

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

FY 2021 Continuation Funding Notice

**Teen Pregnancy Prevention Program – Tier 1 Phase 1
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 #20-444-80-2198 through the Illinois Department of Human Services, Division of Family and Community Services for the implementation of the Teen Pregnancy Prevention - Tier 1 Phase 1 Program.

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 “**Tier 1 Phase 1 FUNDING NOTICE – Mary White**”

SECTION I

The following section provides Eligibility and Funding Information & Requirements for the Tier 1 Phase 1 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 Teen Pregnancy Prevention – Tier 1 Phase 1 program pursuant to DHS Funding Notice (#20-444-80-2198) 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

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

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 A. Eligibility Information & Section B. Funding Information and Grant 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. 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
 - ii) Internet access, preferably high-speed
 - iii) Email capability
 - iv) Microsoft Excel
 - v) Microsoft Word
 - vi) 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 Eligibility

- (a) The Applicant Agency must agree to, over the course of this grant, to implement Tier 1 Phase 1 services utilizing an Evidence-based Curriculum (EBC) 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) Evaluation Requirements: Providers will be required to participate in research and evaluation efforts as directed by the Department and/or its subcontractor(s) and collect and report data as detailed in the TPP T1P1 Process and Evaluation Implementation Plan. All Providers will be required to utilize the University of Illinois' 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 attend 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 4 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.
- 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:

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.

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

Crowe Activity Review System (CARS).

CARS will allow your organization to document your already established federally approved indirect cost rate, complete an indirect cost rate proposal (see State Negotiated Rate above), elect to charge the De Minimis rate (10%) of modified total direct costs (MTDC), or select that no reimbursement of indirect costs will be requested. Submission

requirements are located on page 2 of the Uniform Budget Template as well as 2 CFR 200 Appendices IV, V & VII.

- 1 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.
- 2 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.
- 3 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.
- 4 For more information, see <https://www.illinois.gov/sites/GATA/Pages/default.aspx>.

3. Administrative costs

It is expected that administrative costs, both direct and indirect, will represent a small portion of the overall program budget. Program budgets and narratives will detail how all proposed expenditures are directly necessary for program implementation and will distinguish between Indirect/Direct Administrative and Direct Program expenses. Any budget deemed to include inappropriate or excessive administrative costs will not be approved. *At no time may the approved NICRA be exceeded under this agreement. Documentation will be required to verify the approved NICRA.*

4. Simplified Acquisition Threshold

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

- That the grantee agency, prior to making a sub-award with a total amount of funds greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);
- That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that the awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
- That the awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under awards when completing the review of risk posed by applicants as described in §200.205 awarding agency review of risk posed by applicants.

SECTION II

The following section provides information and requirements for implementing the Tier 1 Phase 1 program.

PROGRAM DESCRIPTION/REQUIREMENTS

1. Program Description

This is a federal discretionary grant award from the Department of Health and Human Services, Office of Population Affairs (OPA) entitled Tier 1 Phase 1 (T1P1). The objective of this NOFO is to fund two direct service providers in Illinois that will replicate programs that have been proven effective through rigorous evaluation to reduce teenage pregnancy, behavior risk factors underlying teenage pregnancy, or other associated risk factors. The IDHS T1P1 program will identify how to bring effective programs to scale and build the knowledge base on understanding what elements/components/factors are important to broad program success. T1P1 direct service providers will work with vulnerable populations ages 13-19 delivering an evidence-based teen pregnancy prevention curriculum in middle and high schools, alternate schools, and community-based settings. The providers will develop or participate on community coalitions, plan and implement strategic communication and dissemination activities, and develop sustainability plans to support youth and their families to achieve optimal health.

2. Program Requirements

- A. Implement one or more evidence-based curriculum (EBC) from the Department's approved list in at least two settings (middle school, high school, or community based) to youth age 13-19, with a priority for 15-19-year-old youth in a prescribed geographic area.
- B. Create or work with an existing multi-sector Community Action Group (CAG) with a minimum representation from seven of ten sectors of the community, which include:
 - i. Parents of middle, junior high, or high school students
 - ii. Youth age 15-19
 - iii. Educators, such as teachers, counselors, principals, or administrators
 - iv. Health Care, such as Family Planning, hospitals, school clinics, or medical providers, local or regional health departments
 - v. Family Support & Social Services, such as organizations that provide substance abuse, mental health, or domestic violence services, juvenile justice services
 - vi. Transportation, such as public transportation or agencies that provide free or low-cost rides to youth for health care services
 - vii. Housing, such as public housing social service workers or homeless support services
 - viii. Faith Based, such as local churches or faith associations
 - ix. Media, such as local TV, Radio, or newspaper staff or online webpage or app developers
 - x. Local Government, such as City government, staffers from state congressional offices, park district, etc.
- C. Participate in quarterly CAG meetings and demonstrate how provider is meaningfully and authentically engaging youth, families, and caregivers throughout the development, implementation, and evaluation of the project

- D. Develop resource card promoting United Way’s 211 county wide resource and referral service and distribute to youth, parents, caregivers, and stakeholders.
 - E. Implementation sites will annually assess learning environments to determine if they are supportive of LBGQTQ and have staff that are trauma informed and understand Positive Youth Development approach using checklist provided by IDHS.
 - F. Submit report to CPRD that at least 80% of EBC participants have attended at least 75% of sessions delivered across all OPA funded communities.
 - G. Submit report to IDHS that 75% of targeted schools in service area have been contacted in person about participation in the TPP T1P1 project.
 - H. Plan for sustainability of the project beyond the grant with partner and stakeholder involvement, detailed in work plan
 - I. Quarterly upload to BOX communication materials used for dissemination of TPP project to inform stakeholders of progress in meeting goals and raise awareness of the program with youth, families/caregivers, and key stakeholders.
 - J. Submit Memorandum of Understanding (MOU) from each implementation site and implementing partner documenting existing collaboration; or develop one with 30 days of new partnership.
 - K. Develop a/recruitment/retention/exposure plan for all EBCs implemented outside the traditional middle school or high school settings (i.e. alternative schools, community-based) where participation goals are more difficult to attain due to transitional populations.
3. **Evaluation** - IDHS and its evaluation provider, the Center for Prevention Research and Development (CPRD) at the University of Illinois, will conduct process and implementation evaluation before and during project implementation to establish project merit and demonstrate and ensure the feasibility and ongoing quality improvement of both project design and performance.
- A. Provider will create a population target for each implementation site and update quarterly in the CPRD data collection system, known as “BOX” to monitor progress toward reach goals.
 - B. Provider will complete roster for each group that includes section implementation information and participant demographics and attendance.
 - C. Prior to any curriculum adaptation, provider will submit proposed adaptation to CPRD for review.
 - D. Provider will submit fidelity-monitoring logs, and TPP performance measures.
 - E. 100% of facilitators will be observed annually by trained observers
 - F. Prior to youth survey providers will:
 - i. recruit middle schools, high schools, and community-based organizations as settings for the program
 - ii. ensure that every person interacting with youth who is involved with recruitment, consents, or data collection will be a member of the Research Team and will be required to complete IRB training and sign a Collaborative Agreement.
 - iii. distribute and collect signed parent/guardian consent forms which are required for participation in the program and voluntary for participation in the evaluation
 - iv. will be required to help parents understand the purpose of the project to gain their support and willingness to allow their child to participate in the program and the evaluation.

- v. will work with schools to include the consent form either at school registration, or in the packets that come home in the first week of school, which include other consent forms, classroom expectations, etc. for parents to review and sign.
- vi. will assist community-based organizations to consent youth at the time of intake.
- vii. Will obtain youth assent for both the entry and exit survey, which will be completed during class time by facilitators who are familiar with the youth being served.
- viii. Will provide class time for completion of youth surveys and if youth does not have parent consent or youth declines assent at time of survey, provider will administer alternate activity to be completed while other students are doing survey.
- ix. require staff and subcontractors to participate in interviews with CPRD to capture lessons learned from their experiences. Interviews will focus on the program effectiveness and appropriateness of the EBCs, partnerships and the sustainability of the project, communications and disseminations, challenges encountered, need for additional support and/or training, as well as program successes.

4. **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 evidence-based education, , 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, Classroom Management, LBGQT inclusivity, 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, but it must assess participants' opinions regarding the quality and relevance of the instruction and results must be provided to PFI.

5. **Technical Assistance by the Department**

The program staff will provide technical assistance by phone, email, and on-site to ensure continuous quality improvement and compliance monitoring.

6. **Performance Measures**

- A. Evidenced based curriculum/s will be implemented in at least 2 sites
- B. CAG will have at least 7 of 10 sectors represented
- C. Provider will participate in quarterly CAG meetings and demonstrate how provider is meaningfully and authentically engaging youth, families, and caregivers throughout the development, implementation, and evaluation of the project.
- D. United Way's 211 card will be distributed to youths, parents, and stakeholders
- E. Provider will assess implementation sites to determine if they are supportive environments for youth
- F. Provider will submit report to CPRD that youth have attended sessions delivered across all OPA funded communities

- G. Provider will develop a recruitment/retention/exposure plan for all EBCs implemented outside the traditional middle school or high school settings (i.e. alternative schools, community-based) where participation goals are more difficult to attain due to transitional populations and submit to IDHS Project Coordinator
- H. Provider will create a population target for each implementation site and update quarterly in the CPRD data collection system, known as “BOX” to monitor progress toward reach goals.
- I. Provider will complete roster for each cycle that includes section implementation information and participant demographics and attendance.
- J. Provider will submit any proposed adaptations to the relevant evidence-based curriculum to CPRD. All adaptations will be submitted to the Federal Officer to determine if the adaptation is considered “minor” or “major”. Based on the answer given by the Federal Officer, the OPA adaptation process will be completed prior to implementation of the adaptation.
- K. Provider will submit fidelity-monitoring logs and TPP performance measures
- L. Provider will complete IRB training and Collaborative Agreements
- M. Plan for sustainability of the project
- N. Quarterly upload to BOX communication materials used for dissemination of TPP project.
- O. Submit Memorandum of Understanding (MOU) from each implementation site and implementing partner
- P. distribute and obtain signed parent/guardian consent which is required for participation in the program and voluntary for participation in the evaluation
- Q. Provider will help parents understand the purpose of the project to gain their support and willingness to allow their child to participate in the program and the evaluation.
- R. Provider will work with schools to include the consent form either at school registration, or in the packets that come home in the first week of school, which include other consent forms, classroom expectations, etc. for parents to review and sign.
- S. Provider will obtain youth assent for both the entry and exit survey, which will be completed during class time by facilitators who are familiar with the youth being served.
- T. Provider will provide class time for completion of youth surveys and if youth does not have parent consent or youth declines assent at time of survey, provider will administer alternate activity to be completed while other students are doing survey.
- U. Provider will require staff and subcontractors to participate in interviews with CPRD to capture lessons learned from their experiences. Interviews will focus on the program effectiveness and appropriateness of the EBCs, partnerships and the sustainability of the project, communications and disseminations, challenges encountered, need for additional support and/or training, as well as program successes

7. **Performance Standards**

- A. 80% of the evidenced based curriculum/s were implemented in at least 2 sites
- B. 50% or at minimum 4 sectors were present at 75% of CAG meetings.
- C. Provider participated in 100% of quarterly CAG meetings and demonstrate how provider is meaningfully and authentically engaging youth, families, and caregivers throughout the development, implementation, and evaluation of the project as evidenced in CAG meeting minutes.
- D. United Way’s 211 card distributed to 90% of participating youth.
- E. Provider completed LGBTQ, Trauma Informed, and Positive Youth Development checklists in each implementation site and developed work plans to address at minimum 2 areas of improvement for each checklist.
- F. Provider submitted report to CPRD that 80% of youth have attended at least 75% of sessions delivered across all OPA funded communities

- G. Provider developed one recruitment/retention/exposure plan for each community-based site and submitted to IDHS Project Coordinator
- H. Provider monitored and reported population target each quarter for each implementation site and updated quarterly in the CPRD data collection system, known as “BOX” to monitor progress of reach goals.
- I. Provider completed rosters for 100% of cycles that included section implementation information, participant demographics and attendance.
- J. Provider submitted 100% of proposed adaptations to the relevant evidence-based curriculum to CPRD prior to implementation.
- K. Provider submitted 90% of fidelity-monitoring logs and TPP performance measures by established deadlines
- L. Provider documented 100% of Research Team at provider level completed IRB training and submitted Collaborative Agreements
- M. Providers wrote initial plans for sustainability of the project within 6 months of implementation
- N. Provider submitted communication materials to BOX on quarterly basis
- O. Provider submitted MOU for every implementation site and implementation contractor.
- P. Provider distributed and obtained signed parent/guardian consents from 100% of participating youth which is required for participation in the program and 70% for participation in the evaluation
- Q. Provider helped 90% of parents understand the purpose of the project to gain their support and willingness to allow their child to participate in the program and the evaluation and referred questions about evaluation to CPRD.
- R. Provider obtained a 100% commitment of schools who had agree to participate in T1P1 to include the consent forms either at school registration, or in the packets that came home in the first week of school for parents to review and sign.
- S. Provider distributed 100% of youth assent forms for both the entry and exit survey during class time.
- T. Provider allowed sufficient class time for completion of youth surveys. If youth does not have parent consent or youth declines assent at time of survey, provider will distribute and administer alternate activities to 100% of students not participating in survey.
- U. 90% of Provider staff and subcontractors will participate in interviews with CPRD to capture lessons learned from their experiences in T1P1.

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 TPP Tier 1 Phase 1 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 Tier 1 Phase 1 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 Tier 1 Phase 1 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 youths anticipated for each school/class for the evidence-based curriculum. Also identify any risk factors targeted.
3. Name and location of service delivery sites
4. Anticipated days and hours of curriculum delivery

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:

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 Tier 1 Phase 1 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.

- Include his/her resume and Supervisor's resume. If either position has not yet been filled, present the job description (s) as **Attachment A2- Key Staff Job Description/ Resume.**
3. Please complete the Contact Information found on the first page of the work plan and include it as **Attachment A3-Work Plan.**
 4. List all employee or subcontractor positions that will be funded with this grant, and an indication of the percent of time those employees will spend in this program in the Work Plan. Programs must recruit and hire staff who are qualified for their positions through education, experience and/or training.
 5. A description of your agency's readiness for service provision commencing July 1, 2020 – June 30, 2021 taking particular note of the following: Discuss your readiness in terms of the available time in schools for Tier 1 Phase 1 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 (to be included in Work Plan).
 6. A description of the Local Community Action Group (CAG) that will be involved with reducing teen pregnancy. Provide information about your agency's relationship with existing community stakeholders in the proposed geographic area to be served. Please specify the name, 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 the Work Plan must also indicate which of the current/ members have participated in one or more meetings to provide input into this application.
 7. A description of existing linkages agreements your agency has to other community resources and services essential to the Tier 1 Phase 1 program. Include copies of existing linkage agreements with this continuation application in **Attachment A4.** If significant linkages do not currently exist, explain why and include a plan to establish those linkages. A listing of MOUs with implementation sites is required in the Work Plan
 8. Describe your policy & procedure for conducting background checks.
 9. Providers 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 as recognized through the CBAT-O Assessment tool. Please indicate if your organization has previously participated in the CBAT-O Trauma Assessment process. Describe current and planned capacity building activities designed to obtain or maintain Trauma Informed status.

C. **Quality - Description of Program/Services**

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

1. Use the FY21 Work Plan to describe the curriculum that will be delivered in school settings (middle, and high schools) and community-based settings; including any planned adaptations.
2. Use the FY21 Work Plan To describe the implantation plan, including site information, targeted grade, reach, and dosage.
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.

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 enough computers with internet service.
3. Providers must include a clear statement indicating their ability to collect participant data and report it.
4. 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 TPP TIP1 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, including the number of sub-contractors and description of services to be provided.

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?

3. FY2021 Tier 1 Phase 1 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 modified total direct cost (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.

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. Subcontractor agreements and budgets will be submitted as **Attachment B1 and B2** of your application. 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.

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: "**21-444-80-2198 Tier 1 Phase 1 - 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 submitted on 8 1/2 x 11-inch paper using 12-point font and at 100% magnification. With the exception of letterhead and stationery for letter(s) of support, the entire application should be submitted in black ink on white paper. The application must be 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 TPP T1P1 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: "**21-444-80-2198 Tier 1 Phase 1 – 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 statement or Screenshot 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** – Key Staff Job Description(s)/Resume
 - Attachment A3** – Work Plan
 - Attachment A4** – Community MOU/Linkage Agreements
 - If Subcontractors will be used, also include the following:*
 - Attachment B1** – Subcontractor Agreement(s)
 - Attachment B2** – Subcontractor Budget(s) and Narrative(s)
 - Attachment B3** – Subcontractor Contact Information (See **Appendix 4**)
 - Attachment B4** – Subcontractor Additional (See **Appendix 5**)
- E. Uniform Grant Budget – The proposed budget must be entered, signed and submitted in CSA and is required for the application to be considered complete. A hard copy of this signed and submitted budget must be included with the application.

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 A. Eligibility Information & Section I.B. Funding Information and 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. Funding Information and Grant Requirements*.

7. **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.

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 30th of each month for the preceding month by email.
- B. Quarterly data reports will be pulled from the BOX data system on or after the 15th of each month. Those data reports are:

1. Performance Progress Report (PPR)
 2. Aggregate reports (e.g. recipients served, surveys completed, etc.)
 3. All data to the Administration for Children and Families
 4. Any other reports prescribed by the Department
- C. Year-End Financial, Narrative and Performance Data reports will be submitted by email in a format prescribed by the Department, no later than 30 days following the end of the fiscal year.
- D. Additional annual performance data may be collected as directed by the Department and in a format prescribed by the Department.

4. Payment Terms

A. Payment Determination

1. **Applicants identified as low risk on the ICQ:** Applicants identified as low-risk will receive monthly advance payments. An initial 2/12 of the Award amount will be issued upon execution of the agreement; and may be rounded to the nearest \$100.00. Subsequent payments will be issued, after reconciling all current and previously reported expenditures, ensuring the Applicant maintains a 1/12 rolling advance.

2. **Applicants identified as Medium to High Risk on the ICQ:**

An annual determination will be made regarding the need for a working capital advance. This determination will be made based on information submitted by the applicant as part of the FY21 Grant Application/Plan process. Applicants will be placed in one of the following payment categories:

- 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.

5. State Awarding Agency Contact(s)

If you have questions relating to this Continuation Funding Notice, please send them via email to: DHS.YouthServicesInfo@Illinois.gov and copy mary.d.white@illinois.gov with “**TPP T1P1 FUNDING NOTICE – Mary White**” in the subject line of the email.