



**Illinois Department of Human Services
Division of Community Health and Prevention
Bureau of Youth Services and Delinquency Prevention**

REQUEST FOR PROPOSALS

PBC# 09-000000040841

Truancy Review Boards

Released March 26, 2009

Truancy Review Boards Request for Proposals

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Truancy Review Boards Request for Proposals

PART I: GENERAL REQUIREMENTS

A. Date of Issuance

March 26, 2009

B. Issuing Organizational Unit

Illinois Department of Human Services
Division of Community Health and Prevention
Bureau of Youth Services and Delinquency Prevention
535 West Jefferson Street, 3rd Floor
Springfield, Illinois 62702-5058

Contact Person

Karrie Rueter, Acting Chief
Bureau of Youth Services and Delinquency Prevention
535 West Jefferson Street, 3rd Floor
Springfield, Illinois 62702-5058
Phone: 217/557-2943
TTY: 888/261-2713
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C. RFP Availability

Copies of this Request for Proposals (RFP) may be downloaded from the Illinois Department of Human Services (DHS or the Department) web site:
<http://www.dhs.state.il.us/page.aspx?item=39157> Additional copies may be obtained by contacting the person listed above.

Each applicant must have access to the internet. The Department's web site will contain information regarding the RFP. It is the responsibility of each applicant to monitor that web site and comply with any instructions or requirements relating to the RFP.

D. Date, Location and Time of Proposal Opening

Applications **must be received no later than 2:00 p.m. on Wednesday, May 6, 2009.** The proposal container will be time-stamped upon receipt. The Department will not accept applications submitted by electronic mail, on diskette, or by fax machine. Applications will be opened at 3:00 p.m. on Wednesday, May 6, 2009.

Submit the completed grant application to:

**Illinois Department of Human Services
Division of Community Health and Prevention
Bureau of Youth Services and Delinquency Prevention
535 West Jefferson Street, 3rd Floor
Springfield, Illinois 62702-5058**

ATTN: Karrie Rueter

To be considered, proposals must be in the possession of the Department of Human Services staff at the specified location and by the designated date and time listed above. The deadline, without exception, will be strictly enforced. In the event of a dispute, the applicant bears the burden of proof that the application was received on time at the location listed above.

E. Proposal Submission Requirements

All applications must be typed on 8½ x 11-inch paper, using 12 point type and at 100% magnification. With the exception of letterhead stationery for letters of support, the entire proposal should be typed in black ink on white paper. The program narrative must be single-spaced, on one side of the page, with one-inch margins on all sides. The program narrative must not exceed 20 pages. **The application cover page, checklist, attachments, and spending plan forms are not included in the page limitation.**

Page numbers on the entire application, including attachments, must be sequential. Proposals should be bound with a single staple or binder clip in the upper left-hand corner. Applicants **must not** use any other form of binding, including ring binders, spiral binders, report covers or rubber bands, as well as subject dividers or tabs that extend beyond the 8½ x 11-inch page.

Applicants must submit one unbound, clearly identified original signed proposal and five complete copies of the proposal. Facsimiles will not be accepted. The Department is under no obligation to review applications that do not comply with the above requirements.

F. Eligible Applicants

All general purpose units of local government (ULG) are eligible to apply for funds under this Request for Proposal. This includes counties, cities, or townships. All schools targeted in the application must have a chronic truancy rate greater than 2% and a combined truancy rate greater than 18%, as identified by the most recent school report card from the Illinois State Board of Education. Private agencies, local schools or school districts are not eligible to apply. In order for those agencies to receive funding through this grant opportunity, they must subcontract with the general purpose unit of local government receiving the award.

G. Award Amounts

The Department has made available approximately \$150,000 of federal Title V funding to support this Truancy Review Board RFP. Individual grants will be awarded for amounts up to \$10,000 each.

H. Grants Information Conference

A single Grants Information Conference (formerly Bidders Conference) will be held. Attendance at the Grants Information Conference is **OPTIONAL** but strongly encouraged. Conference information is located on the DHS website at <http://www.dhs.state.il.us/page.aspx?item=39157>

I. Questions and Answers

You may submit questions relating to this RFP via e-mail to dhs.youthservicesinfo@illinois.gov. Answers will be returned via e-mail. Frequently Asked Questions, with answers, including those from the Grants Information Conference will be posted on the DHS web site along with the RFP, at <http://www.dhs.state.il.us/page.aspx?item=39157>. The site will be updated periodically.

J. Award Process

It is anticipated that applicants will receive notification by the Department regarding funding decisions in June 2009. Successful applicants will be notified in writing by letter from the Secretary of the Department. A Notice of Grant Award is not equivalent to an agreement with the Department to commence providing service. In June 2009 successful applicants should receive the FY10 Community Service Agreement for their signature and return. The release of this RFP does not compel the Department to make an award. An award is subject to an appropriation to the Department.

K. Review Panel

Proposals will be reviewed by a panel of staff from DHS and Illinois Juvenile Justice Commission (IJJC or the Commission) members. Panel members will initially read and evaluate applications independently using guidelines furnished by DHS. The Department and the Commission reserves the right to consider factors other than the applicant's final score in determining final grant recommendations.

L. Estimated Length of Agreement

The Department estimates that the term of the agreement resulting from this RFP will be from July 1, 2009 through June 30, 2010.

M. Withdrawal Disclaimer

The Department of Human Services may withdraw this Request for Proposals at any time prior to the actual time a fully executed agreement is filed with the State of Illinois Comptroller's Office.

N. Modifications to Proposals by Applicants

To make a modification to a proposal after it has been submitted, the applicant must submit a complete replacement RFP package as described above under "Proposal

Container and Format Requirements.” A letter requesting that the replacement modification RFP be considered should accompany this. These documents **must be** received at the prescribed location by the date and time designated under Item D.

O. Modifications to Proposals by DHS

If it becomes necessary or appropriate for DHS to change any part of the RFP, a modification to the RFP will be available from the Illinois Department of Human Services (DHS) web site: <http://www.dhs.state.il.us/page.aspx?item=39157> and it will be issued to all known recipients of the RFP. Upon receipt of the modification notice, prospective respondents are requested to send written acknowledgment to the Department’s contact person, listed above in “Issuing Organizational Unit Contact Person.” Applicants are responsible to check the DHS website occasionally for modifications to this RFP.

P. Clarifications, Negotiations, or Discussions Initiated by DHS

The Department may contact any applicant prior to the final award for the following purposes:

- a. As part of the Department’s review process, the Department may request that an applicant clarify its bid or proposal. An applicant may not be allowed to materially change its bid or proposal in response to a request for clarification.
- b. Discussions may be held to promote understanding of the Department’s requirements and the applicant’s proposal, and to facilitate arriving at a contract that will be most advantageous to the State, considering price and the other evaluation factors set forth in the RFP.
- c. When the Department knows or has reason to conclude that a mistake has been made, the Department shall request that the applicant confirm the information. Situations in which confirmation should be requested include obvious or apparent errors on the face of the document, or a price unreasonably lower than the price others have submitted, or a price considerably higher than what the Department currently pays for the same services. If the applicant alleges a mistake, the bid or proposal may be corrected or withdrawn following the conditions set forth by the State of Illinois Procurement Code.

Q. Late Proposals/Responses

Late proposals will not be opened or considered, but will be retained by the Department. The Department will notify all Applicants whose proposals are not considered because of lateness or non-compliance with proposal requirements.

R. Objections

Applicants who object to any provision of the RFP, who believe their proposal was improperly rejected, or who believe that the selected proposal(s) is/are not in the best interest of the Department, may submit a written protest regarding the Department’s action. The Department will consider all such written protests that are submitted according to the time periods specified below. The Department will investigate all allegations and issue a written response. The decision of the Department is final.

Protests must be in writing and will be considered filed when physically received by the Department at the following address:

Illinois Department of Human Services
Attn: Curtis L. Thompson, Acting SPO
100 W. Randolph – Suite 5-600
Chicago, IL 60601

Protests must be filed within seven (7) calendar days after the Protestor knows or should have known of the facts giving rise to the protest.

Protests regarding specifications must be filed within seven (7) calendar days after the date the RFP was issued and, in any event, must be filed before the date for opening the proposals.

If a protest is received, any award made will not be considered final until the protest is resolved.

S. Commencement of Service

The Department is not obligated to reimburse applicants for expenses incurred prior to the complete and final execution of the written agreement. If the applicant receives an award letter from the Secretary, then it is reasonable to assume that the Department will be forwarding the applicant a contract. No services can be reimbursed prior to the full and complete execution of the contract and filing with the Illinois Office of the Comptroller.

T. Public Information

All information submitted pursuant to this RFP is subject to the Illinois Freedom of Information Act.

The successful applicant must recognize and accept that any material marked proprietary or confidential which must be made a part of the contract may be considered open for public inspection. Price information submitted by the successful applicant shall be considered public. The record of proposals not selected for funding (the list of those submitting proposals/responses), and not the price information, shall be considered public as well.

Proposals will be reviewed by a panel established by staff from DHS. Any internal documentation used to determine grant selections shall not be considered public information.

U. Contract

The legal agreement between DHS and the successful applicants will be in the form and format prescribed by DHS. The standard DHS Community Service Agreement will be used when contracting for services. This agreement consists of the Boilerplate which can be found at: <http://www.dhs.state.il.us/page.aspx?item=36026> and the Attachment which

can be found at <http://www.dhs.state.il.us/page.aspx?item=34247> If selected for funding, the applicant will be provided a DHS Community Service Agreement for their signature and return.

V. Congressional and Legislative Districts

The applicant must provide their Congressional District (by number), available at the following website: <http://www.govtrack.us/congress/findyourreps.xpd?state=IL>, as well as the Illinois House and Senate Legislative Districts (by number), available on the Illinois General Assembly website at: Illinois General Assembly website at: <http://www.elections.illinois.gov/DistrictLocator/SelectSearchType.aspx?NavLink=1>

W. Payment Method

Payments to successful programs shall be made on a prospective basis. Expenditures must be consistent with the agency's approved budget on file with the Department. Actual expenditures incurred for the purchase of allowable goods and services necessary for conducting program activities shall be documented, utilizing the Department's Summary Expenditure Documentation Report Form for reconciliation against the approved budget and total award amount. Unexpended funds will be returned to the Department, per the Grant Funds Recovery process.

X. Program Evaluation and Reporting Requirements

All applicants will be required to submit two reports to the Department. One report, a performance measure report, will be due no later than October 15, 2009 and will cover the service period of July 1, 2009 through September 30, 2009. The second report will be submitted to the Department at the completion of their award and will cover the service period of October 1, 2009 through September 30, 2010. This will occur no later than October 15, 2010. Please refer to Appendix B for a listing of performance measures. In addition, a final program and outcomes report, in the format provided by the Department, must be submitted upon completion of the award, no later than October 30, 2010. Additional data and information may be requested throughout the year as determined by the Department.

Y. Training and Technical Assistance

Programs must agree to receive consultation and technical assistance from authorized representatives of the Department and the Commission. The program and collaborating partners will be required to be in attendance at site visits. Programs will be required to attend regular meetings and training as provided by the Department or a subcontractor of the Department, and should budget accordingly.

Z. Additional Information

The Department reserves the right to request additional information that could assist with its award decision. Applicants are expected to provide the additional information within a reasonable period of time. Failure to provide the information could result in the rejection of the proposal.

AA. Child Abuse/Neglect Reporting Mandate

Per the Child Abuse and Neglect Reporting Act, adults working with children and youth under the age of 18 years old are mandated reporters for suspected child abuse and neglect. All programs funded through this grant opportunity must have a written protocol for identifying and reporting suspected incidents of child abuse or neglect.

BB. 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's 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 Temporary Assistance for Needy Families (TANF) clients for employment, contingent upon their qualifications in the areas of education and work experience.

PART II: PROJECT DESCRIPTION

A. Need for the Services

During 2006, over 2.1 million students were enrolled in Illinois schools. Of these, nearly 355,000 were classified as either 'truant' or 'chronically truant.' This accounted for 16.7 percent of the student population, or one in six youth. The Illinois State Board of Education (ISBE) defines a 'truant' as "a child subject to compulsory school attendance and who is absent without valid cause for a school day or portion of a school day." The ISBE defines a chronic truant as "a child subject to compulsory school attendance and who is absent without valid cause for 10% or more of the previous 180 regular attendance days."

Statistics repeatedly indicate that truancy is directly related to school failure, dropout rates, and unemployment. When a student is absent from school for extended periods of time, it can be extremely difficult to recover from falling grades. He or she may grow frustrated when trying to regain lost ground, despite continued instructional support inside the school. This frustration and a sense of futility can eventually lead to a youth dropping out of school altogether. Without educational instruction, youth will have future difficulties in finding careers that do not utilize the most basic of academic fundamentals. High school dropouts are 72% more likely to be unemployed as compared to high school graduates (U.S. Department of Labor, 2003). Nearly 80% of individuals in prison do not have a high school diploma (Office of Juvenile Justice and Delinquency Prevention, 1995). According to the National Longitudinal Transition Study of special education students, the arrest rates of youth with disabilities who dropped out were significantly higher than those who had graduated (Wagner et al., 1991). Three to five years after dropping out, the cumulative arrest rate for youth with serious emotional disturbance was 73% (Wagner, 1995).

In addition to the costs incurred by individuals who drop out of school, the social costs associated with the incidence of dropout are immense. Students who do not complete school cost taxpayers billions of dollars in lost revenues, welfare, unemployment, and crime prevention and prosecution (Joint Economic Commission 1991). Students who graduate from high school earn an average of \$9,245 more per year than students who do not complete school (Employment Policy Foundation, 2001). In light of the negative consequences for society and individuals, facilitating school completion for all students must be a priority for educators, administrators, and policymakers across the country.

For many youth, school is the only structure in their lives and the absence of such structure has been found to increase the likelihood of delinquent activities. The U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention, through the Program of Research on the Causes and Correlates of Delinquency, has found that truancy is a probable pre-existing condition prior to involvement in both non-violent and violent unlawful pursuits. In addition to the 'opportunity' created from a lack of structure, additional pressures can increase the tendencies toward delinquency when things such as legitimate avenues to money are blocked or hindered due to lack of formal education. Truant teens are more likely to become involved in gangs, use harmful drugs

and commit criminal acts. Truancy is a gateway to crime. High rates of truancy are linked to high daytime burglary rates and high vandalism. This ‘school to prison pipeline’ continues to demonstrate itself when studies repeatedly declare that youth who are cutting class are more likely to become involved in criminal activity and even more likely to become the victims of crime.

There are multiple reasons for truancy, many of which could be addressed and eliminated with the provision of appropriate community and family services. While some communities attempt to address these issues and are indeed successful, many communities lack the capacity to adequately address the underlying issues that lead to truancy.

In 2006, the Illinois General Assembly passed Public Act 94-1011, which provides for the establishment of community **Truancy Review Boards** (TRB or the Board) as a truancy intervention mechanism to involve community stakeholders, individuals, organizations, agencies and schools in a process to address the underlying causes to an issue that destroys the futures of their children. This funding opportunity is designed to help communities desiring to establish, resurrect or expand TRBs within their community. .

B. Intent of the RFP

The purpose of this RFP is to provide up to \$10,000 in federal Title V funding to general purpose units of local government (ULG) to support the development and maintenance of a TRB that will be charged with the responsibility of addressing issues facing truant youth. The TRB will work to determine the needs of truant youth and to develop, expand, and utilize community based youth services with a goal of decreasing truancy in youth and eliminating any need for the youth’s involvement in the juvenile justice system. This systems change process is intended to produce a more effective and comprehensive community approach to addressing the needs of truant youth while simultaneously changing the way institutional systems respond to the needs of these youth. The scope of the TRB will be left to the discretion of the applicant ULG (i.e. the Board may serve one school, multiple schools, entire districts, one city, one county or multiple counties etc.).

C. Applicant Requirements

Applicants must be a general purpose unit of local government, such as a county, city, or township. Private agencies, individual schools, and school districts are not eligible to apply. In order for those entities to receive funding through this grant opportunity, they must subcontract with the ULG receiving the award.

Under this program, the county in which applicants who receive funding are located must maintain compliance with the core requirements of the federal Juvenile Justice and Delinquency Prevention (JJDP) Act throughout the entire grant period or risk losing grant funds. Please refer to Appendix A for a description of these core requirements.

D. Program Goals

The Department and the Illinois Juvenile Justice Commission (the Commission) believe that the juvenile justice system is not an appropriate means for addressing truancy issues. That system was created for the purpose of addressing delinquency issues; it was never intended to address status offenses (i.e., those issues that are not considered criminal for adults, such as truancy or consumption of alcohol). Truancy Review Boards are designed to help a community address these issues of truancy through the collaborative efforts of community stakeholders, and to keep youth from becoming involved in the juvenile justice system.

Further, the Department and the Commission are committed to reducing the racial and ethnic disparities in the system. Fewer than half of black male students across the country are graduating from high school, and the number is even lower in Illinois, according to a national study by the Schott Foundation for Public Education. Graduation rates for the 2005-06 school year showed that Illinois ranked 43rd out of 50 states for the number of black male students who graduated, and that the graduation rate for black male students in Illinois was below the national average of 47 percent. Illinois is one of seven states with the largest differences in graduation rates between black and white male students. In many jurisdictions the number of minority youth referred to court for truancy issues are also disproportionate to the number of minorities in the community. It is anticipated that a Truancy Review Board within the community has the potential for reducing this disparity. To this end, the TRB will track, among other elements, the gender, race, ethnicity and age of each youth served. It is an expectation of this grant that gender, race and/or ethnicity will not play any role in the decision to make services available to youth.

The successful development and implementation of a TRB creates the possibility for communities to address several goals based on the needs of the individual communities being served by the Board. However, the Department and the Commission expect each funded applicant to meet the following goals throughout the course of the grant period:

- ❑ Compliance with the core requirements of the JJDP Act;
- ❑ Reduced truancy in targeted schools. At a minimum this will mean a reduced number of total truant (unexcused absences) days;
- ❑ An increase in school attendance for youth served through the Board; and
- ❑ Reduced reliance on the juvenile justice system for truant youth. At a minimum this will be the number of petitions filed for truancy or truancy-related arrests (failure to appear, contempt etc.), and the number of secure confinement days (county/municipal lock-ups and detention centers).

E. Program Components

1. Grantees must develop and maintain a functioning Truancy Review Board consisting of, at a minimum, Regional Board of Education personnel, local school personnel, a representative from the Local Area Network board, juvenile probation personnel,

- representative from local Comprehensive Community-Based Youth Services (CCBYS) agency, and representatives from other appropriate local youth services agencies.
2. The Truancy Review Board, once established, will be required to develop policies and procedures for functioning as well as identifying, reviewing and accepting cases. The Board will meet as necessary to review individual cases.
 3. In addition to the identified goals above, the applicant will be required to develop initial overall Board and individual youth outcomes for their application and propose a data collection and tracking system to measure progress toward these outcomes. In addition, over the course of the grant it is expected that these will be revisited and refined as necessary. Progress toward these outcomes must be defined, documented, tracked and evaluated over the course of the grant utilizing the proposed data collection and tracking system.
 4. The funded applicant's TRB will be required to develop and implement a self-evaluation designed to improve the quality of the Board and its services to youth by the end of the grant period.
 5. Grantees will be required to adhere to Public Act 094-1011. Please refer to Appendix C- Public Act 094-1011.
 6. Grantees will be required to maintain compliance with the Juvenile Justice and Delinquency Prevention Act core requirements throughout the entire grant period. Please refer to Appendix A for a description of these core requirements.

F. Deliverables

Funded applicants will be required to submit the following items in accordance with the formats and time lines specified by the Department:

- Two Performance Measure Reports. Please refer to Appendix B for a listing of performance measures;
- Final Program and Outcomes Report;
- Evidence of the data collection and tracking system;
- Self-evaluation design;
- Participant data via the eCornerstone system;
- Quarterly Expenditure Documentation Forms (EDFs), in the format provided by the Department; and
- Additional data and information may be requested throughout the year as determined by the Department.

G. Project Readiness

The funders of this application have the expectation that certain activities have taken place and that certain decisions have been made PRIOR to submitting the application. These will be requested as part of the application submission.

1. *Target Population* - Each ULG must determine the population of youth it will target and serve through its Truancy Review Board. This decision should be based on a thorough review of truancy data in the county and/or the community(ies) targeted by this grant. The decision must also recognize the need to address the truancy issue at an early stage and should consider racial and ethnic disparities that may exist in the truant population.

2. TRB Service Area – Each ULG, after a review of data as indicated above, shall determine the location(s) of desired TRBs and their corresponding service areas.
3. Supporting Data – Each ULG shall include truancy and attendance data received from the ISBE report card for each school targeted for services by the TRB(s). This data should meet the criteria specified in Section F under “General Requirements”
4. TRB Membership - Each ULG proposing a TRB shall identify and target key individuals for membership. Potential members must be identified along with what uniquely qualifies them for membership. In addition, letters of commitment will be requested as part of this grant application.
5. Education Agreement – The applicant ULG has reached an agreement with the school(s) that will be targeted for services through this grant. At a minimum this agreement will indicate a willingness to share data and information as well as be an active participant on the TRB. This agreement will be requested as part of the application.
6. TRB Goals – Each proposed TRB will have a preliminary set of goals and anticipated outcomes that can be measured (refer to E3 above).

H. Use of Funds

Grants of up to \$10,000 will be awarded to each successful applicant. Funds will be used to support a local plan approved by DHS and IJJC that is intended to meet the goals of the TRB grant as set forth herein. Funds must be utilized to support the development and maintenance of the TRB. Funds may also be spent to address the needs of individual youth. However, they may not be spent on developing a “program” that is not sustainable after the 12-month award period. In addition, TRB funds shall not be used to duplicate existing services and programs or supplant existing county-funded programs.

I. Match Requirement

The applicant must be willing and able to provide a 50 percent match of the amount of the award. (Example: for every \$2 received in funds, the applicant must add \$1.) The match can be either cash or in-kind. Cash or in-kind match provided by a third party, such as a volunteer or a public or private agency, may be counted toward the 50% matching funds requirement.

Cash match includes cash spent for project-related costs. (Example: If a secretary employed by the grant recipient spends 20 percent of her/his time to provide administrative support to the project, 20 percent of her/his salary counts toward the cash match). In-kind match is determined by the value of goods -- project-related use of buildings, equipment, and supplies -- and the value of project-related donated (volunteered) services. The value of these services should be calculated at the average market value of that service at the time that the service was provided.

Funds awarded by DHS via the Illinois Juvenile Justice Commission may not be used to supplant funds from other sources. Federal funds of any kind may not be used as a program match. Funds used as a match for this grant must not be used as a match for any other program. Applicants must describe both the source of the required match and the method for match calculation in the budget narrative and attachment.

PART III: PROPOSAL CONTENT

A. **Proposal Scoring**

Applications will be evaluated by the Department on the following criteria:

- Executive Summary (5 points)
- Needs Statement (20 points)
- Applicant Qualifications/Organizational Capacity (15 points)
- Project Readiness (25 points)
- Program Design/Description of Services (20 points)
- Time Line (5 points)
- Evaluation (5 points)
- Spending Plan (5 points)

TOTAL: 100 POINTS

B. **Proposal Content**

The applicant must submit a plan that contains the information outlined below. Each section must begin on a new page and have a heading that corresponds to the headings listed below in bold type after each section number. The total application, not including attachments, may not exceed **20 pages**, single spaced. Please note the page limits for some individual sections. **The application cover page, checklist, attachments, and spending plan forms are not included in the page limitation.** If the applicant believes that the subject has been adequately addressed in another part of the application narrative, then provide a cross-reference to the appropriate part and page number(s) of the narrative. The narrative must follow the page guidelines set for each section where prescribed, and must be in the order requested.

1. **Executive Summary (1 page maximum, 5 points)**

The Executive Summary will serve multiple purposes. First, it is a scored portion of this application and must provide a succinct summary of the applicant's proposal; and secondly, for successful applicants it will serve as a stand-alone document that will be shared with various state-level stakeholders and others requesting a brief overview of each funded project. Therefore, applicants should be concise and direct in their description. At a minimum, each of the following should be addressed in the summary.

- County / City/ Community Description
- Identified Need including truancy and attendance data from targeted schools
- Target Population
- Service Area
- TRB Membership
- TRB Purpose
- Goals and Objectives
- Estimated number of youth to be served (annually)
- Total amount of funds requested through this grant

2. Needs Statement (20 points)

- a) Identify and describe: 1) the general purpose ULG; 2) the local school system; and 3) the local juvenile justice system. In these descriptions, detail the structure and function of the various elements of each system and how they interact with each other. In addition, provide a detailed analysis of the youth in each and to the extent possible identify the needs and risk factors of these youth.
- b) Describe the truancy issue in the targeted schools in detail (with supporting data for each school) that has existed in the past three (3) or more years in the applicant ULG. This detail must include racial and ethnic breakdowns of the truant population and depict disproportionality if and where it exists. *This data will also be utilized by the TRB to establish a baseline by which progress and outcomes can be measured.*
- c) Describe the way in which truant youth are currently dealt with in the applicant community/city.
- d) Indicate whether truant youth have ever been securely detained or ordered to secure confinement from the applicant county. Describe.
- e) Provide additional information as appropriate.

All Attachments in reference to this section must be included in the proposal as **Attachment A**.

3. Applicant Qualifications/Organizational Capacity (15 points)

- a) Describe the ULG's experience managing state or federal grant funds.
- b) Identify the agency that will be the lead agency for overseeing and implementing the grant. Briefly describe this agency's experience managing state or federal grant funds.
- c) Identify the agency that will serve as the fiscal agent for the grant funds and describe its experience and ability to do so.
- d) Identify any other agencies, public or private, that will have a significant role in the implementation of this grant and will be receiving funds from the grant OR will be contributing matching funds and/or in-kind services.
- e) Describe the lead agency's previous experience in developing and managing multidisciplinary boards.
- f) Identify key staff positions that will be responsible for the TRB grant implementation. Include a job description for all personnel who will be supported financially by this grant OR will be contributing their time and services as match to the grant.
- g) For the applicant and each additional agency identified above, describe previous experience working with this age group and, to the extent possible, truant youth.
- h) For the applicant and each additional agency identified above, describe previous experience working with area schools, including where appropriate individual schools, districts, and regional offices.
- i) For each agency that will have a significant role in implementation, provide a description of the agency's existing linkages to other community resources and services essential to the reduction of truancy in the targeted community.

- j) Provide evidence of the applicant's cultural and linguistic competence to serve the youth in the targeted community.
- k) Provide additional information as appropriate.

All Attachments to your proposal related to this section must be included in the proposal as **Attachment B**.

4. Project Readiness (25 points)

- a) *Target Population* – Provide a description of the population of youth targeted for services.
- b) *TRB Service Area* – Describe the location(s) of the proposed TRBs and their corresponding service areas (include names of schools as well as communities).
- c) *TRB Membership* - Provide a description of the intended TRB membership and describe why particular individuals/groups/organizations are targeted for participation. In addition to this description, please provide this intended membership in a list format that includes what uniquely qualifies them for membership. Letters of commitment from proposed members will be considered in assessing project readiness.
- d) *Education Agreement* – Provide a letter of commitment from each school targeted for services. At a minimum this agreement will indicate a willingness to share data and information as well as be an active participant on the TRB. Provide copies of commitment letters for each school, and while a letter of commitment from a District or Regional Office is welcomed, commitment letters from individual schools are required.
- e) *TRB Goals* – List and describe the goals, objectives and anticipated outcomes for each TRB proposed. Ensure that the outcomes identified can be tracked and measured.
- f) Provide additional information as appropriate.

All Attachments to your proposal related to this section must be included in the proposal as **Attachment C**.

5. Program Design / Description of Services (20 points)

- a) Describe the program design for an integrated, comprehensive TRB. The applicant must indicate whether they are adopting an established best or promising practice model or designing an individualized model.
- b) Describe how the selected model was chosen based on community need.
- c) Provide a description of the board that ensures a diversity of perspectives, including those of parents, youth, community members, business leaders, school administrators, police and others.
- d) Describe experience in implementing the type of programming selected and discuss the capacity to implement such a model.
- e) Applicant must describe their ability to provide training to TRB members and staff relevant to the model selected. The applicant must include a description of their ability to provide training to TRB members related to service

- provision for youth and families.
- f) Identify other truancy reduction programs in the community and how the proposed TRB will provide services not otherwise met and reach youth not otherwise served.
 - g) Provide a description of established or proposed linkages with other youth-serving resources within the applicant's community, and how the TRB will collaborate with those entities to provide services to youth.
 - h) The applicant must discuss their plans for including volunteers in the program, and the role(s) they will play.
 - i) Describe the strategies that will be used to gain referrals to the TRB from the schools and other organizations. Indicate if the TRB plans to accept self/family referrals into their process and describe the reasoning behind the decision. If yes, describe the strategy to make the TRB services available to these youth and families.
 - j) Provide additional information as appropriate.

All Attachments to your proposal related to this section must be included in the proposal as **Attachment D**.

6. Time Line (1 page maximum, 5 points)

Applicants must include a proposed time line for grant implementation.

All Attachments to your proposal related to this section must be included in the proposal as **Attachment E**.

7. Evaluation (1 page maximum, 5 points)

Each successful applicant will be required to participate in an assessment that will include the following:

- TRB membership and function, including policy development;
- Data collection and tracking;
- Service provision for youth served by the TRB;
- The development of a self-evaluation design that is appropriate to track and measure individual youth, school and TRB outcomes. This design will include a process for regular review and will drive the decision making process to ensure quality and improve TRB outcomes;
- Reduced truancy in targeted schools. At a minimum this will mean a reduced number of total truant (unexcused absences) days;
- An increase in school attendance for youth served through the Board;
- Reduced reliance on the juvenile justice system for truant youth. At a minimum this will look at the number of petitions filed for truancy or truancy-related arrests (failure to appear, contempt etc.), and the number of secure confinement days (County/Municipal lock-ups and Detention Centers);
- Impact on local policy related to truant youth (systems change); and
- Compliance with the JJDP Act.

- a) Provide a clear statement of the intention to participate in the Department's formal evaluation.
- b) Include a clear statement indicating an understanding of the Department's stated evaluation objectives, and the willingness to design a model to achieve those measures.
- c) Provide an assurance that the applicant will ensure appropriate data collection, tracking and other activities sufficient for the Department to conduct an evaluation of the above items.

All Attachments to your proposal related to this section must be included in the proposal as **Attachment F**.

8. Spending Plan (2 page maximum for the narrative portion, 5 points)

- a) Complete the Spending Plan forms found in Appendix F of this RFP.
- b) Provide a Spending Plan narrative that details expenditures not fully explained on the forms.
- c) In addition, the narrative **MUST** include a thorough description of the applicant's ability to secure the required match funds. Detail should be provided as to the specifics of the required match.

All Attachments to your proposal related to this section must be included as **Attachment G**.

C. Additional Proposal Requirements

The proposal will not be considered complete unless the following two items are included as part of the application package:

1. Application Cover Page

Complete the Application Cover page found in Appendix D and attach it to the completed application as the Cover Page.

2. Proposal Content Checklist

Complete the Proposal Content Checklist found in Appendix F and attach it to the completed application directly following the Application Cover Page.

APPENDIX A

JJDP ACT CORE REQUIREMENTS

Appendix A

Juvenile Justice and Delinquency Prevention Act Core Requirements

1. **Deinstitutionalization of Status Offenders**

No minor accused of a status offense (an act that would not be criminal if committed by an adult) may be securely detained in a jail, lockup or juvenile detention center. Examples of status offenses are truancy, running away, curfew violations, underage drinking and being ungovernable. This requirement also extends to non-offenders, children who fall under the Juvenile Court Act who are abused, neglected and/or dependent.

2. **Separation of Juveniles from Adult Offenders**

Juveniles alleged to be or found to be delinquent, status offenders, and non-offenders shall not have contact with adult persons who are incarcerated because they have been convicted of a crime or are awaiting trial on criminal charges. The separation of juveniles from adults must be both by sight and sound.

3. **Removal of Juveniles from Adult Jail and Lockups**

Juveniles accused of committing acts which would be not be criminal for adults are not to be securely detained in jails or lockups. A rule of reason is applied, allowing alleged delinquents to be detained for up to six hours for the purpose of investigation and identification. The clock starts the moment a juvenile is placed into a locked setting. This includes any locked room, or when a juvenile is handcuffed to a stationary object. At the end of the six hours the juvenile must be released or transferred to a juvenile detention center.

4. **Disproportionate Minority Contact (DMC)** - A core requirement of the Juvenile Justice and Delinquency Prevention Act (JJDP) directs States to address the disproportionality with which minority youth are coming into contact with the juvenile justice system at all nine decision points in the system. It is the expectation of the Department and the Commission that gender, race or ethnicity will play any role in the decision to make services available to youth. In addition, this grant will require that, among other elements, the gender, race, ethnicity and age of each youth served will be tracked.

APPENDIX B

PERFORMANCE MEASURES

Appendix B

Performance Measures

OUTPUT PERFORMANCE MEASURES

#	Output Measure	Objective	Definition	Reporting Format
1	Funds awarded for services	Increase organizational capacity	The amount of Title V or Formula Grants money in whole dollars that are awarded for school-based services during the reporting period. Program records are preferred data source.	The State will complete this Measure
2	Number of MOUs developed	Increase organizational capacity	Number of Memoranda of Understanding or interagency agreements developed during reporting period of the program. Include all formal partnership or coordination agreements. Program records are the preferred data source.	#
3	Number of program slots available	Increase organizational capacity	The number of client service slots available during the reporting period of the program. If slots were lost over the reporting period, please report a negative number. Program records are preferred data source.	#
4	Number of FTE's funded with TV or FG money	Increase organizational capacity	Number of staff funded through Title V or Formula Grants, as measured through the number of Full-Time Equivalents, working for the program during the reporting period. Program records are the preferred data source. To calculate the FTE, divide the number of staff hours used by the program by 2080.	#
5	Number of program materials developed	Increase organizational capacity	The number of materials that were developed during the reporting period. Include only substantive materials such as program overviews, client workbooks, lists of local service providers. Do not include program advertisements or sign in-sheets or client tracking forms. Count the number developed.	#
6	Number and percent of program staff trained	Increase organizational capacity	The number and percent of program staff that are trained in school based services during the reporting period. Training does not have to be completed during the reporting period. To get the percent, divide the raw number by the total number of program staff. A. Number of program staff who participated in training B. Total program number of staff C. Percent A/B	A: B: C = (A/B)

#	Output Measure	Objective	Definition	Reporting Format
7	Number of hours of program staff training provided	Increase organizational capacity	The number of training hours in school-based services provided to program staff during the reporting period of the program. Training include in-house and external trainings.	#
8	Number of planning activities conducted	Improve planning and development	Number of planning activities undertaken during the reporting period. Planning activities include meetings held; resource needs assessments undertaken, etc.	#
9	Number of program youth served	Improve program activities	An unduplicated count of the number of youth served by the program during the reporting period. Definition of the number of youth served for a reporting period is the number of program youth carried over from the previous reporting period, plus new participants during the reporting period.	#
10	Average length of stay in program	Improve program efficiency	The average length of time (in days) that youth remain in the program. Include data for clients who both complete program requirements prior to program exit and those who do not. Program records are the preferred data source. A. Total number of days between intake and program exit across all program youth exiting program B. Number of cases closed C. Percent A/B	A: B: C = (A/B)

OUTCOME PERFORMANCE MEASURES

#	Outcome Measure	Objective	Definition	Reporting Format	Results
1	Number of delinquent youth	Reduce Truancy	The number of truants who were reviewed by the board, attendance records	Number of truant youth	#
2	Number of school suspensions	Improve Attendance	Number of youth suspended from school and number of youth in program	A. Number of truant youth in program B. Number of suspended youth C. Percent A/B	A: B: C = (A/B)

#	Outcome Measure	Objective	Definition	Reporting Format	Results
3	Number and percent of youth exhibiting desired change in targeted behaviors	Improve Attendance	Number and % of youth who have exhibited an increase in school attendance	A. Number of youth with noted behavioral change B. Number of youth in program C. Percent A/B	A: B: C = (A/B)
3A	Length of stay in program	Improve Attendance	Number and percent of youth who remained in program	A. Number of truant youth in program B. Number of youth who did not complete program C. Percent A/B	A: B: C = (A/B)
3B	Number of repeat offenders	Improve Attendance	Number and percent of youth who were repeat offenders	A. Number of repeat offenders B. Number of non-repeaters C. Percent A/B	A: B: C = (A/B)
3C	GPA	Improve pro-social behaviors	Number and percent of youth who have exhibited an increase in GPA	A. Number of youth with noted behavioral change B. Number of youth in program C. Percent A/B	A: B: C = (A/B)
4	Youth Competing Requirements	Increase Accountability	Number and percent of youth who have successfully fulfilled program obligations	A. Number of youth who exited the program having completed the requirements B. Number of youth who left the program C. Percent A/B	A: B: C = (A/B)
5	Satisfaction with program	Increase Program Support	Number and percent of program families satisfied with the program.	A. Number of families satisfied with the program B. Number of families returning surveys C. Percent A/B	A: B: C = (A/B)

APPENDIX C

PA-094-1011

Appendix C

PA-094-1011

An Act concerning truant minors.

Be it enacted by the People of the State of Illinois, represented in the General Assembly:

Section 5. The Counties Code is amended by adding Section 5-1078.2 as follows:

Truants. A county board may adopt ordinances to regulate truants within the unincorporated areas of its jurisdiction. These ordinances may include a graduated fine schedule for repeat violations, which may not exceed \$100, or community service, or both, for violators 10 years of age or older and may provide for enforcement by citation or through administrative hearings as determined by ordinance. If the violator is under 10 years of age, the parent or custodian of the violator is subject to the fine or community service, or both. As used in this Section, "truants" means persons who are within the definition of "truant" in Section 26-2a of the School Code. A home rule unit may not regulate truants in a manner inconsistent with the provisions of this Section.

This Section is a limitation under subsection (i) of Section 6 of Article VII of the Illinois Constitution on the concurrent exercise by home rule units of the powers and functions exercised by the State.

Section 10. The Illinois Municipal Code is amended by adding Section 11-5-9 as follows:

Sec. 11-5-9. Truants. The corporate authorities of any municipality may adopt ordinances to regulate truants within its jurisdiction. These ordinances may include a graduated fine schedule for repeat violations, which may not exceed \$100, or community service, or both, for violators 10 years of age or older and may provide for enforcement by citation or through administrative hearings as determined by ordinance. If the violator is under 10 years of age, the parent or custodian of the violator is subject to the fine or community service, or both. As used in this Section, "truants" means persons who are within the definition of "truant" in Section 26-2a of the School Code. A home rule unit may not regulate truants in a manner inconsistent with the provisions of this Section. This Section is a limitation under subsection (i) of Section 6 of Article VII of the Illinois Constitution on the concurrent exercise by home rule units of the powers and functions exercised by the State.

Section 11. The School Code is amended by changing Section 34-4.5 as follows:

Chronic truants.

(a) Office of Chronic Truant Adjudication. The board shall establish and implement an Office of Chronic Truant Adjudication, which shall be responsible for administratively adjudicating cases of chronic truancy and imposing appropriate sanctions. The board shall appoint or employ hearing officers to perform the adjudicatory functions of that Office. Principals and other appropriate personnel may refer pupils suspected of being chronic truants, as defined in Section 26-2a of this Code, to the Office of Chronic Truant Adjudication.

(b) Notices. Before any hearing may be held under subsection (c), the principal of the school attended by the pupil or the principal's designee shall notify the pupil's parent or guardian by personal visit, letter, or telephone of each unexcused absence of the pupil. After giving the parent or guardian notice of the tenth unexcused absence of the pupil, the principal or the principal's designee shall send the pupil's parent or guardian a letter, by certified mail, return receipt requested, notifying the parent or guardian that he or she is subjecting himself or herself to a hearing procedure as provided under subsection (c) and clearly describing any and all possible penalties that may be imposed as provided for in subsections (d) and (e) of this Section.

(c) Hearing. Once a pupil has been referred to the Office of Chronic Truant Adjudication, a hearing shall be scheduled before an appointed hearing officer, and the pupil and the pupil's parents or guardian shall be notified by certified mail, return receipt requested stating the time, place, and purpose of the hearing. The

hearing officer shall hold a hearing and render a written decision within 14 days determining whether the pupil is a chronic truant as defined in Section 26-2a of this Code and whether the parent or guardian took reasonable steps to assure the pupil's attendance at school. The hearing shall be private unless a public hearing is requested by the pupil's parent or guardian, and the pupil may be present at the hearing with a Representative in addition to the pupil's parent or guardian. The board shall present evidence of the pupil's truancy, and the pupil and the parent or guardian or representative of the pupil may cross examine witnesses, present witnesses and evidence, and present defenses to the charges. All testimony at the hearing shall be taken under oath administered by the hearing officer. The decision of the hearing officer shall constitute an "administrative decision" for purposes of judicial review under the Administrative Review Law.

(d) Penalties. The hearing officer may require the pupil or the pupil's parent or guardian or both the pupil and the pupil's parent or guardian to do any or all of the following: perform reasonable school or community services for a period not to exceed 30 days; complete a parenting education program; obtain counseling or other supportive services; and comply with an individualized educational plan or service plan as provided by appropriate school officials. If the parent or guardian of the chronic truant shows that he or she took reasonable steps to insure attendance of the pupil at school, he or she shall not be required to perform services.

(e) Non-compliance with sanctions. If a pupil determined by a hearing officer to be a chronic truant or the parent or guardian of the pupil fails to comply with the sanctions ordered by the hearing officer under subsection (c) of this Section, the Office of Chronic Truant Adjudication may refer the matter to the State's Attorney for prosecution under Section 3-33.5 3-33 of the Juvenile Court Act of 1987.

(f) Limitation on applicability. Nothing in this Section shall be construed to apply to a parent or guardian of a pupil not required to attend a public school pursuant to Section 26-1.

Section 15. The Juvenile Court Act of 1987 is amended by changing Sections 3-1 and 3-15 and by adding Section 3-33.5 as follows:

Jurisdictional facts. Proceedings may be instituted under this Article concerning boys and girls who require authoritative intervention as defined in Section 3-3 or who are truant minors in need of supervision as defined in Section 3-33.5 3-33. (Source: P.A. 85-1235.)

Petition; supplemental petitions.

(1) Any adult person, any agency or association by its representative may file, or the court on its own motion may direct the filing through the State's Attorney of a petition in respect to a minor under this Act. The petition and all subsequent court documents shall be entitled "In the interest of, a minor".

(2) The petition shall be verified but the statements may be made upon information and belief. It shall allege that the minor requires authoritative intervention and set forth (a) facts sufficient to bring the minor under Section 3-3 or 3-33.5 3-33; (b) the name, age and residence of the minor; (c) the names and residences of his parents; (d) the name and residence of his legal guardian or the person or persons having custody or control of the minor, or of the nearest known relative if no parent or guardian can be found; and (e) if the minor upon whose behalf the petition is brought is sheltered in custody, the date on which shelter care was ordered by the court or the date set for a shelter care hearing. If any of the facts herein required are not known by the petitioner, the petition shall so state.

(3) The petition must allege that it is in the best interests of the minor and of the public that he be adjudged a ward of the court and may pray generally for relief available under this Act. The petition need not specify any proposed disposition following adjudication of wardship.

(4) If appointment of a guardian of the person with power to consent to adoption of the minor under Section 3-30 is sought, the petition shall so state.

(5) At any time before dismissal of the petition or before final closing and discharge under Section 3-32, one or more supplemental petitions may be filed in respect to the same minor.

Truant minors in need of supervision.

(a) Definition. A minor who is reported by the office of the regional superintendent of schools, or, in cities of over 500,000 inhabitants, by the Office of Chronic Truant Adjudication, as a chronic truant may be subject to a petition for adjudication and adjudged a truant minor in need of supervision, provided that prior to the filing of the petition, the office of the regional superintendent of schools, the Office of Chronic Truant Adjudication, or a community truancy review board certifies that the local school has provided appropriate truancy intervention services to the truant minor and his or her family. For purposes of this Section, "truancy intervention services" means services designed to assist the minor's return to an educational program, and includes but is not limited to: assessments, counseling, mental health services, shelter, optional and alternative education programs, tutoring, and educational advocacy. If, after review by the regional office of education, the Office of Chronic Truant Adjudication, or community truancy review board it is determined the local school did not provide the appropriate interventions, then the minor shall be referred to a comprehensive community based youth service agency for truancy intervention services. If the comprehensive community based youth service agency is incapable to provide intervention services, then this requirement for services is not applicable. The comprehensive community based youth service agency shall submit reports to the office of the regional superintendent of schools, the Office of Chronic Truant Adjudication, or truancy review board within 20, 40, and 80 school days of the initial referral or at any other time requested by the office of the regional superintendent of schools, the Office of Chronic Truant Adjudication, or truancy review board, which reports each shall certify the date of the minor's referral and the extent of the minor's progress and participation in truancy intervention services provided by the comprehensive community based youth service agency. In addition, if, after referral by the office of the regional superintendent of schools, the Office of Chronic Truant Adjudication, or community truancy review board, the minor declines or refuses to fully participate in truancy intervention services provided by the comprehensive community based youth service agency, then the agency shall immediately certify such facts to the office of the regional superintendent of schools, the Office of Chronic Truant Adjudication, or community truancy review board.

(a-1) There is a rebuttable presumption that a chronic truant is a truant minor in need of supervision.

(a-2) There is a rebuttable presumption that school records of a minor's attendance at school are authentic.

(a-3) For purposes of this Section, "chronic truant" means a minor subject to compulsory school attendance and who is absent without valid cause from such attendance for 10% or more of the previous 180 regular attendance days and has the meaning ascribed to it in Section 26-2a of the School Code.

(a-4) For purposes of this Section, a "community truancy review board" is a local community based board comprised of but not limited to: representatives from local comprehensive community based youth service agencies, representatives from court service agencies, representatives from local schools, representatives from health service agencies, and representatives from local professional and community organizations as deemed appropriate by the office of the regional superintendent of schools, or, in cities of over 500,000 inhabitants, by the Office of Chronic Truant Adjudication. The regional superintendent of schools, or, in cities of over 500,000 inhabitants, the Office of Chronic Truant Adjudication, must approve the establishment and organization of a community truancy review board and the regional superintendent of schools or his or her designee, or, in cities of over 500,000 inhabitants, the general superintendent of schools or his or her designee, shall chair the board.

(a-5) Nothing in this Section shall be construed to create a private cause of action or right of recovery against a regional office of education or the Office of Chronic Truant Adjudication, its superintendent, or its staff with respect to truancy intervention services where the determination to provide the services is made in good faith.

(b) Kinds of dispositional orders. A minor found to be a truant minor in need of supervision may be:

(1) committed to the appropriate regional superintendent of schools for a student assistance team staffing, a service

plan, or referral to a comprehensive community based youth service agency;

(2) required to comply with a service plan as specifically provided by the appropriate regional superintendent of schools;

(3) ordered to obtain counseling or other supportive services;

(4) subject to a fine in an amount in excess of \$5, but not exceeding \$100, and each day of absence without valid cause as defined in Section 26-2a of The School Code is a separate offense;

(5) required to perform some reasonable public service work such as, but not limited to, the picking up of litter in public parks or along public highways or the maintenance of public facilities; or

(6) subject to having his or her driver's license or driving privilege suspended for a period of time as determined by the court but only until he or she attains 18 years of age. A dispositional order may include a fine, public service, or suspension of a driver's license or privilege only if the court has made an express written finding that a truancy prevention program has been offered by the school, regional superintendent of schools, or a comprehensive community based youth service agency to the truant minor in need of supervision.

(c) Orders entered under this Section may be enforced by contempt proceedings.
(705 ILCS 405/3-33 rep.)

Section 20. The Juvenile Court Act of 1987 is amended by repealing Section 3-33.
Section 99. Effective date. This Act takes effect upon becoming law.

APPENDIX D

APPLICATION AND PLAN FOR HUMAN SERVICES PROGRAM

COVER PAGE

**APPENDIX D
APPLICATION AND PLAN FOR HUMAN SERVICES PROGRAM**

ILLINOIS DEPARTMENT OF HUMAN SERVICES
535 WEST JEFFERSON STREET
SPRINGFIELD, ILLINOIS 62702
Division of Community Health and Prevention

1. APPLICANT ORGANIZATION:

NAME: _____

ADDRESS: _____

TELEPHONE: (____) _____

E-MAIL: _____

TIN/FEIN NUMBER: _____

*Attach IRS Form 575K or Form W-9, when applicable

2. DATE OF SUBMISSION:

Month Day Year

3. APPLICANT CERTIFICATION:

To the best of my knowledge, the data and statements in this application are true and correct. The applicant agrees to comply with all State/Federal statutes and Rules/Regulations applicable to the program.

AUTHORIZED OFFICIAL:

Typed name

Title

Signature

Date

4. PROJECT PERIOD:

5. TYPE OF ORGANIZATION:

- ____ Governmental Entity
- ____ *Not-For-Profit Corporation
- ____ Corporation
- ____ Medical/Health Care Provider Corporation
- ____ *Tax Exempt Organization (IRC 501(a) only)

* Must provide documentation of current status

6. LEGISLATIVE DISTRICT:

CONGRESSIONAL: _____

LEGISLATIVE: _____
(State Senate District)

REPRESENTATIVE _____
(State Representative District)

IMPORTANT NOTICE:

8. FOR DEPARTMENT USE ONLY:

INSTRUCTIONS FOR COMPLETING

"APPLICATION AND PLAN FOR HUMAN SERVICES PROGRAM"

All applications shall be submitted as required in the Request for Proposal or other instructions distributed by DHS.

1. Provide applicant name and address as it is to appear in the contracts for services that will be developed for successful applicants.

TIN number: Provide the applicant's nine-digit federal Taxpayer Identification Number (also known as the Federal Employer Identification Number, FEIN) or the state assigned Governmental Unit Code. Governmental agencies (county or municipality) should use the Governmental Unit Code, which generally begins with 20 or 30; non-governmental agencies or multi-county agencies should use the FEIN, which generally begins with 36 or 37.

Applicants not currently receiving funding from the Division of Community Health and Prevention should attach a copy of the applicant's Internal Revenue Service (IRS) Form 575K, Notice of New Employee Identification Number Assigned, or an IRS Form W-9 in which the applicant's name and TIN number is consistent with the information on record with the Secretary of State and the IRS.

2. Enter the date the application is forwarded to the Department.
3. Provide the name and title of the person authorized to enter into contracts or otherwise obligate the agency to provide services. This information will be used for the signature block for contracts offered to successful applicants.

Signature of "Authorized Official" certifies compliance with all requirements as described in the Request for Proposal, applicable program Rules and Regulations and applicable state and federal Rules and Regulations.

4. Enter the project period to be covered by this application, if different than that indicated.
5. Mark (X) to indicate the type of organization. Documentation of current status such as a Certificate of Good Standing from the Secretary of State or other comparable proof of status must be provided for all applicants other than Governmental Entities.
7. Provide the appropriate district numbers for the area(s) to be served.

APPENDIX E

SPENDING PLAN
FORMS AND INSTRUCTIONS

INSTRUCTIONS FOR COMPLETING THE PROGRAM SPENDING PLAN

- a. Complete the Spending Plan summary page; this page should show the total cost from all sources of providing the product or service; this total is then allocated to "Applicant and Other" fund sources and the amount "Awarded from IDHS." The lower part of this page will identify the source and amounts of the funds shown in the "Applicant and Other" column above; this amount is further broken down to required "match or cost participation" and "Other".
- b. Personal Services - instructions are printed on the back of the page. Please pay close attention to the formula for calculating the Personal Services amount for each position. The proper procedure for calculating this amount is:
 1. Multiply the monthly salary in column (2) times the number of months this position will work on this product/service. The number of months as shown in column (3)
 2. Then multiply this amount times the percent of time this position spends on this product/service. The percent of time this position spends on this product/service as shown in column (4).
 3. The result of this calculation will provide the total Spending Plan amount applicable to this product/service.
This total is then allocated among funds from this grant (Amount Assistance Awarded from IDHS) and all other fund sources (Grantee and Other). Insert proper codes to identify source(s) of other funds.

Fringe Benefits - a total percentage rate is acceptable for this Spending Plan process; however, actual individual expenditure amounts must be reported when requesting reimbursement from the Department. It is desirable to indicate the items and applicable rates that are included in the applicant's fringe benefits claim.

- c. Contractual services - itemize and be as specific as possible. All Personal service contracts and sub-grants must be identified and explained. Registration fees, repairs and maintenance costs are shown here.
- d. Supplies - itemize and be as specific as possible. Show all printing and paper costs in this line.
- e. Travel - Indicate mileage rates for used by the agency; show estimated cost for mileage, lodging, etc. as indicated.
- f. Equipment - itemize and be as specific as possible. All equipment purchases require approval either approval through this program Spending Plan and approval process or specific approval during the award period. Equipment purchases should be completed during the early months of the award period.

Spending Plan justification - as instructed, provide additional information or justification for specific items listed in the detailed Spending Plan for which the need is not self-evident. Personal Services contracts and all sub-grants are to be explained and justified in this section.

APPLICATION AND PLAN FOR HUMAN SERVICES PROGRAM

FY2010

SPENDING PLAN, Summary

APPLICANT AGENCY: _____

Tin #: _____

PROGRAM: _____

FOR THE PERIOD: _____

THROUGH: _____

SPENDING PLAN SUMMARY LINE ITEM (Category)	Total for the Program	SOURCES OF FUNDS		IDHS Components (specify)		
		Applicant and Other	Requested from IDHS	Administrative Cost	Direct Cost	Service
Personal Services						
Contractual Services						
Supplies						
Travel						
Equipment						
TOTAL, Direct Costs						

SOURCES OF FUNDS - Applicant and Other Sources	Required Match	Other Support	Total
TOTAL, Applicant and Other Sources			

**INSTRUCTION TO APPLICANT
SPENDING PLAN SUMMARY
GENERAL SPENDING PLAN INFORMATION**

The Spending Plan for this proposal is to reflect the total cost of the project from all sources. The Spending Plan Summary provides a one-page compilation of these costs. Individual line items are to be itemized in detail on the following pages. Additional information and justification are to be shown on the Spending Plan Justification page(s).

The Spending Plan must comply with the allowable costs for the program, the applicable Administrative Rules and Regulations, the laws of the State of Illinois and any applicable federal guidelines or requirements.

All amounts are to be expressed in whole dollars; each line item is to be rounded to the nearest one hundred-dollar amount.

If additional pages are required, please note applicant agency name and program name on each additional page and number all additional pages as appropriate using the following sequence: Page 1a, Page 1b, Page 2a, Page 2b, and so on. Applications are disassembled and copied by the Department and these page number references will assist reassembly and help to ensure all copies are complete.

SPENDING PLAN SUMMARY

Enter the totals from each detail line-item section and sum these amounts to show the TOTAL, Direct Costs for the program.

SOURCES OF FUNDS columns: The total estimated cost for each line item of the program is to be broken out by funds to be provided from sources other than this RFP (Applicant and Other) and by the amount requested in this proposal (Requested from IDHS).

IDHS Components (specify): The amount requested in this proposal (Requested from IDHS) is to be further broken out by program component(s) as instructed in the Program Description section of the RFP.

SOURCES OF FUNDS - Applicant and Other

Identify the source and amount of all funds shown in the Applicant and Other column of the Spending Plan Summary. Enter the amounts proposed to meet the program's matching or cost participation requirements, if any, in the Required Match column; enter all other program support costs in the Other Support column. The total of the Required Match and Other Support columns must equal the total of the Applicant and Other column of the Spending Plan Summary.

Examples of Applicant and Other fund sources include Applicant funds such as tax revenues; fees or other program income; donations; other corporate funds; and other program support such as other state and or federal grant awards (i.e. WIC, Title X, Title XIX, and Title XX) both from the IDHS and from other agencies.)

ILLINOIS DEPARTMENT OF HUMAN SERVICES
APPLICATION AND PLAN FOR HUMAN SERVICES PROGRAM
SPENDING PLAN SECTION, Personal Services

APPLICANT AGENCY: _____

Tin #: _____

PROGRAM: _____

FOR THE PERIOD: _____

THROUGH: _____

PERSONAL SERVICES (Position title and Name of Incumbent)	Monthly Salary	Number of Months Spending Planned	Percent of time on Program	Total for the Program	Sources of Funds		IDHS Components (specify)		
					Applicant and Other	Requested from IDHS	Administrative Cost	Direct Service Cost	
PERSONAL SERVICES, Subtotal									
FRINGE BENEFITS (Rate: %) Components and rates must be itemized in Spending Plan justification section.									
PERSONAL SERVICES AND FRINGE TOTAL									

**INSTRUCTIONS TO APPLICANT
PERSONAL SERVICES SPENDING PLAN**

PERSONAL SERVICES

Enter the position title and name of the current incumbent; if the position is new or currently not filled, enter "Vacant".

Example:	Nurse -	Mary Jones Sally Smith Vacant
	<i>Program Coordinator -</i>	<i>Joyce Johnson</i> Vacant

Enter the monthly salary for each position that will be filled for all or any part of the period. Enter the number of months the position will be filled by an incumbent working on the program. Enter the percent of time the incumbent will devote to the program during the months shown. Enter **the** total amount of support to be provided for the program, as computed from the information shown, using the following formula:

[Monthly Salary] times [Number of Months Spending Planned] times [Percent of time on Program] = [Total for the Program].

The Total for the Program is then broken out by the amount to be provided from sources other than this application (Applicant and Other) and the amount requested as part of this proposal (Requested from IDHS). The amount Requested from IDHS is further broken out by the various program components (IDHS Components) if the Program Description section of the RFP requests that program components be identified separately.

FRINGE BENEFITS

The components included in the applicant agency's fringe benefit rate are to be itemized (listed by component and rate) in the Spending Plan Justification section. The total fringe benefits rate is entered on the Fringe Benefits line; this rate is then applied to the Personal Services, Subtotal shown as Total for the Program. If the applicant agency includes fringe benefits in the amount Requested from IDHS and the various IDHS Components, the amounts for fringe benefits may not exceed the fringe benefits rate times the Personal Services, Subtotal for those columns.

ILLINOIS DEPARTMENT OF HUMAN SERVICES
**APPLICATION AND PLAN FOR HUMAN SERVICES PROGRAM
 SPENDING PLAN, Contractual Services**

APPLICANT AGENCY: _____ Tin #: _____

PROGRAM: _____ FOR THE PERIOD: _____ THROUGH: _____

CONTRACTUAL SERVICES (Itemize)	Total for the Program	SOURCES OF FUNDS		IDHS Components (specify)		
		Applicant and Other	Requested from IDHS	Administrative Cost	Direct Cost	Service
TOTAL, Contractual Services						

**INSTRUCTIONS TO APPLICANT
CONTRACTUAL SERVICES SPENDING PLAN**

CONTRACTUAL SERVICES

List the costs directly attributable the program estimated to be incurred during the period covered by this application. Examples of Contractual Services include conference registration fees; repair and maintenance of furniture and equipment; postage; UPS or other carrier costs; software; subscriptions; training and education costs; and telecommunications costs. See also the Allowable Costs section of the Spending Plan.

Payments (or pass-through) to subcontractors or subgrantees are to be listed here. All subcontracts or subgrants require an attached detailed line-item Spending Plan supporting this contractual amount. The Department must approve, in writing, all subcontracts or subgrants.

ILLINOIS DEPARTMENT OF HUMAN SERVICES
**APPLICATION AND PLAN FOR HUMAN SERVICES PROGRAM
 SPENDING PLAN, Supplies and Travel**

APPLICANT AGENCY: _____ Tin #: _____

PROGRAM: _____ FOR THE PERIOD: _____ THROUGH: _____

SUPPLIES (Itemize)	Total for the Program	SOURCES OF FUNDS		IDHS Components (specify)		
		Applicant and Other	Requested from IDHS	Administrative Cost	Direct Cost	Service
TOTAL, Supplies						

TRAVEL (Itemize)	Total for the Program	SOURCES OF FUNDS		IDHS Components (specify)		
		Applicant and Other	Requested from IDHS	Administrative Cost	Direct Cost	Service
Mileage (Rate per mile: \$ _____) Lodging Meals/PerDiem Commercial Transportation Other:						
TOTAL, Travel						

**INSTRUCTIONS TO APPLICANT
SUPPLIES AND TRAVEL SPENDING PLAN**

SUPPLIES

List the costs, directly attributable to the program, estimated to be incurred during the period covered by this proposal. Examples of Supplies include office supplies; medical supplies (consumable items such as syringes, tape and gauze, other than drugs); educational and instructional materials; cleaning supplies; copy paper and other paper supplies; and letterpress, offset printing, and other printing services. See also the Allowable Costs section of the Spending Plan.

TRAVEL

List the costs, directly attributable to the program, of applicant agency's employees' transportation, mileage, per diem, meals, etc. necessary for carrying out the activities described in the proposal. Unless specifically stated in the Spending Plan, the mileage rate will be assumed to be the same as that authorized for state employees by the Governor's Travel Control Board. See also the Allowable Costs section of the Spending Plan.

Travel costs for contractual consultants are to be included in the Contractual Services line.

ILLINOIS DEPARTMENT OF HUMAN SERVICES
**APPLICATION AND PLAN FOR HUMAN SERVICES PROGRAM
 SPENDING PLAN, Equipment**

APPLICANT AGENCY: _____ Tin #: _____

PROGRAM: _____ FOR THE PERIOD: _____ THROUGH: _____

EQUIPMENT (Itemize)	Total for the Program	SOURCES OF FUNDS		IDHS Components (specify)		
		Applicant and Other	Requested from IDHS	Administrative Cost	Direct Cost	Service
TOTAL, Equipment						

USE ADDITIONAL SHEETS IF NECESSARY

Spending Plan, Page 5

INSTRUCTIONS TO APPLICANT EQUIPMENT

EQUIPMENT

List those items costing over \$100.00 each, with a useful life of more than one year, that are required for the successful completion of the activities described in the **application**. Equipment costs shall include all freight and installation charges. Equipment may include office furniture and equipment, such as desks, chairs, computers, printers and calculators; training materials; reference books; and films. All Equipment purchases must be either approved by the Department, through this Spending Plan or via specific request for items not included in the Spending Plan as submitted. See also the Allowable Costs section of the Spending Plan.

ILLINOIS DEPARTMENT OF HUMAN SERVICES
APPLICATION AND PLAN FOR HUMAN SERVICES PROGRAM

SPENDING PLAN BENEFITS JUSTIFICATION

APPLICANT AGENCY: _____ Tin #: _____

PROGRAM: _____ FOR THE PERIOD: _____ THROUGH: _____

Show justification for specific items listed in the detailed Spending Plan for which the need is not self-evident. Justifications should clearly indicate the items being requested are essential to the achievement of the state program objectives.

Fringe Benefits -

FICA (Social Security)	%	_____
Pension/Retirement	%	_____
Group Health Insurance	%	_____
Group Life Insurance	%	_____
Unemployment Insurance	%	_____
Workmen's Compensation	%	_____
Other:		
	%	_____
	%	_____
	%	_____
	%	_____
TOTAL, Fringe Benefits Rate	%	_____
Other Spending Plan Justification -		_____

ALLOWABLE COSTS FOR REIMBURSEMENT UNDER GRANT AGREEMENT

To be reimbursable under DHS/CHP Grant Agreement, expenditures must meet the following general criteria:

- a. Be necessary and reasonable for proper and efficient administration of the program and not be a general expense required to carry out the overall responsibilities of the agency.
- b. Be authorized or not prohibited under federal, state or local laws or regulations.
- c. Conform to any limitations or exclusions set forth in the applicable rules, program description or grant agreement.
- d. Be accorded consistent treatment through application of generally accepted accounting principles appropriate to the circumstances.
- e. Not be allocable to or included as a cost of any other state or federally financed program in either the current or a prior period.
- f. Be net of all applicable credits.
- g. Be specifically identified with the provision of a direct service or program activity.
- h. Be an actual expenditure of funds in support of program activities, documented by check number and/or internal ledger transfer of funds.

Examples of allowable costs include the following. This is not meant to be a complete list, but rather specific examples of items within each line item category.

Personal Services:

Gross salary paid to agency employees directly involved in the provision of program services.

Employer's portion of fringe benefits actually paid on behalf of direct services employees; examples include FICA (Social Security), life/health insurance, workers compensation insurance, unemployment insurance and pension/retirement benefits.

Contractual Services:

Conference registration fees

Contractual employees (**require prior program approval**)

Repair & maintenance of furniture and equipment

Postage, postal services, UPS or other carrier costs

Software for support of program objectives

Subscriptions

Training and education costs

Payments (or pass-through) to subcontractors or subgrantees are to be shown in the Contractual Services section - all subcontracts or subgrants require an attached detailed line-item Spending Plan supporting this contractual amount.

Allocation of the applicable portion of the following costs are allowable only if approved by the program and the allocation methodology is approved as part of the application process:

Rent or lease of space or facilities

Utility costs

Insurance

Copy machine rental or lease

Costs of improvements to real property

Travel:

- Mileage (at state rate unless specifically noted otherwise)
- Airline or rail transportation expense
- Lodging
- Per diem or meal costs
- Operation costs of agency owned vehicles

Commodities (Supplies):

- Office supplies
- Medical supplies
- Educational and instructional materials and supplies, including booklets and preprinted pamphlets
- Household, laundry and cleaning supplies
- Parts for furniture and office equipment
- Equipment items costing less than \$100.00 each

Printing (include in Supplies):

- Letterpress, offset printing, binding, lithographing services
- Photocopy paper, other paper supplies
- Envelopes, letterhead, etc.

Equipment (requires prior written program approval when items are over \$1,000):

- Equipment is defined as items costing over \$100.00 each, with useful life of more than one year. Costs shall include all freight and installation charges.
- Office equipment and furniture
- Allowable medical equipment
- Reference and training materials and exhibits
- Books and films

Telecommunications (include in Contractual Services):

- Telephone services
- Answering services
- Repair, parts and maintenance of telephones and other communication equipment

Unallowable costs include, but are not limited to:

- Bad debts
- Contingencies or provision for unforeseen events
- Contributions and donations
- Entertainment, alcoholic beverages, gratuities
- Fines and penalties
- Interest and financial costs
- Legislative and lobbying expenses
- Real property payments or purchases
- Indirect cost plan allocations

APPENDIX F

PROPOSAL CHECKLIST

APPENDIX F

PROPOSAL CONTENT CHECKLIST

The following is a detailed listing of what constitutes an acceptable response (application) to the RFP.

ELIGIBILITY DETERMINATION

Is the applicant agency a unit of local government? Yes No

Are the schools targeted by the ULG eligible based on the ISBE data found in the report card?

Yes No

APPLICATION PACKAGE

The following items must be included, in the order below:

1. Application and Plan for Human Services Program – Cover Page
2. This Completed “Proposal Content Checklist”
3. Cover Letter – OPTIONAL and NOT considered when scoring
4. Proposal Narrative Content
 - a) Executive Summary (1 page max)
 - b) Needs Statement
 - c) Applicant Qualifications/Organizational Capacity
 - d) Project Readiness
 - e) Program Design / Description of Services
 - f) Time Line (1 page max)
 - g) Evaluation (1 page max)
 - h) Spending Plan (Narrative - 2 page max)
5. Proposal Attachments (attachments follow the narrative and are not intermingled within the narrative.

APPLICATION FORMAT

- Narrative is 12 point font, single spaced, one-sided, white paper
- Narrative (section 4 this page) does not exceed 20 pages and follows page limits where prescribed, excluding the application cover page, checklist, attachments, assurances, and spending plan forms
- Attachments are appropriately labeled and ordered based on the corresponding narrative section
- Cover Page (section 1 this page) is signed by authorized official
- Package to be mailed includes one clearly identified original application
- and five complete copies