creating a matched comparison group, and assessing feasibility of conducting interviews with youth and caregivers.

The Provider will build upon work previously completed to meet the following objectives:

1. The provider will implement the recruitment strategy identified in Phase 1 of the project, including finalizing the youth and caregiver interview protocols, conducting interviews, coding interview transcripts, and writing the findings in a final report.
2. The Provider will use the administrative data cleaned during phase 1 to inform the development of questions and the analysis of the interviews.
3. The Provider will report documenting the experiences and outcomes of youth post-Redeploy Illinois.
4. The Provider will work with identified sites to extract a method comparison group of non-Redeploy Illinois Youth if it was determined during Phase 1 that a matched comparison group can be created.
5. The Provider will use the administrative data cleaned during phase 1 for this project and all linkages made between the administrative data and other datasets (criminal history, DJJ, DOC, ISBE, IDES) will be completed.
6. The Provider will report documenting the outcomes of youth post-Redeploy Illinois as compared to non-Redeploy Illinois youth.
7. The Provider will work with one to two sites to determine the feasibility of conducting post-program interviews with youth. Potential sites will be initially chosen based on the quality of the administrative data submitted to Redeploy Illinois.
8. The Provider will discuss with sites what would be needed to secure permissions needed to contact youth and their caregivers and what information if any sites could provide to assist the Provider in locating youth.
9. The Provider will finalize a study recruitment methodology to locate and interview youth and their caregivers.
10. The Provider will complete a youth and caregiver follow-up study recruitment methodology and final study design (including draft interview protocols).

### **C. Performance Measures**

1. % of monthly expenditure reports submitted to the Department no later than the 30<sup>th</sup> of each month for the preceding month.
2. % of quarterly narrative and performance data reports to the Department, no later than the 30<sup>th</sup> of the month following the quarter for the preceding quarter.
3. % of full Redeploy Illinois Oversight Board meetings attended by ICJIA staff to provide progress updates on the evaluation.
4. of deliverables identified in Exhibit B submitted to the Department in the quarterly Programmatic Performance Reports.

### **CI. Performance Standards**

1. 80% of monthly expenditure reports will be due on the 15<sup>th</sup> of the month following.
2. 75% of quarterly narrative and performance data reports will be submitted by the 30<sup>th</sup> of the month following the quarter for the preceding quarter.
3. 100% of full Redeploy Illinois Oversight Board meetings will be attended by ICJIA staff to provide progress updates on the evaluation.
4. 80% (4 out of 5) of the deliverables identified in Exhibit B will be completed and submitted to the Department in the quarterly Programmatic Performance Reports.

## **SECTION III**

**The following section provides instructions for the components that must be included in a complete continuation application.**

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### **A. Uniform Application for State Grant Assistance**

Continuation applicants must submit a completed and signed Uniform Application for State Grant Assistance. The 3 page application may be found at [this link](#).

### **B. FY 2020 Redeploy Illinois Evaluation Continuation Plan Narrative**

Continuation applicants must submit an application that contains the information outlined below. Each section must have a heading that corresponds to the headings listed below. If the Applicant believes that the subject has been adequately addressed in another part of the application narrative, then a cross-reference to the appropriate part of the narrative must be provided. The narrative portion must be in the order requested. This application, if approved, will become the local program plan and budget. The program plan/application will be the basis for monitoring compliance by DHS. Please provide a detailed response as directed to each of the following items in an effort to fully describe how the Redeploy Illinois Evaluation will be implemented.

#### **1. Agency Qualifications/Organizational Capacity**

Information in this section should include, but not necessarily be limited to, the following:

- a) Identify key staff positions that will be responsible for the program. Include evidence that this individual(s) are qualified on the basis of education and experience to evaluate the program. Present his/her qualifications as **Attachment 4** of your Application. Additionally, complete **Appendix C**, project staff information, and **Appendix D**, project contact information, and include as **Attachment 5** and **Attachment 6**, respectively.
- b) A description of your agency's readiness for service provision commencing July 1, 2019.
- c) A description of any certifications or accreditations that your agency may have and how they improve your ability to provide the Redeploy Illinois Evaluation.
- d) Include as **Attachment 3** a copy of the Applicant's current Federal Form W-9. If subcontractors are used, include a copy of the subcontractor(s)' Federal Form W-9 in Attachment 6.
- e) Identify how the provider is ensuring the requirements in the data sharing agreement are being executed.
- f) Describe the Institutional Review Board (IRB) status and it's relation to this evaluation. Describe the process in ensuring the protection and confidentiality of the data.

#### **2. Description of Evaluation continuation Plan Narrative**

The Project Narrative will provide a comprehensive framework and description of all aspects of the project.

- a) Describe how your agency will implement the activities listed under "Required Programming" that it is proposing to provide.
- b) For Each Service:
  - Describe what activities that will be undertaken to provide the services.
  - Identify the person/position who will have primary responsibility for that service.
  - Identify the amount of time anticipated to provide the service and a timeline in which the services are expected to be completed.

#### **3. Budget Narrative**

In this section of the application/plan narrative, provide a detailed Budget Narrative of the items allocated within your proposed budget. This will include all funds budget for the program, including any match. Identify the source of those funds and detail how the specified resources and personnel

are being allocated to ensure the tasks, activities, goals and objectives described in your proposal will be implemented. Illustrate the use of state or federal funds, other than Redeploy Illinois Evaluation grant funds, that will be used to support the program. If sub-contractors are planned, please also describe how these funds will be utilized to implement the program.

#### **4. Continuation Plan Narrative Attachments**

##### Required Attachments

- a. Attachment 1: Copy Federal or State approved NICRA
- b. Attachment 2: Budget Information
- c. Attachment 3: Copy of Applicant's current Federal Form W-9
- d. Attachment 4: Evaluator Qualifications
- e. Attachment 5: Project staff information
- f. Attachment 6: Project staff contact information

#### **C. FY 2020 Redeploy Illinois Evaluation Continuation Budget**

In addition to the above budget narrative, Redeploy Illinois Evaluation continuation budgets must be submitted electronically in the CSA system (Refer to **Appendix B** for more information). The Budget entered into the CSA system will also include a narrative or detailed description/justification for each line in the budget and will describe why each expenditure is necessary for program implementation and how you arrived at the particular amount. Please include cost allocations as necessary. This narrative must also clearly identify indirect costs, direct program costs, direct administrative costs, and match within each line item as appropriate. The Budget (including MTDC base exclusions as appropriate) should clearly describe how the specified resources and personnel have been allocated for the tasks and activities described in your plan. The Budget should be electronically signed and submitted in the CSA system. The Budget must be signed by the Provider's Chief Executive Officer and/or Chief Financial Officer. If indirect costs are included in the budget, a copy of the approved NICRA must be included with the Application as **Attachment 1**. Additionally, provide a copy of the budget entered into the CSA system as **Attachment 2**.

Please note, your FY 2020 contract **will not** be processed until your budget has been reviewed AND approved. It is critical that the budget submitted is as detailed as possible.

Submit as **Attachment 3** – a copy of Federal Form W9 for the Provider Agency. It is critical that the Agency name, address and FEIN number matches the information provided on the Uniform Application for State Grant Assistance submitted as part of the total Application package.

## **SECTION IV**

The following section provides instructions for Submitting the complete continuation application.

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### **A. APPLICATION AND SUBMISSION INSTRUCTIONS**

#### **1. Submission Format, Location and Deadline**

- a) Applications must be received at the location below **no later than 12:00 p.m. (noon) on Thursday, May 9, 2019**. The application container will be electronically time-stamped upon receipt. The Department will ONLY accept applications submitted by electronic mail sent to [DHS.YouthServicesInfo@Illinois.gov](mailto:DHS.YouthServicesInfo@Illinois.gov) . The subject line of the email MUST state: "**20-444-80-0714-02 Erica R.I Evaluation**". Applications will NOT be accepted if received by fax machine, hard copy, disk or thumb drive.
- b) All Providers must **submit the completed grant application in a single PDF document utilizing the CMS File Transfer Utility located at <https://filet.illinois.gov/filet/PIMupload.asp> SUBMIT THE COMPLETED GRANT APPLICATION TO: DHS.YouthServicesInfo@illinois.gov The subject line of the email MUST state: "20-444-80-0714-02 Erica R.I. Evaluation"**.
- c) Please follow the instructions to attach your application. **Don't forget the subject line above.** Unless otherwise specified in writing, to be considered, proposals must be submitted via CMS File Transfer Utility by the designated date and time listed above. For your records, please keep a copy of your submission with the date and time the application was submitted along with the email address to which it was sent. The deadline will be strictly enforced. In the event of a dispute, the Provider bears the burden of proof that the application was received on time at the email location listed above.

#### **2. Other Submission Requirements.**

##### **a) Proposal Format Requirements**

1. All applications must be typed on 8 1/2 x 11-inch paper using 12-point type and at 100% magnification. With the exception of letterhead and stationery for letter(s) of support, the entire application should be typed in black ink on white paper. The application must be typed single-spaced, on one side of the page, with 1-inch margins on all sides. The Uniform Application for State Grant Assistance, Attachments, Checklist, and Uniform Budget Template/Narrative forms are NOT included in the page limitation.
2. The entire application, including attachments, must be sequentially page numbered and compiled in the order specified below. **The complete application must be submitted in a single PDF document to [DHS.YouthServicesInfo@illinois.gov](mailto:DHS.YouthServicesInfo@illinois.gov) The subject line of the email MUST state: "20-444-80-0714 Erica R.I. Evaluation"**. Applications will ONLY be accepted by email as described herein. Hard copies, faxed copies, copies on disk or thumb drive etc. will not be accepted.
3. **The Department is under no obligation to accept applications that do not comply with the above requirements.**

##### **b) ALL Applications MUST include the following mandatory forms/attachments in the order identified below.**

1. A Screenshot or statement indicating the applicants has completed Pre-Qualification steps and is currently Pre-Qualified.
2. Statement indicating the ICQ and PRA have been completed
3. Signed Uniform Application for State Grant Assistance
4. Continuation Proposal Narrative

- Narrative Plan/Description of Services
- Budget Narrative
- Attachments to your application
  - Attachment 1: Copy Federal or State approved NICRA
  - Attachment 2: Budget Information
  - Attachment 3: Copy of Applicant’s current Federal Form W-9
  - Attachment 4: Evaluator’s Qualifications
  - Attachment 5: Project staff information
  - Attachment 6: Project staff contact information

5. Uniform Grant Budget – The proposed budget must be entered, signed and submitted in CSA and is required for the application to be considered complete. A hard copy of this signed and submitted budget must be included with the application.

**3. Unique entity identifier and System for Award Management (SAM)**

Each applicant is required to: (i) Be registered in SAM before submitting its application; (ii) provide a valid unique entity identifier in its application; and (iii) continue to maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by the Department. The Department may not make an award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with the requirements by the time the Department is ready to make an award, the Department may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant. Please refer to *Section I. Eligibility Information & Grant Funding Requirements* for additional information and detail regarding SAM.

**4. Intergovernmental Review**

This funding opportunity is NOT subject to Executive Order 12372, “Intergovernmental Review of Federal Programs,”.

**5. Funding Restrictions**

The applicant must develop a budget consistent with program requirements as described in *Section II. Program Description Overview* and in accordance with *Section I. C Grant Funds Use Requirements*.

The Department will not allow reimbursement of pre-award costs under this funding opportunity.

## **SECTION V**

**The following section provides Award, Administrative and Contact Information.**

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### **Award Administration Information**

#### **A. State Award Notices.**

Providers recommended for continued funding under this Notice of Funding Opportunity following the above review will receive a Notice of State Award (NOSA). The NOSA shall include:

- Grant award amount
- The terms and condition of the award.
- Specific conditions assigned to the grantee based on the fiscal and administrative and programmatic risk assessments.

Upon acceptance of the grant award, announcement of the grant award shall be published by the awarding agency to Grants.Illinois.gov

A written Notice of Denial shall be sent to the Providers not receiving awards.

The NOSA must be signed by the grants officer (or equivalent). This signature effectively accepts the state award amount and all conditions set forth within the notice. This signed NOSA is the document authorizing the Department to proceed with issuing an agreement. The Agency signed NOSA must be remitted to the Department as instructed in the notice.

#### **B. Administrative and National Policy Requirements.**

The agency awarded funds shall provide services as set forth in the DHS grant agreement and shall act in accordance with all state and federal statutes and administrative rules applicable to the provision of the services.

To review a sample of the FY2020 DHS contract/grant agreement, please visit the DHS Website at <http://www.dhs.state.il.us/page.aspx?item=29741>.

The agency awarded funds through this funding notice must further agree to comply with all applicable provisions of state and federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity including, but not limited to: The Illinois Human Rights Act (775 ILCS 5/1-101 *et seq.*), The Public Works Employment Discrimination Act (775 ILCS 10/1 *et seq.*), The United States Civil Rights Act of 1964 (as amended) (42 USC 2000a-and 2000H-6), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), The Americans with Disabilities Act of 1990 (42 USC 12101 *et seq.*), and The Age Discrimination Act (42 USC 6101 *et seq.*). Additional terms and conditions may apply.

#### **C. Required Reporting**

1. The Provider will submit monthly expenditure documentation forms in the format prescribed by the Department. The Expenditure Documentation forms must be submitted no later than the 30th of each month for the preceding month.
2. Quarterly Narrative and Performance data reports will be submitted by email in a format prescribed by the Department, no later than the 30th of the month immediately following the quarter for the preceding quarter.
3. Year-End Financial, Narrative and Performance Data reports will be submitted by email in a

format prescribed by the Department, no later than 30 days following the end of the fiscal year.

4. Additional annual performance data may be collected as directed by the Department and in a format prescribed by the Department.

#### **D. Redeploy Illinois Evaluation Payment Terms**

1. Payments will be issued on a reimbursement basis and will consider all previously submitted documented expenditures.
2. The Department will compare the amount of the payments made to date with the documented expenditures provided to the Department by the Provider. In the event the documented services provided by the Provider do not justify the level of award being provided to the Provider, future payments may be withheld or reduced until such time as the services documentation provided by the Provider equals the amounts previously provided to the Provider. Failure of the Provider to provide timely, accurate and sufficiently detailed documentation will result in delayed payments and may result in a reduction to the total award.
3. The final payment from the Department under this Agreement shall be made upon the Department's determination that all requirements under this Agreement have been completed, which determination shall not be unreasonably withheld. Such final payment will be subject to adjustment after the completion of a review of the Provider's records as provided in the Agreement.

In the event payments made by the Department to the provider exceed the total amount of provider reported and Department authorized expenditures, the provider will be required to issue a repayment to the Department in an amount equal to the overpayment.

#### **State Awarding Agency Contact(s)**

If you have questions relating to this Continuation Funding Notice, please send them via email to: [DHS.YouthServicesInfo@Illinois.gov](mailto:DHS.YouthServicesInfo@Illinois.gov) with “**R.I Evaluation FUNDING NOTICE – Erica**” in the subject line of the email.

**FY2020 Redeploy Illinois Evaluation Continuation Funding Application**  
**Appendix A - Redeploy Illinois Legislation**

(730ILCS110/16.1)

Sec.16.1.RedeployIllinoisProgram.

(a) The purpose of this Section is to encourage the deinstitutionalization of juvenile offenders by establishing projects in counties or groups of counties that reallocate State funds from juvenile correctional confinement to local jurisdictions, which will establish a continuum of local, community-based sanctions and treatment alternatives for juvenile offenders who would be incarcerated if those local services and sanctions did not exist. It is also intended to offer alternatives, when appropriate, to avoid commitment to the Department of Juvenile Justice, to direct child welfare services for minors charged with a criminal offense or adjudicated delinquent under Section 5 of the Children and Family Services Act. The allotment of funds will be based on a formula that rewards local jurisdictions for the establishment or expansion of local alternatives to incarceration, and requires them to pay for utilization of incarceration as a sanction. In addition, there shall be an allocation of resources (amount to be determined annually by the Redeploy Illinois Oversight Board) set aside at the beginning of each fiscal year to be made available for any county or groups of counties which need resources only occasionally for services to avoid commitment to the Department of Juvenile Justice for a limited number of youth. This redeployment of funds shall be made in a manner consistent with the Juvenile Court Act of 1987 and the following purposes and policies:

(1) The juvenile justice system should protect the community, impose accountability to victims and communities for violations of law, and equip juvenile offenders with competencies to live responsibly and productively.

(2) Juveniles should be treated in the least restrictive manner possible while maintaining the safety of the community.

(3) A continuum of services and sanctions from least restrictive to most restrictive should be available in every community.

(4) There should be local responsibility and authority for planning, organizing, and coordinating service resources in the community. People in the community can best choose a range of services which reflect community values and meet the needs of their own youth.

(5) Juveniles who pose a threat to the community or themselves need special care, including secure settings. Such services as detention, long-term incarceration, or residential treatment are too costly to provide in each community and should be coordinated and provided on a regional or statewide basis.

(6) The roles of State and local government in creating and maintaining services to youth in the juvenile justice system should be clearly defined. The role of the State is to fund services, set standards of care, train service providers, and monitor the integration and coordination of services. The role of local government should be to oversee the provision of services.

(b) Each county or circuit participating in the Redeploy Illinois program must create a local plan demonstrating how it will reduce the county or circuit's utilization of secure confinement of juvenile offenders in the Illinois Department of Juvenile Justice or county detention

centers by the creation or expansion of individualized services or programs that may include but are not limited to the following:

- (1) Assessment and evaluation services to provide the juvenile justice system with accurate individualized case information on each juvenile offender including mental health, substance abuse, educational, and family information;
- (2) Direct services to individual juvenile offenders including educational, vocational, mental health, substance abuse, supervision, and service coordination; and
- (3) Programs that seek to restore the offender to the community, such as victim offender panels, teen courts, competency building, enhanced accountability measures, restitution, and community service. The local plan must be directed in such a manner as to emphasize an individualized approach to providing services to juvenile offenders in an integrated community based system including probation as the broker of services. The plan must also detail the reduction in utilization of secure confinement. The local plan shall be limited to services and shall not include costs for:
  - (i) capital expenditures;
  - (ii) renovations or remodeling;
  - (iii) personnel costs for probation.

The local plan shall be submitted to the Department of Human Services.

(c) A county or group of counties may develop an agreement with the Department of Human Services to reduce their number of commitments of juvenile offenders, excluding minors sentenced based upon a finding of guilt of first degree murder or an offense which is a Class X forcible felony as defined in the Criminal Code of ~~2012~~1961, to the Department of Juvenile Justice, and then use the savings to develop local programming for youth who would otherwise have been committed to the Department of Juvenile Justice. A county or group of counties shall agree to limit their commitments to 75% of the level of commitments from the average number of juvenile commitments for the past 3 years, and will receive the savings to redeploy for local programming for juveniles who would otherwise be held in confinement. For any county or group of counties with a decrease of juvenile commitments of at least 25%, based on the average reductions of the prior 3 years, which are chosen to participate or continue as sites, the Redeploy Illinois Oversight Board has the authority to reduce the required percentage of future commitments to achieve the purpose of this Section. The agreement shall set forth the following:

- (1) a Statement of the number and type of juvenile offenders from the county who were held in secure confinement by the Illinois Department of Juvenile Justice or in county detention the previous year, and an explanation of which, and how many, of these offenders might be served through the proposed Redeploy Illinois Program for which the funds shall be used;
- (2) a Statement of the service needs of currently confined juveniles;
- (3) a Statement of the type of services and programs to provide for the individual needs of the juvenile offenders, and the research or evidence base that qualifies those services and programs as proven or promising practices;
- (4) a budget indicating the costs of each service or program to be funded under the plan;
- (5) a summary of contracts and service agreements indicating the treatment goals and number of juvenile offenders to be served by each service provider; and

(6) a Statement indicating that the Redeploy Illinois Program will not duplicate existing services and programs. Funds for this plan shall not supplant existing county funded programs.

In a county with a population exceeding 2,000,000, the Redeploy Illinois Oversight Board may authorize the Department of Human Services to enter into an agreement with that county to reduce the number of commitments by the same percentage as is required by this Section of other counties, and with all of the same requirements of this Act, including reporting and evaluation, except that the agreement may encompass a clearly identifiable geographical subdivision of that county. The geographical subdivision may include, but is not limited to, a police district or group of police districts, a geographical area making up a court calendar or group of court calendars, a municipal district or group of municipal districts, or a municipality or group of municipalities.

(d) (Blank).

(d-5) A county or group of counties that does not have an approved Redeploy Illinois program, as described in subsection (b), and that has committed fewer than 10 Redeploy eligible youth to the Department of Juvenile Justice on average over the previous 3 years, may develop an individualized agreement with the Department of Human Services through the Redeploy Illinois program to provide services to youth to avoid commitment to the Department of Juvenile Justice. The agreement shall set forth the following:

(1) a statement of the number and type of juvenile offenders from the county who were at risk under any of the categories listed above during the 3 previous years, and an explanation of which of these offenders would be served through the proposed Redeploy Illinois program for which the funds shall be used, or through individualized contracts with existing Redeploy programs in neighboring counties;

(2) a statement of the service needs;

(3) a statement of the type of services and programs to provide for the individual needs of the juvenile offenders, and the research or evidence that qualifies those services and programs as proven or promising practices;

(4) a budget indicating the costs of each service or program to be funded under the plan;

(5) a summary of contracts and service agreements indicating the treatment goals and number of juvenile offenders to be served by each service provider; and

(6) a statement indicating that the Redeploy Illinois program will not duplicate existing services and programs. Funds for this plan shall not supplant existing county funded programs.

(e) The Department of Human Services shall be responsible for the following:

(1) Reviewing each Redeploy Illinois Program plan for compliance with standards established for such plans. A plan may be approved as submitted, approved with modifications, or rejected. No plan shall be considered for approval if the circuit or county is not in full compliance with all regulations, standards and guidelines pertaining to the delivery of basic probation services as established by the Supreme Court.

(2) Monitoring on a continual basis and evaluating annually both the program and its fiscal activities in all counties receiving an allocation under the Redeploy Illinois Program. Any program or service that has not met the goals and objectives of its contract or service agreement shall be subject to denial for

funding in subsequent years. The Department of Human Services shall evaluate the effectiveness of the Redeploy Illinois Program in each circuit or county. In determining the future funding for the Redeploy Illinois Program under this Act, the evaluation shall include, as a primary indicator of success, a decreased number of confinement days for the county's juvenile offenders.

- (f) Any Redeploy Illinois Program allocations not applied for and approved by the Department of Human Services shall be available for redistribution to approved plans for the remainder of that fiscal year. Any county that invests local moneys in the Redeploy Illinois Program shall be given first consideration for any redistribution of allocations. Jurisdictions participating in Redeploy Illinois that exceed their agreed upon level of commitments to the Department of Juvenile Justice shall reimburse the Department of Corrections for each commitment above the agreed upon level.
- (g) Implementation of Redeploy Illinois.
  - (1) Oversight of Redeploy Illinois.
    - (i) Redeploy Illinois Oversight Board. The Department of Human Services shall convene an oversight board to oversee the Redeploy Illinois Program. The Board shall include, but not be limited to, designees from the Department of Juvenile Justice, the Administrative Office of Illinois Courts, the Illinois Juvenile Justice Commission, the Illinois Criminal Justice Information Authority, the Department of Children and Family Services, the State Board of Education, the Cook County State's Attorney, and a State's Attorney selected by the President of the Illinois State's Attorney's Association, the Cook County Public Defender, a representative of the defense bar appointed by the Chief Justice of the Illinois Supreme Court, a representative of probation appointed by the Chief Justice of the Illinois Supreme Court, and judicial representation appointed by the Chief Justice of the Illinois Supreme Court. Up to an additional 9 members may be appointed by the Secretary of Human Services from recommendations by the Oversight Board; these appointees shall possess a knowledge of juvenile justice issues and reflect the collaborative public/private relationship of Redeploy programs.
      - (ii) Responsibilities of the Redeploy Illinois Oversight Board.  
The Oversight Board shall:
        - (A) Identify jurisdictions to be included in the program of Redeploy Illinois.
        - (B) Develop a formula for reimbursement of local jurisdictions for local and community-based services utilized in lieu of commitment to the Department of Juvenile Justice, as well as for any charges for local jurisdictions for commitments above the agreed upon limit in the approved plan.
        - (C) Identify resources sufficient to support the administration and evaluation of Redeploy Illinois.
        - (D) Develop a process and identify resources to support on-going monitoring and evaluation of Redeploy Illinois.
        - (E) Develop a process and identify resources to support training on Redeploy Illinois.

(E-5) Review proposed individualized agreements and approve where appropriate the distribution of resources.

(F) Report to the Governor and the General Assembly on an annual basis on the progress of Redeploy Illinois.

(iii) Length of Planning Phase. The planning phase may last up to, but may in no event last longer than, July 1, 2004.

(2) (Blank).

(3) There shall be created the Redeploy County Review Committee composed of the designees of the Secretary of Human Services and the Directors of Juvenile Justice, of Children and Family Services, and of the Governor's Office of Management and Budget who shall constitute a subcommittee of the Redeploy Illinois Oversight Board.

(h) Responsibilities of the County Review Committee. The County Review Committee shall:

(1) Review individualized agreements from counties requesting resources on an occasional basis for services for youth described in subsection (d-5).

(2) Report its decisions to the Redeploy Illinois Oversight Board at regularly scheduled meetings.

(3) Monitor the effectiveness of the resources in meeting the mandates of the Redeploy Illinois program set forth in this Section so these results might be included in the Report described in clause (g)(1)(ii)(F).

(4) During the third quarter, assess the amount of remaining funds available and necessary to complete the fiscal year so that any unused funds may be distributed as defined in subsection (f).

(5) Ensure that the number of youth from any applicant county receiving individualized resources will not exceed the previous three-year average of Redeploy eligible recipients and that counties are in conformity with all other elements of this law.

(i) Implementation of this Section is subject to appropriation.

(j) Rulemaking authority to implement this amendatory Act of the 95th General Assembly, if any, is conditioned on the rules being adopted in accordance with all provisions of and procedures and rules implementing the Illinois Administrative Procedure Act; any purported rule not so adopted, for whatever reason, is unauthorized.

(Source: P.A. 94-696, eff. 6-1-06; 94-1032, eff. 1-1-07; 95-1050, eff. 1-1-10.)

## FY2020 Redeploy Illinois Evaluation Continuation Funding Application Appendix B - 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](mailto: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](mailto: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](mailto: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](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](#).



**FY2020 Redeploy Illinois Evaluation Continuation Funding Application**  
**Appendix D - Program Contact Information**

COUNTY/AGENCY NAME:

Name:		
Address:		
City:	State:	Zip:
FEIN#:	Website Address:	

EXECUTIVE DIRECTOR/BOARD CHAIR:

Name:		Title:
Address:		
City:	State:	Zip:
Phone:	Fax:	
Email:		

REDEPLOY EVALUATION PRINCIPAL INVESTIGATOR:

Name:		Title:
Address:		
City:	State:	Zip:
Phone:	Fax:	
Email:		

ADDITIONAL PROJECT STAFF CONTACT:

Name:		Title:
Address:		
City:	State:	Zip:
Phone:	Fax:	
Email:		

ADDITIONAL PROJECT STAFF CONTACT

Name:		Title:	
Address:			
City:		State:	Zip:
Phone:		Fax:	
Email:			

ADDITIONAL PROJECT STAFF CONTACT:

Name:		Title:	
Address:			
City:		State:	Zip:
Phone:		Fax:	
Email:			

DATA CONTACT:

Name:		Title:	
Address:			
City:		State:	Zip:
Phone:		Fax:	
Email:			

FISCAL CONTACT:

Name:		Title:	
Address:			
City:		State:	Zip:
Phone:		Fax:	
Email:			