

**State of Illinois Uniform Notice of Funding Opportunity (NOFO)
Summary Information**

Awarding Agency Name	Human Services
Agency Contact	Cory Blissett (Cory.Blissett@illinois.gov)
Announcement Type	Initial
Type of Assistance Instrument	Grant
Funding Opportunity Number	AmeriCorps Formula Traditional (Illinois)
Funding Opportunity Title	AmeriCorps Formula Traditional
CSFA Number	444-80-2810
CSFA Popular Name	AmeriCorps Formula Traditional
Anticipated Number of Awards	15
Estimated Total Program Funding	\$6,200,000
Award Range	\$250000 - \$1000000
Source of Funding	Federal
Cost Sharing or Matching Requirements	Yes
Indirect Costs Allowed	Yes
Restrictions on Indirect Costs	Yes : See Section 2: Eligibility, subsection ii. for more information on cost sharing and matching. See Section 4: Application Contents and Format, subsection ii. for more information on Indirect Costs.
Posted Date	05/13/2026
Application Date Range	05/13/2026 - 06/12/2026 : 4:00 pm
Grant Application Link	Please select the entire address below and paste it into the browser... http://www.dhs.state.il.us/page.aspx?item=178901
Technical Assistance Session	Offered : Yes Mandatory : No Date : 05/21/2026 : 10:00 am Registration link : https://actnowillinois-org.zoom.us/webinar/register/WN_ODvxoJeEQc68uvP7Q_zPnA#/registration

1. Basic Information (CSFA Data Section)

i. Required Information

- A. Awarding Agency Name: Illinois Department of Human Services
- B. Funding Opportunity Title: AmeriCorps Formula Traditional
- C. Announcement Type: Competitive Initial Announcement
- D. Funding Opportunity Number: 27-444-80-2810-01
- E. Assistance Listing Number: 444-80-2810

Items 1(A) - 1(E) are in the CSFA Data Table below.

Awarding Agency Name	Illinois Department of Human Services
Agency Division Name	Office of Community and Positive Youth Development; Bureau of Volunteerism and Community Service
Agency Contact	Rachael Tuxhorn DHS.Servellinois.NOFO@illinois.gov
Announcement Type	Competitive Initial Announcement
Funding Opportunity Title	AmeriCorps Formula Traditional (Illinois)
Funding Opportunity Number	27-444-80-2810-01
Application Posting Date	May 13, 2026
Application Closing Date	June 12, 2026, 4:00 pm (CST)
Catalog of State Financial Assistance (CSFA) Number	444-80-2810
Catalog of State Financial Assistance (CSFA) Name	AmeriCorps Formula Traditional
Assistance Listing Number(s) (Federal)	94.006
Awarding Source	Federal Pass-Through
Estimated Total Program Funding Amount	\$6,200,000
Anticipated Number of Awards	Approximately 15
Award Range	\$250,000 - \$1,000,000
Cost Sharing or Matching Requirement	Yes (See Section 2: Eligibility, subsection ii. for more information)
Indirect Costs Allowed?	Yes

Restrictions on Indirect Costs?	Yes (See Section 4: Application Contents and Format, subsection ii. for more information)
Technical Assistance Session Offered	Yes May 21, 2026, 10:00 am (CST) Technical Assistance Registration

F. Funding Details

1. Total Amount of Funding

- a. The Department expects to award approximately \$6,200,000.
- b. The source of funding for this program is Federal Pass-Through funds.

2. Number of Grant Awards

- a. The Department anticipates funding approximately fifteen (15) grant awards to provide this program.

3. Expected Dollar Amount of Individual Grant Awards

- a. The Department anticipates that the dollar amount of individual awards will be \$250,000 - \$1,000,000.

4. Average amount of Funding per Grant Award on average in previous years.

- a. Average funding amount for this grant award program in previous years was \$500,000.

5. Renewal or Supplementation of Existing Projects Eligibility.

- a. Applications for renewal or supplementation of existing projects are to compete with applications for new State awards.
- b. Successful applicants under this NOFO may be eligible to receive two subsequent one-year grant renewals for this program. Renewals are at the discretion of the Department and are based on sufficient appropriation and performance criteria including, but not limited to:
 - i. Grantee has performed satisfactorily during the previous reporting period
 - ii. All required reports have been submitted on time, unless a written exception has been provided by the Division/Department
 - iii. No outstanding issues are present (e.g., in good standing with all pre-qualification requirements and no outstanding corrective action, etc.)

6. Sub-Recipient Agreements

- a. Sub-Recipient Agreement(s) and budgets must be pre-approved by the Department and on file with the Department. Sub-recipients are subject to all provisions of this

Agreement. The successful applicant Agency shall retain sole responsibility for the performance and monitoring of the sub-recipient.

7. Funding restrictions

a. Pre-Award Costs

- i. Pre-Award Costs are allowed subject to the discretion, review, and prior approval of the IDHS Budget Committee. Pre-Award Costs must be identified as such in the IDHS Uniform Grant Budget Narrative. Pre-Award costs are allowable for this award.
- ii. IDHS grants are governed by [2 CFR, Part 200, Subpart E-Cost Principles](#). Principles and [30 ILCS 708](#) which include information on allowable costs, audit requirements, and financial records.

b. Indirect Costs

- i. [Indirect Costs](#) may be applied to this grant award. Indirect Cost rates must be approved through the Illinois Indirect Cost Rate Election System (ICRES).

8. The release of this NOFO does not obligate the Illinois Department of Human Services (IDHS) to make an award.

G. Key Dates

1. Application Posting Date: May 13, 2026
2. The Department must receive the Preliminary Submission materials (Letter of Intent, etc.): Not applicable
3. The Department must receive the Full Application on or by June 12, 2026, at 4:00 pm CST.
4. Anticipated Award Date: August 15, 2026
5. Anticipated Start Dates and Periods of Performance for new grant awards.
 - a. Subject to appropriation, the grant period will begin no sooner than September 1, 2026, and will continue through August 31, 2027.

H. Executive Summary: The Illinois Department of Human Services (IDHS) – Serve Illinois and AmeriCorps State and National grantees are awarded to eligible organizations that engage AmeriCorps members in evidence-based or evidence-informed interventions to strengthen communities. An AmeriCorps member is a person who does community service through AmeriCorps.

Members may receive a living allowance and other benefits. After successful completion of their service, members earn a Segal AmeriCorps Education Award they can use to pay for higher education expenses or apply to qualified student loans.

AmeriCorps State and National improves lives, strengthens communities, and fosters civic engagement through service and volunteering. AmeriCorps State and National brings people

together to tackle some of the country's most pressing challenges through national service and volunteerism. AmeriCorps members serve with organizations dedicated to the improvement of communities and those serving.

This funding opportunity is open to new, recompetee, and continuation applicants in any community located in Illinois. Any applicants selected for funding will be notified by IDHS – Serve Illinois and a contract will be sent requiring a signature from the program designee.

Please reference **Section 4: Application Contents and Format, subsection i.** for the required Executive Summary language.

I. Agency Contact Information

1. If you have questions about this NOFO, please contact Rachael Tuxhorn at DHS.ServeIllinois.NOFO@illinois.gov with "FY27 Formula Traditional NOFO" in the subject line beginning May 15, 2026.
2. A frequently asked [Question and Answer](#) page is posted on the DHS website. Questions submitted up to three (3) business days prior to the end of the NOFO posting period will be posted on the website.

J. [Indirect Cost Overview](#)

1. An organization must have a negotiated indirect cost rate agreement (NICRA) with the State of Illinois, a Federal NICRA, or must elect to use the 15% de minimis rate to be reimbursed for any indirect costs within a program. All State of Illinois grantees also have the option to select "no rate" and not claim any indirect costs.
2. Awardees must select an indirect cost election in the Grantee Portal on an annual basis. Note - The election for "no rate" and "de minimis" continues indefinitely once initially selected until a new election is made.
3. All State of Illinois grantees receiving awards from Illinois grant making agencies must substantiate or elect an indirect cost rate for their organization. Grantees that wish to negotiate a rate with the State of Illinois will start their election process in the Grantee Portal and the case will then be sent to the Crowe Resource Management Program (CRMP) to begin negotiation.
4. Please click on the [Centralized Indirect Cost Rate System](#) to begin the indirect cost rate election process and obtain access to resources and points of contact to assist your organization in completing this process.

Additional details are outlined in **Section 4: Application Contents and Format, subsection ii.**

K. Additional Information

1. The amount of funding per award, on average, experienced in previous years has been \$500,000.

2. This is a legacy (established) program that is open to new, continuation, and recompetitve applicants.
3. The numerical score may not be the sole award criterion. The Department reserves the right to consider other factors such as geographical distribution, demonstrated need, service capacity, cost effectiveness, demonstrated local community presence, agency past performance as a state grantee etc., and other items identified in Funding Priorities found in ***Section 3: Program Description, subsection i***.
4. While the recommendation of the review panel will be a key factor in the funding decision, the Department maintains final authority over funding decisions and considers the findings of the reviewers to be non-binding recommendations. Any internal documentation used in scoring or awarding of grants shall not be considered public information.
5. The Department reserves the right to negotiate with successful applicants to adjust award amounts, targets, deliverables, etc.

2. Eligibility

i. Eligible Applicants

- A. The following non-federal organizations are eligible to apply and are subject to the limitations described below.
 1. Indian Tribes
 2. Institutions of higher education
 3. Local governments, including school districts;
 4. Nonprofit organizations; and
 5. States and US Territories
 - a. In addition to Indian Tribes as defined in [2 CFR 200.1](#), Tribal organizations that are controlled, authorized, or chartered by Federally recognized Indian Tribes are also eligible to apply. If an entity applies for an award as a tribal organization that is controlled or chartered by one or more Indian Tribes [and the organization does not meet any of the other applicant eligibility types], the organization must provide copies or links to documentation which demonstrates that the organization is controlled or chartered by a federally recognized Indian Tribe. If an entity applies as an organization authorized by a federally recognized Tribe, or multiple specific federally recognized tribes, it must submit a resolution or other authorization adopted by the Tribal Council (or comparable tribal governing body) of each Indian Tribe. The authorization(s) must identify the entity applying for an AmeriCorps award by name as a tribal organization that is authorized by the Indian Tribe(s) for the purpose of applying for AmeriCorps funding (or federal grant funds generally).

- B. The applicant must meet the [Registration, Pre-qualification and any other Mandatory Requirements](#) listed in this funding opportunity.
1. Applicants must provide the following information via the Grantee Portal annually to be registered with the State of Illinois as an awardee:
 - a. Organization name and contact information
 - b. Federal Employee Identification Number (FEIN)
 - c. Unique Identity Number (UEI)
 - d. Organization type
 2. Applicants must be prequalified; therefore, applications from entities that have not prequalified prior to and on the due date of this application will NOT be reviewed and will NOT be considered for funding. Items a) through e) below are the prequalification requirements.
 - a. Unique Entity Identifiers and SAM Registration: Each applicant (unless the applicant is an individual or State awarding agency that is exempt from those requirements under [2 CFR § 25.110](#), or has an exception approved by the Federal or State awarding agency under [2 CFR § 25.110](#)) is required to:
 - i. Be registered in [SAM.gov](#) before the application due date.
 - ii. Provide a valid unique entity identifier (UEI) in its application.
 - iii. Continue to maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by the awarding agency. Use the [SAM Quick Guide for Grantees](#).
 - iv. The State Agency may not make an award until the applicant has fully complied to all UEI and SAM requirements.
 - v. The State Agency may determine that an applicant is not qualified if they have not complied with requirements and use that determination as a basis to award another applicant or applicants.
 - b. Must be in "good standing" with the Illinois Secretary of State if the Illinois Secretary of State requires the entity's organization type to be registered.
 - c. Must not be on the Illinois Stop Payment List
 - d. Must not be on the [SAM.gov](#) Exclusion List
 - e. Must not be on the [Medicaid Sanctions](#) List
 3. Additional Mandatory Requirements

- a. Threshold Requirements: Specific types of applicants/applications must meet the following requirements:
 - i. Professional Corps must show that the community where it will place AmeriCorps members has a shortage of professionals in the relevant area, e.g., teachers, medical professionals, etc.
 - ii. If service activities require special member qualifications and/or training, such as tutoring programs, the applicant must describe how these requirements will be met.
 - iii. All applicants must propose program designs that are either evidence-based or evidence-informed. (See **Section 4: Application Contents and Format, subsection i.**). Applicants rated as insufficient evidence are removed from funding consideration. Insufficient evidence is determined by:
 - a) An applicant being assessed as in the pre-preliminary evidence tier AND
 - b) Providing inadequate responses to the Evidence Quality review standards below.
- b. Restrictions:
 - i. Organizations that have violated a federal criminal statute may not receive AmeriCorps funds. Organizations that propose activities that are not allowed by AmeriCorps' laws, rules, or terms and conditions cannot receive AmeriCorps funding. Organizations that have any unpaid federal tax liability are not allowed to receive an award. AmeriCorps cannot provide funding to any corporation that has unpaid federal taxes that are not being paid through an agreement with the relevant tax authority. However, this does not apply if a federal agency decided that a suspension or debarment for the corporation is not necessary.
 - ii. Organizations that are described in the Internal Revenue Code of 1986, [26 U.S.C. §501 \(c\)\(4\)](#) that lobby cannot receive AmeriCorps funding according to the [Lobbying Disclosure Act of 1995](#). Eligibility factors for the principal investigator or project director if any.
- c. Member Living Allowances:
 - i. A living allowance is not considered a salary or a wage. Programs are not required to provide a living allowance for members serving in less than full-time terms of service. If a program chooses to provide a living allowance to a less than full-time member, it must follow the limits in the table below. Organizations applying for Cost Reimbursement grants must include the living allowance in the budget, either as share or match.

Table: Program Year 2026 Minimum and Maximum Living Allowance for New and Re compete Applicants

Slot Types	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1,700	\$20,400	\$40,800
Three Quarter-time	1,200	n/a	\$28,560

Half-time	900	n/a	\$20,400
Quarter-time	450	n/a	\$10,608
Minimum-time	300	n/a	\$8,568

Table: Program Year 2026 Minimum and Maximum Living Allowance for Continuation Applicants in Year 2 or Year 3 of Funding

Slot Types	Minimum # of Hours	Minimum Living Allowance	Maximum Total Living Allowance
Full-time	1,700	\$20,400	\$40,800
Three Quarter-time	1,200	n/a	\$28,560
Half-time	900	n/a	\$20,400
Reduced Half-time	675	n/a	\$15,504
Quarter-time	450	n/a	\$10,608
Minimum-time	300	n/a	\$8,568
Abbreviated time	100	n/a	\$2,448

d. Exceptions to the Living Allowance Requirements

- i. Programs existing prior to September 21, 1993, do not have to offer a living allowance. If an organization chooses to offer a living allowance, it does not have to pay its members the minimum but cannot exceed the maximum.

e. Maximum Cost per Member Service Year:

- i. The cost per MSY is determined by dividing the AmeriCorps share of budgeted grants by the number of MSYs requested. It does not include childcare or the value of the education award a member may earn. AmeriCorps is keeping the maximum cost per MSY at the same amount as last year as a safeguard to ensure the number of members serving remains the same or grows.

Table: Maximum Cost per MSY

Grant Program	Maximum
Individual Formula State/Territory Program (cost reimbursement)	\$25,000

C. Eligibility factors for the principal investigator or project director if any: N/A

D. Successful Applicants will not receive an award if [Pre-Award Requirements](#) are not met.

Qualified status is re-verified nightly. If the entity's status changes, an email notice is sent to the designated entity representative with a link to the Grantee Portal.

E. See **Section 1: Basic Information, subsection i.** for funding restrictions, if applicable.

F. Other factors that would disqualify an applicant or application include: N/A

G. Limit on number of applications: N/A

ii. **Cost Sharing:**

A. Providers are required to provide in-kind and/or financial match.

1. Applicants are required to match funds provided by IDHS – Serve Illinois and AmeriCorps State and National. The applicant’s match can be non-AmeriCorps cash and/or in-kind contributions. Applicants must show that they can meet the match requirement when they submit the application. Applicants must indicate whether the match funding is proposed or secured.
2. A first-time successful applicant is required to match at 24 percent for the first three-year funding period. Starting with year four, the match requirement gradually increases every three years to 30 percent by year ten.

Table: AmeriCorps Required Match

AmeriCorps Funding Year	Years 1-3	Years 4-6	Years 7-9	Years 10 +
Grantee Share Requirements	24%	26%	28%	30%

3. Match Waiver

- a. Please use the Match Waiver information for AmeriCorps State and National Grantees located on the [Manage Your Grant | AmeriCorps webpage](#). IDHS – Serve Illinois and AmeriCorps State and National encourages Tribal Nations to request match waivers to reduce barriers. Every effort will be made to reduce the match requirements to improve accessibility to funding.

3. Program Description

i. **Required Information**

- A. The general purpose of the funding is to support eligible organizations that identify an unmet need in their community to be addressed by AmeriCorps members. Funded projects are expected to achieve outcomes in the areas of education, economic opportunity, healthy futures, or support for veterans for the public good.
 1. The AmeriCorps State and National (ASN) Program improves lives, strengthens communities, and fosters civic engagement through national service. Through AmeriCorps grants, organizations address community and national challenges by engaging AmeriCorps members in service and volunteer-driven solutions. Programs implement evidence-based or evidence-informed interventions that provide direct service and/or capacity-building activities to strengthen local communities. Funded programs recruit, train, and manage

AmeriCorps members to effectively deliver services. AmeriCorps members serve in approved national service positions and may receive a living allowance and other allowable benefits during their term of service. Upon successful completion of service, members earn a Segal AmeriCorps Education Award, which may be used to pay for higher education expenses or applied toward qualified student loans.

B. The State agency's funding priorities or focus areas.

1. IDHS is working to counteract systemic racism and inequity, and to prioritize and maximize diversity throughout its service provision process. This work involves addressing existing institutionalized inequities, aiming to create transformation, and operationalizing equity and racial justice. It also focuses on the creation of a culture of inclusivity for all, regardless of race, gender, religion, sexual orientation, or ability.
2. For this funding opportunity, IDHS – Serve Illinois will prioritize consideration from organizations that:
 - a. Faith-Based:
 - i. Organizations that are faith-based
 - b. Serve Communities:
 - i. Serve communities with concentrated poverty, rural communities, and tribal communities.
 - ii. Implement programs for or expand access to high-quality youth mental health and substance use recovery services and prepare AmeriCorps members to enter behavioral health careers. These may include individuals who have experienced substance use and mental health challenges.
 - iii. Focus on improving quality of life for veterans, active-duty members of the Armed Forces, and their families through models that provide effective interventions or services or that are designed to recruit veterans, military spouses, and their older children into national service; e.g. veterans serving in mentorship roles.
 - iv. Focus on public safety, crime prevention, and/or partnerships between law enforcement and the community.
 - v. Focus on expanding outdoor recreation opportunities for future generations by maintaining public lands; supporting wildland fire mitigation and sustainable forest management; and providing reforestation services.
 - vi. Create workforce pathways for AmeriCorps members, including deliberate training, such as pre-apprenticeship and apprenticeship opportunities, certifications, and hiring preferences or support;

vii. Focus on strengthening families, e.g., activities that aim to support low-income parents through parenting education, responsible parenting, and health relations skills.

c. Benefit AmeriCorps Members:

- i. Enhanced member experience by providing opportunities for skill attainment, personal growth, and connection to the community they are serving in support; of a lifetime civic participation.
- ii. Enhance and expand services to formerly incarcerated and at-risk youth and/or engage those youth as AmeriCorps members.

d. Use Evidence:

i. Utilize reports from the AmeriCorps Evidence Exchange on programs assessed as having Moderate or Strong evidence to scale, replicate, or adapt the intervention;

e. To receive priority consideration, applicants must show the priority area is a significant part of the program focus and intended outcomes. Priority consideration does not guarantee funding.

C. Goals and objectives of the Program:

1. Unite Americans by bringing them together in service.
2. Partner with communities and organizations to address unmet critical community needs.
3. Develop a lifelong ethic of service among the AmeriCorps members who serve.

D. Program Deliverables

1. The Provider will provide the services and agrees to act in compliance with all state and federal statutes and administrative rules applicable to the provision of services pursuant to this Agreement. The grant application, submitted by the Provider, relates to this Agreement must be implemented as outlined below.
2. The Provider will comply with applicable [General Grant and Cooperative Agreement Terms and Conditions and Executive Orders \(pdf\)](#).
3. The Provider will comply with member recruitment and selection requirements as outlined in AmeriCorps' regulations at [45 CFR §§ 2522.210](#) and [Part 2540, subpart B](#).
4. The Provider will ensure that each member has sufficient opportunity to complete the required number of hours of service to qualify for the education award.
5. The Provider will adhere to all requirements outlined in the IDHS – Serve Illinois Program Director's Manual.
6. Conduct National Service Criminal History Check (NSCHC) requirements as outlined in the [NSCHC Manual \(pdf\)](#) and regulations at [45 CFR § 2540, subpart B](#).

7. Recruit and retain the allocated number and type of slots (e.g., full-time, half-time) of AmeriCorps members.
8. Provide services with the designated population(s) in the service area that work towards meeting the specified outcomes and outputs that align with primary services, addressing the focus area(s), and, if applicable, engaging volunteers in accordance with the approved program plan.
9. Adhere to the performance measures and evaluation in the approved program plan as required by IDHS – Serve Illinois and AmeriCorps State and National.
10. Supervise and train members throughout their service term as outlined in the approved program plan.
11. Provide all members with AmeriCorps uniforms, service gear, personal protective equipment and all other service materials required to accomplish the member's service hours.
12. Participate in IDHS – Serve Illinois and AmeriCorps State and National scheduled meetings and trainings (including individual monthly program meetings, quarterly meetings, and AmeriCorps virtual trainings).
13. Certify member enrollment in My AmeriCorps Portal for all members within eight calendar days of the AmeriCorps members' starting a term of service.
14. All sites are **encouraged** but not required to host/co-host an event for AmeriCorps week, Dr. Martin Luther King Jr holiday, and 9/11 Remembrance.
15. Host a National Service Opening Day event/activity at the program site no later than six weeks from the start date of the program.
16. Programs are to be designed to operate for no more than 12 months. The 12 months should begin no sooner than September 1, 2026, and operate through the end of the project period.

E. Performance Measures and Standards

1. At the end of each quarter, successful applicants will submit a periodic performance report (PPR). At the end of the year, successful applicants will submit a cumulative report. In addition to service data and activities, the PPRs will also include the following performance measures:
 - a. State Performance Measures
 - i. Execute an approved overall program plan designed to serve the target population and achieve identified program goals.
 - ii. Execute a detailed member outreach and recruitment plan.

- iii. Ensure that each AmeriCorps member completes the required number of hours of service to qualify for the education award.
 - iv. Ensure provider participation in IDHS – Serve Illinois and AmeriCorps State and National meetings, activities, and trainings.
 - v. Ensure AmeriCorps member participation in IDHS – Serve Illinois and AmeriCorps State and National sanctioned activities and trainings.
 - vi. Ensure timely exit of all members.
 - vii. Complete all required reports and program closeout by agreed deadlines.
- b. National Performance Measures
- i. All applications must include at least **one** aligned performance measure, output, and outcome that corresponds to the proposed primary intervention. This may be a National Performance Measure or an applicant-determined measure. For more information, refer to the [AmeriCorps State and National Performance Measure Instructions 2026 \(pdf\)](#).
- c. Program Performance Standards
- i. Execution of IDHS – Serve Illinois and AmeriCorps State and National-approved program plan designed to serve the target population and achieve identified program goals by the date in the approved timeline.
 - ii. 50% of approved member slots are recruited and enrolled within 30 days of the program start date.
 - iii. 85% of enrolled AmeriCorps members qualify for the education award by program end.
 - iv. 80% provider attendance rate for participation in IDHS – Serve Illinois and AmeriCorps State and National meetings, activities, and trainings.
 - v. 80% participation rate of currently enrolled members (on the date of the activity/training) in IDHS – Serve Illinois and AmeriCorps State and National sanctioned required activities and trainings.
 - vi. 100% of enrolled members are exited from the eGrants system within 30 days of the end of their term of service.
 - vii. 100% accurate completion of all required reports and program closeout by the agreed deadline.
- d. National Performance Standards
- i. National Performance Standards. Must be consistent with chosen performance measures. See [AmeriCorps State and National Performance Measure Instructions 2026 \(pdf\)](#).

- F. For cooperative agreements, the “substantial involvement” that the State agency expects to have are: N/A
- G. Specific unallowable costs for this program include the following:
1. Please refer to [2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, PART 200 Subpart E – Cost Principles](#) to determine the appropriateness of costs. In addition, and specific to this grant, the following costs will be unallowable without specific prior written approval from IDHS – Serve Illinois:
 - a. Entertainment costs, except where specific costs that might otherwise be considered entertainment have a programmatic purpose and are authorized in the approved budget ([2 CFR 200.438](#))
 - b. Capital expenditures for general purpose equipment, including any vehicle regardless of cost, buildings, and land ([2 CFR 200.439](#))
 - c. Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life ([2 CFR 200.439](#))
 - d. Food, and other goods or services for personal use of the grantee’s employees, contractors, or consultants of the grantee unless authorized as per diem under the State of Illinois Governor’s Travel Control Board ([2 CFR 200.445](#)).
 - e. Deposits for items, services, or space
 - f. Limitation of Use
 - i. Limitation of Use of Award funds for Employee Compensation: With respect to any award over \$250,000, recipients may not use federal funds to pay total cash compensation to any employee that exceeds 110% of the maximum annual salary payable to a member of the Federal Government’s Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. A salary table is available at the U.S. Office of Personnel Management website: [Rates of Basic Pay for Members of the Senior Executive Service \(pdf\)](#).
- H. Program beneficiaries or program participants must meet the following requirements:
1. IDHS – Serve Illinois and AmeriCorps do not have specific eligibility requirements for program beneficiaries.
 2. Requirements for AmeriCorps Program Participants (Members):
 - a. Be at least 17 years of age at the commencement of service; or
 - b. Be an out-of-school youth 16 years of age at the commencement of service participating in a program described in [45 CFR 2522.110\(b\)\(3\) or \(g\)](#);
 - c. Have a high school diploma or its equivalent; or

- d. Not have dropped out of elementary or secondary school to enroll as an AmeriCorps participant and must agree to obtain a high school diploma or its equivalent prior to using the education award; or
- e. Obtain a waiver from AmeriCorps of the requirements in paragraphs (c) and (d) of this section based on an independent evaluation secured by the program demonstrating that the individual is not capable of obtaining a high school diploma or its equivalent; or
- f. Be enrolled in an institution of higher education on an ability to benefit basis and be considered eligible for funds under section 484 of the Higher Education Act of 1965 ([20 U.S.C. 1091](#));
- g. Be a citizen, national, or lawful permanent resident alien of the United States:
 - i. Satisfy the National Service Criminal History Check eligibility criteria pursuant to [45 CFR 2540.202](#).
 - ii. Provide written declaration regarding high school diploma sufficient for enrollment.
 - iii. Provide primary documentation of status as a U.S. citizen or national.
 - iv. Provide primary documentation of status as a lawful permanent resident alien of the United States.
- I. Authorizing statutes and regulations for the funding opportunity include the following:
 1. Statutory Authority: Awards under this Notice are authorized by the [National and Community Service Act of 1990 \(pdf\)](#), as amended, ([42 U.S.C. §12501 et seq.](#)).
 2. Regulations include [45 CFR Chapter XXII](#) and [45 CFR Chapter XXV](#).

4. Application Contents and Format

i. Content and Form of Application Requirement

A. Application Content

1. Pre-applications, letters of intent, or white papers are not required or encouraged.

B. Required Content of Application

1. Applications must include the required documents and demonstrate that the program eligibility requirements have been met. The Department will not contact applicants for missing items listed below. Applicants that do not include all the following documents will be considered substantially incomplete and will not be considered for funding. Refer to **Section 6: Application SAMReview Information, subsection i.** for details. This notice should be read together with the AmeriCorps regulations, [Application Instructions \(pdf\)](#), [Performance Measures Instructions \(pdf\)](#), and [Mandatory Supplemental Information \(pdf\)](#).
2. [Uniform Application for State Grant Assistance \(pdf\)](#)

3. Program (Proposal) Narrative (Described below in this section) consisting of the following subparts:
 - a. Executive Summary
 - b. Program Narrative
 - c. Program Design/Description of Need
 - d. Evidence Base
 - e. Budget and Budget Narrative
 - f. Attachments to your Application
4. [Uniform Grant Budget Template \(pdf\)](#) ((Entered in the CSA system – described below))
5. [Grantee Conflict of Interest Disclosure \(pdf\)](#)
6. Program (Proposal) Narrative Content and Attachments:
 - a. Program Narrative: IMPORTANT: The program (proposal) narrative makes up the bulk of the application. If the program narrative is missing from your application packet, your application will receive a significantly reduced score, and the applicant organization will not meet the criteria to receive a grant under this notice of funding opportunity.
 - b. Program Narrative Sections: Please provide a complete response to the following sections. If the applicant believes that the subject has been adequately addressed in another part of the application narrative, then provide the cross-reference to the appropriate part of the narrative. If a cross-reference is not included in the section, the reviewer will consider content contained within that specific section.
 - i. **Executive Summary** (0 points)

Executive Summary (0 points): Applicants must fill in the blanks of these sentences to complete the Executive Summary. There are two options for the second paragraph; please choose the appropriate language for your application. Do not deviate from this template:

 - a. “The [Name of the organization] will have [Number of] AmeriCorps members in [the locations the AmeriCorps members will serve, e.g. – City, State or State(s)]. AmeriCorps members will [service activities the members will do]. At the end of the first program year, the AmeriCorps members will be responsible for [anticipated outcome of project]. In addition, the AmeriCorps members will leverage [number of leveraged volunteers, if applicable] who will be engaged in [what the leveraged volunteers will be doing].
 - b. *Required Cost Reimbursement grant applicants:* The AmeriCorps investment will be matched with \$[amount of projected match], \$[amount of local, state, and

Federal Funds] in public funding and \$[amount of non-governmental funds] in private funding.” OR;

- c. *Required for Fixed amount grant applicants:* e.g., EAP, Full-Cost Fixed, No Cost Slots: In addition to the AmeriCorps investment, \$[amount of local, state, and Federal Funds] in public funding and \$[amount of non-governmental funds] in private funding will support the project.”

ii. **Program Design/Description of Need** (50 points)

- a. **Community and Logic Model** (20 points): The applicant will provide a detailed summary of the community problem, and an explanation of how the applicant’s intervention(s) will lead to the outcomes identified in the Logic Model. The applicant must describe in the Logic Model:

- i. The inputs or resources that are necessary to deliver the intervention, including but not limited to:
 1. Locations or sites in which members will provide services.
 2. Setting and community condition where the intervention is delivered.
 3. Number of AmeriCorps members who will deliver the intervention.
 4. Characteristics of AmeriCorps members, including specific knowledge, skills, and abilities required to implement the intervention.
- ii. The core activities that members will deliver as part of the intervention including:
 1. Length of each activity (e.g., the total number of weeks, sessions, or months of the intervention).
 2. Dosage of each activity (e.g., the number of hours per session or sessions per week).
 3. Target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level).
 4. The measurable outputs that result from delivering the intervention (i.e., number of beneficiaries served, types and number of activities conducted). If applicable, identify which National Performance Measures will be used as output indicators.
 5. Outcomes that result from the intervention, including meaningful changes in knowledge/skill, attitude, behavior, or condition. If applicable, identify which [National Performance Measures](#) will be used as outcome indicators.
 6. Programs should include short, medium, or long-term outcomes. Applicants are not required to measure all components of their Logic Model. The applicant’s performance measures should be consistent with the program’s Logic Model and should represent significant program activities.

7. Applicants with multiple interventions should include the above information for each intervention in the logic model.
- b. Evidence Base (20 points): The assessment of an applicant's evidence base has two parts. First, the applicant will be assigned to an evidence tier. Second, the quality of the applicant's evidence, how the evidence aligns with funding priorities (**Section 3. Program Description i. B.**), and how the evidence supports the proposed program.
 - i. Evidence Tier (12 points): Each applicant will receive an evidence tier assessment. This is based on the relative strength of the applicant's evidence base and the likelihood that the proposed intervention will lead to the outcomes identified in the Logic Model narrative.
 1. AmeriCorps values and funds programs at all points along the evidence continuum and expects programs to progress along the evidence continuum over time. Thus, applicants should not be deterred from applying for funding due to their current evidence level. In 2025, the evidence tiers of competing applicants recommended for AmeriCorps State and National funding were as follows: 57% Strong, 11% Moderate, 25% Preliminary, 7% Pre-Preliminary.
 2. To qualify for the Preliminary, Moderate, or Strong evidence tier, applicants may submit up to two evidence documents, plus the evaluation report from their last three-year grant cycle, if applicable. If multiple evidence documents are submitted by the applicant, the most recent – as measured by the date of completion or publication– will be reviewed first, and any documents submitted beyond the allowable number will not be reviewed.
 3. The intervention evaluated in the submitted evidence documents must match the intervention proposed by the applicant in the Community and Logic Model sections of the application. (Use the Mandatory Supplemental Information (pdf) for a definition of same intervention). Applicants must meet all requirements of an evidence tier to be considered for that tier.
 4. Submitted evidence documents that do not sufficiently match the intervention will not be reviewed or receive any points.
 5. In the Evidence Tier section of the application narrative, applicants must:

- a) Summarize the study design and key findings of the evidence documents submitted, plus, if applicable, the evaluation report from their last three-year grant cycle; and
- b) Describe any other evidence that supports their program, including past performance measure data and/or other research studies that inform their program design.

6. Applicants should provide citations for the studies they describe.

- ii. Evidence Quality (8 points): Reviewers will score the quality of an applicant's evidence and the extent to which it supports the proposed program design.
 1. Standards for scoring in the Preliminary, Moderate, or Strong evidence tiers;
 2. Submitted evidence documents:
 - a) Are of satisfactory methodological quality and rigor for the type of evaluation conducted e.g., adequate sample size and statistical power, internal and/or external validity, appropriate use of control or comparison groups, etc.;
 - b) Describe evaluations that were conducted relatively recently, preferable within the last six years; and
 - c) Show a meaningful and significant positive effect on program beneficiaries or AmeriCorps members in at least one key outcome of interest.
 3. Standards for scoring in the Pre-Preliminary evidence tier:
 - a) The applicant uses relevant evidence, including past performance measure data and/or cited research studies, to inform their proposed program design;
 - b) The described evidence is relatively recent, preferably from the last six years; and
 - c) The evidence described by the applicant indicates a meaningful positive effect on program beneficiaries or AmeriCorps members in at least one key outcome of interest.
- c. Notice Priority (4 points)

partners, how data will be analyzed, and how this will ensure timely and accurate reporting to AmeriCorps.

v. **Evaluation Plan Summary (0 points) Required only for re-competing applicants.**

- a. If the applicant has previously received three or more years of formula funding for the same project being proposed, the applicant must submit an [evaluation plan summary template](#) (which includes [Alternative Evaluation Approach request if applicable](#)) Refer to Additional Documents for instructions for submitting the evaluation plan.
- b. Applicants must use the [evaluation plan summary template](#) found on the Notice webpage to craft their evaluation plans. The evaluation plan will not be scored and will not be reviewed until after funding decisions have been made.
- c. All applicants enter N/A in the *Evaluation Summary or Plan* field of the Narrative. Any other text entered in this field will not be reviewed.

ii. **Indirect Costs**

- A. Based on qualifying factors, applicants may use a Federally approved indirect cost rate if they have one and if not, may use either –
 1. the AmeriCorps-Fixed Percentage method (five/ten percent fixed administrative cost option) outlined in AmeriCorps' [Indirect Cost Guidance](#);
 2. a 15 percent de minimis rate of modified total direct costs; or
 3. [may claim certain costs directly](#).
- B. All methods must be applied consistently across all Federal awards. No more than five percent of award funds may be used to recover indirect costs on AmeriCorps State and National grants under section 121(d) of the [National and Community Service Act of 1990 \(pdf\)](#), as amended and AmeriCorps' regulations at [45 CFR 2521.95](#) and [2540.110](#).
- C. If your organization has a federally approved negotiated indirect cost rate or elects to use the de minimis rate, applicants must submit supporting documentation for either option via email to DHS.ServeIllinois.NOFO@illinois.gov.
- D. **Please note:** *To request a federally negotiated indirect cost rate agreement, when AmeriCorps is the applicable cognizant agency for an organization's indirect costs, the applicant must submit a request to IndirectCostRate@americorps.gov. The applicant may also obtain instructions and additional information by contacting the email address above.*

iii. **Pre-Award Costs**

- A. Applicants funded under this Notice are approved for pre-award costs for one month prior to the start of their program. See the [Mandatory Supplemental Information \(pdf\)](#) for more details.

iv. **Budget and Budget Narrative**

- A. Applicants will enter a budget electronically in the [IDHS: CSA Tracking System](#) **once instructed to do so by IDHS – Serve Illinois.**
- B. The Budget entered into the CSA system must include a narrative or detailed description/justification for each line in the budget and will describe why each expenditure is necessary for program implementation and how you arrived at the particular amount. Include cost allocations as necessary. This narrative must also clearly identify indirect costs, direct program costs, direct administrative costs, and match within each line item as appropriate. The Budget (including MTDC base exclusions as appropriate) should clearly describe how the specified resources and personnel have been allocated for the tasks and activities described in your plan.
- C. The Budget must be electronically signed and submitted in the CSA system. The Budget must be signed by the Provider's Chief Executive Officer and/or Chief Financial Officer.
- D. **IMPORTANT:** Please be sure the budget status in CSA says "**GATA Budget signed and submitted to program review.**" This status will appear after the budget is electronically signed by the agency CEO or CFO and submitted to IDHS. See IDHS CSA Tracking System webpage for additional information on CSA at [IDHS: CSA Tracking System](#).
- E. The budget and narrative must tie fiscal activity to program objectives and deliverables and demonstrate that all proposed costs are:
 - 1. Reasonable and necessary
 - 2. Allocable, and
 - 3. Allowable as defined by program regulatory requirements and the Uniform Guidance ([2 CFR 200](#)), as applicable.
- F. **IMPORTANT:** Applicants must review the Appendices in this NOFO for strict budget guidelines. Budgets that do not adhere to these requirements will be deemed noncompliant and will not be considered for review or scoring.

v. **Required Forms**

- A. [Uniform Application for State Grant Assistance \(pdf\)](#): The Uniform Application for State Grant Assistance is a three-page document used to formalize organization's request to apply for funding. The document requires the signature and email address of the organization's authorized representative. This email address will be used for official communication between the Department and the applicant organization for matters regarding this application.
- B. [Grantee Conflict of Interest Disclosure \(pdf\)](#): The Grantee Conflict of Interest Disclosure is required for all grant award programs. The document requires agencies to identify actual or potential conflicts of interest. The form must be signed by a representative of the organization.

- C. [Uniform Grant Budget Template \(pdf\)](#): The Uniform Grant Budget Template is required for all grant award programs. The document requires agencies to outline their proposed budget prior to entering in CSA.

vi. **Required Format**

- A. The narrative portion must follow the page maximums where prescribed and must be organized in the format outlined or points may be deducted. See **Section 4: Application Contents and Format, subsection viii.** for information about page limits.
- B. The department may determine that an applicant is not qualified if they have not complied with requirements and use that determination as a basis to award another applicant.

vii. **Proprietary Information**

- A. Proprietary information included in the application must be designated in advance otherwise it may be subject to potential FOIA release. Proprietary information must be identified by highlighting the information in yellow in all spaces in the application. A second redacted version of the application may also be submitted. (Include the term "Redacted" in the file name.)

viii. **Additional Content and Format Requirements**

- A. Limitations on page numbers
 - 1. Applications **must not exceed 11 double-spaced pages** and must be prepared on standard 8.5" x 11" white paper using 12-point font at 100% magnification. All application content should be typed in black ink, be double-spaced, printed on one side of the page, and include 1-inch margins on all sides. A Microsoft Word or PDF document is required. The following sections of the application must be emailed as one document and adhere to the page limit:
 - a. Narrative Sections:
 - i. Executive Summary;
 - ii. Program Design/Description of Need
 - iii. Organizational Capability/Capacity,
 - iv. Cost-Effectiveness and Budget Adequacy and,
 - v. Evaluation Summary/Plan;
 - b. Performance Measures
 - c. Logic Model
 - i. Must not exceed eight pages double-spaced when printed with the application.
 - 2. **IDHS – Serve Illinois strongly encourages applicants to review the application limitations prior to submission to confirm that the application does not exceed the page limit.**
- B. File size and naming restrictions

1. The email size limit is 35 MB. This limit is inclusive of all attachments associated with each email. Emails that are larger than 35 MB will not be received or reviewed.
2. To ensure that all required additional documents are considered, please provide each document as a separate single file, labeled appropriately. Please do not send multiple documents in one combined file, and do not send a single document in multiple files.
3. If the size of an applicant's files requires multiple emails, please also include an ordering system in the subject line, such as "(1 of 3)".

5. Submission Requirements and Deadlines

i. Address to Request Application Package: DHS.Servellinois.NOFO@illinois.gov

A. Actions Needed Prior to Applying:

1. The complete application package (this Notice of Funding Opportunity, including links to required forms) is available through the Illinois Catalog of Financial Assistance and the IDHS Grants Website Page located: [IDHS: Grant Funded Programs](#)
2. Each Applicant must have access to the internet. The Department's website will contain information regarding the NOFO and materials necessary for submission. [Questions and Answers](#) will also be posted on the Department's website as described in this announcement (**Section 1: Basic Information, subsection i.**). It is the responsibility of each applicant to monitor the website and comply with any instructions or requirements related to the NOFO.

ii. Unique Entity Identifier (UEI) and Systems for Award Management (SAM.gov)

A. Each applicant must:

1. Be registered in [SAM.gov](https://sam.gov) before submitting its application;
2. Provide a valid unique entity identifier in its application; and
3. Continue to maintain an active registration in [SAM.gov](https://sam.gov) with current information at all times during which it has an active award or an application or plan under consideration.
4. The Department may not make an award until applicant has fully complied to all UEI and SAM requirements.
5. The department may determine that an applicant is not qualified if they have not complied with requirements and use that determination as a basis to award another applicant.

B. If individuals are eligible to apply, they are exempt from this requirement under [2 CFR 25.110\(b\)](#).

C. If the agency exempts any applicants from this requirement under [2 CFR 25.110](#), add a statement to that effect.

iii. Submission Instructions

A. Actions needed prior to applying:

1. Applicants must be registered with the State of Illinois and Pre-qualified in the GATA portal prior to applying for Illinois awards. Instructions for creating an account and registering are located at the following link: [Illinois GATA Grantee Portal](#). Additionally, detailed instructions for registration and prequalification requirements, including the expected amount of time for completion are located here: [Grant Applicant Pre-Qualification and Pre-Award Requirements](#)

B. The methods for submitting the application:

1. Applicants must electronically submit a complete application package (**See Section 4, subsection viii.**), including all required documents listed below to: DHS.Servellinois.NOFO@illinois.gov **no later than 4:00PM CST on Friday, June 12, 2026:**
 - a. [Uniform Application for State Grant Assistance \(pdf\)](#)
 - b. [Grantee Conflict of Interest Disclosure \(pdf\)](#)
 - c. [Uniform Grant Budget Template \(pdf\)](#)
2. The complete application package along with required documents will be electronically time-stamped upon receipt. The Department will ONLY accept the additional documents submitted by email to DHS.Servellinois.NOFO@illinois.gov. Include the following in the subject line: [Applicant organization name] 444-80-2810-01. *Please make sure you have the correct email address when sending your documents.* Document submissions or delivery to any other email address or contact, including other IDHS offices or employees, will not be considered for review or funding. **The application package and required documents will not be accepted if received by fax machine, hard copy, disk, or thumb drive.**
3. Documents must include the following password: N/A.
4. Applicants are required to notify the Department within 48 hours of the deadline, if they did not receive an email notifying them that their application was received. If the applicant does not receive an email and does not notify the Department within 48 hours, their application will be considered a late submission and will NOT be reviewed or scored. The applicant will NOT have the right to protest the submission/receipt of their application to the Department after the 48 hours. In the event of a dispute the applicant bears the burden of proof that the application was received on time at the email location listed above (and that the budget was submitted into the CSA system on time).

C. Pre-application materials must be submitted as follows: N/A.

- D. If circumstances make it impossible for an applicant to submit electronically, applicants may send a paper copy of the application packet and required documents via overnight carrier to this address below.

IDHS – Serve Illinois

Attn: Cory Blissett, Bureau Chief Office of Community and Positive Youth Development

823 E. Monroe St.

Springfield, IL 62701

- E. Please use a non-U.S. Postal Service carrier to avoid security-related delays. Applicants must include an explanation and related documents about why they could not submit their application electronically. Applications ***must*** be received by the deadline.
- F. If you are experiencing any other technical difficulties, you may contact:

Name: Cory Blissett

Phone: 217-652-4645

Email: Cory.Blissett@illinois.gov

iv. **Submission Dates and Times**

- A. The application package and additional required documents are due on the following date:
Friday, June 12, 2026, by 4:00PM CST.
- B. Any preliminary submissions, such as letters of intent, white papers, or pre-applications are due on the following date and time: N/A.
- C. Other submissions required before the award (separate from the full application) for all applicants include:
 - 1. Evidence Documents. Please refer to the Evidence Base section and [Mandatory Supplemental Information \(pdf\)](#) for detailed instructions by evidence tier.
 - 2. Labor union concurrence, if applicable.
 - 3. Operational and Financial Management Survey. Submit electronically using the [online form](#). Forms submitted as a PDF, or any other document format may not be accepted.
 - 4. Additional documents for applicants proposing projects previously funded by AmeriCorps:
 - a. Evaluation Plan. Applicants who have received **three or more years** of formula funding for the same project being proposed should also provide an: Evaluation plan using the [evaluation plan summary template](#). If applicable, submit the section in the template for an Alternative Evaluation Approach (AEA) request. Evaluation plans are not scored and will not be assessed. Applicants approved for funding will be responsible for confirming they meet all evaluation requirements. Only AEA requests (if applicable) will be reviewed for approval after funding decisions are made.
 - b. Evaluation Report. Applicants who have received **six or more years** of formula funding for the same project being proposed should also provide an Evaluation report. Please submit it in Microsoft Word. The evaluation report should include a title page with:

- i. the AmeriCorps grant number for the project that was evaluated,
 - ii. the name of the project,
 - iii. the date of completion of the report,
 - iv. the evaluator name(s),
 - v. evaluator organization name and,
 - vi. evaluator type (internal or external).
 - c. If any of this required information is missing, the applicant may not receive credit for meeting their evaluation requirements.
 5. Additional documents for entities applying on behalf of a Federally Recognized Tribe, new and re-competing:
 - a. Tribal organization eligibility documentation
 6. Evaluation Plan and Evaluation Report must be emailed to: DHS.Servellinois.NOFO@illinois.gov by June 12, 2026, at the following time, 4:00PM CST with the following subject line: "Legal Applicant Name" - "Application ID Number." Emails should include:
 - a. Legal applicant name and its point of contact information
 - b. Application ID number
 - c. List of documents that are attached to the email by filename, labeling each document type according to the above numbered list
 - d. Individually attached files that are clearly labeled, and that include the application ID number and legal applicant name within the file name and heading of each document.
 7. Applicants that do not have any documents to submit must send an email to DHS.Servellinois.NOFO@illinois.gov indicating that they are not submitting any additional documents.
 - 8. Do not submit any application materials to DHS.Servellinois.NOFO@illinois.gov that are not requested in this Notice or Application Instructions. IDHS – Serve Illinois will not review them.**
- v. **Missed Deadlines**
- A. **Applications received after the due date and time will not be considered for review or funding.** All applicants/applications determined to be non-compliant or otherwise determined to be disqualified from consideration will be separately notified in writing, by email, upon determination. This email will be sent to the email addresses provided in the application and will identify the reason for disqualification.

- B. For your records, please keep a copy of your submission with the date and time the application was submitted along with the email address to which it was sent. The deadline will be strictly enforced.
- C. **IMPORTANT:** It is strongly recommended that the applicant not wait until the last minute to submit an application in case they experience technical difficulties with the submission process. Applicants should keep copies of all documentation that may prove their application was submitted to the correct location and that it was received by IDHS – Serve Illinois on or before the deadline. Applicants should also maintain all electronic documentation, including screenshots and email correspondence that would document any unforeseen difficulties the applicant may have encountered regarding the timely submission of the application.

vi. **Intergovernmental Review**

- A. This funding opportunity is NOT subject to [Executive Order 12372](#), "*Intergovernmental Review of Federal Programs*".

6. Application Review Information

i. **Eligibility Review**

- A. Applications that are received will be reviewed on/between June 12, 2026 – June 15, 2026, to ensure they meet the criteria for consideration. Applications that do not meet the criteria in paragraph B below will be rejected and not be entered into the Merit Review process.
- B. The following are the criteria that must be met for eligibility:
 - 1. Applicant has a current registration with the State of Illinois in the Grantee Portal.
 - 2. Applicant has an active [SAM.gov](#) public account.
 - 3. Applicant has an active Unique Entity Identifier (UEI) with [SAM.gov](#)
 - 4. Applicant is in "good standing" with the Secretary of State.
 - 5. Applicant is not on the DHS Stop Payment List Service or the Illinois Stop Payment List.
 - 6. Applicant is not on the [Sam.gov](#) Exclusion List.
 - 7. Applicant is not on the Illinois Medicaid Sanctions List.
 - 8. Program specific eligibility restrictions include: See **Section 2: Eligibility, subsection i.3.** for additional mandatory requirements.
- C. Restrictions on eligibility for State awards are referenced in [44 Ill Admin Code 7000.70](#). Program specific eligibility restrictions are referenced in this Notice of Funding Opportunity.
- D. All applicants/applications determined to be non-compliant or otherwise determined to be disqualified from consideration will be notified. This email will be sent to the email addresses provided in the application and will identify the reason for disqualification.

ii. Review Criteria

A. Review Criteria

1. Evaluation criteria is based upon requirements set forth in [44 Ill Admin Code 7000.350](#) Merit Review of Applications and the IDHS Merit Review Manual. The review criterion and sub-criterion include the following:
 - a. Applications will be evaluated based on the applicant's response to the program narrative described in **Section 4: Application Contents and Format, subsection i.**
 - b. Criteria and Weighting of each criterion. Scoring will be on a 100-point scale. Each section will be weighted as described below.
 - i. **Executive Summary (0 Points)**
 - ii. **Program Design/Description of Need (50 Points Total)**
 - a. Community & Logic Model (20 Points)
 - b. Evidence Tier (12 Points)
 - c. Evidence Quality (8 Points)
 - d. Notice Priority (4 Points)
 - e. Member Experience (6 Points)
 - iii. **Organizational Capability/Capacity (25 Points Total)**
 - a. Organizational Background and Staffing (15 Points)
 - b. Member Supervision (10 Points)
 - iv. **Cost Effectiveness and Budget Adequacy (25 Points Total)**
 - a. Member Recruitment (8 Points)
 - b. Member Retention (9 Points)
 - c. Data Collection (8 Points)
2. Statutory, regulatory, or other preferences: N/A
3. Cost Sharing will be considered in the review process. See **Section 2: Eligibility, subsection ii.** for additional information.
4. Information regarding Applicant-nominated reviewers: N/A.

iii. Review and Selection Process

- A. The process for evaluation of the application is as follows: As described in the Criteria section above, score will be done by a committee on a 100-point scale.

B. Merit-Based Review:

1. The Merit-Based Review will be conducted by a review team comprised of three or more internal and/or external reviewers. Internal reviewers are individuals employed by the Department, contractual staff or individuals working as interns from an Illinois academic institution. External reviewers are Governor-appointed Serve Illinois Commission board members who have volunteered to review applications, have subject matter expertise and/or grant reviewing experience and have been screened for any potential conflict of interest with their assigned applications.

C. The review and selection process are designed to:

1. Identify how well eligible applications are aligned with the application selection criteria.
2. Build a diversified portfolio based on the following strategic considerations:
 - a. Funding Priorities (Reference **Section 3: Program Description, subsection i.** for more information);
 - b. Meaningful representation of:
 - i. rural communities, and
 - c. innovative community strategies; and
 - d. IDHS – Serve Illinois discretion to advance strategic goals.

D. The review teams will be provided with a Merit-Based Review Committee Member Orientation session. After the orientation session, applications will be reviewed and scored individually. The Review Team scores will be compiled and averaged on a Merit-Based Review Summary Score Sheet.

E. The Bureau Chief or designee will conduct a quality assurance review which must include the following:

1. Initial review of the summary score sheet to identify scoring discrepancies;
2. Assess whether reviewers properly applied Merit-Based Review steps as instructed;
3. Identify any obvious infractions of committee members' independence in the review process;
4. Assess whether reviewers properly completed all sections of the Merit-Based Review Scoring Sheet. Reviewer score sheets may be returned to the reviewer to improve legibility and completeness of comments;
5. Determine whether all facets of the review and scoring process were adhered to and consistently applied by reviewers.

- F. After individual scores have been completed, a post-merit-based review committee meeting will be held. The review committee meeting is required for all merit-based reviews and will be facilitated by the Bureau Chief or designee. The following apply:
1. Each review team assigned application will be discussed by team members, including application highlights, concerns, application mandates / requirements etc.
 2. Scoring disparities will be identified and discussed. For each application, if a significant disparity exists between reviewer scores (based on a set amount/formula), review team members will collectively examine the application and discuss comments to ensure team members have not missed items within the application that other team members may have identified including application mandates / requirements etc. Application highlights and concerns will also be discussed.
 3. Individual scores must be revised if a reviewer determines that they have missed information or made errors in scoring the application.
 4. Scoring revisions resulting from discussions must be documented on the respective scoring sheet with written commentary to support the revision.
- G. Once the post merit-based review meeting has been held and individual scores have been finalized and resubmitted as necessary, the Review Team member scores will be updated, compiled and averaged on the Merit-Based Review Summary Score Sheet. At any time during the merit-based review or post-review process:
1. If it is determined that there was the possibility of impropriety on the part of any reviewer, upon written request and with the approval of the Associate Director, the Department reserves the right to remove from consideration the reviewer scores and comments from consideration. This action must be documented in writing and must include the reason for removal.
 2. If the removal of a reviewer scores and comments results in fewer than 3 reviewers scoring the application, the Department will assign an alternate reviewer to the application. This reviewer will be afforded all the same guidance, instruction and time to complete the review task. Once completed, the process will resume as required.
- H. After the updated Review Scores have been compiled and averaged, The Bureau Chief will present the scores, summary comments and reviewer recommendations to the Associate Director for the Office of Community & Positive Youth Development (OCPYD) and the Executive Director of the Serve Illinois Commission. The Bureau Chief will work with the Associate Director (OCPYD) and Executive Director (Serve IL) to prepare funding recommendations for the Director of the Division of Family and Community Services. These recommendations may include consideration of other factors such as geographical distribution, demonstrated need, service capacity, cost effectiveness, demonstrated local community presence, agency past performance as a state grantee etc.

1. The recommendations will be presented by the OCPYD Associate Director to the Director of the Division of Family and Community Services, or designee for consideration and final award approval.
 2. Upon approval from the Director, the Executive Director will present the recommendations to the Serve Illinois Commission board for notification purposes.
- I. While the score/recommendation of the review panel will be a key factor in the funding decision, the Department maintains final authority over funding decisions and considers the findings of the review panel to be non-binding recommendations. Any internal documentation used in scoring or awarding of grants shall not be considered public information.
 - J. The Bureau Chief will submit all funding-approved formula applicants in the eGrants portal when instructed by AmeriCorps State and National.
 - K. IDHS – Serve Illinois and AmeriCorps State and National reserves the right to re-focus program dollars under this Notice in the event of disaster or other compelling needs.
 - L. Application Resolution: After the Merit-Based Review process but before any grant awards are issued, IDHS – Serve Illinois or AmeriCorps State and National may ask an applicant for additional information to address any application compliance or risk issues. If an applicant does not respond promptly to these requests, then the applicant may be denied funding.
 - M. The Department and AmeriCorps State and National reserves the right to negotiate with successful applicants to adjust award amounts, targets, deliverables, etc.
 - N. The numerical score may not be the sole award criterion. The Department reserves the right to consider any factors such as: geographical distribution, demonstrated need, and agency past performance as a State of Illinois grantee, etc. While the recommendation of the review panel will be a key factor in the funding decision the Department maintains final authority over funding decisions and considers the findings of the reviewers to be non-binding recommendations. Any internal documentation used in scoring or awarding of grants shall not be considered public information.
 - O. In the event of a tie with insufficient funding for all tied applications, the Department may choose to elect one or more of the following options:
 1. Apply one or more of the additional factors for consideration described above to prioritize the applications; or
 2. Partially fund each of the tied applications; or
 3. Not fund any of the tied applications. The Department and AmeriCorps State and National reserves the right to negotiate with successful applicants to adjust award amounts, targets, deliverables, etc.
 - P. Anticipated Announcement and State Award Dates:
 1. Announcement anticipated: 8/15/2026

2. Anticipated grant start date: 9/1/2026

Q. Merit-Based Review Appeal Process

1. Formula grant appeals are limited to the evaluation process. Evaluation scores may not be protested. Only the evaluation process is subject to appeal and shall be reviewed by IDHS' Appeal Review Officer (ARO).
 - a. Submission of Appeal
 - i. Appeals submission IDHS – Serve Illinois contact information:
 - a. Contact Name: *Kristen Bethke*
 - b. Email address: DHS.ServeIllinois.NOFO@illinois.gov
 - c. Email Subject Line: “Agency name FY27 444-80-2810-01 NOFO appeal”
 - ii. An appeal must be submitted in writing to appeals submission IDHS contact listed above, who will send to the IDHS Appeal Review Officer (ARO) for consideration.
 - iii. An appeal must be received within 14 calendar days after the date that the grant award notice has been published.
 - iv. The written appeal shall include at a minimum the following:
 - a. Name and address of the appealing party;
 - b. Identification of the grant;
 - c. Statement of the reasons for the appeal;
 - d. Supporting documentation, if applicable.
 - b. Response to appeal
 - i. IDHS – Serve Illinois will acknowledge receipt of an appeal within 14 calendar days from the date the appeal was received.
 - a. IDHS – Serve Illinois will respond to the appeal within 60 days or supply a written explanation to the appealing party as to why additional time is required.
 - b. The appealing party must supply any additional information requested by IDHS – Serve Illinois within the time period set in the request.
 - c. Resolution
 - i. The ARO will make a recommendation to the Agency Head or designee as expeditiously as possible after receiving all relevant, requested information.
 - ii. In determining the appropriate recommendation, the ARO shall consider the integrity of the formula grant process and the impact of the recommendation on the State Agency.
 - iii. The Agency will resolve the appeal by means of written determination.
 - iv. The determination shall include, but not be limited to:
 - a. Review of the appeal;
 - b. Appeal determination; and
 - c. Rationale for the determination.

iv. Risk Review

A. Requirements:

1. IDHS – Serve Illinois conducts risk assessments for all awardees, prior to the award being issued.
 - a. An agency wide Internal Control Questionnaire (ICQ) to be completed by the awardee within the Grantee Portal. The ICQ evaluates fiscal, administrative, and programmatic risk in the following categories:
 - i. Quality of Management Systems
 - ii. Financial and Programmatic Reporting
 - iii. Ability to Effectively Implement Award Requirements
 - iv. Awardee Audits
 - b. A program specific Programmatic Risk Assessment (PRA) conducted by the awarding agency to evaluate the following categories:
 - i. Programmatic financial stability
 - ii. Management systems and standards that would affect the program.
 - iii. Programmatic audit and monitoring findings
 - iv. Ability to effectively implement program requirements.
 - v. External partnerships
 - vi. Programmatic reporting
 - c. Risk assessments are not intended to be punitive in nature, rather they are conducted in order to evaluate the support, technical assistance, and training that may be needed for the awardee and the level of monitoring that is needed for the award.
 - d. Risk assessments may result in Specific Conditions being placed on the award to include more frequent monitoring or the implementation of a corrective action plan.
2. Simplified Acquisition Threshold - Federal and State awards
 - a. It is anticipated that grants under this award may receive award over the Simplified Acquisition Threshold define in [48 CFR part2, subpart 2.1](#). Potential grantees under this funding announcement may receive an award in excess of the simplified acquisition threshold. Therefore, the grantee is subject to the simplified acquisition threshold and related requirements.
 - i. Prior to making an award with a total amount greater than the simplified acquisition threshold, IDHS is required to review and consider any information about the

applicant that is in the designated integrity and performance system accessible through SAM. (Currently FAPIIS) (See [41 U.S.C. 2313](#))

- ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a State or Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through Sam.
- iii. IDHS will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicants' integrity, business ethics, and record of performance under State and Federal awards when completing the review of risk posed by applicants as described in [2 CFR 200.206](#).

7. Award Notices

i. State Award Notices

- A. Applicants recommended for funding under this NOFO following the review and selection process will receive a Notice of State Award (NOSA). The NOSA shall include:
 1. Grant award amount,
 2. The terms and conditions of the award,
 3. Specific conditions, if any, assigned to the applicant based on the fiscal and administrative risk assessment (ICQ), programmatic risk assessments (PRA), and the Merit-Based Review (MBR).
- B. The applicant shall receive the NOSA through the Grantee Portal. The NOSA must be signed by the grants officer (or equivalent). This signature effectively accepts the state award amount and all conditions set forth within the notice. The signed NOSA is the document authorizing the department to proceed with issuing an agreement. The Agency signed NOSA must be remitted to the Department as instructed in the notice.
- C. The notice is not an authorization to begin performance (to the extent that it allows charging to State awards of pre-award costs; pre-award costs are incurred at the non-State entities own risk unless they have received written prior approval to begin performance).
- D. The authorizing document to begin performance is the fully executed Uniform Grant Agreement (UGA) signed by the grants officer, or equivalent. This is the official document that obligates funds. The UGA is sent to the non-State entity via the CSA system. The non-State entity will print and sign the signature page of the UGA and return signature page to DHS.OCA.SignaturePages@illinois.gov. A final signed copy of the UGA will be provided to the non-State entity via an upload into the CSA Tracking system. Note: The Department cannot issue

an Agreement until the successful applicant has an approved budget entered into the CSA system.

- E. Applicants who are not eligible due to registration or pre-qualification issues, or late applications will receive a Notice of Ineligibility prior to the Merit-Based Review.
- F. Applicants who are not selected to receive an award following the Merit- Based Review process will receive a Notice of Denial/Non-Selection.

8. Post-Award Requirements and Administration

i. Administrative and National Policy Requirements

- A. The agency awarded funds shall provide services as set forth in the IDHS grant agreement and shall act in accordance with all State and Federal statutes and administrative rules applicable to the provision of the services.
- B. [Sample of the current IDHS Uniform Grant Agreement \(pdf\)](#)
- C. Payment Terms:
 - 1. It is the policy of the Illinois Department of Human Services (IDHS) that this policy complies with [2 CFR 200.302](#), [2 CFR 200.305](#), [31 CFR 205](#) (Procedures implementing the Cash Management Improvement Act and Treasury State Agreement (TSA)) and [44 Ill. Admin. Code 7000.120](#) (GOMB Adoption of Supplemental Rules for Grant Payment Methods). Three different award payment methods exist, namely Advance Payment, Reimbursement, and Working Capital Advance.
- D. Other considerations:
 - 1. Uniform Guidance: All awards made under this Notice must follow the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, in 2 CFR Parts 200 and 2205.
 - 2. Requests for Monitoring or Payment Integrity Information: IDHS – Serve Illinois and AmeriCorps State and National will request information from grantees to ensure compliance with legal requirements, including the Payment Integrity Information Act of 2019 (pdf). If grantees do not respond promptly to these requests, then their funds may be placed on manual hold, reimbursement-only status, or other restrictions as appropriate.
 - 3. AmeriCorps Terms and Conditions: All grants must follow the [FY 2026 AmeriCorps General Terms and Conditions \(pdf\)](#) and the FY 2026 Program-Specific Terms and Conditions for the particular program (when available). These Terms and Conditions contain mandatory compliance and reporting requirements, and applicants should review these instructions prior to any Notice of Grant Award. Current versions of the AmeriCorps General and Program-Specific Terms and Conditions for each of its programs is available on the [AmeriCorps Manage Your Grant webpage](#).

4. National Service Criminal History Check Requirements: The National Service Criminal History Check, NSCHC, is a specific screening procedure established by law to protect the beneficiaries of national service. Use [45 CFR 2540.200- 2540.207](#) and National Service Criminal History Check Resources for complete information and FAQs
5. Recordkeeping Requirements: Each provider shall maintain full and complete records of program operations in compliance with state records retention requirements. Records are defined as those documents that capture program activity, participant information and outcomes, and fiscal data. Providers shall comply with the Local Records Act, which regulates the destruction and preservation of public records within the State of Illinois.
 - a. Presuming funding is provided for the full award + renewal period, the Provider will be required to maintain until June 30, 2033, adequate books, all financial records and supporting documents, statistical records, and all other records pertinent to this Award. 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 Provider agrees to provide or make available all records related to this grant upon request.
6. Annual Audit in conformance with Audit Requirements set forth in the grant agreement.
7. The provider must be in a position to begin providing full services beginning September 1, 2026.
8. Technology: Agencies awarded funds through this funding notice must have a computer that meets the following minimum specifications for the purpose of utilizing any required DHS web-based reporting system and the receipt/submission of electronic program and fiscal information:
 - a. Internet access, preferably high-speed
 - b. Email capability
 - c. Microsoft Excel
 - d. Microsoft Word
 - e. Adobe Reader
9. Training and Technical Assistance: Programs must agree to receive consultation and technical assistance from authorized representatives of the Department. The program and collaborating partners will be required to be in attendance at site visits. Programs will be required to attend regular meetings and training as provided by the Department or a subcontractor of the Department. Programs should budget accordingly (at least quarterly).
10. Site Visits: The Applicant agrees to participate in site visits as requested by the Department and agrees that program and collaborating partners will attend such site visits if requested.

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

ii. **Reporting**

- A. Reporting upon execution of the grant agreement shall be in accordance with the requirements set forth in the UGA and related exhibits which include but is not limited to the following:
1. Periodic Financial Reports (PFR) submitted electronically in accordance with instructions in the UGA no more frequent than quarterly and no less frequent than annually, unless unusual circumstances exist.
 2. Periodic Programmatic Reports (PPR) submitted electronically in accordance with instructions in the UGA no more frequent than quarterly and no less frequent than annually, unless unusual circumstances exist.
 3. Close-out Performance Reports and Financial Reports as instructed in the UGA.
 4. Other Unique Programmatic Reporting Requirements: additional annual performance data may be collected as directed by the Department and in the format prescribed by the Department.
 - a. Expenditure Documentation and Certification Forms (EDCF)
 - i. EDCF monthly reports must be submitted no later than the 15th of each month for the preceding month by email to: DHS.ILAMREPORTING@illinois.gov.
 - b. Periodic Financial Report (PFR)
 - i. PFR quarterly reports must be submitted no later than the 15th of the month following the end of the quarter.
 - a. Quarter 1 (Start Date [September 1st]- December 31st) is due: January 15th
 - b. Quarter 2 (January 1st - March 31st) is due: April 15th
 - c. Quarter 3 (April 1st - June 30th) is due: July 15th
 - d. Quarter 4 (July 1st - September 30th) is due: October 15th
 - ii. The final cumulative fiscal year Periodic Financial Report is due July 15th.
 - iii. The final cumulative grant term Periodic Financial Report is due October 15th.
 - c. Period Performance Report (PPR)

- i. PPR quarterly and final reports must be submitted no later than the last day of the month following the end of the quarter.
 - a. Quarter 1 (Start Date [September 1st]- September 30th) is due: October 31st
 - b. Quarter 2 (October 1st – December 31st) is due: January 31st
 - c. Quarter 3 (January 1st - March 31st) is due: April 30th
 - d. Quarter 4 (April 1st - June 30th) is due: July 31st
 - ii. The final cumulative fiscal year Periodic Performance Report is due July 31st.
 - iii. The final cumulative grant term Periodic Performance Report is due September 30th.
5. If the State share of any State award may include more than \$500,000 over the period of performance applicants are also subject to the reporting requirements reflected in [Appendix XII to 2 CFR 200](#). **Noncompliance with any of the identified reports may lead to being placed on the Illinois Stop-Payment List.**

9. Other Information

i. Additional Information

- A. Technical Assistance Conference Information:
 1. IDHS – Serve Illinois will provide one web-based Technical Assistance (TA) Session for potential applicants. Refer to the beginning of this document for the date, time, and registration details. Attendance is NOT a requirement of the application, although it is strongly encouraged. During this session, IDHS – Serve Illinois staff will provide an overview of the program and expectations of the grant. IDHS – Serve Illinois staff will devote a significant amount of time responding to questions from potential applicants.
- B. Re-Focusing Funding: IDHS – Serve Illinois and AmeriCorps State and National reserves the right to re-focus program dollars under this Notice in the event of disaster or other compelling needs.
- C. Public Burden Statement: Public reporting burden for collection of information under this Notice of Funding is estimated to average six hours per submission, including reviewing instructions, gathering and maintaining the data needed, and completing the application and reporting forms. AmeriCorps informs people who may respond to this Notice of Funding that they are not required to respond unless the OMB control number and expiration date are current valid. Use [5 CFR 1320.5\(b\)\(2\)\(i\)](#). This collection is approved under OMB Control #: 3045-0047, Application Instructions, State and National Formula, New and Continuation, Expiration Date: September 30, 2026.
- D. Privacy Act Statement: The Privacy Act of 1974, [5 U.S.C §552a](#), requires that we notify applicants that the information requested under this Notice of Funding is collected pursuant to [42 U.S.C.](#)

[§12592](#) and 12615 of the National and Community Service Act of 1990 as amended, and [42 U.S.C. §4953](#) of the Domestic Volunteer Service Act of 1973 as amended.

1. Purposes and Uses - The information requested is collected for the purposes of reviewing grant applications and granting funding requests. Routine uses may include disclosure of the information to Federal, state, or local agencies pursuant to lawfully authorized requests. assistance.
2. Effects of Nondisclosure - The information requested is voluntary; however, to be a recipient of this grant program, disclosure of personal or sensitive information is required to receive federal benefits.

E. Mandatory Forms and Submission

1. All required application materials outlined in this NOFO, including the documents listed below, must be submitted via email to DHS.Servellinois.NOFO@illinois.gov by the application deadline:
 - a. [Grantee Conflict of Interest Disclosure \(pdf\)](#)
 - b. [Uniform Application for State Grant Assistance \(pdf\)](#)
 - c. [Uniform Grant Budget Template \(pdf\)](#)

Appendix I: Budget Instructions

i. Budget Instructions for Applicants

- A. The budget instructions are intended to provide applicants with additional information for the preparation of their AmeriCorps application budgets. The instructions provide detailed information for Cost Reimbursement grants. The Instructions should be utilized in conjunction with the Notice of Funding Opportunity (NOFO).
- B. Your detailed budget narrative must provide a full explanation of the proposed costs including the purpose, justification, and the basis of your calculations.
- C. Where appropriate, your calculations should be presented in an equation format, e.g., Two (2) staff (name of staff) traveling to (name of event/location) @ \$350/trip for 2 trips = \$1,400; or Salary (name(s) of staff) \$60,000 @ 20% devoted to subgrant activities = \$12,000 ; Mileage to (location) @ .725/mile x 180 = \$130.50.

ii. Definitions

- A. Total Amount: Total of budget line, sum of subgrant plus matching funds.
- B. AmeriCorps Share: Amount of funding requested from AmeriCorps.
- C. Subgrantee Share: Amount of funding proposed as match from the applicant organization.

iii. Overview of Key Statutory and Regulatory Budget Requirements

- A. Equipment costs must not exceed 10% of the total AmeriCorps share.
- B. Administrative costs must not exceed 5% of the total AmeriCorps funds requested.
- C. You may match with cash or in-kind contributions.
 1. The acceptable sources of matching funds are federal (with written permission), state, local, private sector, and/or other funds in accordance with applicable AmeriCorps requirements.
 2. Note: Most federal funds are not authorized to be used as match for another federal subgrant. While the AmeriCorps Agency's legislation permits the use of non-AmeriCorps federal funds as match for the subgrantee share of the budget for operating and administrative costs, the determining factor is the other federal agency. You must ensure that your use of another federal agency's funds as match for this national service program subgrant is permitted by the other agency and that this permission is documented in writing.
 3. Specifically identify the source and total dollar amount of cash match from private, state and local, and federal funds, and the source and total amounts of in-kind support. Also note if it is secured or proposed. All acronyms should be defined the first time they are used to reference non-AmeriCorps programs and sources.

iv. Budget Categories

- A. Budget Section I: Program Operating Costs

1. Personnel Expenses

- a. Under "Position/Title Description," list each staff position separately and provide salary and percentage of effort as percentage of FTE devoted to this award.
- b. Each staff person's role listed in the budget must be described in the application narrative and each staff person mentioned in the narrative must be listed in the budget as either AmeriCorps or Subgrantee share.
- c. Because the purpose of this grant is to enable and stimulate volunteer community service, do not include the value of direct community service performed by volunteers. However, you may include the value of volunteer services contributed to the organization for organizational functions such as accounting, audit work, or training of staff and AmeriCorps members.
- d. List each staff position separately and provide salary and percentage of effort as percentage of FTE devoted to this award. Each staff person's role listed in the narrative must be listed in the budget as either AmeriCorps or Subgrantee share.
- e. In order to mitigate risk associated with cost disallowances, applicants are encouraged to limit the staff in the budget to the fewest number possible.

2. Personnel Fringe Benefits

- a. Identify the types of fringe benefits to be covered and include the costs and calculation of benefit(s) for each staff position.
- b. Allowable fringe benefits typically include FICA, Worker's Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K.
- c. You may provide a calculation or rate for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item.
If a fringe benefit amount is over 30%, please list each component. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates but rather are absorbed into the personnel expenses (salary) budget line item.

3. Staff Travel

- a. Describe the purpose for which program staff will travel.
- b. Provide a calculation that includes itemized costs for airfare, transportation, lodging, per diem, and other travel-related expenses multiplied by the number of trips/staff.
- c. Reimbursement must not exceed the federal rate for any travel expenses and must be justified in the budget narrative. Only domestic travel is allowable. Please reference [U.S. General Services Administration](#).

4. Member Travel

- a. Describe the purpose for which members will travel.
- b. Provide a calculation that includes itemized costs for airfare, transportation, lodging, per diem, and other related expenses for members to travel outside their service location or between sites.

- c. Costs associated with local travel, such as bus passes to local sites, mileage reimbursement for use of car, etc., should be included in this budget category.
 - d. Where applicable, identify the current standard reimbursement rate(s) of the organization for mileage, daily per diem, and similar supporting information.
5. Equipment
 - a. Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of \$5,000 or more per unit (including accessories, attachments, and modifications).
 - b. Any items that do not meet this definition should be entered in Supplies.
 - c. Purchases of equipment are limited to 10% of the total AmeriCorps funds requested.
 - d. If applicable, show the unit cost and number of units you are requesting.
 - e. Provide a brief justification for the purchase of the equipment.
6. Supplies
 - a. Include the amount of funds to purchase consumable supplies and materials, including member service gear and equipment that does not fit the definition above.
 - b. You must individually list any single item costing \$1,000 or more. Except for safety equipment, subgrantees may only charge the cost of member service gear to the federal share if it includes the AmeriCorps logo.
 - c. Subgrantees may add the AmeriCorps logo to their own local program uniform items using federal funds.
 - d. All safety gear may be charged to the federal share, regardless of whether it includes the AmeriCorps logo.
 - e. All other non-AmeriCorps branded service gear must be purchased with non-AmeriCorps funds.
7. Contractual and Consultant Services
 - a. Include costs for consultants related to the project's operations, except training or evaluation consultants, who will be listed in Staff Training, Member Training, or Evaluation.
8. Staff Training
 - a. Include the costs associated with training staff on project requirements and training to enhance the skills staff need for effective project implementation, i.e., project or financial management, team building, etc. If using a consultant(s) for training, indicate the estimated daily rate.
9. Member Training
 - a. Include the costs associated with member training to support them in carrying out their service activities. You may also use this section to request funds to support training in Life after AmeriCorps.

- b. If using a consultant(s) for training, indicate the estimated daily rate.

10. Evaluation

- a. Include costs for project evaluation activities, including additional staff time or subcontracts you did not budget under Personnel Expenses; use of evaluation consultants, purchase of instrumentation, and other costs specifically for this activity.
- b. This cost does not include the daily/weekly gathering of data to assess progress toward meeting performance measures but is a larger assessment of the impact your project is having on the community, as well as an assessment of the overall systems and project design. Indicate daily rates of consultants, where applicable.

11. Other Operating Costs

- a. Allowable costs in this budget category should include when applicable:
 - i. Organizations may wish to budget some funding in this category to cover the cost of NSCHCs for any staff on the planning subgrant who will eventually be involved in an operational AmeriCorps program.
 - ii. Criminal history checks are required for all members and all employees who receive payment from the grant (AmeriCorps or Subgrantee share, in-kind included). **Truescreen is required.**
 - iii. Office space rental for projects operating without an approved indirect cost rate agreement that covers office space. If space is budgeted and it is shared with other projects or activities, the costs must be equitably pro-rated and allocated between the activities or projects.
 - 1. Occupancy costs can only be claimed the length of the program year.
 - 2. Narratives must include the address and square footage of the office space or building being occupied for the program year.
 - iv. Utilities, telephone, internet and similar expenses that are specifically used for AmeriCorps members and AmeriCorps project staff and are not part of the organizations indirect cost/administrative cost allocation pool.
 - v. Gifts and/or food in an entertainment/event setting are not allowable costs.

B. Budget Section II: Member Costs

1. Member Costs Member Costs are identified as "Living Allowance" and "Member Support Costs."
2. Living allowance narratives should clearly identify the number of members you are supporting by category (i.e., full-time, half-time, etc.) and the amount of living allowance they will receive, allocating appropriate portions between the AmeriCorps share (AmeriCorps Share) and grantee share (subgrantee match).
3. The minimum and maximum living allowance amounts are provided in this NOFO.
4. Enter the total number of members you are requesting in each category.
5. Enter the average amount of the living allowance for each type of member.

6. In addition, enter the number of members for whom you are not requesting funds for a living allowance, but for whom you are requesting education awards.
7. Member Support Costs Consistent with the laws of the states where your members serve, you must provide members with the benefits described below.
8. FICA
 - a. Unless exempted by the IRS, all projects must pay FICA for any member receiving a living allowance, even when AmeriCorps does not supply the living allowance.
 - b. If exempted, please note in the narrative.
 - c. In the first column next to FICA, indicate the number of members who will receive FICA.
 - d. Calculate the FICA at 7.65% of the total amount of the living allowance.
9. Health Care
 - a. You must offer or make available health care benefits to full-time members in accordance with AmeriCorps requirements.
 - b. Except as stated below, you may not pay health care benefits to less-than-full-time members with AmeriCorps funds.
 - c. You may choose to provide health care benefits to less-than-full-time members from other sources (i.e., non-federal) but the cost cannot be included in the budget.
 - d. Less-than-full-time members who are serving in a full-time capacity for a sustained period of time (such as a full-time summer project) are eligible for health care benefits.
 - e. If you budget health insurance for less-than-full-time members serving in a full-time capacity, indicate in the budget narrative.
 - f. In your budget narrative, indicate the number of members who will receive health care benefits.
 - g. AmeriCorps will not pay for dependent coverage.
 - h. If health care is not budgeted for all full-time members, please confirm all full-time members will have access to coverage.
10. Worker's Compensation
 - a. You must budget coverage for members to cover in-service injury or accidents. Applicants can choose to provide Worker's Compensation for AmeriCorps members OR Occupational, Accidental, Death and Dismemberment insurance.

C. Budget Section III: Administrative/Indirect Costs

1. Administrative/Indirect Costs
 - a. Administrative costs are general or centralized expenses of the overall administration of an organization that receives AmeriCorps funds and do not include project costs.
 - b. For organizations that have an established indirect cost rate for federal awards, administrative costs are those costs that are included in the organization's indirect cost rate agreement.
 - c. Such costs are generally identified with the organization's overall operation and are further described in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200).
 - d. Administrative costs may include:

- i. Costs for financial, accounting, auditing, contracting or general legal services.
- ii. Costs for internal evaluation, including overall organization's management improvement costs (except for independent and internal evaluations of the project evaluations that are specifically related to creative methods of quality improvement).
- iii. Costs for general liability insurance that protects the organization(s) responsible for operating a project, other than insurance costs solely attributable to the project. 7 | Page
- iv. Costs of space, base utilities, and communication (telephone, fax, and Internet) that support administrative personnel.
- v. Administrative costs may also include that portion of salaries and benefits of the project's director and other administrative staff not attributable to the time spent in support of a specific project.
- vi. Administrative costs do not include the following allowable expenses directly related to a project (including their operations and objectives), such as:
 1. Allowable direct charges for members, including living allowances, insurance payments made on behalf of members, training, and travel.
 2. Costs for staff (including salary, benefits, training, and travel) who recruit, train, place, or supervise members or who develop materials used in such activities, if the purpose is for a specific project objective.
 3. Costs for independent evaluations and any internal evaluations of the project that are related specifically to creative methods of quality improvement.
 4. Costs, excluding those already covered in an organization's indirect cost rate, attributable to staff that work in a direct project support, operational, or oversight capacity, including, but not limited to: support staff whose functions directly support project activities; staff who coordinate and facilitate single or multi-site project activities; and staff who review, disseminate, and implement AmeriCorps guidance and policies directly relating to a project.
 5. Space, facility, and communications costs allocated specifically to AmeriCorps project operations, excluding those costs that are already covered by an organization's indirect cost rate.
 6. Other allowable costs, excluding those costs that are already covered by an organization's indirect cost rate, specifically approved by AmeriCorps as directly attributable to a project.

2. Options for Calculating Administrative/Indirect Costs

- a. Applicants choose one of two methods to calculate allowable administrative costs: Corporation fixed percentage method or a federally approved indirect cost rate method.
- b. Regardless of the option chosen, AmeriCorps' share of administrative costs is limited by statute to 5% of the total AmeriCorps funds expended under this subgrant.

3. Corporation Fixed Percentage Method

- a. The Corporation fixed rate allows you to charge administrative costs up to a cap without a federally approved indirect cost rate and without documentation supporting the allocation.
- b. If you choose the Corporation Fixed Percentage Method you may charge, for administrative costs, a fixed 5% of the total of the AmeriCorps funds expended. In order to charge this fixed 5%, the subgrantee match for administrative costs may not exceed 10% of all direct cost expenditures.
- c. Applicants using this method may calculate these figures in the following way:
 - i. AmeriCorps Share: Multiply the sum of the AmeriCorps funding shares of Sections I and II by 0.0526. This is the maximum amount you can request as AmeriCorps share. Enter this amount as the AmeriCorps share for Section III A.
 - ii. Subgrantee Share: Then multiply the total (both AmeriCorps and Subgrantee share) of Sections I and II by 10% (0.10) and enter this amount as the subgrantee share for Section III. A.
 - iii. Sum: Enter the sum of the AmeriCorps and Subgrantee shares under Total Amount. Federally Approved Indirect Cost Rate Method If you have a Federally Approved Indirect Cost (IDC) rate and choose to use it, the IDC rate will constitute documentation of your administrative costs including the 5% maximum payable by AmeriCorps.
 - iv. Specify the Cost Type for which your organization has current documentation on file, i.e., Provisional, Predetermined, Fixed, or Final indirect cost rate.
 - v. Supply your approved IDC rate (percentage) and, importantly, the base upon which this rate is calculated (direct salaries, salaries and fringe benefits, etc.). It is at your discretion whether to claim your entire IDC rate to calculate administrative costs.
 - vi. If you choose to claim a lower rate, please include this rate under the Rate Claimed field.

UNIFORM APPLICATION FOR STATE GRANT ASSISTANCE

Agency Completed Section

1. Type of Submission: Pre-application Application Change/Corrected Application
2. Type of Application: New Continuation (i.e. multiple year grant) Revision (modification to initial application)
3. Completed by State Agency upon Receipt of Application

Date Received by State: _____ Time Received by State: _____

4. Name of the Awarding State Agency: Illinois Department of Human Services

5. Catalog of State Financial Assistance (CSFA) Number: 444-80-2810

6. CSFA Title: AmeriCorps Formula Traditional (Illinois)

Catalog of Federal Domestic Assistance (CFDA)

Not Applicable

7. CFDA Number: 94.006

8. CFDA Title: AmeriCorps State and National

9. CFDA Number: _____

10. CFDA Title: _____

Funding Opportunity Information

11. Funding Opportunity Number: 27-444-80-2810-01

12. Funding Opportunity Title: AmeriCorps Formula Traditional (Illinois)

13. Funding Opportunity Program Field: _____

Funding Opportunity Information

Not Applicable

14. Competition Identification Number: _____

15. Competition Identification Title: _____

UNIFORM APPLICATION FOR STATE GRANT ASSISTANCE

Applicant Completed Section

Applicant Information

16. Legal Name (Name used for Data Universal Number System (DUNS) registration and grantee pre-qualification): _____

17. Common Name (Doing Business As-DBA): _____

18. Employer/Taxpayer Identification Number (EIN, TIN): _____

19. Organizational Data Universal Number System (DUNS) Number: _____

20. Federal System for Award Management Commercial And Government Entity Code (SAM Cage Code): _____

21. Business Address:

Street: _____

City: _____ State: _____ County: _____ Zip+4: _____

Applicant's Organization Unit

22. Department Name: _____

23. Division Name: _____

Applicant's Name and Contact Information for Person to be Contacted for *Program* Matters involving this Application

24. First Name: _____ 25. Last Name: _____ 26. Suffix: _____

27. Title: _____

28. Organizational Affiliation: _____

29. Telephone Number: _____ 30. Fax Number: _____

31. E-mail Address: _____

Applicant's Name and Contact Information for Person to be Contacted for *Business/Administrative Office* Matters involving this Application

32. First Name: _____ 33. Last Name: _____ 34. Suffix: _____

35. Title: _____

36. Organizational Affiliation: _____

37. Telephone Number: _____ 38. Fax Number: _____

39. E-mail Address: _____

Areas Affected

40. Areas Affected by the Project (cities, counties, state-wide): _____

41. Legislative and Congressional Districts of Applicant: _____

42. Legislative and Congressional Districts of Program/Project: _____

UNIFORM APPLICATION FOR STATE GRANT ASSISTANCE

Applicant's Project

43. Description Title of Applicant's Project (Text only for the Title of the Applicant's Project):

44. Proposed Project Term:

Start Date: _____

End Date: _____

45. Estimated Funding (include all that apply):

Amount Requested from the State: _____

Applicant Contribution (e.g., in kind, matching): _____

Local Contribution: _____

Other Source of Contribution: _____

Program Income: _____

Applicant Certification:

By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 218, Section 1001)

(*) The list of certification and assurances, or an internet site where you may obtain this list is contained in the Notice of Funding Opportunity.

I Agree

Authorized Representative

46. First Name: _____ 47. Last Name: _____ 48. Suffix: _____

49. Title: _____

50. Telephone Number: _____ 51. Fax Number: _____

52. E-mail Address: _____

53. Signature of Authorized Representative: _____

Date Signed: _____