

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

**FY 2020 Continuation Funding Notice**

**Youth Services Training, Technical Assistance and Support  
Continuation Funding Notice**

**Due Date**  
**April 8, 2019**  
**12:00 PM**

The Department is seeking Continuation Applications from organizations currently receiving funding under Funding Opportunity #19-444-80-1500 through the Illinois Department of Human Services, Division of Family and Community Services for the implementation of the Youth Services Training and Technical Assistance Program.

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

The subject line of your e-mail must include the name of your agency (or acronym) and “YS-TTAS FUNDING NOTICE - Karrie”

## **SECTION I**

### **The following section provides Eligibility and Funding Information & Requirements for the Youth Services Training, Technical Assistance and Support Continuation Application.**

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#### **A. Eligibility Information**

##### **1. Eligible Applicants**

This Continuation Application is limited to those public or private, not-for-profit community-based agencies who received an award from the Illinois Department of Human Services, Division of Family and Community Services pursuant to DHS Funding Notice (#19-444-80-1500) AND continue to meet the additional eligibility criteria below. Failure to provide the requested information as outlined herein to demonstrate these criteria are met will result in the application being removed from funding consideration.

##### **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](http://www.grants.illinois.gov) Grantee Links tab. Registration and pre-qualification are required annually. During pre-qualification, verifications are performed including a check of federal Debarred and Suspended status on the Illinois Stop Payment List and good standing with the Secretary of State. An automated email notification is sent to the entity alerting them of “qualified” status or providing information about how to remediate a negative verification (e.g., inactive DUNS, not in good standing with the Secretary of State). A federal Debarred and Suspended status cannot be remediated. The pre-qualification process also includes a financial and administrative risk assessment utilizing an Internal Controls Questionnaire. A Programmatic Risk Assessment must also be completed for each separate grant for which an applicant intends to apply. 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 Provider’s proposed budget must be entered into the CSA system. The completed budget must be electronically signed and submitted in the CSA system, and a printed copy of the signed and submitted budget must be included with the application. 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 1** and also see: [http://www.dhs.state.il.us/OneNetLibrary/27896/documents/Contracts/FY18-GATA-Budgets/DHSBudgetTrainingManual\\_Revision\\_3\\_28\\_18.pdf](http://www.dhs.state.il.us/OneNetLibrary/27896/documents/Contracts/FY18-GATA-Budgets/DHSBudgetTrainingManual_Revision_3_28_18.pdf).

##### **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. DHS is not obligated to make an award to any applicant that fails to meet all mandatory requirements.

- A. **The provider must be in a position to begin providing services on July 1, 2019.**
- B. **Technology:** Agencies awarded funds through this funding notice must have a computer that meets the following minimum specifications for the purpose of 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. **Additional Requirements**

- A. Collaboration with local Family and Community Resource Centers (FCRCs): Providers will maintain a collaborative working relationship with the local DHS FCRCs. Providers are required to communicate agency job openings to the local FCRCs. This is not a requirement to hire, simply to share vacancy announcements.
- B. 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.
- C. 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.
- D. 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.

- E. 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.

## **B. Funding Information and Requirements**

### **1. Funding Information**

- A. This award is funded with State General Revenue funding and does NOT have a match requirement.
- B. The Department anticipates awarding one (1) grant under this funding notice based on the availability of funds.
- C. This Continuation Application is considered an application for renewal funding.
- D. All funding is subject to appropriation by the General Assembly.
- E. Subject to appropriation, the grant period will begin no sooner than July 1, 2019 and will continue through June 30, 2020.
- F. It is expected that administrative costs, both direct and indirect, will represent a small portion of the overall program budget.
- G. The funding amount requested for FY20 should reflect the actual grant amount required to implement the proposed plan and should be reasonably consistent with FY19 funding levels.
- H. Proposed project budgets and narratives must be sufficiently detailed and justified to be approved by DHS.
- I. Subcontractor Agreement(s) and budgets must be pre-approved by the Department and on file with the Department. Subcontractors are subject to all provisions of this Agreement. The successful Applicant Agency shall retain sole responsibility for the performance of the subcontractor.

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

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

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

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

#### **A. Allowable costs:**

Allowable costs are those that are necessary and reasonable based on the activity(ies) contained in the Scope of Work, are justified in the Budget Narrative, and are allowable under Subpart E of 2 CFR 200. Funding allocated under 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:

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

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

**D. Indirect cost requirements**

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

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

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

Indirect Cost Rate Election:

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

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

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

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

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

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

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

**3. 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.*

**4. Simplified Acquisition Threshold**

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

- That the grantee agency, prior to making a sub-award with a total amount of funds greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);

- That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that the awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
- That the awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under awards when completing the review of risk posed by applicants as described in §200.205 awarding agency review of risk posed by applicants.

## **SECTION II**

**The following section provides information and requirements for implementing the Youth Services Training, Technical Assistance and Support program.**

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### **PROGRAM DISCRIPTION/REQUIREMENTS**

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

The Division of Family and Community Services, Office of Community and Positive Youth Development (OCPYD), Bureau of Youth Intervention Services (BYIS) administers programs designed to engage and protect youth from becoming wards of the state through the Department of Children and Family Services (DCFS) and/or Illinois Department of Juvenile Justice (DJJ). These programs include but are not limited to: Comprehensive Community Based Youth Services, Redeploy Illinois, Teen REACH, Homeless Youth, Community Youth Employment Program, Release Upon Request, Community Youth Services, etc.

Maintaining the quality of service delivery is a key role of BYIS. To ensure that the youth services programs are providing exceptional services to youth and their families in Illinois, training, technical assistance and support (TTAS) is provided to community-based youth services agencies, direct service workers, units of local government, system stakeholders etc. in regard to Department program models, data collection systems, best practice models for case planning, youth assessments, youth screening, youth safety, youth employment, systems diversion; alternatives to secure confinement, brain development, trauma, principles and practices of positive youth development and various other provider identified trainings and support activities. These services build upon provider capacity and capabilities and are delivered through a variety of venues and techniques including training conferences, meetings, workshops, video and Web trainings, etc. Additional TTAS functions include an online resource center, legislative news center, networking activities etc., a training advisory group and the capacity to provide the staff support for various ad-hoc committees to ensure provider input related to program development and improvement activities.

The Redeploy Illinois program has been a key component in efforts to reduce the number of youth committed to DJJ facilities. Redeploy funds local jurisdictions to develop plans for community-based treatment for juvenile offenders that protect communities, promote accountability to victims and communities, and equip youth with competencies to live responsibly and productively while avoiding incarceration, shifting the reliance on the DJJ for services to delinquent youth to community-based services and supports, which are more effective and less expensive. In order to maintain the quality of this program, expert consultants and additional technical assistance is necessary for the coordination services, the Redeploy Illinois Oversight Board (RIOB), and the development and maintenance of interactive web-pages for Redeploy Illinois and the Redeploy Focused Program.

#### **B. Services to be Performed**

The services provided by this contract will assist the Bureau in maintaining high quality of community-based youth services. Training, technical assistance and support activities will improve the efficiency and effectiveness of the programs which in turn will increase the quality of crisis response, reduce state costs for the DCFS and costs associated with incarcerating youth in DJJ facilities, reduce the number of broken families, reduce the number of crime victims, create safer communities across Illinois, ensure at-risk youth are prepared for secondary education and employment and career opportunities.

## 1. Training

### a. Training Opportunities

The Applicant will provide free training opportunities to community-based youth services agencies that serve at-risk youth throughout Illinois, multiple times throughout the year. The Applicant will work with the state to develop an approved detailed training plan, utilizing established and agency-developed curricula in presenting evidenced-based approaches to case management, youth assessments, interviewing techniques, program management, legal issues, positive youth development, trauma, strategies for risk reduction, crisis response, alternatives to secure confinement, out-of-school time activities, academic support, preparation for secondary education, client-centered service delivery, cultural competency, customer service as well as other youth service related activities. Training opportunities provided by the applicant will be marketed to allied professionals other Department funded youth services system providers, substance abuse and mental health providers, school personnel, legal service providers, police officers, juvenile justice system stakeholders, social service providers, etc.,) while ensuring that priority is given to BYIS program grantees.

Examples of individual trainings that should be included but not be limited to: Youth Assessment Screening Instrument (YASI) Training, Comprehensive Community Based Youth Services (CCBYS) Trainings, Ansell Casey Training, Motivational Interviewing, Positive Youth Development and Adolescent Brain Development, trauma focused screening and interventions; Teen REACH program training, Aggression Replacement training, truancy alternatives, community systems collaboration, community-based juvenile diversion programs, program evaluation/outcomes strategies and program specific data reporting system training.

The Applicant will evaluate its performance of each training session. The Applicant may use an evaluation tool of its choice; it must assess participants' opinions regarding the quality and relevance of the instruction.

In-person trainings must be provided throughout the state in multiple regions to ensure ease of attendance. No targeted training participant should travel more than 3 hours round trip to attend any training unless otherwise approved by the BYIS Administrator. Example: A training targeting CCBYS providers must be provided in a minimum of 3 locations throughout the state to ensure adequate travel times. Further, program specific trainings must be provided multiple times during the year. Additionally and as appropriate, trainings will be provided utilizing various training mediums.

### b. Training Needs Assessment:

The Applicant will conduct and publish the results of a semi-annual training needs assessment approved by the BYIS Administrator. The Applicant will develop the content, methodology and implementation plan for approval by BYIS. The assessments will be conducted in the first and third quarters annually.

### c. Training Advisory Work Group

The Applicant will convene a training advisory work group on a quarterly basis. The purpose of the work group meetings is to provide an opportunity for the youth services providers to assess the quality, relevance and availability of training sessions as offered by the Applicant. This workgroup will play a role in developing aspects of training, including the needs assessment.

### d. Training Website:

The Applicant will maintain a separate or ensure that their current website provides information regarding all youth services training opportunities, dates, and locations; the availability of youth services research and programmatic materials; an on-line resource center, alerts regarding budgetary and/or programmatic changes. The website will also provide an on-line registration function that can be used by BYIS funded youth service

providers, allied professionals, and Department staff to register for the successful applicant's training sessions.

## 2. Technical Assistance

### a. Research/Legislation

The Applicant will provide research, data collection, analysis and support in addressing legislative mandates (collecting data, reports, task force support etc.) and other projects that may be undertaken by the RIOB or the youth services system. The Applicant must have the capacity to support such activities and draft reports as necessary.

### b. Information and Referral Line (IRL)

The Applicant will operate or provide through sub-contract a year-round, 24/7 information and referral line to assure that youth in crisis are linked with the appropriate service system: youth services (specifically the CCBYS program); child welfare; law enforcement; etc., by providing the agency initiating the call with needed contact information in the youth's community. The IRL will serve as a 24/7 resource for state and local law enforcement, state and local youth serving agencies, schools, families youth etc. that may encounter a youth in need of services. The primary function of the IRL will be to direct the caller to the appropriate CCBYS or other system for services as necessary. Secondary functions will include marketing the IRL, serving as a resource for CCBYS providers throughout the state and DHS. The IRL will also work in cooperation with DHS to ensure statewide coverage of the CCBYS network, including but not limited to situations when a CCBYS provider is being replaced, by directing callers to other near-by CCBYS providers. The Applicant will be responsible for collecting data on IRL calls and reporting that information to DHS in quarterly reports.

### c. Attorney

The Applicant will retain the services of an attorney-at-law according to the following schedule: 30 hours for the totality of youth service providers and 10 hours for state sponsored regional meetings. Hourly billing rate must be reasonable and customary for the community served. Travel expenses of the attorney may be reimbursed at the prevailing state rate. Please identify the attorney-at-law that the Applicant intends to retain. Include a copy of the attorney's resume. The attorney must have experience in consulting on issues related to youth services including but not limited to: Minors Requiring Authoritative Intervention (MRAI), lock-outs, premature discharges from in-patient psychiatric facilities, general rights of minors, risk management, confidentiality of records, subpoena compliance, child abuse reporting.

### d. Trauma Informed Practices

Technical Assistance and support will be provided to DHS funded providers to develop their capacity to ensure program youth are served in Trauma informed environments and by trauma informed staff. As necessary, individualized technical assistance plan will be developed and implemented.

### e. Redeploy

#### • Technical Assistance and Support

The Applicant will provide statewide technical assistance, expert consultation and support services for the Redeploy Illinois Oversight Board (RIOB) and its program. Support activities include identifying a primary Redeploy point of contact that will aid the RIOB in the implementation and expansion of the program and administrative support services for same, coordination of technical assistance, program quality assurance and monitoring activities, program and philosophy promotion, report preparation, data collection and analysis, coordination and implementation of the Redeploy Illinois Focused program, implementation of all-sites meetings, workshops, trainings, forums and other public service activities as directed by the Redeploy Illinois Program Director and the Redeploy Illinois Oversight Board.

#### • Coordination of Redeploy Services

Identified staff and expert consultants will work in cooperation with, and at the

direction of DHS Redeploy program staff. The Applicant will provide coordination services necessary to implement the Redeploy Illinois Focused program. This will include but not be limited to fiscal management of the program, public awareness and marketing of the program, development of and distribution of the solicitation notice, tracking and monitoring of the application process, applicant eligibility, receipt and processing of applications, ongoing communication with the RIOB, data collection, and monthly/quarterly reports to the County Review Committee and the RIOB Focused Committee. The Applicant will also, as directed by the RIOB, issue contracts to successful applicants under the Redeploy Illinois Focused program. As fiscal agent for the program the Applicant must provide timely processing of payments to contractors. The successful applicant will submit a plan for coordination services for Redeploy Illinois and Redeploy Illinois Focused program to the Department for approval.

- RIOB Board Meetings:  
The Applicant will coordinate and support the Redeploy Illinois Oversight Board (RIOB) meetings, committee meetings, retreats, trainings, conferences and provide administrative support. Applicant staff will ensure as necessary compliance with the Open Meetings Act as the RIOB and associated committees are subject to the Act.
- Redeploy Website:  
The Applicant will maintain a Redeploy Illinois website that provides information regarding training opportunities, dates, and locations; the availability of research, best practices and programmatic materials; an on-line resource center and programmatic and application materials for the Redeploy Focused program.

### 3. Performance Measures

- a. Completion of a Department-approved detailed training plan.
- b. Percentage of trainings conducted in accordance with plan.
- c. Percent of targeted participants receiving training.
- d. Percentage of training evaluations completed.
- e. Percentage of trainees expressing satisfaction with training.
- f. Percent of training needs assessments conducted with results reported to the Department.
- g. Number of training advisory work group meetings convened.
- h. Maintenance of a current and accurate website with required content.
- i. Responsiveness of a 24/7 CCBYS IRL that provides current and accurate information and collects and analyzes relevant data for improved performance of both the IRL and program.
- j. Retention and responsiveness of an attorney-at-law.
- k. Retention and responsiveness of a primary Redeploy point of contact and expert consultants.
- l. Percentage of RIOB and associated committee meetings/events supported by applicant staff.
- m. Number of Months the Redeploy Illinois Focused program was actively seeking (marketing & accepting) applications.
- n. Percentage of Focused applications processed timely for approval/denial through the County Review Committee.
- o. Percentage of Focused Grants monitored for compliance and reported to the Department and RIOB.
- p. Percent of technical assistance activities conducted, documented and reported per the Department by program and type.
- q. Maintenance of a current and accurate website for the Redeploy Illinois and Focused programs.

- r. Percentage of quarterly narrative and tabular reports of services delivered submitted on time with required content and supporting documentation.
- s. Percentage of timely monthly fiscal reports.
- t. Percentage of activities performed to provide research, data collection, analysis and support in legislative mandates and other projects as directed.
- u. Provider job vacancy announcements shared with local FCRC.

**4. Performance Standards**

- a. Department-approved detailed training plan submitted as attachment to quarterly report.
- b. 90% of planned trainings are conducted in accordance with the plan or approved revision.
- c. 90% of participants in each training event will be from targeted participants.
- d. 90% of training participants - complete an evaluation.
- e. 90% of completed training evaluations express satisfaction with training.
- f. Two training needs assessments are conducted with results reported to the Department as attachment to the quarterly report.
- g. Four training advisory work group meetings convened with minutes included as attachments to the quarterly report.
- h. A current and accurate website will be active with required content, to include training and registration capacity.
- i. A 24/7 CCBYS IRL that provides current and accurate information and collects and analyzes relevant data for improved performance of both the IRL and program is operational throughout the entire grant period with data reported in quarterly reports.
- j. An attorney-at-law is retained that is sufficiently experienced in juvenile law and MRAI. Activity/responsiveness is captured in quarterly reports.
- k. A primary Redeploy point of contact will be identified and responsive as well as one or more expert consultants that will be responsive to both the RIOB and staff as well as program sites.
- l. 100% of RIOB and associated committee meetings/events are supported by applicant staff.
- m. 100% of quarterly reports will include a review of all Redeploy Focused activities. The primary point of contact will provide reports/updates on the status of the Redeploy Illinois Focused program activities at RIOB meetings as requested.
- n. 100% of Focused applications processed timely for approval/denial through the County Review Committee.
- o. 100% of Focused Grants are monitored for compliance and reported to the Department and RIOB.
- p. 100% of technical assistance activities conducted are documented and reported as directed by the Department by program and type.
- q. A current and accurate website for Redeploy Illinois will be active and will include RI Focused program content.
- r. 75% of quarterly narrative and tabular reports of services delivered submitted on time with required content and supporting documentation.
- s. 80% of monthly fiscal reports will be submitted timely.
- t. Percentage of activities performed to provide research, data collection, analysis and support in legislative mandates and other projects as directed.
- u. Provider agency supplies evidence one or more job vacancy announcements were shared with local FCRC.

## SECTION III

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

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

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

### **2. Proposal Narrative Content**

Applicants 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 after each section number. 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. If an applicant receives an award through this continuation application the proposal will become the local program plan and budget unless revisions are required. The application/plan will be the basis for monitoring compliance by DHS.

#### **A. Staffing Plan**

1. Indicate number and title of positions, FTE for each position part-time and brief description of what that position will be doing related to this grant. Submit job descriptions for each position that will be funded in part or in whole with grant funds as **Attachment A1- Job Descriptions/Resumes**. Key personnel must meet or exceed the minimum requirements of a Bachelor's Degree in psychology, social work, human services, public administration, juvenile justice or education. Lead trainers, at a minimum, should possess at least three years of experience as an educator and/or facilitator in the field of youth services or juvenile justice. Personnel must have sufficient experience in providing services related to training, technical assistance, conference/meeting planning and coordination; and information dissemination in the areas of youth services and juvenile justice. Identified staff must have relevant local or national expertise and experience in the area in which they are assigned.
2. Please provide as **Attachment A2** an organizational chart indicating where personnel under this program are within the organizational structure.

#### **B. Description of Program/Services**

1. Training Plan: Please describe the proposed detailed training plan to be provided.
  - a. Detail the training sessions to be provided, the numbers of trainings, the training method, the location of trainings, etc.
  - b. Include the name and creator of the training curricula and the rationale for its use. Provide a schedule of training that includes the proposed locations and dates and subject matter for each session and target audience.
  - c. Indicate the sessions that will be offered via methods other than in-person training sessions and rationale.
  - d. Describe the plan to ensure the trainings are relevant to the audience and describe how trainings will be delivered throughout the state and to ensure flexibility within the schedule to ensure new program staff resulting from turnover and new provider organizations will be convenient and timely throughout the state.
  - e. Describe the steps that will be taken to ensure the proposed training plan will be cost effective to the state.
  - f. Describe the registration function that the Applicant will provide
  - g. Describe how the Applicant will promote its training sessions to allied professionals while ensuring that priority is given to BYIS program grantees targeted by the training.
  - h. Describe the evaluating participants' satisfaction with training sessions. Include a copy of the satisfaction instrument used for evaluation.

- i. **Training Needs Assessment:** Describe the process for conducting the required training needs assessment for youth services providers including methodology and implementation.
  - J. **Training Advisory Work Group:**
    - 1. Describe how the Applicant recruits and maintains members of the Advisory Work Group.
    - 2. List members associated agencies and the perception they bring to the group.
    - 3. Provide a proposed schedule of training advisory work group meetings and the proposed venue for the meetings.
  - k. **Training Website:** Describe website contents and why it's relevant to Youth Service Providers.
2. **Technical Assistance Plan**
- k. **Research and Legislation:** Describe how the applicant will provide research, data collection, analysis and support in addressing legislative mandates (collecting data, reports, task force support etc.) and other projects that maybe undertaken by the RIOB or the Department's youth services system.
  - l. **Information Referral Line:**
    - Provide a detailed plan for operation of a year-round, 24/7 information and referral line as described herein.
    - Describe the process used to monitor the compliance and quality of the subcontractor's performance.
    - Describe how calls are tracked in such a way as to provide valuable feedback to the program to address provider compliance issues as well as to inform programmatic decisions at the state level.
  - m. **Attorney:**
    - Describe the plan to ensure the services of an attorney-at-law will be made 30 hours for the totality of youth service providers and 10 hours for state sponsored regional meetings.
    - Hourly billing rate must be reasonable and customary for the community served. Travel expenses of the attorney may be reimbursed at the prevailing state rate.
    - Please identify the attorney-at-law that the Applicant intends to retain.
    - Include a copy of the attorney's resume.
    - The attorney must have experience in consulting on issues related to youth services including but not limited to: Minors Requiring Authoritative Intervention (MRAI), lock-outs, premature discharges from in-patient psychiatric facilities, general rights of minors, risk management, confidentiality of records, subpoena compliance, child abuse reporting.
  - n. **Trauma Informed Practices and Capacity Development:** Describe how the applicant will ensure DHS funded programs develop their capacity to ensure program youth are served in trauma informed environments and by trauma informed staff.
  - o. **Redeploy Illinois Technical Assistance:** Describe how the Applicant will provide statewide technical assistance, expert consultation and support services for the Redeploy Illinois Program (RI). Support activities include identifying a primary Redeploy point of contact that will aid the RIOB in the implementation and expansion of the program and administrative support services for same, coordination of technical assistance, program QA and monitoring activities, program and philosophy promotion, report preparation, data collection and analysis, coordination and implementation of the Redeploy Illinois Focused program, implementation of all-sites meetings, workshops, trainings, forums and other public service activities as directed by the Redeploy Program Director and the Redeploy Illinois Oversight Board.
  - p. **Redeploy Illinois Focused Coordination Services:** Describe the proposed plan to implement Redeploy Illinois Focused program, including fiscal management of the program, public awareness and marketing of the program, development of and distribution of the solicitation notice, tracking and monitoring of the application

process, applicant eligibility, receipt and processing of applications, ongoing communication with the RIOB, data collection, and monthly/quarterly reports to the County Review Committee and the RIOB Focused Committee and issuing contracts to successful applicants under the Redeploy Illinois Focused program as directed by the RIOB.

- q. Redeploy Illinois Oversight Board: Describe the plan to provide support for the RIOB and its associated committees and working groups.
- r. Redeploy Illinois Website: Describe how the applicant will maintain the Redeploy Illinois website that provides information regarding training opportunities, dates, and locations; the availability of research and programmatic materials; an on-line resource center and programmatic and application materials for the Redeploy Focused program. Describe the website and its contents.

3. Evaluation

Describe the process that will be used to evaluate and report on the effectiveness of the project. Identify who will be responsible for tracking and reporting on performance measures/standards. Provide detailed information on how information will be tracked etc. to ensure all activities are reported each quarter with sufficient supporting documentation.

4. Budget Narrative

In this section of the application/plan narrative, provide a detailed Budget Narrative of the items allocated within your proposed budget. This will include all funds budget for the program, including any match. Identify the source of those funds and detail how the specified resources and personnel are being allocated to ensure the tasks, activities, goals and objectives described in your proposal will be implemented. Illustrate the use of state or federal funds, other than Youth Services Training and Technical Support 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.

5. Required Attachments

The Attachments should be labeled accordingly and placed in the order below:

Attachment A1 – Job Description(s)/Resumes for any grant funded personnel

Attachment A2 – Organizational Chart

Attachment B1 – Copy of Federal Form W9 for the Applicant Agency

Attachment B2 – Copy of currently approved NICRA if indirect costs are included

If Subcontractors will be used, also include the following:

Attachment C – Subcontractor Agreement(s)

Attachment C1 – Subcontractor Budget(s) and Narrative(s)

Attachment C2 – Copy of Federal Form W9 for the Subcontractor Agency(s)

Attachment C3 – Copy of approved NICRA for Subcontractor Agency(s) if indirect costs are included.

**3. Uniform Grant Budget**

In addition to the above budget narrative, Youth Services Training, Technical Assistance and Support continuation budgets must be submitted electronically in the CSA system (Refer to **Appendix 1** for more information). The Budget entered into the CSA system will also include a narrative or detailed description/justification for each line in the budget and will describe why each expenditure is necessary for program implementation and how you arrived at the particular amount. Please include cost allocations as necessary. This narrative must also clearly identify indirect costs, direct program costs, direct administrative costs, and match within each line item as appropriate. The Budget (including MTDC base exclusions as appropriate) should clearly describe how the specified resources and personnel have been allocated for the tasks and activities described in your plan. The Budget should be electronically signed and submitted in the CSA system. The Budget must be signed by the Provider's Chief Executive Officer and/or Chief Financial Officer. If indirect costs are included in the budget, a copy of the approved NICRA must be included with the Application as **Attachment B2**.

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.

Budgets must be based on the funding formula. Please prepare a budget for the FY2020 grant period. The

budget will cover the period of July 1, 2019 – June 30, 2020. Although the Provider is eligible to request funding at the maximum amount indicated in the Funding Formula, the Provider is not mandated to request funding at that level, they may request fewer funds, **but they may not request additional funds.**

Refer to **Section B, “Funding Information & Requirements”**

Subcontractor budgets, budget narratives and actual sub-contracts must be submitted with this application as they need to be pre-approved. Refer to **Appendix 1** for information regarding Subcontractor Budgets. Subcontractor agreements and budgets will be submitted as **Attachment C and C1** respectively of your application.

Submit as **Attachment B1** – a copy of Federal Form W9 for the Provider Agency. It is critical that the Agency name, address and FEIN number matches the information provided on the Uniform Application for State Grant Assistance submitted as part of the total Application package.

If indirect costs are included in the budget, a copy of the approved NICRA must be included with the Application as **Attachment B2.**

## **SECTION IV**

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

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### **APPLICATION AND SUBMISSION INSTRUCTIONS**

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

1. Applications must be received at the location below **no later than 12:00 p.m. (noon) on Monday, April 8, 2019**. The application container will be electronically time-stamped upon receipt. The Department will ONLY accept applications submitted by electronic mail sent to [DHS.YouthServicesInfo@Illinois.gov](mailto:DHS.YouthServicesInfo@Illinois.gov) . The subject line of the email MUST state: "**20-444-80-1506 Karrie Youth Services**". Applications will NOT be accepted if received by fax machine, hard copy, disk or thumb drive.
2. All Providers must **submit the completed grant application in a single PDF document utilizing the CMS File Transfer Utility located at <https://filet.illinois.gov/filet/PIMupload.asp>** **SUBMIT THE COMPLETED GRANT APPLICATION TO:** **DHS.YouthServicesInfo@illinois.gov** **The subject line of the email MUST state: "20-444-80-1500 Karrie Youth Services".**
3. Please follow the instructions to attach your application. **Don't forget the subject line above.** Unless otherwise specified in writing, to be considered, proposals must be submitted via CMS File Transfer Utility by the designated date and time listed above. For your records, please keep a copy of your submission with the date and time the application was submitted along with the email address to which it was sent. The deadline will be strictly enforced. In the event of a dispute, the Provider bears the burden of proof that the application was received on time at the email location listed above.

#### **B. Other Submission Requirements**

##### Proposal Format Requirements

1. All applications must be typed on 8 1/2 x 11-inch paper using 12-point type and at 100% magnification. With the exception of letterhead and stationery for letter(s) of support, the entire application should be typed in black ink on white paper. The application must be typed single-spaced, on one side of the page, with 1-inch margins on all sides. The applications must not exceed 15 pages, including the Executive Summary, Qualifications, Quality - Description of Program/Services, Evaluation and Budget Narrative. The Uniform Application for State Grant Assistance, Attachments, Checklist, and Uniform Budget Template/Narrative forms are NOT included in the page limitation.
2. The entire application, including attachments, must be sequentially page numbered and compiled in the order specified below. **The complete application must be submitted in a single PDF document to [DHS.YouthServicesInfo@illinois.gov](mailto:DHS.YouthServicesInfo@illinois.gov)** The subject line of the email MUST state: "**20-444-80-1500 Karrie Youth Services**". Applications will ONLY be accepted by email as described herein. Hard copies, faxed copies, copies on disk or thumb drive etc. will not be accepted.

**The Department is under no obligation to accept applications that do not comply with the above requirements.**

3. All Applications MUST include the following mandatory forms/attachments in the order identified below:
  - a. A screenshot or statement indicating the applicant has completed Pre-Qualification steps and is currently Pre-Qualified.
  - b. Statement indicating the ICQ and PRA have been completed.
  - c. Signed Uniform Application for State Grant Assistance

d. Proposal Narrative Content

- Staffing Plan
- Description of Program/Services
- Evaluation
- Budget Narrative
- Attachments to your Application

Attachment A1 – Job Description(s)/Resumes for any grant funded personnel

Attachment A2 – Organizational Chart

Attachment B1 – Copy of Federal Form W9 for the Applicant Agency

Attachment B2 – Copy of currently approved NICRA if indirect costs are included

If Subcontractors will be used, also include the following:

Attachment C – Subcontractor Agreement(s)

Attachment C1 – Subcontractor Budget(s) and Narrative(s)

Attachment C2 – Copy of Federal Form W9 for the Subcontractor Agency(s)

Attachment C3 – Copy of approved NICRA for Subcontractor Agency(s) if indirect costs are included.

- e. 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.

**2. 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.

**3. Intergovernmental Review**

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

**4. 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.

## **SECTION V**

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

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### **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 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 quarter 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. 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.
- D. Additional annual performance data may be collected as directed by the Department and in a format prescribed by the Department.

#### **4. Payment Terms**

- A.** An initial prospective payment of 2/12 of the State General Revenue Award amount will be issued upon execution of the agreement; and may be rounded to the nearest \$100.00. Subsequent 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.

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

If you have questions relating to this Continuation Funding Notice, please send them via email to: [DHS.YouthServicesInfo@Illinois.gov](mailto:DHS.YouthServicesInfo@Illinois.gov) with “YS-TTAS FUNDING NOTICE - Karrie” in the subject line of the email.

## FY2020 Youth Services Training and Technical Assistance Appendix 1 - CSA Budget Information

For information regarding CSA.

<http://www.dhs.state.il.us/page.aspx?item=61069>

### How to register for the CSA Tracking System

1. You will need a functioning Illinois.gov ID and password
2. If you do not have an Illinois.gov ID you will need obtain one at the following web link:  
<https://extapps.illinois.gov/ADIM/VerifyEmail.aspx>
  - **Please note:** Choose General Public (Not employed by the State of Illinois) [EXTERNAL] even if you are a State of Illinois employee. Your CSA registration will not be validated if you choose Other Employees [SPS].
  - **If you do not have a State of Illinois driver's license,** please email your request to [DHS.DHSOCA@illinois.gov](mailto:DHS.DHSOCA@illinois.gov) with the following information: Name, Company, Address, Phone #, DUNS #, FEIN # and email address.
3. The address for the CSA Tracking System Registration Site is:  
<https://csa.dhs.illinois.gov/gtrpublic/gtr>
4. You will need to input an Invitation Key Code in order to submit your request for CSA Tracking System access. If you do not have an Invitation Key Code, send an email to [DHS.dhsoca@illinois.gov](mailto:DHS.dhsoca@illinois.gov) to receive your Invitation Key Code.

**Please register only once with your Illinois.gov ID.** IDHS Grantee-Providers may have more than one employee register for the CSA Tracking System access. Once your registration is processed by the Office of Contract Administration personnel you will receive instructions on how to log into the Provider Access Area. After you successfully log in to the CSA Tracking System there may be a facilities page that will appear (if you are a new IDHS Provider) where you will need to enter your facilities information into the CSA Tracking System.

**Please note:** In order to access your IDHS Uniform Grant Agreements/EEC Contracts you will also need to ensure your organization has registered for access to the Centralized Repository Vault (CRV). If your organization has not registered for CRV access you will not be able to view your contracts. Please use the following web link to access the CRV Registration web page: [Central Repository Access \(CRV\)](#)

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

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

## **How to create a budget in CSA**

- To access the IDHS Training Manual for use of the Budget Templates in the CSA System  
[http://www.dhs.state.il.us/OneNetLibrary/27896/documents/Contracts/FY18-GATA-Budgets/DHSBudgetTrainingManual\\_Revision\\_3\\_28\\_18.pdf](http://www.dhs.state.il.us/OneNetLibrary/27896/documents/Contracts/FY18-GATA-Budgets/DHSBudgetTrainingManual_Revision_3_28_18.pdf)

## **Uniform Grant Budget**

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

## **Sub-Contractor PDF Uniform Grant Budget Forms**

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