

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

FY21 Continuation Application Plan & Budget

RUR
Release Upon Request

DUE DATE
May 20th, 2020
12:00PM

The Department is seeking Continuation Applications from organizations currently receiving funding under Funding Opportunity #20-444-80-0710 through the Illinois Department of Human Services, Division of Family and Community Services for the implementation of the CCBYS program

Please send any questions regarding this continuation application to

DHS.YouthServicesInfo@Illinois.Gov

The subject line of your e-mail must include the name of your agency (or acronym) and "RUR FY 2021 Application Question."

Section I

The following section provides Eligibility and Funding Information & Requirements for the RUR 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 RUR program in the past 12 months pursuant to DHS Funding Notice (#20-444-80-0710) AND continue to meet the additional eligibility criteria below. Failure to provide the requested information as outline 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 G** 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 applicant.

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

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

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

5. **Pre-Award Requirements**

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

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

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

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.

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. RUR grantees **must** hold a valid Child Welfare Agency license issued by the Department of Children and Family Services (See 89 IL Admin Code 401 Licensing Standards for Child Welfare Agencies.) A copy of your agency's Child Welfare License or permit is to be included in **Attachment 1**.
- b. If a RUR grantee subcontracts the direct service delivery of crisis intervention and placement

- services, the subcontractor, like the grantee, **must** also hold a valid Child Welfare Agency license issued by the Department of Children and Family Services. A copy of the Child Welfare License for each proposed subcontractor must be included in **Attachment 1**.
- c. Grantees agree to remain in compliance with the licensing requirements of the Child Care Act of 1969, as amended, including all applicable rules promulgated by the Department of Children and Family Services pursuant to the Child Care Act with any and all other applicable standards prescribed by State or Federal law or regulations.
 - d. Grantees **must** hold a current Child Welfare Agency license issued by the Department of Children and Family Services (See 89 IL Admin Code 401 Licensing Standards for Child Welfare Agencies.)
 - e. **Technology:** Agencies awarded funds through this funding notice **must** have a computer that meets the following minimum specifications for the purpose of utilizing the required DHS eCornerstone web-based reporting system and the receipt/submission of electronic program and fiscal information:
 - Internet access, preferably high-speed
 - Email capability
 - Microsoft Excel
 - Microsoft Word
 - Adobe Reader
 - f. **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.*).
 - g. **Other Application Eligibility Requirements:**
The Applicant Agency must demonstrate a thorough knowledge and understanding of the Cook County Juvenile Court as well as a thorough knowledge and understanding of the DHS funded RUR network and services as the RUR program is directly connected to these programs and services. The applicant must have a working knowledge of both the child welfare and juvenile justice systems.

B. Funding Information and Requirement

1. Funding Information

- a. This award is a mixture of Federal and State funding and has a required match as described below. This is considered a Continuation Application for renewal funding.
- b. In FY2021 the Department anticipates the availability of approximately \$195,112 in General Revenue funds and \$41,388 in Federal Title XX Social Services Block Grant Donated Funds initiative (DFI) funding for a total award of \$236,500.
- c. **The grant period will begin no sooner than July 1, 2020 and will continue through June 30, 2021.**
- d. Contracts will NOT be processed until after the proposed budget has been reviewed and approved by DHS. To avoid an unnecessary delay in the processing of the FY21 contract, please ensure proposed project budgets are entered into CSA and that narratives are sufficiently detailed and justified to be approved by DHS.
- e. 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 provider shall retain sole responsibility for the performance of the subcontractor.
- f. The release of this Continuation Application 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.
- g. All funding is subject to sufficient appropriation by the General Assembly.

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. Administrative Cost Rate Requirements:

Funding allocated under this grant 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. 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. Documentation will be

required to verify the approved NICRA. If indirect costs are included in the budget, a copy of the approved NICRA must be included as **Attachment 2**.

e. **Indirect Cost Rate Requirements:**

In order to charge indirect costs to a grant, agencies must have an annually negotiated indirect cost rate agreement (NICRA) or elect to charge the De Minimis Rate.

- **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.
- **State Negotiated Rate.** The organization must negotiate an indirect cost rate with the State of Illinois if they do not have Federally Negotiated Rate or elect to use the De Minimis Rate. If an organization has not previously established an indirect cost rate, an indirect cost rate proposal must be submitted to the State of Illinois through the indirect cost rate system, CARS, no later than three months after the effective date of a state award. If an organization previously established an indirect cost rate, the organization must annually submit a new indirect cost proposal through CARS within six months after the close of the grantee's fiscal year. All grantees must complete an indirect cost rate negotiation or elect a De Minimis Rate election in CARS – otherwise indirect costs will be subject to disallowance.
- **De Minimis Rate.** An organization that has never received a State or Federally 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.

Documentation will be required to verify the approved NICRA. At no time may the approved negotiated indirect cost rate agreement (NICRA) be exceeded. If programs elect to use the De Minimis rate, is critical that program budgets accurately calculate the MTDC base. Please see the regulation below and note the exclusions to MTDC.

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

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

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

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.

3. **Match Requirements**

Providers are required to provide in-kind and/or financial match from local public or private resources to supplement the RUR grant. Funds for this grant will be a mixture of state general revenue (GR) and

federal funding. Please read carefully below as the match requirement and approved sources are different for State and Federal funds.

a. State General Revenue (GR) Funds:

The state funding requires a 10% match calculated as follows:

- GR grant amount x .10 = required match for the GR portion/contract. Example: \$100,000 GR RUR Grant = \$100,000 x .10 = \$10,000 required match.
- Approved sources include in-kind or financial match from local public or private resources. This may include federal funding sources but may not include other state funds. By claiming a dollar as match, you will be held accountable for ensuring that the same dollar is not being claimed as match to any other source.

b. Federal Funds:

- The federal portion may not exceed 75% of the total including match. Therefore, a 25% match is required for this federal portion of funds. It is calculated as follows:
- Federal grant amount / .75 = total amount that must be documented to meet required match. Subtract the federal grant amount from this and you will have the required match. Example: \$100,000 Federal RUR Grant = \$100,000 / .75 = \$133,333.33. \$133,333.33 - \$100,000 = required match of \$33,333.33.
- Approved sources of in-kind and financial cash match include local public or private resources. This match may not include federal funding sources or other state funds. By claiming a dollar as match, you will be held accountable for ensuring that the same dollar is not being claimed as match to any other source and that the source of the match is from approved sources.
- Cash Match Sources: The match may be made up of Mental Health Boards, United Way funds, corporations, local taxes, fund raising, revenue generated through client vocational training activities or certification of expenditures by local government.
- In-kind Match Sources: The match can include volunteers, under the supervision of qualified staff, that assist in providing direct services, facility space donated for use and provision of direct services, program supplies, goods, and services donated to assist in the provision of direct services, equipment loaned or donated for the provision of direct services, direct services of provider staff after normal work hours - these staff must not be associated with the program.

c. Additional Federal Match Requirements:

- Of the 25% match required- a portion must be cash and a portion may be in-kind. A minimum of 10% must be a financial cash match. The remaining amount may be in-kind or financial. The in-kind match may NOT exceed 15%. The 10% and 15% are based on the total grant plus match and are calculated as follows:
- 10% example: \$100,000 Federal RUR Grant = \$100,000 / .75 = \$133,333.33. \$133,333.33 X .10 = minimum required cash match of \$13,333.33. 15% example: \$100,000 Federal RUR Grant = \$100,000 / .75 = \$133,333.33. \$133,333.33 X .15 = maximum allowed in-kind match of \$19,999.99.

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 RUR program.

PROGRAM DESCRIPTION/REQUIREMENTS

A. RUR Program Description

The Release Upon Request (RUR) program is operational in Cook County only and is the result of a consent decree. The program serves youth who have been ordered released from the Cook County Temporary Juvenile Detention Center but remain there because a parent, guardian or custodian has failed to accept custody.

Not-for-profit community-based providers see that the young person is removed from detention within 24 hours of referral and then focus on reunifying the family. Youth may be placed in group homes or foster care for up to 21 days but remain in the legal custody of the parent or guardian. Local providers work closely to coordinate services with the court, the detention center, probation officials and the family.

B. Program Deliverables

Release Upon Request program includes the following services:

1. Pre-adjudicatory youth who are released upon request to a designee of the Department, who cannot be placed in alternative placements agreed to by the youth's parent or guardian, will be placed in licensed foster or group homes that have been specially trained to deal with this population of youth. Placement may be made for up to 21 days. Placements may be extended beyond the 21-day period with the approval of the Court Liaison.
2. Standardized intake and assessment on all youth referred for service including an interview with the youth's parents or guardians and other appropriate family members. During this interview, the worker is expected to gather sufficient information to determine what further services will be appropriate.
3. A client service plan shall be developed within 48 hours following placement of the youth. The plan will be monitored by the Court Liaison. Each youth and family served shall have a written client service plan established between the service provider, youth, and family served. The service plan shall be extended for more than 21 days and shall include a recommended plan for after-care.
4. The service provider will call the Court Liaison with a progress report on each case on a weekly basis and will submit a Service Report on each case monthly. When a case has been closed, the service provider will notify the Liaison and submit the closing Service Report.
5. A confidential record keeping system, which includes a central standardized file on all clients, will be developed and maintained. Files on each client shall include the intake/assessment, legal documents, care plan, agreements for care, and case notes reflective of the ongoing care and services to the youth.
6. The target population includes any non-DCFS ward, under age 18 years, who:
 - a. is the subject of a delinquency petition but not yet adjudicated; and who,
 - b. subsequent to a detention hearing, has been released by the court by an order to release the youth upon request to a parent, guardian, or custodian; but,
 - c. remains in detention because no one has appeared within seven (7) days of the RUR order to accept custody.
 - d. Youth meeting the eligibility criteria will be accepted, with the exception of youth who are illegal aliens. Youth who are illegal aliens will be referred to the U.S. Immigration and Naturalization Services.
7. The implementation of the client service plan shall include the following:
 - a. Counseling is provided to youth and families to assist them in resolving or coping with problems, as well as identifying, obtaining and using community resources and services. Problems addressed include, but are not limited to:
 - unsatisfactory parent-child relationships,
 - marital discord,

- inadequate home management,
 - housekeeping or childcare practices,
 - parental illness,
 - handicap,
 - desertion or absence, and
 - physical or mental handicap; or behavior of the youth which adversely affects his/her ability to adjust to family, school, or community.
- b. Advocacy services are provided for youth and their families to assist them in resolving personal, family and social/institutional problems. Advocacy services include activity with the youth that provides: emotional support; role modeling; personal and family resource development; accompanying the youth and family to appropriate court appearances and appointments with court personnel; and providing or arranging for transportation for a youth.
8. Providers of youth services will ensure that linkages and referral procedures are formed with other community programs which provide their own program. Agreements should be established with drug, alcohol and mental health treatment programs, and with Comprehensive Community-Based Youth Services (CCBYS) providers.
9. The Provider will develop a plan of aftercare for the youth and family. The plan may recommend the continued involvement of the current service provider or may suggest that the case be followed-up by the local service provider of the CCBYS system or other social service agencies.
10. The Provider will make a diligent effort to assure that the youth continues to attend classes in the school he/she regularly attends. If the youth is not currently attending school, the Provider will develop suitable educational options for the youth, and/or assist the youth in re-enrolling in school.
11. Time frames and terminations
- a. Services must be short-term. Generally, no service longer than 30 days will be authorized. Agencies must demonstrate why goals cannot be achieved within the 30-day period and what would be achieved by providing longer services; and obtain permission from the Court Liaison for service beyond 30 days. An aftercare period up to an additional 90 days may be allowed, if indicated.
- b. Cases will be closed under the following circumstances:
- Successful reunification;
 - Lack of cooperation on the part of the youth and/or family;
 - Youth is arrested while in placement;
 - Youth runs away;
 - The youth has been referred back to court on a new petition;
 - The youth returned to court on the original delinquency petition; or,
 - The case is transferred to the full responsibility of another agency.
12. The referral procedures shall consist of the following:
- a. Initial Contact
If an RUR order is entered, and a parent, guardian or custodian does not appear to assume custody of the youth within 24 hours, the court will set a date for a rehearing, no later than seven (7) days after the original order, and will issue a summons to the youth's parent, guardian, or custodian to appear. If a parent, guardian or custodian does not appear to assume custody of the youth by the day prior to the re-hearing, the court will alert the Court Liaison of the case's status. At the request of the Court Liaison, contact with the youth and family can be initiated, up to a maximum of six (6) hours of service prior to the re-hearing. The Liaison will notify the appropriate service provider of the pending case and the date and time of the re-hearing.
- b. Order for Temporary Service
If the youth's parent, guardian, or custodian does not appear to assume custody at the second hearing, the judge may enter an Order for Temporary Service releasing the minor

- upon request to a designated service provider authorized by the Department to provide placement and other services for the youth. A probation officer will contact the Court Liaison who will then refer the case to the appropriate service provider. Within 24 hours of the referral, the service provider will appear at the Juvenile Temporary Detention Center to pick up the youth and transport him/her home or to a designated foster or group home.
- c. Each Order for Temporary Service will contain a date and time for a hearing, within 72 hours of the issuance of the Order, scheduled to determine whether parental consent for placement has been obtained. If parental consent is obtained within 48 hours of placement, the Provider will contact the Court Liaison who will inform the Office of the State's Attorney that the hearing will not be necessary.
 - d. If parental consent has not been obtained or, after diligent effort on the part of the Provider, the Court Liaison determines that reunification is not likely, the Liaison will appear at the scheduled hearing to advise the court of the matter and to seek further direction from the court.
 - e. Materials to be Provided
Prior to the re-hearing, a probation officer will be assigned to prepare a release report to be presented at the hearing. When a youth is to be released to the Department's designated Provider, the officer will provide a copy of the release report, the Order for Temporary service, any medical information, the release order from the Juvenile Temporary Detention Center and any other pertinent information to the Court Liaison. The Liaison will assure that copies of these reports are distributed to the Provider when the youth is picked up at the Juvenile Temporary Detention Center.
13. Services are directed toward helping the youth and his/her parents resolve and cope with family problems and disruptive behaviors in order to return the youth to his/her family home after placement.
 14. The expected outcomes are as follows:
 - a. 100% of youth referred to the Department, pursuant to an Order for Temporary Service, will be removed from the Juvenile Temporary Detention Center within 24 hours of referral.
 - b. Demonstration that a high proportion of families and youth served achieved the goals of their service plan, including the goal of family reunification.
 15. In the case where the service provider determines that reunification is not likely, the Provider will contact the Court Liaison. The Liaison will contact the Department and the Office of the Cook County State's Attorney, Juvenile Justice Bureau, and they will review the case and determine what further action will be taken. The Provider will make a written report to the Court Liaison relative to the findings which lead to the conclusion and will participate in all staffings convened relative to the development of a plan.
 16. The court has made provision to return the case to court in the event that parental consent cannot be obtained. The Provider will notify the Court Liaison if parental consent for placement has not been obtained within 48 hours. The Liaison will then appear at the scheduled hearing to advise the court of the matter and to seek further direction from the court.
 17. Youth who are ordered released upon request to a designee of the Department and who are subject to the interstate compact agreement will be referred to an agency designated to work with such referrals. That agency, along with the Court Liaison, will work towards reunification.
 18. Youth placed in the RUR program remain in the legal custody of the parent(s) or guardian during the period of service. Consent to medical care of youth in the RUR program remains the right and responsibility of the youth's parent(s) or guardian. When the youth's parent(s) or guardian refuses to consent to emergency medical care or when the parent(s) or guardian cannot be contacted, a hospital or physician licensed to practice medicine in all its branches may render emergency treatment per "An act in relation to the execution of consents by minors to the performance of medical or surgical procedures." (Illinois Rev. Stat. 1983, ch. 111, par. 4503).
 19. For the purposes of program monitoring and reporting:
 - a. The Court Liaison will serve as program and fiscal monitor.

- b. The Provider will provide the Department with requested monitoring and evaluation information and understands that the appropriate Department staff and the Court Liaison may monitor and evaluate services of the program. Monitoring may include:
 - On-site visits to providers, including inspection of client files and fiscal records.
 - Telephone monitoring of service via contact with providers and a sample of youths and families receiving service.
 - Periodic audits.
 - c. Records will include at least the following:
 - A written Client Service Plan signed by the agency worker and, preferably, the youth and family.
 - A copy of each Service Report (CFS-375) filed with the Court Liaison at the end of each month or partial month of service.
 - Written copy of a report filed with the Court Liaison at the time services are terminated to a youth and family, which includes a brief statement relative to the service provided, the service outcome(s) and the recommendation(s) for aftercare/follow-up to the youth and family.
20. The Provider will perform criminal background and CANTS checks on personnel coming in direct contact with the clients.
 21. The Provider agrees to send a minimum of one staff representative per program grant to attend mandated regional and/or statewide meetings sponsored by the Department.
 22. Program Plan and Deliverables: The Provider shall submit an annual program plan and program reports in the format defined by the Department.
 23. The Provider will report participant, case planning and service delivery data to DHS utilizing the eCornerstone system.
 24. The Provider will maintain a collaborative working relationship with the local DHS Family and Community Resource Center(s) (FCRCs). This will include communicating the Provider agency's job openings to the local FCRCs, as well as regularly participating in the local FCRCs' regional service provider meetings.

C. RUR- Performance Measures

The expected outcomes are as follows:

1. Youth referred to the Department, pursuant to an Order for Temporary Service, will be removed from the Juvenile Temporary Detention Center within 24 hours of referral.
2. Clients will receive a YASI (Youth Assessment Screening Instrument) upon entrance into the program.
3. Client service plans will be developed within 48 hours following placement of the youth.
4. Youth served (not referred/returned to court) will be in a family/long-term living arrangement at case closure.
5. Youth served (not referred/returned to court) will achieve goals in their case plan.

D. RUR- Performance Standards

1. 100% of youth referred to the Department, pursuant to an Order for Temporary Service, will be removed from the Juvenile Temporary Detention Center within 24 hours of referral.
2. 100% of youth enrolled in the program will have a YASI assessment completed.
3. 100% of youth served will have a service plan developed within 48 hours of placement.
4. 75% of youth served will be in a family/long-term living arrangement at case closure.
5. 80% of youth served will achieve one or more goals or their case plan.

Section III

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

Application Submission Information

1. Address to Request Application Package

Application materials are provided throughout this announcement. Appendices will be made available in user/printer friendly format and may be found on the Illinois Department of Human Services web site at [this link](#). Additional copies may be obtained by contacting the contact person listed below.

Each applicant must have access to the internet. The Department's web site will contain information regarding the application and materials necessary for submission. Questions and answers will also be posted on the Department's website as described later in this announcement. It is the responsibility of each applicant to monitor that web site and comply with any instructions or requirements relating to the continuation application.

Contact Person

Nathan Roth, Program Administrator
IDHS, Division of Family & Community Services
Bureau of Youth Intervention Services
823 East Monroe
Springfield, Illinois 62701
DHS.YouthServicesInfo@illinois.gov
Phone: 217-557-2943

2. Content and Form of Application Submission.

A. Uniform Application for State Grant Assistance

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

B. Continuation Plan Narrative Instructions

Continuation applicants must submit a plan that contains the information outlined below:

1. Agency Qualifications/Organizational Capacity

Please provide the information below. For items 1-5 please address changes that have occurred over the past year. If no changes have occurred, please indicate such.

- a. If organizational changes have occurred related to the program, please provide a current organizational chart of the applicant organization, showing where the program and its staff will be placed including subcontractors if used. Please include this as **Attachment 3**.
- b. Identify any changes in key staff positions that will be responsible for the program. Present the resume of the RUR Coordinator; Agency Director and Fiscal Manager as **Attachment 4** of your proposal if there have been turnover in these positions.
- c. Discuss any changes to the physical space where RUR program activities will be carried out.
- d. Discuss any changes to your licensed overnight placements for youth.
- e. Provide a description of existing linkages and/or referral procedures your agency has to other community resources and services essential to the positive development of youth, including police, probation and education services. Include copies of signed, current or expected linkage agreements in **Attachment 5** of your application.
- f. Describe your procedure for conducting background checks.
- g. Include as **Attachment 6** the FY2021 Program Contact Information Forms for the

- Grantee agency and any Subcontractors (see Appendices B and C).
- h. Include Sub-Contractor Contact Information Forms as appropriate as **Attachment 7** (see **Appendix D**). Also include in **Attachment 7** copies of corresponding subcontractor agreements.
Note: Subcontractor budgets and narratives will be included in the application's Budget and Budget Narrative section.
 - i. Include as an **Attachment 8** the Program Site Information and the Program Placement Options Form(s) (see Appendices E and F).

2. Description of Program Services

The purpose of this section is for the applicant to provide a clear and accurate picture of its intended program design. At a minimum, the application must address each of the following components:

- a. **24/7 Crisis Response System:** Describe your 24/7 crisis response system and staffing. Describe the policies and procedures utilized to ensure adequate system response. Describe how this number is marketed to the public, to law enforcement, etc.
- b. **Intake, Assessment, and Client Services Plan:** Describe your agency's standard intake and assessment process. Also explain your agency's process for developing an effective Client Service Plan.
- c. **Performance Measures:** Please describe how your program design and implementation policies will ensure that RUR Performance Measures will be met in FY21:
- d. **eCornerstone:** Describe how eCornerstone will be utilized to document all youth served in the program.

3. Program Summary Report

Part 1 - Please provide a summary of your agency's RUR services during the previous year. Include a detailed description of how your agency served the target population as defined in *Section II RUR Program Description*, as well as how your agency met performance measures during the previous year.

Part 2 - Provide at least one anecdotal story (story of an individual youth/family) AND/OR at least one program success story (story of general program success – multiple youth/families or community) from the previous year. *This story may be used in a public report, so please do not use actual names (pseudonyms are ok) or any other personally identifiable client information.

4. Uniform Grant Budget

Complete the Uniform Grant Budget in the CSA system. For more information about how to access the CSA system, see <http://www.dhs.state.il.us/page.aspx?item=61069>. For instructions about how to enter a budget into the CSA system, see **Appendix G**. For EACH cost item listed in the budget worksheet, a detailed justification must be included in the narrative section. This justification should describe specifically how the budgeted amount was derived. The justification must also directly correlate the expenditure to the grant program – why/how it is necessary under the grant. Items being cost allocated must be fully detailed as to the method utilized. The Budget and Budget narratives should be prepared to reflect a budget period from January 1, 2021 – June 30, 2021. The Budget should be electronically signed and submitted in the CSA system. The budget must be signed by the applicant's Chief Executive Officer and Chief Financial Officer. See <http://www.dhs.state.il.us/page.aspx?item=95350> for more information about requesting CSA budget signoff authority.

If indirect costs are included in the budget, a copy of the approved NICRA must be included with the Application as **Attachment 2**.

Subcontractor budgets, budget narratives and actual sub-contracts must be submitted with this application plan as they need to be pre-approved. Please use this [Uniform Grant Budget](#) form for subcontractor budgets.

5. Budget Narrative

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

- a. Please restate and provide a response to each of the following questions as part of your FY21 Budget Narrative.
 - Does your Agency maintain written procedures that minimize the time elapsing between the receipt and disbursement of grant funds?
 - Does your Agency comply with/meet the financial management standards of 2 CFR 200.302?
 - Does your Agency anticipate any immediate cash needs to implement this grant?
 - 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?

6. Continuation Application Package Contents

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

- a. Signed Uniform Application for State Grant Assistance
- b. Continuation Plan Narrative
 - Agency Qualifications/Organizational Capacity
 - Description of Program/Services
 - Attachments to Your Application
 - Attachment 1 Copy of Current Child Welfare License or Permit(s)
 - Attachment 2 Copy of Currently Approved NICRA if indirect costs are included in the budget (include subcontractors' approved NICRA if applicable)
 - Attachment 3 Organizational Chart
 - Attachment 4 Résumé of RUR Coordinator, Agency Director, and Fiscal Manager
 - Attachment 5 Linkage Agreements with other Service Providers & Referral Sources
 - Attachment 6 Program Contact Forms (Agency & Subcontractor)
 - Attachment 7 Subcontractor Information Forms (if applicable)
 - Attachment 8 Program Site Information/Placement Option Forms
 - Attachment 9 Copy of Agency's Current Federal Form W9
- c. Program Summary Report
- d. Uniform Grant Budget must be submitted in CSA, however, subcontractors' budgets and narratives if applicable must be included here and are NOT entered into the CSA system.
- e. Screenshot verifying Pre-Qualification

SECTION IV

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

Submission Dates and Times

A. Submission Format, Location and Deadline

1. Applications must be electronically received at the location below **no later than 12:00 p.m. (noon) on Wednesday May 20, 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 Nathan.Roth@illinois.gov. The subject line of the email **MUST state: "21-444-80-80-0710-01 - Nathan RUR"**. Applications will NOT be accepted if received by fax machine, hard copy, disk or thumb drive.
2. All applicants are strongly encouraged to **submit the completed grant application (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.**
3. To be considered, proposals must be submitted to DHS.YouthServicesInfo@Illinois.gov by the designated date and time listed above. For your records, please keep a copy of your submission with the date and time the application was submitted along with the email address to which it was sent. The deadline will be strictly enforced.
 - a. Complete applications must be **received** by the due date and time at the email address below. Application submissions or delivery to any other address, including other DHS offices, may not be considered for funding.

Nathan Roth, Program Administrator
IDHS, Division of Family & Community Services
Bureau of Youth Intervention Services
823 East Monroe
Springfield, Illinois 62701
DHS.YouthServicesInfo@illinois.gov
Phone: 217-557-2943

- b. Complete applications **must be received by the Department at the specific location no later than 12:00 PM (noon), on Wednesday, May 20th, 2020**. Any applications received after the deadline will be designated late and may not be considered for funding. Applicants will receive an email confirmation within 48 hours of receipt notifying them that their application was received and if it was received by the due date and time. This email will be sent to the email address provided in the application. Applications received after the due date will be considered late submissions which may result in the rejection of the application and denial of a grant award under this continuation application.
4. **Other Submission Requirements**
 - a. **Proposal Container and Format Requirements**

All applications must be typed on 8 ½ x 11-inch paper using 12-point type and at 100% magnification. With the exception of letterhead and stationery for letter(s) of support (not required), the entire proposal should be typed in black ink on white paper. The program narrative must be typed **single-spaced**, on one side of the page, with 1-inch margins on all sides.

The entire application, including attachments, must be sequentially page numbered and compiled in the order specified below. The complete application must be compiled into a single PDF document.

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

1. Uniform State Grant Application
2. A screenshot or statement indicating the applicants has completed Pre-Qualification steps and is currently Pre-Qualified.
3. Statement indicating the ICQ & PRA have been completed.
4. Proposal Narrative
 - Executive Summary
 - Capacity - Agency Qualifications/Organizational Capacity
 - Need - Description of Need
 - Quality - Description of Program Design and Services
 - Budget Narrative
 - Attachments to Your Application
 - A1 - Copy of Current Child Welfare License or Permit(s)
 - A2 - Copy of Currently Approved NICRA if indirect costs are included in the budget (include subcontractors' approved NICRA if applicable)
 - A3 - Organizational Chart
 - A4 - Résumé of RUR Coordinator, Agency Director, and Fiscal Manager
 - A5 - Linkage Agreements with other Service Providers & Referral Sources
 - A6 - Program Contact Forms (Agency & Subcontractor)
 - A7 - Subcontractor Information Forms (if applicable)
 - A8 - Program Site Information/Placement Option Forms
 - A9 – Copy of Agency's Current Federal Form W9
5. 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.

5. 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. Eligibility Information & Grant Funding Requirements* for additional information and detail regarding SAM.

6. Intergovernmental Review

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

7. 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.

8. 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 is subject to Simplified Acquisition Threshold. Refer to *Section I.B.2. Grant Funds Use Requirements*.

Section V

The following section provides Award, Administrative and Contact Information.

Award Administration Information

1. State Award Notices.

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

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

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

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

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

2. Administrative and National Policy Requirements.

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

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

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

3. Required Reporting

- A. The Provider will submit monthly and quarterly 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 eCornerstone data system on or after the 30th of each month. Providers must ensure all youth referred to and served in the HY program are entered into the Departments eCornerstone data system as required 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 Determination

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 one-month advance payments will be issued, after reconciling all current and previously reported expenditures to include ensuring required match has been met, thereby enabling the Applicant to maintain 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, including required match.
 - 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 and required match.

- B. The Department will compare, as applicable, the amount of the initial advance/working capital payment made to date with the documented expenditures, including required match, provided to the Department by the Applicant.

1. **Applicants identified as low risk on the ICQ:** In the event the documented expenditures, including required match, provided by the Applicant justify the level of award previously advanced and meets the minimum match required for same, the Department will reconcile these expenditures earned and process a subsequent reimbursement payment to include a 1/12 (30 day) advance payment. In the event the documented expenditures, including required match, provided by the Applicant does not justify the level of award previously advanced, the Applicants future advance payments may be withheld or reduced until such time as the expenditure documentation provided by the Applicant meets the required match and equals the amounts previously provided to the Applicant thereby ensuring each payment advanced does not exceed 1/12 (30 day) 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.

The Department will review documented expenditures, including required match to determine if the expenditures are acceptable and to determine if a sufficient level of match has been reported to earn full payment. If a sufficient level of match is reported in the expenditure report, the Department will issue a full advance payment based on the acceptable reported expenditures. With the exception of the initial prospective payment, **if an insufficient level of match is reported, the Department will issue a partial payment, or no payment, based on the reported amount of match.** In the event the documented services provided by the Provider do not justify the level of award being provided to the Provider, future payments may be withheld or reduced until such time as the expenditure documentation provided by the Provider equals the amounts previously provided to the provider. **Payments may be withheld or reduced until such time as the documented match reaches the appropriate level** when compared to reported grant funded expenditures.

a. **State General Revenue (GR) Social Services Block Grant (SSBG) Backed Funds**
Match Requirement = 10%

- Minimum Required Match: (Grant expenditures X .10 = Minimum Match Required for expenditures.)
 - Earned Payment: (Match / .10 = earned payment).
- i. Example 1 – Full Payment/Advance payment: Prior unearned advance = \$17,000. Total reported expenditures in month = \$20,000. \$17,000 charged to the grant and \$3,000 claimed as match. In this example the prior advance payment would be earned (\$17,000). $\$17,000 \times .10 = \$1,700$. The match reported here is \$3,000. This exceeds the required 10%, therefore the prior advance payment will have been earned and a full advance payment would be issued.
 - ii. Example 2 – Partial Payment/Partial Advance: Prior unearned advance \$17,000. Total reported expenditures = \$20,000. \$19,000 charged to the grant and \$1,000 claimed as match. In this example only \$10,000 of the prior advance payment will be earned (\$10,000). $\$19,000 \times .10 = \$1,900$. The match reported here is only \$1,000, this is less than the required \$1,700 necessary to earn the prior advance and short of the \$1,900 necessary to earn the full payment of the additional \$2,000 claimed beyond the advance. Therefore, only \$10,000 of the prior advance will be considered earned and the next month advance payment will be reduced by the unearned portion (\$7,000).

Total eligible payment for each month will be based on cumulative reported expenditures thereby ensuring that an under match or an over match in any given month will be considered in the overall payment eligibility determination.

b. **Federal Funds (FF) Donated Funds Initiative (DFI)**

Match Requirement = 25% of Grant + Match Grant funded expenditures must account for no more than 75% of the total reported expenditures.

- Minimum Required Match: (Grant expenditures / .75 - Grant expenditures = Minimum Match Required for expenditures.)
 - Earned Payment: (Match / .25 - match = earned payment)
- i. Example 1 – Full Payment/Advance Payment: Prior unearned advance = \$15,000. Total reported expenditures in month = \$20,000. \$15,000 charged to the grant and \$5,000 claimed as match. In this example the prior advance payment would be earned (\$15,000). $\$5,000 / .25 - \$5,000 = \$15,000$. The match reported here is \$5,000. This meets the required match required: 25% of Grant + Match, therefore the prior advance payment will have been earned and a full advance payment would be issued.
 - ii. Example 2 – Partial Payment: Prior unearned advance \$15,000. Total reported expenditures = \$20,000. \$17,000 charged to the grant and \$3,000 claimed as match. In this example only \$9,000 of the prior advance payment will be earned. $\$3,000 / .25 - \$3,000 = \$9,000$. The match reported here is only \$3,000, this is less than the required \$4,950 necessary to earn the prior advance and short of the \$5,610 necessary to earn the full payment of the additional \$2,000 claimed beyond the advance. Therefore, only \$9,000 of the prior advance will be considered earned and the next month advance payment will be reduced by the unearned portion (\$6,000).

Total eligible payment for each month will be based on cumulative reported expenditures thereby ensuring that an under match or an over match in any given month will be considered in the overall payment eligibility determination.

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

Applicants will be placed in one of the following payment categories:

- a. For applicants that receive an initial working capital advance payment, this advance payment must be earned before any additional payments will be issued to the grantee. Once this advance payment is earned, subsequent payments will be issued on a reimbursement basis. An advance payment will be considered earned when both the reported grant expenditures meet or exceed the grant payment advance AND the reported match meets or exceeds the amount required to earn the advance payment.

(Refer to Section B1 above for information and examples on calculating required match and earned payments by grant fund source.)

Subsequent grant payments will be made on a reimbursement basis only. The Department will review documented expenditures, including required match to determine if the expenditures are acceptable. If a sufficient level of match is reported in the expenditure report, the Department will issue a full payment based on the acceptable reported expenditures. If an insufficient level of match is reported, the Department will issue a partial payment, or no payment, based on the reported match. Payments may be withheld or reduced until such time as the documented match reaches the appropriate level when compared to reported grant funded expenditures.

- b. For applicants that do NOT receive a working capital advance payment, grant payments will be made on a reimbursement basis only. The Department will review documented expenditures, including required match to determine if the expenditures are acceptable. If a sufficient level of match is reported in the expenditure report, the Department will issue a full payment based on the acceptable reported expenditures. If an insufficient level of match is reported, the Department will issue a partial payment, or no payment, based on the reported match. Payments may be withheld or reduced until such time as the documented match reaches the appropriate level when compared to reported grant funded expenditures.

(Refer to Section B1 above for information and examples on calculating required match and earned payments by grant fund source.)

- C. In the event the documented services provided by the Applicant do not justify the level of award being provided to the Applicant, the Department may reduce the overall grant award. 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.
- D. 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.
- E. 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)

Questions and Answers

If you have questions relating to this Continuation Application, please send them via email to:

DHS.YouthServicesInfo@Illinois.gov with “RUR FUNDING NOTICE - Nathan” in the subject line of the email.