

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

|                                       |  |
|---------------------------------------|--|
| Awarding Agency Name                  | Human Services   |
| Agency Contact                        | Karrie Rueter (dhs,youthservicesinfo@illinois.gov)   |
| Announcement Type                     | Initial  |
| Type of Assistance Instrument         | Grant  |
| Funding Opportunity Number            | 22-444-80-2350   |
| Funding Opportunity Title             | Redeploy Illinois - Planning Grant   |
| CSFA Number                           | 444-80-2350  |
| CSFA Popular Name                     | Redeploy Illinois - Planning Grant   |
| Anticipated Number of Awards          | 4  |
| Estimated Total Program Funding       | \$10,000   |
| Award Range                           | \$5000 - \$25000   |
| Source of Funding                     | State  |
| Cost Sharing or Matching Requirements | No   |
| Indirect Costs Allowed                | Yes  |
| Restrictions on Indirect Costs        | No   |
| Posted Date                           | 08/09/2021   |
| Application Date Range                | General announcement open for a period of time with no specific due dates for applications.  |
| Grant Application Link                | Please select the entire address below and paste it into the browser...<br><a href="http://www.dhs.state.il.us/page.aspx?item=136096">http://www.dhs.state.il.us/page.aspx?item=136096</a> |
| Technical Assistance Session          | No   |

**ILLINOIS DEPARTMENT OF HUMAN SERVICES**  
Division of Family and Community Services  
**Bureau of Positive Youth Development**

**FY 2022 Funding Notice**

**Redeploy Illinois  
Planning Grant**

**Due Date Information**

**This Non-Competitive Funding Notice is open to accept applications from eligible applicants until further notice. Applications will be considered for funding upon receipt of the complete application and after a determination of eligibility and Pre-Qualification status.**

Please send any questions regarding this application to

**[DHS.YouthServicesInfo@Illinois.Gov](mailto:DHS.YouthServicesInfo@Illinois.Gov)**

The subject line of your e-mail must include the name of your agency (or acronym) and  
**“Redeploy Illinois Planning Grant funding notice – Erica Hughes”**

## **SECTION I**

### **The following section provides Eligibility and Funding Information & Requirements for the Redeploy Illinois Applications.**

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#### **A. Eligibility Information**

##### **1. Eligible Applicants**

###### **A. Phase One, Planning Grant**

This Redeploy Illinois Planning Grant funding opportunity is limited to those Illinois units of government who:

- are in an Illinois County or Cook County area as defined by 730 ILCS 110/16.1 that does NOT currently receive any Redeploy Illinois grant; and
- has committed on average 10 or more Redeploy eligible youth per year to the Illinois Department of Juvenile Justice (IDJJ) over the past 3 calendar years (2018, 2019 and 2020). See **Appendix P** for eligible counties, and baselines for counties outside of Cook County. Cook County applicants should use commitment data from the specific identified service area to be covered by the Planning Grant.
- Applicants must also be eligible as determined by the GATA Pe-Qualification and Pre-Award process at the time of application. (Described below)

###### **B. Phase Two, Redeploy Illinois Program Site Implementation Grant**

Once the Phase 1 Planning Grant is completed as directed and the final report is submitted and accepted by the Redeploy Illinois Oversight Board (RIOB), interested and eligible applicants will be invited to submit a full site application for consideration.

Interested and eligible is defined as those county units of government who:

- Submitted a complete and responsive Planning Grant Final Report (PGFR)
- Indicate in the PGFR a desire to submit a full site application for consideration
- Indicate in the PGFR the specific county, counties, or Cook County area to be served by a full site grant; and
- The county, counties, or Cook County area proposed in the PGFR has committed on average 10 or more Redeploy eligible youth per year to IDJJ over the past 3 calendar years (this would be a combined number if multiple counties, or multiple Cook County areas).
- Applicants must also be eligible as determined by the GATA Pe-Qualification and Pre-Award process at the time of application. (Described below)

*Redeploy Eligible youth* include any youth under the jurisdiction of the juvenile court, not currently in IDJJ, that is facing a possible commitment to IDJJ. For purposes of calculating the 3-year average, Redeploy eligible commitments exclude minors sentenced based upon a finding of guilt of first-degree murder or an offense which is a Class X forcible felony as defined in the Criminal Code of 1961.

Refer to **Appendix P** for the most recent commitment data for each eligible planning grant county outside of Cook County. Cook County applicants must provide the average number of commitments from the identified service area(s). This is a count of Redeploy eligible commitments to the Illinois Department of Juvenile Justice.

All applicants are required to provide the requested information as outlined in this NOFO to be considered for Phase 1 or Phase 2 funding. Successful applications under each Phase will serve as the applicant's implementation/program plan.

For counties and Cook County areas not eligible for the Redeploy Illinois Planning Grant/Program Site grant, the Redeploy Illinois Oversight Board also operates a Redeploy Focused Program. This program allows individual counties or Cook County areas, not eligible for a full program site grant, to request Redeploy Illinois services for an individual youth. More information can be found about the Redeploy Focused program at: <http://www.redeployillinois.org/redeploy-illinois-focused-program>

**IMPORTANT:** Insufficient State appropriation may delay the award of Phase II grants.

## 2. **Pre-Qualification**

- A. Applicant entities will not be eligible to apply for a grant award until they have pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal, [www.grants.illinois.gov](http://www.grants.illinois.gov) Grantee Links tab. Registration and pre-qualification are required annually. During pre-qualification, verifications are performed including a check of federal Debarred and Suspended status on the Illinois Stop Payment List and good standing with the Secretary of State. An automated email notification is sent to the entity alerting them of "qualified" status or providing information about how to remediate a negative verification (e.g., inactive DUNS, not in good standing with the Secretary of State). A federal Debarred and Suspended status cannot be remediated.
- B. The following information is required to complete registration:
  - Organization's Dun & Bradstreet number (DUNS); For additional information on DUNS, refer to **Section Unique entity identifier (DUNS number) and System for Award Management (SAM)** below.
  - Organization's federal employer identification number (FEIN);
  - Organization type;
  - Illinois Secretary of State File ID (required for non-profits, for-profits and limited liability corporations);
  - Organization's name
  - Organization's mailing address;
  - Organization's primary email address;
  - Organization's primary phone number
  - Organization's fiscal year-end date

## 3. **Unique entity identifier (DUNS) and System for Award Management (SAM)**

Each applicant is required to:

- A. Be registered in SAM before submitting its application; If your organization has not yet registered with SAM.gov, refer to [How to register with SAM.gov](http://www2.illinois.gov/sites/GATA/Grantee/GranteePortalFAQ/SAM-Registration.pdf) (<https://www2.illinois.gov/sites/GATA/Grantee/GranteePortalFAQ/SAM-Registration.pdf>)
- B. Provide a valid unique entity identifier in its application; if your organization does not yet have a DUNS number refer to <https://fedgov.dnb.com/webform/displayHomePage.do> to request one; and
- C. Continue to maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by the Department.

The Department may not make an award to an applicant until the applicant has complied

with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with the requirements by the time the Department is ready to make an award, the Department may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

#### 4. Pre-Award Requirements

- A. The pre-award process includes a financial and administrative risk assessment utilizing an Internal Controls Questionnaire (ICQ) and a Programmatic Risk Assessment (PRA). The PRA must be completed for each separate grant for which an applicant intends to apply. The Department may NOT issue a Notice of Award or a Grant Agreement to any applicant that does not have a submitted and approved ICQ and a submitted and complete PRA for the Redeploy Program. While these are NOT required prior to submitting the application, they are required prior to the Department issuing an award.
- B. Applicants that have not completed an ICQ and/or a PRA at the time of application will be contacted by the Department to complete these Pre-Award requirements.
- C. These grantee pre-award requirements are mandated by Federal Uniform Guidance (2 CFR 200) and the Grant Accountability and Transparency Act (GATA). Grantees must complete these requirements prior to receiving a grant award from the State of Illinois.

#### 5. Registration in CSA

- A. The CSA Tracking System is where the Illinois Department of Human Services (IDHS) expects all applicant entities to enter their GATA Budget information. It is also where IDHS staff will review and take action on the proposed budget.
- B. **It is strongly recommended that if an applicant entity is not already registered in the CSA Tracking System, they should begin the registration as soon as possible so they may submit a signed budget in CSA by the application due date. For instructions on registering in CSA, refer to [How to Register in CSA](#).**
- C. When submitting an application, the applicant entity's proposed budget must be entered into the CSA system. The completed budget must be electronically signed and submitted in the CSA system, and a printed copy of the signed and submitted budget must be included with the application. **To do this, the following is required: at a minimum, the applicant agency's Chief Executive Officer (CEO) or equivalent, or the Chief Financial Officer (CFO) or equivalent must be registered in the CSA system to electronically sign the required budget documents prior to submission. Refer to [Process for Adding GATA Budget Signoff Authority](#)**
- D. While registration in CSA is not part of the prequalification process, successful applicants will NOT be issued an award without a fully approved budget in the CSA System. Furthermore, if the Uniform Grant Budget is not entered, signed and submitted in the CSA system by the application due date and time, the grant-making process will be delayed. Refer to **Section III, Application and Submission Information, Budget** for more information.
- E. It may take several days to complete the registration process so do not wait until the application due date to begin the process. For more information about registering and submitting a budget in the CSA system, refer to **Appendix L** and also see: [http://www.dhs.state.il.us/OneNetLibrary/27896/documents/GATA\\_2020Grants/GATA2020links/IDHSBudgetTrainingManual\\_Revision032719.pdf](http://www.dhs.state.il.us/OneNetLibrary/27896/documents/GATA_2020Grants/GATA2020links/IDHSBudgetTrainingManual_Revision032719.pdf).

#### 6. Cost Sharing or Match Requirements

Providers are not required to provide in-kind and/or financial match. However, if a successful applicant proposes a voluntary match amount and the budget is approved, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

**7. Grant Fund Use Requirements**

All applicants will use grant funds according to the guidelines, conditions and parameters set forth in this funding notice and in compliance with federal statutes, regulations and the terms and conditions of any applicable federal awards.

Please refer to 2 CFR 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, PART 200 Subpart E - Cost Principles to determine the appropriateness of costs.

**A. Allowable costs:**

Allowable costs are those that are necessary and reasonable based on the activity(ies) contained in the scope of work, are justified in the Budget Narrative, and are allowable under Subpart E of 2 CFR 200. Funding allocated under these grants is intended to provide direct services to youth. It is expected that administrative costs, both direct and indirect, will represent a small portion of the overall program budget. Any budget deemed to include inappropriate or excessive administrative costs will not be approved. Program budgets and narratives must detail how all proposed expenditures are necessary for program implementation.

**B. Unallowable costs:**

Please refer to 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, PART 200 Subpart E – Cost Principles to determine the appropriateness of costs. In addition, and specific to this grant, the following costs will be unallowable without specific prior written approval from DHS:

1. Entertainment costs, except where specific costs that might otherwise be considered entertainment have a programmatic purpose and are authorized in the approved budget (2 CFR 200.438)
2. Capital expenditures for general purpose equipment, including any vehicle regardless of cost, buildings, and land (2 CFR 200.439)
3. Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life (2 CFR 200.439)
4. Capital expenditures for renovations or remodeling
5. 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)
6. Deposits for items, services, or space
7. Personnel costs for probation
8. Electronic Monitoring/Global Positioning System Monitoring equipment or associated costs.
9. Drug testing supplies for probation compliance purposes. Funds MAY be used for drug tests administered for clinical purposes.
10. Redeploy Illinois funds shall not be used to duplicate existing services and programs or supplant existing county funded programs (730 ILCS 110/16.1).

**C. Limitation of Use**

Limitation of Use of Award funds for Employee Compensation: With respect to any award over \$250,000, recipients may not use federal funds to pay total cash compensation to any employee that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. A salary table is available at the U.S. Office of Personnel Management website: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2021/ES.pdf>

#### D. Indirect Cost Requirements

This grant has no limitations on indirect costs. In order to charge indirect costs to this grant, the applicant organization must have a Federal or State annually negotiated indirect cost rate agreement (NICRA) or must elect to use the De Minimis Rate.

**Every organization that receives a state award must make an indirect cost rate proposal or election in the Crowe Activity Review System (CARS), including organizations that are choosing not to claim payment for indirect costs.**

CARS URL: <https://solutions.crowe.com/CARS/StateofIllinoisGOMB/Login.aspx>

##### 1. Indirect Cost Rate Election:

- i. **Federally Negotiated Rate.** Organizations that receive direct federal funding may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. Illinois will accept the federally negotiated rate. The organization must provide a copy of the federal NICRA as **Attachment 7**.
- ii. **State Negotiated Rate.** The organization must negotiate an indirect cost rate with the State of Illinois by completing an indirect cost rate proposal in the CARS system if they do not have Federally Negotiated Rate or elect to use the De Minimis Rate.
- iii. **De Minimis Rate.** An organization that has never received a Federal or State Negotiated Rate may elect a de Minimis rate of 10% of **modified total direct cost (MTDC)**. Once established, the de Minimis rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the de Minimis rate. If programs elect to use the De Minimis rate, it is **critical** that program budgets accurately calculate the MTDC base. Please see the regulation below and note the exclusions to MTDC.

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

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

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

##### 2. Crowe Activity Review System (CARS).

CARS will allow your organization to document your already established federally approved indirect cost rate, complete an indirect cost rate proposal (see State Negotiated Rate above), elect to charge the De Minimis rate (10%) of modified total direct costs (MTDC), or select that no reimbursement of indirect costs will be requested. Submission requirements are located on page 2 of the Uniform Budget Template as well as 2 CFR 200 Appendices IV, V & VII.

Organizations which have not previously made an indirect cost rate election must submit an election (and indirect cost rate proposal, if necessary) immediately and no

later than 3 months after receiving an award notification or invitation to the CARS system.

Organizations that have previously established an indirect cost rate election must submit a new indirect cost rate election immediately and no later than 6 months after the close of their organization's fiscal year.

Every organization must make an indirect cost rate election in CARS even if the organization is choosing De Minimis Rate or "no rate". Organizations that do not make an election or submission inside the CARS system within the required timeframes will not be allowed to claim indirect cost reimbursement.

For more information, see <https://www.illinois.gov/sites/GATA/Pages/default.aspx>

#### E. **Administrative Costs**

It is expected that administrative costs, both direct and indirect, will represent a small portion of the overall program budget. Program budgets and narratives will detail how all proposed expenditures are directly necessary for program implementation and will distinguish between Indirect/Direct Administrative and Direct Program expenses. Any budget deemed to include inappropriate or excessive administrative costs will not be approved. *At no time may the approved NICRA be exceeded under this agreement. Documentation will be required to verify the approved NICRA.*

#### F. **Simplified Acquisition Threshold**

Potential grantees under this funding announcement may receive an award in excess of the Simplified Acquisition Threshold, currently \$250,000 (Refer to 2CFR200 Section 200.88). Therefore, the grantee must be aware of the following regarding the Simplified Acquisition Threshold as it will be applicable to any qualifying sub award:

1. That the grantee agency, prior to making a sub-award with a total amount of funds greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);
2. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that the awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
3. That the awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under awards when completing the review of risk posed by applicants as described in §200.205 awarding agency review of risk posed by applicants.

### 8. **Post Award Requirements of Applicant**

The Post Award Requirements are essential items that must be met by the Applicant. Applicants agree to provide **program services** as described throughout this Funding Notice.

- A. **Racial Equity (Phase 1 and Phase 2):** A racial equity lens will be used when implementing policies and practices, and when providing program services, including program evaluations. This will include reviewing disaggregated data, significant and critical re-evaluation of racist assumptions and systems with an acknowledgment of the history and systemic drivers of inequitable outcomes. Applicants must commit to participate in racial equity and/or implicit bias training. Training and technical assistance will be made available to successful applicants to further education and understanding of



racial and ethnic disparities.

- B. **Technology (Phase 1 and Phase 2):** 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:
- Internet access, preferably high-speed
  - Email capability
  - Microsoft Excel
  - Microsoft Word
  - Adobe Reader
- C. **Evidence-based Practices (Phase 2):** The Applicant Agency must agree to, over the course of this grant and whenever possible, implement Redeploy Illinois services utilizing an Evidence-based Practice (EBP) with fidelity.
- D. **Trauma Informed (Phase 2):** Applicants and/or subcontractors must commit to becoming trauma informed as recognized through a Department recognized/accepted assessment tool. For example, the CBAT-O Assessment tool. Applicants will demonstrate an ongoing commitment to developing/maintaining trauma informed capacity within the organization. Training and technical assistance will be made available to successful applicants to achieve/maintain this status. See **Appendix O** for more information.
- E. **YASI (Phase 2):** The Applicant Agency must agree to administer an initial YASI assessment, (or other assessment as determined by the RIOB), upon referral/enrollment into the program and a closing YASI assessment upon discharge from the Redeploy Illinois Program as well as develop an individualized case plan based on the results of the initial YASI, any other additional assessments determined necessary, including information collected from youth, family, and other involved parties. Staff who administrates the YASI are required to participate in YASI trainings, available at no cost from IDHS.
- F. **Collaboration with local Family and Community Resource Centers (FCRCs) Phase 2:** Providers will maintain a collaborative working relationship with the local IDHS FCRCs. This will include outreach to FCRCs to develop awareness of this program, recruit potential participants, and participating in local FCRCs' service provider meetings if requested.
- G. **Program Evaluation Reporting Requirements (Phase 1 and Phase 2):** Providers will be required to participate in evaluation efforts as directed by the Department and/or its subcontractor(s) and collect and report data accordingly. All Applicants are required to utilize the Department's eCornerstone web-based reporting system, (or other reporting system as determined by DHS), for all youth served. Providers will be required to report quarterly regarding program performance measures and outcomes. Providers will be required to participate in a Department directed Performance and Standards Assessment reviews. A year-end program and performance measures and outcomes report will also be required. Additional data and information may be requested throughout the year as determined by the Department.
- H. **Training and Technical Assistance (Phase 1 and Phase 2):** 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). BOTH

- I. **Sectarian Issue (Phase 1 and Phase 2):** Provider organizations may not expend federal or state funds for sectarian instruction, worship, prayer or to proselytize. If the Provider organization is a faith-based or a religious organization that offers such activities, these activities shall be voluntary for the individuals receiving services and offered separately from the program.
- J. **Background Checks (Phase 1 if applicable and Phase 2):** Background checks are required for **all program staff and volunteers** who have the potential for contact with youth under 18. These background checks must be completed in advance of individuals working directly with youth. Such individuals will authorize such checks in writing and submit to fingerprinting when required. The agency shall retain the signed form authorizing the background check. All background check information, including the signed authorizing forms shall be maintained separately in a confidential file, apart from the employee's personnel records. Funded programs will be required to have a written protocol in place detailing the requirement for background checks; evidence of their completion; the protocol for reviewing and making determinations regarding results; etc. In no case shall a Person who has been indicated as the perpetrator of any of the child abuse/neglect allegations identified in 89 Ill. Adm. Code Section 385.50(a) be deemed fit for service that allows access to children.
- K. **Child Abuse/Neglect Reporting Mandate (Phase 1 and Phase 2):** Per the Abused and Neglected Child Reporting Act (ANCRA, 325 ILCS 5/4), mandated reporters are professionals who may work with children in the course of their professional duties. Mandated reporters are required to report suspected child maltreatment immediately when they have "reasonable cause to believe that a child known to them in their professional or official capacity may be an abused or neglected child" (ANCRA Sec.4). This is done by calling the Illinois Department of Children and Family Services (DCFS) Hotline at 1-800-252-2873 or 1-800-25ABUSE. Programs funded through this grant opportunity must review ANCRA and, where appropriate, have a written protocol for identifying and reporting suspected child maltreatment.
- L. **Hiring and Employment Policy (Phase 1 and Phase 2):** It is the policy of the Department to encourage cultural diversity in the work environment and to promote employment opportunities through its programs. The Department philosophy is that the program workforce should appropriately reflect the populations to be served, with special attention given to hiring individuals indigenous to those communities. Consistent with Department policy, whenever a position becomes available, funded programs are encouraged to consider TANF clients for employment, contingent upon their qualifications in the areas of education and work experience.
- M. **State and Federal Laws and Regulations (Phase 1 and Phase 2):** 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.).

## B. Funding Information and Requirements

1. This Application is considered a non-competitive initial application for funding.
2. This award is funded with State General Revenue dollars and does NOT have an in-kind and/or financial match requirement.
3. All funding is subject to appropriation by the General Assembly.
4. The Department anticipates awarding grants to all eligible applicants under Phase I of this funding notice, based on the availability of funds. See **Appendix P** for a list of eligible counties and **Appendix Q** for a map of current Redeploy sites and eligible Redeploy counties.
5. Subject to appropriation, the grant period will begin upon execution of the agreement and will continue through June 30.
6. Successful applicants may be eligible to receive subsequent one-year grant awards to complete Phase I and/or to begin/continue implementation of Phase II of this program.
7. Full Redeploy Illinois Program Sites (Phase 2). The Department and the RIOB will only offer the opportunity to submit an application for Phase 2 funding to those interested and eligible counties, groups of counties, or Cook County areas successfully completing the Planning Grant phase (Phase 1) of this NOFO and that also continue to meet the minimum 3-year average eligible commitment requirement. The Department anticipates the capacity to fund all successful and eligible Phase 1 grantees under Phase 2 of this Funding Notice to become full Redeploy Illinois Program Sites as described herein.
8. Planning Grant award amounts will vary based on the number of counties involved in the planning grant and the number cases to be analyzed. Funds for planning may range from approximately \$5,000 to \$25,000 per eligible county or Cook County areas. Applicants will submit a proposed budget under these parameters and based on need. Final award amounts may vary.
9. The planning grant period will begin upon execution of the grant agreement and will continue for approximately 6 months. If upon submission of the Planning Grant Final Report you are determined to meet the eligibility criteria as described above, you will be invited to submit a full site application. The full site application must be submitted as described herein within 30 days of receiving the invitation to apply. Upon review and possible required revisions, full site funding will be awarded within two to three months of Phase 2 application submission and will coincide with the state fiscal year where possible. This grant will continue through the end of the fiscal year and based on performance and continued GATA pre-qualification and good standing may be eligible to apply for additional 1-year non-competitive renewal grant awards.
10. Phase 1 Planning Grant expenditures will ONLY be authorized if spent on Redeploy planning grant activities. These may be administrative and planning expenditures directly related to the grant. There is NO cap on direct administrative expenditures. Grant expenditures may NOT include probation officer staff or equipment purchases. Acceptable expenditures may include, but not be limited to: existing staff overtime (including probation officer staff), office expenses, meeting expenses, site visit expenses, contractual/consultant fees, data collection, entry & analysis, report writing, travel, and attendance at Department arranged meetings.
11. Funding allocated under Phase 2 is intended to provide direct services to youth. It is expected that administrative costs, both direct and indirect, will represent a small portion of the overall program budget.
12. Proposed project budgets and narratives must be sufficiently detailed and justified to be approved by DHS. Successful applicants will NOT receive a grant agreement until after their budget has been approved through the CSA system. Refer to **Appendix L** for

- additional instructions for registering and completing budgets in the CSA system.
13. Subcontractor Agreement(s) and budgets must be pre-approved by the Department and on file with the Department. **Subcontractors are subject to all provisions of this Agreement.** The successful Applicant Agency shall retain sole responsibility for the performance of the subcontractor.
  14. Pre-Award costs will be allowed prior to the execution of the award under the following conditions: 1.) the applicant must have received and accepted the Notice of State award (NOSA) AND, 2.) Submitted any and all requested program plan and budget revisions per the NOSA; AND 3.) Signed and submitted grant agreement signature page as directed; AND 4.) May NOT incur pre-award costs prior to the start date of the provider signed agreement.
  15. All funding is subject to sufficient appropriations.
  16. Insufficient State appropriation may delay the award of Phase II grants.
  17. The release of this funding notice does not obligate the Illinois Department of Human Services to make an award.

## **SECTION II**

**The following section provides information and requirements for implementing the Redeploy program.**

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### **PROGRAM DESCRIPTION/REQUIREMENTS**

#### **1) Program Description**

The intent of the Redeploy Illinois (RI) program is to grant funds to counties, groups of counties or Cook County areas that will establish a continuum of local, community-based sanctions and treatment alternatives for juvenile offenders who would otherwise be incarcerated if those local services and sanctions were not available, as required by 730 ILCS 110/16.1. (See **Appendix M**)

Redeploy Eligible youth include any youth under the jurisdiction of the juvenile court, not currently in IDJJ, that is facing a possible commitment to IDJJ.

In exchange for these program funds, the provider agrees to reduce the number of Redeploy Illinois eligible commitments from that county, group of counties or Cook County areas by a minimum of 25% compared to the original agreed upon baseline. Redeploy eligible commitments, for purposes of determining baselines and measuring reduction, exclude minors sentenced based upon a finding of guilt of first-degree murder or an offense which is a Class X forcible felony as defined in the Criminal Code of 1961. The Redeploy Illinois Oversight Board, in accordance with the Redeploy Illinois statute, is required to impose a penalty for each youth committed to IDJJ that exceeds the 25% reduction requirement from the sites approved baseline. Additional information on penalties can be found in the Program Requirements and Deliverables section of this funding notice.

The RI sites will assist the Department in identifying effective models to reduce commitments and guide replication efforts in other parts of the state. These funds will be used to help sites fill the gaps in the existing continuum of programs and services for delinquent youth, allowing counties to cost effectively serve youth locally and reduce their reliance on IDJJ.

Prior research provides solid evidence that community-based services for delinquent youth are more effective and less expensive than a sentence to secure confinement for a certain profile of youth offenders who are deemed likely to benefit from such services, since the cost of community-based programs is lower than the cost of incarceration.

Through Redeploy Illinois, counties or Cook County areas will link each youth to a wide array of needed services and supports within his or her home community, as indicated through an individualized needs assessment. Using a case management approach, services will be provided in the least restrictive manner possible, and include, but are not limited to, court advocacy, education assistance, individual, family and/or group counseling, and crisis intervention.

Counties, groups of counties or Cook County area(s) interested in becoming a full Redeploy Illinois Program site must first participate in and complete the Redeploy Illinois Planning Grant process (Phase 1). The Redeploy Illinois Planning Grant is intended to allow counties or Cook County areas to explore the possibility of becoming a full Redeploy Illinois Program site (Phase 2). Completing this planning process will enhance the county or Cook County area's ability to serve juveniles more effectively. The planning grant is intended to help the counties and areas understand the initiative, its expectations, how it could positively impact their community and youth, and get a feel for their ability to meet the 25% commitment reduction requirement. This is important because this reduction requirement has been the most cited reason for counties not applying to be a Redeploy Illinois site, as failure to meet this requirement may result in a financial penalty that must be paid by the county

for every youth in excess of the requirement. Upon completion/submission of the Planning Grant Final Report, the Redeploy Illinois Oversight Board (RIOB) will invite those interested and eligible counties or Cook County areas to submit a full Redeploy Illinois Program Site application for funding consideration (Phase 2).

Redeploy Illinois programs that have, on average, met or exceeded the minimum 25% reduction requirement for five or more consecutive years will be designated as an “**Established**” Redeploy Illinois program sites **under a separate funding notice**. This designation provides 2 significant benefits:

- A. There will be NO penalties applied to programs that fail to meet reduction or maintenance requirements while in this status designation; and
- B. Established sites may expand services to certain youth not otherwise eligible to participate in the program:
  - i. Youth charged with Murder and Class X forcible felonies
  - ii. Youth not facing a possible IDJJ commitment that are medium or high-risk/need youth charged with non-status misdemeanor or felony offenses and may include some pre-adjudicated youth.

To maintain this status, Established Redeploy Illinois programs must continue to maintain or reduce their IDJJ commitments, however, the original site baseline will not be used for this purpose while in this status. While in the Established status, providers will be charged with maintaining or reducing commitments compared to a new rolling baseline that will reflect the most recent 3-year annual average Redeploy eligible commitments for their corresponding service area (3 calendar years immediately preceding the state fiscal year grant period.) While IDJJ Data will continue to be used as the official data set by which the baseline and actual commitments will be measured, provider data will be regularly collected and utilized in the absence of IDJJ data to ensure continuity. There will be no change in what is considered a Redeploy Eligible commitment. Redeploy Eligible commitments will be monitored monthly and compared to the new baseline to ascertain progress and likelihood of meeting the new requirement so that technical assistance can be provided at the earliest opportunity.

A status redetermination will be made each year as part of the annual continuation application process. Sites that do not exceed their new baseline will automatically maintain their status as Established for the next grant period. Sites that exceed their new baseline will be reviewed by staff and the Redeploy Illinois Oversight Board on a case by case basis to determine the appropriate course of action.

The RIOB may decide the following:

- 1. Extenuating circumstances existed that caused the level of commitments, site allowed to continue as Established Site
- 2. Determination that although commitment number may have exceeded baseline, commitments remain in line with the 3-year average, no corrective action required.
- 3. Allow to remain in Established status pending the results of a corrective action plan.
  - Failure to comply with corrective action and/or failure to achieve intended result of corrective action will result in the site being placed in “Restorative Status”
- 4. Site placed in Restorative Status

#### **Established Redeploy Illinois Program Sites in Restorative Status**

Temporary status whereby the previously designated Established site would have that status

suspended. Site would revert to a Continuation Redeploy program site, subject to penalties and no longer able to serve the expanded (secondary) population (except those already being served). While in Restorative Status, site will again be subject to penalties based on their original Baseline and the 25% reduction requirement. The site must achieve and maintain compliance for a period of time to be determined by the RIOB, not to exceed 3 years. Once the provider has achieved the terms of the RIOB decision, the provider would again become an Established site with restored benefits.

This funding notice will provide the instruction necessary for counties interested in exploring and potentially becoming a Redeploy program site.

## 2) **Program Requirements and Deliverables**

### A. **Phase 1 Planning Grant Deliverables**

1. The Provider will explore the possibility of Redeploy Illinois in the identified county or Cook County area. This will include, among other things, an analysis of:
  - Juvenile Justice related data
  - Current services offered
  - Services needed
  - Strategies for service delivery\Potential eligible populations
  - Local governance of juvenile justice issues
  - Data collection and analysis capabilities
  - Estimated costs involving alternatives for delinquent youth
  - The system's readiness for such a program
2. Planning grant recipients will:
  - Participate in the planning process using a racial equity lens and provide a statement indicating the intended use of equity lenses throughout program planning and implementation.
  - Participate in a minimum of one (1) site visits to existing Redeploy Illinois programs
  - Participate in (3) Department arranged meetings
  - Conduct an in-depth analysis of the case files of each participant committed from the county, counties, or Cook County area for the past 3 calendar years (2018, 2019, 2020) or newer if available.
  - Submit a final detailed planning grant budget in the DHS CSA system within 7 business days of the issuance of the Notice of State Grant Award (NOSA).
  - Submit a final report in the format provided by the Department (see **Appendix F**). This report will detail the work of the county, counties, or Cook County area, the activities undertaken, and the compiled results of the Planning grant process. This report will be due the Illinois Department of Human Services (IDHS) upon completion of the Planning Grant process – due date will vary.
  - Provide monthly expenditure documentation reports in the format provided by the department. This report will be due to Illinois Department of Human Services (IDHS) on or before the 30th of each month for the preceding month documenting all expenditures through the end of the month.
  - Provide monthly programmatic narrative reports in the format provided by the department. This report will be due to Illinois Department of Human Services (IDHS) on or before the 30th of each month for the preceding month documenting activities and progress of the planning grant.

NOTE: Information provided to the Department of Human Services may be shared with the Redeploy Illinois Oversight Board and may be included in the annual report to the Governor

and General Assembly, or any other publication deemed appropriate by the Board.

**B. Phase 2 Planning Grant Deliverables**

1. Counties or Cook County areas will establish and maintain a continuum of local, community-based sanctions and treatment alternatives for juvenile offenders who would otherwise be incarcerated if those local services and sanctions were not available, as required by 730 ILCS 110/16.1. Minors determined guilty of murder or a Class X forcible felony are eligible for services, however, they are excluded from the baseline and penalty calculations.
2. The county or Cook County areas will commit to reducing the number of Redeploy Illinois eligible commitments from that county or area by a minimum of 25% compared to the agreed upon baseline.
3. The funds shall be used by the county or Cook County area for purposes of serving, in community-based settings, youth involved in the juvenile justice system through the creation of evidence-based programs and other resources that promote positive outcomes for youth while maintaining public safety. The RI sites will assist the Department in identifying effective models to reduce commitments and guide replication efforts in other parts of the state.
4. Counties or Cook County areas will implement policies that will include: 1) treating juveniles in the least restrictive manner while maintaining safety; 2) affirming local responsibility for services in the community; 3) defining the role of the state and local jurisdictions in the care of youth in the justice system;
5. Counties will develop and implement strategies to assist the team supporting the youth remembering that, in the context of the holistic approach, the responsibility for change does not fall solely on the youth.
6. The County, counties, or Cook County areas will develop and manage a continuum of services and sanctions from least restrictive to most restrictive designed to intervene with youth involved with the juvenile justice system using a holistic approach and addressing areas of moderate to high need. The services may be provided directly by the grantee or subcontracted out to other community organizations. Probation will work within Redeploy Illinois projects will use the graduated sanctions model as described by OJJDP. The graduated sanctions model is based upon the premise that each time a youth commits a crime there should be quick consequences to their behavior. As the seriousness or frequency of the crime increases then the consequences should also be more severe.
7. The services and programs provided shall be culturally competent and research or evidenced based (EBP) as proven or promising practices. In addition, non-EBP services can be provided to supplement EBP services.
8. Services and programs should include efforts to stabilize families by ensuring basic needs are met.
9. Services and programs should work to build on strengths and assets of youth and families.
10. Programs and services shall be consistent with the Illinois Juvenile Court Act of 1987 and the principles of Balanced and Restorative Justice with the following purposes and policies: 1) The juvenile justice system should protect the community, 2) impose accountability to victims and communities for violations of law, and 3) equip juvenile offenders with competencies to live responsibly and productively.
11. The role of local government should be to oversee the provision of Redeploy Illinois services while ensuring community safety. There should be local responsibility and authority for planning, organizing, and coordinating service resources in the community.



12. The Redeploy Illinois program must be designed to target those youth who would otherwise be committed to IDJJ were it not for the Redeploy Illinois program.
13. While all IDJJ Redeploy eligible commitments will be counted toward baseline reduction requirements, each county or Cook County area may determine specific sub-populations of juveniles it will target through its Redeploy Illinois project. All youth served must be eligible to participate in the program based on the provider site status designation, including being medium/moderate to high risk/need on the JRA or YASI.
14. Programs must make efforts to ensure Medicaid eligible services are provided by entities able to bill Medicaid for services. Medicaid should be billed where possible before using Redeploy funds.
15. Statewide data and data from existing sites indicate that there are three populations of juveniles most likely to benefit from and commonly targeted for Redeploy Illinois services. These are:
  - Juveniles committed as court evaluations or bring back orders;
  - Nonviolent offenders; and
  - Juveniles dually involved with the juvenile justice system and DCFS
16. Applicant must provide a clear statement of commitment to developing the capacity to operate with a racial equity lens when serving youth and creating or updating policies. The applicant statement of commitment must be included in the Executive Summary section of the application.
17. The provider will work towards implementing principles of racial equity throughout the local service delivery system, creating or adjusting program policies and practices to ensure racial equity and fairness, and plan for equitable access to services.
18. Racial and Ethnic Disparities (RED): The Illinois Department of Human Services and Redeploy Illinois Oversight Board are committed to reducing the racial and ethnic disparities in the juvenile justice system. It is expected that Redeploy Illinois will further this goal. As counties develop and manage their programs, it will be critical to understand the impact it will have on racial and ethnic disparities. This impact must be monitored. In the event that the area to be served and the target population demonstrate the presence of gender, ethnic and/or racial disparity, the Annual Plan must describe the programs plan to address and reduce the disparity. This could include the addition of programming that has been informed by research that addresses the unique aspects of gender, race, and/or ethnicity as associated with delinquency behavior.
19. Impact on Secure Detention: Redeploy Illinois services are designed to divert youth from the Illinois Department of Juvenile Justice (IDJJ) without increasing commitments to detention. Reducing reliance on the Department of Juvenile Justice should not directly increase the use of local secure detention placements. It is understood that Illinois currently has excess detention bed capacity. Simply not committing a juvenile to the Department of Juvenile Justice and instead placing him/her in local secure detention is not an acceptable response. Each year, counties will have to demonstrate that the juveniles involved with Redeploy Illinois did not experience excessive secure detention stays. For purposes of this initiative, "excessive secure detention days" will be defined as more than 50% of the average length of stay in secure detention or IDJJ. For example, if current local practices result in juveniles spending 200 days, on average, in IDJJ then secure detention stays greater than 100 days for juveniles involved with the Redeploy Illinois program is considered excessive.
20. YASI & Case Planning: Youth referred to the Redeploy Illinois program will receive a Youth Assessment and Screening Instrument (YASI). Each enrolled youth will have an initial YASI (conducted upon referral/enrollment). A closing YASI Reassessment will also be completed for each youth upon their exit of the Redeploy Illinois program.

21. Each youth enrolled into the Redeploy Illinois program will have an individualized case plan developed that is based on the YASI and any additional completed assessments. The services provided to each juvenile shall be individualized and based upon assessed need. The case plan should be created with input from all appropriate parties, including youth and their families, probation, and/or client care coordinators or juvenile justice specialists. The case plan should complement the probation case plan to ensure no overlap or contradictory goals.
22. Staff administering the YASI are required to participate in YASI training. These trainings will be made available by IDHS.
23. Background Checks: Background checks are required for **all program staff and volunteers** who have the potential for contact with youth under 18. These background checks must be completed in advance of individuals working directly with youth. Such individuals will authorize such checks in writing and submit to fingerprinting when required. The agency shall retain the signed form authorizing the background check. All background check information, including the signed authorizing forms shall be maintained separately in a confidential file, apart from the employee's personnel records. Funded programs will be required to have a written protocol in place detailing the requirement for background checks; evidence of their completion; the protocol for reviewing and making determinations regarding results; etc. In no case shall a Person who has been indicated as the perpetrator of any of the child abuse/neglect allegations identified in 89 Ill. Adm. Code Section 385.50(a) be deemed fit for service that allows access to children.
24. Logic Model: The Redeploy Illinois Logic Model (Located in **Appendix N**) represents a logical framework that will be used by the Department and the RIOB to evaluate the effectiveness of the identified program model. The Logic Model depicts the intended outcomes expected as a direct result of the Provider successfully implementing the Strategies and associated Activities. Funded, providers will be held accountable for implementing the identified program Strategies. These will be measured and verified through a combination of 1) desk audits; 2) on-site reviews; and through program performance measures.
25. Data Collection: Each site will be required to collect data to measure the following:
  - Number of juveniles committed to DJJ by age, gender, race, ethnicity, offense, and length of stay.
  - Number of youth served, number of those youth newly enrolled during the reporting period, number of juveniles committed to DJJ with a brief narrative with demographic data and information on past efforts with each juvenile, including past participation in Redeploy (submitted monthly with expenditure data).
  - Impact on Detention - new admissions, length of stay, and average daily population of secure detention for the total juvenile population as well as the juveniles involved with Redeploy Illinois.
  - Program Data - outcome data of juveniles in the Redeploy Illinois program while actively involved in the program, at discharge from the program, six months after discharge, and twelve months after discharge. (Examples: school attendance/education level, diploma/GED, employment, and positive family relationships etc.).
  - System Data - outcome data of juveniles in the Redeploy Illinois program while actively involved in the program, six months after discharge from the program and twelve months after discharge. (Examples: new petitions or

information filings, new incidents, DJJ, DOC and Detention commitments etc.).

- Impact on the disproportional use of secure confinement of minority youth in the system (detention, DJJ and other) and other points in the system targeted.
  - Use of community-based treatment alternatives.
  - Number of Redeploy Illinois youth successfully completing probation requirements before, during or after completion of Redeploy Illinois.
  - Number of Redeploy Illinois youth successfully discharged from the Redeploy Program.
  - Initial and Closing YASI data on Redeploy Illinois youth to assess the change in Dynamic Risk and Dynamic Protective Factors.
  - Education and Employment Outcomes Status data before, during and after discharge, including, but not limited to, number receiving services: Types of services and outcomes.
24. Meeting Attendance: Providers must budget for and plan to attend a minimum of two statewide Redeploy Illinois meetings per year in in the central part of the state, or virtually if travel is restricted.
25. Use of Funds: Funds will be used to support the Annual Plan and Budget approved by DHS that is intended to meet the goals of Redeploy Illinois. Redeploy Illinois funds may not be used for capital expenditures, renovations or remodeling, personnel costs for probation, electronic monitoring/Global Positioning System Monitoring equipment or associated costs, and drug testing outside of clinical purposes. In addition, Redeploy Illinois funds shall not be used to duplicate existing services and programs or supplant existing county funded programs.
26. Program Participant Eligibility: Any youth under the jurisdiction of the juvenile court, not currently in IDJJ, that is facing a possible commitment to IDJJ. Minors determined guilty of murder or a Class X forcible felony as defined in the Criminal Code of 1961 are eligible for services, however they are excluded from the baseline & penalty calculations.
27. Program Strategies: Each Redeploy Illinois site is responsible for implementing the following strategies within their County, counties, or Cook County area:
- Implement programming that diverts Redeploy Illinois eligible youth from IDJJ commitments.
  - Implement policies that ensure local responsibility and authority for planning, organizing, and coordinating service resources in the community.
  - Put in place a continuum of local, community-based graduated sanctions and treatment alternatives.
  - Ensure a holistic approach to serving youth and their families using wrap and other, similar models.
  - Ensure appropriate risk and needs assessments are utilized.
  - Develop, implement and complete individualized case plans based on identified needs from appropriate assessments and information from Redeploy staff, the courts, youth, and their families.
  - Provide community-based services to youth in the least restrictive setting possible
  - Implement programming that is research or evidence-based as proven or promising.
  - Implement non-traditional services and programs that supplement EBP.
  - Promote offender accountability through restorative justice practices that ensure offenders understand how their actions have affected others and take

responsibility for their actions.

- Empower communities to take responsibility for the well-being of its members.
- Increase youth competencies and protective factors. Build up strengths and assets.
- Ensure basic needs for families are met (food, clothing, shelter)
- Ensure youth receive necessary mental health and substance abuse services.
- Ensure youth receive education and employment support services.
- Provide opportunities for youth to experience positive activities with their families that expose them to other options and broaden their world view.
- Involve the family in the provision of services.
- Coordinate case plans and monitor progress of youth during the course of service provision to ensure services are having the intended impact and youth are on track to reach their goals.
- Connect eligible youth and families to mainstream benefits (SSI, Medicaid, TANF, SNAP, WIC, etc.)
- Implement strategies that foster commitment and involvement of local stakeholders.
- Data driven decision making.

28. Program Activities: The following activities are commonly utilized by providers to successfully implement the above strategies. This is not to be considered an all-inclusive list.

- Youth Assessment Screening Instrument (YASI)
- Cognitive Education and Treatment
- Community Restorative Boards
- Employment-Related Services: Employment readiness, work experience, Employability skill development, job seeking skills, job maintenance skills, etc.
- Individualized Staffing
- Mental Health Counseling and Treatment
- Multidisciplinary Case Review Meetings
- Parent/Family Support Services
- Connect families to DHS Local Area Offices, ABE website, etc.
- Positive Recreational Activities
- Mentoring Services
- Psychological and Psychiatric Evaluations
- Substance Abuse Counseling and Treatment
- Court Diversion Programs
- Tele-Psychiatry
- Transportation Services
- Trauma informed care
- Tutoring and education advocacy and support/IEP advocacy and support
- Victim-Related Services
- Aggression Replacement Training
- Washington Aggression Interruption Training
- Functional Family Therapy
- Multi-Systemic Therapy
- Parenting with Love and Limits/Active Parenting
- Conduct regular community stakeholder meetings
- Educate the community about juvenile justice system practitioners and current juvenile research

- Advocacy
29. Each Redeploy Illinois site, when asked, must participate in a program evaluation as prescribed by the Department. The program site may be required to meet with evaluators regularly, submit data and assist the evaluators in having access to juveniles and their families for follow-up surveys.
30. eCornerstone Reporting Requirements:
- Providers must ensure all youth referred to the Redeploy Illinois program are entered into the Departments eCornerstone data system.
  - Providers must complete a Youth Assessment Screening Instrument (YASI), on every youth considered for the program in the Departments eCornerstone data system.
  - Providers must complete a YASI Closing Assessment, on every youth accepted into the program in the Departments eCornerstone data system.
  - Providers must complete an individualized case plan based on findings of the initial YASI assessment for every youth accepted into the program and enter it in the Departments eCornerstone data system.
  - Providers must maintain agency; subcontractor; and program service delivery site information in the eCornerstone system.
  - Participant case plan and additional assessment information will be entered into eCornerstone data system.
  - Participant outcome follow-up information will be entered into the eCornerstone data system.
  - Agency and program data and information provided to DHS may be shared with the Redeploy Illinois Oversight Board and may be included in the annual report to the Governor and General Assembly, or any other publication deemed appropriate by the Board. Data on individual youth will not be shared with the public.
31. DHS Local Area Offices - Providers will develop and maintain collaborative working relationships with local Family and Community Resource Centers (FCRCs). This includes regularly participating in service provider meetings or events as requested to ensure the local office staff are aware of the program in case they need to make a referral.

**C. Penalties:**

The Redeploy Illinois Oversight Board, in accordance with the Redeploy Illinois statute, is required to impose a penalty for each youth committed to IDJJ that exceeds the 25% reduction requirement from the sites approved baseline. This reduction is figured over a full 12 consecutive month project period. This project period will match either the state fiscal year or a calendar year and will be agreed upon by the sites as part of their application/plan. The baseline is pre-determined and will be set for future years of Redeploy Illinois implementation. This baseline figure is calculated by averaging the number of Redeploy Illinois eligible commitments over a 3-year period. The data used to calculate these rates is data provided by the Illinois Department of Juvenile Justice. Project Period.

No penalty may be imposed on any site unless they exceed the approved reduction requirement of their baseline in any single 12 consecutive month project period. Each excess commitment will be reviewed to ascertain commitment type. This would be the basis upon which any penalty may be calculated. The data used to calculate commitments for a given project period will be provided by the Illinois Department of Juvenile Justice. The maximum penalty for each court evaluation/bring back order will not exceed \$2,000

for each commitment over the reduction requirement and will not exceed \$4,000 for each full commitment over the reduction requirement.

Redeploy Illinois programs that have, on average, met or exceeded the minimum 25% reduction requirement for five or more consecutive years will be designated as an “**Established**” Redeploy Illinois program site. There will be NO penalties applied to programs that fail to meet reduction requirements while in this status designation.

A status redetermination will be made each year as part of the annual continuation application process. Sites that do not exceed their new baseline will automatically maintain their status as Established for the next grant period. Sites that exceed their new baseline will be reviewed by staff and the Redeploy Illinois Oversight Board on a case by case basis to determine the appropriate course of action. If the RIOB decides to place a site in Restorative Status, the site will again be subject to penalties based on their original Baseline and the 25% reduction requirement. The site must achieve and maintain compliance for a period of time to be determined by the RIOB, not to exceed 3 years. Once the provider has achieved the terms of the RIOB decision, the provider would again become an Established site with restored benefits.

#### **D. Program Performance Measures**

##### **1. Phase 1 performance measures**

- i. Completion and timely submission of a responsive Planning Grant Final Report
- ii. Timely submission of monthly fiscal reports
- iii. Timely submission of monthly programmatic reports
- iv. Participation in DHS arranged meetings
- v. Participation in a site visit to an existing Redeploy program site

##### **2. Phase 2 Program performance measures**

- i. Percent decrease in 12 Month IDJJ commitments of Redeploy Illinois Eligible youth from the approved three-year base line.
- ii. Percent of youth referred to the program that are enrolled in the eCornerstone data system.
- iii. Percent of youth accepted into the program that receive an initial full YASI.
- iv. Percent of youth accepted into the program that have and individualized case plan.
- v. Percent of case plans that involve the family in the provision of services.
- vi. Percent of youth who receive a YASI closing re-assessment at program exit.
- vii. Percent of youth who successfully complete one or more case plan services.
- viii. Percent of youth who experience increased protective factors.
- ix. Percent of youth who experience decreased risk factors.
- x. Percent of case plans that address education and/or employment.

#### **E. Program Performance Standards**

##### **1. Phase 1 performance standards**

- i. The final Planning Grant Report will be submitted within 6 months on or before the established deadline. This report will include, at a minimum, an analysis of; Juvenile Justice related data; current services offered; services needed; Strategies for service delivery; potential eligible populations; local governance of juvenile justice issues; data collection and analysis capabilities; estimated cost involving alternatives for delinquent youth; and a read on the

system's readiness for such a program. The report will also include the desire of the grantee to submit a Phase 2 – full site application and the corresponding service area.

- ii. 100% of monthly fiscal reports will be submitted timely, 80% acceptable performance.
- iii. 100% of monthly programmatic reports will be submitted timely, 80% acceptable performance.
- iv. Grantee will participate in 100% of DHS arranged meetings, acceptable performance 100%.
- v. Grantee will participate in a minimum of one site visit to an existing Redeploy program site.

## 2. Phase 2 performance standards

- i. Minimum 25% decrease in 12 – Month IDJJ commitments of Redeploy Eligible youth from the approved 3-year baseline identified in the agreement. *Redeploy eligible as defined in statute – NOT as it may be more narrowly defined by the site. Includes ALL IDJJ eligible commitments in the County or service area. A 12-month period will be the approved project period for each site.*
- ii. 100% of youth referred to the program will be enrolled in the eCornerstone data system. *Number of youth referred will be collected as well as the number enrolled in the data system.*
- iii. 100% of Redeploy Illinois youth accepted into the program will receive an initial full YASI. *Number of youth accepted will be collected as well as the number with a full YASI in the in the data system.*
- iv. 100% of Redeploy Illinois youth accepted into the program will receive an individualized case plan. *Number of youth accepted will be collected and the number of youth with case plan.*
- v. 70% of case plans will involve the family in the provision of services. *Includes only those with case plans developed; Includes involvement in the development of the case plan and/or actually receiving services individually and/or as a family. Will look at number of case plans developed and number that involve the family.*
- vi. 100% of Redeploy Illinois youth accepted into the program will receive a YASI closing re-assessment at program exit. *Includes only those youth that received an initial full YASI AND were accepted into the program and considers those with a closing assessment.*
- vii. 70% of Redeploy Illinois youth will successfully complete one or more case plan services. *Includes only youth that had a case plan developed; includes only youth who have exited the program during the reporting period; includes completing case plan goals.*
- viii. 65% of Redeploy Illinois youth will experience increased protective factors. *Includes only youth that had a case plan developed; includes only youth who have exited the program during the reporting period; includes an increase in YASI Dynamic Protective Scores- Initial vs. closing YASI in one or more targeted domains.*
- ix. 65% of Redeploy Illinois youth will experience decreased risk factors. *Includes only youth that had a case plan developed; includes only youth who have exited the program during the reporting period; includes a decrease in YASI Dynamic Risk Scores- Initial vs. closing YASI in one or more targeted domains.*

- x. 70% of case plans will address education and/or employment. *Includes only youth that had a case plan developed; includes only youth who have exited the program during the reporting period.*



## **SECTION III**

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

### **Application and Submission Information**

#### **1. Address to Request Application Package.**

Application materials are provided throughout this announcement. Appendices will be made available in user/printer friendly format and may be found on the Illinois Department of Human Services web site at this address: [Appendices page 136389](#). Additional copies may be obtained by contacting the contact person listed below.

Each applicant must have access to the internet. The Department's web site will contain information regarding the application and materials necessary for submission. It is the responsibility of each applicant to monitor that web site and comply with any instructions or requirements relating to the application.

#### **Contact Person**

Erica Hughes, Program Administrator  
IDHS, Division of Family & Community Services  
Bureau of Youth Intervention Services  
823 East Monroe  
Springfield, Illinois 62701  
[DHS.YouthServicesInfo@illinois.gov](mailto:DHS.YouthServicesInfo@illinois.gov)  
Phone: 217-782-4764

#### **2. Content and Form of Application Submission.**

##### **Proposal Narrative Content**

Applicants must submit a proposal that contains a narrative that includes the information outlined below. **Each section must have a heading that corresponds to the headings listed below.** If the Applicant believes that the subject has been adequately addressed in another part of the application narrative, then a cross-reference to the appropriate part of the narrative must be provided. The narrative portion must follow the guidelines set for and must be in the order requested. If a county, counties, or Cook County area receives an award through this NOFO the proposal will become the application/local program plan. The application/plan will be the basis for monitoring compliance by DHS.

##### **A. Phase 1 proposal narrative**

1. Service Area – please describe the county, counties, or Cook County area that will be targeted by the Planning Grant. If multiple counties, please explain the decision to include multiple. Indicate which county or Cook County area will take the lead in the planning grant process and serve as the grantee.
2. Please describe the reason your county, counties, or Cook County area is interested in pursuing a Redeploy Illinois Planning Grant.
3. Discuss what you plan to gain from a Redeploy Planning Grant.
4. Please review the Planning Grant Final Report document included in this funding notice as **Appendix F**. This will provide additional detail as the requirements of the Planning Grant. Describe how an in-depth analysis of the case files of each participant committed from the county or Cook County Area for the past 3 calendar years (2018, 2019, 2020) or newer if

available, will be conducted. Describe in detail your plan to conduct the system analysis etc. Among other things, within each county or Cook County area, the applicant will be required to conduct an analysis of:

- Juvenile Justice related data, including an analysis by race and ethnicity to identify disparities
  - Current services offered
  - Services needed
  - Strategies for service delivery
  - Potential eligible populations
  - Local governance of juvenile justice issues
  - Data collection and analysis capabilities
  - Estimated costs involving alternatives for delinquent youth
  - The system's readiness for such a program
5. If your plan includes sub-contracting with another entity for a portion of the work, please explain how the entity(ies) was selected and why they are the best entity to do the work. If sub-contractors will be used, please complete **Appendix D** and provide a copy of the signed or draft sub-contract and accompanying PDF version of the Uniform Grant Budget.
  6. Include a statement of commitment to participate in a minimum of one (1) site visit to an existing Juvenile Redeploy Illinois program and three (3) Department arranged meetings/trainings.
  7. Please complete the forms found in **Appendix B, Appendix C, and Appendix D**. These forms will be included with your Phase 1 application package submission as **Attachment 2, 3 and 4** respectively.
  8. If subcontractors are being utilized, please complete the form found in **Appendix E** and include as **Attachment 5** in your application package. Also included in **Attachment 5** will be copies of corresponding subcontractor agreements. Note: Subcontractor budgets and narratives will be included in **Attachment 6** with the Application Budget and Narrative.
  9. This section is available for you to provide any other information that you would like the Redeploy Illinois Oversight Board to consider about your proposed program.

#### **B. Phase 1 Uniform Grant Budget**

Please complete the Uniform Grant Budget in the CSA system for and include a copy of the submitted budget **Attachment 10** of the application.

#### **C. Phase 1 Narrative Application Narrative Attachments**

1. **Attachment 1:** Redeploy Illinois Planning Grant Request Letter (Appendix A)
2. **Attachment 2:** Program contact information (Appendix B)
3. **Attachment 3:** Program site staff information (Appendix C)
4. **Attachment 4:** Subcontractor contact information, if applicable (Appendix D)
5. **Attachment 5:** Additional subcontractor information, if applicable (Appendix E)
6. **Attachment 6:** Copy of subcontractor contracts, budgets, and narratives, if applicable
7. **Attachment 7:** Copy of currently approved NICRA if indirect costs are included and agency has current approved Federal or State NICRA (NOTE: Include subcontractor's approved NICRA, if applicable)
8. **Attachment 8:** Copy of Federal Form W9 for the Provider Agency & Subcontractors
9. **Attachment 9:** Resume of Redeploy Illinois Youth Program Coordinator (or equivalent), Agency Director, and Fiscal Manager, if applicable
10. **Attachment 10:** Copy of program budget printed from CSA System
11. **Attachment 11:** Documentation of "trauma informed" status, if applicable

#### D. **Phase 2 proposal narrative**

Upon invitation from the RIOB, applicants must submit a proposal that contains the local plan mandated by the Public Act, and including the information outlined below. **Each section must have a heading that corresponds to the headings listed below.** If the Applicant believes that the subject has been adequately addressed in another part of the application narrative, then a cross-reference to the appropriate part of the narrative must be provided. The narrative portion must follow the page guidelines set for each section and must be in the order requested. If a county, counties, or Cook County area receives an award through this NOFO the proposal will become the application/local program plan. The application/plan will be the basis for monitoring compliance by DHS.

##### 1. **Executive Summary**

The Executive Summary will serve as a stand-alone document that may be shared with various state-level stakeholders and others requesting a brief overview of each funded project. Therefore, applicants should be concise and direct in their description.

The Executive Summary must indicate the applicant entity's clear statement of commitment for developing the capacity to operate with a racial equity lens when providing programming and creating or updating policies.

At a minimum, each of the following should be addressed in the Executive Summary:

- Service Area
- County or Cook County area/ Community Description/Highlights
- Identified Need
- Target Population
- Approved Baseline and Minimum Target Reduction
- Services to be Implemented/Developed/Expanded
- Goals and Objectives / Expected Outcomes
- Estimated number of youth to be served (annually)
- Total amount of funds requested through this grant

##### 2. **Need – Description of Need**

The purpose of this section is for the applicant to provide a clear and accurate picture of the need for these services. It is necessary for the applicant to demonstrate that it has a thorough knowledge and understanding of the needs in the youth that will be served by this application.

- Identify and describe the proposed service area this application/program will target and serve. If the service area includes more than one county, describe each individually to help identify differences in need.
- Justify the need for these services in this proposed service area. Include information on common needs identified through regular assessments and/or interviews or focus groups with youth and families. If the service area includes more than one county, include how the need is or is not different for each county within the service area.
- Identify the proposed target population based on needs identified. Describe specific plans to identify, target, and serve youth with the highest need youth in your proposed service area.
- Provide demographic information about the juvenile population in the service area. Data should be sorted by age or age range, race and ethnicity, and gender.

Please include data from each county if the service area includes more than one county. Demographic information can be found here:

[https://www.ojjdp.gov/ojstatbb/ezapop/asp/comparison\\_selection.asp?selState=1](https://www.ojjdp.gov/ojstatbb/ezapop/asp/comparison_selection.asp?selState=1).

Be sure to select for Illinois before selecting data elements for analysis.

- Provide an analysis of population and juvenile justice system data by race and ethnicity to identify areas of disparities.
- Provide information about the juvenile justice population in the service area. When possible, data should be sorted by appropriate age range, gender, and race/ethnicity. Please include data from each county if the service area includes more than one county.
- Please describe the youth committed to IDJJ from your area over the last three calendar years. Include the most common types of offenses that trigger commitment, along with a demographic data analysis. Please note **Appendices J and K** which shows the baselines in eligible Redeploy sites outside of Cook County.
- State whether the data indicate that the area to be served and the Redeploy eligible target population demonstrate the presence of gender, ethnic and/or racial disparity. Provide data to support these findings.
- Provide additional information as appropriate

### 3. **Capacity - Agency Qualifications/Organizational Capacity**

The purpose of this section is for the applicant to present an accurate picture of the agency's capacity, qualifications, and ability to effectively coordinate and carry out the Redeploy Illinois program throughout the service area. Include information on program referral, intake, and acceptance policies and procedures. Information in this section should include, but not necessarily be limited to, the following:

- Data and outcomes should be included as evidence of successful previous program provision. Data should include where possible, evidence of recent success with Redeploy youth in the following outcome areas: education; employment; health/wellness; life skills; permanent connections/relationships; safety; and service learning/civic engagement.
- Indicate applicant entity's clear statement of commitment to developing the capacity to operate with a racial equity lens when providing programming and creating or updating policies.
- Provide a description of your service providers' programs and activities relevant to the services described in this Funding Notice. Please describe how these programs will impact the targeted population.
- Provide a description of existing linkages and/or referral procedures your service provider has to other community resources and services essential to the positive development of youth, including employment providers, advocacy services, education services, etc.
- Describe how the applicant will maintain staff competencies regarding youth issues and service delivery methods such as wrap, case management, risk reductions; aftercare; homelessness and poverty; case management/planning; case documentation; safety protocols; ethics and boundaries; harm reduction; crisis intervention; trauma informed care; positive youth development; basic counseling skills; healthy sexual behavior; gay, lesbian, bisexual, and transgender issues; cultural awareness and sensitivity; mental health awareness; alcohol, drug and chemical dependency awareness; bullying and harassment; sexual exploitation and prostitution; and Racial and Ethnic Disparity.

(a) **Structure**

- Identify and describe the role of the lead agency for the Redeploy Illinois program.
- If the lead agency is NOT probation, describe the role that juvenile probation plays in the Redeploy Illinois program.
- Identify key staff positions that will be responsible for the program. Present the resumes of any new staff assigned since the beginning of the previous fiscal year as Attachment 9. Please also complete the Program Contact Information form (**Appendix G**) and the Program Site Staff Information form (**Appendix H**) and include them as **Attachments 1** and **2**, respectively.
- Does a local consortium of stakeholders oversee the Redeploy Illinois program? If yes, describe the membership (who participates), how long it has been in existence, what its role is, and how members are selected. Please describe their impact or influence on the Redeploy Illinois program.
- What role, if any, do the following stakeholders play in your Redeploy Illinois efforts? Describe the commitment and involvement of each, especially those who make decisions on whether to commit a youth to IDJJ or refer them to Redeploy.
  - Chief Judge or Presiding Juvenile Judge;
  - applicant jurisdiction's Judge hearing juvenile delinquency cases;
  - State's Attorney;
  - Public Defender;
  - Chief Managing Officer of Probation and Court Services.
  - Local juvenile probation officers
  - Social service providers
  - Redeploy Program stakeholders not otherwise identified
- Identify and describe the role of any other agencies, public or private that have a significant role in the delivery of services and will receive funds from the Redeploy Illinois initiative. Please include both sub-contractors and service providers or other agencies or resources used by sub-contractors. For sub-contractors, please complete the Subcontractor Contact Information (**Appendix K**) and Additional Subcontractor Information (**Appendix L**) forms and include them as **Attachments 4** and **5**, respectively. In addition, submit a copy of the subcontract agreement and detailed budget as **Attachment 6**.

(b) **Process**

This section will describe how the applicant intends to deliver a continuum of comprehensive services through Referral, Intake, Comprehensive Assessment, Case Planning, Case Monitoring/Tracking, Discharge/Case Closure and Follow-up of Redeploy youth in the target area. The proposed service delivery approach must demonstrate the applicant understands of the importance of providing:

- A positive youth development (PYD) approach
- A wrap and case management approach
- Trauma-informed care
- Evidence-based and evidence-informed services and interventions
- A strategy for working with schools to address the educational needs of identified Redeploy youth
- A strategy for working with other service providers to address additional needs of youth and families not covered by services offered through

Redeploy Illinois agency or primary provider such as education, prevention, and access to intervention services for domestic violence, sexual abuse, or exploitation

- Strategies for helping youth build protective factors
- Youth voice in decision making

**(c) Referral**

- Describe the criteria used to identify and accept youth into the program.
- Describe the referral process used for the Redeploy Illinois program.
- Identify who is responsible for referring youth to Redeploy and what triggers referral. Demonstrate the knowledge and understanding that youth can be referred at any point during the court process.
- Identify which tool, the YASI or JRA (OYAS) is used to determine eligibility for referral to the Redeploy Illinois program.
- If the YASI is used, explain why this is used instead of the JRA.
- If the JRA is used, identify which assessment is used for determination of eligibility for referral (i.e. initial probation JRA assessment, the most recent JRA assessment, or an assessment conducted when considering a referral to the Redeploy Illinois Program).
- Identify the person(s) responsible for conducting the assessment and at which point(s) in the process the assessment is conducted.
- Describe if and how the findings and information are shared with Redeploy personnel.

**(d) Intake and Assessment**

Describe the procedures and methods used during the intake process including assessment and enrollment (demographics, family and social histories, etc.). Describe what information is collected and how it is collected (interviews, case reviews, etc.)

- Describe the intake and assessment process used for the Redeploy Illinois program. Include descriptions of screening, assessment, and intake practices used to collect information that informs case plans. Include methods for collecting the data (case review, motivational interviewing, etc.)
- Describe how data is housed so that activities can be monitored during the course of service provision for each youth to ensure services are having the intended impact.
- Describe how your Redeploy Illinois program ensures that only those youth who would otherwise be committed to IDJJ are being served by the program.

**(e) Case Planning**

Provide details on the process for creating a case plan, identifying appropriate resources and services for each youth and their family, facilitating linkages to appropriate services and resources, and monitoring and follow-up.

- Identify the persons responsible for creating case plans and how they gather information to create individualized case plans for each youth in Redeploy. Include information on where information comes from and who contributes to the development of case plans, including stakeholders, service providers, and youth and families.
- Describe how assessments and other information collected at intake is used to develop case plans.
- Discuss how case planning will address areas of need.
- Discuss how case plans will be developmentally appropriate.
- Discuss how the applicant will determine differing levels of participant need/risk and how the type, timing, duration, and intensity of services will

- match to the need/risk level.
  - Identify the services to be delivered directly and indirectly through subcontracts or referrals/linkage agreements.
  - Detail linkages with service providers in the community including social services, health care, educational services etc.
  - Identify meaningful support and collaboration with key stakeholders in planning, designing and implementing all activities.
  - Describe how the Redeploy case plan will compliment probation's case plan.
- (f) **Case Monitoring/Tracking**  
Describe how the applicant will monitor and track the youth's progress toward achievement of his/her goals as established in the case plan. Describe the process by which the applicant will continuously monitor progress and modify the case plan based on progress and current status. Describe how the youth will be involved in this process. Also describe how you will ensure sub-contractors are making anticipated progress with youth towards goals.
- (g) **Discharge/Case Closure**  
Describe how it is determined a youth has completed services through the Redeploy Program. Describe the applicant's Discharge/Case Closure process. Identify the full range of resources potentially available to a participant up to 30 days post discharge.
- (h) **Follow-up Services**  
Describe the methods to be used to contact participants six- and twelve-months post discharge.
- Applicants must provide documentation to support the service provider(s) is recognized as a trauma-informed organization as recognized through a Department approved assessment tool, (example: CBAT-O). Include this documentation as **Attachment 12** and provide a statement of an ongoing commitment to further developing/maintaining trauma informed capacity within the service provider agency. Applicants are expected to achieve this status within one year of full site implementation. *Assessment, training and technical assistance will be made available to successful applicants to achieve/maintain this status.* If the applicant and/or service provider(s) have not achieved Trauma Informed status as determined by the CBAT-O, then the implementation status of the current plan to achieve this status must be provided and included as **Attachment 12**. See **Appendix P** for more information.
  - Include as **Attachment 3** the Service Provider Information form(s) found in **Appendix I** of this Funding Notice.
  - Describe your policy and procedure for conducting background checks for employees and contractors of your organization.
  - Describe the Safety Protocol used by the applicant and/or main service provider(s) that details policies prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin. Applicants must have procedures established to monitor claims, address them seriously, and document their corrective action(s) so all participants are assured that programs are safe, inclusive, and non-stigmatizing by design and in operation. Further, applicants must ensure sufficient supervision for the safety and oversight of staff. Finally, the applicant must have procedures in place to notify authorities, including the Illinois Department of Human Services of the following incidents involving participants:
    - Serious threat or violence to self or others

- Death
- Suicide/suicide attempt
- Violence between youth OR between youth and staff that results in injury
- Allegation of abuse or neglect reported to the State’s Central Registry  
(DCFS)
- Document the applicant’s capacity and commitment to use the IDHS eCornerstone system to enroll all participants, capture demographic and risk factors; assessments, record education, employment, living, legal and other status information; and chronicle service delivery, termination and follow-up information.
- Include as **Attachment 2** the Program Contact Information Forms found in **Appendix H**.
- Include Sub-Contractor Contact Information Forms as appropriate as **Attachments 4 and 5**. These forms can be found in **Appendix J** and **Appendix K**. Also include in **Attachment 6** copies of corresponding subcontractor agreements, budgets, and narratives.
- If indirect costs are included in the budget, a copy of the approved NICRA must be included with the Application as **Attachment 7**.

**4. Quality - Description of Program Design and Services**

The purpose of this section is for the applicant to provide a comprehensive, clear and accurate picture of its intended program design. The applicant must demonstrate evidence of linguistic and cultural competence throughout. At a minimum, the proposal must address each of the following components in the order below:

- **Program Plan**  
This section will describe the proposed program. It will present the applicant’s plans to provide services for eligible youth in the proposed target area.
  - (a) YASI and New Core Service Areas Matrix: Please provide a matrix of services available to Redeploy Illinois participants under each domain/area of both the Youth Assessment Screening Instrument (YASI) and the New Core Service Areas (**Appendix S**). Include the following domains/areas: Alcohol/drugs, Mental Health, Free Time, Attitudes/Behavior, Family/Home Environment, Community/Peers, Permanent Connections/Relationships, Education, Employment, Health/Wellness, Life Skills, Safety, and Service Learning/Civic Engagement. Include the matrix as **Attachment 11**.
  - (b) Describe legal advocacy services provided.
  - (c) Describe service gaps identified and how they are being targeted with Redeploy Illinois.
  - (d) Describe the services, programs, and additional resources that will be provided to meet the individual needs of targeted juvenile offenders. Include information on services, programs, and resources that will be added during the course of the year, if applicable. Complete the Service Provider Information form found in **Appendix I** and include it as **Attachment 3**.
  - (e) Describe how you will ensure that the role of the Redeploy program is to develop and implement strategies to assist all others in supporting the youth and that it is important to recognize that in the context of the holistic approach, the responsibility for change does not fall solely on the youth.
  - (f) If the area to be served and the target population demonstrate the presence of gender, ethnic and/or racial disparity, discuss the program's plan and to address and reduce the disparity. Describe successes and lessons learned if applicable.



- (g) Discuss the program’s plan to ensure youth with various backgrounds feel comfortable with and motivated by their Redeploy team.
- (h) Describe how these services and programs are based on research or evidenced based as proven or promising practices and identify the outcome(s) to be achieved.
- (i) Describe how the services provided to each juvenile are individualized and based on individualized assessment. Describe how services are tailored to youth of color, youth with different religious backgrounds, youth identifying as LGBTQ, youth living in poverty, youth with developmental disabilities or delays, etc.
- (j) Describe how services will be provided through a trauma-focused lens.
- **Methodology**  
The Methodology section will describe how the applicant intends to deliver a continuum of comprehensive services through Intake, Comprehensive Assessment, Case Planning, Case Monitoring/Tracking, Discharge/Case Closure and Follow-up of Redeploy youth in the target area. The proposed service delivery approach must demonstrate the applicant understands of the importance of providing:
  - A positive youth development (PYD) approach
  - A wrap and case management approach
  - Trauma-informed care
  - Evidence-based and evidence-informed services and interventions
  - A strategy for working with schools to address the educational needs of identified Redeploy youth
  - A strategy for working with other service providers to address additional needs of youth and families not covered by services offered through Redeploy Illinois agency or primary provider such as education, prevention, and access to intervention services for domestic violence, sexual abuse, or exploitation
  - Strategies for helping youth build protective factors
  - Youth voice in decision making
- **Program Capacity (number of youth served)**
  - (a) Indicate the anticipated program capacity for your entire Redeploy Illinois initiative for the funding year. Please include an annual capacity as well as a daily capacity.
  - (b) Indicate the projected number of youth to be served during the funding year. Include both projected number referred, and projected number accepted.
  - (c) Indicate how many youth you anticipate serving from the primary target population (youth facing commitment to DJJ on current charge). Describe youth you do not plan to serve along with an explanation for that decision.
  - (d) Indicate the Average Length of Stay in the Redeploy program.
- **Program Outcomes**
  - (a) Describe how your program design and implementation policies will ensure that performance measures identified in this funding notice will be met. Include a detailed plan for achievement.
  - (b) Describe how any additional outcomes and objectives for your Redeploy Illinois program will be met. Include a detailed plan for achievement.
  - (c) Describe how your strategy is based on lessons learned from other types of diversion programs used in your area (if available) and available data.

## 5. Evaluation Narrative

- Applicant must make a clear statement of their intention to participate in any formal evaluation of the program that may be conducted by the Department or any of its contractors.
- Applicant must include a clear statement indicating their ability to collect and report required participant data via the Department eCornerstone system or other identified system.

## 6. **Budget Narrative**

In this section of the application narrative, provide a detailed Budget Narrative of the items allocated within your proposed budget. This will include all funds budget for the program, including match. Identify the source of those funds and detail how the specified resources and personnel are being allocated to ensure the tasks, activities, goals, and objectives described in your proposal will be implemented. Illustrate the use of state or federal funds, other than grant funds, that will be used to support the program. If sub-contractors are planned, please also describe how these funds will be utilized to implement the program.

Please restate and provide a response to each of the following questions as part of your Budget Narrative.

- (a) Does your Agency maintain written procedures that minimize the time elapsing between the receipt and disbursement of grant funds?
- (b) Does your Agency comply with/meet the financial management standards of 2 CFR 200.302?
- (c) Does your Agency anticipate any immediate cash needs to implement this grant?
- (d) Does your Agency have sufficient working capital to fully operate the grant program for 2 months beginning July 1, without advance payment, including initial startup costs and normal monthly grant expenses?

In addition to the above narrative, budgets must be submitted electronically in the CSA system (Refer to **Appendix L** for more information and a link to budget forms). The Budget entered into the CSA system will also 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. Please 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. The Budget should 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. If indirect costs are included in the budget, a copy of the approved NICRA must be included with the Application as **Attachment 7**.

Please prepare a budget for Phase 1 (planning phase) and include a copy of the program budget printed from the CSA System as **Attachment 10** of the Application. A budget for Phase 2 will be required after completion of Phase 1. Please note, your contract **will not** be processed until your budget has been reviewed AND approved. It is critical that the budget submitted is as detailed as possible. 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 DHS.

Subcontractor budgets, budget narratives and actual sub-contracts must be submitted with this application as they need to be pre-approved. Refer to **Appendix K** for information regarding Subcontractor Budgets. Subcontractor agreements and budgets will be submitted as **Attachment 6** of your application.

Submit as **Attachment 8** – a copy of Federal Form W9 for the Provider Agency. It is critical that the Agency name, address and FEIN number matches the information provided on the **Uniform Application for State Grant Assistance** submitted as part of the total Application package.

If indirect costs are included in the budget, a copy of the approved NICRA must be included with the Application as **Attachment 7**.

7. **Phase 2 Narrative Application Narrative Attachments**

Attachment 1 - Program contact information (Appendix G)

Attachment 2 - Program site staff information (Appendix H)

Attachment 3 - Service provider information (Appendix I)

Attachment 4 - Subcontractor contact information (if applicable) (Appendix J)

Attachment 5 - Additional subcontractor information (if applicable) (Appendix K)

Attachment 6 - Copy of subcontractor contracts, budgets, and narratives (if applicable)

Attachment 7 - Copy of currently approved NICRA if indirect costs are included and agency has current approved Federal or State NICRA (include subcontractor's approved NICRA if applicable)

Attachment 8 - Copy of Federal Form W9 for the Provider Agency & Subcontractors

Attachment 9 - Resume of Redeploy Illinois Youth Program Coordinator, Agency Director, and Fiscal Manager

Attachment 10 - Copy of program budget printed from CSA System

Attachment 11 - Redeploy Illinois Service Matrix

Attachment 12 - Trauma Informed status verification (if applicable)

8. **Submission Dates and Times.**

**Phase One. Redeploy Planning Grant**

Applicants must electronically submit the complete Phase One application including all required narrative and attachments in the prescribed order with the signed Uniform Application for State Grant Assistance (Uniform Application) on top. The Uniform Application can be found at the following [Appendices page 136389](#). **Applications must be sent electronically to [DHS.YouthServicesInfo@illinois.gov](mailto:DHS.YouthServicesInfo@illinois.gov)**

This Non-Competitive Funding Notice is open to accept applications from eligible applicants until further notice. Applications will be considered for funding upon receipt of the complete application and after a determination of eligibility and Pre-Qualification status.

The Application container will be electronically time-stamped upon receipt. The Department will ONLY accept applications submitted by electronic mail set to [DHS.YouthServicesInfo@illinois.gov](mailto:DHS.YouthServicesInfo@illinois.gov) **The electronic copy must be a complete single PDF file.** Applications will not be accepted if received by mail, fax machine, hard copy, disk or thumb drive or hand delivered. Applications will be opened as they are received.

Applicants will receive an email within 48 hours of receipt of notifying them that their application was received. This email will be sent to the email address provided in the application. Applications received after this announcement has been closed will not be considered. Applicants are required to notify the Department within 48 hours if they did NOT receive an email notifying them that their application was received. The applicant will NOT have the right to protest the submission/receipt of their application to the Department after if submitted after the announcement has been closed.

Applicants may submit the completed grant application utilizing the CMS File Transfer Utility located at: <https://filet.illinois.gov/filet/PIMupload.asp>. This is strongly recommended for very large files. Please follow the instructions to attach your application.

Submit the completed grant application to: [DHS.YouthServicesInfo@Illinois.Gov](mailto:DHS.YouthServicesInfo@Illinois.Gov) The subject line of the email MUST state: “22-444-80-2350 Erica Hughes - Redeploy Illinois PG1”

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.

Any questions should be directed to:

Erica Hughes, Program Coordinator  
IDHS, Division of Family & Community Services  
Bureau of Youth Intervention Services  
823 East Monroe  
Springfield, Illinois 62701  
[DHS.YouthServicesInfo@illinois.gov](mailto:DHS.YouthServicesInfo@illinois.gov)  
Phone: 217-782-4764  
[Erica.Hughes@illinois.gov](mailto:Erica.Hughes@illinois.gov)

#### Phase Two, Redeploy Program Site Grant

Successful and eligible Phase One applicants will receive an invitation from the Redeploy Illinois Oversight Board Chairperson inviting them to apply for Phase Two. The full site application must be submitted as described herein within 30 days of receiving the invitation to apply. Applicants must electronically submit the complete Phase Two application, including all required narrative and attachments in the prescribed order with the signed Uniform Application for State Grant Assistance (Uniform Application) on top. The Uniform Application can be found at the following [Appendices page 136389](#). **Applications must be sent electronically to [DHS.YouthServicesInfo@illinois.gov](mailto:DHS.YouthServicesInfo@illinois.gov) and received no later than the due date and time identified in the Invitation to Apply Letter (30 days from the date of the Invitation Letter).**

Completed applications **must be received at the location (email) below no later than the date and time identified on the Invitation to Apply letter.** The application container will be electronically time-stamped upon receipt. The Department will ONLY accept applications submitted by electronic mail set to [DHS.YouthServicesInfo@illinois.gov](mailto:DHS.YouthServicesInfo@illinois.gov). **The electronic copy must be a complete single PDF file.** Applications will not be accepted if received by mail, fax machine, hard copy, disk or thumb drive or hand delivered.

Applications will be opened as they are received.

Applicants will receive an email within 48 hours of receipt notifying them that their application was received and if it was received by the due date and time. This email will be sent to the email address provided in the application. Applications received after the due date and time will not be considered.

Applicants may submit the completed grant application utilizing the CMS File Transfer Utility located at: <https://filet.illinois.gov/filet/PIMupload.asp>. This is strongly recommended for very large files. Please follow the instructions to attach your application.

Submit the completed grant application to: [DHS.YouthServicesInfo@Illinois.Gov](mailto:DHS.YouthServicesInfo@Illinois.Gov) The subject line of the email MUST state: “22-444-80-2350 Erica Hughes - Redeploy Illinois PG2”

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.

Any questions should be directed to:

Erica Hughes, Program Coordinator  
IDHS, Division of Family & Community Services  
Bureau of Youth Intervention Services  
823 East Monroe  
Springfield, Illinois 62701  
[DHS.YouthServicesInfo@illinois.gov](mailto:DHS.YouthServicesInfo@illinois.gov)  
Phone: 217-782-4764  
[Erica.Hughes@illinois.gov](mailto:Erica.Hughes@illinois.gov)

### 3. **Other Submission Requirements.**

#### A. **Proposal Container and Format Requirements**

All applications must be typed on 8 ½ x 11-inch paper using 12-point type and at 100% magnification. With the exception of letterhead and stationery for letter(s) of support (not required), the entire proposal should be typed in black ink on white paper. The program narrative must be typed **single-spaced**, on one side of the page, with 1-inch margins on all sides. The program narrative must not exceed the page totals specified in the “Content and Form of Application Submission” section including the Executive Summary. Items included as Attachments are NOT included in the page limitations.

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

#### B. **ALL Applications MUST include the following mandatory forms/attachments in the order identified below.**

- Uniform State Grant Application
- A statement indicating the applicants has completed Pre-Qualification steps and is currently Pre-Qualified.
- Statement indicating the ICQ & PRA have been completed.

- Proposal Narrative
  - Executive Summary
  - Capacity - Agency Qualifications/Organizational Capacity
  - Need - Description of Need
  - Quality - Description of Program Design and Services
  - Budget Narrative
  - Attachments to Your Application
    - Program contact information
    - Program site staff information
    - Service provider information
    - Subcontractor contact information (if applicable)
    - Additional subcontractor information (if applicable)
    - Copy of subcontractor contracts, budgets, and narratives (if applicable)
    - Copy of currently approved NICRA if indirect costs are included and agency has current approved Federal or State NICRA (Note: Include subcontractor's approved NICRA, if applicable)
    - Copy of Federal Form W9 for the Provider Agency & Subcontractors
    - Resume of Redeploy Illinois Youth Program Coordinator (or equivalent), Agency Director, and Fiscal Manager, if applicable
    - Copy of program budget printed from CSA system
    - Redeploy Illinois Service Matrix
    - Documentation of trauma informed status
    - Uniform Grant Budget – The proposed budget must be entered, signed and submitted in CSA and is required for the application to be considered complete. A hard copy of this signed and submitted budget must be included with the application.

4. **Unique Entity Identifiers (DUNS Number and SAM Registration)**

Each applicant (unless the applicant is an individual or Federal or State awarding agency that is exempt from those requirements under 2 CFR § 25.110(b) or (c), or has an exception approved by the Federal or State awarding agency under 2 CFR § 25.110(d)) is required to:

- Be registered in SAM.gov before the application due date. To establish a SAM.gov registration, go to <https://governmentcontractregistration.com/sam-registration.asp> and/or utilize this instructional link: “How To Register in SAM” <https://www2.illinois.gov/sites/GATA/Documents/Resource%20Library/SAM-Registration.pdf>
- Provide a valid unique entity identifier (DUNS number) in its application; and
- Continue to maintain an active SAM registration with current information at all times during which it has an active Federal, Federal pass-through or State award or an application or plan under consideration by a Federal or State awarding agency.
- For more information, refer to **Section I, A. Eligibility Information**. Applications that fail to meet the criteria described in **Section I, A. Eligibility Information** will not be scored and/or considered for funding.

5. **Intergovernmental Review**

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

6. **Funding Restrictions**

The applicant must develop a budget consistent with program requirements as described in **Section II. Program Description** and in accordance with **Section I, A 7 Grant Funds Use Requirements**.

## SECTION IV

### The following section provides Award, Administrative and Contact Information.

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#### Award Administration Information

##### 1. State Award Notices.

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

- Grant award amount
- The terms and condition of the award.
- Specific conditions, if any, assigned to the applicant based on the fiscal and administrative (ICQ), programmatic risk assessments (PRA) and merit-based review.

**Note:** The Department cannot issue a NOSA until the successful applicant has an approved budget entered into CSA.

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. This signed NOSA is the document authorizing the Department to proceed with issuing an agreement. The Agency signed NOSA must be remitted to the Department as instructed in the notice.

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

A written Notice of Denial shall be sent to the applicants not receiving the award.

##### 2. Administrative and National Policy Requirements.

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

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

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

### 3. Required Reporting

Upon execution of the grant agreement, reporting shall be in accordance with the requirements set forth in the Uniform Grant Agreement and related Exhibits which includes, but is not limited to the following:

#### A. Program Reports

1. Pursuant to Paragraph 13.1 and 13.2 the Provider will submit monthly, quarterly and final Periodic Financial Reports (PFRs) in the format prescribed by the Department. Unless a difference reporting requirement is specified in Exhibit G. The monthly, quarterly and final Periodic Financial Reports must be submitted no later than the 30<sup>th</sup> of each month for the preceding month or quarter by email. The final year-end report (July 1-June 30<sup>th</sup>) will be due on or before July 30<sup>th</sup> or no more than 30 days following grant termination.
2. Pursuant to Paragraph 13.1 and 13.2 the Provider will submit quarterly and final Periodic Performance Reports (PPRs) in the format prescribed by the Department. Unless a different reporting requirement is specified in Exhibit G. Quarterly and Final Periodic Performance Reports are due no later than the 30<sup>th</sup> of each month for the preceding quarter by email. Quarter 1 (July 1-September 30<sup>th</sup>) due October 30<sup>th</sup>, Quarter 2 (October 1<sup>st</sup>- December 31<sup>st</sup>) due January 30<sup>th</sup>, Quarter 3 (January 1<sup>st</sup>- March 31<sup>st</sup>) due April 30<sup>th</sup>, and Quarter 4 (April 1<sup>st</sup>- June 30<sup>th</sup>) due July 30<sup>th</sup>. The final year-end report (July 1-June 30<sup>th</sup>) will be due on or before July 30<sup>th</sup> or no more than 30 days following grant termination.
3. To complete the planning grant process, the Provider will submit a Planning Grant Final Report describing their Redeploy implementation plan.
4. Annual Program Application/Plan - Providers are required to submit an Annual Program Application/Plan each year. For non-renewal years and for programs not exempt under 30 ILCS 708 (GATA) the Annual Plan or Application will be made available through a competitive Notice of Funding Opportunity (NOFO). Annual Program Plans for Programs exempt from 30 ILCS 708 (GATA) or during a renewal year will be due in April/May of each year for the upcoming program year. Annual Program Application/Plan guidance and submission instructions will be made available to providers through the same process as the NOFO posting and will be posted 30 days prior to the submission due date each year.
5. Uniform Grant Budget - Providers are required to submit a Detailed Uniform Grant Budget each year along with their Program Application/Plan. The Uniform Grant Budget will be due on the same timelines as the Program Application/Plan above. Providers agree to establish and utilize a budget approved by the Provider's Board of Directors.
6. Program Data Reporting (Phase 2 only) - Providers are required to enter continuous (approximately daily) client/program and service specific data into the Web-based eCornerstone system. *(See below.)*
7. Additional Data Reporting - Providers may be required to provide additional survey data once per year, in a format prescribed by the department, due on September 1<sup>st</sup> for the preceding fiscal year.
8. If the State share of any State award is more than \$500,000 over the period of performance, successful applicants must adhere to the post award reporting requirements reflected in Title 45 Part 67 Appendix XII CFR – Award Term and Condition for Recipient Integrity and Performance Matters, available at <https://edfr.io/Title-45/Part-75/Appendix-XII>

#### B. eCornerstone Data Reporting

1. Redeploy providers are mandated to utilize the eCornerstone Web-based reporting system to capture information on all youth served in the program. Administrative



data will be captured as well as participant-specific, case-level information. The following is an overview of the various categories of information that must be captured in the system for participants enrolled in Redeploy. Information captured includes but is not limited to:

- Demographics
- Referral Date / Acceptance Date
- County of Referral
- Referral reason
- Referral source
- Probation Officer Assigned
- County of Probation
- Site of program service
- Assigned worker
- Living arrangement (at enrollment, discharge, & follow-up)
- Educational status (at enrollment, discharge, & follow-up)
- Employment status (at enrollment, discharge, & follow-up)
- Legal status (at enrollment, discharge, & follow-up)
- Legal history (at enrollment)
- Redeploy Case Specific Information
- Youth Assessment & Screening Instrument (YASI) (initial assessment, re-assessment, and closing assessment) questions and responses
  - Closing YASI is required when an initial YASI has been submitted.
- Additional assessment information is captured (Fitness and Competency Evaluation; Mental Health/Behavioral Assessment; Substance Abuse Assessment; Co-occurring Disorders Assessment; Trauma Assessment; Sex Offender Assessment; Educational Assessment; Life Skills Assessment; Other Assessment)
- Case Plan information, domains targeted (legal history; family; school; community & peers; alcohol & drugs; mental health; aggression; attitudes; skills; employment & free time) services planned, and service completion
- Outcome information (ex: Case Plan completion, change in protective factors, & change in risk factors)
- Case Information –
  - Living arrangement/placement info - # different
  - Restorative Justice participation
  - Non-traditional court evaluation and subsequent DJJ commitment information
  - Electronic monitoring information
  - Chronic truancy information
  - Learning Disability & services information
  - Individual Care Grant information
- Discharge information
  - Discharge reason
  - Status at Discharge
- Living arrangement

- Educational status
- Employment status
- Legal status
- Redeploy Case Information
  - Discharge planning
- # of Probation Contacts and # of Case Management Contacts with the youth & family in the following categories: (discharge & follow-up)
  - # that involved the Youth only
  - # that involved the Parent only
  - # that involved the Youth & Parent
  - # that were advocating on behalf of youth/family \
  - # that were administrative in nature
- Follow-up information – including all status information, contacts and Redeploy Case information

2. Providers must ensure all youth referred to the Redeploy program are entered into the Department's eCornerstone data system.
3. Providers will maintain accurate agency; subcontractor; and program service delivery site information in the eCornerstone system.
4. Agency and program data and information provided to DHS may be shared with the Redeploy Illinois Oversight Board and may be included in the annual report to the Governor and General Assembly, or any other publication deemed appropriate by the Board.
5. Data on individual youth will not be shared with the public.

**C. Fiscal Reports / Billing Information**

The Provider will submit monthly, quarterly and final Periodic Financial Reports (PFRs) in the format prescribed by the Department. The monthly, quarterly and final Periodic Financial must be submitted no later than the 30<sup>th</sup> of each month for the preceding month by email to: [DHS.YouthServicesInfo@illinois.gov](mailto:DHS.YouthServicesInfo@illinois.gov) with the Program Name/Acronym; Contract number and Month in the Subject Line. If there are any questions, please contact the Bureau at: 217-557-2943.

The Provider shall use the following methodology to document the use of these funds:

- The Provider shall provide summary documentation by line item of actual expenditures incurred for the purchase of goods and services necessary for conducting program activities. The Provider shall use generally accepted accounting practices to record expenditures and revenues as outlined in 89 Ill. Adm. Code 509, DHS Fiscal Administrative Recordkeeping and Requirements.
- Expenditures shall be recorded in the Provider's records in such a manner as to establish an audit trail for future verification of appropriate use of Agreement funds. Expenditure documentation forms shall be submitted in a format, defined by FCS, Bureau of Youth Intervention Services.

**D. Additional Requirements**

**1. Revisions**

If necessary, a provider may request a modification to the approved program plan and/or approved Spending Plan/Uniform Budget. Modifications or amendments to the program and/or spending plan must be submitted by the provider, in writing utilizing the appropriate forms, and are subject to approval by BYIS prior to formally submitting the

revision in the CSA system.

Plan and Budget revision requests initiated after May 1st, will NOT be processed.

*A revision request will be considered initiated when there is dated, written documentation (including email) that the provider has reached out to program to discuss the need for a revision, AND program staff have responded in writing, giving them permission to move forward with the steps necessary to formally revise their plans/budgets.*

Exceptions to the above deadline will be limited, considered on a case-by-case basis, and must be approved in writing by Division leadership.

- **Program Plan Modifications**

Providers are not allowed to make program plan modifications without pre-approval. Program plan revisions include items such as those that would impact the service delivery model, changes to the specific services offered, numbers of youth to be served, service delivery sites, changes in sub-contractors or their services, deliverables, days open, etc. Modifications not needing pre-approval include staffing changes.

- **Uniform Budget Modifications**

Providers are allowed to make discretionary line item transfers within their approved budget without pre-approval from the Department (see article 6.3 of the Uniform Grant Agreement). Budget revisions, other than discretionary line item transfers, must be pre-approved by the Department (see article 6.2 of the Uniform Grant Agreement). Once the Department pre-approves the revision request, the provider will enter the proposed revision into the CSA system to be officially approved. Upon approval, DHS staff will then update the “Approved Budget Tab” of their Expenditure Documentation and Certification Form (EDCF) for submission with their next monthly expenditure report.

2. **Indirect/Direct Administrative and Direct Costs**

This grant has no limitations on indirect cost. In order to charge indirect costs to this grant, the applicant organization must have a Federal or State annually negotiated indirect cost rate agreement (NICRA) or must elect to use the De Minimis Rate.

**Every organization that receives a state award must make an indirect cost rate proposal or election in the Crowe Activity Review System (CARS), including organizations that are choosing not to claim payment for indirect costs.**

**Indirect Cost Rate Election**

- a. **Federally Negotiated Rate.** Organizations that receive direct federal funding may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. Illinois will accept the federally negotiated rate.
- b. **State Negotiated Rate.** The organization must negotiate an indirect cost rate with the State of Illinois by completing an indirect cost rate proposal in the CARS system if they do not have Federally Negotiated Rate or elect to use the De Minimis Rate.
- c. **De Minimis Rate.** An organization that has never received a Federal or State Negotiated Rate may elect a de Minimis rate of 10% of **modified total direct cost (MTDC)**. Once established, the de Minimis rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the de Minimis rate. If programs elect to use the De Minimis rate, is **critical** that program budgets accurately calculate the MTDC base (see 2 CFR § 200.68).

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

**Crowe Activity Review System (CARS).**

CARS will allow your organization to document your already established federally approved indirect cost rate, complete an indirect cost rate proposal (see **State Negotiated Rate** above), elect to charge the De Minimis rate (10%) of modified total direct costs (MTDC), or select that no reimbursement of indirect costs will be requested. Submission requirements are located on page 2 of the Uniform Budget Template as well as 2 CFR 200 Appendix IV, V & VII.

- i. Organizations which have not previously made an indirect cost rate election must submit an election (and indirect cost rate proposal, if necessary) immediately and no later than 3 months after receiving an award notification or invitation to the CARS system.
- ii. Organizations that have previously established an indirect cost rate election must submit a new indirect cost rate election immediately and no later than 6 months after the close of their organization’s fiscal year.
- iii. Every organization must make an indirect cost rate election in CARS even if the organization is choosing De Minimis Rate or “no rate”. Organizations that do not make an election or submission inside the CARS system within the required timeframes will not be allowed to claim indirect cost reimbursement.

**3. Allowable/Unallowable Costs**

**a. Unallowable Costs**

Please refer to 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, PART 200 Subpart E – Cost Principles to determine the appropriateness of costs. In addition, and specific to this grant, un-allowed costs will also include the following unless otherwise approved in writing by DHS:

- i. Purchase of a vehicle
- ii. Food for staff unless authorized as per diem under the State of Illinois Governor’s Travel Control Board.
- iii. Deposits for items, services, or space
- iv. 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)
- v. Capital expenditures for general purpose equipment, including any vehicle regardless of cost, buildings, and land (2 CFR 200.439)
- vi. Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life (2 CFR 200.439)
- vii. Capital expenditures for renovations or remodeling
- viii. 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)
- ix. Deposits for items, services, or space
- x. Personnel costs for probation
- xi. Electronic Monitoring/Global Positioning System Monitoring equipment or associated costs.
- xii. Drug testing supplies for probation compliance purposes. Funds MAY be used for drug tests administered for clinical purposes.

xiii. Redeploy Illinois funds shall not be used to duplicate existing services and programs or supplant existing county funded programs (730 ILCS 110/16.1).

**b. Allowable Costs**

Allowable costs are those that are necessary and reasonable based on the activity(ies) contained in the Scope of Work, are justified in the Budget Narrative, and are allowable under Subpart E of 2 CFR 200.

**4. Subcontractors**

- a. Subcontractor Agreement(s) and budgets must be pre-approved by the Department.
- b. Subcontractor Agreement(s) and budgets must be on file with the Department.
- c. Any subcontractor shall be subject to all provisions of this Agreement.
- d. The Provider shall retain **sole** responsibility for the performance of the subcontractors.

**5. Simplified Acquisition Threshold**

The Simplified Acquisition Threshold is currently \$250,000 (Refer to 2CFR200 Section 200.88). Therefore, the grantee must be aware of the following regarding the Simplified Acquisition Threshold as it will be applicable to any qualifying sub award:

- a. That the grantee agency, prior to making a sub-award with a total amount of funds greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);
- b. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that the awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
- c. That the awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under awards when completing the review of risk posed by applicants as described in §200.205 awarding agency review of risk posed by applicants.

**6. Monitoring**

The Provider will provide the Department with requested monitoring and evaluation information and understands that the Department will monitor, audit, and evaluate service and records. Reporting will be as required by the Bureau. Monitoring may include but is not limited to:

- a. On site visits to providers including inspection of client files, fiscal records, and interviews with program staff, contractors, probation staff, county and municipal law enforcement, judges etc.
- b. Telephone or video monitoring of service via contacts with providers and a sample of youth and families receiving service.
- c. Compliance and Performance Measure reviews.
- d. Periodic audits.
- e. Unannounced visits.
- f. Desk Reviews.

Annual Audit in conformance with Audit Requirements set forth in the grant agreement.

**Non-compliance with any of the above reporting requirements, including timeliness of reports may lead to being placed on the Illinois Stop Payment List.**

**7. Payment Terms**

a. Payment Options

To determine payment options, OCPYD will look at the results of the Internal Controls Questionnaire (ICQ) as described below AND the answers supplied by the applicant to the following four questions as part of this application:

- i. Does your Agency maintain written procedures that minimize the time elapsing between the receipt and disbursement of grant funds?
- ii. Does your Agency comply with/meet the financial management standards of 2 CFR 200.302?
- iii. Does your Agency anticipate any immediate cash needs to implement this grant?
- iv. Does your Agency have sufficient working capital to fully operate the grant program for 2 months beginning July 1, without advance payment, including initial startup costs and normal monthly grant expenses?

b. Payment Determination Process

i. Payment Determination

- a) **Applicants identified as low risk on the ICQ:** Applicants will be identified as low risk if they have zero high risk scores and one or less medium risk scores on the items on the ICQ. Applicants identified as low-risk will receive monthly advance payments. An initial 2/12 of the Award amount will be issued upon execution of the agreement; and may be rounded to the nearest \$100.00. Subsequent payments will be issued, after reconciling all current and previously reported expenditures, ensuring the Applicant maintains a 1/12 rolling advance.
  - b) **Applicants identified as Medium to High Risk on the ICQ:** Applicants will be identified as medium to high risk if they have one or more high risk scores and/or two or more medium risk scores on the items on the ICQ. An annual determination will be made regarding the need for a working capital advance. This determination will be made based on information submitted by the applicant as part of the FY21 Grant Application/Plan process. Applicants will be placed in one of the following payment categories:
    - i. For applicants that indicate insufficient working capital to fully operate the grant program for 2 months beginning July 1, will receive an initial working capital advance payment of 2/12 of the Award amount upon execution of the agreement; and may be rounded to the nearest \$100.00. Subsequent payments will be issued on a reimbursement basis and will consider all previously submitted and documented expenditures.
    - ii. For applicants that indicate sufficient working capital to fully operate the grant program for 2 months beginning July 1, grant payments will be issued on a reimbursement basis that will consider all previously submitted and documented expenditures.
- ii. The Department will compare, as applicable, the amount of the initial advance/working capital payment made to date with the documented expenditures provided to the Department by the Applicant.
    - a) **Applicants identified as low risk on the ICQ:** In the event the documented services provided by the Applicant do not justify the level of award being provided to the Applicant, future payments may be withheld or reduced

until such time as the services documentation provided by the Applicant equals the amounts previously provided to the Applicant to ensure each payment advanced does not exceed 1/12 cash-on-hand. Failure of the Applicant to provide timely, accurate and sufficiently detailed documentation will result in delayed payments and may result in a reduction to the total award.

b) **Applicants identified as Medium to High Risk on the ICQ:** In the event the documented services provided by the Applicant do not justify the level of award being provided to the Applicant, future payments may be withheld or reduced until such time as the services documentation provided by the Applicant equals the amounts previously provided to the Applicant. Failure of the Applicant to provide timely, accurate and sufficiently detailed documentation will result in delayed payments and may result in a reduction to the total award.

iii. Final Payment

The final payment from the Department under this Agreement shall be made upon the Department's determination that all requirements under this Agreement have been completed, which determination shall not be unreasonably withheld. Such final payment will be subject to adjustment after the completion of a review of the Applicant's records as provided in the Agreement.

iv. Repayment

In the event payments made by the Department to the Applicant exceed the total amount of Applicant reported and Department authorized expenditures, the Applicant will be required to issue a repayment to the Department in an amount equal to the overpayment.

c. **Additional Advance Payments**

Additional working capital advance payments may be considered on a case-by-case basis. Such requests must be made in writing, may require supporting documentation and must be approved by DHS Executive Staff.

**State Awarding Agency Contact(s)**

If you have questions relating to this Funding Notice, please send them via email to:

[DHS.YouthServicesInfo@Illinois.gov](mailto:DHS.YouthServicesInfo@Illinois.gov) with “**REDEPLOY PLANNING GRANT FUNDING NOTICE – Erica Hughes**” in the subject line of the email.

**LIST OF APPENDICES – Phase 1**

Appendix A: Phase 1 Redeploy Illinois Planning Grant Request Letter

Appendix B: Phase 1 Program Contact Information form

Appendix C: Phase 1 Program Site Staff Information form

Appendix D: Phase 1 Subcontractor Contact Information form

Appendix E: Phase 1 Additional Subcontractor Information form

Appendix F: Phase 1 Final Planning Grant Report

## **LIST OF APPENDICES – Phase 2**

- Appendix G: Phase 2 Program Contact Information form
- Appendix H: Phase 2 Program Site Staff Information form
- Appendix I: Phase 2 Service Provider Information form
- Appendix J: Phase 2 Subcontractor Contact Information form
- Appendix K: Phase 2 Additional Subcontractor Information form

## **LIST OF APPENDICES – Phases 1 & 2**

- Appendix L: Phases 1 & 2 CSA Budget Information
- Appendix M: Redeploy Illinois Legislation
- Appendix N: Redeploy Illinois Logic Model
- Appendix O: Trauma Informed Action Plan
- Appendix P: Current Redeploy Illinois Eligible Counties and Baselines
- Appendix Q: Redeploy Illinois Map
- Appendix R: Redeploy Illinois Core Service Area Matrix

## **ATTACHMENT CHECKLIST – Phase 1**

- \_\_\_ **Attachment 1:** Redeploy Illinois Planning Grant Request Letter (Appendix A)
- \_\_\_ **Attachment 2:** Program contact information (Appendix B)
- \_\_\_ **Attachment 3:** Program site staff information (Appendix C)
- \_\_\_ **Attachment 4:** Subcontractor contact information, if applicable (Appendix D)
- \_\_\_ **Attachment 5:** Additional subcontractor information, if applicable (Appendix E)
- \_\_\_ **Attachment 6:** Copy of subcontractor contracts, budgets, and narratives, if applicable
- \_\_\_ **Attachment 7:** Copy of currently approved NICRA if indirect costs are included  
and agency has current approved Federal or State NICRA (NOTE:  
Include subcontractor’s approved NICRA, if applicable)
- \_\_\_ **Attachment 8:** Copy of Federal Form W9 for the Provider Agency & Subcontractors
- \_\_\_ **Attachment 9:** Resume of Redeploy Illinois Youth Program Coordinator (or  
equivalent), Agency Director, and Fiscal Manager, if applicable
- \_\_\_ **Attachment 10:** Copy of program budget printed from CSA System
- \_\_\_ **Attachment 11:** Documentation of “trauma informed” status, if applicable



## **ATTACHMENT CHECKLIST – Phase 2**

- \_\_\_ **Attachment 1:** Program contact information (Appendix G)
- \_\_\_ **Attachment 2:** Program site staff information (Appendix H)
- \_\_\_ **Attachment 3:** Service provider information (Appendix I)
- \_\_\_ **Attachment 4:** Subcontractor contact information, if applicable (Appendix J)
- \_\_\_ **Attachment 5:** Additional subcontractor information, if applicable (Appendix K)
- \_\_\_ **Attachment 6:** Copy of subcontractor contracts, budgets, and narratives, if applicable
- \_\_\_ **Attachment 7:** Copy of currently approved NICRA if indirect costs are included  
and agency has current approved Federal or State NICRA (NOTE:  
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- \_\_\_ **Attachment 9** Resume of Redeploy Illinois Youth Program Coordinator (or  
equivalent), Agency Director, and Fiscal Manager, if applicable
- \_\_\_ **Attachment 10** Copy of program budget printed from CSA System
- \_\_\_ **Attachment 11** Redeploy Illinois Service Matrix
- \_\_\_ **Attachment 12** Documentation of “trauma informed” status, if applicable