



State of Illinois  
Department of Human Services  
**FY 2023 CYS NOFO APPLICATION -  
APPENDIX 17 - CYS NOFO CHECKLIST**

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Uniform Application for State Grant Assistance (Refer to **Appendix 16**)

**Program Narrative**

- Executive Summary (Refer to **Appendix 14**)
- Capacity - Agency Qualifications/Organizational Capacity
- Equity and Racial Justice
- Need - Description of Need
- Quality - Description of Program Design and Services
- Evaluation
- Budget Narrative

**Attachments to Your Application**

- Attachment 1 Organizational Chart
- Attachment 2 Resumes for Key Staff
- Attachment 3 Job Descriptions
- Attachment 4 Program Contact Information Forms (**Appendix 1**)
- Attachment 5 Program Readiness (Leases, rental agreements, etc.)
- Attachment 6 Linkage agreements, MOUs
- Attachment 7 Certification or Accreditations (if applicable)
- Attachment 8 CBAT-O and Statement of Commitment to Trauma-informed Capacity
- Attachment 9 Area Project Board (**Appendix 3**; complete one form for each Board)
- Attachment 10 CYS Community Committees (**Appendix 4**: complete one form for each Committee)
- Attachment 11 Community Assessment (**Appendix 8**; must be completed for each Established Committee)
- Attachment 12 Grant Objectives/Action Plan (**Appendix 9**)
- Attachment 13 Youth Committee Information Forms (**Appendix 5**)
- Attachment 14 Youth Referral Guide (**Appendix 6**)
- Attachment 15 Youth Employment Resources (**Appendix 7**)
- Attachment 16 Community Committee Budget Summary (**Appendix 13**; complete one form for each Committee)
- Attachment 17 PDF copy of Organization's Budget (submitted in CSA)
- Attachment 18 Copy of Agency's current Federal Form W9
- Attachment 19 Copy of Currently Approved NICRA if indirect costs are included in the budget
- Attachment 20 Sub-Recipient Contact Information Form (**Appendix 10**)
- Attachment 21 Additional Sub-Recipient Information Forms (**Appendix 11**)
- Attachment 22 Subrecipient Agreement; PDF Budget; Copy of Federal Form W9; and a copy of the approved NICRA if indirect costs are included in the Subrecipient budget.
- Attachment 23 CYS NOFO Checklist

Uniform Grant Budget - The proposed budget must be entered, signed and submitted in CSA and is required for the application to be considered complete.