

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

FY 2021 Continuation Funding Notice

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

Due Date
May 27, 200
12:00 PM

The Department is seeking Continuation Applications from organizations currently receiving funding under Funding Opportunity #20-444-80-1502 through the Illinois Department of Human Services, Division of Family and Community Services for the implementation of the Youth Employment Training, Technical Assistance and Support Program.

Please send any questions regarding this continuation application to

DHS.YouthServicesInfo@Illinois.Gov

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

SECTION I

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

A. Eligibility Information

1. Eligible Applicants

This Continuation Application is limited to those public or private, not-for-profit community-based agencies and state agencies who received an award from the Illinois Department of Human Services, Division of Family and Community Services pursuant to DHS Funding Notice (#20-444-80-1502) 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 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/GATA_2020Grants/GATA2020links/IDHSBudgetTrainingManual_Revision032719.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) **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
- b) **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

1. Funding Information

- a. This award is funded with State General Revenue funding and does NOT have an in-kind and/or financial match requirement.
- b. 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, 2020 and will continue through June 30, 2021.
- 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 FY2021 should reflect the actual grant amount required to implement the proposed plan and should be reasonably consistent with FY2020 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.

1. 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.

2. 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/2020/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 FY2021 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:

- a) **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**.
- b) **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.
- c) **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.

3. **"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.

PROGRAM DISCRIPTION/REQUIREMENTS

1. Program Description

The Division of Family and Community Services, Office of Community and Positive Youth Development (OCPYD), Bureau of Positive Youth Development administers the Illinois Youth Investment Program. (IYIP). IYIP is a year-round grant program that requires a holistic approach to unsubsidized employment for transition-age youth (16-24). This agreement is intended to provide career, training and employment guides, resources, tools, technical assistance, and support activities for the IYIP and for the Illinois workNet web-based data reporting and management system.

The provider will assist with developing and maintaining intake and enrollment processes for IYIP. The provider will provide guidance and technical assistance and training to intake location staff and service providers. They will design and implement outreach in print and online formats for encouraging participation in IYIP services. The provider's technologies will allow for data exchanges with the Illinois Workforce Development System. The project will utilize Illinois workNet technologies and knowledge that the Illinois workNet team has developed to continuously provide career, training and employment guides, resources, tools and technical assistance to all of Illinois' citizens, employers, and workforce and education partners for the IDHS IYIP. The provider will further provide personalization, real-time dashboards, reports, communication, engagement and facilitation tools utilizing Illinois workNet technologies and best practices for streamlining services and information pertaining to IDHS IYIP.

2. Services to be Performed

The provider shall provide Training, Technical Assistance and Support activities for the Illinois Youth Investment Program and it's providers in accordance with applicable Statutes, Rules, this UIGA and the BYIS Program Manual. Provider responsibilities include, but are not limited to, the following:

- Utilizing IwN technologies and best practices for streamlining services, information and tools that provide: personalization, real-time dashboards, reports, and communication, engagement and facilitation tools.
- Assisting with developing intake and enrollment processes.
- Providing guidance and technical assistance and training to intake location staff and service providers.
- Designing and implementing outreach for encouraging participation in print and online formats.

A. Project Development & Maintenance

- In consultation with DHS, Identify Program Requirements and process flow.
- Collect the information Illinois workNet will need to build the tools and provide access to staff.
- Public Web Pages
Youth and employer resources offered through Illinois workNet and will include:
 - a) About IYIP - Identify content for youth and recruiting employers
 - b) Eligibility Requirements
 - c) Link to online application
 - d) Map of locations offering programs*
 - e) Marketing Materials – create marketing materials for recruiting youth and employers
 - f) Frequently Asked Questions
 - g) View/submit success stories
 - h) Resources for participants
 - i) Determine content for public pages.
- Partner Online Guide (Public View)
Partner guide offered through Illinois workNet partner resources and will include:
 - a) Full list of resources
 - b) Restricted resources if necessary
 - c) Training materials and videos
 - d) Frequently asked questions
 - e) Updates
 - f) Submit success stories
 - g) Tutorials
 - h) Archived Webinars
 - i) Calendar
 - j) Determine content for partner guide public pages.
- IYIP Customer Service Groups
Set up IYIP groups to provide specified staff appropriate access to customer information
 - a) Identify and set up locations in Illinois workNet
 - b) Identify IDHS staff that will have access and have them set up Illinois workNet accounts
 - c) Identify CBO staff that will have access and have them set up Illinois workNet accounts.
 - d) Provide staff with appropriate access to customers.
- Training
 - a) Initial training for tools
 - Allow for in-person training for priority areas (TBD)
 - b) Weekly Technical Assistance (TA) webinars
 - c) Provide TA as needed and responding to FAQ
- Online Application
Online application will place youth into appropriate groups
 - a) Standard online application – currently available
 - b) Review to identify required updates
- Intake/Eligibility/Completion Status
Dashboard and Eligibility Tools – Identify:
 - a) Eligibility requirements and process.
 - b) Items to track in the Intake Dashboard.

- c) Completion status
- d) Required reports
- Customer Progress Page

The data used to populate this page is based on the program requirements but generally includes:

 - a) Case Notes View customer assessments.
 - b) Primary staff/partner contact for the customer
 - c) Enrollment
 - d) Completion/Exit
 - e) Monthly progress – Individualized Services, Training, and Employment Plan ISTEP Summary (status populates enrolled customer information in a dashboard)
 - f) Program requirement and status – Identify if there are red flags that need to create a system general Illinois workNet message/email/case note.
 - g) Document Upload
 - h) Profile information
 - i) Recover password
- Career Readiness Tools

Review, revise as necessary and make available the following Illinois workNet existing tools:

 - a) Employment 101
 - b) Optimal Resume
 - c) Career Interest Surveys
 - d) Observational Assessment
 - e) Worksite Evaluation
 - f) NOCTI 21st Century Skill assessment
 - g) Assessment Dashboard
- Assessments (Partner View)
 - a) View customer assessments.
 - b) Add assessment results for assessments outside of Illinois workNet
- Optimal Resume (Partner View)
 - a) View optimal resume saved items (i.e., resumes, assessments, portfolio, website, cover letter, etc.)
- Messages
 - a) Messages
 - b) Case notes - added with the progress page and Individualized Services, Training and Employment Plan (ISTEP). This will include a page to compile the places where case notes were entered. Case notes provide the ability to send an Illinois workNet message, email, and case note all at one time (or just a case note).
- Worksite Placement
 - a) Worksite Placement Dashboard
 - b) Identify worksites and worksite agreements
 - c) Place youth with worksites
 - d) Payroll upload/Payroll entry
 - e) Payroll management/approval
 - f) Reports

B. Project Enhancements

Project enhancements will be an ongoing component of the agreement and will include completing enhancements currently in progress as well as developing additional enhancements necessary to ensure provider compliance with IYIP program. In addition

to any new enhancements to be proposed, current enhancements below may also still need to be addressed:

- Update employer piece to identify minimum wage by employer and competencies/credentials for a job
- Update dashboard, user interface and payroll sections to identify minimum wage, unsubsidized wages, subsidized wages and status (“times up” date or on hold).
- Add check – Ensure subsidized + unsubsidized is at least the minimum wage amount associated with the Employer.
- Add check – subsidized amount cannot be higher than the minimum wage amount associated with the employer.
- Add check – subsidized wage time limit is 3 months per youth (not per provider).
- Add “hold” for subsidized wage so the participant’s time limits is not exhausted when it is out of the provider’s control.
- Add notifications when subsidized wage time/amount limits are getting close.
- Add % subsidized report.
- Individualized Services, Training and Employment Plan (ISTEP)
ISTEP Dashboard Partner View includes:
 - a. Case notes
 - b. Timeline & Status
 - c. Relevant information/assessment information helpful for recommending next steps
 - d. Recommend next step tools - Create a plan and document services that include start/end dates and credentials earned while completing the step.
 - e. Document uploadCategories in the ISTEP include:
 1. Personal Development – Identify referral services
 2. Career Planning
 3. Academic/Technical Skills
 4. Highlights/Notes – Summary of case notes and uploaded documentsCustomer View includes:
 1. Updated customer dashboard
 2. ISTEP customer view

C. Report Development & Enhancement

Report development and enhancements will be an ongoing component of the agreement and will include enhancements to existing reports as well as developing additional Provider and state level reports necessary for program management and oversight. Provider will work in consultation with DHS to develop the additional reports necessary to document service provision, performance measures, participant and provider outcomes, as well as various administrative and compliance reports.

D. Training, Technical Assistance & Support

Grantee will work with DHS and IYIP program provider staff to develop/update a training and technical assistance plan to be implemented throughout the grant year. The plan will include at a minimum, training for IWN system tools (employment, case management, Dashboard and reporting functions, etc.) and technical assistance will include regularly scheduled technical assistance webinars as well as making available one-on-one provider technical assistance as needed.

3. Performance Measures

- A. Timely submission of quarterly expenditure reports
- B. Timely submission of quarterly performance reports
- C. Timelines for implementation of project deliverables

4. Performance Standards

- A. 100% of Quarterly expenditure reports will be submitted on time. Acceptable performance 75%.
- B. 100% of Quarterly performance reports will be submitted on time. Acceptable performance 75%.
- C. 100% of project deliverables, as proposed, will be met. Acceptable performance 80%.

SECTION III

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

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 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

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. Personnel must have sufficient experience in providing services related to this grant, please describe the relevant experience and expertise of staff assigned 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**. Please provide as Attachment A2 an organizational chart indicating where personnel under this program are within the organizational structure.

B. Description of Program/Services

Please provide a detailed description of the services and activities planned for the grant year. This program plan will serve as the basis for your grant agreement. The plan must address each of the items found in Section I, Program Description/Requirements. Identify projected timelines for each of the deliverables identified in the proposed plan.

C. Performance Plan

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.

D. 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 budgeted 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 Employment 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.

E. 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 2021 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 FY2021 grant period. The budget will cover the period of July 1, 2020 – June 30, 2021. 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.

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 Wednesday, May 27, 2020**. The application container will be electronically time-stamped upon receipt. The Department will ONLY accept applications submitted by electronic mail sent to DHS.YouthServicesInfo@Illinois.gov. The subject line of the email MUST state: **"21-444-80-1502 Frances Youth Employment"**. Applications will NOT be accepted if received by fax machine, hard copy, disk or thumb drive.
2. All Applicants are strongly encouraged to **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>**. This will ensure large documents are able to cross firewalls and will provide you with a transmission receipt. Please follow the instructions to attach your application. **Don't forget the subject line above.**
3. To be considered, proposals must be submitted to DHS.YouthServicesInfo@illinois.gov by the designated date and time listed above. For your records, please keep a copy of your submission with the date and time the application was submitted along with the email address to which it was sent. The deadline will be strictly enforced.
4. Complete applications **must be received by the Department at the specific location no later than 12:00 PM (noon), on Wednesday, May 27th, 2020**. Any applications received after the deadline will be designated late and may not be reviewed or considered for funding. Applicants will receive an email confirmation within 48 hours of receipt notifying them that their application was received and if it was received by the due date and time. This email will be sent to the email address provided in the application. Applications received after the due date will be considered late submissions which may result in the rejection of the application and denial of a grant award under this continuation application.

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**

The subject line of the email MUST state: "**21-444-80-1502 Frances Youth Employment**".

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

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
 - Performance Plan
 - 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.

C. 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.

D. Intergovernmental Review

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

E. Funding Restrictions

The applicant must develop a budget consistent with program requirements as described in Section II. Program Description and in accordance with Section I. B. 2. 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.

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 FY2021 DHS Uniform Grant Agreement, please visit the DHS Website at <http://www.dhs.state.il.us/page.aspx?item=29741>.

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

3. Required Reporting

- A. The Provider will submit monthly expenditure documentation forms in the format prescribed by the Department. The Expenditure Documentation forms must be submitted no later than the 30th of each month for the preceding month 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 30th 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. Payment Determination

1. **Applicants identified as low risk on the ICQ:** Applicants identified as low-risk will receive monthly advance payments. An initial 2/12 of the Award amount will be issued upon execution of the agreement; and may be rounded to the nearest \$100.00. Subsequent payments will be issued, after reconciling all current and previously reported expenditures, ensuring the Applicant maintains a 1/12 rolling advance.
 2. **Applicants identified as Medium to High Risk on the ICQ:**
An annual determination will be made regarding the need for a working capital advance. This determination will be made based on information submitted by the applicant as part of the FY21 Grant Application/Plan process. Applicants will be placed in one of the following payment categories:
 - i. For applicants that indicate insufficient working capital to fully operate the grant program for 2 months beginning July 1, will receive an initial working capital advance payment of 2/12 of the Award amount 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 and documented expenditures.
 - ii. For applicants that indicate sufficient working capital to fully operate the grant program for 2 months beginning July 1, grant payments will be issued on a reimbursement basis that will consider all previously submitted and documented expenditures.
- B. The Department will compare, as applicable, the amount of the initial advance/working capital payment made to date with the documented expenditures provided to the Department by the Applicant.
1. **Applicants identified as low risk on the ICQ:** In the event the documented services provided by the Applicant do not justify the level of award being provided to the Applicant, future payments may be withheld or reduced until such time as the services documentation provided by the Applicant equals the amounts previously provided to the Applicant to ensure each payment advanced does not exceed 1/12 cash-on-hand. Failure of the Applicant to provide timely, accurate and sufficiently detailed documentation will result in delayed payments and may result in a reduction to the total award.
 2. **Applicants identified as Medium to High Risk on the ICQ:** In the event the documented services provided by the Applicant do not justify the level of award being provided to the Applicant, future payments may be withheld or reduced until such time as the services documentation provided by the Applicant equals the amounts previously provided to the Applicant. Failure of the Applicant 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 Applicant's records as provided in the Agreement.
- D. In the event payments made by the Department to the Applicant exceed the total amount of Applicant reported and Department authorized expenditures, the Applicant 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 with “**YE-TTAS FUNDING NOTICE - Frances**” in the subject line of the email.