

Agency Specific Content for the Notice of Funding Opportunity

Juvenile Justice Youth Serving Programs

A. Program Description

The federal Office of Juvenile Justice and Delinquency Prevention (OJJDP) provides funding directly to states through its Title II Formula Grants Program (Title II) to support state and local delinquency prevention, intervention efforts and juvenile justice system improvements. These funds are used to help states implement comprehensive state juvenile justice plans based on detailed studies of needs in their jurisdictions. State Advisory Groups, comprised of members appointed by the governor, set priorities for funded activities.

The State Advisory Group for Illinois, the Illinois Juvenile Justice Commission (IJJC), administers the Title II funds. These funds support a broad range of juvenile justice activities at the state and local level that are designed to improve the juvenile justice system through the development of more effective education, training, research, prevention, diversion, treatment, and rehabilitation programs in the area of juvenile delinquency. These programs or projects can be designed to be developed, implemented and evaluated directly or through grants and contracts with public and private agencies. Title II also funds state and local activities designed to ensure and maintain the state's compliance with the Core Requirements of the JJDPA.

- Deinstitutionalization of Status Offenders (DSO)
- Adult Jail and Lock-Up Removal (Jail Removal)
- "Sight and Sound" Separation
- Address Racial and Ethnic Disparities (RED);

(See Appendix 1: Core Requirements of the Office of Juvenile Justice Delinquency Prevention)

In some communities, youth become involved in the juvenile justice system unnecessarily because alternatives do not exist or are not embedded within the system decision-making process. Because the needs and resources are different in each community in Illinois, a one-size-fits-all approach is not likely to be very effective.

Local juvenile justice systems and community-based providers are in prime position to craft solutions and develop youth serving programs that meet the local community's needs and take into account local resources. Empowering and supporting local youth programming can also stem the tide of racial and ethnic disparity in the juvenile justice system at the front door and help ensure that no youth enters the juvenile justice system unnecessarily. Investing in local communities will reduce the costs associated with incarcerating youth in correctional facilities, reduce rates of recidivism, reduce the number of crime victims, and ultimately create safer communities in Illinois.

The IJJC is seeking applications from juvenile justice councils, units of local government or local non-for-profit agencies who wish to develop, implement, expand and/or maintain youth serving programs for youth who are involved or at risk of becoming involved with the Juvenile Justice System.

1. Required Services: Youth Serving Programs will

- a. Accomplish one or more of the following:
 - Ensure that youth do not enter Illinois' juvenile justice system unnecessarily;
 - Ensure that youth who do enter the juvenile justice system receive developmentally appropriate, individualized support and services;
 - Ensure that youth leave the justice system with positive outcomes, which in turn enhance public safety;
 - Address and reduce racial and / or ethnic disparities in the local juvenile justice system.
- b. Reflect a trauma-informed approach, which involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress, as well as the behavioral and mental health consequences of trauma. Applicants must commit to becoming trauma-informed and demonstrate an ongoing commitment to developing/maintaining trauma informed capacity within the organization. Training and technical assistance will be made available to successful applicants to achieve/maintain

this status.

- c. Utilize evidence-based and evidence-informed services, interventions and principles.
- d. Include strategies for helping youth build protective factors and resiliencies that moderate the impact of past and future negative experiences.
- e. Assess its effectiveness and measure increase or decrease in risk/protective factors for individual by administering a pre and post assessment to each program youth. If applicant is a CCBYS agency, the applicant will be required, at minimum, to use the Youth Assessment Screening Instrument (YASI) as the pre and post assessment.
- f. Collect and report data on youth receiving services under this proposal in accordance with OJJDP and DHS reporting requirements and systems including recidivism and victimization data.
- g. Evaluate the effectiveness of applicant's proposed program by establishing and reporting on measurable objectives determined by the applicant and approved by the Department.

2. Additional Services to be Performed by All Applicants

- a. The applicant must provide a clear statement of commitment to the Core Values and Principles of the Illinois Juvenile Justice Commission, included in **Appendix 2; Core Values and Principles of the IJJC**.
- b. The Applicant will be available as requested by the Department/IJJC to present information regarding service deliverables, provide data updates, or to answer questions arising from the Applicant's work.
- c. The Applicant agrees to participate in site visits as requested by the Department/IJJC and agrees that program and collaborating partners may attend such site visits.
- d. Applicants are expected to collaborate and partner with the Illinois Juvenile Justice Commission (IJJC) and relevant juvenile justice agencies-including but not limited to the Illinois Department of Juvenile Justice, the Administrative Office of Illinois Courts, and local juvenile court systems and probation departments-to develop innovative system improvement strategies, research initiatives, and data collection and analyses plans aimed at achieving the system improvement goals of the IJJC.
- e. The Applicant will submit Performance Measures data required by OJJDP on or before November 1st of each year for the preceding period of October 1 - September 30. Data will be submitted in the format prescribed by the Department and IJJC.

3. Performance Measures

Each quarter, successful applicants will submit a periodic performance report (PPR), which includes the following performance measures. At the end of the year, successful applicants will also submit a cumulative report. (For an example of a PPR, see **Appendix 3; Periodic Performance Report**)

- a. Number of programs implemented as a result of this funding opportunity
- b. Percentage of DHS required reports completed and submitted accurately and on time
- c. Number of youths served
- d. Percentage of youth served who completed program
- e. Percentage of program youth who completed program who demonstrate improvement (such as increased protective factors and/or decreased risk factors) based upon risk assessment results
- f. Number and percentage of program youth receiving a pre/post risk assessment
- g. Number and percent of program youth tracked to determine recidivism
- h. Percentage of tracked youth with no new arrests.
- i. Percentage of agency determined performance measures and standards met

4. Performance Standards

- a. Number of programs implemented as a result of this funding opportunity (minimum acceptable: 1)
- b. Percentage of DHS required reports completed and submitted accurately and on time (minimum acceptable: 80%)

- c. Number of youths served (minimum 75% of applicant's proposed # number of youth served)
- d. Percentage of youth served who completed the program (minimum 65% of youth served)
- e. Percentage of program youth who demonstrate improvement (such as increased protective factors and/or decreased risk factors) based upon risk assessment results. (minimum 65% of youth served)
- f. Number and percentage of program youth receiving a pre/post risk assessment (minimum 85% of youth served)
- g. Number and percent of program youth tracked to determine recidivism (minimum 65% of youth served will be tracked)
- h. Percent of tracked youth with no new arrests. (minimum 75% of youth tracked)
- i. Percentage of agency determined performance measures and standards met--(minimum acceptable 75%)

B. Funding Information

1. Funding for this award will come from federal Title II Formula Grants Program (Title II) awarded to the State of Illinois
2. The Department anticipates funding 10 applicants to provide JJYSP programs.
3. In FY2020 the Department anticipates the availability of approximately **\$650,000** in funding available for grants under this Notice of Funding Opportunity.
4. This is a competitive funding opportunity.
5. This grant will NOT require a match.
6. Proposed project budgets and narratives must be sufficiently detailed and justified to be approved by DHS. Successful applicants will NOT receive a grant agreement until after their budget has been approved through the CSA system. Refer to **Appendix 4: CSA Budget Information** for additional instructions for registering and completing budgets in the CSA system.
7. 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. Subcontractor budgets are not entered in CSA, forms can be found via link listed in **Appendix 4: CSA Budget Information**.
8. Pre-Award costs will not be allowed under this award.
9. **The grant period will begin no sooner than July 1, 2019 and will continue through June 30, 2020.**
10. **The release of this NOFO 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.**

C. Eligibility Information & Grant Funding Requirements

1. Eligible Applicants

This competitive funding opportunity is limited to applicants that meet the following requirements:

- a. Applicant is an Illinois unit of local government, OR
- b. Applicant is an Illinois not-for-profit community-based organization, OR
- c. Applicant is a new or existing Juvenile Justice Council

In addition, applicant must meet all of the Pre-Qualification and Mandatory Requirements described in this section. Failure to provide the requested information as outlined in this NOFO to demonstrate these criteria are met will result in the application being removed from funding consideration. *Note: It is NOT necessary for applicants to have previously held a Juvenile Justice Youth Serving Program grant funded by DHS to be eligible.*

2. Pre-Qualification

Applicant entities will not be eligible to apply for a grant award until they have pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal, 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. Applicants must be pre-qualified, therefore, 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 Applicant’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. 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 4: CSA Budget Information** and also see: http://www.dhs.state.il.us/OneNetLibrary/27896/documents/Contracts/FY18-GATA-Budgets/DHSBudgetTrainingManual_Revision_3_28_18.pdf.

3. 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.

4. 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. If all responding applicants fail to meet a particular mandatory requirement, that mandatory requirement may, at the sole discretion of the State, be removed from the Mandatory Requirements so the evaluation process may continue. However, this does not obligate DHS to make an award to any applicant that fails to meet all mandatory requirements.

- a. **The selected provider must be in a position to begin providing services within 3 months following the contract start date.**
- b. **Technology:** Agencies awarded funds through this funding notice must have a computer that meets the following minimum specifications for 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.*).

5. Cost Sharing or Match Requirements

Successful applicants are NOT required to provide in-kind and/or financial match. However, if a successful applicant proposes a voluntary match amount and the budget is approved, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

6. 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 these grants is intended to provide direct services to youth. 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:

- 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)
- Capital expenditures for general purpose equipment, including any vehicle regardless of cost, buildings, and land (2 CFR 200.439)
- Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life (2 CFR 200.439)
- 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).
- 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:

- **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 7**.
- **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.
- **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.

- 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.
- 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.
- 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.
- For more information, see <https://www.illinois.gov/sites/GATA/Pages/default.aspx> .

f. **Administrative costs**

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 NICRA be exceeded under this agreement. Documentation will be required to verify the approved NICRA.*

g. **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.

7. Additional Requirements

- Collaboration with local Family and Community Resource Centers (FCRCs):** Providers will maintain a collaborative working relationship with the local DHS FCRCs. This will include outreach to FCRCs to develop awareness of the JJYSP program, recruit potential participants, and regularly participating in local FCRCs' service provider meetings as requested. Additionally, Providers are required to communicate agency job openings to the local FCRCs. This is not a requirement to hire, simply to share vacancy announcements.
- Program Evaluation Reporting Requirements:** Providers will be required to participate in evaluation efforts as directed by the Department and/or its subcontractor(s) and collect and report data accordingly. Providers will be required to report quarterly regarding program performance measures and outcomes. Providers will be required to participate in a Department directed Performance and Standards Assessment review. A year-end program and performance measures and outcomes report

will also be required. Additional data and information may be requested throughout the year as determined by the Department.

- c. **Sectarian Issue:** Provider organizations may not expend federal or state funds for sectarian instruction, worship, prayer or to proselytize. If the Provider organization is a faith-based or a religious organization that offers such activities, these activities shall be voluntary for the individuals receiving services and offered separately from the program.
- d. **Background Checks:** Background checks are required for **all program staff and volunteers** who have the potential for contact with youth under 18. These background checks must be completed in advance of individuals working directly with youth. Such individuals will authorize such checks in writing and submit to fingerprinting when required. The agency shall retain the signed form authorizing the background check. All background check information, including the signed authorizing forms shall be maintained separately in a confidential file, apart from the employee's personnel records. Funded programs will be required to have a written protocol in place detailing the requirement for background checks; evidence of their completion; the protocol for reviewing and making determinations regarding results; etc. In no case shall a Person who has been indicated as the perpetrator of any of the child abuse/neglect allegations identified in 89 Ill. Adm. Code Section 385.50(a) be deemed fit for service that allows access to children.
- e. **Child Abuse/Neglect Reporting Mandate:** Per the Abused and Neglected Child Reporting Act (ANCRA, 325 ILCS 5/4), mandated reporters are professionals who may work with children in the course of their professional duties. Mandated reporters are required to report suspected child maltreatment immediately when they have "reasonable cause to believe that a child known to them in their professional or official capacity may be an abused or neglected child" (ANCRA Sec.4). This is done by calling the Illinois Department of Children and Family Services (DCFS) Hotline at 1-800-252-2873 or 1-800-25ABUSE. Programs funded through this grant opportunity must review ANCRA and, where appropriate, have a written protocol for identifying and reporting suspected child maltreatment.
- f. **Hiring and Employment Policy:** It is the policy of the Department to encourage cultural diversity in the work environment and to promote employment opportunities through its programs. The Department philosophy is that the program workforce should appropriately reflect the populations to be served, with special attention given to hiring individuals indigenous to those communities. Consistent with Department policy, whenever a position becomes available, funded programs are encouraged to consider TANF clients for employment, contingent upon their qualifications in the areas of education and work experience.
- g. **Publication of Studies, Reports or other Program Products:** The Applicant agrees that products produced for the Department/IJJC with Title II funds, including, but not limited to research reports, data, analyses and policy recommendations are the property of the Department/IJJC and will not be published or distributed except as prescribed by the Department/IJJC.

Unless otherwise provided in the approved Program Plan, the Applicant agrees not to publish, release or otherwise disseminate data in any form without the prior written permission of the Department/IJJC. If such permission is granted, the Applicant agrees to submit to the Department/IJJC six copies of all reports and proposed publications resulting from this Agreement a minimum of 30 calendar days prior to public release; any publications (written, visual or sound), excluding press releases, newsletters and issue analyses, shall contain the following statement: *"Prepared under grants(s) from the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, United States Department of Justice. Points of view or opinions in the document are those of the author and do not necessarily represent the official position or policies of the United States Department of Justice, the Illinois Department of Human Services or the Illinois Juvenile Justice Commission."*

D. Application and Submission Information

1. Address to Request Application Package.

Application materials are provided throughout this announcement. Appendices will be made available in user/printer friendly format and may be found on the Illinois Department of Human Services web site at [this link](#). Please click on the corresponding link. Additional copies may be obtained by contacting the contact person listed below.

Each applicant must have access to the internet. The Department's web site will contain information regarding the NOFO and materials necessary for submission. Questions and answers will also be posted on the Department's website as described later in this announcement. It is the responsibility of each applicant to monitor that web site and comply with any instructions or requirements relating to the NOFO.

Contact Person

Wendy Nussbaum, Executive Director
Illinois Juvenile Justice Commission
IDHS, Division of Family and Community Service
401 S Clinton St.
4th Floor
Chicago, IL 60607
Email: DHS.YouthServicesInfo@illinois.gov

2. Content and Form of Application Submission.

Proposal Narrative Content

Applicants must submit a plan that contains the information outlined below. Each section must have a heading that corresponds to the headings in bold type listed below. If the applicant believes that the subject has been adequately addressed in another part of the application narrative, then provide the cross-reference to the appropriate part of the narrative. The narrative portion must follow the page guidelines set for each section and must be in the order requested.

a. Executive Summary (1 page maximum; 5 points)

The Executive Summary will serve as a stand-alone document for the successful applicant that will be shared with various state-level stakeholders and others requesting a brief overview of the funded project. Therefore, applicants should be concise and direct in their description and provide an overview of the services proposed with these funds and the outcomes that will be achieved. At a minimum, each of the following should be addressed in the summary:

- List the name, address and type (local unit of government, existing JJ Council or non-for-profit) of applicant entity
- List the name of your proposed Youth Serving Program and give brief description
- Identify the program area(s) your program will address
 1. Ensure that youth do not enter Illinois' juvenile justice system unnecessarily;
 2. Ensure that youth who do enter the juvenile justice system receive developmentally appropriate, individualized support and services;
 3. Ensure that youth leave the justice system with positive outcomes, which in turn enhance public safety;
 4. Address and reduce racial and ethnic disparities in the local juvenile justice system.
- Describe anticipated outcome(s) of your program
- Indicate the anticipated number of youths to be served
- Indicate if applicant will be delivering services directly or using a sub-contractor
- Indicate amount requested under this proposal
- Indicate applicant entity's clear statement of commitment to the Core Values and Principles of the Illinois Juvenile Justice Commission included in **Appendix 2**.

b. Capacity - Agency Qualifications/Organizational Capacity (4 pages maximum; 30 points)

The purpose of this section is for the applicant to present an accurate picture of their ability to implement a youth serving program that supports state and local delinquency prevention and/or intervention efforts as outlined in this NOFO. Information in this section should include, but not necessarily be limited to, the following:

- Identify Applicant Entity (existing Juvenile Justice Council, unit of local government, or not-for-profit community-based organization)
- Describe your experience providing Youth Serving Programs; list major achievements and accomplishments, especially for programs serving justice-involved youth. Identify any evidence-based programs you have provided.
- Describe your experience and efforts regarding reduction of Racial and Ethnic Disparities (RED); list major achievements and accomplishments; describe availability of RED data at the five OJJDP decision points-arrest, diversion, detention, secure confinement and transfers to adult court, especially for programs serving justice-involved youth.
- Describe your experience managing state and/or federal grants.
- Is applicant entity part of the juvenile justice system?
 1. If not, describe your collaboration/connection with the juvenile justice system.
 2. If so, describe your collaboration/connection with the Comprehensive Community Based Youth Services System (CCBYS) Included the name of the local CCBYS agency and the geographic area covered by the agency.
- Describe how the collaboration will enable you to make or receive referrals, case plan, share data, including attendance and outcomes and/or otherwise collaborate around individual youth and his or her treatment. Collaboration should be formalized through an MOU, a letter or some other documentation to that effect. Attach Documentation of Collaboration as **Attachment 1: CCBYS and JJS Collaboration**
- Describe any experience you have managing collaborative projects.
- Describe applicant organization's efforts to become trauma-informed; including (but not limited to) the adoption of trauma-informed principles, changes to policies and practices to reflect those principles; and trauma-informed trainings agency staff have attended. Applicants must provide documentation to support the applicant organization is recognized as a trauma-informed organization and provide a statement of an ongoing commitment to further developing/maintaining trauma informed capacity within the applicant organization; **or** applicants must provide a statement demonstrating a commitment to develop and maintain trauma informed capacity within the applicant organization Assessment, training and technical assistance will be made available to successful applicants to achieve/maintain this status. Attach documentation that applicant organization is recognized as trauma-informed or commits to develop and maintain trauma informed capacity as **Attachment 2: Documentation of Trauma-Informed Organization.**
- Does your mission statement and goals align with the work proposed under this funding opportunity? How so?

c. Quality - Description of Program Design and Services (6 pages maximum) 40 points

The purpose of this section is for the applicant to provide a comprehensive, clear and accurate picture of its intended program design. The applicant must demonstrate evidence of linguistic and cultural competence throughout. At a minimum, the proposal must address each of the following components in the order below:

- Restate the name of your proposed Youth Serving Program and give a full description.
- Identify the program area(s) your program will address:
 1. Ensuring that youth do not enter Illinois' juvenile justice system (JJS) unnecessarily (Diversion);

2. Ensuring that youth who do enter the juvenile justice system receive developmentally appropriate, individualized support and services;
 3. Ensuring that youth leave the justice system with positive outcomes, which in turn enhance public safety;
- If you are proposing a Diversion Program, describe how your program will ensure that it:
 1. Serves youth who would have had contact with the JJS if your program was not available;
 2. Does not include youth who would not have had contact with the JJS;
 3. Does not place requirements on the youth that increase the chances that youth will return to the JJS.
 - Describe the anticipated outcome(s) of your program.
 - Indicate if your program is evidence-based. If your program is evidence based, please provide a brief history and background of the program. If your program is not evidence-based, please describe its design and the theoretical constructs on which it is based.
 - Describe the treatment modality, program dosage, and staff qualifications of your program. Include resume or job description of person who will be primarily responsible for program implementation as **Attachment 3: Job Description**.
 - List your referral source(s) and describe your intake process. Include the name and a description of individual assessments that will be used and indicate if they will be used as pre and post assessments.
 - Implementation Plan: Describe how your program will be implemented. Include an Implementation timeline as **Attachment 4: Implementation Timeline**. If your program has already been implemented, indicate how long it has been operating and any major achievements or accomplishments or revisions to the program that have occurred.
 - Evaluation: Describe the process that will be used to evaluate the effectiveness of the proposed project.
 1. Provide at least three and no more than eight measurable objectives and dates of expected completion specific to your proposed activities. These should include process and outcome measures. (**See Section A.3. "Performance Measures"**) If applicant is selected for funding, applicant will work with the Department to finalize measurable objectives that will be included in your contract deliverables.
 2. Describe how you will evaluate your program against your anticipated outcomes.
 3. Describe any assessments that will be used to evaluate your program and outcomes, including risk/needs assessments, pre/post assessments, tests or screens, youth/family satisfaction surveys, etc.
 4. Describe your ability to collect recidivism and victimization data for youth who have exited the program.
 - If you plan to use a Sub-Contractor to deliver services related to this program, describe the role and responsibilities of the sub-contractor. Include the Sub-Contractor Agreement as **Attachment 8; Sub-Contractor Agreement**.

d. Racial and Ethnic Disparities (RED) (2 pages maximum, 20 points)

The purpose of this section is for the applicant to provide a clear and accurate picture of the Racial and Ethnic Disparities being addressed by the proposed program.

- Provide data describing the racial and ethnic characteristics of the general population of the communities in which the program will exist. Identify data source. The Office of Juvenile Justice and Delinquency Prevention provides population data at <https://bit.ly/2ELPuXN>.
- Describe the applicant's access to local juvenile justice system data that is broken down by race and ethnicity. Provide local data for at least one JJS decision point, arrest, diversion, detention, probation or transfer to adult court. State and county-wide juvenile detention data for 2016 is acceptable for this application and is available at: http://ijjc.illinois.gov/sites/ijjc.illinois.gov/files/assets/IJJC%20CY%202016%20report_FINAL.pdf

- Describe how your proposed program will address RED.
- Describe the anticipated impact your proposed program will have on RED.

e. Budget Narrative (3 Pages Maximum) 5 points

In this section of the application narrative, provide a detailed, no more than 3 pages, Budget Narrative of the items allocated within your proposed budget. This will include all funds budgeted for the program. 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 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.

In addition to the above narrative, budgets must be submitted electronically in the CSA system. For more information about submitting a budget in the CSA system, refer to **Appendix 4: CSA Budget Information** or see: http://www.dhs.state.il.us/OneNetLibrary/27896/documents/Contracts/FY18-GATA-Budgets/DHSBudgetTrainingManual_Revision_3_28_18.pdf

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 that has been entered into CSA should be printed out and included with your application as **Attachment 5: Applicant Budget**. The Budget must be signed by the Provider's Chief Executive Officer and/or Chief Financial Officer.

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.

Include a copy of the applicant agency's federal form W9 as **Attachment 6: Applicant Agency Federal Form W9**.

If indirect costs are included in the budget, a copy of the approved NICRA must be included with the Application, the applicant must provide a copy of the federal NICRA as **Attachment 7: Applicant NICRA**.

If applicable, Subcontractor budgets, budget narratives and actual sub-contracts must be submitted with this application as they need to be pre-approved. Refer to **Appendix 4- CSA Budget Information** for information regarding Subcontractor Budgets. If Subcontractors will be used, also include the following:

1. **Attachment 8-Subcontractor Agreement**
2. **Attachment 9-Subcontractor Budget and Narrative**
3. **Attachment 10-Copy of Federal Form W9** for the Subcontractor Agency
4. **Attachment 11-Copy of approved NICRA for Subcontractor Agency** if indirect costs are included and Subcontractor Agency has a current approved Federal or State NICRA

**f. Attachments to Your Application Narrative (Not included in page Limits)
Attachments to Your Application**

Attachment 1 - CCBYS/JJS Collaboration

Attachment 2 – Documentation of Trauma-Informed Organization

Attachment 3 - Job Description

Attachment 4 - Implementation Timeline

Attachment 5 – Copy of Applicant Budget entered in CSA*

Attachment 6 - Federal Form W9 for the Applicant Agency

Attachment 7- Copy of currently approved NICRA if indirect costs are included and Applicant Agency has a current approved Federal or State NICRA

If Subcontractors will be used, also include the following:

Attachment 8-Subcontractor Agreement

Attachment 9-Subcontractor Budget

Attachment 10-Copy of Federal Form W9 for the Subcontractor Agency Attachment 11-Copy of approved NICRA for Subcontractor Agency if indirect costs are included and Subcontractor Agency has a current approved Federal or State NICRA

3. Submission Dates and Times.

- a. Applicants must electronically submit the complete application including all required narratives and attachments in the prescribed order with the signed Uniform Application for State Grant Assistance (Uniform Application) on top. The Uniform Application can be found at the following [link](#). **Applications must be received submitted electronically to DHS.YouthServicesInfo@Illinois.gov no later than 12:00 p.m. (noon) on Wednesday, April 10th, 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 . The electronic copy **must** be a complete single PDF file. Applications will NOT be accepted if received by fax machine, hard copy, disk or thumb drive.

Applicants will receive an email within 48 hours of receipt notifying them that their application was received and if it was received by the due date and time. This email will be sent to the 2 email addresses provided in the application. Applications received after the due date and time will not be considered for review or funding. Applicants are required to notify the Department by **Friday, April 12, 2019 at noon**, if they did NOT receive an email notifying them that their application was received. If the applicant does not receive an email and does not notify the Department by **Friday, April 12th at noon**, their application will be considered a late submission and will NOT be reviewed or scored. The applicant will NOT have the right to protest the submission/receipt of their application to the Department after **Friday, April 12th, 2019** at noon. In the event of a dispute, *the applicant bears the burden of proof that the application was received on time at the email location listed above.*

- b. All applicants must submit the completed grant application utilizing the CMS File Transfer Utility located at <https://filet.illinois.gov/filet/PIMupload.asp>
- c. The subject line of the email MUST state: "**20-444-80-1270-02 Wendy Nussbaum JJYSP**".
- d. Please follow the instructions to attach your application. **Don't forget the subject line above.** 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.

4. Other Submission Requirements.

a. Proposal Container and Format Requirements

- All applications must be typed on 8 ½ x 11-inch paper using 12-point type and at 100% magnification. With the exception of letterhead and stationery for letter(s) of support (not required), the entire proposal should be typed in black ink on white paper. The program narrative must be typed **single-spaced**, on one side of the page, with 1-inch margins on all

sides. The program narrative must not exceed the page totals specified in the “Content and Form of Application Submission” section including the Executive Summary. Items included as Attachments are NOT included in the page limitations.

- The entire application, including attachments, must be sequentially page numbered and compiled in the order specified below. The complete application must be compiled and submitted in a single PDF document, Applications will **ONLY** be accepted as described herein. The Department is under no obligation to review applications that do not comply with the above requirements.

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

- Uniform State Grant Application
- A screenshot or statement indicating the applicants has completed Pre-Qualification steps and is currently Pre-Qualified
- Statement indicating the ICQ & PRA have been completed
- Application Checklist (**See Appendix 5: Application Checklist**)
- Proposal Narrative
 - Executive Summary
 - Council Qualifications
 - Quality - Description of Program/Services
 - Racial and Ethnic Disparities
 - Budget Narrative (if not completed on Uniform Budget Template)
 - Attachments to Your Application

Attachment 1 - CCBYS/JJS Collaboration

Attachment 2 – Documentation of Trauma-Informed Organization

Attachment 3 - Job Description

Attachment 4 - Implementation Timeline

Attachment 5 – Copy of Applicant Budget entered in CSA*

Attachment 6 - Federal Form W9 for the Applicant Agency

Attachment 7 - Copy of currently approved NICRA if indirect costs are included and Applicant Agency has a current approved Federal or State NICRA

If Subcontractors will be used, also include the following:

Attachment 8 - Subcontractor Agreement

Attachment 9 - Subcontractor Budget

Attachment 10 - Copy of Federal Form W9 for the Subcontractor Agency

Attachment 11-Copy of approved NICRA for Subcontractor Agency if indirect costs are included and Subcontractor Agency has a current approved Federal or State NICRA

- 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 as **Attachment 5**.

5. 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 C. Eligibility Information & Grant Funding Requirements* for additional information and detail regarding SAM.

6. Intergovernmental Review

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

7. Funding Restrictions

The applicant must develop a budget consistent with program requirements as described in *Section A. Program Description* and in accordance with *Section C. 6 Grant Funds Use Requirements*.

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

E. Application Review Information

1. Criteria

Applications that fail to meet the criteria described in section C “Eligibility Information” will not be scored and considered for funding.

Review teams comprised of a minimum of 3 individuals either employed by DHS serving in the Division of Family and Community Services or members of the IJJC or contractual staff will be assigned to review applications. These review teams, may include individuals working as Government Public Service Interns under contract from the University of Illinois at Springfield, assigned to the Bureau of Youth Intervention Services and contract staff.

Applications will first be reviewed and scored individually. Then, review team members will collectively review the application and team member's scores and comments to ensure team members have not missed items within the application that other team members may have identified. Application highlights and concerns will be discussed. Once this process has been completed, the individual review team members will finalize their scores and recommendations. The Review Team scores will be compiled and averaged by the application Review Coordinator who then will present the scores, summary comments and reviewer recommendations to the IJJC Planning and Grants (P&G) Committee. The P&G Committee may consider other factors such as prior periodic performance reports, geographic location, etc. The P&G Committee will formalize by vote, funding recommendations for the IJJC. Only IJJC members fully participating in the review process will have access to the individual applications. Based on the information prepared by the P&G committee and considering factors such as the availability of funding etc., the IJJC will determine its final recommendations by vote. The final recommendation will be presented to the Associate Director for the Office of Community and Positive Youth Development who will present it to the Director of the Division of Family and Community Services for a final award decision.

Scoring will be on a 100-point scale.

Proposal Scoring	Points
Executive Summary	5
Capacity-Agency Qualification/Organizational Capacity	30

Proposal Scoring	Points
Quality-Description of Program/Services	40
Racial and Ethnic Disparities	20
Budget & Budget Narrative	5
TOTAL	100

The application criteria to be reviewed and scored are found under each category in this announcement in **Section 2. Content and Form of Application Submission; Proposal Narrative Content.**

If the Uniform Grant Budget is not entered, signed and submitted in the CSA system by the application due date and time, zero points will be awarded for the Budget Narrative.

2. Review and Selection Process.

As described in the Criteria section above, scoring will be on a 100-point scale. Scoring will not be the sole award criterion. The Department reserves the right to consider other factors such as: geographical distribution, ICQ and PRA results, demonstrated need, past performance as a state grantee, etc. While recommendations of the review panel will be a key factor in the funding decisions, the Department maintains final authority over funding decisions and considers the findings of the review panel to be non-binding recommendations. Any internal documentation used in scoring or awarding of grants shall not be considered public information.

Final award decisions will be made by the Director of the Division of Family and Community Services at the recommendation of the Associate Director for the Office of Community and Positive Youth Development.

The Department reserves the right to negotiate with successful applicants to adjust award amounts, targets, etc.

3. Merit-Based Evaluation Appeal Process.

- a. Competitive grant appeals are limited to the evaluation process. Evaluation scores may not be protested. Only the evaluation process is subject to appeal and shall be reviewed by IDHS' Appeal Review Officer (ARO).
- b. Submission of Appeal.
 - An appeal must be submitted in writing to DHS.YouthServicesInfo@illinois.gov, who will send to the ARO for consideration.
 - An appeal must be received within 14 calendar days after the date that the grant award notice has been published.
 - The written appeal shall include at a minimum the following:
 1. the name and address of the appealing party;
 2. identification of the grant; and
 3. a statement of reasons for the appeal.
- c. Response to Appeal.
 - The DHS will acknowledge receipt of an appeal within fourteen (14) calendar days from the date the appeal was received.

- DHS will respond to the appeal within 60 days or supply a written explanation to the appealing party as to why additional time is required.
 - The appealing party must supply any additional information requested by DHS within the time period set in the request.
- d. Resolution
- The ARO shall make a recommendation to the Agency Head or designee as expeditiously as possible after receiving all relevant, requested information.
 - In determining the appropriate recommendation, the ARO shall consider the integrity of the competitive grant process and the impact of the recommendation on the State Agency.
 - The Agency will resolve the appeal by means of written determination.
 - The determination shall include, but not be limited to:
 1. Review of the appeal;
 2. Appeal determination; and
 3. Rationale for the determination.
- e. **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 is subject to Simplified Acquisition Threshold. Refer to *Section C. 6 Grant Funds Use Requirements*.

F. Award Administration Information

1. 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.

2. 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 Uniform 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.

3. Required Reporting

- a. The Provider will submit monthly and quarterly expenditure documentation forms in the format prescribed by the Department. The Expenditure Documentation forms must be submitted no later than the 15th of each month for the preceding month by email.
- b. Quarterly Narrative and Performance data reports will be submitted by email in a format prescribed by the Department, no later than the 15th of the month immediately following the quarter for the preceding quarter.
- c. The Provider will submit Performance Measures data required by OJJDP on or before November 1st of each year for the preceding period of October 1 - September 30. Data will be submitted in the format prescribed by the Department and IJJC.
- d. 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.
- e. Additional annual performance data may be collected as directed by the Department and in a format prescribed by the Department.

4. Payment Terms

- a. Payments will be issued on a reimbursement basis and will consider all previously submitted documented expenditures.
- b. The Department will compare the amount of the prospective 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.
- c. 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.

G. State Awarding Agency Contact(s)

Questions and Answers

If you have questions relating to this NOFO, please send them via email to: DHS.YouthServicesInfo@Illinois.gov with “JJYSP FUNDING NOTICE - Wendy” in the subject line of the email. Questions with their respective answers will be posted on the DHS website at [this link](#). This section will be updated periodically as new questions are received, so applicants are encouraged to check it frequently. Only written answers posted on the website will be considered valid and official. Note: The final deadline to submit any written questions regarding this Funding Notice will be **Wednesday, April 3, 2019**.

Appendix 1
Illinois Juvenile Justice Commission
OJJDP Core Requirements

1. Deinstitutionalization of Status Offenders (DSO)

Status offenses are offenses that only apply to minors whose actions would not be considered offenses if they were adults. The most common are skipping school, running away, breaking curfew, and possession or use of alcohol. Under the JJDP, status offenders may not be held in secure detention or confinement. There are, however, several exceptions to this rule, including allowing some status offenders to be detained for up to 24 hours. The DSO provision seeks to ensure that status offenders who have not committed a criminal offense are not held in secure juvenile facilities for extended periods of time or in secure adult facilities for any length of time. These children, instead, should receive community-based services, such as day treatment or residential home treatment, counseling, mentoring, family support, and alternative education.

2. Adult Jail and Lock-Up Removal (Jail Removal)

Youth may not be detained in adult jails and lock-ups except for limited times before or after a court hearing (6 hours), in rural areas (24 hours plus weekends and holidays), or in unsafe travel conditions. This provision does not apply to children who are tried or convicted in adult criminal court of a felony level offense. This provision is designed to protect children from psychological abuse, physical assault, and isolation. Children housed in adult jails and lock-ups have been found to be eight times more likely to commit suicide, two times more likely to be assaulted by staff, and 50 percent more likely to be attacked with a weapon than children in juvenile facilities, according to U.S. Department of Justice Studies.

3. "Sight and Sound" Separation

When children are placed in an adult jail or lock-up, as in exceptions listed above, "sight and sound" contact with adults is prohibited. This provision seeks to prevent children from psychological abuse and physical assault. Under "sight and sound," children cannot be housed next to adult cells, share dining halls, recreations areas, or any other common spaces with adults, or be placed in any circumstances that could expose them to threats or abuse from adult offenders.

4. Disproportionate Minority Contact (DMC)

States are required to assess and address the disproportionate contact of youth of color at all points in the justice system - from arrest to detention to confinement. Studies indicate that youth of color receive tougher sentences and are more likely to be incarcerated than white youth for the same offenses. With youth of color making up one-third of the youth population, but two-thirds of youth in the juvenile justice system, this provision requires states to gather information and assess the reason for disproportionate minority contact.

Appendix 2

Illinois Juvenile Justice Commission (IJJC)

Core Values and Principles of IJJC

The IJJC core values and principles were created to ensure a fair and effective juvenile justice system which fosters positive outcomes for youth and strengthens Illinois' families and communities.

While states utilize a variety of administrative structures and strategies to govern their juvenile justice systems, which provide services and supervision to youth in conflict with the law, all fair and effective juvenile justice systems embrace and pursue implementation of fundamental values and characteristics throughout all elements of that system. To produce positive outcomes for youth and communities – and to maximize use of taxpayer resources – each facet of Illinois' juvenile justice system should be evidence-based, data-driven and grounded in policies and practices which promote these core values and characteristics. These guiding principles guide the implementation of the IJJC's strategies and activities*.

I. Fundamental Fairness

All system participants deserve fair, equitable treatment. Factors correlated with the disproportionate contact and incarceration of youth of color are identified and addressed.

II. Youth are different

An effective juvenile justice system acknowledges the fundamental developmental differences between youth and adults. An effective juvenile justice system recognizes the needs, characteristics and assets of youth rather than relying upon adult criminal justice approaches.

III. Individual Differences

Juvenile justice decision makers must respond to young peoples' differences from one another in terms of development, culture, gender, needs and strengths. Interventions and services must be tailored to the needs and assets of individual youth and focused on facilitating positive outcomes.

IV. Youth Potential

Youth have strengths and are capable of positive growth. An effective juvenile justice system uses evidence-based approaches to build on the capacities of youth to learn, change, grow and become contributing members of our communities.

V. Family Engagement

Families care about their youth and know their needs and strengths. An effective juvenile justice system respects families, acknowledges their perspectives and expertise and fully engages families as partners in positive youth outcomes.

VI. Community Engagement

Community-based collaboration, decision-making and services reduce recidivism more effectively and at lower costs than punitive and incarceration-based strategies. An effective juvenile justice system engages communities as partners and builds the capacity of communities to foster positive youth outcomes.

VII. Community Safety

Adults and youth deserve to be and to feel safe in their communities. A key measure of community safety is reduced recidivism among youth involved in the juvenile justice system.

VIII. Accountability

Just as youth must be encouraged to accept responsibility for their actions, communities also have obligations to youth to safeguard their welfare, support them when in need and help them to become healthy adults. The juvenile justice system must reflect society's collective responsibility to our youth and must be accountable for the outcomes it produces.

IX. Cost Effectiveness

An effective juvenile justice system invests resources in proven, cost-effective strategies which reduce reoffending and re-incarceration and produce positive outcomes for youth and communities. Corrections research consistently demonstrates that evidence-based, data-driven, community-based responses to youth crime reduce recidivism and are more cost-effective than other strategies – including, but not limited to incarceration-based strategies – which are costly, intrusive and often ineffective.

*Many of these principles form the basis of the Models for Change Initiative. See www.modelsforchange.net/about/Background-and-principles/Principles.html

**Appendix 3: Periodic Performance Report
JUVENILE JUSTICE YOUTH SERVING PROGRAMS
Report Transmittal**

Section 1 – GRANTEE INFORMATION

1. Grantee Name (per UGA):	2. Contract #:	3. Grantee DUNS:
	4. CSFA #: 444-80-1270	5. Grantee FEIN:
6. Program Name (per UGA): Juvenile Justice Youth Serving Program		7. CFDA #(s): 16.540
8. State Agency (Grantor): DHS - Division of Family and Community Services		
9. Agreement Period: FY19 (July 1, 2018-June 30, 2019)		
Start Date of Report Period (Month/Day/Year):		End Date of Report Period (Month/Day/Year):
10. Report Frequency: <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Final (July-June) <input type="checkbox"/> Semi-annually <input type="checkbox"/> Other (specify):		11. Prepared Date:

Section 2 – GRANTEE PERFORMANCE

A. Data:

Please complete each of the following sections based on activities **occurring during the reporting period**, unless otherwise noted.

JJYSP					
<i>For each of the following, record the number of items or events:</i>					
1. Amount of Title II Grant <i>(enter total for contract period)</i>		2. # of Full-Time Equivalents funded by Title II \$ <i>(enter total for contract period)</i>			
3. # of PFR's submitted to DHS on time (by the 15 th of the following month)		4. # of Memoranda of Understanding developed between agencies to accomplish JJYSP work			
5. # of planning activities undertaken by the provider		6. # of program materials developed related to the youth-serving program.			
7. # of new programs implemented		8. # of risk assessment instruments developed by the provider for use in the youth serving program			
9. # of new initiatives by the provider dedicated to improving practices, policies, or procedures on a system wide basis		10. # of policies created, amended, or rescinded as a result of provider JJYSP activities.			
11. # of system wide information technology improvements implemented					
Evaluation					
<i>If any research or evaluations were done on JJ Council related programs, complete the following:</i>					
1. # of research studies conducted		2. # of process evaluations conducted		3. # of impact or outcome evaluations conducted	
4. Based on evaluations, # of recommendations implemented		5. Based on evaluation, # of programs modified			
6	A. # of funded programs	B. # of programs evaluated as successful		C. % of programs evaluated as successful (B/A)	

Juvenile Justice Related Training for Program and Non-Program Personnel							
<i>If Provider offered JJ-related training, complete the following:</i>							
1	A. Total # of agency staff members		B. # of staff who participated in training		C. % trained (B/A)		
	D.# of staff who returned surveys following training		E. # of trained staff who report increased knowledge		F. % reporting increased knowledge (E/D)		
2	A. # of non-agency staff members trained		B. # of trained non-agency staff members who returned surveys		C. # of non-agency staff members who report increased knowledge		D. % reporting increased knowledge (C/B)
	3. Total # of hours of training provided to agency staff members			4. Total # of hours of training provided to non-agency staff members			

The following performance measures are adapted from the Federal Office of Juvenile Justice and Delinquency Prevention performance measures table. All Title II recipients are required to report on these measures. For more complete description of data elements, please refer to "Appendix A: Performance Measures Table."

Program Youth					
1. # of youth programs supported or funded by this grant		2. # of youth service slots available during the reporting period			
3. Total # of program youth served during the reporting period		4. Total # of program youth service hours			
5. Number of program youth served.					
A. Number of program youth carried over from last reporting period		B. New admissions during the reporting period.			
6. Number of parents or guardians receiving services.					
A. Number of parents/guardians carried over from last reporting period		B. New parents/guardians served during the reporting period.			
7. Number of other family members receiving services.					
A. Number of other family members served carried over from last reporting period		B. New family members served during the reporting period.			
8. Percent of programs/initiatives employing evidence-based programs or practices					
A.# of programs/initiatives employing evidence-based programs or practices		B. Total # of programs/initiatives		C. % of programs/ initiatives employing evidence-based programs or practices (A/B)	
9. Percent of youth with whom an evidence based program or practice was used					
A.# of youth served using an evidence-based program or practice		B. Total # of youth served during reporting period		C. % of youth with whom an evidence based program or practice was used (A/B)	
10. Percent of youth completing program requirements					
A.# of youth who exited the program having completed program requirements		B. Total # of youth who exited the program during the reporting period		C. % of youth completing program requirements evidence based (A/B)	
11. Percent of youth who offend (should be tracking all program youth for 12 months following program completion) <i>Short term (ST) < 6 months after program completion; Long term > (LT) 6 months after program completion</i>					
A. # of program youth tracked during reporting period	ST:	B. # of program youth who had an arrest or delinquent offense during reporting period	ST:	C. # of program youth who were committed to a juvenile facility during the reporting period	ST:
	LT:		LT:		LT:
D. # of program youth who were sentenced to adult prison during the reporting period	ST:	E. # of youth who received another sentence (including community-based sanctions such as probation or community service) during the reporting period			ST:
	LT:				LT:

12. Percent of youth who reoffend (should be tracking all program youth for 12 months following program completion) <i>Short term (ST) < 6 months after program completion; Long term > (LT) 6 months after program completion</i>					
A. # of program youth tracked during reporting period	ST:	B. # of program youth who had a new arrest or delinquent offense during reporting period	ST:	C. # of program youth who were committed to a juvenile facility during the reporting period for new offense	ST:
	LT:		LT:		LT:
D. # of program youth who were sentenced to adult prison during the reporting period for new offense.	ST:	E. # of youth who received another sentence (including community-based sanctions such as probation or community service) during the reporting period for new offense.			ST:
	LT:				LT:
13. Percent of youth who are re-victimized (harmed or adversely affected by someone else's criminal actions. Victimization can be physical or psychological; it also includes harm or adverse effects to youth's property. JJYSP agencies should be tracking all program youth for 12 months following program completion) <i>Short term (ST) < 6 months after program completion; Long term > (LT) 6 months after program completion</i>					
A. # of program youth tracked for re-victimization during reporting	ST:	B. # of program youth re-victimized during reporting period			ST:
	LT:				LT:
14. Percent of youth who are victimized (harmed or adversely affected by someone else's criminal actions. Victimization can be physical or psychological; it also includes harm or adverse effects to youth's property. (should be tracking all program youth for 12 months following program completion) <i>Short term (ST) < 6 months after program completion; Long term > (LT) 6 months after program completion</i>					
A. # of program youth tracked for victimization during reporting	ST:	B. # of program youth victimized during reporting period			ST:
	LT:				LT:
15. Percent of program youth who exhibit a desired change in the targeted behavior. Targeted behavior will depend on specific program goals and activities and may include academic achievement, school attendance, resiliency skills, social skills, etc.) JJYSP agencies should be tracking all program youth for 12 months following program completion) <i>Short term (ST) < 6 months after program completion; Long term > (LT) 6 months after program completion</i>					
A. # of program youth who received services for targeted behavior tracked during reporting period	ST:	B. # of program youth who demonstrate an improvement in targeted behavior	ST:	C. % of program youth who demonstrate an improvement in targeted behavior	ST:
	LT:		LT:		LT:

B. Program deliverables

Please provide a narrative summary of the activities of your program during this quarter.

C1. Performance Measures for all Juvenile Justice Youth Serving Program

Please report the performance of your agency for each performance measure listed in Exhibit E of your contract. There may be some overlap with the OJJDP data reported in Section A. The performance standard listed in Exhibit F of your contract has been provided in order for you to determine whether you are on track or have met the measure/standard. Provide accomplishments/results for each measure and provide an explanation for any measures/standards not on track or not met.

Performance Measure			Performance Standard	Outcome
1. Percent of quarterly and annual (cumulative) program narrative reports (this report) completed and on time.			Percent of quarterly and annual (cumulative) program narrative reports (this report) completed and on time. (Acceptable: 80%-no more than one incomplete and/or late report)	Measure/Standard is on track or has been met: <input type="checkbox"/> Yes <input type="checkbox"/> No
Qtr 1 (due 10/15/18) <input type="checkbox"/> Complete <input type="checkbox"/> On-time	Qtr 2 (due 1/15/19) <input type="checkbox"/> Complete <input type="checkbox"/> On-time	Qtr 1 (due 3/15/19) <input type="checkbox"/> Complete <input type="checkbox"/> On-time		
Qtr 1 (7/15/19) <input type="checkbox"/> Complete <input type="checkbox"/> On-time	Annual (7/15/19) <input type="checkbox"/> Complete <input type="checkbox"/> On-time	YTD %:		
<i>Detail your accomplishments/results during the reporting period. If you answered "no" above, provide justification or explanation for not meeting performance measure and/or being on track.</i>				
Performance Measure			Performance Standard	Outcome
2. Number of programs implemented as a result of this contract:			Number of programs implemented as a result of this contract. (Acceptable: 1)	Measure/Standard is on track or has been met: <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Detail your accomplishments/results during the reporting period. If you answered "no" above, provide justification or explanation for not meeting performance measure and/or being on track.</i>				
Performance Measure			Performance Standard	Outcome
3. Number of youth served during reporting period			Number of youth served (Acceptable 75% of provider's proposed # of youth served)	Measure/Standard is on track or has been met: <input type="checkbox"/> Yes <input type="checkbox"/> No
# of carryover youth:	# of new youth:			
Your agency's proposed # of youth served:				
<i>Detail your accomplishments/results during the reporting period. If you answered "no" above, provide justification or explanation for not meeting performance measure and/or being on track.</i>				
Performance Measure			Performance Standard	Outcome
4a. Number of program youth who successfully completed the program during the reporting period:			Percent of program youth who successfully completed the program: (Acceptable: 65% of youth served)	Measure/Standard is on track or has been met: <input type="checkbox"/> Yes <input type="checkbox"/> No
4b. Number of program youth who exited the program during the reporting period (successfully/unsuccessfully);				
4c. Percent of program youth who successfully completed the program during the reporting period:				
<i>Detail your accomplishments/results during the reporting period. If you answered "no" above, provide justification or explanation for not meeting performance measure and/or being on track.</i>				

Performance Measure		Performance Standard	Outcome
5a. Number of program youth who exited the program during reporting period that received a pre/post risk assessment		Number and percentage of program receiving a pre/post risk assessment: (Acceptable: 65% of youth served)	Measure/Standard is on track or has been met: <input type="checkbox"/> Yes <input type="checkbox"/> No
5b. Number of program youth who exited the program during the reporting period			
5c. % of youth who exited the program during the reporting period that received a pre/post risk assessment:			
<i>Detail your accomplishments/results during the reporting period. If you answered "no" above, provide justification or explanation for not meeting performance measure and/or being on track.</i>			
Performance Measure		Performance Standard	Outcome
6a. Number of program youth who completed the program during reporting period who demonstrate improvement based on risk assessment results.		Percent of program youth who completed the program who demonstrate improvement (such as increased protective factors or decreased risk factors) based on risk assessment results. (Acceptable: 65% of youth served)	Measure/Standard is on track or has been met: <input type="checkbox"/> Yes <input type="checkbox"/> No
6b. Number of program youth who completed the program during the reporting period			
6c. Percent of program youth who completed the program during the reporting period who demonstrate improvement based on risk assessment results.			
<i>Detail your accomplishments/results during the reporting period. If you answered "no" above, provide justification or explanation for not meeting performance measure and/or being on track.</i>			
Performance Measure		Performance Standard	Outcome
7a. Number of program youth tracked to determine recidivism		Number and percent of program youth tracked to determine recidivism. (Acceptable: 65% of youth served)	Measure/Standard is on track or has been met: <input type="checkbox"/> Yes <input type="checkbox"/> No
7b. Number of program youth			
7c. Percent of program youth tracked to determine recidivism.			
<i>Detail your accomplishments/results during the reporting period. If you answered "no" above, provide justification or explanation for not meeting performance measure and/or being on track.</i>			
Performance Measure		Performance Standard	Outcome
8. Number of agency specific performance measures, identified by provider & approved by DHS	# Process Goals:	Number of DHS approved agency specific performance measures. (Acceptable: 3 process; 3 outcome*)	Measure/Standard is on track or has been met: <input type="checkbox"/> Yes* <input type="checkbox"/> No
	# Outcome Goals:		
<i>Detail your accomplishments/results during the reporting period. If you answered "no" above, provide justification or explanation for not meeting performance measure and/or being on track. *If DHS has notified your agency that your performance measures were approved, check "yes" regardless of the # of measures.</i>			
Performance Measure		Performance Standard	Outcome
9. Percent of agency specific performance measures identified by provider & approved by DHS that have been met.		Percent of agency specific performance measures that have been met. (Acceptable 75%)	Measure/Standard is on track or has been met: <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Detail your accomplishments/results during the reporting period. If you answered "no" above, provide justification or explanation for not meeting performance measure and/or being on track.</i>			

C2. Council Specific Performance Measures

Please enter the IDHS approved performance measures and standards for your agency. These are the measures your agency submitted to IDHS at the beginning of the fiscal year. Please report the performance of your council for each measure.

Performance Measure 1	Performance Standard	Outcome
		Measure/Standard is on track or has been met: <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Detail your accomplishments/results during the reporting period. If you answered "no" above, provide justification or explanation for not meeting performance measure and/or being on track.</i>		
Performance Measure 2	Performance Standard	Outcome
		Measure/Standard is on track or has been met: <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Detail your accomplishments/results during the reporting period. If you answered "no" above, provide justification or explanation for not meeting performance measure and/or being on track.</i>		
Performance Measure 3	Performance Standard	Outcome
		Measure/Standard is on track or has been met: <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Detail your accomplishments/results during the reporting period. If you answered "no" above, provide justification or explanation for not meeting performance measure and/or being on track.</i>		
Performance Measure 4	Performance Standard	Outcome
		Measure/Standard is on track or has been met: <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Detail your accomplishments/results during the reporting period. If you answered "no" above, provide justification or explanation for not meeting performance measure and/or being on track.</i>		
Performance Measure 5	Performance Standard	Outcome
		Measure/Standard is on track or has been met: <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Detail your accomplishments/results during the reporting period. If you answered "no" above, provide justification or explanation for not meeting performance measure and/or being on track.</i>		
Performance Measure 6	Performance Standard	Outcome
		Measure/Standard is on track or has been met: <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Detail your accomplishments/results during the reporting period. If you answered "no" above, provide justification or explanation for not meeting performance measure and/or being on track.</i>		

Performance Measure 7	Performance Standard	Outcome
		Measure/Standard is on track or has been met: <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Detail your accomplishments/results during the reporting period. If you answered "no" above, provide justification or explanation for not meeting performance measure and/or being on track.</i>		
Performance Measure 8	Performance Standard	Outcome
		Measure/Standard is on track or has been met: <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Detail your accomplishments/results during the reporting period. If you answered "no" above, provide justification or explanation for not meeting performance measure and/or being on track.</i>		
Performance Measure 9	Performance Standard	Outcome
		Measure/Standard is on track or has been met: <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Detail your accomplishments/results during the reporting period. If you answered "no" above, provide justification or explanation for not meeting performance measure and/or being on track.</i>		

Section 3 – PERFORMANCE/EXPENDITURE

Performance Accomplishments Correlated to Reported Expenses:
Total expenditures reported to date (report spending through the end of reporting period): \$ _____
<input type="checkbox"/> Performance is consistent with grant-to-date expected services and expenditures/earnings.
<input type="checkbox"/> Performance is not consistent with grant-to-date expected services and expenditures/earnings. Explanation(s) required below: (Separate lines as appropriate.)

Section 4 – GRANT AGREEMENT SPECIFIC CONDITIONS

Does your current contract identify specific conditions in Exhibit G? Yes No If you answered yes to the question above, attach a copy of Exhibit G from your contract to this report.

In the table below, restate each specific condition and detail the progress made towards resolution to date.

Specific conditions identified in Exhibit G			
Category	Conditions?	If yes, briefly list each condition or corrective action	Describe progress to date for each condition or corrective action plan identified
ICQ (Internal Control Questionnaire)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
MBR (Merit Based Review)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
PRA (Programmatic Risk Assessment)	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Section 5 – SIGNATURES AND CERTIFICATION

GRANTEE CERTIFICATION (2 CFR 200.415)		
By signing [authorizing] this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the [related] expenditures, disbursements, cash receipts and reported performance are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).		
1. Name and Title of Authorized Individual from <u>Grantee Organization</u> :	2. Phone Number	
	3. Email Address:	
STATE AGENCY USE ONLY		
4. Name and Title of <u>State Agency</u> PPR Approver:	5. Date Received:	6. Date Approved:

**FY2020 Juvenile Justice Youth Serving
Program Continuation Funding Application
Appendix 4 - 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 KeyCode.

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](#).

FY2020 Juvenile Justice Youth Serving Programs Appendix 5- Application Checklist

ALL Applications MUST include the following mandatory forms/attachments in the order identified below.

- Uniform State Grant Application
- A screenshot or statement indicating the applicants has completed Pre-Qualification steps and is currently Pre-Qualified
- Statement indicating the ICQ & PRA have been completed
- Application Checklist (**See Appendix 5: Application Checklist**)
- **Proposal Narrative**
 - Executive Summary
 - Council Qualifications
 - Quality - Description of Program/Services
 - Racial and Ethnic Disparities
 - Budget Narrative (if not completed on Uniform Budget Template)
- **Attachments to Your Application**
 - A. Attachment A - CCBYS/JJS Collaboration
 - B. Attachment B - Job Description
 - C. Attachment C - Implementation Timeline
 - D. Attachment D1 – Copy of Applicant Budget entered in CSA
 - E. Attachment D2 - Copy of Federal Form W9 for the Applicant Agency
 - F. Attachment D3 - Copy of currently approved NICRA if indirect costs are included and Applicant Agency has a current approved Federal or State NICRA.

If Subcontractors will be used, also include the following:

- Attachment E-Subcontractor Agreement
- Attachment E1-Subcontractor Budget
- Attachment E2-Copy of Federal Form W9 for the Subcontractor Agency
 - Attachment E3-Copy of approved NICRA for Subcontractor Agency if indirect costs are included and Subcontractor Agency has a current approved Federal or State NICRA