

Notice of Funding Opportunity

HUMAN SERVICES CAPITAL INVESTMENT GRANT PROGRAM

Due date: December 30, 2022

A. Program Description

This Notice of Funding Opportunity ("NOFO") sets forth the requirements of the **Human Services Capital Investment Grant Program** (the "Program"). This is a new initiative funded by the Rebuild Illinois Projects Fund, Public Act 102-0698. It is authorized by the Program statute, 20 ILCS 605/605-1030, and the Program's administrative rules, 14 Ill. Admin. Code Part 670. The Program is a collaboration between the Department of Commerce and Economic Opportunity ("DCEO" or the "Department") and the Department of Human Services ("DHS"), and the purpose is to make Capital Improvement grants to Human Services Providers serving Low-Income and Marginalized populations. (See Appendix A for definitions of capitalized terms in this NOFO.)

Through a prior NOFO, DCEO selected a grantee, TEC Services Consulting, Inc. (the "Intermediary") to serve as an Intermediary to implement and administer the subawards for eligible Capital Improvement Projects of Human Services Providers throughout the State. The Intermediary is responsible for evaluating and recommending to DCEO and DHS project applications from eligible Human Services Providers located in Illinois, entering into subaward agreements with selected Human Services Providers, disbursing grant funds, and overseeing these projects to ensure compliance with all applicable laws and program requirements.

Technical Assistance:

The Intermediary will provide technical assistance to potential Human Services Provider subaward applicants and to subrecipients once awards are made, to include but not limited to technical assistance webinars, a question and answer ("Q&A") feature on the Intermediary's website and one-on-one assistance. One-on-one technical assistance may be obtained by sending an email to: CapitalGrant@tecsinc.com.

Current planned webinars are as follows:

General Information Session:	Tuesday, November 15 th at 1:00pm
Compliance Session:	Thursday, November 17 th at 1:00pm
Budget Template Session:	Thursday, December 1 st at 1:00pm

Webinars can be accessed and will be available for review at <https://CapitalGrant.tecsinc.com>
Additional information sessions may be added as needed.

The main source of technical assistance will be the Intermediary's dedicated website, which includes the following resources:

- An easy-to-use eligibility checklist, including examples;
- Complete application materials, including fillable forms;
- Step-by-step application instructions;
- Information on unique entity identifiers, including links and instructions to obtain them;
- Information on the Business Enterprise Program (BEP), with links to resources for locating registered potential BEP partners, whether or not the subaward project meets the statutory requirement threshold;
- Information on apprenticeships in Illinois and the Illinois Works Jobs Program Act apprenticeship goal;
- Information on environmental reviews and links to further resources;
- Procurement policies and requirements, including referral to the resources above on BEP goals and potential partners;
- Complete information on financial requirements, including allowable costs and proper expenditure documentation templates and examples;
- Reporting requirements and report samples and templates; and
- Information on records retention requirements.

The Intermediary website's Q&A feature allows potential applicants to publicly ask and read answers to questions. The questions and answers will be regularly updated as new questions arise so that all answers are available to all potential applicants. Questions asked within close proximity to the closing date of this NOFO may not be able to be answered before the NOFO expires due to the volume of assistance needed. Applicants are strongly encouraged to seek and/or utilize technical assistance resources as soon as possible.

1. Program Components

Up to \$15,000,000 for subawards to Human Services Providers ("subrecipients") for Capital Improvement projects will originate from the Rebuild Illinois Projects Fund, funded by Public Act 102-0698. The following requirements apply to the permitted projects and expenditures of the subrecipients, for which the Intermediary will be required to ensure compliance.

- "Capital Improvement" means a project with a purpose to physically expand or physically improve upon a facility owned or leased by a human services provider. Eligible activities do not include the purchase of land or a building, conducting site selection or improvements made to a personal residence even if it is used by the Human Services Provider to perform services.
- Allowable costs for subawards to subrecipients include those for activities covered in the following categories:
 - Design/Engineering (limited to 10-15% of total grant budget)
 - Wiring/Electrical
 - Equipment/Materials/Labor
 - Paving/Concrete/Masonry
 - Construction Management/Oversight (limited to 10-15% of total grant budget)
 - Mechanical System
 - Excavation/Site Preparation/Demolition
 - Plumbing
 - Other Construction Expenses
 - Contingency (limited to maximum 10% of total grant budget)
- Administrative and operational expenditures, including, but not limited to, monthly utilities charges, personnel, fringe benefits, insurance, indirect costs and debt obligations are ineligible.
- Subject to DCEO's approval, the Intermediary may be permitted to release to subrecipients a working capital advance of up to 25% of the total subaward amount if, during the application process, the subrecipient demonstrates a need for funds to commence a project. The remaining funds must be paid through reimbursement after the subrecipient presents sufficient supporting documentation of expenditures for eligible activities. In circumstances in which the subrecipient includes a budget line item for "Contingency" costs, once 75% of the total award amount has been released to the subrecipient, the Intermediary will review the remaining expenditures with the subrecipient to determine if contingency costs will be required. If not all contingency costs contained in the budget will be utilized by the subrecipient, the remaining contingency amount will be deducted from the last release of funds to the subrecipient and deposited into a general contingency fund to be used by other subrecipients who have reasonable cost overruns up to the maximum award amount of \$250,000 and demonstrate a need for additional funds, after receiving approval from DCEO. Additional cost flexibility may be permitted in extraordinary circumstances (such

as extreme fluctuations in material costs, unforeseen weather conditions or natural disasters, etc.).

- No cash match is required for the subaward projects.
- Subaward projects must be completed by the end of the subaward term, which must be within the term of, or coterminous with, the Intermediary administrative expenses grant award, which is currently scheduled to expire on August 31, 2024.
- DCEO anticipates that the term of the subaward agreements will be one to two years. There is the possibility of grant extensions and adding funds to an award based on performance and subject to appropriation of funds by the General Assembly.

2. Scope of Work for the Human Services Providers Subawards

A. Eligible Capital Improvement Project Activities

The grant subawards shall support Capital Improvements to facilities located in Illinois and utilized by Human Services Providers to deliver services to Low-Income or Marginalized populations. The minimum grant subaward amount shall be \$50,000 and the maximum subaward amount shall be \$250,000.

Priority Projects

Subaward applicants that demonstrate the following will receive additional credit during the application review process if the proposed project:

- Addresses “life-safety code” deficiencies (applicants must demonstrate the deficiency was identified by State Fire Marshal or other government inspector/contractor that indicated that the deficiency must be rectified to operate safely);
- Will lead to an expansion of services offered to clients (either expansion of current programs or introduction of new programs); or
- Is located in or provides services to individuals who reside in either a disproportionately impacted area or a qualified census tract.

"Disproportionately impacted area" means those ZIP Codes most severely affected by the COVID-19 pandemic, to be determined based on positive COVID-19 case per capita rates, and that meet at least one of the following poverty-related criteria relative to other ZIP Codes within their region:

- share of population consisting of children age 6 to 17 in households with income less than 125% of the federal poverty level (FPL);
- share of population consisting of adults over age 64 in households with income less than 200% FPL;
- share of population in households with income less than 150% FPL; or
- share of population consisting of children ages 5 and under in households with income less than 185% FPL.

The State is divided into the following two regions for purposes of determining a disproportionately impacted area:

- 1) The counties of Cook, Kane, Lake, Will, and DuPage; and
- 2) All other counties within the State.

To determine a disproportionately impacted area, the poverty data points listed in this definition are compared only with the data of the zip codes of the applicable region to determine whether at least one of the poverty-related criteria is met.

"Qualified Census Tract" means a census tract, as defined by the U.S. Census Bureau, having 50 percent of households with incomes below 60 percent of the Area Median Gross Income (AMGI) or having a poverty rate of 25 percent or more.

Please use this link or contact the Intermediary for assistance with the determinations regarding Disproportionately Impacted Areas and Qualified Census Tracts:

<https://www.illinoisworknet.com/qctdiamap>

B. Eligible Capital Improvement Expenditures for Subawards

Expenditures for subawards must be for Capital Improvement projects in Illinois that have not yet been fully completed by the start of the subaward application period (November 1, 2022). Reimbursements for projects completed prior to November 1, 2022, will not be permitted. For Capital Improvement projects that have commenced prior to full execution of a subaward, expenditures eligible for reimbursement will be only for services provided from November 1, 2022, going forward. See above for the list of eligible allowable costs for subawards.

3. Timelines, Milestones, Deliverables and Performance Measures

Estimated Timeline

The Intermediary estimates that subaward determinations will be announced around February 2023 and subaward agreements issued around March or April 2023. Success for this grant program will be measured by the completion of the subaward projects as well as subrecipient compliance with program requirements set forth in this NOFO, the program statute and administrative rules.

Reporting

Subrecipients will be required to report to the Intermediary monthly on project performance, compliance and the expenditure of funds.

Business Enterprise Program

Subawards will include a Business Enterprise Program goal for those subawards that meet the \$250,000 threshold, as required by State law (30 ILCS 105/45; 30 ILCS 575/0.01 *et seq*). The law establishes a goal for contracting with businesses that have been certified as owned or controlled by persons who are minority, female, or who have disabilities¹. The final BEP goal will be determined at the time the subaward agreement is issued. Those subrecipient awards that do not meet the \$250,000 threshold will be encouraged, through technical assistance led by the Intermediary with assistance from DCEO, to utilize qualified state, county, or municipal BEP, minority business enterprise (MBE), women business enterprise (WBE), veterans or disabled vendors (hereafter "BEP") for Capital Improvement projects funded under this program.

See Section F.2, below, for additional Illinois statutory requirements for the subawards. The Intermediary is responsible for providing technical assistance and monitoring subrecipient compliance for each of these requirements.

¹ A list of state approved vendors is maintained by CMS: <https://cms.diversitycompliance.com/>

B. Funding Information

This grant program is utilizing State funds appropriated by the Illinois General Assembly through Public Act 102-0698. Applications for Human Services Provider subawards will be accepted by the deadline set forth in this NOFO.

Program funding: The total amount of grant funds available for Capital Improvement project subawards to Human Services Providers is \$15,000,000, which was appropriated to DCEO from the Rebuild Illinois Projects Fund. The permitted amounts of each subaward must range from \$50,000 to \$250,000. These funds may only be used for Capital Improvement expenditures and may not be used for administrative or operational costs, including indirect costs.

Allowable costs: Allowable cost categories are set forth in section A.1, above and must be necessary, reasonable and allocable based on activities contained in the scope of work. Funding is subject to State legislative appropriation.

Grant award and payment terms: The successful applicants will be invited to negotiate a grant subaward agreement with the Intermediary. The executed subaward agreement will specify conditions for payment and a payment schedule.

Grant extensions: DCEO, after recommendation from the Intermediary, may authorize the extension of subawards based on performance.

Applicants must submit a project narrative that describes in detail how the award will be executed. The project narrative should include enough information for the Intermediary to understand the scope of the project, the budget, including a detailed breakdown of the costs associated with each budget line and any additional necessary detail to enable the Intermediary to manage the grant agreement activity against planned project performance. The Project Narrative must include evidence of capacity, quality and need as defined in Section E.1.

Agreement(s) and budget(s) with subcontractors of the subaward recipients must be on file with the Intermediary. Agreements can be submitted to the Intermediary when available. Subcontractors are subject to all applicable provisions of the subaward agreement executed between the Intermediary and the Human Services Providers.

The release of this NOFO does not obligate the Intermediary or DCEO to make any awards.

C. Eligibility Information

1. Eligibility of Human Services Providers for Subawards.

"Human Services Provider" means a Not-for-profit Corporation in good standing to operate in the State of Illinois that provides services directly to Low-income or Marginalized populations in one of the core program divisions of DHS—mental health, rehabilitation services, substance use prevention and recovery, family and community services, developmental disabilities, and early childhood. A "Human Services Provider" is not required to be a current or former recipient of grant funds from DHS. A "Human Services Provider" includes, but is not limited to, domestic violence shelters; rape crisis centers; comprehensive youth centers; Teen Responsibility, Education, Achievement, Caring and Hope (Teen REACH) providers; supportive housing providers; developmental disability community providers; behavioral health providers; and other Community-Based Providers [20 ILCS 605/605-1030(a)].

A Human Services Provider is **eligible** to receive a grant subaward through the Intermediary if the provider:

1. offers services within Illinois in a manner that supports and fulfills the mission of DHS;

2. has delivered services for a minimum of two years directly to Low-income or Marginalized populations in Illinois in at least one of the core program areas of DHS—mental health, rehabilitation services, substance use prevention and recovery, family and community services, developmental disabilities, and early childhood;
3. is a Not-for-profit Corporation in good standing to operate in the State of Illinois; and
4. has a valid unique entity identifier (see 2 CFR 25.300) prior to receiving the subaward.

A Human Services Provider is **ineligible** to receive a grant subaward from an intermediary if the provider is:

1. unable to meet the eligibility criteria set forth above;
2. the Intermediary for the program at the time of application or award;
3. delinquent on payment of any State of Illinois tax obligation;
4. on the Illinois Stop Payment List, the State's debarred or suspended contractor lists, or is in default of any contractual obligation to DHS or DCEO;
5. engaged in an enterprise that is unlawful or renders the provider ineligible under applicable State or federal law; or
6. on the federal System for Award Management excluded parties list (<https://sam.gov/content/exclusions>).

Faith-Based Organizations

Human Services Providers that are faith-based organizations, to be eligible for a subaward, must use grant funds to make Capital Improvements to parts of their facility (whether the facility is owned or leased) that are used exclusively to provide human services. Grant funds may not be used for projects that provide a benefit to space used for the purpose of religious worship (e.g., chapel or sanctuary, etc.). Grant funds also may not be used to improve a facility for the benefit of members, clergy or attendees participating in religious activities (such as a parking lot or an elevator).

Entities on the Illinois Stop Payment List and/or the Federal Excluded Parties List at time of application submission will not be considered for a subaward.

DCEO and the Intermediary 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.).

2. Cost Sharing or Matching.

There are no cost sharing or matching requirements for this notice of funding opportunity. However, if project costs will require funding from other source for project completion, a description of those sources and the availability must be included in the project description.

3. Indirect Cost Rate.

Indirect costs will not be permitted on the subawards.

4. Other, if applicable.

Applicants may only submit (1) one application package for this program.

D. Application and Submission Information

1. Address to Request Application Package.

Grant subaward application forms are available at <https://CapitalGrant.tecsinc.com> or by contacting the Program Manager:

Jerry Huang
TEC Services Consulting, Inc.
1620 Pebblewood Lane, Suite 270
Naperville, IL 60563

E-mail: CapitalGrant@tecsinc.com

2. Content and Form of Application Submission.

A standard application package must be submitted and reviewed by the Intermediary. Each package should contain the following items:

- Uniform Grant Application in fillable PDF format. The application signature page must be printed, signed and scanned, and included with submission.
- Uniform Capital Budget utilizing the template provided by the Intermediary for this project. The entire budget with all worksheets included even if the worksheets are not relevant to the grant opportunity must be submitted with the application materials. The Budget certification page must be printed, signed, scanned and included with submission.

The budget template for this award shall include details in the narrative sections for each allowable line item for which the applicant would expend funds which justifies each cost, including how each cost is calculated. Applicants may provide supplemental pages and refer to the supplement in the narratives of the line item.

- Conflict of Interest Disclosure
- Mandatory Disclosures

Additional Application Package Requirements

- Project Narrative: A project narrative is required. There is a template provided as part of the grant application materials, which requests the following information:
 1. a description of the purpose/intended activities (i.e., Scope of Work) of the grant project;
 2. the location of the project, including a description of the facility proposed to be improved with grant funds;

3. ownership and lease information, as applicable, for the facility where the proposed project would occur. Leases should have an end date of at least 1 year after the subaward term ends (if remaining term is less than 1 year, a declaration signed by the applicant and the landlord stating that the lease is intended to be renewed must be provided) and applicants will be required to provide written permission from the landlord to conduct the grant-funded activities as well as a copy of the lease agreement, which states the term;
4. a description of the Human Services Provider applicant, including, but not limited to, the history of the provider; the provider's mission and goals; the number of current staff; a list of current board members, if applicable; the populations and geographic areas served by the provider; the existing linkages or partnerships with other community resources or organizations; how the populations served by the applicant meet the definition of Low-income or Marginalized, including approximate percentages of individuals served within each category; and the core DHS programs or areas for which the applicant provides services, including a description of the programs and services provided by the applicant and the length of time the applicant has provided the services;
5. a description of the participants served by the Human Services Provider's program(s) including:
 - a. a description of any eligibility criteria for participation in the program(s) (e.g., income level, age, employment status, etc.); a description of how participants are identified or recruited, or who refers participants to the organization for services; if services cannot be provided to all that apply, a description of the manner in which participants are selected (e.g., standardized testing; first-come, first-served); and a description of the costs to participants for these programs and services, and specify whether a sliding scale (e.g., cost for services is reduced or waived, based on income or ability to pay) is enacted.
6. the public purpose and public benefit of the project;
7. the financial need of the Human Services Provider for the grant funds (In addition to a narrative description of financial need, subrecipient applicants should submit their most recent Form 990, operating budget and other documentation to demonstrate financial need and other sources of funding available or applied for.);
8. a description of additional funding sources the provider is receiving or requesting for the project, if any;
9. an estimated timeline for completion of the project;
10. statement regarding whether the applicant will have the ability to deliver services at its facility if the proposed project is not completed;
11. a description of whether the applicant has received prior grant awards from DCEO or DHS and the applicant's grant performance under these awards, if applicable;
12. an explanation of how the applicant will be able to administer and complete the project within the allowable grant period; and
13. any additional information required to demonstrate or support the information submitted by the applicant for the proposed project.

- Agreements with Contractors: If the applicant will be using subcontractors, the applicant must submit agreements with the contractor organizations demonstrating the intent to

provide the services if the applicant receives the grant award. If no agreements are entered as of the time of application, those agreements can be provided to the Intermediary when they become available, including after receiving the subaward.

- Proof of Good Standing: Intermediary applicants must include documentation demonstrating that the applicant is in good standing to operate in the State of Illinois, including but not limited to, proof of current registration with all government entities the applicant is required to register with in order to operate.
- Additional Support Documentation: Applicants shall provide any additional documentation required to demonstrate or support the information submitted by the applicant for the proposed project.
- Internal Revenue Service Letter: Applicants must provide a current letter from the Internal Revenue Service that verifies the information listed on the W-9.
- Internal Revenue Service Form W-9: Applicants need to complete and sign this form.

3. Submission Dates and Times.

Application deadline: The application and all required documentation shall be submitted to the Intermediary and must be received no later than **5:00 p.m.(Central Time) on Friday, December 30, 2022**. The Intermediary will send an email to the applicant contact acknowledging receipt of applications.

Application materials must be submitted to the Intermediary via the application website at <https://CapitalGrant.tecsinc.com>. The Intermediary is under no obligation to review applications that do not comply with the above requirements.

Failure to meet the application deadline may result in the Intermediary disqualifying the application without review or may preclude the Intermediary from making the subaward.

4. Funding Restrictions.

Human Services Capital Investment Grant Program: All applicants and subrecipients must be in compliance with the funding requirements set forth in the Human Services Capital Investment Grant Program statute (20 ILCS 605/605-1030) and rules (14 Ill. Admin. Code Part 670).

Uniform Administrative Requirements, Cost Principles, and Audit Requirements/Grant Accountability and Transparency Act: All applicants and subrecipients must be in compliance with the Uniform Administrative Requirements located at 2 CFR Parts 25, 170, 183 and 200 as applicable through the Grant Accountability and Transparency Act (30 ILCS 708; 44 Ill. Admin. Code Part 7000).

Subawards to Human Services Providers

Administrative costs

Administrative, operational and indirect costs, including, but not limited to, utilities, personnel, insurance, and debt obligations, are not permitted expenditures for subawards received by Human Services Providers.

Pre-award costs

Pre-award costs are incurred at the Human Services Provider applicant's own risk and will not be funded if an award is not made. Pre-award costs for services in anticipation of an award may be allocable, where necessary, for the efficient and timely performance of the program and are subject to 2 CFR 200.458 and where permitted in the final executed subaward agreement after written approval by the Intermediary and DCEO. Costs associated with the development of the

application are not allowed. For Capital Improvement projects that have commenced prior to full execution of a subaward, expenditures eligible for reimbursement will be only for services provided from the start of the subaward application period (November 1, 2022) going forward.

5. Other Submission Requirements.

Application materials must be submitted to the Intermediary via the application website at: <https://CapitalGrant.tecsinc.com>.

Additional Application Information: The Intermediary reserves the right to request additional information from applicants to evaluate applications. DCEO reserves the right to reject all applications, to reject individual applications for failure to meet any requirement, to award in part or in total, and to waive minor defects and non-compliance. The Intermediary's staff may contact the applicants to request information on a quick turnaround (generally 48 hours) to resolve technical questions including, technical or administrative clarifications, incomplete components, and technical transmission errors.

E. Application Review Information.

1. Criteria.

Grant subaward proposals will be reviewed on a competitive basis. Each proposal will be scored on a 100-point scale. A team consisting of representatives from the Intermediary will initially review applications and will make recommendations to DCEO and DHS, which will provide final approvals. The review teams shall consider the following criteria when evaluating the application submittal:

(50 points) Need – Up to 50 points will be awarded for the applicant's demonstrated need for funding from the Human Services Capital Investment Grant Program, including:

- Applicant's ability to complete capital project and/or expand and deliver services at its facility if an award is not received.
- Demonstration of financial need:
 - Narrative description (required);
 - Submission of Form 990 (required);
 - Submission of operating budget (required);
 - Applicant's other revenue sources for the project (required); and
 - Submission of other documentation to demonstrate financial need (optional, but may be useful for understanding financial need).
- Whether the proposed project is among the three priorities identified in this NOFO (see Priority Projects, above).

(30 points) Quality of Proposal – Up to 30 points will be awarded based on the quality of the project plans specified in the proposal for achieving the goals of the Human Services Capital Investment Grant Program. The proposal should describe in detail the following:

- How the applicant meets the eligibility criteria.
- How the project is an eligible Capital Improvement project activity.
- A sufficiently detailed budget that includes only eligible expenditures and demonstrates efficient use of funds that aligns properly with the program goals and complies with the Uniform Guidance and all other applicable federal and State laws.
- The applicant's understanding of their obligation to comply with applicable requirements set forth in this NOFO.

(20 points) Capacity – Up to 20 points will be awarded for demonstrated grant administration experience, including:

- The ability of the applicant to administer and complete the project within the allowable grant period.
- The ability of the applicant to meet all grant agreement reporting, program and statutory requirements.

For projects and applicants that meet all the eligibility requirements listed above, grant subawards will be prioritized for applicants with the most financial need for the Grant Funds and therefore, this criterion will be weighted most heavily during the merit review process.

2. Review and Selection Process.

Applications will be graded using the Merit Review Process and scored on the criteria specified in Section E.1. The Intermediary will review each application for completeness and designate an evaluation committee to grade each application received for this funding opportunity. The final score of each Committee member will be calculated and an average of all scores will be the final applicant score. Each applicant will then be ranked by their score and applications that meet a minimum score will be sent to DCEO and DHS for environmental reviews and a final determination.

The Merit Based Review process is subject to appeal. However, evaluation scores cannot be appealed. The appeal must be submitted in writing to the Intermediary within 14 calendar days after the date that the grant award notices have been published. The written appeal shall include the name and address of the appealing party, the identification of the grant and a statement of reasons for the appeal. To file an appeal, applicants must submit the appeal in writing to the Intermediary at CapitalGrant@tecsinc.com and in accordance with the Merit-Based Application Review Appeals Process listed on the Grant Opportunities page of the DCEO website: <https://www2.illinois.gov/dceo/AboutDCEO/GrantOpportunities/Pages/MeritAppReview.aspx>.

3. Anticipated Announcement and State Award Dates, if applicable.

The Intermediary anticipates sending Notices of State Award by approximately February 2023 to March 2023, but reserves the right to issue a reduced award, or not to issue any award.

F. Award Administration Information

1. State Award Notices.

The Notice of State Award (NOSA) will specify the funding terms and specific conditions resulting from the pre-award risk assessments and the merit review process. The NOSA is not an authorization to begin performance or incur costs.

Unsuccessful applicants will be notified.

2. Administrative and National Policy Requirements.

Grant Uniform Requirements: The Grant Accountability and Transparency Act (30 ILCS 708/1 *et seq.*) (and its related administrative rules, 44 Ill. Admin. Code Part 7000), was enacted to increase the accountability and transparency in the use of grant funds from whatever source and to reduce administrative burdens on both State agencies and grantees by adopting federal guidance and regulations applicable to those grant funds; specifically, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200).

Procurement: Subrecipients will be required to adhere to methods of procurement per the Procurement Standards (2 CFR 200.317 – 2 CFR 200.327).

Additional Requirements: Subrecipients must comply with all applicable State and federal laws, including, but not limited to the following (see more detailed information, below):

- Prevailing Wage Act (820 ILCS 130/0.01 *et seq.*);
- The Illinois Works Jobs Program Act (30 ILCS 559/20);
- Business Enterprise Program for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575/0.01 *et seq.*);
- Employment of Illinois Workers on Public Works Act (30 ILCS 570/0.01 *et seq.*);
- Environmental Protection Act (415 ILCS 5/1 *et seq.*);
- Illinois Endangered Species Protection Act (520 ILCS 10/1 *et seq.*);
- Illinois Natural Areas Preservation Act (525 ILCS 30/1 *et seq.*);
- Interagency Wetland Policy Act of 1989 (20 ILCS 830/1-1 *et seq.*); and
- Illinois State Agency Historic Resources Preservation Act (20 ILCS 3420/1 *et seq.*).

***Business Enterprise Program:** For grant subawards of \$250,000 or more, subrecipients will be required to comply with the Business Enterprise Program for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575/0.01 *et seq.*), which establishes a goal for contracting with businesses that have been certified as owned and controlled by persons who are minority, female or who have disabilities. DCEO and the Intermediary will work with the subrecipients to ensure compliance prior to the establishment of the grant subaward agreement as well as through the life of the grant.

Environmental Review Requirements: Proposed subawards will be reviewed to determine environmental review requirements. Based on the scope of the project, the subrecipients may be required to complete additional environmental approvals before a grant agreement can be initiated.

***Illinois Works Jobs Program Act (30 ILCS 559/20-1 *et seq.*):** For subawards with an estimated total project cost of \$500,000 or more, the subrecipient will be required to comply with the Illinois Works Apprenticeship Initiative (30 ILCS 559/20-20 to 20-25) and all applicable administrative rules. The “estimated total project cost” is a good faith approximation of the costs of an entire project being paid for in whole or in part by appropriated capital funds to construct a public work. The goal of the Illinois Apprenticeship Initiative is that apprentices will perform either 10% of the total labor hours actually worked in each prevailing wage classification or 10% of the estimated labor hours in each prevailing wage classification, whichever is less. Subrecipients will be permitted to seek from DCEO a waiver or reduction of this goal in certain circumstances pursuant to 30 ILCS 559/20-20(b). The subrecipient must ensure compliance for the life of the entire project, including during the term of the grant and after the term ends, if applicable, and will be required to report on and certify its compliance.

Prevailing Wage Act (820 ILCS 130/0.01 *et seq.*): Applicants that are awarded subawards shall comply with all requirements of the Prevailing Wage Act, including but not limited to, inserting into all contracts for construction a stipulation to the effect that not less than the prevailing rate of wages as applicable to the project shall be paid to all laborers, workers, and mechanics performing work under the award and requiring all bonds of contractors to include a provision as will guarantee the faithful performance of such prevailing wage clause as provided by contract. Subrecipients will be required to report on Prevailing Wage Act compliance on a monthly basis.

Employment of Illinois Workers on Public Works Act (30 ILCS 570/0.01 *et seq.*): All subrecipients will be required to comply with the Employment of Illinois Workers on Public Works Act (30 ILCS 570/0.01 *et seq.*) (the “Act”), which provides that whenever there is a period of excessive unemployment in Illinois (as defined by the Act), if a grantee is using Grant Funds for (1) constructing or building any public works, or (2) performing the clean-up and on-site disposal of hazardous waste for the State of Illinois or any political subdivision of the State, then the grantee shall employ at least 90% Illinois laborers on such project. Illinois laborers refers to any person who has resided in Illinois for at least 30 days and intends to become or remain an Illinois resident. Subrecipients may receive an exception from this requirement by submitting a request

and supporting documents certifying that Illinois laborers are either not available, or are incapable of performing the particular type of work involved. The certification must: (a) be submitted to the grant manager within the first quarter of the Award Term; (b) provide sufficient support that demonstrates the exception is met; (c) be signed by an authorized signatory of the grantee; and (d) be approved by DCEO in consultation with the Illinois Department of Labor. In addition, every contractor on a public works project or improvement or hazardous waste clean-up and on-site disposal project in this State may place on such work no more than 3 (or 6 in the case of a hazardous waste clean-up and on-site disposal project) of the contractor's regularly employed non-resident executive and technical experts.

*The requirements and goals of the Business Enterprise Program and the Illinois Works Jobs Program Act will only apply to subawards in the amount of \$250,000. All other subawards will be encouraged and assisted by the Intermediary to contract with BEP-certified vendors.

3. Reporting.

Subaward Reporting

Human Services Provider subrecipients will submit monthly performance and financial reports to the Intermediary. The Intermediary will report to DCEO detailed information on the subawards issued to Human Services Providers, including, but not limited to, expenditures, project performance and compliance with program requirements.

Periodic Performance Report (PPR) and Periodic Financial Report (PFR)

Subrecipients funded through this NOFO are required to submit in the format required by the Intermediary on a monthly basis, the PPR and PFR. Pursuant to 2 CFR 200.328, Periodic Financial Reports shall be submitted no later than 30 calendar days following the period covered by the report. Pursuant to 2 CFR 200.329, Periodic Performance Reports shall be submitted no later than 30 calendar days following the period covered by the report. Any additional reporting requirements will be disclosed in subaward agreement. Subrecipients are required within 45 calendar days following the end of the period of performance to submit a final closeout report in the format required by the Grantor (See 2 CFR 200.344).

Monitoring

Subrecipients funded through this NOFO are subject to fiscal and programmatic monitoring visits by the Intermediary in accordance with 2 CFR 200.337. They must have an open-door policy allowing periodic visits by Intermediary monitors to evaluate the progress of the project and provide documentation upon request of the monitor. Intermediary program staff will also maintain contact with participants and monitor progress and performance of the projects. For projects that are having delays or difficulties, monitoring will be more frequent or detailed to ensure technical assistance is provided and any issues are resolved. The Intermediary may modify subawards based on performance.

G. Intermediary Contact(s)

See Section D.1, above.

H. Other Information, if applicable

Additional Assessments

Applicants will be asked to complete a programmatic risk assessment to consider grant-specific risks. This assessment will be administered by the Intermediary towards the end of the application review process. Program staff will then determine whether any risk-based conditions from the programmatic risk assessment and the merit-based review of the application materials shall be incorporated into the grant subaward agreement.

Records Retention

The Intermediary grantee and subrecipients shall maintain, for three (3) years from the date of submission of the final expenditure report, adequate books, all financial records and supporting documents, statistical records, and all other records pertinent to the program unless a different timeframe is required by 44 Ill. Admin. Code 7000.430(a), (b) and set forth in the grant subaward agreement. If any litigation, claim or audit is started before the expiration of the retention period, the records must be retained until all litigation, claims or audit exceptions involving the records have been resolved and final action taken. The Intermediary shall be responsible for ensuring that contractors and subrecipients comply with the retention requirements.

Additional Information

The Intermediary reserves the right to modify the grant funding or extend the grant performance based on extraordinary circumstances (such as extreme fluctuations in material costs, unforeseen weather conditions or natural disasters, etc.) or to issue additional grants if all grant funds are not expended.

APPENDIX A

HUMAN SERVICES CAPITAL INVESTMENT GRANT PROGRAM

NOTICE OF FUNDING OPPORTUNITY

DEFINITIONS OF TERMS

"Agencies" means DCEO and DHS, collectively.

"Bondable Capital Improvements" means a specific class of capital improvement projects eligible to be funded by the Build Illinois Bond Fund and which meet the requirements of the Build Illinois Bond Act [30 ILCS 425/1 et seq.].

"Build Illinois" means the Build Illinois Bond Fund [30 ILCS 105/5.160].

"Capital improvement" means a project with a purpose to physically expand or physically improve upon a facility owned or leased by a human services provider.

"Community-based provider" means a not-for-profit corporation (which may include a faith-based organization), that is representative of a community or a significant segment of a community and provides services directly to low-income or marginalized populations.

"DCEO" means the Department of Commerce and Economic Opportunity.

"DHS" means the Department of Human Services.

"DUNS Number" means a unique nine-digit identification number provided by Dun & Bradstreet for each physical location of an organization.

"GATA" means the Grant Accountability and Transparency Act [30 ILCS 708].

"GATA Rule" means the administrative rules of the Governor's Office of Management and Budget found at 44 Ill. Adm. Code 7000.

"Grantee" means any human services provider applicant for a grant award under this program whose proposal is funded by DCEO either directly or through a subaward issued by an intermediary.

"Human Services Provider" means a not-for-profit corporation in good standing to operate in the State of Illinois that provides services directly to low-income or marginalized populations in one of the core program divisions of DHS – mental health, rehabilitation services, substance use prevention and recovery, family and community services, developmental disabilities, early childhood and any additional core program areas DHS creates. A "human services provider" is not required to be a current or former recipient of grant funds from DHS. A "human services provider" includes, but is not limited to, domestic violence shelters; rape crisis centers; comprehensive youth centers; Teen Responsibility, Education, Achievement, Caring and Hope (Teen REACH) providers; supportive housing providers; developmental disability community providers; behavioral health providers; and other community-based providers [20 ILCS 605/605-1030(a)].

"Intermediary" means an organization in good standing to operate in the State of Illinois, secured through an agreement with DCEO, to provide assistance for administration of the program which may include issuing subawards to eligible human services providers.

"Low-income" means an individual who:

receives, or in the past 6 months has received, or is a member of a family that is receiving or in

the past 6 months has received, assistance through:
the supplemental nutrition assistance program established under:
the Food and Nutrition Act of 2008 (7 U.S.C. 2011),
the program of block grants to States for temporary assistance for needy families
program under Title IV of the Social Security Act (42 U.S.C. 601),
the supplemental security income program established under Title XVI of the
Social Security Act (42 U.S.C. 1381), or
State or local income-based public assistance;

is in a family with total family income that does not exceed the higher of:
the poverty line; or
70 percent of the lower living standard income level;

is a homeless individual (as defined in 34 U.S.C. 12473(6)), or a homeless child or youth (as
defined in 42 U.S.C. 11434a(2));

receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell
National School Lunch Act (42 U.S.C. 1751);

is a foster child on behalf of whom State or local government payments are made; or

is an individual with a disability whose own income meets the requirements of this definition;
however, the individual is permitted to be a member of a family whose income does not meet
these requirements.

"Lower living standard income level" means that income level (adjusted for regional, metropolitan, urban,
and rural differences and family size) determined annually by the U.S. Secretary of Labor.

"Marginalized" means individuals, groups and communities that have experienced disparities or
disadvantages in obtaining assistance or services.

"Not-for-profit corporation" means an organization that is registered as a not-for-profit corporation and is
in good standing with the Illinois Secretary of State.

"Poverty line" means the level of income (as defined by the Office of Management and Budget, and
revised annually in accordance with 42 U.S.C. 9902(2)) applicable to a family of the size involved.

"Program" means the Human Services Capital Investment Grant Program.

"Public assistance" means federal, State, or local government cash payments for which eligibility is
determined by a needs or income test.

"Rebuild Illinois" means the Rebuild Illinois Projects Fund.

"State" means the State of Illinois.

"Subaward" means a grant award provided by an intermediary to a human services provider for the
purpose of carrying out a capital improvement project.

"Uniform Guidance" means the Uniform Administrative Requirements, Cost Principles, and Audit
Requirements for Federal Awards, 2 CFR 200.