



DHS Day Program:
Recruitment and Retention Program
March 18, 2024

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Help
is here

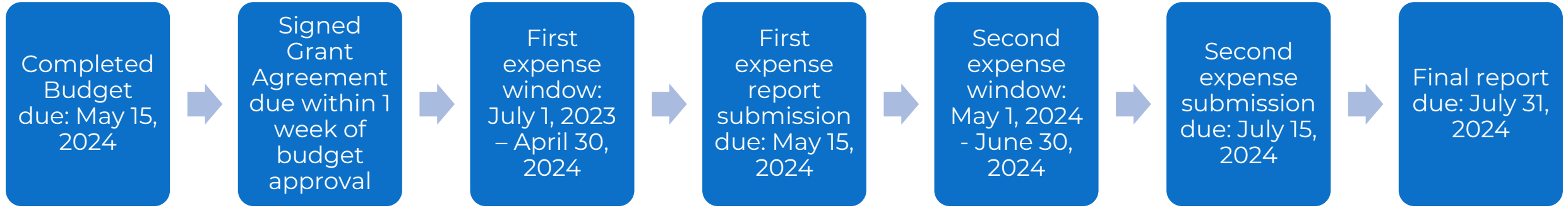
DHS Day Program: Recruitment and Retention Program

Program Overview

Based on FY23 supplemental funding appropriated to the Division of Developmental Disabilities (DDD) by the Illinois General Assembly, DDD will be disbursing the \$12.5M to day program providers across the Adult Waiver and Intermediate Care Facility (ICF) systems to include Community Day Services (CDS), Supported Employment Program (SEP), and Developmental Training (ICF). There are areas of Illinois that are day programming deserts, where no CDS or SEP programming exists. This program aims to support these areas with access to funding to support their work and provide training and development to their employees.



Timeline



Note: Submit your budget as soon as your organization is able.

[DD Payments for Recruitment and Retention Program](#)

Requirements per the State of Illinois Uniform Grant Agreement (UGA)

It is important to carefully review all terms of the grant agreement for your award.

- Terms for grantee certifications and representations can be found in **Part I Terms: Articles III**
- Terms for the purpose of the grant, scope of service, and program objectives can be found in **Part I Terms: Exhibit A**
- Terms for deliverables or milestones can be found in **Part I Terms: Exhibit B**
- Terms for specific conditions can be found in **Part I Terms: Exhibit E**
- Terms for reimbursement and payment information can be found in **Part I Terms: Exhibit F**



[Uniform Grant Agreement](#)

Allowable Costs

Costs for the Recruitment and Retention Program should be focused on worker recruitment and retention. The costs must be necessary and reasonable based on the activities contained in your approved budget. Costs must also be adequately documented by your organization. See the allowable costs overview and presentation linked below for more information.

Bonuses (existing employees or sign on bonuses for new employees)	Advertising Costs	Training
<p>Funding should focus on the job types below:</p> <ul style="list-style-type: none">▪ Front-line personnel▪ Direct support persons▪ Aides▪ Front-line supervisors▪ Qualified intellectual disabilities professionals▪ Nurses▪ Non-administrative support staff	<ul style="list-style-type: none">▪ Billboards▪ Recruiting Videos▪ Online Recruitment Events	<ul style="list-style-type: none">▪ Staff training events▪ Additional training for new staff

Bonuses are designated for direct care staff only. Bonuses for C-suite and managerial positions will not be approved.



[Allowable Costs Overview](#)

[Allowable Costs Presentation](#)

Unallowable Costs

What are Unallowable Costs?

- Costs specified by law or regulation, federal cost principles, or the terms and conditions of an award that may not be reimbursed under a grant.

Unallowable Cost Examples:

- Entertainment costs, except where specific costs have a programmatic purpose.
- Capital expenditures for general purpose equipment including vehicles, buildings, and land.
- Capital expenditures for improvement to land, buildings, or equipment which materially increase their value or useful life.
- Food for personal use of the grantee's employees, contractors, or consultants.
- Bonuses for senior executive positions.
- Administrative staff bonuses



Budget Expenditure Categories

Recruitment and Retention grantees will be required to submit a budget to DHS. Additional information on the budget template and a walk through of instructions will be covered later in this presentation. The table below and on the following slide lists the expenditure categories found within the budget template and also discusses the key components of each category.

Category	Key Components
Personnel Costs	For personnel costs, bonuses for front-line personnel, including, but not limited to, direct support persons, aides, front-line supervisors, qualified intellectual disabilities professionals, nurses, and non-administrative support staff. Bonuses are allowable for existing employees and for newly hired professionals.
Fringe Benefits	For fringe benefits (compensation in addition to regular salaries and wages), costs should be based on actual known costs or an established formula. The fringe benefit rate should include a clear description of how the computation was performed.
Travel	Travel costs should be for employee's transportation, lodging, subsistence, and other related items on official business for the program. Documentation should include origin and destination, estimated costs, type of transportation, number of travelers, a brief description of the travel involved, and the purpose for the travel.
Advertising	Advertising costs are those which are solely for the recruitment of personnel required by the non-Federal entity for performance of a Federal award. List items by type of material or nature of expense, break down costs by quantity and cost per unit if applicable, state the necessity of other costs for successful completion of the project.



Budget Expenditure Categories (Cont'd)

Category	Key Components
Contractual Services	Provide a description of the product or service with a justification on how the cost correlates to the objectives of the Recruitment and Retention Program.
Training	Describe the training and education cost associated with employee development. Include rental space for training (if required), training materials, speaker fees, substitute teacher fees, and any other applicable expenses related to the training. Itemize training materials (pamphlets, notebooks, videos, and other various handouts) that are ordered for specific training activities.
Consultant Services and Expenses	Consultant services and expenses should be for consultant fees, services provided, basis, and quantity, and related items on official business for the program. Documentation should include a description of product or service to be procured by contract, contractual services cost, a brief description of the contract involved and the purpose of the contract.
Other or Miscellaneous Costs	Other or miscellaneous costs should contain items that are not included or do not necessarily fit within the other categories. Costs located here must still be allowable under the program.



Budget Template

Section A. Summary Tab

INSTRUCTIONS:

All information on this tab will be pre-populated, verify the following details:

- Organization Name
- FEIN
- Award Amount

Organization Name:	EXAMPLE GRANTEE
FEIN:	123456789
Award Amount:	\$150,000.00

If any information is incorrect, contact dddrecruitmentandretentionprogram@ey.com

Note: No inputs are needed on this tab. The tab serves as a check, to verify your award information and to verify that your total costs match your total award amount.



Budget Template (Cont'd)

Section A. Summary Tab

INSTRUCTIONS:

The total expenditures for each budget expenditure category will automatically populate based on your entries in the budget category tabs 1-8. The total expenditures should add up to the same amount as the State of Illinois Grant Award Amount. If the Total Expenditures and the State of Illinois Grant Award Amount do not match, you will see a message to “please review tabs 1-8”.

Revenues			Total Revenue
State of Illinois Grant Award Amount		\$	150,000
	OMB Uniform Guidance Federal Awards Reference 2 CFR 200		Total Expenditures
Budget Expenditure Categories			
1. Personnel (Bonuses)	200.430	\$	-
2. Fringe Benefits	200.431	\$	-
3. Advertising	200.421	\$	-
4. Travel	200.474	\$	-
5. Contractual Services and Subawards	200.318 & 200.92	\$	-
6. Consultant (Services and Expenses)	200.459	\$	-
7. Training & Education	200.473	\$	-
8. Other or Miscellaneous Costs	N/A	\$	-
9. Total Costs State Grant Funds MUST EQUAL REVENUE TOTALS ABOVE		\$	-

PLEASE REVIEW TABS 1-8

Note: If your total expenditures amount and grant award amount do not match, then review tabs 1-8 to make the necessary changes.



Budget Template (Cont'd)

Certification Tab

Fill in the following details:

- Title
 - Chief Financial Officer or equivalent
- Printed Name
 - Chief Financial Officer or equivalent
- Signature
 - Chief Financial Officer or equivalent
 - ***Typed signature is acceptable***
- Date of Execution
 - Date Format: MM/DD/YYYY

Organization Name:	EXAMPLE GRANTEE
FEIN:	123456789
Award Amount:	\$150,000.00

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and that any false, fictitious or fraudulent information or the omission of any material fact could result in the immediate termination of my grant award(s).

EXAMPLE GRANTEE Institution/Organization Name	EXAMPLE GRANTEE Institution/Organization Name
<input type="text"/> Title (Chief Financial Officer or equivalent)	<input type="text"/> Title (Chief Financial Officer or equivalent)
<input type="text"/> Printed Name (Chief Financial Officer or equivalent)	<input type="text"/> Printed Name (Chief Financial Officer or equivalent)
<input type="text"/> Signature (Chief Financial Officer or equivalent)	<input type="text"/> Signature (Chief Financial Officer or equivalent)
<input type="text"/> Date of Execution (Chief Financial Officer or equivalent)	<input type="text"/> Date of Execution (Chief Financial Officer or equivalent)

Note: Signers must have the authority to enter into contractual agreements on behalf of the organization.



Budget Template (Cont'd)

1. Personnel Tab (2 CFR 200.430)

INSTRUCTIONS:

Fill in the following details:

- Name
 - Enter employee's first and last name
- Position
 - Enter employee's position within the organization
- Annual Salary or Wage
 - Enter employee's annual salary
- Bonus Type
 - Choose from the drop down to indicate type of bonus; options include signing bonus, annual bonus, or other.
- Bonus Amount
 - Enter the expected amount of bonus that the employee will receive.
- Personnel Narrative (State)
 - Description of the employee's responsibilities and duties for their position and any additional relevant information related to the bonus.

Name	Position	Annual Salary or Wage	Bonus Type	Bonus Amount	Bonus Percentage
State Total:					
Personnel Narrative (State):					



Budget Template (Cont'd)

2. Fringe Benefits Tab (2 CFR 200.431)

INSTRUCTIONS:

Fill in the following details:

Rate

- Provide your organization's fringe benefit percentage rate.

Fringe Benefits Narrative

- Costs should be based on actual known costs or an established formula. The fringe benefit rate should include a clear description of how the computation was performed.
- The information and percentages listed in the table should match the information provided in the narrative.

Name	Position(s)	Bonus Amount	Rate (%)	Fringe Benefit Cost

Fringe Benefits Narrative (State):

Fringe benefits are considered compensation in addition to regular salaries and wages. Examples include FICA, medical insurance, or retirement.

Note: Name and position information will populate from inputs in tab 1 (personnel).



Budget Template (Cont'd)

3. Advertising Cost Tab (2 CFR 200.421)

INSTRUCTIONS:

Fill in the following details:

- Description
 - Enter the name and description of the advertising costs
- Advertising Costs
 - Enter the amount of the advertising costs
- Advertising Narrative
 - Provide detailed descriptions of how the advertising cost correlates with overall program objectives.
 - If applicable, provide the by unit cost of anything detailed in the description.

Description	Advertising Costs

Advertising Narrative (State):

Advertising Cost examples: Posting jobs on websites, recruiting videos, hiring a recruitment firm, or the cost associated with hosting an online recruitment event.



Budget Template (Cont'd)

4. Travel Tab (2 CFR 200.474)

INSTRUCTIONS:

Fill in the following details:

- Purpose of Travel/Items
 - Enter the purpose of the travel involved
- Location
 - Enter the travel location, if known, or if unknown, input "Location to be determined"
- Cost Rate
 - Enter the unit cost of the expense/item
- Basis
 - Enter the basis for the cost (Mile, Lodging, Airfare, etc.)
- Number of Trips
 - Enter the number of trips expected to be taken for this purpose. If claiming for mileage, indicate expected miles to be driven.
- Travel Narrative
 - Travel costs should be for employee's transportation, lodging, subsistence, and related items on official business for the program. Provide a description of the travel involved.

Purpose of Travel/Items	Location	Cost Rate	Basis	Number of Trips	Travel Cost

Travel Narrative (State):

Note: If claiming mileage reimbursement, please use the 2024 rate of 67 cents per mile driven for business use. Expenditures in this category should reflect *staff travel only*.



Budget Template (Cont'd)

5. Contractual Services Tab (2 CFR 200.318) & Subawards (200.92)

INSTRUCTIONS:

Fill in the following details:

- Description of product or service to be procured by contract
 - Enter a brief description of the product or service to be procured by contract
- Contractual Services Cost
 - Enter an estimate of the cost of the product or service to be procured by contract
- Contractual Services Narrative
 - A separate justification must be provided for sole contracts more than \$150,000 (See 2 CFR 200.88).
 - Describe products or services to be obtained and indicate the applicability or necessity of each to the project.

Description of product or service to be procured by contract	Contractual Services Cost
State Total:	

Contractual Services Narrative (State):



Budget Template (Cont'd)

6. Consultant Services and Expense Tab (2 CFR 200.459)

INSTRUCTIONS:

Fill in the following details for Consultant Services:

- Consultant Services (Fees)
 - Enter the name of the consultant or description of service
- Service Provided
 - Enter a brief description of the services to be provided by the consultant
- Fee
 - Enter the hourly or daily (8-hr day) fee
- Basis
 - Indicate whether the fee is by hour or day (based on an 8hr day)
- Quantity
 - Enter the estimated number of hours or days, whichever is applicable to the basis indicated
- Consultant Services Narrative
 - Information provided in the narrative should be detailed and tie to how the consultant expense helps meet program objectives

Consultant Services (Fees)	Services Provided	Fee	Basis	Quantity	Consultant Services (Fee) Cost
State Total:					
Consultant Services Narrative (State):					



Budget Template (Cont'd)

6. Consultant Services and Expense Tab (2 CFR 200.459) (Cont'd)

INSTRUCTIONS:

Fill in the following details for Consultant Expenses:

- Consultant Expenses - Items
 - Enter the expense to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)
- Location
 - Enter the location in which the expense was incurred
- Cost Rate
 - Enter the unit cost of the expense/item
- Basis
 - Enter the basis for the cost (Mile, Lodging, Airfare, Meals, etc.)
- Length of Time
 - Enter the period over which the expense occurred, if applicable.
- Consultant Expenses Narrative
 - Information provided in the narrative should be detailed and tie to how the consultant expense helps meet program objectives

Consultant Expenses - Items	Location	Cost Rate	Basis	Length of Time	Consultant Expenses Cost
State Total:					

Consultant Expenses Narrative (State):



Budget Template (Cont'd)

7. Training and Education Tab (2 CFR 200.473)

INSTRUCTIONS:

Fill in the following details for Training and Education:

- Description
 - Enter the type of material and / or a description of the training
- Training and Education Costs
 - Enter an estimate of the cost of the product or service associated with the training cost
- Training and Education Narrative
 - Enter a detailed description on how the training and education costs listed correlate with overall program objectives.
 - If applicable, provide the by unit cost of information detailed in the description.

Description	Training and Education Costs
State Total:	

Training and Education Narrative (State):



Budget Template (Cont'd)

8. Other or Miscellaneous Costs Tab

INSTRUCTIONS:

Fill in the following details for Other or Miscellaneous Costs:

- Description
 - Enter the type and / or description of the cost
- Quantity
 - Enter the number of items being purchased
- Basis
 - Enter the unit of measurement for the cost
- Cost
 - Enter the cost per unit, if applicable
- Other or Miscellaneous Costs Narrative
 - Provide information detailing how the costs listed in the table align with overall program objectives

Description	Quantity	Basis	Cost	Other or Miscellaneous Cost
State Total:				
Other or Miscellaneous Costs Narrative (State):				



State of Illinois Grantees must have accounting policies and procedures that are documented, accurate, and detailed. This is critical to the successful implementation of a grant program. See the table below for the policies that must be developed, and available for IDHS review, for your organization.

Required Accounting Policies

- Maintenance of Accounting Records and Software Backup and Off-Site Storage
- Record Retention Policy
- Cash Management (Disbursement) Policy
- Petty Cash Policy
- Credit Card Use Policy
- Purchase Policy
- Travel Policy
- Payroll / Payroll Tax Policy
- Personal Services Compensation Policy
- Fringe Benefit Policy



[Accounting Policies Overview](#)

[Accounting Policies Presentation](#)

1. Maintenance of Accounting Records, Software Backup and Off-Site Storage Policy

- A policy that provides details and guidance on the retention of required documentation. The policy should emphasize that records must be accurate, complete, and intact.
- Maintaining dependable and accessible accounting records related to your award is an essential practice.

2. Record Retention Policy

- A record retention policy sets requirements for how long an organization must keep specific grant documentation. Types of documents include financial, legal or human resource records.

3. Cash Management (Disbursement) Policy

- A set of procedures for monitoring and managing cash flow to increase visibility into grant operations and strengthen internal controls to prevent fraud.



4. Cash Receipts Policy

- Cash receipt policies govern how incoming cash is recorded and processed. The policy establishes controls for the handling of cash.

5. Petty Cash Policy

- Petty cash is used for transactions below a set threshold to allow for quick accessibility to meet grant implementation needs. Petty cash policies establish guidelines for the use of cash below the specified threshold.

6. Credit Card Use Policy

- A credit card use policy establishes eligibility, prohibited uses, spending limits, required documentation, and defines an enforcement mechanism.

7. Fringe Benefit Policy

- A fringe benefit policy establishes which fringe benefits are available to employees in a standardized manner.



8. Purchase Policy

- A purchase policy is a set of guidelines for the requisition process to ensure that purchases align with an organization's needs.
- The policy should incorporate elements of cost reasonableness, ensure that the purchases are allowable and meet program objectives, and are listed in your Uniform Grant Budget.

9. Travel Policy

- A travel policy is a set of guidelines that revolve around company travel, which include (but are not limited to) booking, payment, location, and required supporting documentation.

10. Payroll / Payroll Tax Policy

- A payroll / payroll tax policy establishes the organization's system to ensure its employees are paid, along with the relevant taxes and withholdings.

11. Personal Services Compensation Policy

- A personal services compensation policy is intended to set consistent standards around compensation determinations. For example, employees may be split into levels with specific pay bands.



Recordkeeping

When developing recordkeeping policies for your organization, make sure they include policies related to the retention and accessibility of records. See the table below for records that must be retained by your organization.

Records Required To Be Retained By An Organization
Financial records
Statistical records
Grant/award specific supporting documentation
All records related to the Federal and State award



Records related to your grant award must be retained for a standard period of three (3) years from the date of submission of final expenditure reports. Contact IDHS if you are unsure of the records retention requirement related to any of your awards.



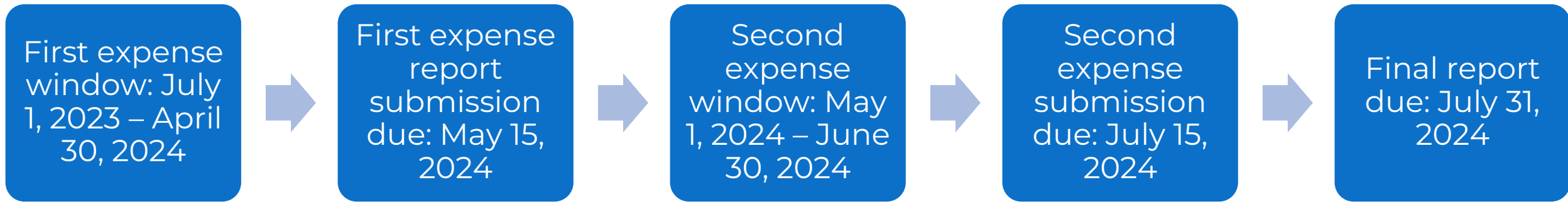
[Recordkeeping Policies Overview](#)

[Recordkeeping Presentation](#)

Financial Reporting Requirements

The Recruitment and Retention Program is a reimbursement-based program. Grantees will be required to submit Periodic Financial Reports (PFRs) to be reimbursed for allowable expenses.

Timely and accurate financial reporting is critical to your grant award. Below is a timeline of key financial reporting timelines.



[Financial and Performance Reporting Overview](#)

[Financial and Performance Reporting Presentation](#)

Financial Reporting Requirements (Cont'd)

Recruitment and Retention grantees will be required to submit reimbursement requests through the submission of a PFR. This program will utilize a PFR template that we will discuss in detail throughout the next few slides.

- **Instructions:** The PFR form should be used to report costs claimed under your award. Expenses must be itemized. The amount and description reported must be clearly and obviously traceable to the support provided.
- **Expense documentation:** Grantees are required to provide invoices, receipts, contracts, purchase orders and, in the case of employee compensation and benefits, payroll reports or ledgers for each expenditure.
- **Proof of payment:** Grantees are required to provide evidence of payment (such as check images, wire receipts/confirmations, ACH transfers, etc.) for each expenditure. You may include schedules or summaries prepared by you, which are helpful in tracing the provided support to your documents, but they will not be accepted without the accompanying Expense documentation and Proof of payment support.

Expense Budget Category (select from dropdown)	Expenditure Amount	Description of Expense	Expenditure Date	Vendor	Invoice/Receipt/Payroll Report File Name	Page Numbers (if applicable)	Proof of Payment File Name	Page Numbers (if applicable)



Financial Reporting Requirements (Cont'd)

PFR Template

Expense Budget Category	Select from the dropdown within the PFR form. The Expense Budget Categories are the same categories found in your budget template. Please select the option that is most applicable to the purpose of the expenditure.
Expenditure Amount	Enter the dollar amount for the expenditure(s).
Description of Expense	<p>Enter the description, which should contain sufficient detail to understand the nature of the expense and your justification/rational for why you have claimed it in the selected Expense Budget Category.</p> <p>If payroll-related, it should specify whether it is a bonus for a new direct care employee, a bonus for an existing direct care employee, or fringe benefit payments. A description that simply reads "Payroll" is insufficient.</p> <p>Similarly, for purchases, the description should describe what was purchased. For example, the description for an expense related to training should specify what was purchased and the purpose of the training.</p>



Financial Reporting Requirements (Cont'd)

PFR Template (Cont'd)

Expenditure Date	Enter the date on which the expenditure occurred. If the expenditure(s) occurred over a range of dates, please enter the range with the first expenditure date and the last expenditure date.
Vendor	Enter the name of the vendor associated with the expenditure. Please remember that each line item may only contain a single vendor. For internal payroll, populate with the personnel level.
Invoice / Receipt / Payroll Report File Name	Provide the name of the file you have uploaded to support the expenditure. This should be the exact file name, not a description of the file. For example, if you upload the March 2024 payroll report with a file name of "Document_1_payroll.xlsx", this field should read "Document_1_payroll.xlsx", NOT "March 2024 payroll report".



Financial Reporting Requirements (Cont'd)

PFR Template (Cont'd)

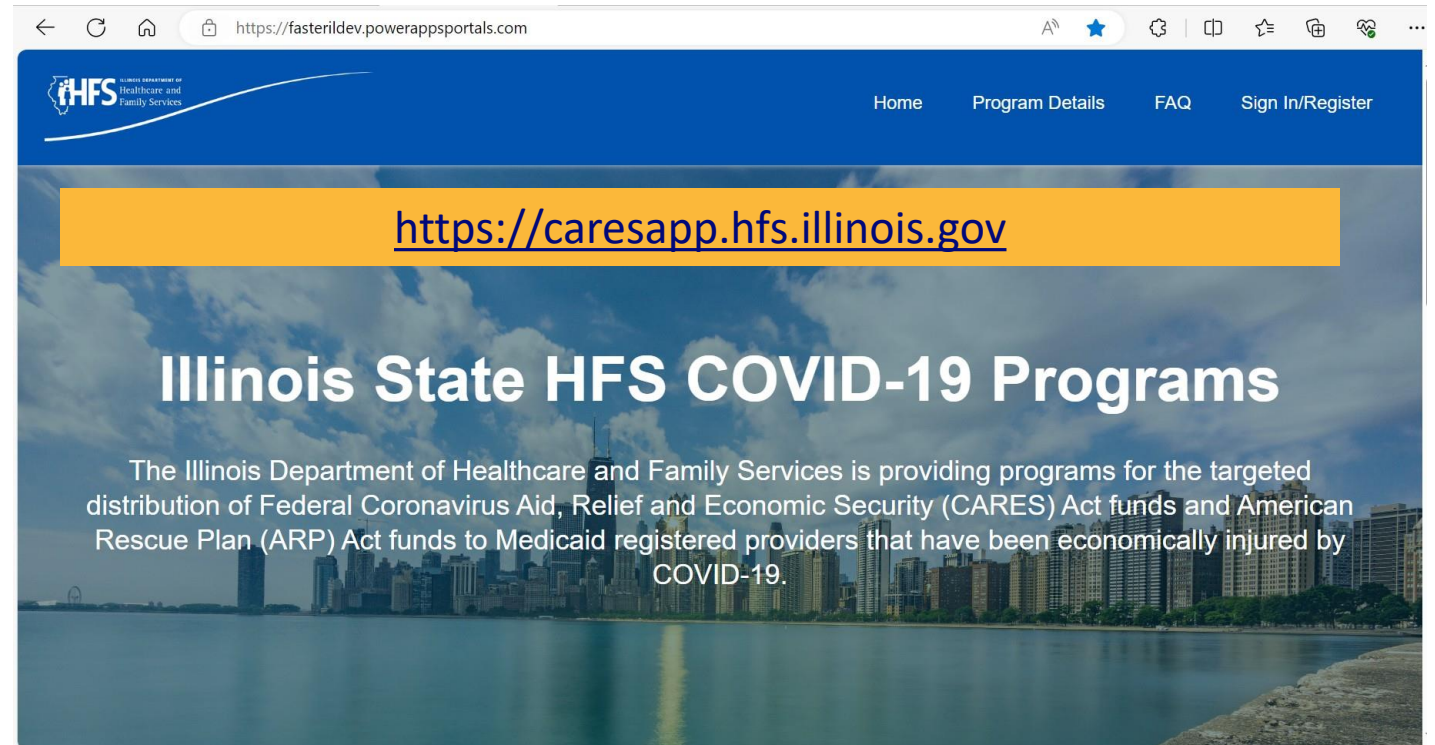
Page Numbers (if applicable)	If the expenditure being claimed is contained within a large file, please provide the page number on which the claimed expenditure can be found.
Proof of Payment File Name (not required if a 3rd party payroll report is provided for payroll items)	Proof of payment is required for all claimed expenses, other than payroll expenses supported by a third-party payroll report. Proof of payment may include check images, wire receipts/confirmations, etc. Please populate this field with the exact file name, including the extension.
Page Numbers (if applicable)	If the proof of payment for the expenditure claimed is contained within a large file, please provide the page number on which the claimed expenditure can be found.



Portal Walkthrough

Grantees will utilize the Portal to submit required documentation and communicate with the program and portal teams. The next several slides will walk you through how to register and use the portal.

1. Registration
2. Logging In
3. Managing Your Grant Award
4. Grantee Information
5. Viewing Comments
6. Downloading Attachments
7. Posting Comments
8. Email Notifications
9. Support



Note: The Portal is hosted by the Illinois Department of Healthcare and Family Services (HFS) and will be utilized by DHS for this grant program.



Portal Walkthrough (Cont'd)

1. Registration

- You should have received an email from HFS.CARESappnotification@illinois.gov
 - If you have not received an email from this address, please contact us at DDDRecruitmentandRetentionProgram@ey.com
- Click this [forgot your password](#) link, or the link within that email, to reset your password.

Note: All grantees are pre-registered with the email address DHS has on file. If you need to change the email address, please contact us at DDDRecruitmentandRetentionProgram@ey.com.



Example Grantee,

This email is to provide notice that your Eligible Grant Amount for the DHS Day Program: Recruitment and Retention Program has been determined and is available for review in the portal.

The DHS Day Program: Recruitment and Retention Program is appropriated from the General Revenue Fund to the Department of Human Services for grants and administrative expenses associated with payments to organizations providing community-based services for persons with developmental disabilities and for intermediate care facilities for the developmentally disabled and alternative community programs for worker recruitment and retention, including but not limited to bonuses, for front-line personnel, including, but not limited to, direct support persons, aides, front-line supervisors, qualified intellectual disabilities professionals, nurses, and non-administrative support staff.

Please follow the steps listed below to create a password, sign in and review the Eligible Grant Amount:

1. Click this link [Forgot your password.](#)
2. Enter the email address on file with DHS: **ExampleGrantee@ey.com**
3. A reset link will be sent to this email address. Click the link within that email and follow the instructions to create a new password.
4. Sign-in to the portal using your username **ExampleGrantee@ey.com** and the new password you created.

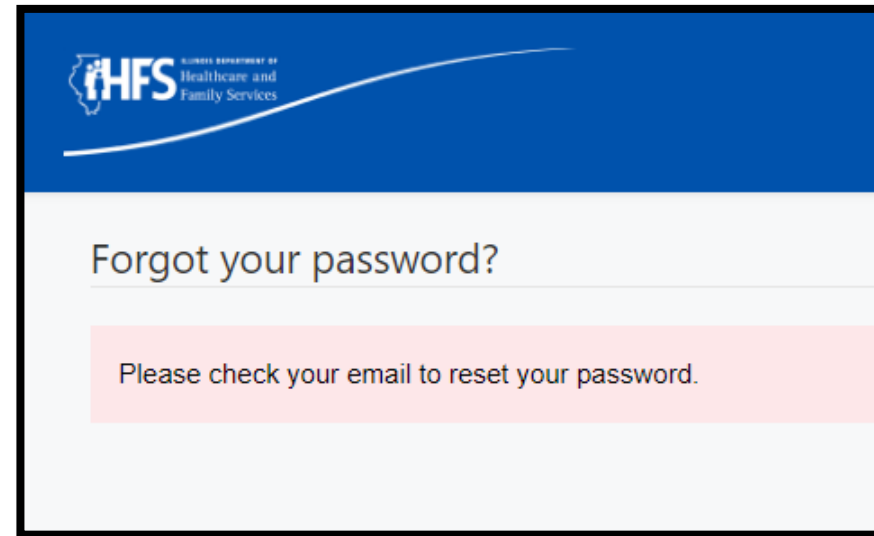
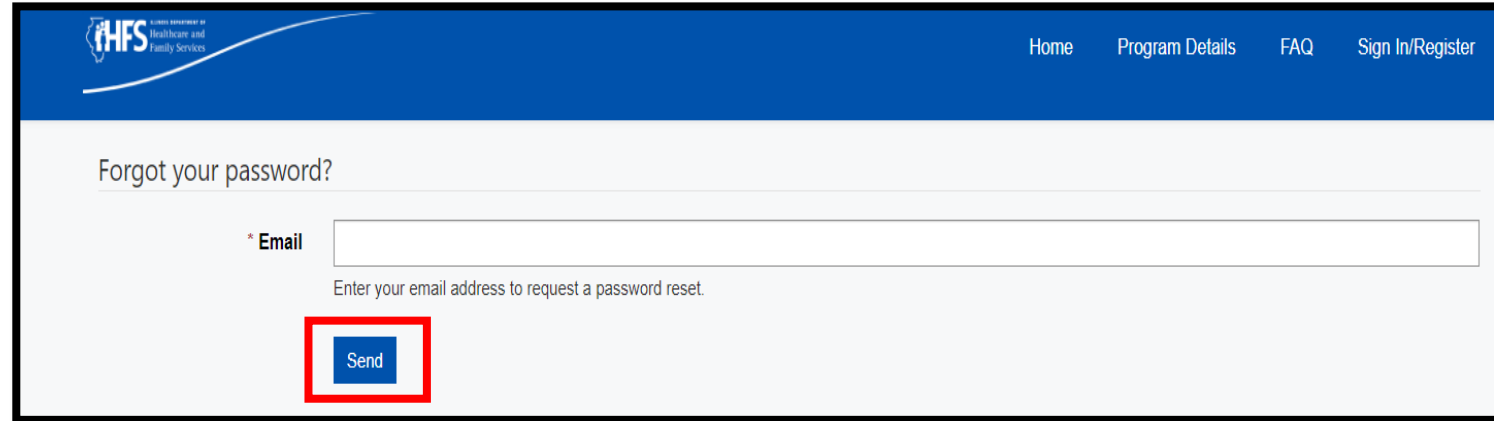


Portal Walkthrough (Cont'd)

1. Registration (Cont'd)

After you click the forgot your password link, the Portal should open in your internet browser.

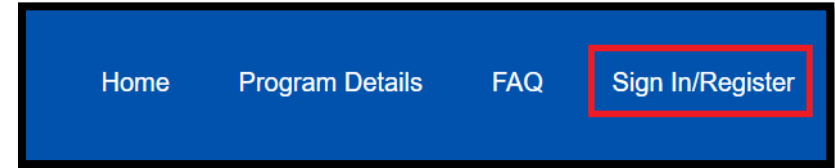
- Enter the email address to which you receive DHS communications.
- Click “Send.”
- You will be prompted to check your email to reset your password.
- Click the reset link you received via email.
- Follow the instructions to create a new password.



2. Logging In

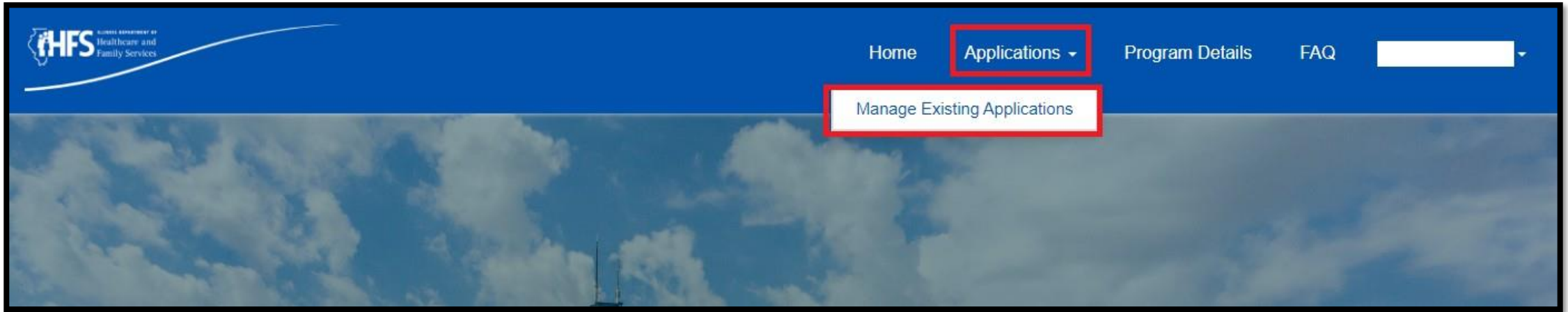
After you have created a new password, you will be able to sign into the portal.

- In the upper-right corner of the DHS portal home page, click “Sign In/Register”.
- Sign-in to the portal using your registered username and password.

A screenshot of the 'Sign In' page. At the top, there are two tabs: 'Sign in' (highlighted with a red box) and 'Register'. Below the tabs, the text 'Sign In' is displayed. There are two input fields: '* User name' and '* Password'. Below the password field is a checkbox labeled 'Remember Me'. At the bottom, there are two buttons: a blue 'Sign in' button and a white 'Forgot your password?' button.

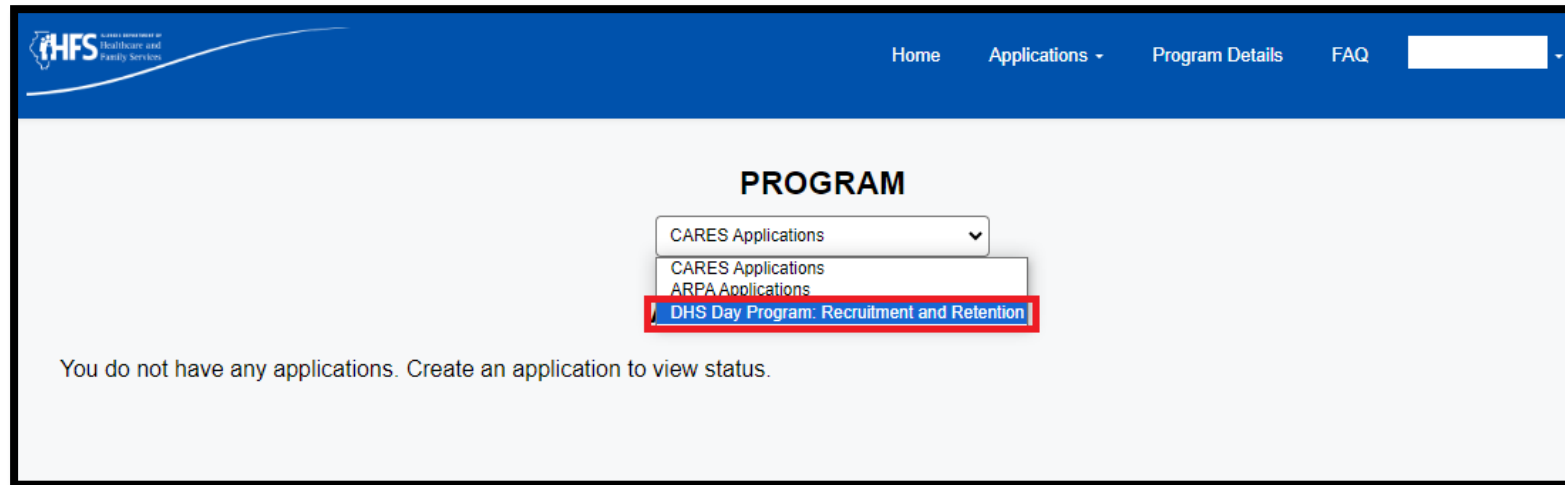
3. Managing Your Grant Award

- Once logged in, you will be able to view the grant record linked to your provided email.
- You can view your grant award by clicking the “Applications” button and then “Manage Existing Applications”.



3. Managing Your Grant Award (Cont'd)

- The default screen for managing applications will be under the “CARES” program.
- Choose “DHS Day Program: Recruitment and Retention” in the drop down to view your grant award information related to this program.



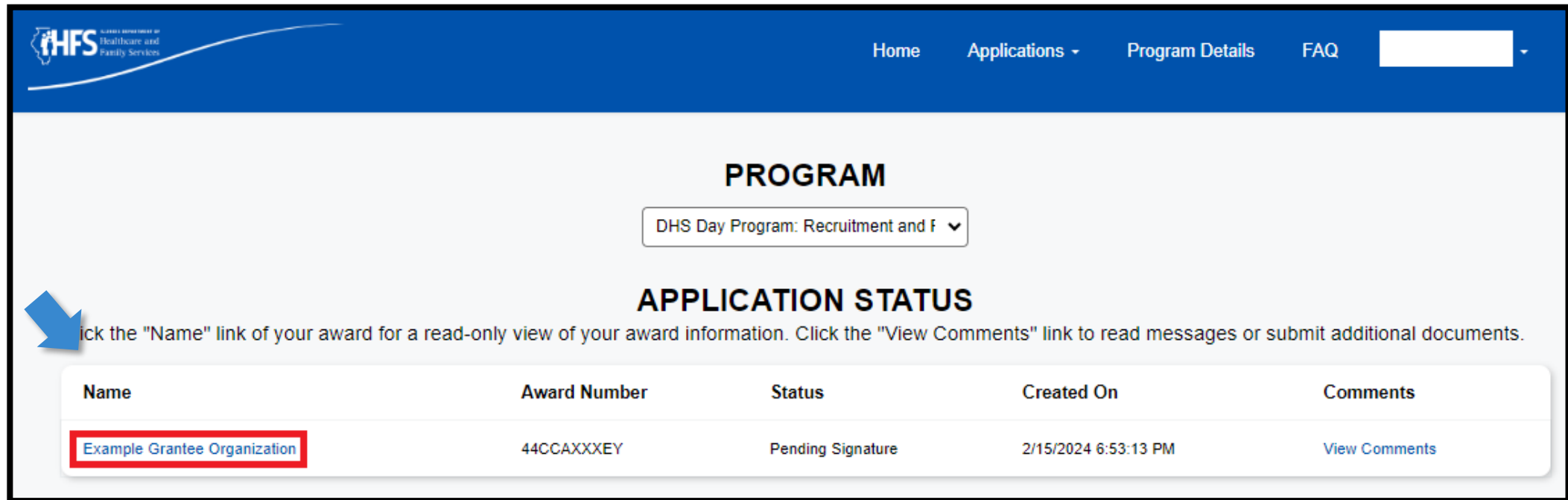
- If you still see “You do not have any applications. Create an application to view status.” after clicking the Recruitment and Retention program, you may not be the contact person registered for your organization. Kindly send an email to DDDRecruitmentandRetentionProgram@ey.com to register your email along with the organization you represent.



Portal Walkthrough (Cont'd)

4. Grantee Information

- After you have selected “DHS Day Program: Recruitment and Retention” in the dropdown menu from the previous slide, you should see your organization’s name under “Application Status”.
- Select your organization name to view your organizational details and more information about your grant award.



The screenshot shows the IHFS (Illinois Department of Human Services) portal. The top navigation bar includes links for Home, Applications, Program Details, and FAQ. The main content area is titled "PROGRAM" and shows a dropdown menu for "DHS Day Program: Recruitment and F". Below this is the "APPLICATION STATUS" section, which contains a table with columns for Name, Award Number, Status, Created On, and Comments. A blue arrow points to the "Name" link in the first row of the table, which is highlighted with a red box. The text below the table reads: "Click the 'Name' link of your award for a read-only view of your award information. Click the 'View Comments' link to read messages or submit additional documents."

Name	Award Number	Status	Created On	Comments
Example Grantee Organization	44CCAXXEY	Pending Signature	2/15/2024 6:53:13 PM	View Comments



4. Grantee Information (Cont'd)

- Basic Information:
 - FEIN
 - Award Status
 - SAP Vendor Number
 - Address
 - Legal Business Name / Business Name (if different)
 - Contact Name, Email Address, and Phone Number
 - Eligible Grant Amount
- Payment Details
 - Payment Distribution Date, Amount, and Status

Note: If you find any incorrect information or errors on this screen, please contact the support team at

DDRecruitmentandRetentionProgram@ey.com



The screenshot shows a web portal interface for a grantee organization. At the top, there is a navigation bar with links for Home, Applications, Program Details, and FAQ. The main content area is titled "EXAMPLE GRANTEE ORGANIZATION" and displays the organization ID "44CCAXXKEY".

The organization information is presented in a grid-like format:

- Basic information**
 - Federal Employer Identification Number (FEIN): 1234567
 - Award Status: Pending Signature
 - SAP Vendor Number: —
 - Business Name (if different): —
 - Provider Type: Developmental Disabilities Provider
 - Address: 1234 example st.
 - City: Chicago
 - State: IL
 - Zip: 60007
 - Legal Business Name *: Example Grantee Organization
 - Contact Name: —
 - Contact Email Address: —
 - Phone Number: —
 - Eligible Grant Amount: \$1,000.00

Below the organization information, there is a section for "Payment Details" and "Distributions". A table header is visible with columns for "DD Application", "Distribution Date", "Amount", and "Status Reason". A message at the bottom of the table states "There are no records to display."

5. Viewing Comments

- All correspondence to and from DHS can be viewed by clicking "View Comments" on the Application Status screen as highlighted below:

PROGRAM

DHS Day Program: Recruitment and F ▾

APPLICATION STATUS

Click the "Name" link of your award for a read-only view of your award information. Click the "View Comments" link to read messages or submit additional documents.

Name	Award Number	Status	Created On	Comments
Example Grantee Organization	44CCAXXXEY	Pending Signature	2/15/2024 6:53:13 PM	View Comments




5. Viewing Comments (Cont'd)

- The comments thread will contain all correspondence between the Grantee and DHS, including, but not limited to, the following:
 - Budget Template
 - Grant Agreement
 - Periodic Expense Reports
 - Supporting documents
 - Proof of payments
 - Follow-up requirements


EXAMPLE GRANTEE ORGANIZATION
44CCAXXKEY


COMMENTS

Note Text [Add comment](#)


 3 days ago
Modified on 2/28/2024 12:08 PM


UGA reviewed and signed.

 FY24 UGA_Recruitment and Retention.pdf (3.86 MB)


 3 days ago
Modified on 2/28/2024 2:03 PM


Please click on the attached UGA to download. Review the document thoroughly, sign the document and submit by 3/XX/2024. Attach signed UGA by posting a comment.

 FY24 UGA_Recruitment and Retention.pdf (3.86 MB)


 3 days ago
Modified on 2/28/2024 8:58 AM

See completed budget template.

 44CCAXXKEY_EXAMPLE GRANTEE_BUDGET TEMPLATE.xlsx (96.90 KB)

 6 days ago

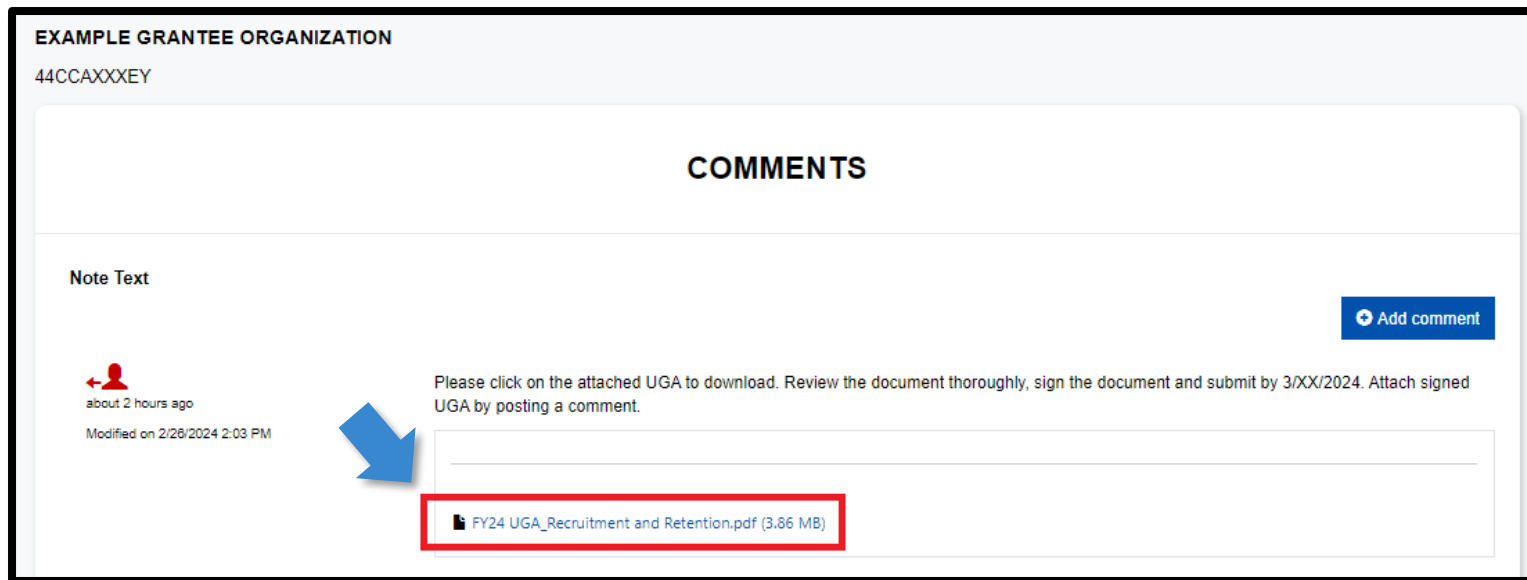
Please click on the attached Budget Template to download. Follow the instructions within the template and complete. Attach completed budget by posting a comment.

 44CCAXXKEY_EXAMPLE GRANTEE_BUDGET TEMPLATE.xlsx (94.03 KB)



6. Downloading Attachments

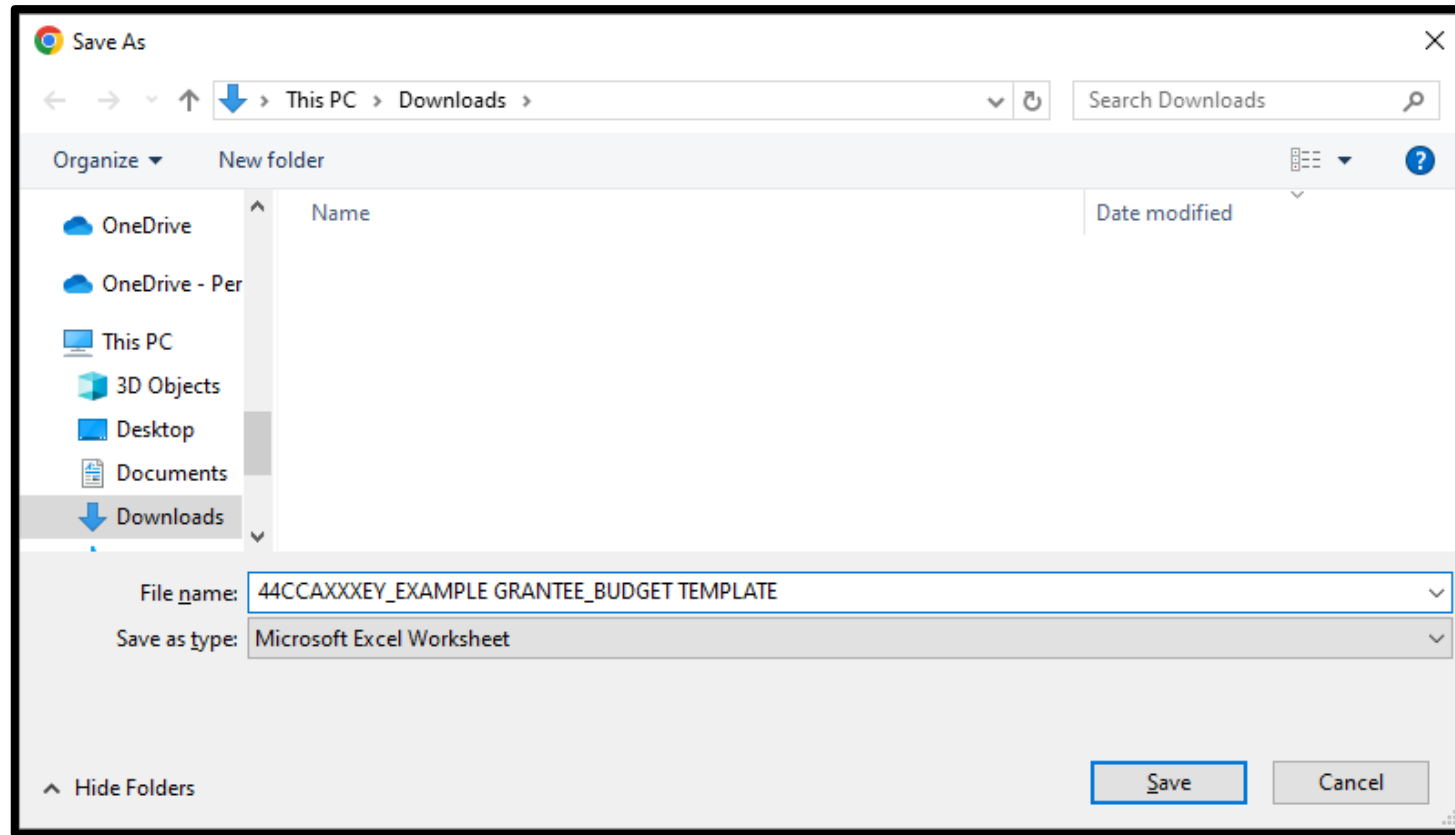
- You can download the file attached to the comment by clicking the file name on the bottom of the comment.



The screenshot displays a user interface for a portal. At the top, it identifies the user as 'EXAMPLE GRANTEE ORGANIZATION' with the ID '44CCAXXKEY'. Below this is a section titled 'COMMENTS'. On the left, there is a 'Note Text' area with a red arrow icon, a timestamp 'about 2 hours ago', and a modification date 'Modified on 2/26/2024 2:03 PM'. To the right of the note is a blue 'Add comment' button. The main comment text reads: 'Please click on the attached UGA to download. Review the document thoroughly, sign the document and submit by 3/XX/2024. Attach signed UGA by posting a comment.' Below the text is a white rectangular area containing a file attachment: 'FY24 UGA_Recruitment and Retention.pdf (3.86 MB)'. A blue arrow points to the file name, and a red box highlights it.

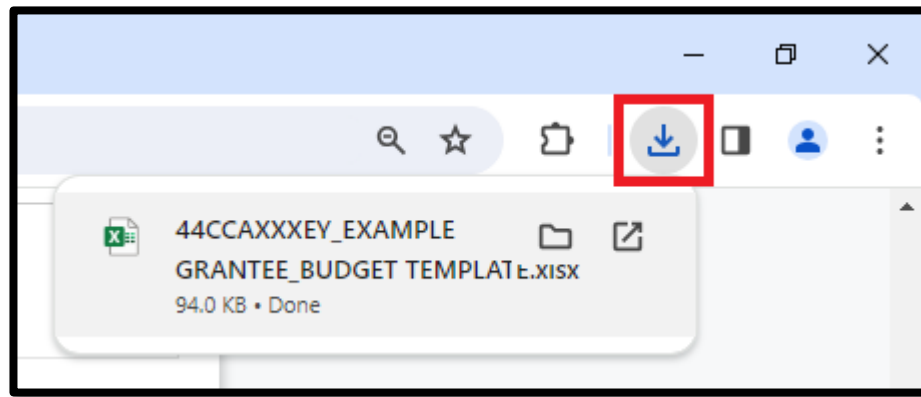
6. Downloading Attachments (Cont'd)

- When downloading attachments, a pop-up may appear asking you where you want to save your file. Navigate to the location where you want to save the file and click save.

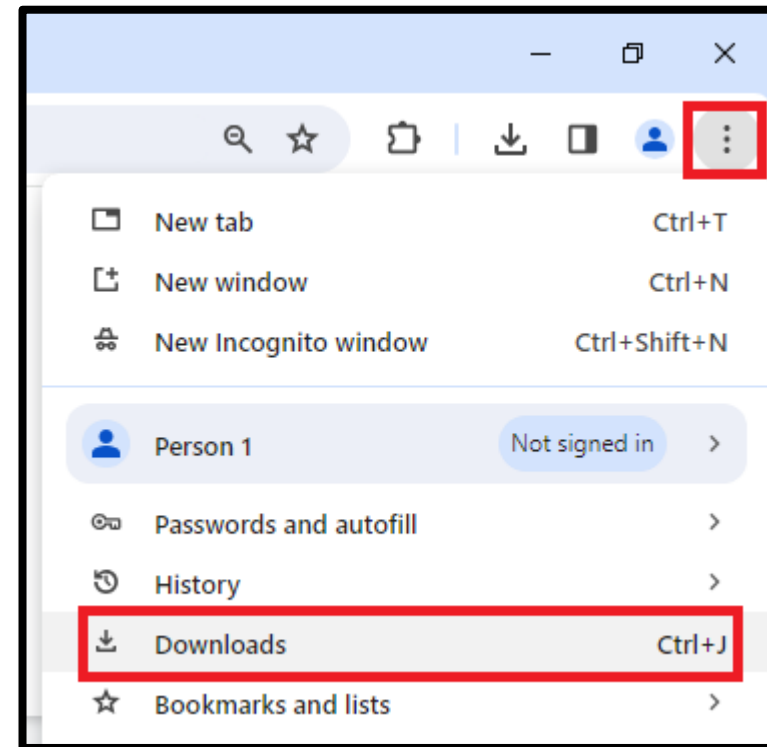


6. Downloading Attachments (Cont'd)

- If no pop-up appeared, the option to ask you where you want to save your file might be turned off and your downloaded file was saved in a default location in your computer. You can locate your downloaded file in your browser's download history in two different ways as shown below.

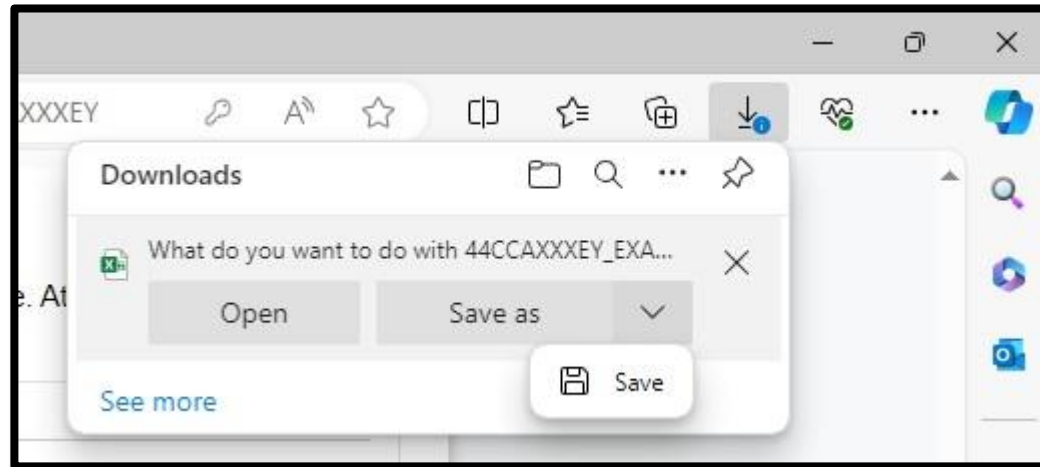


OR



6. Downloading Attachments (Cont'd)

- If you are using Microsoft Edge as your internet browser, a pop-up will appear in the upper-right portion of your browser.
 - Open – Click this if you want to open the file without saving it in your computer.
 - Save as – Click this if you want to choose the location where you want to save your file in your computer.
 - Save – Click this if you want your file saved on your default download location in your computer.



7. Posting Comments


- To post a comment, click the “Add Comment” button in the upper-right portion of the Comments thread.

EXAMPLE GRANTEE ORGANIZATION
44CCAXXEY

COMMENTS

Note Text
5 days ago

Please click on the attached Budget Template to download. Follow the instructions within the template and complete. Attach completed budget by posting a comment.

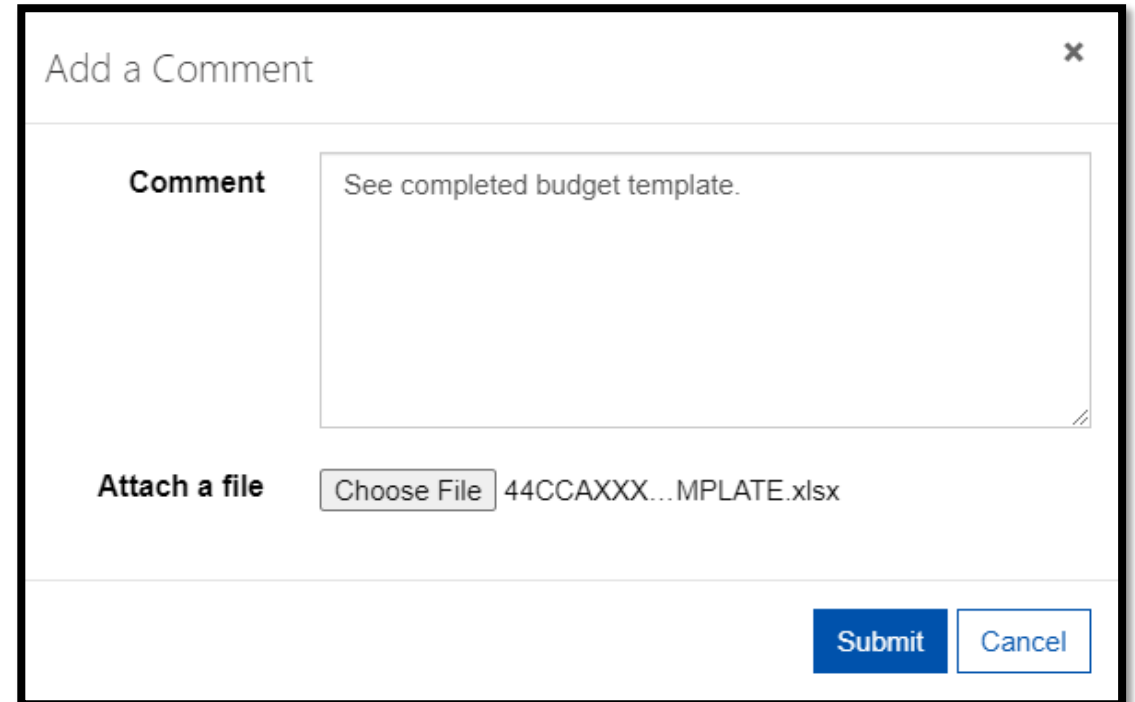
 44CCAXXEY_EXAMPLE GRANTEE_BUDGET TEMPLATE.xlsx (94.03 KB)

[Add comment](#)

7. Posting Comments (Cont'd)

- After clicking “Add comment”, a pop-up box will appear.
 - Comment – free text box where you may describe the file you have attached or provide additional information.
 - Attach a file – Select “Choose File” and attach the document you would like to submit.

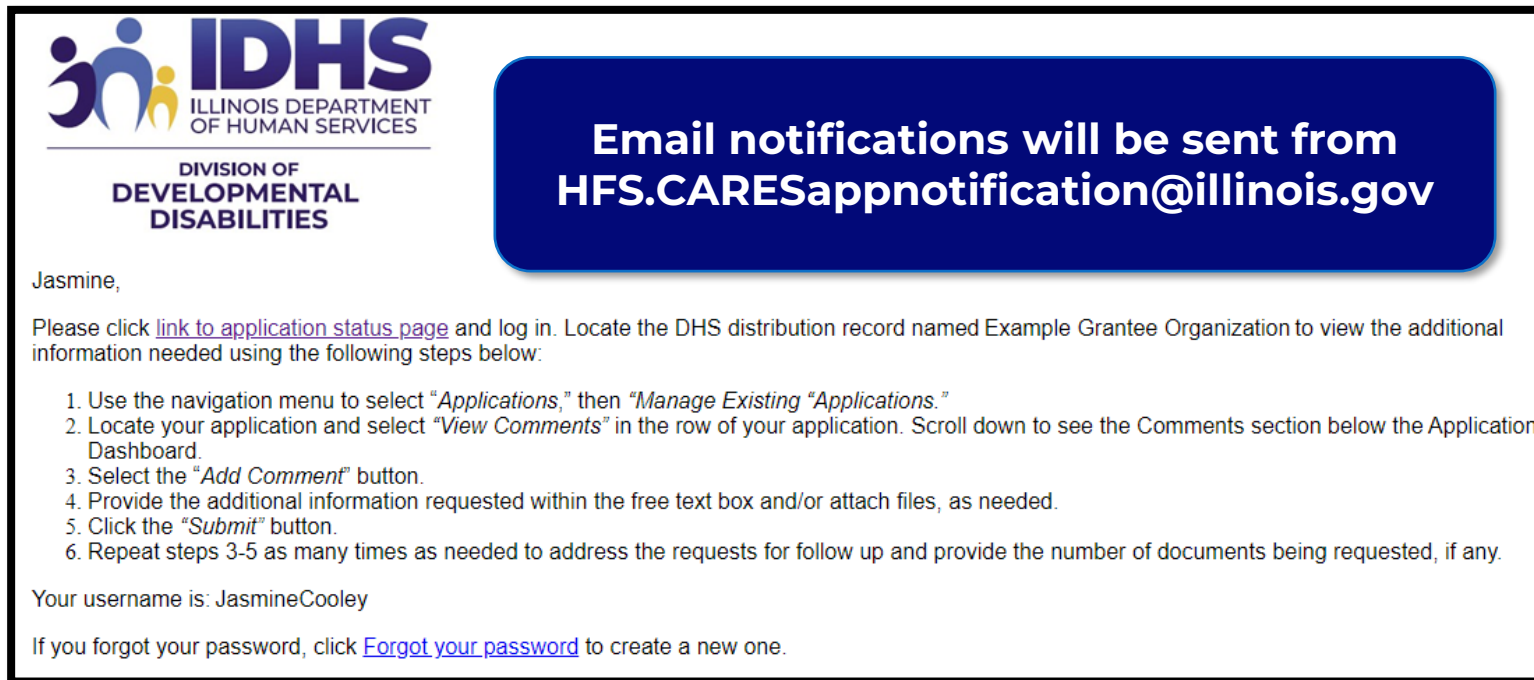
Note: Documents can only be added one at a time. Repeat the steps on posting a comment as many times as needed to attach and submit supporting documentation and proofs of payment.



The screenshot shows a pop-up window titled "Add a Comment" with a close button (X) in the top right corner. The window is divided into two main sections. The first section, labeled "Comment", contains a large text input area with the text "See completed budget template." The second section, labeled "Attach a file", contains a "Choose File" button and the filename "44CCAXXX...MPLATE.xlsx". At the bottom right of the window, there are two buttons: "Submit" and "Cancel".

8. Email Notifications

- Email notifications will be sent when there are important updates or when there is action needed regarding your award.
- Email notifications will be sent to the email address on file with DHS.



The screenshot shows an email header from IDHS (Illinois Department of Human Services) with the logo and text: "IDHS ILLINOIS DEPARTMENT OF HUMAN SERVICES DIVISION OF DEVELOPMENTAL DISABILITIES". A prominent blue box contains the email address: "Email notifications will be sent from HFS.CARESappnotification@illinois.gov". The body of the email is addressed to "Jasmine," and includes instructions to click a link to the application status page and log in. It lists six steps for managing applications: 1. Use the navigation menu to select "Applications," then "Manage Existing Applications." 2. Locate your application and select "View Comments" in the row of your application. Scroll down to see the Comments section below the Application Dashboard. 3. Select the "Add Comment" button. 4. Provide the additional information requested within the free text box and/or attach files, as needed. 5. Click the "Submit" button. 6. Repeat steps 3-5 as many times as needed to address the requests for follow up and provide the number of documents being requested, if any. The email also states "Your username is: JasmineCooley" and provides a link for "Forgot your password" to create a new one.

IDHS
ILLINOIS DEPARTMENT
OF HUMAN SERVICES

**DIVISION OF
DEVELOPMENTAL
DISABILITIES**

**Email notifications will be sent from
HFS.CARESappnotification@illinois.gov**

Jasmine,

Please click [link to application status page](#) and log in. Locate the DHS distribution record named Example Grantee Organization to view the additional information needed using the following steps below:

1. Use the navigation menu to select "Applications," then "Manage Existing Applications."
2. Locate your application and select "View Comments" in the row of your application. Scroll down to see the Comments section below the Application Dashboard.
3. Select the "Add Comment" button.
4. Provide the additional information requested within the free text box and/or attach files, as needed.
5. Click the "Submit" button.
6. Repeat steps 3-5 as many times as needed to address the requests for follow up and provide the number of documents being requested, if any.

Your username is: JasmineCooley

If you forgot your password, click [Forgot your password](#) to create a new one.



9. Support and Key Reminders

- Please send any questions related to using the portal to: DDDRecruitmentandRetentionProgram@ey.com
- Sign-in to the portal by clicking “forgot password”
- Submit completed budget to the portal by May 15, 2024
 - The sooner your budget is received, the sooner your organization will receive your grant agreement and begin to submit reimbursement requests
- Submit signed Grant Agreement to the portal within one week of DHS approving your organization’s budget
- Periodic Financial Reporting will be due within the portal on May 15, 2024, and July 15, 2024
- Submit your final report by July 31, 2024
- Allowable costs include bonuses for new and existing direct care staff, advertising for recruiting direct care staff, and training for new direct care staff



Grantee Resources

- ❑ Link to the HFS Portal: [Portal Homepage](#)
- ❑ Link to reset your password for the Portal: [Forgot Password](#)
- ❑ CSFA website: [DD Payments for Recruitment and Retention Program](#)
- ❑ DDD provider trainings: [IDHS: DDD Recorded Webinars and Handouts](#)
- ❑ Link to DHS Post-Award Requirements and Resources: [Accounting Policies](#)
- ❑ Link to DHS Post-Award Requirements and Resources: [Recordkeeping Requirements](#)
- ❑ Link to DHS Post-Award Requirements and Resources: [Financial and Performance Reporting](#)

If your organization has Budget, PFR or Portal Questions, please reach out to:
dddrecruitmentandretentionprogram@ey.com



End of presentation and recording



Questions?

