

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

FY 2021 Continuation Funding Notice

**Personal Responsibility Education Program (PREP)
Continuation Funding Notice**

Due Date
May 6, 2020
12:00 PM

The Department is seeking Continuation Applications from organizations currently receiving funding under Funding Opportunity #20-444-80-0687 through the Illinois Department of Human Services, Division of Family and Community Services for the implementation of the PREP.

Please send any questions regarding this continuation application to
DHS.YouthServicesInfo@Illinois.Gov and mary.d.white@illinois.gov

The subject line of your e-mail must include the name of your agency (or acronym) and
“PREP FUNDING NOTICE – Mary White”

SECTION I

The following section provides Eligibility and Funding Information & Requirements for the PREP 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 for the implementation of the Personal Responsibility Education Program (PREP) pursuant to DHS Funding Notice (#19-444-80-0687) 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 2** and also see:

http://www.dhs.state.il.us/OneNetLibrary/27896/documents/GATA_2020Grants/GATA2020links/IDHSBudgetTrainingManual_Revision032719.pdf

1. **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.

2. **Unique entity identifier and System for Award Management (SAM)**

Each applicant is required to: (i) Be registered in SAM before submitting its application; (ii) provide a valid unique entity identifier in its application; and (iii) continue to maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by the Department.

The Department may not make an award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with the requirements by the time the Department is ready to make an award, the Department may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant. Please refer to *Section I.A. Eligibility Information & I.B.2. Grant Funds Use Requirements* for additional information and detail regarding SAM.

3. **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 Personal Responsibility Education Program (PREP). 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.

4. **Mandatory Requirements of Applicant**

The Mandatory Requirements are essential items that must be met by the Applicant. If any Mandatory Requirement is not met, the responding Applicant's entire proposal will not be considered. DHS is not obligated to make an award to any applicant that fails to meet all mandatory requirements.

- A. **The provider must be in a position to begin providing services on July 1, 2020.**
- B. **Technology:** Agencies awarded funds through this funding notice must have a computer that meets the following minimum specifications for the purpose of receipt/submission of electronic program and fiscal information:
 - Internet access, preferably high-speed
 - Email capability
 - Microsoft Excel
 - Microsoft Word
 - Adobe Reader
- C. **State and Federal Laws and Regulations:** The agency awarded funds through this NOFO must agree to comply with all applicable provisions of state and federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity including, but not limited to: The Illinois Human Rights Act (775 ILCS 5/1-101 *et seq.*), The Public Works Employment Discrimination Act (775 ILCS 10/1 *et seq.*), The United States Civil Rights Act of 1964 (as amended) (42 USC 2000a-and 2000H-6), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), The Americans with Disabilities Act of 1990 (42 USC 12101 *et seq.*), and The Age Discrimination Act (42 USC 6101 *et seq.*).

5. **Additional Eligibility**

- A. The Applicant Agency must agree to, over the course of this grant, to implement PREP services utilizing an Evidence-based Practice (EBP) with fidelity.
- B. The Applicant Agency must agree to, over the course of this grant, to demonstrate an ongoing commitment to develop trauma informed capacity within the organization with a goal of achieving Trauma Informed Agency Status.
- C. 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.
- D. Program Requirements: Providers will be required to participate in evaluation efforts as directed by the Department and/or its subcontractor(s) and collect and report data accordingly. All Providers will be required to utilize the University of Illinois' "Hub" reporting system to report data outcomes, performance measures and standards for all youth served.
- E. Training and Technical Assistance: Programs must agree to receive consultation technical assistance from authorized representatives of the Department. The program and collaborating partners will be required to be in attendance at site visits. Programs will be required to attend regular meetings and training as provided by the Department or a subcontractor of the Department and should budget accordingly.

- F. 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.
- G. 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.
- H. 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.
- I. Hiring and Employment Policy: It is the policy of the Department to encourage cultural diversity in the work environment and to promote employment opportunities through its programs. The Department philosophy is that the program workforce should appropriately reflect the populations to be served, with special attention given to hiring individuals indigenous to those communities. Consistent with Department policy, whenever a position becomes available, funded programs are encouraged to consider TANF clients for employment, contingent upon their qualifications in the areas of education and work experience.

B. Funding Information and Requirements

1. Funding Information

- A. This Continuation Application is considered an application for renewal funding.
- B. This award is funded with Federal dollars and does NOT have an in-kind and/or financial match requirement.
- C. All funding is subject to appropriation.
- D. The Department anticipates awarding 14 grants under this funding notice based on the availability of funds for grants under this funding announcement.
- E. Subject to appropriation, the grant period will begin no sooner than July 1, 2020 and will continue through June 30, 2021.
- F. It is expected that administrative costs, both direct and indirect, will represent a small portion of the overall program budget.
- G. The funding amount requested for FY21 should reflect the actual grant amount required to implement the proposed plan and should be reasonably consistent with FY20 funding levels.

- H. Proposed projects 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:

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

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

1. **Federally Negotiated Rate.** Organizations that receive direct federal funding may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. Illinois will accept the federally negotiated rate. The organization must provide a copy of the federal NICRA as **Attachment B2**.
2. **State Negotiated Rate.** The organization must negotiate an indirect cost rate with the State of Illinois by completing an indirect cost rate proposal in the CARS system if they do not have Federally Negotiated Rate or elect to use the De Minimis Rate.
3. **De Minimis Rate.** An organization that has never received a Federal or State Negotiated Rate may elect a de Minimis rate of 10% of **modified total direct cost (MTDC)**. Once established, the de Minimis rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the de Minimis rate. If programs elect to use the De Minimis rate, it is **critical** that program budgets accurately calculate the MTDC base. Please see the regulation below and note the exclusions to MTDC.

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

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

only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

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

Crowe Activity Review System (CARS).

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

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

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.

SECTION II

The following section provides information and requirements for implementing the PREP program.

PROGRAM DESCRIPTION/REQUIREMENTS

1. Program Description

The goal of the PREP program is to reduce birth rates, sexually transmitted infections (STIs) and HIV/AIDS among African-American and Hispanic (inclusive of multi-racial youth) 10-19-year old's in vulnerable populations in Illinois. The PREP program has a statewide focus, targeting counties and communities with demonstrated risks: high teen birth rates, high rates of sexually-transmitted infections (STIs), and poor socio-economic status.

Providers will serve two under-represented populations, African-American and Hispanic school aged (6th through 12th grade students) youth. The program also targets the following vulnerable populations: wards of the state and victims of human trafficking, 10-19 years of age housed in facilities located in the central and southern part of Illinois, homeless and runaway youth under 20 years of age and youth in the Department of Juvenile Justice.

Services included but are not limited to the delivery of at least one sexuality education evidence-based curriculum/a.

2. Program Requirements

PREP programs must implement one or more evidence-based curriculum, from the Department's approved list of teen pregnancy prevention evidence-based model programs, with fidelity over the course of the fiscal year.

A. **Under-represented African American and Hispanic Youth** must have the evidence-based curriculum during the **school day** via classroom settings in middle or high schools housing 6th through 12th grade students and where the school population is at least 40% Hispanic, African-American and/or multi-racial.

1. Making Proud Choices
2. Making A Difference
3. Cuidate
4. Be Proud! Be Responsible!
5. Draw the Line! Respect the Line!
6. Becoming A Responsible Teen

B. **Homeless and Runaway Youth**, ages 10-19

1. STIVE

C. **Youth in Juvenile Justice Centers**, ages 10-19 – 1 provider

1. Rikers Health Advocacy Program (RHAB)

D. **Wards of the State AND Victims of Human Trafficking/Trauma**, ages 10-19 – 1 provider

1. Be Proud! Be Responsible!
2. Becoming a Responsible Teen (BART)
3. Cuidate!
4. Draw the line/Respect the line, Making a Difference!, and Making Proud Choices!

Additional information regarding each evidence-based curriculum:

- Sessions should be implemented no more frequently than two times a week

- The program must include no less than the total number of sessions prescribed by the curriculum developer
 - Each session must be at least 30 minutes in length.
 - Materials must be culturally sensitive/relevant and suitable to the age and development of the youth being served.
 - Applicants will be required to replicate model programs with fidelity. If adaptations are needed, adaptations should generally be minimal, such as revising details in a role play, updating outdated statistics, adjusting reading and comprehension levels, making activities more interactive or tailoring learning activities and instructional methods to youth culture or development level. Any content or materials added to the evidence-based program must be well-integrated into the evidence-based program model and should not alter the core components of the evidence-based program model.
 - Staff implementing and overseeing the PREP program must be trained in the evidence-based curricula (internally or may use funds to support staff training by program developer) and other related topics (e.g. updates on STIs, LGBTQ population, etc.) as scheduled by the Department
 - Must deliver information that is inclusive of both an abstinence and comprehensive sexual health education approach. If the Provider is using the evidence-based curriculum called Making a Difference, the Provider must deliver a session and/or adapt a session to include a condom demonstration. If the Provider is using Be Proud! Be Responsible! the Provider must deliver the Reproductive Health adaptation.
 - Ensure Materials are Medically Accurate and Age Appropriate
 - Abide by the green, yellow and red light adaptations per the curricula developer
- Through the use of the evidence-based curriculum/a, youth participants build their knowledge and resistance skills, thereby enhancing “protective factors” and reducing “risk factors”. These programs include components such as social skills development, peer and media pressure resistance, anti-sexual behavior attitudes and norms, and effective self- management skills in an effort to increase youth skills in dealing with high-risk situations and decreasing the potential motivation to initiate sexual activity.

E. Implement three of the five Adult Preparation Subjects (Healthy Relationships, Adolescent Development, Financial Literacy, Educational and Career Success and Healthy Life Skills) during the school day or during out-of-school time.

Adult Preparation Subject (APS) services must target youth that received at least one of the DHS approved evidence-based curriculum (EBC). The APS may not be delivered with youth that have not received the EBC.

1. Under-represented African-American and Hispanic Youth (middle or high school must be at least 40% African American/Hispanic) residing in areas with High Teen Birth and STI Rates
 - At least five 45 minute sessions
 - 3 of 5: Healthy Relationships, Adolescent Development, Financial Literacy, Educational and Career Success and Healthy Life Skills
2. Homeless and Runaway Youth
 - At least three 45 minute sessions

- 3 of 4: Healthy Relationships, Financial Literacy, Educational and Career Success and Healthy Life Skills
3. Youth in Juvenile Detention Centers
 - At least three 45 minute sessions
 - 3 of 4: Healthy Relationships, Financial Literacy, Educational and Career Success and Healthy Life Skills
 4. Wards of the State AND Victims of Human Trafficking/Trauma
 - At least three 45 minute sessions
 - 3 of 4: Healthy Relationships, Financial Literacy, Educational and Career Success and Healthy Life Skills

Deliver the evidence-based curriculum/a and Adult Preparation Subject activities with projected number of participants and the projected services (cycles and/or number of sessions) as outlined as outlined in the approved work plan.

Deliver the evidence-based model programs, supplemental materials and APS services that are culturally-relevant, age and developmentally appropriate and medically accurate.

- F. **Work with an existing community coalition** with a minimum representation from five organizations and sectors. Representation from the community/s in the designated service area participate on the coalition: NOT APPLICABLE FOR JUVENILE JUSTICE CENTERS

1. Parents of 6th - 12th grade students
2. Youth (6th - 12th grade)
3. Educators (middle and high schools)
4. Health care (e.g. school-based health clinics, family planning agencies, medical providers, hospitals, etc.)
5. Family support/social services (e.g. youth serving social service organizations, substance abuse treatment centers and domestic violence shelters, counseling services, etc.)

Hold quarterly coalition meetings per year and implement activities determined in partnership with the coalition.

- G. **Update and/or develop and disseminate a Referral Guide** that provides information regarding an array of health and human services as well as refer participants seeking additional health (e.g. family planning) or other human services (e.g. substance abuse treatment services, domestic violence shelters, counseling services, etc.). The guide must provide information regarding the network of organizations in or near their service area and target youth participating in the evidence-based curriculum.

3. **Additional Requirements**

- A. Establish and maintain linkages with schools targeted for services to ensure the schools commitment or the services and with a network of organizations for the purposes of making referrals.

- B. Administer entry and exit surveys for the cycles of evidence-based curriculum completed during the fiscal year. Entry and exist surveys must be administered with high school students and exit surveys must be administered with 6th - 8th students. The Provider must secure commitment from schools' participation in the surveys. The Provider must obtain parental consent from youth participating in the school-based services. The entrance and exist surveys must be submitted by the established deadlines and to the Departments evaluation provider.
 - C. The program must include a plan for parent/guardian involvement that includes:
 - At least two opportunities for parent/guardian to receive information, provide input in to the program, and have their questions addressed (e.g. email/mail/phone calls, newsletters)
 - At least two in-home learning activities such as homework, parent/guardian-child discussion strategies, and at-home goal setting to reinforce the evidence-based curriculum content
 - D. Submit quarterly in the Departments web-based reporting system, Prevention Hub:
 - Number of participants (youth and adults) served
 - Demographic information (gender, age, and race/ethnicity)
 - Periodic Programmatic Report (PPR)
4. **Evaluation** - The IDHS and its evaluation provider, the Center for Prevention Research and Development (CPRD) at the University of Illinois, will monitor the fidelity of program implementation and track all curriculum adaptations. CPRD will review these adaptations and compare proposed adaptations to the relevant evidence-based program model specifications and program standards. All sub-grantees are required to report implementation data through an online data collection system called "Prevention Hub" on a quarterly basis.

Providers will participate in the formal evaluation of the program developed by the Department and must cooperate in the collection of data for this purpose. Programs will be required to administer all reporting that the University of Illinois, Center for Prevention, Research and Development (CPRD) requires for the PREP grant.

CPRD will monitor the fidelity of program implementation and track all curriculum adaptations. CPRD will review these adaptations and compare proposed adaptations to the relevant evidence-based program model specifications and program standards. All sub-grantees are required to report implementation data through an online data collection system called "Prevention Hub" on a quarterly basis.

5. **Training - Training Opportunities**

IDHS and its training provider, Prevention First will provide training opportunities to community-based youth services agencies that serve at-risk youth throughout Illinois, multiple times throughout the year. The Applicant will work with the state to develop an approved detailed training plan, utilizing established and agency-developed curricula in presenting evidenced-based approaches to evidence-based education, adult preparation subjects, community coalition building, program/classroom management, positive youth development, trauma, strategies for risk reduction, cultural competency, as well as other youth service related activities.

Examples of individual trainings that should be included but not be limited to: Evidence-based curriculum/a, Adult Preparation Subjects, Classroom Management, non-discriminating of sexual orientation or gender (LGBTQ), Bullying (safe and supportive environments), Substance Abuse, Adolescent Brain Development, trauma informed practices, program evaluation/outcomes strategies and program specific data reporting system training.

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

6. Technical Assistance by the Department

The program staff will provide an annual classroom observation and interact with the Division's Community Support Services Consultants (CSSC) in the five regions. The CSSCs maintain a working knowledge and relationship with community-based organizations and local health departments. The CSSC will be engaged in the on-site quality assurance and compliance monitoring visits in coordination with the project manager.

7. Performance Measures

- A. Percent of participants served by the evidence-based curriculum.
- B. Percent of participants served by three (3) Adult Preparation Subjects (APS).
- C. Percent of coalition meetings held during fiscal year with representation from each community designated service area participating on the coalition.
- D. Percent of referrals made.
- E. Number of referral guides updated and distributed.
- F. Percent of required Reports submitted timely.
- G. Percent of entry/exit surveys for the cycles of evidence-based curriculum completed during the fiscal year.

8. Performance Standards

- A. 80% of the all participants served received the evidence-based curriculum.
- B. 80% of all participants served received three Adult Preparation Subjects.
- C. 100% of the coalition meetings including minutes were held during fiscal year with representation from each service area. (NOT APPLICABLE FOR JUVENILE JUSTICE)
- D. 100% of referrals were made and documented.
- E. One referral guide was updated and distributed by the end of the fiscal year.
- F. 100% of required Reports were submitted by the established deadlines.
- G. 100% of Entry/Exit Surveys, were submitted.

SECTION III

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

Application Review Information

1. Uniform Application for State Grant Assistance

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

2. FY2021 PREP Continuation Plan Narrative

Continuation applicants must submit an application that contains the information outlined below. 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. The narrative portion must be in the order requested. This application, if approved, will become an attachment to your PREP work plan (**Appendix 3**) and budget. The program work plan/application will be the basis for monitoring compliance by DHS. Please provide a detailed response as directed to each of the following items in an effort to fully describe how the PREP program will be operationalized in your service area.

A. Executive Summary

The Executive Summary will serve as a stand-alone document for providers that will be shared with various state-level stakeholders and others requesting a brief overview of each funded project. Therefore, providers should be concise and direct in their description. At a minimum, each of the following should be addressed in the summary (**See Appendix 3 – Work Plan**)

1. Description of the target community(ies) and identified needs from your community needs assessment
2. Target population, including age/grade, number of cycles/cohorts delivered, race/ethnicity breakdown, and the percentage/number of youth anticipated for each school/class for both the evidence-based curriculum and adult preparation subjects. Also identify any risk factors targeted.
3. Name and location of service delivery sites (schools)
4. Anticipated days and hours of curriculum delivery (curriculum hours)

B. Agency Qualifications/Organizational Capacity

The purpose of this section is to present an accurate picture of the agency's ability to provide services in the area of teen pregnancy prevention. Information in this section should include, but not necessarily be limited to, the following:

NOTE: Only submit the below if your agency information has changed from fiscal year 2020.

1. An organizational chart of the Provider organization, showing where the program and its staff will be placed. If subcontractors will be used, include the relationship with those organizations in the chart. Please include this as **Attachment A1-Organizational Chart**.

2. Identify key staff positions that will be responsible for the program. At a minimum, a .5 FTE PREP coordinator must be committed to the program. Include evidence that this individual is qualified on the basis of education and experience to direct the program. Present his/her resume as **Attachment A2** of your Application. If that individual has not yet been hired, present the PREP Coordinator's job description as **Attachment A2- Coordinator's Job Description/ Resume**. Please also complete the Contact Information found in **Appendix 3 work plan** and include it as **Attachment A3**.
3. Job descriptions for all employee positions that will be funded with this grant, and an indication of the percent of time those employees will spend in this program. Programs must recruit and hire staff who are qualified for their positions through education, experience and/or training.
4. A description of your agency's readiness for service provision commencing July 1, 2020 – June 30, 2021 taking particular note of the following: For example: Discuss your readiness in terms of the available time in schools for PREP program activities that will be carried out. Are there linkage agreements with each school that you will provide services and a timeframe for future years.
5. A description of the Local Community Coalition that will be involved with the continuation of PREP services and reducing teen pregnancy. Provide information about your agency's relationship with existing community stakeholders in the proposed geographic area to be served. Please include as Attachment A3 – Local Community Coalition Members. Specify the name, title and sector of the stakeholder and the organization represented; the nature of the relationship and the number of years the relationship has been in place. The member list included in Attachment A3 must also indicate which of the current/projected members have participated in one or more meetings to provide input into this application.
6. A description of existing linkages agreements your agency has to other community resources and services essential to the PREP program. Include copies of existing linkage agreements with this continuation application. If significant linkages do not currently exist, explain why and include a plan to establish those linkages.
7. Describe your policy & procedure for conducting background checks.
8. Applicants must be trauma-informed and demonstrate an ongoing commitment to developing/maintaining trauma informed capacity within the organization. Applicants are expected to achieve this status by 6/30/2020. Consideration for an extended deadline will be determined on a case by case basis. If applicants have not achieved Trauma Informed Agency Status as recognized through the CBAT-O Assessment tool, applicants must commit to becoming trauma-informed within an approved timeline.
9. Include as **Attachment A3 - Site Information**. The Site Information is found in **Appendix 3 (FY21 PREP Work Plan)** of this Funding Notice.

C. Quality - Description of Program/Services

At a minimum, the Provider must address each of the following components:

Describe the curriculum that will be delivered in 1) school settings (elementary, middle, and high schools, 2) juvenile justice centers, and 3) homeless shelters.

1. The applicant will create and/or enhance their existing coalition in their community with minimum representation from six organizations and sectors required on their Coalition. Applicants will ensure some of the coalition members have perspectives and expertise in youth needs, as well as connections to relevant healthcare services for youth; and can either deliver services to youth and their families or offer referrals to other providers (**Use the FY21 Work Plan, Appendix 3**).
2. Applicants will continue to assess the population to determine the three Adult Preparation Subjects to address via classroom (**Use the FY21 Work Plan, Appendix 3**).
3. Trauma Informed Practices and Capacity Development: Describe how the applicant will ensure DHS funded programs develop their capacity to ensure program youth are served in trauma informed environments and by trauma informed staff.
4. Applicants will continue to ensure that all programs are implemented in a safe and supportive environment for youth and their families, including ensuring inclusivity, integrating positive youth development practice, and using a trauma informed approach.
5. Applicants will continue to monitor reports of harassment or bullying, establish procedures for claims that violate youth safety and supportive environments, and document corrective action(s) so youth are assured that programs are safe, inclusive, and non-stigmatizing.
6. Review and/or establish inclusive policies and publicize policies prohibiting discrimination and harassment based on race, sexual orientation, gender, gender identity expression, religion, and national origin.
7. Address youth safety and supportive environment in staff training, including how to prevent and respond to harassment or bullying in all forms.
8. Implement positive youth development practices when interacting with youth in all programs and activities, including ensuring their physical and psychological safety, appropriate structure, supportive relationships, opportunities for skill building, and integration of family, school, and community efforts.

D. Evaluation

1. Providers must make a clear statement of their intention to participate in any formal evaluation of the program that may be conducted by the Department.
2. Providers must include a clear statement indicating that the agency has sufficient number of computers with internet service.
3. Providers must include a clear statement indicating their ability to collect participant data and report it via the “HUB” system.
4. Providers must include a clear statement indicating their intention and ability to provide the Entry/Exit Surveys.
5. Describe in detail the capacity and the plan to track, evaluate and report performance measures and outcomes.

E. Budget Narrative

In this section of the application/plan narrative, provide a detailed Budget Narrative of the

items allocated within your proposed budget. This will include all funds budget for the program. 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 PREP grant funds, that will be used to support the program. If sub-contractors are planned, please also describe how these funds will be utilized to implement the program.

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

1. Does your Agency maintain written procedures that minimize the time elapsing between the receipt and disbursement of grant funds?
2. Does your Agency comply with/meet the financial management standards of 2 CFR 200.302?
3. Does your Agency anticipate any immediate cash needs to implement this grant?
4. 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?

F. Continuation Plan Narrative Attachments

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

Attachment A1 – Organizational Chart

Attachment A2 – Coordinators Job Description(s)/Resume

Attachment A3 – PREP Work Plan (Contact Information, Site Information, % of time on program, School/Curriculum/Dosage Information, Adult Preparation Subjects and Coalition participants, etc.)

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

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

If Subcontractors will be used, also include the following:

Attachment C1 – Subcontractor Agreement(s)

Attachment C2 – Subcontractor Budget(s) and Narrative(s)

Attachment C3 – Copy of Federal Form W9 for the Subcontractor Agency(s)

Attachment C4 – Copy of approved NICRA for Subcontractor Agency(s) if indirect costs are included.

G. FY2021 PREP Continuation Budget

In addition to the above budget narrative, continuation budgets must be submitted electronically in the CSA system. The Budget entered into the CSA system will also include a narrative or detailed description/justification for each line in the budget and will describe why each expenditure is necessary for program implementation and how you arrived at the particular amount. Please include cost allocations as necessary. This narrative must also clearly identify indirect costs, direct program costs, and direct administrative costs within each line item as appropriate. The Budget (including MTDC base exclusions as appropriate) should clearly describe how the specified resources and personnel have been allocated for the tasks and activities described in your plan. The Budget should be electronically signed and submitted in the CSA system. The Budget must be signed by the Provider's Chief Executive

Officer and/or Chief Financial Officer. Submit a copy of your agency's W9 as **Attachment B1**. If indirect costs are included in the budget, a copy of the approved NICRA must be included with the Application as **Attachment B2**.

Please note, your FY 2021 contract **will not** be processed until your budget has been reviewed AND approved. It is critical that the budget submitted is as detailed as possible. Subcontractor budgets, budget narratives and actual sub-contracts must be submitted with this application as they need to be pre-approved. Refer to **Appendix 2** for information regarding Subcontractor Budgets. Subcontractor agreements and budgets will be submitted as **Attachment C2** of your application.

Submit as **Attachment C3** – a copy of Federal Form W9 for the Provider Agency. It is critical that the Agency name, address and FEIN number matches the information provided on the Uniform Application for State Grant Assistance submitted as part of the total Application package.

If indirect costs are included in the budget, a copy of the approved NICRA must be included with the Application as **Attachment C4**.

SECTION IV

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

Application and Submission Instructions

1. Submission Format, Location and Deadline

- A. Applications must be received at the location below **no later than 12:00 p.m. (noon) on Wednesday, May 6, 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 and copy mary.d.white@illinois.gov . The subject line of the email MUST state: "**21-444-80-0687 PREP – Mary White**". Applications will NOT be accepted if received by fax machine, hard copy, disk or thumb drive.
- B. 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.**
- C. To be considered, proposals must be submitted to DHS.YouthServicesInfo@illinois.gov by the designated date and time listed above. For your records, please keep a copy of your submission with the date and time the application was submitted along with the email address to which it was sent. The deadline will be strictly enforced.

2. Other Submission Requirements

A. Proposal Format Requirements

1. All applications must be typed on 8 1/2 x 11-inch paper using 12-point type and at 100% magnification. With the exception of letterhead and stationery for letter(s) of support, the entire application should be typed in black ink on white paper. The application must be typed single-spaced, on one side of the page, with 1-inch margins on all sides. The applications must not exceed 15 pages, including the Executive Summary, Qualifications, Quality - Description of Program/Services, Evaluation and Budget Narrative. The Uniform Application for State Grant Assistance, Attachments, Appendices, Uniform Budget Template/Narrative and FY21 PREP Work Plan forms are NOT included in the page limitation.
2. The entire application, including attachments, must be sequentially page numbered and compiled in the order specified below. **The complete application must be submitted in a single PDF document** to DHS.YouthServicesInfo@illinois.gov The subject line of the email MUST state: "**21-444-80-0687 PREP – Mary White**". Applications will ONLY be accepted by email as described herein. Hard copies, faxed copies, copies on disk or thumb drive etc. will not be accepted.
3. **The Department is under no obligation to accept applications that do not comply with the above requirements.**

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

- A. A Screenshot or statement indicating the applicants has completed Pre-Qualification steps and is currently Pre-Qualified.
- B. Statement indicating the ICQ and PRA have been completed

C. Signed Uniform Application for State Grant Assistance

D. Continuation Proposal Narrative

- Executive Summary
- Capacity - Agency Qualifications/Organizational Capacity
- Quality - Description of Program Design and Services
- Evaluation
- Budget Narrative
- Attachments to Your Application
 - Attachment A1 – Organizational Chart
 - Attachment A2 – Coordinators Job Description(s)/Resume
 - Attachment A3 – PREP Work Plan (Contact Information, Site Information, % of time on program, School/Curriculum/Dosage Information, Adult Preparation Subjects and Coalition participants)
 - Attachment B1 – Copy of Federal Form W9 for the Applicant Agency
 - Attachment B2 - Copy of currently approved NICRA if indirect costs are included.
 - If Subcontractors will be used, also include the following:
 - Attachment C1 – Subcontractor Agreement(s)
 - Attachment C2 – Subcontractor Budget(s) and Narrative(s)
 - Attachment C3 – Copy of Federal Form W9 for the Subcontractor Agency(s)
 - Attachment C4 – Copy of approved NICRA for Subcontractor Agency(s) if indirect costs are included.
- Uniform Grant Budget – The proposed budget must be entered, signed and submitted in CSA and is required for the application to be considered complete. A hard copy of this signed and submitted budget must be included with the application.

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 I.A. Eligibility Information & I.B.2. Grant Funds Use Requirements* for additional information and detail regarding SAM.

5. Intergovernmental Review

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

6. Funding Restrictions

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

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

SECTION V

The following section provides Award, Administrative and Contact Information.

Award Administration Information

1. State Award Notices.

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

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

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

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

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

2. Administrative and National Policy Requirements.

The agency awarded funds shall provide services as set forth in the DHS grant agreement and shall act in accordance with all state and federal statutes and administrative rules applicable to the provision of the services.

To review a sample of the 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 30th of each month for the preceding month by email.
- B. Quarterly data reports will be pulled from the HUB data system on or after the 15th of each month. Providers must ensure all required data is submitted to ensure accurate reports.
- C. Quarterly Narrative and Performance data reports will be submitted by email in a format

- prescribed by the Department, no later than the 30th of the month immediately following the quarter for the preceding quarter.
- D. Year-End Financial, Narrative and Performance Data reports will be submitted by email in a format prescribed by the Department, no later than 30 days following the end of the fiscal year.
 - E. Additional annual performance data may be collected as directed by the Department and in a format prescribed by the Department.

4. Payment Terms

A. Payment Determination

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

provided to the Applicant. Failure of the Applicant to provide timely, accurate and sufficiently detailed documentation will result in delayed payments and may result in a reduction to the total award.

- C. The final payment from the Department under this Agreement shall be made upon the Department's determination that all requirements under this Agreement have been completed, which determination shall not be unreasonably withheld. Such final payment will be subject to adjustment after the completion of a review of the Applicant's records as provided in the Agreement.
- D. In the event payments made by the Department to the Applicant exceed the total amount of Applicant reported and Department authorized expenditures, the Applicant will be required to issue a repayment to the Department in an amount equal to the overpayment.

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 and copy mary.d.white@illinois.gov with “**PREP FUNDING NOTICE – Mary White**” in the subject line of the email.