

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

FY 2021 Continuation Funding Notice

Juvenile Justice Council

DUE DATE
May 13, 2020
12:00 PM

The Department is seeking Continuation Applications from organizations currently receiving funding under Funding Opportunity #20-444-80-1270-01 through the Illinois Department of Human Services, Division of Family and Community Services for the implementation of the Juvenile Justice Council 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 “JJC FY 2021 Application Question - Drea.”

SECTION I

The following section provides Eligibility and Funding Information & Requirements for the Juvenile Justice Council Continuation Application.

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 (#20-444-80-1270-01) 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. 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 statement indicating the applicant has completed Pre-Qualification steps and is currently Pre-Qualified will be required with the application.** (A screenshot indicating the applicant has completed Pre-Qualification steps and is currently Pre-Qualified will also be accepted).

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 8** and also see: http://www.dhs.state.il.us/OneNetLibrary/27896/documents/GATA_2020Grants/GATA2020links/IDHSBudgetTrainingManual_Revisio n032719.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://www.sam.gov/SAM/>;
- 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. 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.

5. Pre-Award Requirements

The pre-award process includes a financial and administrative risk assessment utilizing an Internal Controls Questionnaire (ICQ) and a Programmatic Risk Assessment (PRA). The PRA must be completed for each separate grant for which an applicant intends to apply. The Department may NOT issue a Notice of Award or a Grant Agreement to any applicant that does not have a submitted and approved FY21 ICQ and a submitted and complete FY21 PRA for the Illinois Youth Investment program. While these are NOT required prior to submitting the application, they are required prior to the Department issuing an award.

Applicants that have not completed an FY21 ICQ and/or an FY21 PRA at the time of application will be contacted by the Department to complete these Pre-Award requirements.

These grantee pre-award requirements are mandated by Federal Uniform Guidance (2 CFR 200) and the Grant Accountability and Transparency Act (GATA). Grantees must complete these requirements prior to receiving a grant award from the State of Illinois.

6. Mandatory Requirements of Applicant

The Mandatory Requirements are essential items that must be met by the Applicant. If any Mandatory Requirement is not met, the responding Applicant's entire proposal will not be considered. If all responding applicants fail to meet a particular mandatory requirement, that mandatory requirement may, at the sole discretion of the State, be

removed from the Mandatory Requirements so the evaluation process may continue. However, this does not obligate DHS to make an award to any applicant that fails to meet all mandatory requirements.

- a. The selected provider must be in a position to begin providing services within 3 months following the contract start date.
- b. **Technology:** Agencies awarded funds through this funding notice must have a computer that meets the following minimum specifications for receipt/submission of electronic program and fiscal information:
 - Internet access, preferably high-speed
 - Email capability
 - Microsoft Excel
 - Microsoft Word
 - Adobe Reader
- c. **State and Federal Laws and Regulations:** The agency awarded funds through this NOFO must agree to comply with all applicable provisions of state and federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity including, but not limited to: The Illinois Human Rights Act (775 ILCS 5/1-101 *et seq.*), The Public Works Employment Discrimination Act (775 ILCS 10/1 *et seq.*), The United States Civil Rights Act of 1964 (as amended) (42 USC 2000a-and 2000H-6), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), The Americans with Disabilities Act of 1990 (42 USC 12101 *et seq.*), and The Age Discrimination Act (42 USC 6101 *et seq.*).

7. Additional Requirements:

a. Requested Information

The Provider must be available as requested by the Department/IJJC to present information regarding service deliverables, provide data updates, or to answer questions arising from the Provider's work.

b. Site Visits

The Provider agrees to participate in site visits as requested by the Department/IJJC and agrees that program and collaborating partners will be in attendance at such site visits.

c. Collaboration

The Provider is expected to collaborate and partner with the IJJC and relevant juvenile justice agencies including but not limited to the Illinois Department of Juvenile Justice, the Administrative Office of Illinois Courts, and local juvenile court systems and probation departments to develop innovative system improvement strategies, research initiatives, and data collection and analyses plans aimed at achieving the system improvement goals of the IJJC.

d. OJJDP Performance Measures

The Provider will submit Performance Measures data required by OJJDP on or before November 1st of each year for the preceding period of October 1 to September 30. Data will be submitted in the format prescribed by the Department and IJJC.

e. Fiscal Reporting by Program Areas

OJJDP has identified program areas for which Title II funds may be utilized. For fiscal year 2021, the IJJC has chosen to fund the following OJJDP program areas:

- Alternatives to Detention

- Community Based Programs and Services
- Compliance Monitoring
- Disproportionate Minority Contact
- Diversion
- Gender-Specific Services
- Juvenile Justice System Improvement

The Provider will work with the Juvenile Justice Specialist to match provided services with program areas and subsequently will report expenditures monthly by program areas.

f. 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.

g. 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.

h. 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.

i. 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.

j. 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 & Requirements

1. Funding Information

- a. This award is funded with Title II (federal) funding.
- b. Cost Sharing or Match Requirements--Successful applicants are NOT required to provide in-kind and/or financial match. However, if a successful applicant proposes a voluntary match amount and the budget is approved, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.
- c. This Continuation Application is considered an application for renewal funding.
- d. The Department anticipates funding 4 renewal applicants to provide services as described in this funding announcement.
- e. Approximately \$275,000.00 will be made available under this notice.
- f. Subject to appropriation, the grant period will begin no sooner than July 1, 2020 and will continue through June 30, 2021.
- g. Funding allocated under this grant is intended to provide for activities to ensure and maintain the states compliance with the Core Requirements of the Juvenile Justice and Delinquency Prevention Act (JJDP). The funding amount requested for FY21 should reflect the actual grant amount required to implement the proposed plan, which may be less than the amount granted in FY20. However, it may not exceed the FY20 amount.
- 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.
- j. Pre-Award costs will be allowed prior to the execution date of the award under the following conditions: 1.) the applicant must have received and accepted the Notice of State award (NOSA) AND, 2.) Submitted any and all requested program plan and budget revisions per the NOSA; AND 3.) May NOT incur pre-award costs prior to 7/1/2020.

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:

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

c. Limitation of Use of Award funds for Employee Compensation:

With respect to any award over \$250,000, recipients may not use federal funds to pay total cash compensation to any employee that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. A salary table is available at the U.S. Office of Personnel Management website <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2019/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:

- **Federally Negotiated Rate.** Organizations that receive direct federal funding may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. Illinois will accept the federally negotiated rate. The organization must provide a copy of the federal NICRA as **Attachment 7.**
- **State Negotiated Rate.** The organization must negotiate an indirect cost rate with the State of

Illinois by completing an indirect cost rate proposal in the CARS system if they do not have Federally Negotiated Rate or elect to use the De Minimis Rate.

- **De Minimis Rate.** An organization that has never received a Federal or State Negotiated Rate may elect a de Minimis rate of 10% of **modified total direct cost (MTDC)**. Once established, the de Minimis rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the de Minimis rate. If programs elect to use the De Minimis rate, it is **critical** that program budgets accurately calculate the MTDC base. Please see the regulation below and note the exclusions to MTDC.

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

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

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

Crowe Activity Review System (CARS).

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

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

e. 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.*

f. 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.

g. Intergovernmental Review

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

SECTION II

The following section provides information and requirements for implementing the Juvenile Justice Training and Technical Assistance Program.

PROGRAM DESCRIPTION/REQUIREMENTS

The federal Office of Juvenile Justice and Delinquency Prevention (OJJDP) provides funding directly to states through its Title II Formula Grants Program (Title II) to support state and local delinquency prevention and intervention efforts and juvenile justice system improvements.

The Illinois Juvenile Court Act provides that each county or group of counties may establish a local juvenile justice council (JJC) [705 ILCS 405/6-12]. The purpose of this council, according to the Act, is "to provide a forum for the development of a community based interagency assessment of the local juvenile justice system, to develop a county juvenile justice plan for the prevention of juvenile delinquency, and to make recommendations to the county board, or county boards, for more effectively utilizing existing community resources in dealing with juveniles who are found to be involved in crime, or who are truant or have been suspended or expelled from school." Through juvenile justice councils, the Act prescribes a response to juveniles in conflict with the law that is comprehensive, driven by data and analysis, and collaborative across all systems that touch these youth.

Title II Juvenile Justice Council grants are specifically awarded to local juvenile justice councils to implement policies and practices that improve the effectiveness of local juvenile justice systems, reduce unnecessary juvenile justice system involvement and analyze and reduce Racial and Ethnic Disparities (RED) in each council's local system. Because this model of local governance, collaboration and data-driven decision-making has proven effective, the Illinois Juvenile Justice Commission is allocating funding to support local juvenile justice councils and the development of data-driven, collaborative local juvenile justice plans which guide future system improvement efforts. As embodied in the Juvenile Court Act, Juvenile Justice Councils provide a structure to ensure that local jurisdictions respond to youth in conflict with the law in a manner which is data-driven, strategic, and focused on serving youth, families and communities in the most effective ways possible. Unfortunately, very few jurisdictions in Illinois have developed councils that operate in the manner envisioned in the Act. In some communities, youth become involved in the juvenile justice system unnecessarily because alternatives do not exist or are not embedded within the system decision-making process. Because the needs and resources are different in each community in Illinois, a one-size-fits-all approach is not likely to be very effective.

Local councils are in the best position to craft solutions that meet the local community's needs and consider local resources. Empowering and supporting local juvenile justice councils can also stem the tide of racial and ethnic disparity in the juvenile justice system at the front door and help ensure that no youth enters the juvenile justice system unnecessarily. Such local ownership is the best way to ensure more effective long-term programming and sustained systemic change. This, in turn, will reduce the costs associated with incarcerating youth in correctional facilities, reduce rates of recidivism, reduce the number of crime victims, and ultimately create safer communities in Illinois.

The goal of the Juvenile Justice Councils program is to support local juvenile justice councils in developing and implementing programs, policies and practices that:

- Ensure that youth do not enter Illinois' juvenile justice system unnecessarily;
- Ensure that youth who do enter the juvenile justice system receive developmentally appropriate, individualized support and services;
- Ensure that youth leave the justice system with positive outcomes, which in turn enhance public safety;

- Ensure that Illinois maintains full compliance with the core requirements of the re-authorized federal JJDP Act, including:
- Ensure that racial and ethnic disparities are examined and reduced at all phases of the justice system

Juvenile Justice Councils bring together local justice system leaders, community members, youth, families, service providers, educators and other stakeholders to develop strategies to prevent and address juvenile delinquency effectively and efficiently. Because councils are in the best position to create solutions that meet the local community's needs and take into account local resources, the Illinois Juvenile Justice Commission is allocating funding to support the work of councils and the development of data-driven, collaborative local juvenile justice plans which guide future system improvement efforts.

The IJJC is seeking applications from existing juvenile justice councils to provide support for delinquency prevention, intervention efforts, and juvenile justice system improvements. Funds will be used to support the existence and functioning of the councils.

A. Required Programming

1. Juvenile Justice Council:

The applicant will maintain a local juvenile justice council with the capacity to meet the statutory requirements for a local juvenile justice council, pursuant to 705 ILCS 405/6-12, within the first quarter of and throughout the grant period. The Council will consist of the statutorily required membership and additional members required by the IJJC, including (but not limited to) representatives designated by the following county officers:

- The Sheriff
- The State's Attorney
- The Public Defender
- The Chief Probation Officer
- The Chief Judge
- Each County Board within the area of the council
- The applicant will appoint additional council members from the community as necessary to fulfill the statutory duties and purpose of the juvenile justice council, such as parents and youth impacted by the local juvenile justice system, members of the faith community, law enforcement, local schools, business leaders and local service providers such as CCBYS. The applicant will convene at least one council meeting within the first 3 months of the grant period and at least monthly throughout the grant period.

2. Analysis of juvenile delinquency problems and needs:

The applicant will produce or update a local data scan to analyze juvenile delinquency problems and needs. The purpose of a local data scan is to provide all members of the council with objective, detailed information about the number and characteristics of youth who are in contact with the local juvenile justice system and how those youth progress through that system. The council should utilize this shared data to identify and prioritize opportunities to strengthen local policy and practice. The data scan will include data regarding the prevalence and characteristics of youth at key juvenile justice decision points:

- Arrest
- Diversion
- Detention (Can be provided to the local JJC by the IJJC)
- Commitments to DJJ (Can be provided to the local JJC by the IJJC)

- Transfer to Adult Court (Can be provided to the local JJC by the IJJC)

Data and analysis will include the race and ethnicity of youth at each decision point, using local (municipal or county) or state-level data resources. This data scan will be made available to council members and to the IJJC. Councils currently receiving IJJC funding are required to submit their current data scan and analysis of juvenile delinquency problems and needs as part of this application

3. Comprehensive System Map:

The purpose of a system map is to provide all council members with objective, detailed information on how the local juvenile justice system currently functions, and where there may be opportunities to strengthen local policy, practice and programs. The applicant will produce or update a comprehensive system map which illustrates and describes the key juvenile justice decision points and decision-making criteria at each decision point of the local juvenile justice system. This local system map will be made available to council members and to the Illinois Juvenile Justice Commission. Councils currently receiving IJJC funding are required to submit their current comprehensive system map as part of this application.

4. County Juvenile Justice Plan

The applicant will complete a current county juvenile justice plan, as described in the Illinois Juvenile Court Act, which details the local policy, practice and programs which address the needs and issues identified in the Analysis of juvenile delinquency problems and needs and advance one or more of the IJJC goals set forward below:

- Ensure that youth do not enter Illinois' juvenile justice system unnecessarily;
- Ensure that youth who do enter the juvenile justice system receive developmentally appropriate, individualized support and services;
- Ensure that youth leave the justice system with positive outcomes, which in turn enhance public safety;
- Ensure that Illinois maintains full compliance with the core requirements of the federal JJDP Act;

Council are required to submit the data and cite the data source which was used to determine the needs and issues addressed in their plan. Councils are required to submit their current or anticipated county juvenile justice plan as part of this application. . Local juvenile justice plans utilize the data scan and system maps developed by the council to highlight the strengths of the local juvenile justice system and to determine where improvements in local policy and practice are needed. The plan documents how the council will develop or enhance policies to divert youth and families from the justice system while maintaining public safety, intervene effectively with youth who do become involved in the justice system and ensure that youth can successfully exit the juvenile justice system.

Council are required to submit the data and cite the data source which was used to determine the needs and issues addressed in their plan. Councils currently receiving IJJC funding are required to submit their current or anticipated county juvenile justice plan as part of this application, including the data and data sources used to determine the needs and issues addressed in the plan.

5. Racial and Ethnic Disparities (RED) Reduction Plan

Councils will ensure that racial and ethnic disparities (RED) are examined and reduced at all phases of the juvenile justice system. As part of the county juvenile justice plan, council must analyze RED data and submit a

plan describing the strategies, programs, policies and other efforts the Council will implement and support to reduce rates of RED.

6. Youth Member:

The Applicant agrees to identify and appoint a youth member to serve as a member of the IJJC Youth Advisory Board. The IJJC Youth Advisory Board will meet quarterly and will provide input into the IJJC three-year plan. Experience with the Juvenile Justice System is strongly preferred.

7. Training and Technical Assistance:

The Applicant will participate in Department/IJJC-offered consultation, training and technical assistance as necessary to design and implement the analysis of juvenile delinquency problems and needs, the comprehensive system map and the county juvenile justice plan. Successful Applicants will utilize the Department/IJJC's training and technical assistance to articulate applicant's theory of change, build a logic model and to set realistic and meaningful performance measures. Applicants may be required to attend regular meetings and training as offered by the Department/IJJC and should budget accordingly.

8. Trauma-informed council:

The Applicant must demonstrate a commitment by Council membership to learn, understand and address the effects of trauma on juvenile justice-involved youth. Councils will infuse trauma-informed principles into its policies and practices.

B. Performance Measures

1. Submission of required annual application plan and budget.
2. Percentage of Periodic Financial Reports submitted on time with accurate information, in the format prescribed by the Department. The Periodic Financial Reports must be submitted no later than the 30th of each month for the preceding month by email. At the end of the fiscal year, providers will also submit a cumulative report.
3. Percentage of Periodic Performance Reports submitted on time with accurate information, in the format prescribed by the Department, Periodic Performance Reports must be submitted no later than the 30th of each month following the end of the quarter. At the end of the fiscal year, providers will also submit a cumulative report. PPR will include at a minimum:
 - a. Number of Juvenile Justice Council Meetings convened;
 - b. Number (total) of council members;
 - c. Number of statutorily-required council members participating at least once per quarter;
 - d. Number of juvenile justice decision points for which data is reported, disaggregated by gender, race and ethnicity;
 - e. Number and type of policies and practices that have been enhanced, developed and implemented by the Council, based on and supported by local data;
 - f. Specific RED goal(s); Each Council will be required to propose at least one performance measure based on their RED reduction plan. If council is funded under this award, the RED performance measure(s) will be finalized with input from the Department;
 - g. Number of Youth identified and appointed to the youth advisory board;
 - h. Percentage of DHS required reports completed and submitted accurately and on time;

4. Percentage of timely and accurate additional performance data submitted as directed by the Department and in a format prescribed by the Department.

C. Performance Standards

1. Submission of required annual application plan and budget.
2. Percentage of Periodic Financial Reports submitted on time with accurate information, in the format prescribed by the Department. The Periodic Financial Reports must be submitted no later than the 30th of each month for the preceding month by email. (acceptable: 80%)
3. Percentage of Periodic Performance Reports submitted on time with accurate information, in the format prescribed by the Department, Periodic Performance Reports must be submitted no later than the 30th of each month following the end of the quarter. (acceptable: 75%) PPR will include at minimum:
 - a. Number of Juvenile Justice Council Meetings convened; (**minimum acceptable: six meetings**)
 - b. Number (total) of council members; (**minimum acceptable: eight council members**)
 - c. Number of statutorily-required council members participating at least once per quarter; (**minimum acceptable: six council members**)
 - d. Number of juvenile justice decision points for which data is reported, disaggregated by gender, race and ethnicity; (**minimum acceptable: five decision points; Council provides written plan to obtain data for any missing decision points.**)
 - e. Number and type of policies and practices that have been enhanced, developed and implemented by the Council, based on and supported by local data; (**minimum acceptable: three**)
 - f. Specific RED goal(s); Each Council will be required to propose at least one performance measure based on their RED reduction plan. If council is funded under this award, the RED performance measure(s) will be finalized with input from the Department; (**minimum acceptable: one performance measure**)
 - g. Number of Youth identified and appointed to the youth advisory board; (**minimum acceptable: one youth member**)
 - h. Percentage of DHS required reports completed and submitted accurately and on time;
4. Percentage of timely and accurate additional performance data submitted as directed by the Department and in a format prescribed by the Department. (acceptable: 80%)

SECTION III

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

A. Uniform Application for State Grant Assistance

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

B. FY 2021 Continuation Plan Narrative

Continuation applicants must submit an application that contains FY21 updates to the FY20 approved plan/application. Each section must have a heading that corresponds to the headings listed below. If the Applicant believes that the subject has been adequately addressed in another part of the application narrative, then a cross-reference to the appropriate part of the narrative must be provided. If there are changes to the original FY20 approved plan/application please indicate that under each application section. If no changes or minor changes, indicates same and then provide details. The narrative portion must be in the order requested. This application, if approved, will become the local program plan and budget. The program plan/application will be the basis for monitoring compliance by DHS. The Department reserves the right to request additional changes to the approved fy20 program plan based on past performance and other factors.

1. Executive Summary

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

- a. List the name, address of applicant entity
- b. Indicate if this is a new or existing council. If existing, indicate the # of years council has been in existence
- c. Describe of geographic area the Council will cover
- d. Describe the purposes and activities the Council is planning to undertake.
- e. List relevant major accomplishments and outcomes of the council.
- f. Identify the applicant entity that will be responsible for managing this grant. Further indicate which entity (applicant or other) will be responsible for each of the following: managing the council; supervision of grant-funded staff, fiscal management of grant funds, quarterly reporting, etc. If other than applicant entity - please identify the entity and provide justification.
- g. Indicate funding amount requested under this proposal
- h. Indicate applicant entity's clear statement of commitment to the Core Values and Principles of the Illinois Juvenile Justice Commission (Appendix 2).

2. Capacity - Agency Qualifications/Organizational Capacity

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

- a. Describe the process by which council recruits and engages members. Describe the existing or anticipated level and type of participation by council members. Identify at least one member from each county office that is statutorily required:
 - The Sheriff
 - The State's Attorney
 - The Public Defender
 - The Chief Probation Officer
 - Each County Board within the area of the council
- b. Include a complete Council member roster, identifying the entity represented, in your application as **Attachment 1: Juvenile Justice Council Roster**.
- c. If applicant is an existing council; attach meeting minutes from the previous fiscal year to your application as **Attachment 2: JJC Meeting Minutes**.
- d. Describe major achievements and accomplishments of existing councils. Proposals for new councils should describe anticipated achievements.
- e. Describe your experience managing state and/or federal grants.
- f. Describe any experience applicant has had managing collaborative projects.
- g. Describe any experience applicant council has had making data-informed decisions. Provide examples.
- h. Describe the council's commitment to incorporating trauma-informed principles into its policies and practices.
 - Provide examples of how trauma-informed principles are in its policies and practices?
 - List any trauma-trainings attended by the council members.
 - List any trauma-trainings promoted or provided by applicant council.
 - If the agency is not designated as "trauma-informed", is the agency willing to work with the Department to become trauma-informed?
 - Describe how the existing or proposed council's mission statement and goals align with the IJC goals described in funding opportunity?
 - If applicant council is proposing to use funds awarded under this NOFO to fund a Juvenile Justice Council Coordinator, indicate the name of the Coordinator (if known), whether the position will be full or part-time, where the position will be housed and who will supervise the Coordinator. Include resume or job description as **Attachment 3: Juvenile Justice Council Coordinator Resume/Job Description**

3. Quality - Description of Program Design and Services

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

- a. **Analysis of juvenile delinquency problems and needs:** New council should describe how your council will conduct an analysis of juvenile delinquency problems and needs using data regarding the prevalence and characteristics of youth at each key juvenile-justice decision point:

- Arrest
- Diversion
- Detention (Can be provided to the local JJC by the IJJC)
- Commitments to DJJ (Can be provided to the local JJC by the IJJC)
- Transfer to Adult Court (Can be provided to the local JJC by the IJJC)

Councils currently receiving IJJC funding will describe the process by which the above data was analyzed; including who was involved in the analysis and what types of questions were asked and answered through the analysis. Describe how the analysis of juvenile delinquency problems and needs help determine council priorities. Attach the data, the data source and resulting analysis as **Attachment 4: Analysis of Juvenile Delinquency Problems and Needs**

If the council does not have access and ability to report data at the decision points listed above, clearly describe applicant council's plan to establish access to those points. All applicants (new and existing councils) must include a timeline for accessing and reporting data as **Attachment 5: Timeline to Access and Report Data**.

- b. **Comprehensive system map:** Describe how your council has produced or will produce a comprehensive system map that illustrates and describes the key decision points and decision-making criteria at each decision point of the local juvenile justice system. Demonstrate how this system map assisted in developing the county juvenile justice plan. Describe who was involved in the mapping process and include a timeline for completion. Councils must submit their comprehensive system map as **Attachment 6: Local Council System Map**. Describe the process by which you will ensure that the comprehensive system map is current and reflects any changes within the system that may have occurred since the original system map was created.
- c. **County Juvenile Justice Plan:** Describe how your council has developed or will develop a county juvenile justice plan, as described in the Illinois Juvenile Court Act. The plan must address the needs and issues identified in the Analysis of juvenile delinquency problems and needs and advance one or more of the IJJC goals set forward below:
- Ensure that youth do not enter Illinois' juvenile justice system unnecessarily;
 - Ensure that youth who do enter the juvenile justice system receive developmentally appropriate, individualized support and services;
 - Ensure that youth leave the justice system with positive outcomes, which in turn enhance public safety;
 - Ensure that Illinois maintains full compliance with the core requirements of the federal JJDP Act.

The plan must also include Racial and Ethnic Disparities (RED) analysis and the development RED reduction plan to ensure that racial and ethnic disparities are examined and reduced at all phases of the justice system. (See Section b. **Racial and Ethnic Disparities (RED)** below). **RED Reduction Plan will be submitted as a separate attachment.**

The county juvenile justice plan will:

- Outline current local policies, practice and programs aimed at reducing and improving youth's

involvement with the juvenile justice system.

- Identify existing gaps or needs.
- Clearly identify the plan's priorities as decided by the council. Describe the data elements and analysis by which priorities were chosen.
- Identify who was/will be involved in the planning process and how the plan has been or will be adopted or approved.
- Identify how the plan was/will be implemented.
- Describe the anticipated outcome(s) of the plan.
- Include your county's juvenile justice plan in your application as **Attachment 7: County Juvenile Justice Plan.**

4. Evaluation

Describe the process that will be used to evaluate the effectiveness of the proposed council activities.

- Provide at least three and no more than eight measurable objectives and dates of expected completion specific to your proposed activities. These should include process and outcome measures. (**See Section A.3. "Performance Measures"**) Provider will work with the Department to finalize measurable objectives that will be included in your contract deliverables.
- Describe how you will evaluate your program against your anticipated outcomes.
- Describe any assessments that will be used to evaluate your activities and outcomes, including risk/needs assessments, youth/family satisfaction surveys, evaluation of trainings, etc.
- Describe your ability to collect recidivism and victimization data for youth who have exited the program.
- If you plan to use a Sub-Contractor to deliver services related to this program, describe the role and responsibilities of the sub-contractor. Include the Sub-Contractor Agreement as **Attachment 12: Sub-Contractor Agreement.**

5. Racial and Ethnic Disparities (RED)

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

- Describe applicant's experience and efforts regarding reduction of Racial and Ethnic Disparities; list major achievements and accomplishments;
- Provide data describing the racial and ethnic characteristics of the general population of the communities in which the program will exist. Identify data source. The Office of Juvenile Justice and Delinquency Prevention provides population data at <https://bit.ly/2ELPuXN>.
- Describe the applicant's access to local juvenile justice system data that is broken down by race and ethnicity. Provide local data for at least five juvenile justice decision points.
 - State and county-wide juvenile detention data for 2016 is acceptable for this application and is available at:
http://ijjc.illinois.gov/sites/ijjc.illinois.gov/files/assets/IJJC%20CY%202016%20report_FIN_AL.pdf
 - Transfer to adult court data for 2016 is acceptable for this application and is available at:
http://ijjc.illinois.gov/sites/ijjc.illinois.gov/files/assets/Juvenile%20Transfers%20CY2016%20Report_FINAL.pdf

- d. Describe Council's access to other local data that may be helpful in creating a RED Reduction plan such as school discipline data and school report cards.
- e. Describe how applicant council will address RED (RED Reduction Plan).
- f. Describe any community support or other community efforts to reduce RED.
- g. Describe any anticipated obstacles to creating and implementing a successful RED plan.
- h. Describe the anticipated impact applicant council's RED reduction plan will have on reducing disparities in your community.
- i. Include your county's RED plan in your application as **Attachment 8: Racial and Ethnic Disparity Reduction Plan.**

6. Budget Narrative

In this section of the application narrative, provide a detailed, no more than 2 pages, Budget Narrative of the items allocated within your proposed budget. This will include all funds budgeted for the council. Identify the source of those funds and detail how the specified resources and personnel are being allocated to ensure the tasks, activities, goals and objectives described in your proposal will be implemented. Illustrate the use of state or federal funds, other than grant funds, that will be used to support council activities. If sub-contractors are planned, please also describe how these funds will be utilized to implement the council activities. Include the following attachments: **Attachment 13: Subcontractor Budget and Narrative; Attachment 14 Subcontractor Federal Form W9; Attachment 15: Subcontractor NICRA (If applicable)**

(Please note that the following questions were not included in your FY20 narrative)

Please restate and provide a response to each of the following questions as part of your FY21 Budget Narrative.

- a. Does your Agency maintain written procedures that minimize the time elapsing between the receipt and disbursement of grant funds?
- b. Does your Agency comply with/meet the financial management standards of 2 CFR 200.302?
- c. Does your Agency anticipate any immediate cash needs to implement this grant?
- d. Does your Agency have sufficient working capital to fully operate the grant program for 2 months beginning July 1, without advance payment, including initial startup costs and normal monthly grant expenses?

7. Required Attachments

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

Attachment 1: Juvenile Justice Council Roster.

Attachment 2: JJC Meeting Minutes.

Attachment 3: Juvenile Justice Council Coordinator Resume/Job Description

Attachment 4: Analysis of Juvenile Delinquency Problems and Needs

Attachment 5: Timeline to Access and Report Data.

Attachment 6: Local Council System Map.

Attachment 7: County Juvenile Justice Plan.

Attachment 8: Racial and Ethnic Disparity Reduction Plan.

Attachment 9: Applicant Budget.

Attachment 10: Applicant Federal Form W9.

Attachment 11: Applicant NICRA (If applicable)

- If Subcontractors will be used to deliver proposed activities, include:

Attachment 12: Subcontractor Agreement

Attachment 13: Subcontractor Budget and Narrative

Attachment 14: Subcontractor Federal Form W9

Attachment 15: Subcontractor NICRA (If applicable)

Note: Applicant (only) MUST submit Budget in the CSA System. Only Subcontractor budgets should be entered on Attachment 13 because Subcontractors budgets are not entered in CSA. Appendices found at [this link](#).

C. FY 2021 Continuation Budget

Budgets must be submitted electronically in the CSA system (see Appendix 4) for more information and instructions). The narrative will be based on the budget and will include a 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. The 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 prepared to reflect a 12-month budget period (July 1, 2020– June 30, 2021).

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.

Subcontractor budgets, budget narratives and actual subcontracts must be submitted with this continuation application plan as they need to be pre-approved. The budget format for subcontractors is the same template as the Uniform Grant Budget. However, subcontractor budgets will **not** be submitted in the CSA system. The link to this form can be found in **Appendix 4**.

Please refer to **Eligibility Information, Section I.A**, in this document for information about administrative costs and DUNS and SAM requirements.

The Provider will work with the Juvenile Justice Specialist to match provided services with program areas and subsequently will report expenditures monthly by program areas.

SECTION IV

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

A. Submission Dates and Times

1. Applicants must electronically submit the complete application including all required narratives and attachments in the prescribed order. Applications must be received submitted electronically to DHS.YouthServicesInfo@Illinois.gov **no later than 12:00 p.m. (noon) on Wednesday, May 13, 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 electronic copy must be a complete single PDF file. Applications will **NOT** be accepted if received by fax machine, hard copy, disk or thumb drive.
2. **The subject line must state: “21-444-80-1270-01 JJC”**
3. All applicants are strongly encouraged **to submit the completed grant application (single PDF document) to DHS.YouthServicesInfo@Illinois.gov 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.**

B. Other Submission Requirements

1. Proposal Container and Format Requirements

- a. All applications must be typed on 8 ½ x 11-inch paper using 12-point type and at 100% magnification. With the exception of letterhead and stationery for letter(s) of support (not required), the entire proposal should be typed in black ink on white paper. The program narrative must be typed **double-spaced**, on one side of the page, with 1-inch margins on all sides. The program narrative must not exceed the page totals specified in the “Content and Form of Application Submission” section including the Executive Summary. Items included as Attachments are **NOT** included in the page limitations.

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

- b. ALL Applications **MUST** include the following mandatory forms/attachments in the order identified below.
 1. Uniform State Grant Application
 2. A statement indicating the applicants has completed Pre-Qualification steps and is currently Pre-Qualified

3. Statement indicating the ICQ & PRA have been completed
4. Continuation Plan Narrative
5. Attachments

Attachment 1: Juvenile Justice Council Roster.

Attachment 2: JJC Meeting Minutes.

Attachment 3: Juvenile Justice Council Coordinator Resume/Job Description

Attachment 4: Analysis of Juvenile Delinquency Problems and Needs

Attachment 5: Timeline to Access and Report Data.

Attachment 6: Local Council System Map.

Attachment 7: County Juvenile Justice Plan.

Attachment 8: Racial and Ethnic Disparity Reduction Plan.

Attachment 9: Applicant Budget.* *Uniform Grant Budget: The proposed budget for the provider must be entered, signed and submitted in CSA and is required for the application to be considered complete.

Attachment 10: Applicant Federal Form W9.

Attachment 11: Applicant NICRA (If applicable)

- If Subcontractors will be used to deliver proposed activities, include:

Attachment 12: Subcontractor Agreement

Attachment 13: Subcontractor Budget and Narrative

Attachment 14: Subcontractor Federal Form W9

Attachment 15: Subcontractor NICRA (If applicable)

SECTION V

The following section provides Award, Administrative and Contact Information.

A. Award Administration Information

1. State Award Notices.

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

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

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

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

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

2. Administrative and National Policy Requirements.

The agency awarded funds shall provide services as set forth in the DHS grant agreement and shall act in accordance with all state and federal statutes and administrative rules applicable to the provision of the services. To review a sample of the FY2020 DHS Uniform Grant Agreement, please visit the DHS Website at <http://www.dhs.state.il.us/page.aspx?item=29741>.

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

3. Required Reporting

- a. The Provider will submit monthly expenditure documentation forms in the format prescribed by the Department. The Expenditure Documentation forms must be submitted no later than the 15th of each month for the preceding month by email.
- b. Quarterly Narrative and Performance data reports will be submitted by email in a format prescribed by the Department, no later than the 15th of the month immediately following the quarter for the preceding quarter.

- c. 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

- **Providers identified as low risk on the ICQ:** Providers 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.
- **Providers 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 Provider.

- **Providers identified as low risk on the ICQ:** 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 to ensure each payment advanced does not exceed 1/12 cash-on-hand. 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.
- **Providers identified as Medium to High Risk on the ICQ:** 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.

- d. 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.

B. 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 “**JJC FUNDING NOTICE - Drea**” in the subject line of the email.

Appendix 1
Illinois Juvenile Justice Commission
OJJDP Core Requirements

1. Deinstitutionalization of Status Offenders (DSO)

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

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

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

3. "Sight and Sound" Separation

When children are placed in an adult jail or lock-up, as in exceptions listed above, "sight and sound" contact with adults is prohibited. This provision seeks to prevent children from psychological abuse and physical assault.

Under "sight and sound," children cannot be housed next to adult cells, share dining halls, recreations areas, or any other common spaces with adults, or be placed in any circumstances that could expose them to threats or abuse from adult offenders.

4. Disproportionate Minority Contact (DMC)

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

Appendix 2

Illinois Juvenile Justice Commission (IJJC) Core Values and Principles of IJJC

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

I. Fundamental Fairness

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

II. Youth are different

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

III. Individual Differences

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

IV. Youth Potential

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

V. Family Engagement

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

VI. Community Engagement

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

VII. Community Safety

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

VIII. Accountability

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

IX. Cost Effectiveness

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

*See www.modelsforchange.net/about/Background-and-principles/Principles.html

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

Section 1 – GRANTEE INFORMATION

1. Grantee Name (per UGA):	2. Contract #:	3. Grantee DUNS:
	4. CSFA #: 444-80-1270	5. Grantee FEIN:
6. Program Name (per UGA): Juvenile Justice Youth Serving Program		7. CFDA #(s): 16.540
8 State Agency (Grantor): DHS - Division of Family and Community Services		
9. Agreement Period: FY19 (July 1, 2020-June 30, 2020)		
Start Date of Report Period (Month/Day/Year):		End Date of Report Period (Month/Day/Year):
10. Report Frequency: <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Final (July-June) <input type="checkbox"/> Semi-annually <input type="checkbox"/> Other (specify):		11. Prepared Date:

Section 2 – GRANTEE PERFORMANCE

A. Data:

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

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

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

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

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

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

B. Program deliverables

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

C1. Performance Measures for all Juvenile Justice Youth Serving Program

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

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

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

C2. Council Specific Performance Measures

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

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

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

Section 3 – PERFORMANCE/EXPENDITURE

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

Section 4 – GRANT AGREEMENT SPECIFIC CONDITIONS

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

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

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

Section 5 – SIGNATURES AND CERTIFICATION

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

**FY2021 Juvenile Justice Youth Serving
Program Continuation Funding Application
Appendix 4 - CSA Budget Information**

For information regarding CSA.

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

How to register for the CSA Tracking System

1. You will need a functioning Illinois.gov ID and password
2. If you do not have an Illinois.gov ID you will need obtain one at the following web link:
<https://extapps.illinois.gov/ADIM/VerifyEmail.aspx>
- **Please note:** Choose General Public (Not employed by the State of Illinois) [EXTERNAL] even if you are a State of Illinois employee. Your CSA registration will not be validated if you choose Other Employees [SPS].
- **If you do not have a State of Illinois driver's license,** please email your request to DHS.DHSOCA@illinois.gov with the following information: Name, Company, Address, Phone #, DUNS #, FEIN # and email address.
3. The address for the CSA Tracking System Registration Site is:
<https://csa.dhs.illinois.gov/gtrpublic/gtr>
4. You will need to input an Invitation Key Code in order to submit your request for CSA Tracking System access. If you do not have an Invitation Key Code, send an email to DHS.dhsoca@illinois.gov to receive your Invitation 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, 2020 – June 30, 2021. Your budgets can be entered at this link <https://csa.dhs.illinois.gov/gtpsecure/gtp>. If you have any questions about your budget you can email DHS.YouthServicesInfo@illinois.gov.

How to create a budget in CSA

- To access the IDHS Training Manual for use of the Budget Templates in the CSA System
http://www.dhs.state.il.us/OneNetLibrary/27896/documents/GATA_2020Grants/GATA2020links/IDHSBudgetTrainingManual_Revision032719.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, 2020 – June 30, 2021. 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](#).